

Hindsford Primary School

Covid-19 Response to Incidents, Covid -19 Risk Assessment & Remote Learning Offer

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Policy Updated: January 2022

New Guidance: (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044890/Schools_guidance_January_2022_.pdf)

Next Review Date: April 2022



Response to Incidents

Incident	Actions that the school will take in response to the identified incident:
<p>A. If a child has Covid-19 symptoms OR a staff member is unwell with Covid-19 symptoms (See website below for symptoms linked to Covid-19). (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)</p>	<p>The pupil/staff member must not come to school/work, go for a PCR test, booked on the following website: https://www.gov.uk/get-coronavirus-test and self-isolate until a result is obtained (For quickness of test result, the school recommend that the pupil / staff member visit a drive through testing centre). It is important at this stage, that the school advises the parent/staff member that anyone displaying symptoms should not use public transport during this time.</p> <p>If negative, the pupil/staff member will be able to return to school when well. If positive, the pupil/staff member should follow the guidance as set out in section B.</p> <p>If the symptoms begin when the child/staff member are in school during the day, the following protocol will be followed:</p> <ol style="list-style-type: none">1) The pupil/staff member will be sent to the Jigsaw Room, which will have the windows open so that there is good ventilation.2) If the pupil/staff member requires medical attention, this will be provided by a designated member of staff (Mrs Mitchell or Mrs Holden) who wear appropriate PPE – mask, apron, eye protection & gloves. They will only attend to the pupil/staff member from the side and not face fronting. If medical attention is not required, the pupil / staff member should be left on their own.3) The pupil/staff member will be sent home from school and asked to go for an immediate PCR test and self-isolate until a negative result has been obtained. If negative, the pupil / staff member will be able to return to school. If positive, the pupil/staff member should follow the guidance as set out in section B.4) Once the pupil/staff member has left the jigsaw room, this will be closed off until deep cleaned. (If the pupil / staff member has used the toilet during this time, this area will also be closed off too until deep cleaned).5) PPE clothing will be disposed of outside the building. <p>If a parent refuses to take their child for a PCR Test, then the pupil will not be allowed back into school until 10 days after their symptoms began.</p>
<p>B. If a child or staff member has tested positive for Covid-19 on a LFT or PCR.</p>	<p>The pupil/staff member must not come into school but inform them of the positive result and then follow government guidance with regard to self-isolation. This can be found on the following links: https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/positive-test-result/ https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</p>

	<p>As from 11th January 2022, a confirmatory PCR Test will no longer required if the staff member or pupil has tested positive on a LFT and therefore, in this situation, the school will ask for the LFT to be reported to the government on the following website: https://www.gov.uk/report-covid19-result and for the confirmation of this test to be e-mailed to school on equireies@admin.wigan.hindsford.sch.uk.</p> <p>In response to receiving this confirmation, the school will send out a warn and inform letter to the parent/carers of the class that the pupil/staff member is in and a whole school notification will be posted on the school's communication dojo page.</p> <p>SLT will also discuss if any further steps should be required to try and prevent the infection from spreading any further.</p> <p>If it is a staff member that has tested positive, a member of the Senior Leadership Team will report this to the Self-Isolation Service Hub on 020 3743 6715 and e-mail the health protection team on the following e-mail: HealthprotectionandCivilContingencies@wigan.gov.uk.</p>
<p>C. There is a substantial increase in the number of confirmed positive cases on a PCR.</p>	<p>The school will use the thresholds as set out in the Contingency Framework: Education and Childcare Setting document - https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings as an indication for when to seek public health advice.</p> <p>These are as follows:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. <p>If an increase occurs, the school will take the additional action by:</p> <ul style="list-style-type: none"> ➤ Placing classes back into bubbles and not allowing staff to mix from one bubble to the next. ➤ Reducing the number of visitors allowed into school. ➤ Re-introducing staff briefings and meetings on zoom. ➤ Re-installing screens in smaller offices and workspaces. ➤ Reviewing ventilation and hygiene systems. ➤ Increasing LFT testing to daily. ➤ Send out a warn and inform letter to all parent/carers (a more detailed letter for those of a close contact) ➤ Seek further advice from the DfE helpline 0800 046 8687 if required. ➤ Complete the appropriate form to e-mail to the health protection team on the following e-mail: HealthprotectionandCivilContingencies@wigan.gov.uk.
<p>D. The school is informed that a pupil or staff member is admitted to hospital after contracting Covid-19.</p>	<p>The school will seek public health advice by phoning the DfE helpline 0800 046 8687, option 1 and informing Cath Peeling in the Local Authority. This is because hospitalisation could indicate increased severity of illness or a new variant of concern and therefore the school has a duty of care to report this.</p>
<p>E. A staff member tests positive on an LFT as part of their routine asymptomatic testing.</p>	<p>The staff member should report the result to school, self-isolate immediate and then follow the guidance as set out in section B.</p>

