

Keeping King’s Safe: Responding to Covid-19

# Purpose of this document:

This document sets out how normal daily life will operate while Covid-19 restrictions remain in place. This is to be read in conjunction with the ‘Blueprint for Boarding’ document and the ‘Return to School’ risk assessment that is on the school website. This document describes the way which daily education will continue to operate in a safe way, depending on the current UK government Covid-19 five-point alert scale. This scale is designed to allow organisations such as King’s College to respond appropriately to the level of risk at the time.

King’s College’s first priority is the health and wellbeing of the whole community. We are a responsible organisation and recognise the obligation we have to safeguard the health of our pupil body and our staff. In addition we have a responsibility to our local community.

The school will do everything to ensure the school operates safely, healthily and energetically in response to each of the Covid-19 alert levels. Existing policies and guidance continue to apply alongside the actions described in this document, with reference to the following in particular:

* Health and Safety Policy
* Child Protection Policy
* DFE Guidance related to COVID19
* CLEAPPS H&S guidance

This document is dynamic and will change as laws, guidance and advice is received.

This document is based on the current intention that our seven houses will operate using boarding and day bubbles. The nature of the education we provide means that teaching groups cannot therefore replicate these bubbles, and therefore social distancing guidelines will need to be enforced for all lessons.

The daily life of school will be significantly dictated by the social distancing guidelines in place at the time. Current regulation and government advice can be found here: [Social Distancing](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing)

# Overview of the UK Alert levels

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|  | **Government Description** | **Government Action** | **Overall school response** |
| Level 5 | As level 4 and there is a material risk of healthcare services being overwhelmed | National lockdown | School closed apart from key worker children  Pupils taught remotely using Microsoft Teams platform  Staff work from home as much as possible |
| Level 4 | A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially | National lockdown (with schools remaining open); widescale social distancing measures and restrictions continue | Schools are allowed to remain open with carefully managed provision, based on level 3 measures but then enhanced by H&S protocols |
| Level 3 | A COVID-19 epidemic is in general circulation | Gradual relaxing of restrictions and social distancing measures | School open  BSA Covid-safe charter adhered to  Social distancing (1m plus) expected in all settings except specifically identified bubbles  Access to school restricted to those outside the immediate school community  Enhanced cleaning regines  Half term accommodation available for overseas boarders |
| Level 2 | COVID-19 is present in the UK, but the number of cases and transmission is low | No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening | School open with activities mostly operating as normal  BSA Covid-safe charter adhered to.  Testing and tracing in operation.  Enhanced cleaning regimes |
| Level 1 | COVID-19 is not known to be present in the UK | Routine international monitoring | School open as normal  Usual medical protocols in operation |

# **Level 1**

## Daily school life

* Lessons delivered as per the normal school timetable
* Assembly and Chapel as normal
* Co-curricular programme as normal
* Sports fixtures take place as normal

## Boarding / pastoral life

* Houses operate as normal
* Visiting between houses permitted
* Normal social events and activities allowed

## Staff

* All staff working as normal

## Responsible behaviour protocols

* Regular handwashing and respiratory hygiene continued
* Informaiton posters in houses
* Personal space respected

## Visitor protocols

* Visitors to school can have access to normal areas
* Pupil-led school tours can take place
* Meetings with parents can take place in person

# **Level 2**

## Daily school life

* Lessons delivered as per the normal school timetable
* Enhanced cleaning in place
* Assembly and Chapel as normal
* Co-curricular programme as normal
* Sports fixtures take place, with possible the exclusion of those with long coach journeys

## Boarding / pastoral life

* Day pupils incorporated back into houses
* Year group bubbles / bubbles as dictated by government advice
* Overseas pupils transported to and from school in line with BSA charter

## Staff

* Break and lunch as normal
* Possibly some distancing of vulnerable staff?

## Responsible behaviour protocols

* Regular handwashing and respiratory hygiene promoted through displays and posters
* Personal space respected
* Regular cleaning / wipe-down of surfaces in classrooms
* Face coverings / masks – optional
* Pupils educated on health awareness and symptom reporting
* Staff trained in covid-safe management processes

## Visitor protocols

* Pupil-led school tours can take place
* Meetings with parents can take place in person

# **Level 3 – detailed plan in appendix one**

## Daily school life

* Lessons delivered as per the normal school timetable
* Classrooms configured to allow 1m social distancing as much as possible
* All pupils in class – some setted subjects changed to balance numbers between classes to enable this
* Some lessons moved to alternative classrooms, from smaller to larger rooms
* Lessons to be streamed / recorded to cater for any pupils absent from school (webcams set up in every classroom)
* Teachers 2m spacing at front of class
* Enhanced cleaning of classrooms
* Assembly / Chapel takes place remotely, with a reduced ‘live audience (two houses per event, on a rotation and sitting on either side of the chapel in socially distanced bubbles)
* All meals staggered and organized by year group and bubbles, with social distancing in place
* CCA programme with social distancing modifications, as guided by national governing bodies
* Sports fixtures cancelled, or only local fixtures allowed
* Daily minibus transport for local pupils – socially distanced with face coverings mandatory

## Boarding / pastoral life

* Boarder bubbles in place – by house and year groups.
* Day pupil bubbles in place – by year group
* Social opportunities restricted
* Trips and visits cancelled
* Overseas pupils transported to and from school in line with BSA charter
* Town visits limited (or not allowed at all?)

