

Long Furlong Primary School

COVID-19 and Remote Learning Management

Information about COVID-19

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus, which was brought to our attention as being first identified in Wuhan City, China in January 2020, although there may have been earlier cases around the world.

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:

- Cough
- Difficulty in breathing
- Fever
- A loss or change to senses of taste and/ or smell

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.

How COVID-19 is spread

From what we know about other coronaviruses, the spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching own face).

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Preventing the spread of infection

Although the vaccination programme is underway, the best way to prevent infection is to avoid being exposed to the virus.

There are general principles to help prevent the spread of respiratory viruses, including:

- washing your hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See; Catch it, Bin it, Kill it method

- people who feel unwell should stay at home and should not attend work or any education or childcare setting
- pupils, students, staff and visitors should wash their hands:
 - o before leaving home
 - o on arrival at school
 - o after using the toilet
 - o after staff breaks
 - o coming in from break times/ garden
 - o after participating in group physical activities such as PE lessons
 - o before food preparation
 - o before eating any food, including snacks
 - o before leaving school
- Where possible, staff should use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- Avoid touching eyes, nose, and mouth with unwashed hands
- Facemasks are to be worn by adults in communal areas. They may also be worn in classrooms.
- Avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces – this will be done at lunchtime and after school
- Increased ventilation (doors and windows opened, additional warm clothing may be worn).
- Use of Lateral Flow Test devices (LFT/ LFDs) by staff twice a week.

If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment

Cleaning Routines:

Daily cleaning routines will largely remain the same, as high standards of good hygiene are currently in place. However, in areas where there are hard surfaces that are infrequently cleaned the following will be put in place:

- All frequently used hard surfaces will be cleaned with a hard surface cleaning and sanitising solution each day, this includes all door handles, number pads on doors, door release buttons, light switches, key boards/mouse, telephones and money safe.
- There will be an additional clean of all hard surfaces at lunchtimes. All bins will be emptied twice daily.
- All toilet areas will be cleaned at lunchtime and after school.
- Toys/ equipment will be sterilised or quarantined for a period of time.

Hand Washing Routines:

To ensure the staff, children, parents and visitors are washing their hands in line with the current guidelines the following will be put in place:

- On arrival at school all adults and children will wash their hands
- Staff should wash their own hands before supporting a child to wash theirs.
- During the day children and staff will wash their hands after going to the toilet or after being outside
- Staff will encourage the children to wash their hands with soap and water, and for at least twenty seconds (songs may be used).

Where possible, if a child becomes unwell they will be isolated in the First Aid room. They should avoid touching people, surfaces and objects and be advised to cover

their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.

Make sure that children and young people know to tell a member of staff if they feel unwell.

What to do if a case of COVID-19 is suspected in the school

If anyone has been in contact with a suspected case in a childcare or educational setting, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other children or staff home. Until the outcome of test results is known there is no action that staff members need to take apart from cleaning specific areas and disposing of waste.

Once the results arrive, those who test negative for COVID-19 will be advised individually about return to school.

What to do if a case of COVID-19 is confirmed in school

The school will contact the DfE/ Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. OCC will also be informed. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of children and staff will be based on this assessment. Advice on cleaning of communal areas such as classrooms and toilets will be given by the Health Protection Team. In most cases, full closure of the education setting will be unnecessary, but this will be a local decision based on various factors such as establishment size and pupil mixing.

What to do if children or staff in the school are contacts of a confirmed case of COVID-19 who was symptomatic while attending school

The definition of a contact includes:

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case, or equivalent setting such as boarding school dormitory or other student accommodation
- Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:
 - o they will be asked to self-isolate at home for 10 days from the last time they had contact with the confirmed case and follow the home isolation guidance
 - o they will be actively followed up by the Health Protection Team
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment

- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a confirmed case occurs in school the DfE/Public Health will provide advice.

