



Coronavirus COVID-19 Plan

Working in Partnership with 'Special Strains of Flu', 'Safeguarding' and the 'Emergency Plan'.

Rationale and Mission Statement

Mission Statement

Priory School is a thriving Independent Catholic school which welcomes those of all faiths and none.

We love, live and learn joyfully as children of God.

In partnership with parents or guardians, we provide a caring community with high standards of teaching and learning, enabling all pupils to achieve success.

Approved by Risk & Compliance Committee 19 January 2018

1. The governors and staff of Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.
2. The staff, governors and pupils are committed to the safeguarding and welfare of pupils and staff.
3. To meet the needs of our school community all our policies, including this one, can be made available in different formats such as different font sizes or styles, colour or alternative languages.

4. The governing body understands that it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

Rationale

Coronavirus is currently prevalent around the world and has entered the United Kingdom.

Priory School is committed to ensuring that, in the event of an outbreak of Coronavirus, the School will provide an effective emergency response to minimise the impact of the emergency and ensure the wellbeing and safety of all children and adults in the School's care.

Priory School will expect always to implement the highest of standards in terms of Health & Safety for our pupils and employees. We shall consider carefully all the appropriate recommendations from worldwide health organizations, the British Government, the Department for Education, Birmingham City Council and other professional bodies.

We shall endeavour to ensure that all members of our School community are kept informed as appropriate, with a particular emphasis on the communication to parents and employees primarily through email and/or the school's website. In the event of School closure, an announcement will be made on the School's website – www.prioryschool.net

www.gov.uk has clear links to the Coronavirus COVID-19 where there are regular updates.

Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, it is unlikely that they have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection although this list is not exhaustive and other symptoms may be experienced

- cough
- difficulty in breathing
- fever
- loss or change to the smell or taste receptors

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, and chronic lung disease. There is no evidence that children are more affected than other age groups – very few cases have been reported in children.

Facilities response to prevention guidelines:

- Clear signage has been distributed throughout school giving advice for personal hygiene
- Hand sanitizers have been distributed throughout the school
- Extra stocks of cleaning materials are on site with additional cleaning protocols in place
- House Keeping will observe all the cleaning and disinfection protocols
- Keyboards and (associated mouse), photocopiers, door handles, hand rails, taps, etc will be sanitised on a regular basis as will any additional surfaces.
- Poppets staff will implement a robust rota of cleaning toys daily
- being more difficult to clean, all soft furnishings and soft toys have been removed from classrooms
- The Facilities team will keep up to date with all advice on hygiene practices as given by Public Health England

Pupils or staff who have travelled abroad

Advice for travelling abroad changes continually as different countries experience different peaks in COVID cases. Up to date advice can be found at: <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

- residents or visitors travelling to the UK from any country, must provide journey and contact details. If you do not do this before you arrive it might take you longer to enter the UK.
- Travellers may need to self-isolate for the first 14 days after arrival back in the UK, unless travelling from certain countries or territories. A fine of £1000 may be incurred for failure to self-isolate. Currently travellers will need to self-isolate if they have returned from countries specified as 'quarantine areas' by the UK government.

The Headmaster will communicate when, where and how the action outlined in the following sections is implemented. The decision is the Headmaster's alone but advice will be sought from Public Health England

Infection Control

It is important that we always maintain infection control measures. To ensure the safety of our school community, the following procedures are in place and have been circulated to parents:

- **Under no circumstances should a child be sent to school with symptoms of ANY illness.** Medical advice suggests that it is possible for children to carry the virus in different ways to adults and therefore any illness will be viewed as a potential case.
- Temperature checks will be taken on arrival by a member of staff in each class. Any pupil displaying a temperature of 38' or above will be asked to go home. If a child's temperature is between 37.5' and 38', their temperature will be monitored whilst in our care, and parents will be notified if this increases and collection is required. If a child is sent home due to any illness, this will be recorded, and parents will be advised when their child can return.
- Any visitors who come on site for tours or maintenance purposes, and will therefore be moving around the school site, are required to have their temperature checked and wear a mask. Unfortunately, if a temperature of

