



Hamilton College

Phased Return to School Policy - COVID 19

Introduction

Hamilton College is implementing a **Phased Return** to school from 13th August 2020 for pupils 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.

This Policy will operate from the first implementation of the Phased Return (August 2020) to when the school is fully open for business with no restrictions in its operations in place.

The requirements and protocols being implemented and followed during this period of Phased Return has altered throughout the period of COVID-19 related measures and will continue to do so until we return to a state of full normality with no COVID related measures in place.

This will 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.

Hamilton College 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.

Ultimately, Hamilton College has the obligation to provide a safe environment in which to operate and learn.

This Phased Return to School Policy is based on the following school documents:

- General School Risk assessment
- Specific Risk Assessments for Departments, Year Groups, Classes and Activities
- Analysis and Planning Guidance

Reference should be made to this documentation. This documentation is continually updated as we progress through the Phased Return.

The Phased Return will comply with over-riding Public Guidance and reference will be made to the following -

[Coronavirus \(COVID-19\): guidance on reducing the risks in schools](#)

[Coronavirus \(COVID-19\): guidance for Early Learning Centres](#)

together with Government guidelines as these are updated

Alterations and amendments to practices will be made to ensure that this Guidance is followed as the School progresses through the Phased Return. Reference will also be made to educational guidance that is issued during this period especially from the ERG.

The principles set out in Hamilton College general School Policies remain in place. This COVID-19 Policy is NOT a stand-alone document and should be read in conjunction with all existing policies and related COVID documentation.

Planning the Phased Return and transition back to school

Good planning and management are fundamental to the success of the Phased Return. Effective planning and consultation with all stakeholders including insurers, Governors, teachers, support staff, parents, pupils and contractors is essential. The level of detail is enormous and will involve all staff, pupils and parents (as appropriate) in ensuring this policy is implemented and complies with the strict rules set out in the School's Risk Assessments and Plan.

Continual changes and alterations are likely as we move through the Phased Return and as the overall environment is altered to reflect the impact of the COVID-19 Virus on our communities.

COVID-19 points of contact:

The COVID-19 point of contact for the school is *Grace Stewart* and their main responsibilities are:

- Reading and assessing daily government updates.
- How information is passed, and key messages and issues highlighted.
- Liaising with the Senior Leadership Team and the COVID-19 Working Group to ensure messaging is clear, regularly updated and authorised for communication.
- Maintaining a complete record of all COVID-19 documents, publications and communications.
- Co-ordinating with all staff including support staff and contractors the new and / or revised measures and their implementation.
- Daily lesson learned debriefs including changes to risk assessments, safety plan, SD and hygiene rules, extra training that may be required and if rules were adhered to and the control measures sufficient.

The COVID-19 Working Group (CWG) will meet regularly to review matters or as changes are required. The CWG will consist of:

- 2 x Governors.
- Head teacher.
- SLT.
- H&S Officer.
- Facilities Manager.
- COVID-19 Officer.

Phased return to school:

Currently government advice suggests, whilst recognising the safety of children and staff is of the utmost priority, that from 11th August 2020, the return to school should include all pupils from Nursery upwards subject to compliance with restrictions and guidelines.

The return to “fully open” is likely to transition, if the conditions are safe, through the following stages:

- Fully Closed - No one on site except security and maintenance staff.
- Open R - Teaching is all achieved remotely.
- Open K - Key staff and vulnerable children in school. All other teaching remote.

- Open T - In transition: some teaching in school and some remotely
- Open - Business as usual: with caveats – no visitors or trips.
- Fully Open - Business as usual: no travel or trip restrictions.

Risk assessments

The school is required to carry out a series of risk assessments directly addressing hazards associated with COVID-19 and operating safely. As Hamilton College has more than 50 employees the COVID-19 risk assessments will be published on the school website and updated daily.

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, it is key that each risk assessment complements all the others to ensure risks are identified and properly mitigated across the school.

