

Date Valley School Trust

Company number: 06845508 Registered Charity number: 1136298

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COVID-19 Policy

Introduction

Date Valley School is committed to ensuring the health, safety and welfare of all employees, students, contractors and visitors. This policy outlines all measures that have been put in place to protect all members of the school community from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us. This policy applies to all employees, pupils, contractors and visitors to Date Valley School and should be read alongside the Covid-19 Risk Assessment.

COVID-19 Policy Statement

The Trust Board and the Senior Leadership Team recognises that they have a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic. In order to discharge our responsibilities, we will:

- Ensure all staff are informed about the COVID-19 policy and the risk assessment
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19
- Communicate and consult with our staff on matters affecting their health and safety
- Comply fully with all relevant legal requirements and government guidance
- Eliminate risks to health and safety, where possible
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety
- Ensure that emergency procedures are in for dealing with the virus
- Maintain our premises
- Only engage contractors / external visitors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus
- Provide adequate resources to control the risks arising from our work activities in relation to the virus
- Provide adequate training and ensure that all employees are competent to do their tasks safely
- Provide information, instruction, training and supervision for employees
- Regularly monitor and revise policies and procedures as guidance changes

This policy statement will be reviewed and revised as necessary to reflect changes to the school's activities and any changes to legislation or government guidance. Any changes to the policy or risk assessment will be brought to the attention of all employees through staff meeting, INSET days and weekly briefing updates.

COVID-19 Responsibilities

The overall responsibility for health and safety and management of the virus has been delegated to the Senior Leadership Team. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work. It is important that everyone is aware of their responsibilities and has a clear understanding of their areas of accountability in controlling factors that could lead to ill health, injury or loss and the virus being spread.

Line managers are required to provide clear direction and accept responsibility. The following positions are identified as having key responsibilities for the implementation of COVID-19 control measures:

The SLT will:

- Implement and follow the COVID-19 Policy
- Supervise their staff to ensure that they work safely, providing increased supervision for new and vulnerable workers
- Communicate and consult with staff on COVID-19 issues
- Keep themselves up to date with developments and guidance relating to COVID-19
- Ensure rules and procedures are followed by all
- Encourage staff to report hazards and raise concerns
- Ensure employees are fully trained to discharge their duties
- Make sure issues concerning safety raised by anyone are thoroughly investigated and, when necessary further effective controls implemented and communicated to staff
- Identify any safety issues that cannot be dealt with are referred to SLT meetings for action
- Ensure safety training for staff is identified, undertaken and recorded to ensure that
- Develop and implement safe systems of work where needed
- Supervise the recording, investigating and reporting of COVID-19 incidents inside and outside of school
- Ensure personal protective equipment (PPE) is readily available and maintained where appropriate and relevant staff are aware of the correct use of this and the procedures for replacement
- Supervise the storage, handling and use of hazardous substances in a safe manner according to manufacturers' instructions and established rules and procedures
- Monitor regular and effective cleaning is taking place
- Ensure good communication is in place between the leadership team and employees, particularly where there are organisational and procedural changes
- Where necessary, look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. clinical vulnerability, bereavement, illness of family members or anxiety about the general safety of their loved ones

Employees must ensure that they:

- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) during the COVID-19 outbreak
- Raise any issues or concerns with their line manager or safety representative where applicable

When the caretaker / cleaner is carrying out cleaning activities, they must ensure that they:

- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- Observe the safety rules
- Comply with and accept our COVID-19 Policy
- Conform to all written/verbal instructions given to ensure their personal safety and the safety of others is met
- Dress as appropriate for their work activities
- Use all equipment, safety equipment, devices and protective clothing as directed
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition and report defects to SLT
- Ensure that chemicals are used appropriately and that contact times are followed
- Complete the requirements as stipulated on the cleaning schedule and submit to SLT weekly.