38^{0C} or above is recorded, admission will not be permitted, and an alternative time will need to be scheduled

- If a pupil displays symptoms of Coronavirus whilst in our care, they will be moved to a separate room with adult supervision, and parents will be notified to collect them immediately. We advise parents that in this situation, everyone in the household is tested and self-isolates until test results are confirmed.
- We will require evidence of test results before allowing pupils to return to school. If the test results are negative, a child will be able to return to school once we have received evidence of the results and knowing that the child is feeling well.
- If a child or a member of the household is tested positive for Coronavirus, all other household members will have to self-isolate for 14 days. The 14-day period starts from the day when the first person in the household became ill or, if they do not have symptoms but still test positive, from the day their test was taken.
- Work will be set remotely via Microsoft Teams for any child who is required to remain at home for any period of isolation.
- If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.
- We request that parents notify us of any confirmed Coronavirus cases in their household as soon as possible in order for us to take swift action and contact our Public Health England local protection team, who will guide us through the necessary action we need to take and inform the rest of the Priory community.

Hygiene

- Children will continue to be guided towards regular hand washing and age appropriate social distancing throughout the day. Especially:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before preparing food
 - Before eating any food, including snacks
 - Before leaving school
- All pupils must ensure they are washing their hands using soap at regular intervals including after using the toilet, before and after eating and after coughing/sneezing/blowing your nose.
- Anti-bacterial gel/foam is effective and should be used when entering school buildings however, it is not a replacement for hand washing
- Pupils must follow the 'catch it, bin it, kill it' principles when sneezing or coughing
- Sharing of food will not be permitted
- Ball games at break times will be prohibited due to the close contact required

Movement Around School

- Where possible pupils must maintain social distancing and remain 2m away from each other. **Failure to do so will result in a sanction being issued.**
- Pupils must remain on the left when they are walking around the school building

- Deliberately not adhering to these rules is a red behaviour and pupils will receive an appropriate sanction
- The Prep and Senior buildings have a one-way system in place for pupil movement around the school. The September timetables are tailored to minimise movement but still allow the whole curriculum to be taught.
- All classrooms have been decluttered with only minimal furniture retained and a clear desk policy instated to aid cleaning.
- Classrooms have been reconfigured to allow for social distancing within lessons
- Younger children will be provided with a set of stationery that will be retained in school. Seniors will be prohibited from sharing any resources or stationery and must ensure they have the standard 9 pieces of equipment. This should be stored in a wipeable pencil case.
- Pupils will be placed into allocated groups and they will remain with these groups while they are in school
- Pupils will be unable to socialize with pupils outside of their allocated group
- All pupils in our senior school will wear washable facemasks in communal areas which may be removed during lesson time and stored securely in a plastic bag.

Arrival and Departure

- Children will be escorted by parents, in their full school uniform to the main gate where they will be greeted by the Leadership Team. After a temperature check, children will go directly to the **main playground from 8.30am** where their class teacher will collect them.
- 'Morning Care' from 8.00am will be accessed via the West End security gates, where children will be directed to the Prep Library. At 8.30am they will be taken to class.
- At the end of the school day, dismissal of our children begins at 3.30pm for KS1 and Year 3, 3.40 for Years 4-6, who will be dismissed into the care of parents, from the West End security gates.
- The children who remain in 'Aftercare' until 6.00pm, are to be collected from the Dining Hall via the upper playground door which may be accessed by parents using the intercom system.
- Senior pupils will arrive at the West End gate where they will be greeted by a member of the Senior Leadership team with temperatures being checked on arrival. They will be directed to the dining hall and at 8.40 will line up in form groups ready to enter the building in year group bubbles.
- Senior children will be directed by our facilities team, to queue at the West End Gate on arrival at a safe distance from each other.
- On departure, pupils will be dismissed via a staggered departure and will be reminded to avoid congregating in groups at the school gates.
- Senior pupils will be reminded of the requirement to wear a face mask on public transport to and from school.
- Parents/ Guardians should not get out of the car if they are dropping students off
- Parents are asked to avoid congregating socially outside the school grounds.