## Staff

* Vulnerable staff shielded
* Break and lunch follow social distancing rules

## Responsible behaviour protocols

* Regular handwashing and respiratory hygiene promoted through displays and posters
* 1m plus social distancing in place in all areas outside of the boarding houses
* Regular cleaning / wipe-down of surfaces in classrooms
* Face coverings / masks – optional
* Pupils educated on health awareness and symptom reporting
* Staff trained in covid-safe management processes

## Visitor protocols

* Entry to boarding houses and teaching spaces restricted
* Parent visits carefully managed (or not allowed?)
* Prospective parent visits allowed, following clear social distancing guidelines (face coverings? Only outside?)
* No pupil guides for school tours
* Meetings with parents encouraged to be via Teams or Zoom
* External speakers to follow clear social distancing guidelines (do we need a briefing note to go to all visitors outlining the expectations?)

# **Level 4**

As per LEVEL 3 with the following additions:

## Daily school life

* Day pupils may stay for supper and prep, but must leave school after that
* Chapel and assembly will continue to be streamed to tutor rooms. Two year groups will attend, sitting socially distanced from each other, and at least 2m away from other year groups. No singing in Chapel services.
* Lessons to continue as normal. Pupils away from school will be expected to join lessons remotely; teachers will be expected to facilitate this.

## Boarding / pastoral life

* Sixth Form social centre closed on a Saturday night
* Limited post-prep social time: 20 minutes per year group, with only one year group outside at any one time.
* All boarders to be in house by 7pm on a Sunday; day pupils not expected to be on site unless for a school activity
* Town time limited to year-specific times, and limited venues

## Staff

* Staff reminded on the importance of social distancing, especially at break and when collecting lunches
* Staff who are told to isolate due to being a close contact of someone confirmed to have Covid should teach from home remotely. Classes will be covered to aid management; webcams will be used to facilitate interaction with the pupils. HODs to coordinate

## Responsible behaviour protocols

* Face coverings to be worn by staff and pupils in public areas:
  + In all corridors
  + Library, until sat at a desk
  + The lunch queue

## Visitor protocols

* Visitors must adhere to the rules on face coverings and social distancing.

# **Level 5**

SCHOOL CLOSED

## Daily school life

* Remote teaching in operation

## Boarding / pastoral life

* Houses cleaned and closed

## Staff

* Staff working from home wherever possible
* Any staff working in school follow safe-working protocols

## Visitor protocols

* School closed to visitors

# Appendix One – Level Three in detail

The following control measures must be in place at all times:

1. Minimize contact with individuals who are unwell by ensuring those who have coronavirus 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.

## Daily school life

Schools will be asked to minimize the number of contacts that a pupil has during the school day as part of implementing the system of controls required to reduce the risk of transmission.

### Moving around school

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| Item | Government guidance | Actions required |
| Movement between lessons | * Groups should be kept apart and movement around the school site kept to a minimum. * While passing briefly in the corridor is low risk, schools should avoid creating busy entrances and exits. | * All pupils and staff must wear face coverings when moving around the school * A one-way system was considered in the main building, but we think a better option is to say that everyone sticks to the left, whichever way they are walking and that people walk single-file. * The North Door can be used by people going both ways. * The dining room door should be in only, and the door past the visitors loo should be out only. * Doors should be propped open to minimize the need for pupils to touch door handles etc. * The main science door should be in only. A one-way system is in place. Exits from the building through the fire doors beneath the chemistry stairs and through biology. * All other buildings can use their normal doors or create in/out openings as they see fit. * The MFL corridor is narrow and therefore teachers will need to manage the starts and ends of lessons carefully. |
| Break times | * Schools should consider staggered break times. | * Instead of staggering break, we are staggering where they spend break, with clear zones within houses for boarders and day pupil common rooms. |
| Lunch times | * Schools should consider staggering lunchtimes | * Lunches are already staggered in the current timetable. * Pupils will enter the servery in their bubbles and sit in their bubbles, with 2m spacing between bubbles. * Drinks machines which require people to touch buttons should not be used. * Cleaning occurs between sittings |

