

Stockport Grammar School

Phased Return to School Policy

(Reviewed by Governors 28.05.20)

Introduction

Stockport Grammar School is planning to implement a phased return to school from 1st June 2020. This policy is to cover the first period of return for the Summer Term only and will then be reviewed and updated 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 phased return will require patience, resilience and considerable effort to ensure the school environment is safe during this phase of return.

Stockport Grammar School recognises that during this phase of return:

- We hold the prime responsibility for ensuring the safety of, first and foremost our pupils, but also and as importantly:
 - o Staff and volunteers;
 - o Parents and guardians;
 - o Guests and visitors;
 - o Contractors and delivery services.

- 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".

Ultimately, all need to know that Stockport Grammar School is a safe environment in which to operate and learn.

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

- The normal school risk assessments
- Specific Risk Assessments for Departments and activities
- Planning Guidance received from government and professional bodies and advisors

Planning the phased return and transition 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, associate staff, parents, pupils and contractors are 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 the school's risk assessments and plan.

COVID-19 points of contact:

The COVID-19 point of contact for the school is the Headmaster and SMT. Their main responsibilities are:

- Reviewing and assessing daily government, DofE, HMC and other relevant bulletins.
- Ensuring information is disseminated and key messages and issues clearly identified and highlighted.
- 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.
- Regular debriefs including changes to risk assessments, safety plans, Social Distancing (SD) and hygiene rules
- Identification if control measures were sufficient and of any extra training that may be required.

The Senior Management Team will meet at least weekly to review matters or as changes are required.

Phased return to school

Currently government advice suggests, whilst recognising the safety of children and staff is of the utmost priority, that from 1 June 2020, the return to school should include:

- Pre-Reception, Reception, year 1 and year 6, alongside priority groups.
- In the Senior School to offer some face-to-face support to supplement the remote education of year 10 and year 12 pupils who are due to take key exams next year.

The Government is keen for all pupils to return to school as soon as the scientific advice allows and recognising that this will then allow more families to return to work.

Risk assessments

The school is required to carry out risk assessments directly addressing hazards associated with COVID-19 and operating safely. As Stockport Grammar School has more than 50 employees the COVID-19 risk assessment will be published on the school website

The risk assessment will require regular review and revision and should include but not be limited to:

- SD and other hygiene rules communicated, understood and applied.
- Staff and pupils 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.
- A regular review and if necessary re-assessment of the cleaning regime
- Identifying precautions for keeping shared equipment (e.g. keyboards, pens, musical instruments) clean.
- A regular review of high-risk areas e.g. the dining hall for hygiene.

- Are SD rules different for various activities (break times, outside activities, practical subject teaching) and locations (classroom, playgrounds) and have all adhered to these SD rules?
- Removing where possible soft toys, furnishings and items that are hard to clean.
- Is the re-allocation of indoor and outdoor space working?
- Are all the hazards in the risk assessments properly mitigated and regularly re-assessed?

Note that the school is responsible, for:

- Updating Safeguarding, code of conduct and medical policies and procedures so staff and pupils feel safe.
- Ensuring Government advice is regularly accessed, assessed, recorded, communicated and applied.
- Changes are regularly reviewed by governors and communicated to staff, pupils and parents as appropriate
- Insurers are consulted before the school re-opens and / or plans are amended.
- Revising the policy for those wearing (or not) PPE.
- Reviewing and updating emergency procedures, fire drills and assembly points where applicable.
- Re-assess that access to school is controlled effectively and details of visitors contractors etc. are recorded.
- Reviewing plans for any non-classroom events and activities.
- Preparing contingency plans in place for the transition to full opening (or re-closing).

Space management

Departments, year and activity groups will consider the following as part of the planning and risk assessments:

- Contact and mixing are minimised.
- Maximum use of outdoor spaces.
- Altering classroom layout with desks spaced 2m apart.
- Adjusting timetables so possible contact times, breaks, lunch, playtime, drop-off and pick-up times are staggered.
- Small consistent groups of pupils (no more than 15 at the time of writing).
- Pupils to remain in groups at all times during the day with a minder or own set of teachers / assistants.
- Groups to stay away from other people and groups.
- Where possible designated in and out routes are identified in buildings.
- Spaces such as halls and the dining hall are used at safe capacity.
- Groups are staggered through the indoor and outdoor spaces.

Planning for incidents/ emergencies

Stockport Grammar School 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 Headmaster and SMT will review the emergency procedures agreed for:

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

Inclusion for people with a disability

Stockport Grammar School 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.

During school

Once the documentation and plan have been agreed (including 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.
- Robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors
- Registration of pupils on site
- Transit spaces (corridors), social zones supervised for SD rules.
- Ensuring different age groups and class groups are supervised throughout and timetabling, length of the school day and exposure to other age groups are monitored and safe.
- Enforcing rules / procedures for hygiene standards for staff and pupils. Regular breaks for washing hands etc.
School nurse on site with full PPE and medical centre equipped to isolate anyone showing symptoms.
The School holds records of pre-existing medical conditions of pupils. Records will be updated in line with GDPR to record any illness symptoms recorded whilst at School.
Parents will be asked to inform the School if their child is tested positive and school will notify all relevant parents and staff as soon as practical if a positive test is reported.
- Drop-off and pick-up procedures –parking, parents remaining in vehicles and SD outside gates and entrances.

All staff, volunteers, pupils, parents, visitors and contractors will be given a COVID-19 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
- Communications protocols and reporting procedures.
- Pinch points, site hazards and agreed control measures.

- Site specific instructions:
- Emergency arrangements (including contingency plans).
- Any specific clothing, PPE for certain groups such as visitors and contractors.

Authorised by Chairman of Governors	<i>Christopher Dunn</i>
Date	28.05.20
Circulation	Governors / teaching staff / all staff / parents / website
Status	Regulatory