<p>F. A child / staff member has recently returned from travelling abroad.</p>	<p>Consult government guidance when dealing with any pupil /staff member that have recently returned from being on holiday abroad which can be found on the following website: https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england The school has a duty of care to report any pupil/staff member that has not followed the rules as set out in the guidance on the following e-mail address: Wigan.PSRhub@gmp.police.uk</p>
<p>G. A child/staff member has come into close contact with someone who has tested positive for Covid-19. This can include living with someone with Covid-19, someone in their class or someone that they have spent time with outside of school.</p>	<p>If the close contact is someone that the pupil/staff member has had outside of school, then the parent/carer/staff member they must inform school.</p> <p>If the close contact is someone from school, the parent/carer/staff member will be informed by a member of the school’s leadership team. This will either be via a warn and inform letter or individually to the person of the close contact.</p> <p>Government Definition of Close Contact: <i>A close contact is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person who tested positive developed their symptoms. A close contact is:</i></p> <ul style="list-style-type: none"> • anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19. • anyone who has had any of the following types of contact with someone who has tested positive for COVID-19. • face-to-face contact including being coughed on or having a face-to-face conversation within one metre. • been within one metre for one minute or longer without face-to-face contact. • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • anyone who has travelled in the same vehicle. <p>Under the new guidance, anyone aged 5 years and over, who has been identified as a contact of someone with COVID-19 and who is not legally required to self-isolate, it is strongly advised for them to take a rapid lateral flow device (LFD) test every day for between 7 to 10 days. If any of these LFD tests are positive, the person should self-isolate, inform and then follow the guidance as set out in section B of this document.</p> <p>Government Exemptions from Self-Isolation for Contacts: <i>You are not legally required to self-isolate if you are notified you have had close contact with someone with COVID-19 if:</i></p> <ul style="list-style-type: none"> • you’re fully vaccinated. • you’re below the age of 18 years and 6 months. • you’ve taken part in or are currently part of an approved COVID-19 vaccine trial. • you’re not able to get vaccinated for medical reasons. <p>If a staff member does not apply for exemption of self-isolation, they will be sent home immediately and to self-isolate for 10-days from the day the contact took place.</p> <p>If a member of staff tests positive, a member of the senior leadership team should complete the appropriate form and e-mail this to the health protection team on the following e-mail: HealthprotectionandCivilContingencies@wigan.gov.uk. A member of Wigan local Authority should also be informed.</p>

Risk Assessment		
Potential Risk & Level of Risk	Actions to Reduce Risk	Level of Risk after Actions Taken
Covid-19 being spread by from hand to hand contact. High	<p>Hand Hygiene:</p> <ul style="list-style-type: none"> ❖ There will be a readily supply of hand gel in each class and within all communal areas. Staff will ensure that pupils will use hand gel when entering and exiting the classroom and during lessons if required or before using any communal equipment. ❖ Hand washing will be encouraged after the children have gone to the toilet. ❖ The children will be taught how to wash their hands properly. ❖ There will be posters up around school reminding the children about hand washing or using the hand gel. ❖ Children and staff will be encouraged to avoid any contact such as passing objects to each other, high fives or handshake etc. 	Medium
Covid-19 being spread by close contact and social mixing of staff/pupils/visitors. High	<p>Social Distancing:</p> <ul style="list-style-type: none"> ❖ The school will ask all staff to maintain social distancing wherever possible within their own cohort and especially with any member of staff outside their cohort. ❖ Staff meetings will either be on zoom or in a large, well-ventilated room in which staff can be socially distanced during the meeting. ❖ The school will try to limit the mixing of children for example, children will have their own playground to play on and own class table during lunchtimes. ❖ Only three classes will be in the hall at any one given time so that these can be socially distanced. ❖ Staff will have a designated space in the staffroom. ❖ PE will be carried out in smaller groups of 15. ❖ When hosting parent/carer events, the school will ensure that social distancing is kept with low numbers in attendance. The room being used will be a larger room with good ventilation. Doors and windows will be kept open. ❖ The school will request for all visitors to complete a Covid-19 safety document when entering the school and, in some instances (if the child is working with the visitor 1:1 or in class) request evidence of a negative LFT. ❖ Visitors will be required to wear a face mask in school and only take this off if at a safe distance from the children or staff member to do so. ❖ The following cleaning guidelines will be followed when a visitor is working in school: <ul style="list-style-type: none"> -Before the child enters the room, the work surfaces and chairs would have been cleaned down. -The room will be free from clutter. - Both the child and visitor will use hand sanitizer when entering and exiting the room. - The visitor will sit face fronting but at the side of the pupil. - The doors and windows will be kept open whilst the visitor is working with the child. 	Medium

Covid-19 being spread in the air.