Prevention and response

Our risk assessment identifies and minimises risks by addressing the following:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Group children in bubbles
- 7) COVID-19 measures within the classroom
- 8) COVID-19 measures within school
- 9) Where necessary, wear appropriate personal protective equipment (PPE)
- 10) COVID-19 measures for arriving at and leaving school
- 11) Engage with the NHS Test and Trace process
- 12) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 13) Contain any outbreak by following local health protection team advice

Effective Infection Protection and Control

There are important actions that pupils, their parents and our staff can take during the COVID-19 outbreak to help prevent the spread of the virus. Although it is difficult to put some of these measures in place in practice in schools, particularly with younger children, protective measures are possible.

- Hygiene will continue to be important in our school. Preventing the spread of COVID-19 involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces)
- A range of approaches and actions will be employed to do this. These include:
 - Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend our setting and follow the national stay at home guidance
 - Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly (using disposable hand towels, where possible) or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
 - Ensuring good respiratory hygiene – promoting the ‘catch it, bin it, kill it’ approach
 - Cleaning frequently-touched surfaces often using standard products, such as detergents
 - Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
 - Notices and posters promoting infection control best practice will be displayed throughout our buildings.

What happens if there is a confirmed case of COVID-19 in our setting?

When a pupil or staff member develops symptoms compatible with COVID-19, they will be sent home. They and their fellow household members are advised to self-isolate in line with the current government guidance. All staff and pupils who are attending our setting will be strongly encouraged to get tested in this scenario.

Where the pupil or staff member tests negative, they can return to our setting and the fellow household members can end their self-isolation.

Where a pupil or staff member tests positive, a review will be conducted to determine if there are any other staff or pupils who they have been in close contact with that will need to self-isolate. The school will need to contact the DfE for review advice.

DfE Covid-19 helpline: 0800 046 8687 and select Option 1. Monday to Friday 8am to 6pm, Saturday and Sunday 10am to 4pm

The review will consider:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

To aid the review, we will keep a record of pupils and staff in each bubble, and any close contact that takes places between children and staff in different groups.

Under current guidance household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.

If the test result is positive, they should inform their setting immediately, and must isolate for 10 days from the onset of their symptoms. Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Personal protective equipment (PPE), including face coverings and face masks

Wearing a face covering or face mask in educational settings under normal conditions is not recommended by government and are not required. Cleaning and good hand hygiene are effective measures in controlling the spread of the virus.

Most of our staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of two metres from others.

PPE will only be needed in a very small number of cases, including:

- If a pupil becomes unwell with symptoms of COVID-19 while in our setting, a face mask should be worn by the supervising adult, if a distance of two metres cannot be maintained
- If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult
- If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then a face shield should also be worn
- If a student becomes unwell with non-COVID-19 symptoms, they should be treated as normal with no specific additional PPE requirements

School Arrangements

- We have written a Parent Guide and filmed a video to convey our COVID-19 safety measures so parents can prepare and support their children.
- Letters and material and videos produced can be assessed on the Covid-19 tab on the school website. <https://dvst.org.uk/covid-19/>
- In line with government guidance, the school will be organised into year group bubbles, to allow the school community to be separated into manageable cohorts and minimise movement around the building. Within the bubbles the pupils are not required to socially distance from each other. Our bubbles are:
 - *Nursery*
 - *Reception*
 - *Year 1 and 2*
 - *Year 3 and 4*
 - *Year 5 and 6*
 - *Breakfast Club (Nursery only)*
 - *Morning Hifdh (Reception only)*
- Entrances and exits to the building will be staggered by bubbles, to minimise the risk of groups mingling. Drop off and collection times can be found in the risk assessment
- Break and lunch time will be staggered to minimise the flow of pupils within the hall. Timings can be found in the risk assessment

