COVID-19 POLICY

The following document was devised with the most up to date Government documentation and sector advice. It contains policy and procedures to mitigate and manage the risks associated with COVID-19 at Shrewsbury School. The School will adapt this policy in line with guidance and updates in Government policy, Public Health England and sector advice.

The following axioms have been applied:

- We wish to provide the best possible on-site experience for pupils.
- We will operate in a way which is safe and manageable for pupils and staff.

In addition to Government advice, we will also seek support from sector experts and forums e.g. BSA, HMC, ISC and other schools around the world with whom we can share best practice.

The policy is organised into the following sections:

1. Returning to school for staff and pupils
2. Expectations of staff
3. Expectations of pupils
4. Provision of self-isolation facilities
5. Maximum capacity of facilities
6. Implementation of social distancing
7. Use of transport
8. Visitors – parents and the wider community
9. Cleaning provision
10. Testing and health screening

This policy and the associated detailed COVID-19 risk assessments were endorsed by the Governors’ Education and Safeguarding Committee, 2nd September 2020 and continue to be regularly reviewed.
1. Returning to School for Staff and Pupils

- Prior to arrival at the start of term, or after a period of lockdown, the school will communicate its expectations regarding the health of returning pupils – in line with current Government guidance.
- This will include quarantine declaration and travel information from UK based lockdown areas and the requirement to inform the school of any vulnerabilities.
- Online Supported Learning will be available to those pupils who are critically vulnerable and advised by their specialist not to attend school.
- Pupils travelling internationally from the list of restricted countries are required to isolate in line with UK Government requirements.
- Parents should follow the UK Government advice about isolation following possible contact with COVID-19 and alert the school immediately should a case become known to them. This pupil should not return to school.
- If pupils show signs of COVID-19 whilst attending school, parents should plan for them to be collected. In the case of international pupils, the school will provide arrangements for self-isolation, if guardians are unable to provide this service.
- Upon receipt of a negative test for COVID-19 a pupil may return to school.
- If whilst in school a pupil displays symptoms of COVID-19, they will be appropriately cared for and isolated, and isolation procedures for others will be followed in line with current Government guidelines.
- Staff should follow current Government advice concerning their fitness to work.
- Face coverings will be worn in line with current Government guidelines.

2. Expectations of staff

- Staff are expected to have undertaken the training and follow briefing advice to manage themselves and the pupils in response to COVID-19.
- Staff should be familiar with the medical protocol to follow for a suspected case in staff or pupil.
- Staff should be familiar with their classroom and house duty cleaning expectations.
- Medical Centre staff are expected to attend any training provided by the Medical Centre Manager, in conjunction with Mytton Oak Surgery.
- Staff are expected to communicate with their line manager and HR in relation to their own vulnerability levels, and any personal circumstances which may inhibit their ability to carry out their role.
- Staff are expected to maintain excellent levels of personal hand and respiratory hygiene.
- Staff are expected to follow social distancing measures whenever possible, setting an example to pupils and protecting themselves.
3. **Expectations of the pupils**

- Pupils are expected to know the main symptoms of COVID-19 and report any concerns over their health or that of any other pupil to their HSM immediately.
- Training to recognise signs and symptoms will be given to all pupils.
- Pupils are always expected to display responsible attitudes regarding the spread of infection – this includes following the Government guidance regarding regular hand washing, correct respiratory hygiene, face touching and safe disposal of tissue waste.
- Pupils are expected to pay close attention to the consideration of other people’s vulnerabilities and concerns around COVID-19.
- Pupils should be mindful that they should always treat others with kindness and respect. Inappropriate behaviour, including disrespect around mask wearing, will be considered as bullying and will dealt with under the school’s Anti Bullying Policy.
- Pupils are expected to follow advice from staff regarding social distancing – pupils wilfully breaking social distancing rules will be dealt with through the school sanction system.
- Pupils are not to visit town or have people from outside the immediate school community visit until further notice.

4. **Provision of Isolation**

- The school will follow current Government advice to educational settings concerning the isolation and care of a pupil displaying symptoms or testing positive for COVID-19.
- The school will ensure that it has the appropriate facilities outlined in current Government advice to manage a suspected case of COVID-19.
- In the case of a pupil developing COVID-19 and not being able to return home, the school would seek to make alternative arrangements whilst continuing to provide care in isolation.
- Staff working closely with a suspected or confirmed case of COVID-19 will be provided with and trained in the use of suitable PPE.

5. **Maximum Capacity of Facilities**

- The school has informed itself of current Government guidelines and identified the maximum capacity of its facilities under social distancing measures.
- The maximum capacity number is used to plan all school business.
- When capacities for rooms result in an issue in delivery, school structures will be adapted to ensure provision is maintained.
- It will be necessary to live and work in smaller social bubbles – either by year group or house – thus restricting social circles and access to staff.
- Areas used by different cohorts of children will be cleaned regularly and appropriately between sessions.
• We reserve the right to vary the maximum capacity as social distancing measures change in line with Government guidelines.