Outside those that are defined as close contacts, the rest of the school does not need to take any precautions or make any changes to their own activities attending educational establishments or work as usual, unless they become unwell. If they become unwell, they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the class. The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the school and (if they are old enough) the child. Advice should be given as follows:

- if they become unwell with cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

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How to isolate an adult or child at School

If an adult becomes unwell and believe they have been exposed to COVID-19:

- If they become unwell in the workplace the unwell person should be removed to an area which is at least 2 metres away from other people. The children will be placed in the First Aid room where they can be isolated behind a shut door.
- The individual who is unwell should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag, then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow
- If they need to go to the toilet whilst waiting for medical assistance, they will use the staff toilet which will be cleaned immediately after.

If a child becomes unwell and believe they have been exposed to COVID-19:

- The child must be isolated in the same manner as an adult; however, their key person should remain with them, and keep their distance from the child, at least 2 metres
- The adult must wear protective gloves and disposable apron
- The child's parent would be called to collect the child immediately. The child should be off the pre-school premises within one hour of becoming unwell
- After the child or staff member has left the room used for isolation will need to be deep cleaned, including any objects/items touched.

Guidance on cleaning school after a case of COVID-19 (suspected or confirmed)

All surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. This cleaning will be carried out by school staff or the contracted cleaners (after informing them of a case of covid-19 occurring in school).

These include:

- all surfaces and objects which are visibly contaminated with bodily fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones
- Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

Remote Learning/ Learning at Home

Our Remote Learning guidance aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school.
- Set out expectations for all members of the school community with regards to remote learning.
- Provide appropriate guidelines for data protection.
- Provide appropriate guidance for working at home/ use of display screens

This Policy and the associated plan are written to cover two scenarios, the plan can be accessed on our website here: https://longfurlongprimaryschool.org.uk/wp-content/uploads/2021/01/Providing_remote_education_information_to_parents__Jan_2021.pdf

- A: where individual children and families within school are isolating due to possible contact with symptomatic individuals, but they themselves are not unwell;
- B: where a whole group, class or bubble is having to self-isolate.

Where a child is not in school because they themselves are unwell – with Covid or any other illness - they would **not** be expected to access or complete any work from school.

Staff at Long Furlong Primary School acknowledge that the ability to meaningfully access Remote Learning activities varies according to a child's age. Nursery and Reception children particularly will not be able to access learning in the same form and to the same extent as older children, and the Remote Learning Plan aims to make clear what parents of children in different year groups can expect to be provided with where this differs.

Role and Responsibilities

Teachers

When providing remote learning, teachers will be available to pupils and parents during the school day. Parents are reminded that teachers will respond to emails and work sent in as soon as they are able, but this may not be on the same day as it is uploaded.

If teachers are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they will report this using the normal absence reporting procedure.

- teachers are responsible for:

- o Setting work;
- o Providing feedback;
- o Keeping in touch with pupils and families;
- o Attending remote meetings with school colleagues and senior leaders, as required.

Teaching Assistants

The roles taken by teaching assistants will vary depending on the circumstances around why remote learning is required and the Teaching Assistant's role, responding to work and providing feedback, and answering any questions parents and children may have.

When assisting with remote learning, teaching assistants must be available during their normal contracted working hours.

If teaching assistants are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they will report this using the normal absence reporting procedure.

The SENCo will:

- Take a lead role in ensuring that work set is in line with pupils' needs
- Act as main point of contact for children with EHCPs and their parents to ensure their statutory entitlement is met;
- Liaise with class teachers and teaching assistants about any adaptations to provision needed for children with SEN, providing advice and support for how to go about this.

IT Support

Our IT Support is provided through 123ICT, telephone 01993 848291 or email: support@123ICT.co.uk

Our technician is Julie Pointer and staff have her contact details.

Pupils and Parents

Staff can expect pupils working remotely to:

- Complete and return, and let teachers know if this is not possible;
- Ask for further help if needed; usually this would be from a parent's email address. If an older pupil contacts the teacher, they are encouraged to copy in their parent and the teacher will always copy in the parent in their response.

