

Further Changes to practice in order to maintain educational provision during Covid-19 crisis:

Key priorities:

- Maintaining safety of both staff and students;
- Enabling students to begin a phased return to education and then maintain that education throughout the crisis;
- Effectively minimising risks.

1. Governance and leadership: ensure that there is a comprehensive plan for increased numbers of learners attending and associated risk plan in place. The plan should be approved by the governing body and should also be endorsed by the Head of Health and Safety, Mick Groves.
 - 1.1. Establish a coronavirus governance and leadership group
 - 1.2. Regular communication with all essential external key contacts
 - 1.3. Clarity regarding named on site leadership for decision making, with a nominated individual each day – N/A as SLT are on site full time
 - 1.4. Record and monitor the costs of implementation of the plan for increased numbers of learners attending
2. Learners and learning: clarify the numbers of learners who will be returning, plan for their likely additional and/or enhanced well-being /pastoral support needs (eg counselling) and identify resources required
 - 2.1. Returning support available for vulnerable and/or disadvantaged learners, updating the safeguarding arrangements
 - 2.2. Put in place provision for the return of learners with special educational needs and disabilities (SEND)
 - 2.3. Consider how and where food can be available
 - 2.4. Communicate plans and behavioural expectations to learners (and carers/social workers/ guardians/ parents as appropriate) and review strategies to ensure these are adhered to, with appropriate responses to non-compliance
 - 2.5. Review of travel and transport arrangements
 - 2.6. N/A – for school boarding only
 - 2.7. Limit any congregation points
 - 2.8. Agree online learning offer / options for eligible learners who can't attend
 - 2.9. Attendance recording and monitoring processes are in place and capture as appropriate any learners absent due to coronavirus symptoms
 - 2.10. Consideration of policies on learners and staff attending school where they are living with people who fall into clinically vulnerable categories (i.e. risk of learners taking the virus home)
 - 2.11. Impact assessment on learners with protected characteristics
 - 2.12. Policies and approach to testing of learners for coronavirus
3. A safe environment including a requirement that people who are ill should stay at home; robust hand and respiratory hygiene; enhanced cleaning arrangements; active engagement with NHS Test and Trace; formal consideration of how to reduce contacts and maximise potential for contamination so far as is reasonably practicable
 - 3.1. Steps to ensure risks are minimised- enhanced hygiene care and limited movement: entry/exit points, corridor management, staggered start and end and break times, toilet use / cleaning, use of communal areas minimised, hand sanitisers in key places and classrooms, arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: for cases where a child or young person becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home
 - 3.2. Reconfigure timetabling, patterns of attendance and delivery methodology for any face to face delivery to facilitate: small group sizes reduced student movement around campus reduced contacts overall
 - 3.3. Update health and safety policy and conduct revised covid-19 specific risk assessments of areas particularly facilities / provision where physical contact is normally involved (e.g beauty therapy, sport). An amended fire and evacuation procedure needs to be in place.
 - 3.4. Reconfiguring room and equipment layout to ensure social distancing
 - 3.5. Enhanced cleaning schedules and procedures for shared equipment/workshops
 - 3.6. Arrangements regarding PPE need to be put in place as appropriate
 - 3.7. Safety measures and priorities will be displayed/messaged
 - 3.8. Suppliers and subcontractors (transport providers/grounds maintenance etc) are following appropriate social distancing and hygiene measures
 - 3.9. Appropriate planning in case someone falls ill on site/or becomes ill after having been on site.
 - 3.10. Open study areas with appropriate modifications in place to provide for adequate social distancing
 - 3.11. Review planned capital / maintenance work to ensure essential works only take place and that safe working practices are being implemented by contractors



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3.12. No unannounced external visitors, with planned visits from external visitors limited to those deemed essential by senior leaders