General Provision

- We will continue to follow Government guidance to provide a safe learning environment for our pupils.
- Enhanced cleaning will be undertaken, as necessary.
- Large gatherings and events will be avoided at this moment in time and will be under review as the term continues. Several extra-curricular activities, which require external visitors to come into school remain under review.
- Pupils will be kept in their class bubbles throughout the day as much as possible.
- Children are not permitted to bring unnecessary items into school

In the Case of an Outbreak at School

If the case is confirmed our Facilities Manager will contact the local health protection team who will:

- Discuss the case
- Identify people who have been in contact with the infected individual
- Advise on any actions and precautions that should be taken
- Undertake a risk assessment of our school. This will help the Headmaster decide whether or not to close our school.
- Advice on prevention methods will be sent to the local community.
- Parents and staff are encouraged to look regularly at www.gov.uk which has clear links to the Coronavirus COVID-19 where there are regular updates
- If there is a suspected case as determined by the school nurse, this information will be communicated to the school community.
- If a member of staff or pupil is away with illness with flu like symptoms, the appropriate Deputy Head will be notified who will notify the Headmaster where a decision will be made regarding the next step.
- If there is a confirmed case in school the Headmaster will seek advice and the school community should be prepared for a closure, the duration of which will be **decided based upon the most up to date advice**. Should the school close, all members of the school community may need to self-isolate during this time depending on the specific reason for the closure. The school may carry out deep cleaning measures following any closure depending on the specific reason for the closure. The point at which such deep cleaning commences will be dependent on the duration of closure and the stage of the outbreak. Should any closure be announced, the Headmaster will notify the school community and parents will be contacted to collect children via the usual communication channels. At present Public Health England has advised against closures, however any decision to close will remain at the discretion of the Headmaster after seeking further advice.
- If a case is confirmed, a member of the Leadership Team will contact Public Health England to inform them of the diagnosis and will communicate the procedures followed.
- Prior to the school reopening the Headmaster will inform the school community.

The Facilities team or external company (dependent on the severity of the outbreak) will respond according to the latest information from Public Health England and are likely to do the following:

- Clean all surfaces that the suspected case has come into contact with, using disposable cloths and household detergents, including:
 - All surfaces and objects which are visibly contaminated with body fluids
 - All potentially contaminated high-contact areas such as toilets, door handles and telephones
- Keep waste from the suspected case, such as used tissues, in a double-wrapped and tied bin bag, which should be placed in a safe place and marked for storage (if the results are negative, this can then be put in the normal waste). This will only be destroyed or moved when the risk is no longer prevalent.

The Continuation of Education During Closure

- Work will continue to be set remotely via Microsoft Teams to sustain the regular curriculum as far as possible. Feedback will be provided by class teachers to enable the academic progression of pupils.
- Staff will be expected to work from home with tasks directed by line managers.
- Lesson outlines and resources will be uploaded onto Microsoft Teams, for younger students, activities will be sent home via Tapestry.
- Staff will be expected to receive, mark, and provide feedback for all lessons.
- Other departments such as Finance, Marketing and Administration, where necessary will continue to work remotely.

Events and Lettings

Events include Public Examinations, Community Events, trips and visits which are currently postponed for the Autumn term of 2020. This excludes extracurricular provision across the school. As restrictions ease and activities recommence, we will remain alert implementing the following:

- The school's Examination Officer will complete daily checks with the Examination Boards and will update the Health and Safety manager with the relevant course of action during Examination season.
- The Headmaster will consider cancelling any reinstated Educational Visits and Community Events including Open Days for a non-prescribed period of time, depending on the stage of the virus and advice from Public Health England.
- The above measure may also be applied to the following:
 - All sporting fixtures
 - All external CPD
 - All external workshops
- The Headmaster will also make an informed decision about the use of Peri Staff as the national situation changes.
- The Headmaster will make an informed decision regarding the use of our facilities for external lettings. For lettings that involve a larger number of external people on site, it is likely that this booking will be cancelled until further notice. Lower risk lettings will be assessed as and when the national situation changes.