- Staff have been placed into a bubble and will ensure that they only teach those children to avoid the crossing of bubbles. Staff that are exposed to more than one bubble due to the nature of their role such as PE teacher, Admin Office and SLT will wear the identified PPE and try to ensure where possible, they remain and communicate within the marked safe zone area or at a 2m distance. (Please refer to the risk assessment)
- Support staff or staff in other bubbles may be drawn on in the event that there are teacher shortages due to Covid-19 isolation
- We appreciate that it is important to reduce cross bubbling and we will achieve this and reduce the transmission risk by ensuring pupils and staff, where possible, only mix in a consistent group and that group stays away from other groups
- For very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared
- Classroom based resources, such as books, can be used and shared within the bubble. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned between bubbles, or quarantined and then rotated, as specified by the risk assessment
- Each bubble will be provided with their own playground bag to use
- School bags will be allowed and pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources
- Consideration should be given when using and handling multi touch resources, such as handouts, text books and student workbooks.
- Reading book band books will be issued at beginning of week and will remain with the child for the week. It will be returned at the end of the week and quarantined over the weekend before going back into circulation
- Library books will not be allowed to be taken home. The children and staff can request the library books required, which will be brought to them and they can be used in class only
- In planning the timetable, we will:
 - Decide which lessons or activities will be delivered
 - Consider which lessons or classroom activities can take place outdoors
 - Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building
 - Remove mass gatherings (such as assemblies)
 - Stagger break times (including lunch) so that all pupils are not moving around the setting at the same time
 - Plan for staggered drop-off and collection times
- Social distancing measures should be observed for all face-to-face meetings. Virtual meetings should be used where possible
- Face to face parent meetings will only be conducted when required, for example a Child Protection issue or an emergency. All communication will be conducted via ClassDojo, email or telephone

Attendance

- Attendance will be monitored according to our standard procedures and non-attendance will be followed up by the attendance officer and the headteacher
- Pupils who are shielding or self-isolating means a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- We will ensure regular contact is made with these pupils via wellbeing calls and Class Dojo, and that they have access to online learning
- We will follow National guidance for attendance codes, authorised absences, etc as soon as this is available
- The attendance officer will monitor the attendance of self-isolating children, documenting start and end dates and the circumstances determining the need for isolation
- If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent

- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment)
- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education. We should monitor engagement with this activity
- Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.
- Children are required to arrive in school at their given time slot, in order to prevent cross bubble contamination.
- Attendance registers will be completed and left on the safe zone. The admin staff will collect them at 9.00am and 1.45pm.
- *The school will:*
 - communicate clear and consistent expectations around school attendance to families throughout the year through attendance and punctuality initiatives, Meet the Teacher meetings, parent teacher meetings, newsletters and reminder letters
 - identify pupils who are reluctant or anxious about coming into school and who are at risk of disengagement and develop plans for re-engaging them
- The attendance officer will work closely with our families and set up meetings with the head teacher to explore options with the family

Pupils and families who are anxious about return to school

- We will encourage all pupils to attend school and apply our rigorous attendance policy (unless extenuating circumstances)
- We will bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this
- We will communicate with families to gather their specific concerns
- We will share our risk assessments with parents
- We will communicate clear and consistent expectations around school attendance to families
- We will identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.
- This includes disadvantaged and vulnerable children, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic
- This may also include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes
- We will identify if pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine. Staff will plan specifically to plan how to meet these needs.

Staff workload and wellbeing

- The SLT are conscious of the health, safety and wellbeing of all staff. Workload will be monitored by SLT and carefully managed
- Staff are able to wear masks, visors and PPE if they feel that will make them feel at ease
- Meetings with high risk staff members are conducted to ensure that SLT have made the required adjustments and staff feel they can discuss their concerns
- The staff wellbeing coordinator will run weekly wellbeing initiatives to support the staff, these can be found in our Wellbeing Policy

In Summary

We will communicate our plans as follows, by:

- Telling pupils, parents, carers or any visitors, such as suppliers, not to enter our setting if they are displaying any symptoms of COVID-19
- Telling parents that if their child needs to be accompanied to our setting, only one parent should attend

- Telling parents and pupils their allocated drop-off and collection times and the process for doing so, including protocols for minimising adult-to-adult contact (for example, which entrance to use)
- Making it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely)
- Talking to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times)
- Communicating with contractors and suppliers if they need access to the school site

