



Elmfield Rudolf Steiner School

COVID-19 School reopening additions to Elmfield policies

June 2020

**Policy Tracker – Responsibility for monitoring this policy:
Coordination Group**

(Reviewed annually or in response to changes in legislation)

Date	Reviewed and Updated By:	Role	Date Approved by the Governing Board
15/06/2020	Ruth Beachim-Ratcliffe	DSL/CG/H&S	
19/06/2020	Sue Dawson	Chair of Council	19/06/2020

Introduction

From the week commencing 22nd June 2020, Elmfield school expects to be able to welcome back vulnerable and critical worker children. (See guidance on actions for education and childcare settings to prepare for wider opening from 1 June 2020 for more details).

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

The department has also published guidance on implementing protective measures in education and childcare settings to support this.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Aims

This addendum of the Elmfield School overall policies and procedures contains details of school arrangements and should be used in conjunction with all other policies.

It should also be read and updated in line with the school's [COVID-19 General Risk Assessment](#).

SECTION 1

Health and Safety

The following list defines all policies relating to this section. This addendum should be used concurrently with the existing policies for the period of reopening the school:

- [Health and Safety Policy](#)
- [First Aid Policy](#)
- [Intimate Care Policy](#)
- [Toilet Policy](#)
- [Risk Assessment Policy](#)
- [School Closure Policy](#)

- 1.1. No member of staff, volunteer, contractor or pupil should enter the school site if they, or someone living with them, has Coronavirus symptoms.
- 1.2. Clinically extremely vulnerable individuals are advised not to attend school and should continue to follow shielding measures.
- 1.3. Clinically vulnerable individuals, or those who live with someone who is clinically vulnerable, may attend school, providing stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.

- 1.4. Staff, volunteers, contractors and parents must notify the school of any pre-existing medical conditions prior to reopening and, where applicable, an individual Risk Assessment will be drawn up.
 - 1.4.1. Staff, volunteers, contractors and pupils may be asked to remain at home if the Risk Assessment identifies that a risk cannot be adequately mitigated. They will be supported to learn or work at home.
- 1.5. The school will aim to provide the minimum service requirements of the school, ensuring that certain key staff are on site during operational hours. (Please refer to the [COVID-19 General Risk Assessment](#)).
 - 1.5.1. If staffing levels fall below Department for Education minimum requirements a partial or full school closure will come into effect.
 - 1.5.2. Parents will be informed of any school closure and should make all reasonable efforts to collect children at the earliest opportunity.
- 1.6. If a member of staff, visitor, pupil or contractor becomes unwell with Coronavirus symptoms they must be sent home and follow the stay at home guidance. If they are seriously ill and/or their life is at risk, a member of staff should call 999. In all cases, the Estates Manager and a member of senior management must be notified.
- 1.7. [Government guidance](#) will be continually reviewed and adhered to. Suitable social distancing measures will be implemented in classrooms and other teaching spaces.
- 1.8. Staff will be given suitable training around hygiene, use of PPE and other protective measures prior to the school reopening.
- 1.9. Control measures will be implemented with regard to the school site and buildings.
 - 1.9.1. Staff and pupils will be briefed with regard to movement around the school, procedures for the use of toilets, adjustments to teaching spaces and additional Health and Safety measures. These processes will be reviewed regularly.
 - 1.9.2. Staff should read and conform to the control measures as set out in the school's [COVID-19 General Risk Assessment](#).
- 1.10. The school will follow guidance as set out in <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
 - 1.10.1. While teaching staff are not generally advised to wear PPE, protective equipment will be required for cleaning, intimate care, administration of First Aid and when dealing with individuals who have Covid symptoms.
 - 1.10.2. Children will not be allowed to wear PPE at school.

SECTION 2

Education, Behaviour and Attendance

The following list defines all policies relating to this section. This addendum should be used concurrently with the existing policies for the period of reopening the school:

- [Media and Acceptable Use Policy](#)
- [Pupil Attendance Policy](#)
- [SEND Policy](#) and [Annex](#)
- [Staff Code of Conduct](#)
- [Collection of Children Policy](#)
- [Clothing Policy](#)
- [Behaviour and Discipline Policy](#)
- [Anti-Bullying Policy](#)
- [GDPR Data Protection Policy](#)
- [Child Protection Safeguarding Policy](#) and [Annex](#)

- 2.1 After reopening on 22nd June 2020, there will still be a number of staff and pupils working from home.
- 2.1.1 Staff will be supported and provided with guidance around home working, including their physical and emotional well being.
- 2.1.2 All pupils will be continuing with provision set by teachers on Google Classroom. They will continue to receive ongoing support from their Class Teacher or Guardian.
- 2.1.3 Staff will continue to hold meetings via Zoom.
- 2.1.4 Staff, pupils and all household members should be suitably dressed during any video conferencing, and this should be conducted in a suitable space, or the background should be blurred if this is not an option.
- 2.1.5 There should be no 1:1 Zoom meetings between staff and parents or pupils.
- 2.1.6 Staff should not share personal information, such as the personal contact details of others, without prior consent. Personal contact details for staff should not be shared with parents or pupils.
- 2.2 All remote education will be provided in line with our existing Media and Acceptable Use Policy and our Safeguarding Child Protection Policy.
- 2.3 Pupils will not be permitted to bring their own devices into school to access their work (with the exception of Upper School pupils). Any work set should be printed off in advance where possible.
- 2.4 The Designated Safeguarding Lead (DSL) will be working on site and in the event of absence, a trained deputy will be available. All contact details and procedures for reporting Safeguarding concerns are available in the Child Protection Safeguarding Policy.
- 2.5 Staff and pupils should report illness and absence in the usual way.
- 2.6 Staff and pupils should wear a different and clean set of clothing each day.
- 2.7 Staff and pupils should not be sharing any equipment, food or drink.
- 2.8 Pupils should bring their own packed lunch and water bottle. They should have enough provisions for the day as the sharing of food and drink is not permitted.
- 2.9 Deliberate coughing or spitting at or in the vicinity of another person will be treated very seriously in accordance with the Behaviour and Discipline Policy.
- 2.10 Staff will be expected to act as role models for pupils and to abide by social distancing, hygiene and other measures that the school has put in place in order to minimise the potential spread of COVID-19.

2.11 Parents and visitors will not be allowed on the school site except in an emergency (for example in the event of an accident, serious illness or safeguarding concern). Parents must ensure that they follow the guidance and timings for dropping off and collecting children.

2.12 Staff and parents will be informed of any revisions that are made to our [COVID-19 General Risk Assessment](#) and policies as guidelines change.

Prepared by RB