4. Staff: Agree any flexible working arrangements needed by staff

4.1. Shielding advice for all adults and children will pause on 1 August

4.2. Communicate plans and expectations to staff and arrange for training, pre briefing and support as appropriate.

4.3. Put in place measures to check on staff's wellbeing, including for leaders

4.4. Consider revised travel and transport arrangements and advice for staff

4.5. Confirm policy / approach to testing of staff for coronavirus

4.6. Reconfiguration of staff offices where appropriate to conform with social distancing guidance

4.7. Impact assessment on staff with protected characteristics



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Reference No.	Objectives	Government Guidelines	School Context	Action & Monitoring Personnel Responsible	RA
1.1	Establish a coronavirus governance and leadership group		Governors continue to meet regularly to ratify all plans.	Headteacher Chair of Governors(CoG)	Corona-compliant
1.2	Regular communication with all essential external key contacts		NBS continue to monitor our most vulnerable students LA contacted regularly by Headteacher Site manager contacting companies regarding PPE equipment ensuring that we are COVID-secure and cleaning contracts Bus companies contacted regarding students coming back to school (Children's Services, social workers virtual school (LAC) Local protection team and PHE contacted regarding any coronavirus concerns	Headteacher Senior Leadership Team (SLT) Site Manager DSO (Designated Safeguarding Officer) Deputy DSO NBS (Need Bright Solutions) PLs (Progress Leaders) PMs (Pastoral Managers) Assistant head of transition/receptionist	Corona-compliant
1.3	N/A as SLT are now full time on site.				Corona-compliant
1.4	Record and monitor the costs of implementation of the plan for increased numbers of learners attending		Additional costs: photocopying, signage for face-to-face meetings (distancing on ground), additional cleaning Costs monitored by finance department: workbooks including KS3 core, revision guides, PPE equipment, additional cleaning staff, deep cleaning, additional signage for coronavirus, additional cleaning, deep cleaning already completed, waste bins for each room, sanitisation stations, food vouchers, etc. Monitoring continues	Finance department Headteacher Site Manager	Corona-compliant
2.1	Returning support available for vulnerable and/or disadvantaged learners, updating the safeguarding arrangements	Minimising contact between individuals and maintain social distancing wherever possible Curriculum, behaviour and pastoral support Consider revising ...child protection policy DSOs and deputies should be provided with more time, especially in the first few weeks of term	Continue: NBS, Deputy safeguarding officer, EWO, PMs, PLs and SENDCO communicate with these families regularly. Any students not attending will be contacted by pastoral staff. Attendance register will be taken as per government new coding. Any concerns regarding student wellbeing will be dealt with by pastoral and safeguarding staff. DSO and deputy focuses on new and existing safeguarding concerns informed by start of term extended tutor times, referrals through CPOMS and Class Charts.	NBS, DSO, Deputy DSO, EWO (Education Welfare Officer), PMs, PLs and SENDCO	Corona-compliant



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<p>2.2</p>	<p>Put in place provision for the return of learners with special educational needs and disabilities (SEND)</p>	<p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</p> <p>Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</p>	<p>Transition – identify those students who struggle with change and provide a transition period which may include a phased return or days in to visit – evaluated by SEND department and coordinated by SENDCO</p> <p>See Staff Handbook pgs 24, 33-35</p>	<p>NBS, DSO, Deputy DSO, EWO, PMs, PLs and SENDCO</p>	<p>Corona-compliant</p>
<p>2.3</p>	<p>Consider how and where food can be available</p>		<p>Kitchen will have been deep cleaned prior to this.</p> <p>All food will be consumed during break times, which are staggered and in designated areas of the school.</p> <p>We are moving to a system in which food will be prepaid for the week. Students will pick up the food during a designated break and students will be supervised going through the canteen in a one way flow system.</p> <p>See Staff Handbook pgs 19-21, 29</p>	<p>Headteacher Site Manager Head of Catering</p>	<p>TBC</p>
<p>2.4</p>	<p>Communicate plans and behavioural expectations to learners (and carers/social workers/ guardians/ parents as appropriate) and review strategies to ensure these are adhered to, with appropriate responses to non-compliance</p>	<p>Consider updating behaviour policies...particularly...when considering restrictions on movement within school and new hygiene rules.</p> <p>...setting clear, reasonable and proportionate expectations of pupil behaviour...</p> <p>The disciplinary powers that schools currently have, including exclusion, remain in place. Permanent exclusion should only be used as a last resort. Where a child with a social worker is at risk of exclusion, their social worker should be informed and involved in relevant conversations.</p> <p>Any disciplinary exclusion of a pupil, even for short periods of time, must be consistent with the relevant legislation.</p>	<p>ParentMail draft sent to staff regarding student behaviour, start of term plans, new protocols (face coverings, resources, social distancing, registration, etc.)</p> <p>ParentMail then sent to parents/carers</p> <p>Further contact made by PMs, PLs, SEND department, NBS, EWO and DSO for most vulnerable. SEND caseworkers, social workers and relevant outside agencies informed of changes.</p> <p>Risk assessments completed for students with EHCP (see 2.2)</p> <p>Contravention of behavioural expectations: school will follow a range of procedures, such as, conversation with SLT, isolation within school, contact parent/carer or sent home.</p> <p>Behaviour policy updated</p> <p>See Staff Handbook pgs 23-24, 30, 32-34</p>	<p>Headteacher SLT Pastoral staff Safeguarding staff</p>	<p>TBC</p>