When open we will:

- Ensure that pupils/ are within the same bubble each day
- Ensure that teacher(s) and other staff who move between bubbles to deliver lessons and support maintain a social distance from pupils, wear the required PPE and sanitise their hands on leaving one area and arriving at another
- Ensure that wherever possible, pupils use the same classroom

For cleaning and hygiene, we will follow government guidance, including:

- Cleaning an area with sanitising products after someone displaying COVID-19 symptoms has left, to reduce the risk of cross contamination
- Where an area has been heavily contaminated, such as with visible bodily fluids, from someone displaying COVID-19 symptoms, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Using warm soapy water to clean frequently-touched areas and surfaces, such as toilets, taps, handrails, door handles and water fountain tap
- Washing hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, we will provide hand sanitiser in classrooms and other learning environments
- Clean surfaces that pupils are touching – such as desks, chairs, doors, sinks, toilets, light switches and bannisters – more regularly than normal
- There will be a checklist that will be completed to ensure all areas are cleaned and safe, this will be monitored by SLT on a weekly basis

We will ensure that all adults and pupils:

- Clean / sanitise their hands on arrival at the setting, before and after eating, and after sneezing or coughing
- Frequently clean their hands throughout the day
- Are encouraged not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze into and use bins for tissue waste ('Catch It, Bin It, Kill It')
- Ensure that help is available for pupils who have trouble cleaning their hands independently
- Consider how to encourage young children to learn and practise these habits through repetition
- Ensure that bins for tissues are emptied throughout the day
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows)
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation
- Confirm to staff and parents that there is no need for anything other than normal personal hygiene and washing of clothes following a day in our setting

How we will use shared rooms:

- The hall will be used for Yr. 3 and Yr. 4 salaah and lunchtimes for Yrs. 1 - 4. The required cleaning will be implemented between sittings. Yrs. 5 and 6 will eat in their classroom
- Assemblies and golden tea time will be conducted in a spare room which is attached to a designated bubble
- The computer room will be wiped after use and the timetable will be spread out to allow time for the equipment to be left for 24 hrs before use

What happens if someone becomes unwell at our setting?

- As a school we will ensure that staff members and families understand that they will need to be ready and willing to engage with the NHS Test and Trace process
- If anyone becomes unwell with a new, continuous cough or a high temperature (37.8 or above) they will be sent home and should book a test

- If a pupil is awaiting collection, they will be moved to the dedicated sick bay
- If they need to go to the toilet while waiting to be collected, they will use the male toilet on the ground floor.
- This toilet / area will be cleaned and disinfected using standard cleaning products before being used by anyone else
- PPE will be worn by staff caring for the child while they await collection and social distancing will be implemented as much as possible depending on the need/age of the child
- In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves or the child subsequently tests positive
- They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- We will clean the affected area with normal cleaning products after someone with symptoms has left to reduce the risk of passing the infection on to other people

This policy has been read and approved for Date Valley School Trust, by the Headteacher and the Date Valley Trust Board.

Date: October 2020

Appendix 1:

Screening procedure for Visitors:

- *Complete Covid-19 Screening Form*
- *Hand sanitise on entering the building*
- *Sign in using own pen*
- *Wear mask whilst on-site*
- *Hand sanitise when leaving the building*

Screening procedure for contractors or external speakers:

- 1) *Ask for their Covid-19 Risk Assessment*
- 2) *Perform a risk assessment based on the activity*
- 3) *Provide them with a summary of our risk assessment*
- 4) ***Complete External Visitors Form (for speakers only) and include summary of both above mentioned risk assessments (1 and 2)***
- 5) *Complete Covid-19 Screening Form*
- 6) *Sign in using own pen*
- 7) *Wear mask whilst on-site*
- 8) *Hand sanitise when leaving the building*

Appendix 2:

COVID 19 SCREENING FORM FOR VISITORS AND STUDENTS

Name	
Date and time	
Email address	
Mobile number	

1. Have you previously been diagnosed with COVID-19, or do you think you've had/have COVID-19?

- Yes () No ()

(If NO skip to question 3)

2. If YES, when and how were you confirmed positive?

- I think I had it. ()
- I had a positive nasal swab test. ()
- I had a positive blood test. ()
- I had a positive saliva test. ()
- I currently have symptoms and am waiting for a test. ()

3. Do you currently have (or have you experienced) any of the following symptoms in the past 14 days?

- Fever Yes () No ()
- If yes, how did you measure it?.....
- Fatigue: Yes () No ()
- Altered or loss of taste/smell: Yes () No: ()
- Dry cough: Yes () No ()
- Trouble breathing: Yes () No ()
- Shortness of breath, difficulty breathing, chest tightness YES () No ()

4. Are you in contact with anyone who has displayed any of the symptoms of COVID-19 and/or confirmed to be COVID-19–positive?

- YES () NO ()

Covid-19 Visitor agreement

Please DO NOT visit school if:

- you have travelled from or transited through any of the countries or areas that do not currently have an air bridge with England in the past 14 days.
- you have developed a fever (above 37.8C), new, continuous cough or a loss of taste or smell within the last ten days.
- anyone in your household has the above symptoms and has not yet had a test result back.
- you are required to self-isolate for any reason in accordance with Government guidelines.

Please sanitise your hands when you have entered and are leaving the school building.

We are asking all visitors to wear a mask or face covering whilst they are in the building.

For test and trace purposes, we need to keep records of everyone who has visited the school. We will share this information with Test and Trace if somebody within the school community tests positive for Covid-19. Please fill in your name and a contact number, and then sign this form to demonstrate your agreement.

If you are part of a group visiting the school, each individual member will have to fill in one of these forms.

Jazakumullahu Khayrun for your cooperation.

Date Valley School

By signing this screening form and agreement you are declaring that the above mentioned has been understood and the information you have provided is true and correct to the best of your knowledge.

Signed:	
Name:	
Date:	



If you or your child has:

- a high temperature (37.8°C or above)

OR

- a new, continuous cough **OR**
- a loss of, or change in, sense of taste or smell

This could be a sign of Coronavirus

Self-isolate your entire household

AND

BOOK A TEST

for the person showing the above symptoms

Appendix 4: Merton Flowcharts

LB Merton Process flowcharts: What to do if there is a possible or confirmed case, or an outbreak or cluster, of COVID-19 in school or educational and childcare settings (Version 4. 28/08/2020)

These flowcharts set out the process for schools and educational/childcare settings to follow in the case of a possible or confirmed case or an outbreak of COVID-19 for children and young people (CYP) and staff;

- For a possible or confirmed case follow flowchart 1.
- For an outbreak or cluster follow flowchart 2.

Schools or settings should notify London Coronavirus Response Centre (LCRC) about confirmed cases or possible outbreak (defined as 2 or more confirmed cases among CYP or staff in the same group or class) or cluster (defined as 2 or more confirmed cases among CYP or staff in the same school or setting within 14 days). In addition schools or settings should notify LCRC if there is overall increase in sickness absence within the education setting (CYP and staff) with possible COVID-19 (but where no tests have been done or results available)

These flowcharts may be subject to change as guidance and systems evolve.
(Acknowledgement: adapted from LB Ealing template)

Action for London Borough of Merton to support schools and educational/childcare settings:

Checklist for confirmed case:

- CSF on call to discuss with school or educational/childcare setting and/or LCRC:
 - LCRC recommended actions and any support needs
 - Infection prevention measures
 - Review level of vulnerability of individual (especially in relation to children with complex needs) and if required identify support for vulnerable contacts who are required to self-isolate, including via Community Hub
 - Communication/share template letters
- CSF on call to inform CSF SLT, Public Health, Communications team, SWL CCG (Monday-Friday)
- Liaise with CCG/GP and other health providers as required
- Case to be recorded on LBM data tracker –PH team