Each risk assessment will require daily revision to ensure that National, Local and School specific factors have been incorporated and considered.

Note that the school is responsible, via the COVID-19 Officer, for:

- Updating Safeguarding, code of conduct and medical policies and procedures so staff and pupils feel safe.
- 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 impacted School policies
- 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 concerts, parent and teacher meetings etc.
- Preparing contingency plans in place for the transition to full opening (or re-closing).

All necessary action will be taken through the COVID Working Group based on the Risk Assessments.

COVID management

Departments, year and activities groups must consider the following as part of the planning and risk assessments and depending on recommendations as at that time from the Government:

- Contact and mixing are minimised.
- Maximum use of outdoor spaces.
- Altering classroom layout.
- Changing timetables so breaks, lunch, drop-off and pick-up times are staggered.
- Where possible in and out routes are identified in buildings.
- Spaces such as halls and dining areas are used at half capacity - always subject to social distancing.
- Groups are staggered through the indoor and outdoor spaces.
- Use and compliance with One-way people flow within building.
- Use and compliance with designated people routes outside building.
- Limited use of shared resources.
- Use of 1:1 device.
- One-way system in operation
- Bubbles being maintained.
- Use of face coverings
- Additional ventilation
- Alterations to activities and manner of carrying out activities
- Use of Track & Trace and positive case management
- Alteration of timetable

Additional Pupil Support

All pupils will be supported in the following ways:

- Throughout the school there will be signs/posters/visual prompts to remind pupils and staff of the new safety measures in place that should be followed.
- All staff will explain new routines sensitively and help pupils to feel safe and reassured by the rules in place.
- The new routines and expectations will be explained and repeated by the pupils' teachers every day and throughout the day. This will reassure all pupils and particularly the most anxious.
- All staff will explain hygiene rules sensitively every day and provide reminders throughout the day.
- Whilst new expectations are established, we will focus on routines, safety and well-being rather than academic challenge.
- ASN pupils will have amended wellbeing plans to accommodate suitable and meaningful transferal of health and safety information to pupils and their parents.
- An age-appropriate strategy for pupils to share their concerns will be available in every group so that pupils' concerns can be heard and responded to every day.
- School staff will pay particular regard to families and pupils who are classified as clinically vulnerable so that appropriate additional support is put in place to reduce anxiety as appropriate to the circumstance.
- All our usual systems for affirming our pupils' good behaviours will continue together with our mental health well-being plans.
- Daily physical and mental health checks will be in place – these will be age appropriate.

New school rules

The following additional areas will have school rules, and these are now a requirement for all pupils and staff as notified through communications (and which may be updated as Government advice is altered):

- SD rules which may be different for various activities such as play, games, drama, music, and across year groups.
- SD rules which may again be different for classroom, playground, PE facilities etc, across year groups and as regards staff and pupils.
- Use of face masks in communal areas and classrooms
- Use of face masks by staff in communal areas and where SD cannot be maintained. Also, in classroom settings as appropriate.
- Hygiene rules (if not already enforced and supervised):
 - “Catch it, bin it, kill it”.
 - Use of hand sanitiser
 - 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.
- Lunch, water and snack provision.
- Track & Trace - All pupils, parents and staff log their health and travel details (via app or written diary) other than home and school.
- Return to School / Work information
- Minimise all contact and mixing outside your class “bubble” during breaks.
- Strict adherence to drop-off and pick-up guidelines.
- Car park behaviours to be modified to avoid social interaction and to comply with staggered pick-up times.
- Only one adult to accompany child/ren to school building for Nursery, J1, J2 and J3 only.
- Pupils should keep their distance from staff and other pupils wherever possible and use the markers on the floor to help guide this.
- Pupils must sanitise hands when entering school and leaving school and then wash their hands regularly for 20 seconds each time throughout the day.
- Pupils must follow instructions on who they can socialise with at school, staying in their bubble.
- Pupils must move around the school as instructed, using the signs to help them.
- Pupils must follow the ‘catch it, bin it, kill it’ by sneezing/coughing into tissues and disposing of safely, should avoid touching their mouth, nose and eyes with their hands.
- Pupils must tell a staff member if they are experiencing any symptoms of coronavirus – this will be prompted daily and through Track & Trace.
- Pupils must only use their own water bottles and equipment unless otherwise directed.
- Pupils can only play in areas specified, which will not include the trim-trail or other shared playground equipment.
- Use of toilets: only one child at a time in the toilets; use of queuing will be in operation.
- If any pupil coughs or spits at or towards any other person, they may be suspended.
- If a pupil is finding it hard to follow these rules, the teacher will talk to the pupil individually to check their wellbeing and reinforce the importance of the rules.