### Weekly events and activities

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| Item | Government guidance | Actions required |
| Assembly and Chapel |  | * Pupils attend live chapel and assemblies on a year-by -year rota, with two year groups attending each event. Spacing between pupils and year groups is identified by red heart stickers and signs. * All other pupils watch assembly and chapel in their tutor rooms or houses. * Entry and exit from Chapel needs to be carefully managed: those sitting at the front enter through the Chapel quad, those sitting at the back enter through the cloisters. * Some assemblies could be conducted live from the pavilion with the school spread across the cricket field. (nb; the weather is too uncertain for this to occur now) |

### Keeping safe and healthy

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| Item | Government guidance | Actions required |
| Bubbles | * It is accepted that secondary schools may need to have ‘year-group’ bubbles. | * KCT have decided to have boarding house bubbles for 60% of the population. This counts as them being ‘at home’. * When at school, each year group is a bubble; day and boarding pupils, and pupils from different houses can mix. * Day pupils have ideitified common rooms around the school. * Third Form day pupil bubble: 46 pupils – Woodard Room * Fourth Form day pupil bubble: 27 pupils – Woodard Room * Fifth Form day pupil bubble: 37 pupils – Conference Room * Lower Sixth day pupil bubble: 31 pupils – Sixth Form Centre * Upper Sixth day pupil bubble: 28 pupils – Woodard mezzanine * A staff leader will be responsible for each day bubble. * Day pupils have designated changing facilities around the school. |
| Handwashing | * Schools must ensure that pupils clean their hands regularly, including: when they arrive at school, when they return from breaks, when they change rooms and before and after eating. | * Day pupils should wash their hands on arrival. * Hand sanitizer stations are set up throughout the school and are regularly checked and refreshed. * Hand sanitizer is available in every classroom. * Signage to remind pupils to wash their hands regularly (in corridors, on classroom doors, on doors into house etc). * Pupils should be encouraged to bring their own hand sanitizer to school, and to use it |
| Respiratory hygiene | * Schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow the ‘catch it, bin it, kill it’ routine. * PHE currently does not recommend the use of face coverings, however this is under review. | * Tissues to be placed in every classroom for pupils to use. These need to be regularly checked and replenished. * Pupils should be encouraged to bring their own tissues to school, to use them and to bin them. Lidded bins have been provided in every classroom. * Pupil and staff to use face coverings in public areas of the school. * Staff to be provided with face visors if they wish |
| Enhanced cleaning regimes | * Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. | * All rooms have cleaning spray and paper towels to be used on desks between each lesson. |

### Teaching and Learning

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| Item | Government guidance | Actions required |
| Pupil organization and setting | * Bubbles are the size of the year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. | * Third Form pupils are taught most subjects in the same set; maths, MFL not. * GCSE and A level classes require mixing between teaching sets. * PSHE in the first three year groups mixes between sets. * BTEC is one discrete group. * Teachers will keep seating plans for all classes, in case contact tracing is required. |
| Lessons | * All schools are expected to teach a broad curriculum. * All schools are expected to plan to ensure that any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. | * We will continue with all subjects as normal. * Teams will be used by every class, with resources posted on the class site and prep assigned, submitted and marked online. This will allow easy transition between home and school-based learning if necessary. * A classroom audit has been completed and MSH has a list of IT requirements for each room from this. * INSET for start of term to cover all aspects of the new normal, including use of IT |
| Classrooms | * Schools should make small adaptations to the classroom to support distancing where possible. That should include seating side by side and facing forwards, rather than face to face or side on. * Staff maintaining distance from pupils and other staff as much as possible. * Spaces used by more than one class or group can be cleaned between use. | * Single desks have been placed in every classroom, to allow for greater spacing of pupils in lessons. * Desks to be placed facing forward, and 1m apart where possible. * By allowing those in the same bubble to sit next to each other (without distancing or with distancing less than 1m), a greater number of pupils could be accommodated in some classes. * IT requirements for each classroom to allow for remote learning requested. (email from JJBL to MSH 09/07/20). Some wifi issues still to be resolved, especially along main corridor and with streaming. * A ‘teacher-only’ zone in each classroom has been marked to help maintain 2m distancing for staff. * Staff must keep a record of the attendance of pupils in each class on iSAMS. * Staff must produce a seating plan for each class, and this should be consistent from lesson to lesson – this will enable contact tracing in the event of a positive test. * Classroom ventilation is important, and therefore windows should be open if possible, and all teachers should teach with their door open. Pupils can wear coats to keep warm. * Door wedges will be required for many doors – this will reduce the incidence of pupils having to touch the handles. Staff must be aware of H&S considerations too. * Classroom desks will need to be wiped down between lessons. |
| Resources | * Classroom resources can be used and shared within the bubble; these should be cleaned regularly. * Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. * Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. | * Pupils have their own textbooks, writing equipment and laptops. * In science, all equipment must be washed after each use. * In art, CAS has purchased individual packs for each pupil to reduce the need to share resources. * In DT, shared tools will need to be cleaned after each use. * In science, the technicians will wash equipment between use, as they would normally do. * All pupils have bought their own safety specs, which can then be used in science and DT, as well as lab coats for science. The cost will be put on the end of term bill. * Shared sports equipment should be used to a minimum (such as badminton rackets). Most pupils have their own equipment for many sports. |
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### Keeping staff safe