Checklist for outbreak:

- CSF on call to discuss with school or educational/childcare setting and/or LCRC:
 - LCRC recommended actions and any support needs
 - Infection prevention measures
 - Access to PPE supplies
 - Support needs for vulnerable families
 - Support needs for Families with shielding individual
 - Communication/share template letters
- CSF on call to inform CSF SLT, Public Health, Communications team, SWL CCG (Monday –Sunday)
- Comms team to draft briefing for Cllrs and local press as required in line with LCRC advice.
- DPH/CSF to participate in Outbreak Control Team if convened
- Liaise with CCG/GP and other health providers as required, inc. mobilizing increased local capacity for enhanced swabbing

Contacts:

For CYP or staff who require medical attention, please phone NHS 111. In an emergency, call 999 and inform the ambulance provider and receiving hospital of any outbreak.

Public Health England London Coronavirus Response Centre (LCRC):
0300 303 0450

London Borough of Merton:
Monday-Friday 8.00am – 6.00pm:
 > Schools: Elizabeth Fitzpatrick elizabeth.fitzpatrick@merton.gov.uk
Tel: 020 8545 3806
 > Early Years: Allison Jones allison.jones@merton.gov.uk
Tel.020 8545 3796 or tracy.clarke@merton.gov.uk Tel.020 8545 3140
 > Weekend 8am- 6pm
MASCOT: 020 8543 9750

Department for Education:
Helpline for Schools: 0800 046 8687 (For queries from schools particularly in relation to Published guidance)

Links to Guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

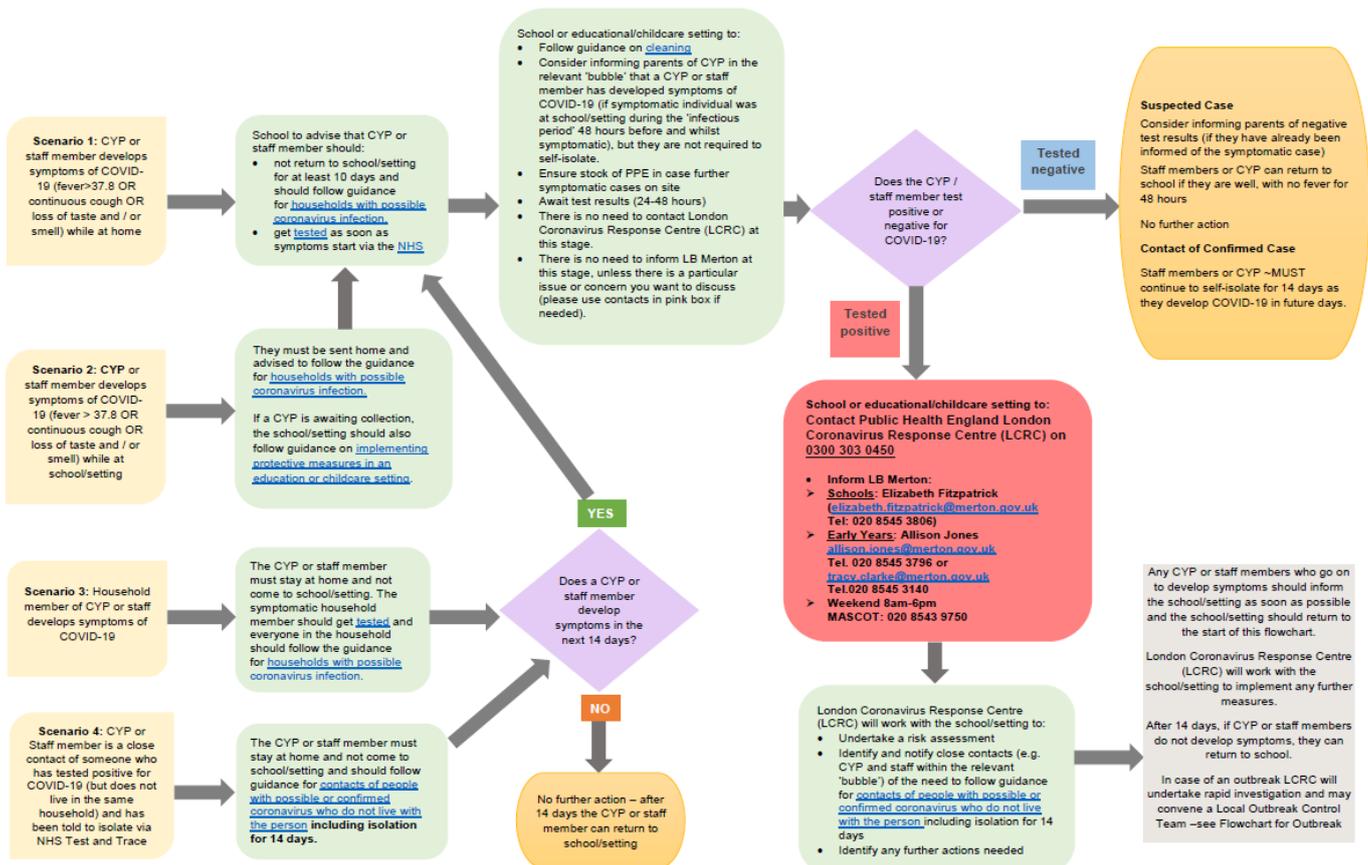
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