Financial Implications for Business

- The cost of lunches, milk and juice will be refunded, through future invoices, to Parents of Prep School pupils.
- The contact with Wilson Vale will be reviewed should the school be closed for any length of time.
- Security costs are likely to increase should the building become empty for any period of time.

- Monthly facilities contracts such as mat replacements, sanitary bins, confidential waste bins may still be honoured.
- IT costs will be increased due to additional involvement from Total Distribution for remote IT support,
- Where possible, pre-arranged trips may be postponed until the following academic Year to reduce financial loss.
- Some financial savings for heating and other utilities may be expected.

Safeguarding

- Safeguarding will remain a priority during any period of shut down.
- The DSL will produce a concise Safeguarding leaflet to be uploaded onto the VLE for the process of referral should pupils or parents need support during a period of closure.
- The DSL must ensure they have access to pupils' information and contact details of any outside agencies currently involved
- All staff will be able to access CPOMs remotely in order to record any concerns
- The members of staff who are responsible for communicating with pupils in the first instance are RZ, DG, MGS (SB & KH as reserve)
- Communication with pupils will be done via school emails only

The Policy will be reviewed from time to time taking into account factors such as advice from Public Health England, school attendance data and advice from our school nurse.

Appendix 1

Government Levels of Alert:

Alert Level Green: Global concerns about virus mutation

- Information is communicated to all parents and employees – via the website
- Response plans are elaborated in conjunction with Government, DfES, and ISA advice
- Risks are reviewed for each new activity
- The Risk Assessment already drawn up for activities is reviewed and a decision is taken on whether these may go ahead
- SERT Team set up and held ready
- Vaccination is encouraged if this is Government policy

Alert Level Yellow: Inefficient human-to-human transmission cases outside UK

- SERT Team meets
- Protection measures are re-enforced: some travel and some activities may be cancelled after review
- We apply most stringent recommendations of official bodies and ISA
- Catering contractors' procedures are reviewed as appropriate
- Staff begin to prepare for possible delivery of courses by e-mail and remote access to the school's website.

Alert Level Orange: Pandemic cases outside UK, or inefficient human-to-human transmission cases in UK

- All Trips and Visits reviewed
- External exchanges reviewed
- School remains open subject to the Headmaster's decision) unless there is a need for specific quarantine for endemic cases in the school's proximity
- Catering contractor's procedures are reviewed as appropriate
- Risk assessment done before any visitors are allowed in school from areas where there is pandemic (including prospective parents and pupils, and job applicants)
- Quarantine arrangements for pupils or staff who may have been abroad where there are pandemic cases
- Staff advised not to travel to these areas
- Staff finalise arrangements for possible delivery of courses by e-mail and remote access to the school's website.

Alert Level Red: Pandemic cases in UK

- We follow UK Government plan
- School may be closed (on Government or Headmaster's decision)
- Regular communication by e-mail and website
- Pupils follow courses by e-mail and remote access to the school's website.

Appendix 2

Priory School Action Plan

13/02/20 - DfE information disseminated to staff

25/02/20 - Email sent to Parents about infection control

25/02/20 - Email sent to Governing Council about infection control

26/02/20 – Trip to London reviewed and guidelines followed

27/02/20 - Meeting held by some of the members of the SERT Team

Action points:-
To be guided by Public Health England / Government guidelines
Hand sanitisers to be put up around entrance points of the school
Poster display around school campus - Advice on the coronavirus for places of education.
Teacher to start preparing to send work electronically via Office 365 and Firefly

28/02/20- LF/KB/JW meeting update

Action Points:-
To create risk assessment for Coronavirus
To seek guidance from our Emergency plan
Teacher to start preparing to send work electronically via Office 365 and Firefly

03/03/20 – LF/SS/KB/JW meeting update

Action Points:-
Draft Coronavirus Policy was constructed for presented to the SLT and VLT teams
Amendments to the policy were made following feedback from this meeting