High

<p>- The resources and room will be cleaned down at the end of the session.</p> <ul style="list-style-type: none">❖ Staff will complete a full risk assessments when going on educational visits with regard to Covid-19 safety.❖ Wrap Around Care following similar safety measures as set out in this document.	
<p>Respiratory Hygiene:</p> <ul style="list-style-type: none">❖ The school will advertise the ‘Catch It, Bin It, Kill It!’ posters around school and promote this with the children.❖ The children will complete a series of lessons at the start of each term about how prevent germs from spreading, linked to the website below: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus❖ There will be a readily supply of tissues in each classroom, which the children will be encouraged to use if they cough or sneeze. <p>Keep Occupied Spaces Well Ventilated:</p> <ul style="list-style-type: none">❖ Teachers will ensure that all windows and doors are kept open when the children are inside.❖ The School Business Manager will ensure that in the classrooms where there is no outdoor ventilation that the air conditioning facilities are in-line with government guidance: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm❖ Staff will be required to wear face masks in all communal areas and when meeting visitors or speaking with parents/carers unless exempt or stood/sat at a safe distance in a well-ventilated area.❖ Staff will be required to wear face masks if they are in area which is poorly ventilated.❖ The school will carry out regular checks on ventilation via the CO2 monitors from the Local Authority.	<p>Medium</p>

Covid-19 being spread by being on surfaces.

High

Maintain Appropriate Cleaning Regimes:

- ❖ The school has a rigorous cleaning policy which ensures that every area of the school is cleaned well each day. The cleaning team have been issued with the document COVID-19: Cleaning in non-health settings outside the home - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- ❖ After eating/drinking in the staffroom, staff are required to clean down the area that they have sat in with anti-bacterial spray.
- ❖ Staff members on duty will wipe down the playground equipment at the end of each session, if used, ready for the next class. There will be an infant and junior box of equipment.
- ❖ The children will have their own table and where possible individual resources in class.
- ❖ Communal resources will be cleaned both before and after use within the classroom, including i-pads and laptops.
- ❖ Children and staff will store their belongings in lockers.
- ❖ Staff will use anti-bacterial spray on any soft furnishings or fabric seating each day.

Medium

Covid-19 being spread across the school once a confirmed positive case has been established.

Prevention:

- ❖ The school will encourage staff to carry out lateral flow testing twice a week on Wednesdays and Sundays and report the result to school by 7pm on Wednesday & 12pm on Sunday.
- ❖ Parents/carers will be encouraged as much as possible to carry out regular lateral flow testing on any pupil older than 5.
- ❖ The school will respond to any confirmed positive cases or contact of confirmed cases as identified in the 'Reporting to Incidents' section of this document.

Medium

Remote Learning Offer	
Situation	Offer
If children are absent from school due to testing positive for Covid-19 or for other Covid-19 related reasons.	<p>If unwell, the pupil will not be expected to complete any work during this period of time. However, if they are well enough or asymptomatic, then the following work will be set for the child to complete at home. This will be communicated via class dojo.</p> <ul style="list-style-type: none"> ✓ The teacher will post one/two English lessons per day and an explanation of how to complete the work set. This will either be by a written instruction or a screen rec recording. The class teacher may also select to zoom the child into the English if it is appropriate on this day. ✓ The teacher will post a link to a White Rose Maths Unit of Work which will provide the child with a video and activities linked to the unit of work that the children are completing in school. The class teacher may also select to zoom the child into the English if it is appropriate on this day. ✓ The child is to complete the activities suggested on the alternative homework programme for the lesson that is on the school timetable. This will link with what they are learning in school unless the teacher provides resources for an additional activity. ✓ The class teacher may also zoom the child into the class for PSHE, Worship or Class Read sessions. <p>Also, during the day, the child should:</p> <ul style="list-style-type: none"> ✓ Read their reading book for 20 minutes. ✓ Practise their weekly spellings for 15 minutes. ✓ Go on TT Rock stars / Numbot for 20 minutes.