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2.5	Review of travel and transport arrangements	<p>...require a partnership approach between local authorities, schools...</p> <p>...social distance...will not apply from the autumn term on dedicated transport.</p> <p>use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</p>	<p>Contact made to transport companies to rationalise transport logistics</p> <p>Contact made with the LA regarding start and end times and staggering the school day</p> <p>Use of tutor time to stagger start times</p> <p>Reduced class sizes to establish routines</p> <p>See Staff Handbook Section 2 pgs 6, 16, 26-27</p>	<p>SLT Pastoral staff Safeguarding staff</p>	TBC
2.6	Relates to boarding schools only				N/A
2.7	Limit any congregation points	<p>Staggered breaktimes and lunchtimes</p> <p>Avoiding large gatherings</p> <p>Bubbles kept apart</p> <p>Avoid creating busy corridors</p>	<p>Maintaining bubble areas no assemblies zoned recreation areas canteen one way flow system and used only by one bubble at a time PMs and SLT to supervise any within bubble movement at changeover times. See 3.1b,c,e</p> <p>See Staff Handbook pgs 6, 9-14, 17-18, 30</p>	<p>Site Manager SLT Yrs 10 and 12 pastoral and admin teams</p>	Corona-compliant



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<p>2.8</p>	<p>Agree online learning offer / options for eligible learners who can't attend</p>	<p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p> <p>Develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown.</p> <p>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.</p> <p>Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.</p> <p>Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects</p> <p>Curriculum maps for key subjects for year groups from Reception to year 9 will be published in July. They aim to provide support to schools in developing the ability to switch from classroom teaching to remote provision immediately in case of local lockdowns or self-isolation. A number of education resource providers intend to align their resources to these maps, to further support schools. These maps are designed as a support for schools and are entirely non-mandatory, for use at the discretion of the school.</p>	<p>Guidance given to students on Class Charts and other virtual learning platforms during the phased return. This should increase engagement and start to eliminate each student's specific issues.</p> <p>From September, as directed by SLT, staff will familiarise themselves with Microsoft Teams as a possible option for delivering lessons.</p> <p>Continue to review and adapt our provision for online learning for students not attending.</p> <p>Messenger function enhancing communication on Class Charts.</p> <p>Continue to incorporate DfE and government funded online resources in our offer.</p> <p>Individuals and small groups will be contacted daily by their PMs an, if a bubble is self-isolating, then on Class Charts, as before by the subject teachers.</p> <p>See Staff Handbook pgs 23, 28, 31-32</p>	<p>SLT Admin Teaching staff IT Manager</p>	<p>Corona-compliant</p>
<p>2.9</p>	<p>Attendance recording and monitoring processes are in place and capture as appropriate any learners absent due to coronavirus symptoms</p>	<p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p> <p>Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age.</p> <p>Schools' responsibilities to record attendance and follow up absence the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</p> <p>We are asking schools to work with families to secure regular school attendance from the start of term.</p>	<p>Attendance recorded on SIMS</p> <p>New guidance (due August) to be followed in September.</p> <p>Contact made by pastoral staff for all absence in order to track coronavirus cases.</p> <p>Return to system and protocols pre-lockdown with updated information from August.</p> <p>See Staff Handbook pgs 5, 23, 27</p>	<p>SLT Pastoral staff Admin staff</p>	<p>TBC - August</p>



