

## RYDES HILL PREPARATORY SCHOOL & NURSERY

### P55 (ISI 11) –PHASED RETURN TO SCHOOL POLICY



**RYDES HILL**  
PREPARATORY SCHOOL & NURSERY

#### MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what school stands for and all are encouraged and challenged to be the best they can be.

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Governor Review By :	Health & Safety Committee	18 <sup>th</sup> June 2020 (Rev 0)

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## Revision History

Revision	Paragraph Number	Revision
May 2020 (Rev 0)		New Policy
June 2020 (Rev 1)	Paragraph 10 Paragraph 13 Paragraph 15 Paragraph 17  Paragraph 19 Paragraph 20 Paragraph 22	Updated to reflect wider opening of School to all year groups from Monday 22 <sup>nd</sup> June 2020.  Replaced Penultimate sentence added Last two bullet points added 1 <sup>st</sup> bullet point - minor clarification 5 <sup>th</sup> bullet point – add differentiation of pod size maximum for EYFS Final bullet point updated Final bullet point – “or extreme” added 2 <sup>nd</sup> bullet point – “or instruction to shield,” added

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
DDSL	Deputy Designated Safeguarding Lead
DSL	Designated Safeguarding Lead
EYFS	Early Years Foundation Stage
PEEP	Personal Emergency Evacuation Plan
SD	Social Distancing
SLT	Senior Leadership Team – consisting of Headmistress, Deputy Head (Academic), Deputy Head (Pastoral) and Bursar

## Introduction

This policy applies to the whole school including EYFS.

1. Rydes Hill Preparatory School & Nursery is implementing a phased return to School from Monday 1<sup>st</sup> June 2020 until such time as all staff and pupils are safely returned to School and operating in a fully open, safe and secure environment with no COVID-19 related restrictions.
2. This may take many months and so a phased return will require patience, resilience and considerable effort to ensure the School environment is safe, at all times, during transition.
3. Rydes Hill Preparatory School & Nursery recognises that during this transition:
  - Our core obligation is to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees”.
  - We hold the prime responsibility for ensuring the safety of, first and foremost our pupils, but also and as importantly:
    - Staff and volunteers;
    - Parents and guardians;
    - Guests and visitors;
    - Contractors and delivery services.
4. Ultimately, we all need to know that Rydes Hill Preparatory School & Nursery is a safe environment in which to operate and learn.
5. This P55 Phased Return to School Policy is based on the following School documents:
  - COVID-19 Phased Return to School Risk Assessment
  - P04 Safeguarding & Child Protection Policy – Annex A
  - Return to School Handbook

## Planning the phased return and transition to School

6. Good planning and management are fundamental to the success of the phased return. Effective planning and consultation with all stakeholders including unions, insurers, governors, teachers, support staff, parents, pupils and contractors is essential. The level of detail is enormous and will involve all staff in ensuring this policy is implemented and complies with the strict rules set out in School’s risk assessments and plan.

## COVID-19 Points of Contact

7. The COVID-19 points of contact for the School are the Headmistress and the Bursar. Their main responsibilities are:

- Reading and assessing daily government, DoFE, PHE and ISBA bulletins (supported by the Compliance Officer)
  - How information is shared and key messages and issues highlighted
  - Liaising with the other members of SLT to ensure the messaging is clear and regularly updated
  - Co-ordinating with all staff, including support staff and contractors, the new and / or revised measures and their implementation
  - Lesson learned debriefs including changes to risk assessments, safety plans, SD and hygiene rules, extra training that may be required and if rules were adhered to and the control measures sufficient.
8. SLT will meet formally once a week to review matters. SLT hold additional meetings as changes are required.

