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Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.

This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the 'Prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

## Staff who are pregnant

Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Langley School will conduct individual risk assessments for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Langley School, as an employer will follow this advice and to continue to monitor for future updates to it.

## Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are followed. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

## Employer health and safety and equalities duties

Langley School recognises it has a legal obligation to protect its employees, and others, from harm and will continue to assess health and safety risks and consider how to meet equalities duties in the usual manner.

Langley School are committed to following government guidance to mitigate the risks of coronavirus (COVID-19) to pupils and staff and meet their legal duties to protect employees and others from harm.

## COVID relate absence/change of circumstances reporting

Usual procedures for absence reporting should be followed for all staff absences, however, if your absence is related to COVID-19 related symptoms, shielding or furlough please ensure you e mail [coronaupdate@langleyschool.co.uk](mailto:coronaupdate@langleyschool.co.uk) in addition to usual procedures. This is vital to ensure we monitor and maintain information within the coronavirus databases to allow accurate reporting for monitoring staff availability and pay information.

All staff should ensure they are pro-active in advising any change to their circumstances relating to COVID-19 to the designated mailbox, this is paramount to the effective management of COVID-19.

### **Supporting staff**

The governing body and LLT of Langley School have regard to staff work-life balance and wellbeing. Langley School will ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.

This will be met by the following measure (this list is not exhaustive)

- providing an outline of a responsibilities and a communication structure
- the installation of a designated e mail address [coronaupdate@langleschool.co.uk](mailto:coronaupdate@langleschool.co.uk) to allow COVID-19 related information and questions to be directed to a focal point of contact.
- regular communication to all stakeholders, inviting feedback
- consultation with staff and Union Representatives as appropriate, to include input in COVID-19 risk assessment and address of any collective concerns
- COVID-19 assigned within the Health and Safety Committee Meeting Agenda for the foreseeable future.
- regular KIT and return to work meetings with staff at full school level, departmentally and individually as appropriate
- policies and procedures regularly reviewed, updated as appropriate and shared regularly with the staff body
- Training time allocated within inset days on an ongoing basis as required,

Langley School are committed to fulfilling our duty of care to our employees, and this extends to their mental health. Langley School recognises that staff may have concerns and anxieties relating to COVID-19 and will provide support at all levels:

- all staff will continue to have access to the Employer Assistance Programme (EAP)
- the school will continue with their programme of Mental Health First Aid Training and will provide details of Mental Health First Aiders across the school staff body
- government guided mental health support programmes will continue to be regularly communicated to staff within communications.

### **Staff deployment**

We may need to alter the way in which we deploy our staff and use existing staff more flexibly to enable us to welcome back all pupils at the start of the Michaelmas Term. Line Managers should discuss and agree any changes to staff roles with individuals and ensure the involvement of HR where terms and conditions may differ from contracted agreements.

### **Supply teachers and other temporary or peripatetic teachers**

Schools can continue to engage supply teachers and other supply staff.

Supply staff and other temporary workers can move between schools.

Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.

### **Staff taking leave**

We recognise our staff have been working extremely hard throughout the coronavirus (COVID-19) outbreak and all those not furloughed will be working hard to prepare for all pupils/students to return from the start of the Michaelmas term. Many staff will want to take a holiday over the Summer and Autumn period, which may involve travelling abroad. The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at [coronavirus \(COVID-19\): how to self-isolate when you travel to the UK:](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>.

Please ensure you are aware of localised travel advice when considering travel.

As would usually be the case, staff will need to be available to work in school during term time. There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting, we would therefore request that consideration is made of the possible impact travel may have upon return to school and advise the school of any likely delayed in return to school.

### **Catering**

Please refer to servery, kitchens and laundry, lunches and staff facilities where appropriate. Further access to catering facilities should be arranged directly via the Executive Chef or Director of Compliance and Operations directly.

### **Estates**

Prior to the Michaelmas term commencement, all pre-term building checks will be undertaken to ensure the school sites are safe.

Once the school is in operation, it is important to ensure good ventilation and maximising this wherever possible, for example, opening windows and propping open doors, as long as they are not fire doors, where safe to do so (bearing in mind safeguarding in particular).

### **Educational visits**

“We continue to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.

In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits”

### **School uniform**

Uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone, we therefore expect all pupils to wear Langley uniform.

Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

## Extra-curricular provision

Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Schools should also work closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.

If it is not possible or practical to maintain the same bubbles being used during the school day (for example, if the number of bubbles in place during the school day prove impractical to adopt within the wraparound provision) then providers should maintain small, consistent groups. We recognise that schools may need to respond flexibly and build this provision up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.

Langley School proposes to provide extra-curricular provision, to include breakfast club and after school care, hobbies and activity clubs as provided pre COVID-19 in each particular setting. In some areas there will be a need to be in a flexible format which will be built up over time. Each setting will assess and communicate provision taking into account details listed within the 'precaution' section of this policy and schooling bubbles will be kept together where possible.

## Music and performing arts

All pupils should have access to a quality arts education. Music, dance and drama build confidence and help children live happier, more enriched lives, and discover the joy of expressing themselves. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place.

Additional mitigations, such as extended social distancing, were previously required for singing, and playing of wind and brass instruments given concerns that these were potentially higher risk activities. Department for Culture, Media and Sport (DCMS) has commissioned further scientific studies to be carried out to develop the scientific evidence on these activities, which has allowed the government to reconsider appropriate mitigations and further research is continuing.

You should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.

Additionally, you should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on [handling equipment](#).

Langley School recognises that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments. This applies even if individuals are at a distance. Risk assessments will be undertaken considering these risks and how to reduce them, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing must not take place in larger groups such as school choirs and ensembles or school assemblies.

Please refer to Langley School COVID-19 -- Procedures for Music and Performing Arts for further details.

## Physical activity

Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.

Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at [return to recreational team sport framework](#).

Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

Schools should refer to the following guidance:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)
- guidance from Swim England on school swimming and water safety lessons available at [returning to pools guidance documents](#)

All risk assessments must/will be reviewed and updated allowing for the impact of COVID-19 prior to commencing physical activity.

Please see Langley School COVID-19 – Procedures and Risk Assessment for Physical Activity for further information.

## Pupil wellbeing and support

Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.

Langley School will consider the provision of pastoral and co-curricular activities to all pupils designed to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing

Pastoral staff and school nurses/matron will work together to identify health and wellbeing needs which will underpin priorities.

## **Behaviour expectations**

Langley School will set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. All such changes will be communicated by means of an amendment to the Schools Behaviour Policy and staff are asked to set a good example, adhering to and instilling expected COVID-19 etiquette at all times.

## **Emergency Fire Evacuation**

Emergency evacuation procedures will remain continuous through COVID-19 changes to procedures. In the event of an emergency evacuation please follow the usual procedures for evacuation maintaining social distance where possible. Any one-way systems will be over-ruled in an evacuation situation when nearest and safest route to safety should be followed, fire marshals and tutor group staff will play a key role in overseeing this during the evacuation process.

Upon arrival at your safe assembly/muster point, staff should supervise line up in a socially distanced fashion where at all possible.

## **Sanitation stations**

Sanitation Stations are situated at every entrance and in all key areas of the school sites. These are to be used in addition to handwashing, as age appropriate, in the event that you are unable to wash your hands in soap and water.

## **Ventilation and use of air con**

When using indoor areas ventilation is encouraged, where possible have windows ajar, if opening doors please ensure you do not use fire extinguishers as door stops or restrict fire doors. Please ensure when leaving an area at the end of the school day, you close any opened windows. Air conditioning units have been assessed alongside government guidance and may be used throughout both sites.