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<p>2.10</p>	<p>Consideration of policies on learners and staff attending school where they are living with people who fall into clinically vulnerable categories (i.e. risk of learners taking the virus home)</p>	<p>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</p>	<p>HR email sent to all staff with updated government guidance. Any staff with a medical note from doctor or clinician will not be required to attend.</p> <p>Students not attending will be correctly coded based on new government guidance (sent to pastoral teams in Phase 2). We will monitor government advice and update.</p> <p>Parents will be given information about our plans and procedures which will inform their decision based on their individual circumstances.</p> <p>See 4.1</p> <p>See Staff Handbook pg 27</p>	<p>SLT</p>	<p>Corona-compliant</p>
<p>2.11</p>	<p>Impact assessment on learners with protected characteristics</p>		<p>Class Charts inc. wellbeing/SAM Learning/GCSE Pod analysis informing regular communication with parents/carers/students from pastoral staff and SEND department</p>	<p>SLT Pastoral staff Admin staff SEND department</p>	<p>Corona-compliant</p>
<p>2.12</p>	<p>Policies and approach to monitoring of learners for coronavirus</p>	<p>A requirement that people who are ill should stay at home</p>	<p>If learners/staff are feeling unwell, they will be offered the use of contactless thermometers.</p> <p>Parents/Carers of students with symptoms are contacted and students remain in a designated room until being picked up.</p> <p>We will continue to follow updated government advice – this will be regularly communicated to parents/carers. Students and staff in a bubble that has a potential case of coronavirus will leave the site and self-isolate for 14 days. Staff will go to be tested as keyworkers.</p> <p>Any additional member of staff may be required to take a test and follow government guidelines.</p> <p>Headteacher will review this on a case-by-case basis.</p> <p>Pastoral staff will track attendance and any cases on SIMS.</p> <p>Communicated through ParentMail to whole school community with warning that students who present symptoms will require picking up immediately. All incidents where a child presents symptoms will be considered genuine as we will not be able to test the student. The student will then be required to take a test before returning to school and we will follow Track and Trace guidelines.</p> <p>There will be the facility to log suspected cases on Class Charts in order to track isolation time, etc.</p> <p>See Staff Handbook pg 5</p>		<p>Corona-compliant</p>



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<p>3.1a</p> <p>3.1f</p>	<p>Steps to ensure risks are minimised- enhanced hygiene care and limited movement: entry/exit points</p> <p>Hand sanitisers in key places and classrooms</p>	<p>Robust hand and respiratory hygiene:</p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. 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. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p>	<p>See 2.7</p> <p>In addition to 2.7, each classroom used will have hygiene equipment.</p> <p>Students will hand sanitise at several points during their time here.</p> <p>Limited movement time</p> <p>A table/station by the bin in each room which is close to the door and allows the teacher to keep a distance. If a student needs a tissue, they request permission, get up, use one, bin it and sanitise their hands before returning to their desk.</p>	<p>Site Manager Headteacher SLT</p>	<p>TBC</p>
<p>3.1b</p> <p>3.1c</p> <p>3.1e</p>	<p>Corridor management</p> <p>Staggered start and end and break times</p> <p>Use of communal areas minimised</p>	<p>formal consideration of how to reduce contacts and maximise distancing...so far as is reasonably practicable</p> <p>Staggered starts...to keep groups apart as they arrive and leave</p> <p>Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>formal consideration of how to reduce contacts and maximise potential for contamination so far as is reasonably practicable</p> <p>Playground areas zoned for each year group bubble</p>	<p>One way system will be in operation and will be clearly signposted for use in our narrow corridors.</p> <p>Breaks will be staggered; start time for registration will also be staggered.</p> <p>Bubbles will be monitored by PMs/PLs/SLT throughout their time in lessons and by SLT and admin staff during break.</p> <p>Pastoral staff will be on corridors within their year group bubbles to ensure social distancing is adhered to</p> <p>Movement will be limited to zoned areas and toilet/canteen at designated times.</p> <p>Rooming will facilitate less student movement with staff moving between rooms where possible.</p> <p>Break areas are zoned for bubbles to remain separate</p> <p>No assemblies currently</p> <p>Minimal movement of staff between bubbles</p> <p>Minimal movement of all students throughout the day with static class groups in Yrs 7-9</p>	<p>Site Manager Headteacher SLT</p>	<p>Corona-compliant</p>
<p>3.1d</p>	<p>Toilet use / cleaning</p>	<p>Enhanced cleaning arrangements</p>	<p>Increased toilet cleaning throughout the day</p> <p>Only a number of sinks will be used to enable social distancing.</p> <p>Cleaners and toilet attendant will be on site during the day cleaning door handles, hand rails etc. The site will be cleaned as usual during the evening for the following day. There will also be an increase in cleaning frequency in higher use areas.</p> <p>Staff Handbook pg5-6, 8-9, 18, 23-24</p>	<p>SLT Site Manager</p>	<p>Corona-compliant</p>



