



The Blue Coat School

COVID-19 POLICY

This COVID-19 Policy was devised by the Head of Pre-Prep in consultation with colleagues in the school.

Date of Next Review: January 2022 or sooner if required

COVID-19 POLICY

1. INTRODUCTION

1.1

The School has complied fully with all Government guidance in respect of the COVID-19 pandemic and continues to do so by ensuring that it keeps abreast of any updates to the guidance or new guidance as and when these are issued. The Risk Assessment is updated as and when there are changes in guidelines or practice.

1.2

During any period of enforced closure (either full or partial) or a phased return, Individual Risk Assessments are completed for all children not in school and who are considered to be at greater risk. These are reviewed at least every two weeks or sooner if circumstances change.

1.3

An additional appendix has been added to the Safeguarding and Child Protection Policy and an additional appendix has been added to the Behaviour Management and Exclusions Policy. These appendices set out additional expectations and requirements for the circumstances pertaining to the educational provision at the School due to the COVID-19 pandemic. These Policies are reviewed regularly.

1.4

Additional policies and procedures have been devised to cover specific aspects of the management of the COVID-19 pandemic. These include: Remote Learning Policy; ICT Acceptable use Policy (Pupils in Pre-Prep); and the COVID-19 Risk Assessment. All relevant School policies were reviewed ready for the start of the Michaelmas Term 2021 to ensure that they reflect changes in practice due to the COVID-19 pandemic. All policies are available on the school website or school intranet.

1.5

All staff are expected to ensure that they are fully aware of the COVID-19 Risk Assessment and all School policies and procedures and that they fully comply with them and with this COVID-19 Policy. Staff will be notified of any updates to the COVID-19 Risk Assessment and this Policy.

1.6 Critical Management of the School

1.6.1

Appendix 1 to this policy sets out the changes to the management structure that will pertain should one or more of the Senior Leadership Team contract COVID-19.

2. PROCEDURES

2.1

Tests as part of the NHS Test and Trace process can be ordered by telephone via the NHS on 119. Anyone involved in childcare or education has priority access to testing. The COVID-19 symptoms, which may be mild, include a high temperature, a new continuous cough or a loss of sense of smell or taste, even if they are mild.

2.2

If a household member of a child has COVID-19 symptoms or has tested positive for COVID-19, the child will not need to self-isolate. Parents must inform the school that a household member of their child has COVID-19 symptoms or has tested positive for COVID-19. The Government guidance states that even if the child does not have symptoms, parents are advised to still get a PCR test to check if their child has COVID-19. Parents should inform the school of the outcome of the PCR test for their child. The child is not required to self-isolate whilst awaiting PCR test results in this instance. If the child tests positive, then they should self-isolate as directed by the NHS. If the test is negative, then the child does not need to self-isolate but parents should remain vigilant for any changes in the child's health.

2.3

Parents must notify the school if their child is awaiting a PCR test because they have COVID-19 symptoms or if the child tests positive for COVID-19. This can be done using the covid19@thebluecoatschool.com email address. Children awaiting test results in such circumstances must not attend school. If a child has a positive test result, the child must self-isolate as directed by the NHS. If required, the school will support the NHS and parents in identifying and informing close contacts of the child who is awaiting test results or who has tested positive, including staff. The current guidance states that, children who are close contacts do not need to self-isolate. Adults also do not need to self-isolate if any of the following apply:

- The member of staff is fully vaccinated – this means that 14 days have elapsed since receipt of the recommended dose of an MHRA approved COVID-19 vaccine in the UK
- The member of staff is taking part, or has taken part in an approved COVID-19 vaccine trial
- The member of staff is not able to get vaccinated for medical reasons.

Self-isolation will be required if these conditions do not pertain. Those identified by the NHS as close contacts will be advised to get a PCR test. Any close contact who develops symptoms must get a PCR test and self-isolate.

2.4

If a household member of a member of staff has COVID-19 symptoms or has tested positive for COVID-19, the member of staff will not need to self-isolate if any of the conditions as set out in 2.3 above apply. However, even if the member of staff does not have symptoms, they should notify the school and they should still get a PCR test to check if they have COVID-19 if advised to do so by NHS. They do not need to self-isolate. Members of staff should consider limiting contact with people who are at higher risk from COVID-19 and they should inform people that they have been in close contact with in the previous 48 hours that they might have COVID-19. If contacts develop COVID-19 symptoms, they should self-isolate and get a PCR test as soon as possible, even if they have had one or more vaccinations.