What is a contact?

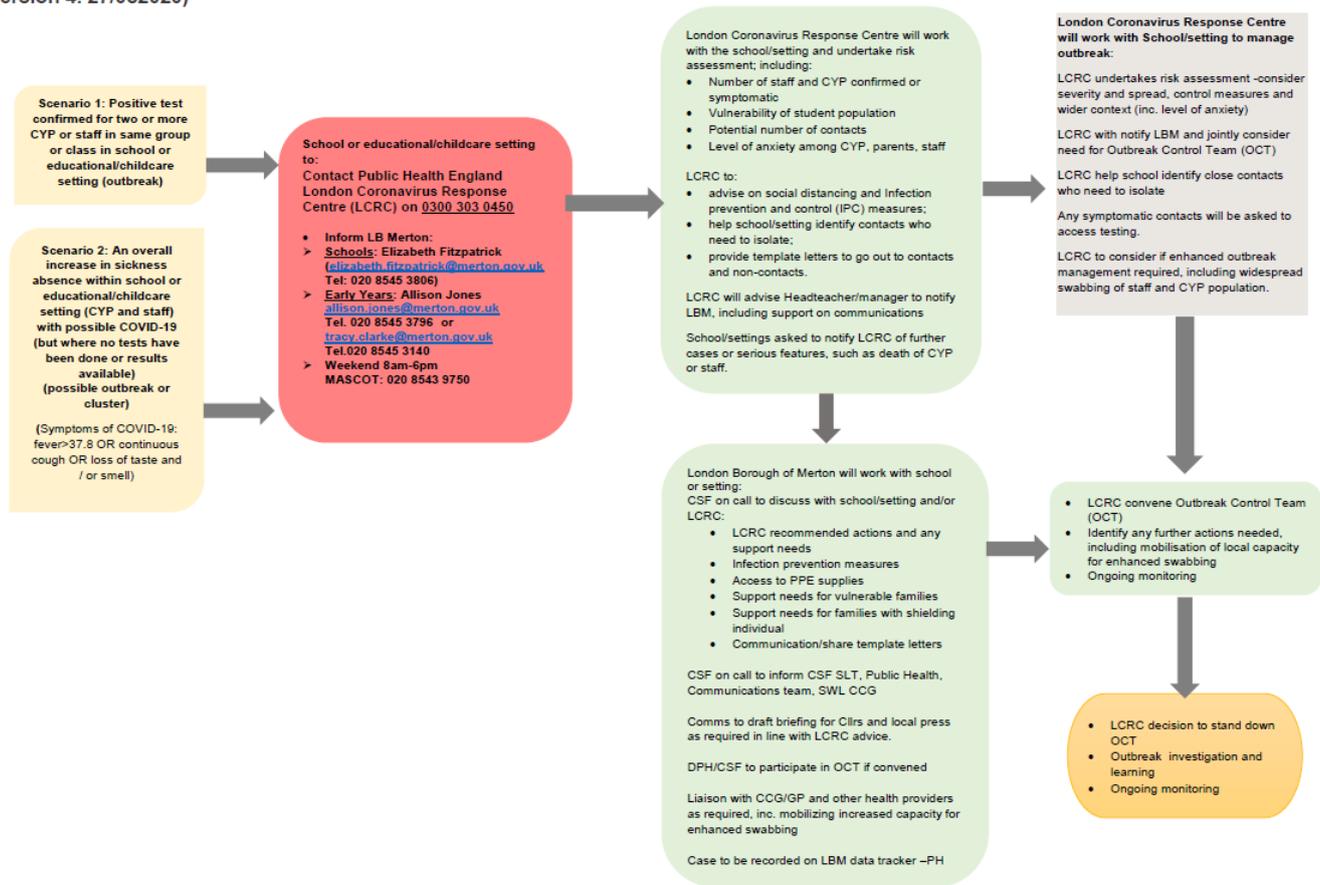
A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19.

