Introduction

Sarum Hall School has followed government guidance since March 2020 regarding mandatory school closures.

A phased return to School was implemented from 2 June 2020 with all children expected to attend School from 3 September 2020. Following the latest school closures from January 2021, all children are expected to return to School from 8 March 2021,however Covid-19 related restrictions will remain in place until such time as the School can operate in a fully open, safe and secure environment.

This may take many months and so the ongoing phased return will require patience, resilience and considerable effort to ensure the School environment is safe, at all times, during transition.

Sarum Hall School recognises that during this transition:

- 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 non-employees".

Ultimately, all need to know that Sarum Hall School is 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.
- Analysis and Planning Guidance.

These have been prepared using guidance and advice from the government, DfE, Public Health England and the Independent Schools' Bursars Association (ISBA).

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, support staff, parents, pupils and contractors is 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. As such, there will be a Staff Inset Day or appropriate staff briefing organised for affected staff every time a new group of children returns to the School to ensure that these stringent measures are understood and actioned.

COVID-19 points of contact:

The COVID-19 points of contact for the School are the Headmistress and Bursar and their main responsibilities are:

- Reading and assessing regular government, DfE, PHE and ISBA bulletins.
- How information is passed and key messages and issues highlighted.

- Liaising with the SLT and the Governors' Covid-19 Emergency Committee 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.
- Frequent lesson learned debriefs via Google Meet, including changes to risk assessments, safety plan, SD and hygiene rules, home testing, extra training that may be required and if rules were adhered to and the control measures sufficient.

The Senior Leadership Team (SLT) will meet weekly at a minimum to review matters or as changes are required. The SLT consists of:

- Head;
- Deputy Head;
- Bursar (and Clerk to the Governors);
- Academic Director.

Phased return to School:

Government advice published in May 2020 indicated that, whilst recognising the safety of children and staff is of the utmost priority, from 1 June 2020, the return to School should include:

- Nursery, Reception, Year 1 and Year 6, alongside priority groups.
- Secondary schools and sixth form 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.
- Nurseries and other early years providers, including child-minders.
- Alternative provision settings should mirror the approach for mainstream schools and also offer some face-to-face support for year 10 and 11 pupils.
- Special schools, special post-16 institutions and hospital schools will work towards a phased return of more children and young people without a focus on specific year groups.

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.

The Government updated their advice on 15th June 2020 indicating that primary schools had the flexibility to bring back more pupils for the remainder of the term, if they had the capacity to do so.

The Government indicated that all schools should re-open fully from 1st September 2020 and Sarum Hall made all the necessary plans to enable this to happen. The document 'Guidance for full opening: schools' has been issued by the Department for Education and we have referred to this throughout our planning:

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

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.

The School will continue to follow this guidance after periods of closure as determined by the Government. Effective 4 January 2021, the Government required the School to close to all but Keyworker and vulnerable children, as well as the Nursery class. Advice issued on 22 February 2021 determined that schools should reopen to all pupils effective 8 March 2021.

Risk assessments

The School is required to carry out a series of risk assessments directly addressing hazards associated with COVID-19 and operating safely. This is available to review on request.

Assessing COVID-19 is particularly complex as the outcome of the many and varied risk assessments for one group within School e.g. classes, key worker provision and activities will have an impact on other groups e.g. teaching staff, support staff, 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 regular revision and should include but not be limited to:

- Social Distancing (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.
- Has the cleaning regime been regularly re-assessed and, if necessary, revised?
- Identifying precautions for keeping shared equipment (e.g. keyboards, pens, musical instruments) clean.
- Are high-risk areas being regularly monitored for hygiene?
- Are SD rules different for various activities (play, games, drama, music) and locations (classroom, playground) and have all adhered to these SD rules?
- Is the re-allocation of indoor and outdoor space working?
- Do staff, parents (and pupils) understand and follow NHS Test and Trace procedures?
- Are testing activities sufficient to provide reassurance including feedback and Q&A?
- Is there proper consideration of ways to improve ventilation?
- Are all the hazards in the risk assessments properly mitigated and regularly re-assessed?