2.5

If a member of staff has COVID-19 symptoms or has tested positive for COVID-19 then the member of staff must not attend school and must self-isolate as directed by the NHS. If required, the school will support the NHS in identifying and informing colleagues and parents of children with whom the member of staff has been in close contact during the previous 48 hours. Children who have been close contacts with the member of staff do not need to self-isolate. Colleagues who have been close contacts also do not need to self-isolate if the conditions as set out in 2.3 above pertain. Those identified by the NHS as close contacts will be advised to get a PCR test. Any close contact who develops symptoms must get a PCR test and self-isolate, even if they have had one or more vaccinations. They should all consider limiting contact with people in enclosed spaces, especially those who are at higher risk from COVID-19 and they should inform people that they have been in close contact with in the previous 48 hours that they might have COVID-19. Any close contact who develops symptoms must get a PCR test and self-isolate even if they have had one or more vaccinations.

2.6

The School is in the West Midlands East district for Public Health England. The Council Public Health Team at contacttracing@birmingham.gov.uk or Public Health England at WM.2019CoV@phe.gov.uk will be informed of positive test results. The Health Protection Team contact details are: Public Health England, 5 St Philip's Place, Birmingham B3 2PW (T: 0344 225 3560 – Option 0 then Option 2). Out of hours advice: T: 01384 679031. The School will also contact the dedicated advice service introduced by Public Health England and delivered by NHS Business Services Authority via the DfE Helpline on 0800 046 8687 (Option 1) where required, including if a child or staff member is admitted to hospital with COVID-19 as this could indicate increased severity of illness or a new variant of concern. The School will act in accordance with their guidance and the resulting risk assessment to confirm the close contacts of a person during the period they were infectious. If, following triage, further expert advice is required, the adviser will escalate the school's call to the PHE local health protection team.

3. SCHOOL, LOCAL OR NATIONAL LOCKDOWNS

3.1

The School recognises that additional measures may be required to help manage a COVID-19 outbreak within the school; as part of a package of measures from the Government or the NHS responding to a

Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community or to prevent unsustainable pressure on the NHS.

3.2

Any changes to procedures due to a School, local or national lockdown or any requirements to impose restrictions on our current practices will be communicated to governors, staff and parents via a range of methods including virtual meetings and electronic communications. The Risk Assessment will be re-evaluated and governors, staff and parents will be informed.

3.3

If one of the following thresholds is reached, then it is possible that transmission is happening at the school and public health advice will be sought:

- 5 children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or
- 10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

A group who are likely to have mixed closely will rarely be a whole year group.

3.4

In the event of one of the thresholds being reached, the School will review and reinforce all hygiene, cleaning and ventilation measures in place. Further guidance from the DfE helpline might also be sought. Other measures might include, but not be limited to:

- Increased testing for staff
- Face mask wearing for staff and parents on campus
- Adjusting timetables, assembly rotas, lunch time arrangements, activities and any other events to avoid any mixing of year groups as far as possible and to increase the number of outdoor activities, if possible.

Advice would be sought regarding the needs of any clinically vulnerable or clinically extremely vulnerable staff or children and they would also be advised to seek advice from their own medical professionals.

3.5

Events such as Open Days, sports fixtures, services and performances to which parents had been invited would also be reviewed. It may be that parental attendance at such events would have to be temporarily suspended. Educational visits, including any residential visits and visits from visiting speakers would also be carefully reviewed and the risks re-evaluated with a view to cancelling these or postponing them.

3.6

Any restrictions on attendance would only be considered as a short-term measure and as a last resort. This might be for the School, on public health advice in extreme cases where other recommended measures have not broken chains of transmission within the School, or it might be for the local area on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS. In the event of such a lockdown, priority will be given to vulnerable children and children of critical workers to attend school as normal. During any lockdown period or any period of phased or full return due to the COVID-19 pandemic, the School will follow the DfE Guidelines and any NHS guidelines pertaining at any given time to ensure the safety of all children, staff and parents as far as possible.

3.7 Remote Learning

3.7.1

Details of our Remote Learning provision are set out in Appendix 8 of the Safeguarding and Child Protection Policy which also sets out how the School would promote the safety of the children online and the safeguarding provisions that the School would make in the event of a School, local or national lockdown.