04/03/20 – LF/SS/KB/JW meeting update

Action Points:-
Coronavirus Policy was gone through with the Chair of the Governing Council
Amendments were made in response to feedback
Affected countries list was updated
Several key amendments were made to ensure the Policy remains flexible in response to changing advice form Public Health England

28/5/20 Meeting of Senior Leadership Team

Action Points:-
Preparation for the return of students in phased reopening in each section of the school
Protocols and logistics were clarified
School rules for students were reviewed and amended to include new standards for infection control
Rooming for September was discussed

August 2020 – Coronavirus policy reviewed for September opening

Appendix 3 – School Rules for Pupils

These rules are intended as an addition to the Senior School rules.

Priory School recognises we are living in a time where our normal practices and behaviour will need to be altered in order to mitigate the risks posed by Covid 19.

COVID 19 Arrangements

Priory recognises we are living in a time where our normal practices and behaviour will need to be altered to mitigate the risks posed by COVID-19.

1. ARRIVAL

- a) All pupils are to arrive via the West End Gate and should ensure there is a 2m distance between them and others

- b) Parents/guardians should not get out of the car if they are dropping off
- c) If this requires waiting, an orderly queue should be formed along the path and on the pavement outside the school campus
- d) Pupils should remain in their allocated area until they are collected by a member of staff and taken to their place of learning.

2. DEPARTURE

- a) Pupils will be dismissed in a staggered fashion and they must leave quickly, in an ordered manner
- b) Pupils should not wait after school to see and socialize with their friends

3. HYGIENE

- a) All pupils must ensure they are washing their hands using soap at regular intervals including after using the toilet, before and after eating, after coughing/sneezing/ blowing your nose.
- b) Anti-bacterial gel/foam is effective and should be used when entering school buildings, however, it is not a replacement for washing hands
- c) Pupils must follow the catch it, bin it, kill it principles when sneezing or coughing

4. THE WEARING OF FACE MASKS

- a) Face masks should be worn in corridors and other communal areas
- b) Face masks should cover their mouth and nose while allowing them to breathe comfortably.
- c) If a pupil removes their face mask, they must store used face masks in a plastic bag until they have an opportunity to wash them
- d) Masks should be washed daily
- e) Pupils are not permitted to use scarves or bandanas in place of a face mask
- f) Under no circumstances are pupils permitted to touch other pupils' face masks
- g) Pupils should wash their hands/use hand sanitiser before putting a mask on and when removing their mask.
- h) **Pupils who are not behaving sensibly will have their parent/guardian informed and they will be sent home from school.**

5. EQUIPMENT

- a) Pupils must ensure they are fully equipped for all lessons with the nine pieces of equipment. **The sharing of resources will not be permitted**
- b) Only the items required for each day are to be brought into school
- c) Pencil cases should be made of a material that can easily be wiped and cleaned (not fabric)

6. SOCIALISATION

- a) Pupils will be placed into allocated groups and they will remain with these groups while they are in school
- b) Pupils will be unable to socialise with pupils outside of their allocated group

7. MOVEMENT AROUND THE SCHOOL

- a) Where possible pupils must maintain social distancing
- b) Where a one-way system has been established this must be followed
- c) Pupils must remain on the left when they are walking around the school building
- d) Deliberately not adhering to these rules is a red behaviour and pupils will receive an after-school detention

8. BREAK AND LUNCHTIME

- a) Appropriate social distancing should be maintained throughout break and lunchtime
- b) There should be no sharing of food or drinks between any pupils

9. USE OF THE TOILETS

- a) A maximum of three pupils will be permitted into the toilets at a time

b) Toilets are not to be used as a place for socialisation

10. UNIFORM

a) School Uniform should be worn at all times

b) Non-regulation items (hoodies, jumpers, cardigan, coats) are not permitted and will be confiscated.

c) The wearing of gloves is not permitted in school

11. ILLNESS

a) Pupils must inform a member of staff if they are experiencing any symptoms of Coronavirus

12. COUGHING AND SPITTING

a) Under no circumstances should pupils cough towards any other person. There must be no spitting whatsoever.