Note that the School is responsible, via the Head and Bursar, for:

- Updating Safeguarding, code of conduct and medical policies and procedures so staff and pupils feel safe.
- Ensuring that Government advice is regularly accessed, assessed, recorded, communicated and applied.
- Ensuring that guidance from unions is regularly consulted regarding updates and advice for planned re-opening and changes to operation.
- Ensuring that changes are regularly reviewed by governors and communicated to staff, pupils and parents.
- Ensuring that insurers are consulted before School plans are amended.
- Monitoring the policy for those wearing (or not) PPE.
- Updating emergency procedures, fire drills and assembly points.

- Re-assessing that access to School is controlled effectively and details of visitors etc (if allowed) are recorded, including assessing data from Health Declaration Forms before staff, pupils and visitors are allowed on the school site.
- Plans for School events including plays, concerts, parent and teacher meetings etc.
- Distribution of lateral flow testing devices for home use by staff and monitoring of testing results.
- Preparing contingency plans in place for the transition to full opening (or re-closing).
- Liaising with the DfE regarding test and trace procedures for any positive cases in the school setting during term time and limited dates within school holiday periods.

Space management

Year and activities groups must consider the following as part of the planning and risk assessments:

- Contact and mixing outside of class "bubbles" is minimised.
- Maximum use of outdoor spaces.
- Altering classroom layout with desks facing forward where possible.
- Changing timetables so assemblies, breaks, lunch, playtime, drop-off and pick-up times are staggered.
- Small consistent class groups (bubbles) of pupils.
- Pupils to remain in "bubbles" at all times during the day with their own set of teachers / assistants.
- "Bubbles" stay away from other people and groups.
- Where possible in and out routes are identified in buildings.
- Spaces such as halls and dining areas are used at reduced capacity.
- Groups are staggered through the indoor and outdoor spaces.

Some risk assessments should refer to specialist medical issues noting the importance of GDPR rules:

- Who has pre-existing medical conditions and are they fully declared?
- Have all vulnerable pupils, parents and staff been identified and recorded?
- For those tested positive for COVID-19 is it recorded (for elimination purposes)?
- Who has come into contact with anyone tested positive to COVID-19 and received notification to isolate via the NHS Test and Trace system?
- Been sent home with COVID-19 symptoms (a new, continuous cough, high temperature or shortness of breath, or a loss of, or change in normal sense of taste or smell (anosmia))?

New School rules

The following additional School rules are now a requirement for all pupils:

- SD rules (which may be different) for various activities such as play, games, drama, music.
- SD rules (which may again be different) for classroom, moving around the school, playground etc.
- Hygiene rules (if not already enforced and supervised):
  o "Catch it, bin it, kill it".
  o Wash hands for 20 seconds"
    ▪ On arriving at School and immediately before departing for home.
    ▪ At every break.
    ▪ After all visits to the toilet and before / after meals.
- Rules for breaks, lunch and hydration.

- Minimise all contact and mixing outside the class "bubble" during breaks.

The School will monitor updates to government guidance regarding the re-introduction of control measures in the local and national area, including lockdowns. This information will be shared with parents to support and encourage the implementation of safe measures when the pupils are not in School, thus maintaining the safety of the community when in School.

Planning for incidents/ emergencies

Sarum Hall 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 COVID-19 Coordinators will ensure that emergency procedures are 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 pupil's learning, exercising or playing outside.

Inclusion for people with a disability

Sarum Hall 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 in terms of temperature testing, hygiene solutions and emergencies.

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 and engage with any 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 temperature / health checks as necessary.
- Transit spaces (corridors), social zones (common rooms, playgrounds) supervised for SD rules and appropriate floor markings in place
- 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.
- Drop-off and pick-up procedures – vehicle flow, parents parking before designated drop off times and SD outside gates and entrances.

All staff, volunteers, pupils, parents, visitors and contractors (if allowed) will be given a COVID-19 Briefing Document 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 and temperature testing areas).
- Communications protocols and reporting procedures.
- Pinch points, site hazards and agreed control measures.
- Site specific instructions: drop-off and pick-up.
- Emergency arrangements (including contingency plans).
- Any specific clothing, nametags, PPE for certain groups such as visitors and contractors.