### Phased return to School

9. Currently government advice suggests, whilst recognising the safety of children and staff is of the utmost priority, that from 1<sup>st</sup> June 2020, the return to School should include:
- Nursery
  - Reception (Kindergarten)
  - Year 1 (Lower Transition)
  - Year 6 (Form One)
  - Priority groups (including vulnerable pupils and children of key workers)
10. From 15<sup>th</sup> June 2020, government advice was that pupils from all primary year groups could be welcomed back to School (providing that the bullet pointed groups were also accommodated and provided that all rules, including those on group size and social distancing, could be adhered to). The School has planned to enable all pupils to return from Monday 22<sup>nd</sup> June, although some pupils will still be taught remotely due to shielding instructions or parental choice.
11. Insurers are currently against pupils returning to School if they are not on the Government list.
12. The return to ‘fully open’ status is likely to transition, if the conditions are safe, through the following stages:
- |              |   |
|--------------|---|
| Fully Closed | No one on site (not applicable at Rydes Hill)                             |
| Open R       | All teaching is achieved remotely (not applicable at Rydes Hill)          |
| Open K       | Key worker/vulnerable children in School. All other teaching remote.      |
| Open T       | In transition : some teaching in School and some remote teaching          |
| Open         | All pupils taught in school but with caveats (e.g. no trips/catering etc) |
| Fully Open   | Return to ‘Business as usual’ state                                       |

## Risk assessments

13. The school is required to carry out a series of risk assessments directly addressing hazards associated with COVID-19 and operating safely. Businesses which have more than 50 employees are required to publish their risk assessments related to COVID-19. Although Rydes Hill Preparatory School and Nursery has less than 50 employees, we have decided to publish our COVID-19 risk assessments on our School website so this can be available to all. Staff will receive a copy of each revision of the risk assessment via ParentMail, including staff who are not currently working in School. This risk assessment will be reviewed and updated as necessary to reflect changes to advice, regulations, applicability, experiences of staff, pupils and parents etc.
14. Assessing COVID-19 is particularly complex as the outcome of the many and varied risk assessments for one group within School (e.g. departments, year groups, classes and activities) will have an impact on other groups (e.g. teaching staff, support staff, visitors and contractors and pupils of other age groups). Therefore, we have combined these into one document in order to ensure that all reasonably foreseeable risks are identified and properly mitigated across the School.
15. The risk assessment will require daily review and should include but not be limited to:
  - Social Distancing (SD) and other hygiene rules communicated - how have these been understood and are they being correctly applied by the different groups?
  - Have staff and pupils been reminded and checked to ensure they are complying with hygiene and SD rules?
  - Whether there are sufficient supplies of hygiene materials and are they well placed around the School?
  - Has the cleaning regime been regularly re-assessed and, if necessary, revised?
  - Have the precautions for keeping shared equipment (e.g. keyboards, pens, musical instruments) clean been successful/practical?
  - Are high-risk areas being regularly monitored for hygiene?
  - Are the different SD rules for various activities (play, games, drama) and locations (classroom, playground, toilets) been successful/practical/adhered to?
  - Check that no soft toys, furnishings and items that are hard to clean made their way back into use.
  - Is the re-allocation of indoor and outdoor space working?
  - Are all the hazards in the risk assessments properly mitigated and regularly re-assessed?
  - Are drop-off/pick-up arrangements working well or do they need modifying?
  - What feedback has been received from staff/parents/pupils?
  - Known or reported actions of staff/parents/pupils outside of School which may impact risks to School community
  - What impact current measures are having on pupils and staff wellbeing?

16. Note that the School is responsible, via SLT, for:

- Updating the P04 Safeguarding and Child Protection Policy and this P55 Return to School Policy so staff and pupils feel safe.
- Ensuring that government advice is regularly accessed, assessed, recorded, communicated and applied.
- Changes are regularly reviewed by governors and communicated to staff, pupils and parents.
- Insurers are consulted before the School re-opens and / or plans are amended.
- Revising the policy for those wearing (or not) PPE.
- Updating emergency procedures, fire drills and assembly points.
- Re-assess that access to School is controlled effectively and details of visitors etc. (if allowed) are recorded.
- Plans for School events including plays, concerts, parent and teacher meetings etc.
- Preparing contingency plans in place for the transition to full opening (or re-closing).