6. Implementation of social distancing

• All staff and pupils are required to follow current Government guidelines in respect to social distancing wherever practically possible. It is anticipated that this will not be possible at all times and staff should ‘be alert’ and sensible in their approach if distancing needs to be breached temporarily.
• If a pupil breaks social distancing guidelines in a wilful and purposeful manner, endangering others it will be dealt with as a disciplinary matter, at all other times staff should intervene and provide corrective instructions.
• Clear signs are displayed around the school to help pupils and staff manage social distancing. There will also be frequent verbal communication.
• Staff should consider social distancing rules and plan their lesson and activities with these in mind.
• Classrooms and facilities are clearly set out to follow social distancing rules. Staff should not rearrange furniture or remove signage.
• Staff should be mindful of social distancing in meeting rooms and the Common Room.
• Rooms should be accessed straight from outdoors if possible – holding pupils outside a building, rather than in corridors, is advisable.
• One-way circulation of buildings with narrow circulation spaces are clearly signed.
• Staggered timetabling of lesson ends, break and lunch times will be employed to assist with social distancing.
• Toilets are marked with the maximum capacity – pupils should not gather in the toilets over this capacity.
• Break times will be taken outdoors in groups appropriate to social distancing rules and social bubbles, as far as possible.
• All school meals will be served under strict protocols within year group social bubbles.
• Pupils and staff will wear face coverings when entering buildings and moving between lessons within buildings. We will also wear masks in the queue for mealtimes, in the school shop and other high density areas such as house rooms.
• Pupils are asked to respect an individual’s choice to wear a face covering at times other than those stipulated by the school.

7. Use of transport

• Staff and pupils are encouraged to walk or cycle to school where possible.
• Staff and pupils should follow the Coronavirus (COVID-19) safer travel guidance for passengers when planning travel.
• Pupils and staff must observe social distancing rules when using minibus/coach travel.
• When using external providers school staff will ensure, as far as possible, that hygiene rules and social distancing are applied to all passengers.
• Masks should be worn on school transport.

8. Visitors

Parents

• Under normal circumstances parents are not allowed into school buildings. In exceptional circumstances, and with an appropriate risk assessment in place, access may be arranged.
• Parents are requested not to congregate in groups outside school buildings.
• Parents and staff are expected to observe social distancing rules when in contact with one another.
• If possible, all communication should be achieved via telephone, email or online conferencing software.

Other Visitors

• The school will limit visitors to the school site unless enhancing the provision of care to our community.
• There will be no non-essential visitors to the site until further notice.
• Reasonable mitigation will be put in place to provide safe passage across the site for users of the public right of way and to protect the pupils of the school.
• All other visitors to the site should be via prior arrangement having completed a health self-declaration form.

9. Cleaning Provision

• Regular cleaning of all areas of the school will be provided throughout the day following the Government advice ‘COVID-19 Cleaning in Non-Healthcare Settings’.
• Shared resources, including surfaces, keypads, door handles, handrails, light switches and other high frequency resources will be cleaned frequently.
• Soft furnishings will be removed from communal areas, e.g. cushions and blankets in boarding house halls.
• Where it is not possible to clean shared high frequency resources, they will be removed from the setting, e.g. table tennis bats in houses, pool cues, hymn books, etc.
• Classrooms will be cleaned thoroughly between cohorts.
• Guidance as to how the Library facility can be safely used will be communicated to pupils and staff.
• Bins will be regularly emptied throughout the day.
• Where possible areas will be well ventilated.
• Doors will be propped open (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation.
• Practical lessons will take place. Equipment will be cleaned thoroughly before the next cohort uses it.
• Line Managers will make sure that their staff understand this protocol and any other specific guidance and regulation relevant to their setting, e.g. Art, DT, Science.
• In the event of a confirmed case of COVID-19 in school, a full, targeted deep clean will be carried out.

10. Testing, Health Screening, Track and Trace

• Pupils will be subject to daily health screening by matron (boarders) and parents (day pupils).
• Pupils will be taught to recognise the signs and symptoms of COVID-19 and clear procedures of how to report concerns about their own health and the health of others will be made known.
• Shrewsbury School will follow national guidelines regarding the mass testing and tracking and tracing of pupils and staff for COVID-19.
• Private testing will also be available to the school for use in the case of suspected symptoms.

References

- Coronavirus (COVID-19): guidance for educational settings updated 18th Dec 2020
- COVID-19: guidance for households with possible coronavirus infection, 28th April 2020, updated 18th Dec 2020
- Stay at home guidance for households with possible coronavirus (COVID-19) infection, 28th April 2020, updated 18th Dec 2020
- Coronavirus (COVID-19): guidance for residential educational settings with international students under the age of 18 6th Nov 2020
- Safe working in education, childcare and children’s social care - Preventing and controlling infection, including the use of PPE, in education, childcare and children’s social care settings during the coronavirus outbreak, 14th May 2020, updated 14th Dec 2020
- Actions for education and childcare settings to prepare for wider opening from 1st June 2020, 12th May 2020
- Updated DfE guidance on the use of face coverings in education, 27th August 2020
- New National Restrictions from 5th November – published 31st October 2020, updated 3rd November
- Education and Childcare settings: New National Restrictions from 5th November 2020
- Guidance for Schools – coronavirus (COVID-19) Updated 7 Jan 2021
- Mass asymptomatic testing: schools and colleges 18th Dec 2020
- Schools coronavirus (COVID-19) operational guidance February 2021
- Face Coverings in School March 2021
Shrewsbury School is not a medical, statutory or legal authority and any advice is provided on that basis. For the latest advice and guidance from the UK Government regarding COVID-19 please visit www.gov.uk/coronavirus