LB Merton Process flowchart 1: What to do if there is a possible or confirmed case of COVID-19 in school or educational/childcare setting (Version 4. 27/08/2020)



LB Merton Process flowchart: What to do if there is an outbreak or cluster of COVID-19 in school or educational/childcare setting
(Version 4. 27/082020)



Appendix 5: Zoom Risk Assessment

VIDEO GROUP CONTACT WITH CHILDREN

Location / Site	DATE VALLEY SCHOOL
Activity / Procedure	ZOOM MEETING WITH CLASS
Assessment date	15/6/2020

Identify hazard	Lack of supervision on the internet by parents			
Existing level of risk	Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
<ol style="list-style-type: none"> Parents are asked to remain in the background during the class. Parents asked to login for the child using the two-stage authentication 				

Identify hazard	Members of the public attending – non invited guests			
Existing level of risk	Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
<ol style="list-style-type: none"> Parents asked to change the name of the attendees to the child’s name when joining the meeting 				

2. Waiting room used: one attendee is accepted at a time. Parent and child must be present when in waiting room and teacher verifies the child is the child we are expecting
3. The meeting ID and password is shared via the secure online learning platform and Class Dojo
4. All attendees to ensure their Camera is on so that identities can be verified on admission.

Identify hazard		Parents not being aware of the risks of using Zoom	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Send parental internet guide specifically concerning Zoom https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works 2. Set out clear expectations for parents concerning their role in keeping the children safe 3. Parents asked to ensure children are dressed appropriately. 4. Parents told to ensure meeting is taking place in public space i.e. the living room / dining room – not child's bedroom 			

Identify hazard		Adult or other children acting inappropriately by accident or deliberately	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All Zoom calls to be recorded. Zoom calls to be saved to the teachers' Onedrive cloud or the Zoom cloud 2. Children will be muted and unmute permission removed for all users. Adult will unmute child who wishes to speak 3. Teacher will remove any child from the meeting if the child acts inappropriately. SLT to be notified. 			

Identify hazard		Parents making judgement about each other's homes / teacher's homes	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Parents and teachers suggested to ensure nothing is in the background that they do not want others to see – blank wall is best 			

Identify hazard		Illegal or inappropriate content in the houses of the children	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All Zoom calls to be recorded. Zoom calls to be saved to the teachers' Onedrive cloud or Zoom cloud 2. Children will be muted and unmute permission removed for all users. Adult will unmute child who wishes to speak 3. Teacher will remove any child from the meeting if there is anything deemed illegal or inappropriate visible to the rest of the audience. SLT to be notified. 4. Message sent to parent via Class Dojo if necessary. 			