## Space management

17. Departments and Class Teachers must consider the following as part of the planning and risk assessment:

- Contact and mixing outside of “pods” is minimised.
- Maximum use of outdoor spaces.
- Altering classroom layout and as far as possible, with desks spaced 2m apart.
- Changing timetables so assemblies, breaks, lunch, playtime, drop-off and pick-up times are staggered.
- Small consistent groups (pods) of pupils (no more than 16 in EYFS and no more than 15 in other classes, at the time of writing).
- Pupils to remain in “pods” at all times during the day with own class teacher and teaching assistant (where applicable).
- “Pods” stay away from other people and groups.
- Where possible dedicated entry and exit routes are identified in buildings.
- Movement through shared spaces such as corridors are minimized as much as possible and are staggered where this cannot be avoided.

18. Individual pupil or staff risk assessments should refer to specialist medical issues noting the importance of GDPR rules:

- Who has pre-existing medical conditions and are they fully declared?
- Have all vulnerable pupils, parents and staff been identified and recorded?
- For those tested positive for COVID-19 is it recorded (for elimination purposes)?
- Who has come into contact with anyone tested positive to COVID-19?
- Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?

## New School rules

19. The following additional School rules are now a requirement for all pupils:

- SD rules (which may be different for various activities) such as play, games, drama, music.
- SD rules (which may again be different) for classroom, playground, drop-off and pick-up.
- Hygiene rules (if not already enforced and supervised):
  - “Catch it, bin it, kill it”.
  - Wash hands for 20 seconds”
    - Before arriving at school and immediately after arriving at home.
    - At every break.
    - After all visits to the toilet and before / after meals.
- Rules for breaks, lunch and hydration.
- Content of packed lunches including allergen rules.(i.e. no nuts or nut products
- We encourage all parents and staff to participate in the National Track and Trace scheme.
- Minimise all contact and mixing outside your class “pod” during breaks, before and after School, including at weekends.

## Planning for incidents/ emergencies

20. Rydes Hill Preparatory School and Nursery recognises that plans need to be revised to respond effectively to health and safety incidents and other emergencies that might occur during the COVID-19 era. Where relevant, SLT should ensure that emergency procedures are agreed for:

- Fire.
- Accidents and injuries.
- Infection during School hours, their isolation and return to home procedures.
- Other emergency evacuation.
- Security including Lockdown or Partial Lockdown
- Severe or extreme weather that limits pupil’s learning, exercising or playing outside.

## Inclusion for people with a disability

21. Rydes Hill Preparatory School and Nursery will ensure that reasonable adjustments are made where possible to ensure that people with a disability (mobility, visual and hearing impairment, medical conditions and hidden disabilities) either permanent or temporary, are protected in terms of temperature testing, hygiene solutions and emergencies. COVID-19 changes will be considered in any PEEP put in place on a temporary basis.

## During School

22. Once the relevant risk assessment and this Return to School Policy have been agreed (including by governors and insurers) emphasis will focus on the implementation, effective management and monitoring of staff, pupils and the environment. This will include:

- Ensuring communication channels and messaging are working and regularly reviewed and updated.
- Systems to communicate with parents and staff that have not returned to School for fear of infection or instruction to shield are working and reviewed and updated.
- Robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors is in place.
- Taking pupil's temperatures on arrival at School.
- Transit spaces (corridors), social zones (car parks, lawns, playgrounds) supervised by all staff for SD rules.
- Maintaining information on pods and where pupils / staff have travelled from (other than home and School)
- Ensuring different age groups and class "pods" are supervised throughout and timetabling, length of the School day and exposure to other age groups is monitored and safe.
- Enforcing rules / procedures for hygiene standards for staff and pupils. Regular breaks for washing hands etc.
- Monitoring staff and pupil wellbeing
- Drop-off and pick-up procedures – vehicle flow, in and out routes, parking, parents remaining in vehicles and SD outside gates and entrances.

23. All staff, volunteers, pupils, parents, visitors and contractors will be given a COVID-19 briefing before arriving at School for the first time on:

- P04 Safeguarding & Child Protection Policy COVID-19 Annex and the Return to School Handbook (where applicable)
- Latest SD and hygiene rules.
- Key contacts and locations (including isolation and temperature testing areas).
- Communications protocols and reporting procedures.
- Pinch points, site hazards and agreed control measures.
- Site specific instructions: speed limits, drop-off and pick-up, parking areas etc.
- Emergency arrangements (including contingency plans).
- Any specific clothing, nametags, PPE for certain groups such as visitors and contractors.