Staff can expect parents of pupils working remotely to:

- Use usual contact methods to inform school of any illness or other absence which means a child cannot complete allocated work;
- Seek help when necessary, in the first instance through the teacher's email accounts;
- Answer phone calls and emails from school staff.

Governing Body

The Governing Body is responsible for:

- Monitoring the school's approach to providing remote learning to ensure provision remains the highest quality possible;

- Ensuring that safeguarding responsibilities are fulfilled;
- Ensuring that staff are certain that remote learning systems are appropriately secure.

Safeguarding

During any period of remote learning, safeguarding arrangements remain as outlined in the Safeguarding and Child Protection Policy with the additions outlined in

Data Protection- Refer to Data Protection Policy

Personal data to support remote learning will be accessed in the way that it would be in the case of face-to-face learning:

- Contact details and personal information for children and families will be accessed through the school's Management Information System (MIS);
- staff should only use school-provided laptops and iPads to access this data. Personal devices should not be used. Where teaching assistants are required to work from home, laptops will be loaned from school.
- staff remain mindful of the need to collect and share as little personal data as possible.
- All staff members are required to take appropriate steps to ensure devices remain secure. These include:
 - Keeping the device password-protected, using a strong password;
 - Making sure the device locks if left inactive for any period of time, and / or ensuring the device is locked when left;
 - Ensuring the device is not used by anyone else;
 - Maintaining current antivirus software as set up by the school IT technician;
 - Keeping Operation Systems up-to-date by always installing updates.

Staff Health and Safety, and Use of Display Screens

The Senior leadership are mindful of the hazards associated with working from home and the increased use of display screens/ devices and protect users by:

- Checking in with staff who are working at home at intervals (well-being/ health and safety).
- Safeguarding procedures continue to be followed, with additional measures for live online sessions (see risk assessment). Staff who have or are alerted to concerns will inform the DSL immediately.
- Offering staff additional support equipment such as suitable chairs/ computer mice.
- Remind all of importance of taking a break from their screens.

Guidance for Equipment use; when working at home staff will be using available spaces and furniture

- *Laptops are not designed for intensive or prolonged use. Additional equipment or accessories may be required to make them safer to use e.g. separate mouse, keyboard, screen riser etc.*
- *The keyboard should be about 4 inches away from the edge of the desk. This should give you enough room to rest your hands and forearms when you're not typing. When using your keyboard, try not to bend your hands either up or*

down. Your hands, wrists and forearms should be roughly horizontal and your upper arms at 90° at the elbow. Move the keyboard to find a comfortable position that suits you.

- If you use a mouse place it within easy reach, so you can use it with your wrist straight. Do not work with your mouse arm stretched forwards or sideways. Support your forearm on the desk. Rest your fingers lightly on the buttons and don't press them hard.
- Ideally the top of the screen should be level with your eyes. Adjust the height and angle of the screen for comfort and avoidance of glare.
- To avoid poor posture users must adjust their chairs properly. Your spine is naturally curved and should be well supported by your chair. Check that the backrest is properly adjusted to give the support you need. Leaving a gap between the lower part of the backrest and the seat will help make sure you are sitting correctly. Set the height of your chair if possible. If your arms are horizontal when you use the keyboard, then the seat height is about right. Make sure you can place your feet flat on the floor.
- Arrange the keyboard, mouse and phone to suit you, so that arms, shoulders and wrists are under as little strain and stretch as possible. Don't crowd your knee space with personal belongings and leave room to move about.

Guidance to assist professionals

Coronavirus (COVID-19): latest information and advice:

www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public?gclid=EAlalQobChMI66ix8Y_g5wIVTbTtCh2BoQ6nEAAAYASAAEgLn-fD_BwE

Guidance for educational settings

www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19

Guidance for employers and business

www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid19/guidance-for-employers-and-businesses-on-covid-19

www.acas.org.uk/coronavirus

This policy was agreed by Long Furlong Governors at a meeting held on 19th May 2020 (remotely) and it will be reviewed as circumstances change.

Remote Learning added in October 2020, updated March 2021