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<p>3.1g</p> <p>3.6</p> <p>3.9</p>	<p>Arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: for cases where a child or young person becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</p> <p>Arrangements regarding PPE need to be put in place as appropriate</p> <p>Appropriate planning in case someone falls ill on site/or becomes ill after having been on site.</p>	<p>All schools must follow this process and ensure all staff are aware of it:</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>	<p>PPE equipment has been purchased:</p> <p>School will have disposable type 2 R face masks available for all to use on arrival. However, guidance suggests that this is not necessary, so will remain optional.</p> <p>Disposable gloves will also be available for all to use but, again, are optional; Contactless thermometers will be used for all attending the school site from 1st June as an indication but not as a definitive test; Screens in reception.</p> <p>The Oyler Room as an isolation room, taken by DRT in PPE. Student remains in the room to await parent/carer; DRT remains outside the window to reassure student and to meet parent/carer. The student will then leave via the entrance at the side of the room (between R03 and main reception). SLT remain with the class.</p> <p>More than one case at a time: we will use Garton Archive, V21, EAL Office.</p> <p>We will continue to follow updated government guidelines.</p> <p>If staff are ill, they will contact SLT and be escorted from the building.</p> <p>The designated bathroom is the disabled toilet outside main reception. If used, it will be cleaned and disinfected by on-site cleaning staff.</p> <p>Government guidance will be followed as protocol for the school.</p> <p>As soon as we are informed of a positive result from a member of our community, we will contact PHE and follow all of their advice.¹ They will tell us who needs to self-isolate and we will ensure that that advice is followed. Those who self-isolate would then need to book a test if they started to show symptoms at any point in their 14-day isolation. If this test is positive, they must inform school immediately. If this test is negative, they must still complete their 14-day isolation period as they may still develop symptoms given that they have been in close contact with someone who has tested positive.</p> <p>See Staff Handbook pgs 6-7, 10, 25</p>	<p>Headteacher SLT Site Manager</p>
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3.2	Reconfigure timetabling, patterns of attendance and delivery methodology for any face to face delivery to facilitate: small group sizes reduced student movement around campus reduced contacts overall	When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).	See 2.3, 2.7, 2.12,3.1a-e See Staff Handbook pgs 4, 9, 12, 18-19, 32, 34		TBC
3.3	Update health and safety policy and conduct revised Covid-19 specific risk assessments of areas particularly facilities / provision where physical contact is normally involved (e.g beauty therapy, sport). An amended fire and evacuation procedure needs to be in place.	(SSAT briefing) No Science experiments – watch not do no speaking and listening assessments for examinations 2021 no drama performance –about watching performances instead	Guidance from SSAT briefing followed. No contact or ball sports for PE lessons or any breaks. Guidance taken: https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus See Staff Handbook pgs 20, 30	SLT Relevant HODs	Corona-compliant
3.4	Reconfiguring room and equipment layout to ensure social distancing		See 2.7 and 3.1e. Social distancing between staff and students set up with new classroom protocol: Staff stay at the front of the classroom and do not greet in corridors. Once the class have entered the room and the teacher is ready to start the lesson, the class are asked to stand. Once they have done this, the teacher will ask them to sit down and the formal lesson time will begin. Throughout the lesson time, students will be required to stay the behind the cordoned off area at the front of the room, thus, maintaining social distancing between staff and students. See Staff Handbook pgs 8-10, 14, 21-22, 30, 34	Site Manager SLT	Corona-compliant