3.7.2

Support will be provided for children completing distance learning work at home through regular contact with staff both remotely and through regular phone calls. Any child thought to be at risk or in need of additional pastoral support will also be contacted by a member of the pastoral team. A record of the

phone calls will be made on iSAMS and these records will be reviewed by the Designated Safeguarding Leads (DSL) so that any safeguarding concerns can be followed up. Staff members are also required to inform a DSL of any safeguarding concerns they identify.

3.7.3

Support will be provided for children returning to school or starting at the school to help them to adjust to new or changed routines. Pastoral and mental health support will be provided to children as required.

3.7.4

Online safety will be actively promoted during any School, local or national lockdown. Parents and staff will be reminded about the requirements as set out in the School's Online Safety Policy, Remote Learning Policy and ICT Acceptable Use Policies. Links to websites and apps will be checked by staff before signposting children to these in their Distance Learning.

3.7.5

Access to a Designated Safeguarding Lead will be provided to staff during the working day. This might be remotely. In the event that none of the DSLs are available because they are unwell, then support with safeguarding matters could be obtained from a link school, details of which would be available from the Headmaster or his PA. See also *Appendix 1*.

3.8 Special Educational Needs and Disabilities (SEND)

3.8.1

The SENCO will provide support to children with Learning Support needs through the distance learning programme and through individualised remote learning support should there be a further lockdown period either nationally or locally. They are also available remotely for staff to consult about specific concerns about children.

3.9 Early Years Foundation Stage (EYFS)

3.9.1

The Statutory Framework for the EYFS, including the responsibilities for safeguarding and caring for the children must be followed.

4. ATTENDANCE

4.1

As set out in Section 2, children should not attend school if they have symptoms or confirmed coronavirus (COVID-19), if they are awaiting the results of a PCR test or if they are required by legislation to self-isolate as part of a period of quarantine. Other than a national or local lockdown or following guidance from Public Health England, it is expected that all children will attend school unless they are unwell. In a future lockdown scenario, children who are clinically vulnerable might also be unable to attend. Parents are required to notify the School of their child's absence in line with the normal attendance procedures. Attendance and absence registers are maintained for all children in line with the requirements for the current situation.

4.2

There is an additional register code of 'X' for 2021-22 which must only be used to record sessions where a pupil does not attend because their travel to, or attendance at, school would be:

- Contrary to guidance relating to the incidence or transmission of COVID-19 from Public Health England or its successor UK Health Security Agency and/or the Department of Health and Social Care;
- Prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

Code X should also be used where a pupil has COVID-19 symptoms and is self-isolating, but is unable to take a PCR test. It should also be used for a child who is quarantining. Children who have tested positive for COVID-19 should be recorded as Code I.

5. PRECAUTIONS

5.1

All the precautions and procedures of this Policy and other relevant whole school policies and procedures will be followed to minimise risks to the health and safety of the pupils, staff and others affected by the School's activities and to promote their welfare. These include:

- The completion of all relevant health and safety checks in accordance with the required schedules with any remedial works addressed as required.
- The completion of any additional health and safety checks on a more frequent basis to ensure that practices are as safe as possible and Links to websites and apps are checked by staff before signposting children to these.

5.2 Safe Working Practices

Safe working practices include:

- **Presence at school** – Any adult (staff and parents) or child who has tested positive for COVID-19 or who is awaiting a test or with symptoms of COVID-19 such as a raised temperature; new, persistent cough; or loss of taste or smell or in the case of a child, diarrhoea, vomiting or abdominal cramps, must not attend school or visit the school campus. They must self-isolate and get a PCR Test, even if they have had one or more vaccinations. Adults and children must follow the self-isolation requirements as set out in Section 2 above. No member of staff or child shall return to school if they have COVID-19 until they are fully recovered. The School should be kept informed during any isolation period.
- **Social distancing** – Whilst it is no longer a requirement for people to remain at a distance of 2m apart from people they don't live with, staff and parents are encouraged to remain vigilant and to minimise the number, proximity and duration of close contacts they have with those that they do not live with. Close face-to-face contact should be avoided.
- **Hand washing** – Staff and children are required to wash their hands at regular intervals throughout the day for at least 20 seconds following the Government guidance for handwashing techniques. In particular, they should wash their hands after coughing or sneezing, after using the toilet, before and after handling food and before or after playtimes. Young children are supervised whilst washing their hands to ensure that they do this correctly. Signage is on display around the campus reminding campus users of these expectations. Hand sanitisers are accessible at key locations around the campus, especially where resources might potentially be shared. Additional outdoor sinks are available outside Pre-Prep and also in the Quad.
- **'Catch It, Bin It, Kill It'** protocols are followed after sneezing or coughing. Signage is on display around the campus to this effect. Tissues have been provided in all rooms and lidded bins have been provided for the disposal of used tissues. Adults and children are encouraged not to touch their faces, eyes, noses or mouths.
- **Face masks** – Children and staff may wear face masks in crowded spaces if they wish to do so but this is not currently a Government requirement or recommendation. Staff and children should not touch their faces whilst removing face coverings and should wash their hands thoroughly before and after removing the covering. Temporary face coverings should be disposed of in the black bin waste whilst reusable masks should be put in sealable, plastic bags. Any face covering that becomes damp should be removed. Visors will only be used in addition to face masks or coverings following Government guidance that visors offer very limited protection to users and to contacts.
- **Ventilation** – All staff must ensure that working spaces are well-ventilated. Windows should be closed at the end of the day to assist the housekeeping staff.
- **Class groupings** – Children will be taught in class, form or set groupings following their timetables which includes specialist teaching. Mixing between year groups is kept to a minimum.
- **Registration** – Registration will be on iSAMS following the normal procedures. Staff should be particularly vigilant at the start of the day to ensure that they are aware of which children have arrived in school. Staff will sign children out from after school provision or from activities to avoid cross-contamination.
- **Collection and drop offs** – Designated drop off and collection points have been allocated to avoid congregation of children or adults. These time periods are phased to spread the arrival and departure times. Parents/carers are not allowed into the buildings other than to collect items from Main

Reception from behind the protective screen. They are expected to minimise the number, proximity and duration of social contacts whilst on campus. Wherever possible only one adult should accompany a child at drop off and collection times and parents should not congregate or linger at drop off and collection times.

- **Activities and After school care** – Activities and Aftercare are organised in year groups predominantly although some activities, include children from different year groups.
- **Access to the buildings** – Parents should not enter the buildings when collecting children from activities, after school care or at the start or end of the school day. Main Reception is open for parents from 8 am to 5 pm.
- **Assemblies** – Pre-Prep assemblies will be held in separate year groups. In Prep some assemblies will be held with children from mixed year groups but they will be seated at a distance from one another.
- **Play spaces** – Children from different year groups might mix outdoors for playtimes.
- **Lunch times** – There will be some cross-over of year groups at lunchtime although dining will be for one year group at a time for much of the dining time. Lunch times are staggered to facilitate this and to allow appropriate cleaning between sittings. Nursery and Year 2 children will be seated opposite one another for lunch. Other children might be seated opposite or side-by-side. Children eating tea in Pre-Prep Aftercare might be seated opposite one another. The staff dining room is available for general use although staff should consider the number, proximity and duration of any close contacts they have with those that they do not live with.
- **Resources** – Resources are cleaned regularly along with all frequently touched surfaces.
- **Cleaning** – In order to facilitate regular and thorough cleaning, all items which are difficult to clean should be removed. All clutter should be removed so that surfaces can be easily wiped.
- **Minibuses and coaches** - Children will use minibuses and coaches to attend events such as fixtures or for visits. The minibuses will be cleaned by School staff and the coach companies will ensure that their vehicles are cleaned. All vehicles will be well-ventilated whilst in use. Staff and children will wash their hands before and after usage of these vehicles or use hand sanitiser if this is more practical.
- **Records** – Records are maintained of children and adults who have tested positive for COVID-19 and of those who have been sent home with COVID-19 symptoms so that NHS Test and Trace procedures can be followed if required. Accurate registers are maintained of all children and adults – see below also. Records are maintained of the children and staff in each group and seating plans are kept as far as reasonably possible to facilitate swifter tracing of contacts. A spreadsheet is maintained of all positive cases of COVID-19 occurring during term time or within the first few days of a holiday period. This Case Log spreadsheet is used to inform Birmingham Contact Tracing as soon as a further positive case is notified to the School.
- **Staffing** – All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Staff must wash their hands between groups or use hand sanitiser, whichever is the more practical.
- **Staff rooms** – Whilst social distancing is no longer a requirement as set out above, staff should follow the guidance to minimise the number, proximity and duration of social contacts in staff rooms. Staff rooms should be well ventilated.
- **Staff meetings** – These will be held in rooms which are well ventilated and with appropriate spacing between adults.
- **Parent meetings** – Meetings will take place in appropriately ventilated rooms and by appointment. Parents should not attend meetings if they have COVID-19 symptoms or if they have tested positive. Parents may be required to wear face coverings for meetings. During any local or national lockdown, no face-to-face meetings with parents will be held.
- **Parent events** – Parent events such as Recitals, Concerts, Chapel Services, Performances will be held with parents reminded not to attend if they have COVID-19 symptoms or if they have tested positive and with hand sanitiser available for parents to use. Rooms will be well-ventilated. Parents will be seated apart from the children.
- **Lateral Flow Tests** – All staff are expected to complete Lateral Flow Tests twice weekly whilst they are attending school. Test kits are provided for staff. Staff are requested to report the results of their tests to the School. They are required to follow up a positive test result by self-isolating and arranging for PCR test, even if they have had one or more vaccinations, the outcome of which should also be reported to school.