There may be times when a pupil's behaviour requires staff to use physical intervention to ensure the pupils' own safety, the safety of other pupils and staff, or that property is not seriously damaged.

Sanctions will apply as with any breaches of any H&S matters. It is vital that pupils adhere, strictly, to measures put in place for the safety of all during our Phased Return. Any pupil who does not follow the guidance given to them will face sanctions in accordance with our Positive Behaviour Policy, which may include suspension from school in certain cases.

Planning for incidents/ emergencies

Hamilton College 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, the COVID-19 Officer should ensure that emergency procedures are agreed for:

- Fire - in place
- Accidents and injuries – in place
- Infection during school hours, their isolation and return to home procedures – in place
- Other emergency evacuation – in place
- Security - in place
- Severe weather that limits pupil's learning, exercising or playing outside – in place

The School Emergency Policy remains in place. In an emergency, the priority is for these plans to be followed but where possible for social distancing to be complied with.

In the event of an evacuation, assembly points have been created to comply with social distancing. These will be highlighted to staff and pupils.

Visitors are to be avoided and full Track & Trace will be in operation.

Inclusion for people with a disability

Hamilton College 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) are protected in terms of hygiene solutions and emergencies.

During school term

Once the documentation (Plan, Policy and Risk Assessment) have been agreed (including by Governors and insurers) the emphasis will focus on the implementation, effective management and monitoring of staff, pupils and the environment during the Phased Return. 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.
- Robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors
- Registration throughout the day including physical and mental health checks

- Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) supervised for SD rules.
- Maintaining information on social class / activity groupings and where pupils / staff have travelled from (other than home and school), via Track & Trace
- Ensuring different age groups and class “bubbles” 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.
- School transport arrangements including SD, hygiene, PPE and cleaning.
- Drop-off and pick-up procedures – vehicle flow, in and out routes, parking, parents remaining in vehicles and SD outside gates and entrances.

All staff, volunteers, pupils, parents, visitors and contractors (if allowed) will be given a COVID-19 written brief before arriving at school and a verbal induction as they enter school for the first time on:

- Safeguarding, code of conduct, Health and Safety policy and their COVID-19 updates.
- SD and hygiene rules.
- Key contacts and locations (including isolation 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.

Specific training will be provided to staff as part of INSET or management time.

Workspace and Employees

Specific aspects dealing with practices for employees are detailed in the COVID-19 Risk Assessment, Covid-19 Response Plan Workplace and Employees (staff handbook) and as per COVID-19 INSET Training and staff updates.

All employees will be expected to comply with updated COVID-19 protocols and practices and non-compliance will be dealt with as per any breach of H&S.

Further lockdowns / Short-term and Local Closures

In the event of further school building closures, there will be an immediate reversion to remote learning and teaching. There will follow a full-building lock-down as required following H&S procedures.

Version 1 - August 2020

Reviewed 23/9/20 due to COVID V2 timetable – GS and KM

Reviewed 30/10/20 due to Tier System – KM

Reviewed 18/2/21 due to Phased Return following remote teaching – KM and GS

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