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3.5	Enhanced cleaning schedules and procedures for shared equipment/workshops	<p>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. 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.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly along with frequently touched surfaces</p>	<p>See 3.1d and 3.1e.</p> <p>Communicated to parents/carers the importance of students bringing their own equipment.</p> <p>Spare equipment only to be given in an emergency and then whilst maintaining social distancing.</p> <p>See Staff Handbook pg 9</p>	Site Manager SLT	Corona-compliant
3.7	Safety measures and priorities will be displayed/ messaged		Additional signage for coronavirus in place.	Site Manager SLT	Corona-compliant
3.8	Suppliers and subcontractors (transport providers/grounds maintenance etc) are following appropriate social distancing and hygiene measures	<p>...how pupils are grouped together on transport...</p> <p>...use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles...</p> <p>...organised queuing and boarding where possible...</p> <p>...distancing within vehicles wherever possible...</p> <p>...the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet...</p>	<p>See 2.5 Site Manager to oversee social distancing and hygiene of all contracted work.</p> <p>Transport to and from school for meetings to be organised by parents – with school contacting bus and taxi companies where necessary. Transport companies will supply their own distancing procedures. Staff will meet and greet on arrival to supervise social distancing and this will be repeated on leaving. If students/parents/carers cannot attend, an alternative appointment can then be arranged or new method of communication, adapting to government guidelines.</p> <p>Communication with transport companies a priority for establishing grouping and distancing.</p> <p>See Staff Handbook pg 25</p>	Headteacher Site Manager Pastoral staff	Corona-compliant
3.10	Open study areas with appropriate modifications in place to provide for adequate social distancing	...the emphasis...for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.	<p>Furniture being reduced social distancing will happen between staff and students. Only where possible, will students maintain social distancing. Students encourage throughout not to make physical contact with each other.</p> <p>Marker across the floor to denote separate areas for teachers and students when lesson commences.</p>	Site Manager SLT All staff	Corona-compliant
3.11	Review planned capital / maintenance work to ensure essential works only take place and that safe working practices are being implemented by contractors		Site Manager will prioritise essential work ensuring social distancing guidelines are enforced.	Headteacher Site Manager	Corona-compliant



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3.12	No unannounced external visitors, with planned visits from external visitors limited to those deemed essential by senior leaders	<p>...guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>Where visits can happen outside of school hours, they should.</p> <p>A record should be kept of all visitors.</p>	<p>No entry without appointment except for deliveries.</p> <p>Any parents/students will be met in main reception where there is a screen, hand sanitiser and thermometer.</p> <p>Visitors to site will be limited. Those that can come out of school hours should. We are investigating a new digital signing in system for reception, but in the least, our current system will be replaced by a confidential duplicate booklet so that contact details of all visitors can be recorded to support NHS Test and Trace.</p> <p>Site Manager and/or reception staff will explain the guidance prior to entering the school. Otherwise, this will be explained on entering the site and signing in.</p> <p>See Staff Handbook pg 25</p>	Headteacher Site Manager SLT Reception staff	Corona-compliant
4.1	Shielding advice for all adults and children will pause on 1 August	Shielding advice for all adults and children will pause on 1 August	<p>Shielding advice for all adults and children will pause on 1 August</p> <p>See Staff Handbook pg 27</p>	SLT HR	Corona-compliant
4.2	Communicate plans and expectations to staff and arrange for training, pre briefing and support as appropriate.		See Staff Handbook September 2020	SLT	Corona-compliant
4.3	Put in place measures to check on staff wellbeing, including for leaders	All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation.	<p>Normal meeting schedules will resume with an increased awareness of staff wellbeing.</p> <p>HoDs and Line Managers will check on wellbeing regularly via email, Teams, phone calls, etc.</p> <p>SLT will continue to check on wellbeing of all staff for their regular attendance.</p> <p>See Staff Handbook pgs 4, 11</p>	SLT	Corona-compliant
4.4	Consider revised travel and transport arrangements and advice for staff		See Staff Handbook pg 18 - parking	Monitored by SLT	Corona-compliant
4.5	Confirm policy / approach to monitoring of staff for coronavirus		<p>If staff are ill whilst in school, they will contact SLT and be escorted from the building and a test will be requested.</p> <p>Although not required within the guidance, contactless thermometers will be available on site in Main Reception.</p> <p>See Staff Handbook pgs 5-7</p>	Headteacher SLT Site Manager	Corona-compliant