	Any work completed by the pupil should be sent to the class teacher on the child's portfolio on dojo. If sent before 4.00pm, this feedback will be given on the same day. If after 4pm, the next day.	
If a child is absent from school due to testing positive for Covid-19 and has an EHCP.	<p>If unwell, the pupil will not be expected to complete any work during this period of time. However, if they are well enough or asymptomatic, then they will receive the following learning each day:</p> <ul style="list-style-type: none"> ✓ Regular calls from the child's 1:1 through-out each day. ✓ A live phonics session or screen rec from their 1:1 member of staff. ✓ A live maths session or screen rec from their 1:1 member of staff. ✓ A live zoom for Class Reader / Individual Story time from 3.00pm to 3.30pm. <p>Also, during the day, the child should:</p> <ul style="list-style-type: none"> ✓ Read their reading book for 10 minutes. ✓ Practise their weekly spellings for 10 minutes. ✓ Practise their Numbots for 10 minutes. <p>Any work completed by the pupil should be sent to the class teacher on the child's portfolio on dojo. If sent before 4.00pm, this feedback will be given on the same day. If after 4pm, the next day.</p>	
If for any reason Public Health closes the class for a period of time to help prevent the spreading of the infection.	<p>The class teacher would provide the following example timetable:</p> <p>9.00am – 9.30am: Zoom Morning Registration & Overview of the Day 9.30am – 10.30am: English Screen Rec or Live Lesson posted on dojo 10.30am – 11.30am: Maths Screen Rec or Live Lesson posted on dojo 11.30am – 12.00pm: Reading their book 12.00pm – 1.00pm: Lunch 1.00pm – 2.00pm: Other Subject Screen Rec or Live Lesson posted on dojo 2.00pm - 2.15pm: Spelling Practise posted on dojo 2.15pm – 2.30pm: TT Rock stars 2.30pm – 3.00pm: Zoom Afternoon Class Read</p>	
If for any reason Public Health closes the school for a period of time to help prevent the spreading of the infection.	<p>For the children at home, the same structure of the day would be kept as above however so that all classes are not on zoom altogether,</p> <p>Years 5 & 6 = 8.30am – 2.30pm Years 3 & 4 = 9.00am to 3.00pm Years 1 & 2 = 9.30am to 3.30pm Reception = 10.00am to 3.30pm</p>	<p>For the children in school, the school day will be from 8.30am to 3.30pm but lessons will only be as listed in column 1. The children will have free choice during non-school time hours.</p> <p>Below is a list of the staff that will be in school supervising the children of key workers:</p> <p>PW & AG – Reception PC & EB – Y1 OR – Y2 RM – Y3 TA & BW – Y4 GP– Y5</p>

		<p>LR – Y6</p> <p>EW, VM, MB, CJ & SH will either be in school with their EHCP pupil or providing lessons for them remotely as set out in section 2 if they are not in school.</p> <p>EH & JM would be in school supporting with lunches, safeguarding, admin & duties etc.</p> <p>All other staff would be asked to work from home to provide home learning remotely.</p> <p>If a member of staff in the school team is unwell then members of the remote team would be called into the building to support with supervision.</p> <p>The children in school would access the same learning as the children at home via the live / screen rec teaching and learning.</p>
<p>Lunches will be offered to any pupil premium pupil if they are not in school as a result of Covid-19. This may be delivered by a member of Hindsford staff if the parent/carer is not able to collect it.</p> <p>Devices (Fire Kindles) will be provided to all pupils that require them. These will be delivered or available for collection.</p>		

Catch-Up Curriculum

Key issue 1 in the School's Development Plan 2021 – 2022 highlights the school arrangements for recovering learning.

This includes the following actions:

ASSESSMENT	Children to complete the end of year assessments. Gap analysis documents to be produced by teaching staff. Assessment to be used to inform planning during the next academic year to support with catch-up.
MONITORING & TRACKING	School to produce a clear tracking and monitoring document so that class teachers can clearly identify pupils that are no longer on track to make expected progress overtime as a result of lockdown, class bubble closures, isolation and other disrupting factors over the past two years. Teachers to target these pupils both in class and via small group intervention work. Target pupils to be identified in teacher appraisals.
GREATER DEPTH FOCUS	As a significant number of GD children were identified as moving from GD to Expected during the July 2021 assessments, school to provide more GD interventions for these children and target these children during teaching & learning in lessons.
TIMETABLE CHANGE	The school day to be extended so that additional Maths/English learning sessions (specific to cohort need) can be added to support teaching & learning. Flexibility to be given to teachers with regard to the timetable so that they can prioritise key and critical learning for their cohort.
SHARING EXPECTATIONS	Reading, Writing & Maths expectations for the term to be shared with Parents/Carers at the beginning of the year so that they are aware of what is expected from them child by the end of the year.
PARENT/CARER WORKSHOPS	School to provide parent/carer workshops with regard to how they can help their child at home with Reading, Writing & Maths.
PROMOTION	School to promote reading, practising spellings and playing on TT Rockstars as much as possible when at home and celebrate their success in doing this. Also, re-introduce the previously held reading, timetables & spelling competitions to encourage additional learning at home.

STAFF CPD	CPD to be provided during Autumn 2021 for all staff in the following areas: Phonics, Maths Methodology, Teaching Reading & Working Walls.
YEAR 6 EARLY RETURN	Year 6 to return a week earlier than other year groups to support them with settling into Year 6 and with addressing any gaps that have been identified from Year 5.
SPELLING	As spelling was identified as an area of concern when discussing writing assessments, English Lead to implement a new Spelling Programme. Spelling to be taught each day.