Government guidance:

* All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.
* Where staff need to move between classes and year groups, they should try to keep their distance from pupils and other staff as much as they can, ideally 2 meters from other adults.
* Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. **Ideally, adults should maintain 2 metre distance from each other, and from children.**
* Where necessary, wear appropriate PPE. Face coverings must be worn in all public areas.

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| Item | Government guidance | Actions required |
| Vulnerable staff | * Those in the most at-risk categories should take particular care while transmission rates continue to fall. * Individuals who were considered to be clinically extremely vulnerable can return to work as long as they maintain social distancing. * This includes those who are pregnant. | * Identify those members of staff who are in the vulnerable or extremely vulnerable category. * Ensure that 2m social distancing is maintained in all staff settings. * Ensure that those in this group have clearly marked 2m exclusion zones at the front of their classroom. |
| Supporting staff | * Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. * Schools should ensure that they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. | * HODs meeting on 12 August to outline department-based plans. * INSET 31 August – 2 September. * Reminders to staff of support systems and access to help. * Reminders to staff of lines of communication. * Weekly SMT meeting to review Covid risk assessment |
| Staff bubbles | * Staff contacts should be kept to a minimum | * Staff should try to keep to relatively small working bubbles. The obvious way to organize this is by subject or faculty. This does not mean they reduce the 2m distancing, it is more to reduce the overall contacts they might have in a day. * Senior staff and staff who move between subject bubbles need to be aware of their personal hygiene and distancing. |
| Break time | * Staff require a break | * Could we stagger break, so that teachers who are free in either periods 2 or 3 have their break then, and those teaching 2 and 3 have normal break? * Should break / coffee etc be taken in staff bubbles, in locations around the school? * Staff break in the dining room to allow greater social distancing. |
| Staff common room | * Schools should plan how shared spaces are set up and used to help staff to distance from each other. The use of staff rooms should be minimized. | * Pigeon-holes are a potential source of cross-infection. Strongly encourage email use as much as possible * Wipes will be required for the photocopier, to be used between each use. Hand sanitizer is available int eh common room. * Staff computers have been distanced, with maybe every other workstation put out of use. Wipes should be provided to clean the keyboard and mouse after use. * The upstairs area of the common room should be available to people to use but chairs will need to be placed at suitable distance from each other. Cleaning will need to be done regularly. |
| Lunch | * Staff are entitled to have lunch in line with their timetabled commitments. | * Packed lunches delivered to the staff room. * Could staff have lunch after the pupils at 1.30pm? |

### Planning for a local spike / managing suspected cases

Government guidance:

* *Every school will need to plan for the possibility of a local lockdown and how they will ensure continuity of education.*

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| Item | Government guidance | Actions required |
| Suspected case | * Make it clear to all parents that pupils who show signs of being ill must stay at home. | * Follow the guidance from Public Health England (PHE) that is included in the guidance for schools. * Any pupil showing symptoms of Covid-19 should be taken to the appropriate isolation room or health centre. Medical staff (in PPE) will need to then manage the case, following PHE guidelines. * Day pupils showing symptoms of Covid-19 should be moved to an isolation room to await collection by a relative. * Staff should maintain 2m distance at all times (or wear PPE if 2m cannot be maintained). * Ventilation of the room is important. * The room should be cleaned using standard products afterwards. * Pupils in the same boarding room as the unwell pupil will need to isolate until the result of the test comes back. Teachers will be informed so that those pupils can be included in remote lessons. * JJBL will ask the teachers of the unwell pupil for their lesson seating plans in case of a positive test and the need to trace close contacts. |
| Staff and pupils involved | * Staff who have helped someone who is unwell, and pupils who have been in close contact with them, do not need to self-isolate unless they develop symptoms, **or unless a symptomatic person tests positive**. | * Everyone who has contact with an unwell person should wash their hands for 20 seconds or use hand-sanitizer. * The areas around where the affected person has been should also be cleaned with standard cleaning products. |

### Visitors

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| Item | Government guidance | Actions required |
| Visitors | * Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. | * All visitors, outside speakers etc must report to main reception and be informed of the rules on distancing and hygiene around school. * This should form part of the information given to prospective families before they come to visit. * Where visits can happen outside of school hours, they should. * A record should be kept of all visitors, in case of the need for contact tracing. |