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4.6	Reconfiguration of staff offices where appropriate to conform with social distancing guidance		HODs to lead on this and to allocate a suitable room if necessary. Meetings to be held in larger venues for larger departments – Library will be set up for this. This should be ongoing from Phase 1.	Site Manager HODs	TBC
4.7	Impact assessment on staff with protected characteristics		See 4.2 and 4.3 Also, refer to HR and potential for OH support. See Staff Handbook pg 28	SLT HR	Corona-compliant

Guidance Index:

<https://www.gov.uk/coronavirus> (general)

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings> (education setting)

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version> (shielding and protecting)

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/> (risk categories)

<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe> (PPE)

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm> (HSE guidance related to COVID-19 and face-fit testing)

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people> (distancing – clinically vulnerable)

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/> (NHS higher risk categories)

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/> (NHS guidelines someone in household with symptoms)

<https://www.nhs.uk/conditions/coronavirus-covid-19/> (NHS symptoms)

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> (Govt. stay at home guidance)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> (Govt. guidance on cleaning and waste management)

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf> (equipment use particularly pertaining to PE)

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation> (equipment use particularly pertaining to PE)

<https://www.sportengland.org/how-we-can-help/coronavirus> (equipment use particularly pertaining to PE)



Cleaning Schedule for Rooms

Key

	30 mins to next lesson
	1 hour or 1h 30 to next lesson
	2 hours or more to next lesson

Monday (28 rooms)

	1	2a	2b	2c	3	4a	4b	4c	5	6
Priority										
1	A04		D01	D30	M02		L06		L06	D20
2	D02		A05		A04		M03		M02	
3	D20		A06		D01		M05		M03	
4	L06		M03		S01		D20		M05	
5	M05		A03				D02			
6			D07				D30			
7							A05			
8							A06			

Tuesday (22 rooms)

	1	2a	2b	2c	3	4a	4b	4c	5	6
Priority										
1	M03		L06	A05	D02		A05		A05	
2	M02				D03		A02		D02	
3	M05				D20		A03		D03	
4					M02		D01		D20	
5					A04		M05		L06	



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6					M03				M02	
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Wednesday (19 rooms)

Priority	1	2a	2b	2c	3	4a	4b	4c	5	6
1	A05				D20				D01	D30
2	D02				M02				D03	
3	D20				M03				D07	
4	A26				M05				D20	
5					A05				M02	
6					D02				M03	
7					L06				M05	

Thursday (31 rooms)

Priority	1	2a	2b	2c	3	4a	4b	4c	5
1	A02		A04		A26		A06		A06
2	A03		D20		D20		A02		A26
3			M05		M05		A03		D03
4			A05		L06		A05		D20
5			A06		A04		D02		M05
6			D02		D01		M03		L06
7			M03		M02				
8			D30						

Friday (19 rooms)

Priority	1	2a	2b	2c	3	4a	4b	4c	5
1	D01				D01			A06	D01
2	M03				L06			D20	D02



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3	L06				M03			M02	L06
4	A06				M05				M03
5	D20								
6	D02								
7	M02								
8	D30								