5.3 Music

5.3.1 Class music lessons and ensembles

In line with Government guidance, singing resumed in music lessons in September 2021. Rooms will be well ventilated and children will be spaced out whilst singing. Choirs also resumed in September 2021 in well ventilated rooms and with children spaced out whilst singing.

5.3.2 Visiting Music Teachers

All lessons with Visiting Music Teachers resumed in full in September 2021. All Visiting Music Teachers are required to comply in full with the requirements of this Policy and all other related School policies and the COVID-19 Risk Assessment. They must ensure that their rooms are well ventilated and that any shared equipment such as a piano, chairs or music stands are cleaned between pupils. They must wash their hands or use hand sanitiser between pupils. They should minimise any close contact with pupils as far as possible.

5.4 PE, Games and swimming

5.4.1

Children will be taught in class or year group cohorts for PE and Games. Outdoor sport will be prioritised where possible. Staff are guided by the current guidelines for individual sports.

5.4.2

Swimming lessons are held according to the timetable either in class or year group cohorts with equipment and changing rooms regularly cleaned.

5.4.3

Fixtures resumed in September 2021. Risk assessments for away fixtures are completed and include the measures to be taken to mitigate against the risks of COVID-19.

5.5 Extra-curricular provision

5.5.1

Extra-curricular providers are required to comply in full with the requirements of this Policy and any other related School policies in relation to COVID-19. They are also required to comply with the COVID-19 Risk Assessment in full.

5.6 Personal Protective Equipment (PPE)

5.6.1

A child who is displaying symptoms of COVID-19 such as a raised temperature, a new persistent cough or loss of taste or smell, or with diarrhoea, vomiting or abdominal cramps will be taken to the Health Centre. There are separate toilet facilities in the Health Centre. A window must be opened for ventilation. The child will be supervised in this room by a member of staff wearing PPE whilst the child is awaiting collection if close contact is necessary. The room will be fully cleaned afterwards following current Government guidance. PPE will consist of a fluid-resistant surgical face mask (also known as Type IIR), disposable gloves and a disposable apron. Eye protection should be worn if there is a risk of splashing to the eyes from coughing, spitting or vomiting. PPE must be put on and taken off safely to avoid self-contamination. Face masks must cover both nose and mouth and not be allowed to hang around necks. They must not be touched once put on, except when carefully removed before disposal. They should be changed if they become moist or damaged. They should only be used once and should then be discarded safely. Hands must be cleaned after disposal. Ordinary first aid treatments will be carried out in alternative rooms if the Health Centre is being used for a child displaying COVID-19 symptoms and until it has been thoroughly cleaned after such usage.

5.6.2

Gloves are available for use by staff as required.

5.7 Cleaning

5.7.1

In line with the Public Health England Guidance: COVID-19: Cleaning in non-health care settings outside the home (July 2021), enhanced cleaning regimes are in place. These include an increased frequency of

cleaning using standard products such as detergents and bleach, paying particular attention to all surfaces but especially those that are touched frequently such as door handles, light switches, work surfaces, and electronic devices. Wipes and cleaning products are available to all staff including water wipes for Chromebooks and other technologies. Waste should be disposed of as normal unless it is personal waste from a person who has symptoms of COVID-19.

5.7.2

The minimum Personal Protective Equipment (PPE) is disposable gloves and an apron which should be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the School. Hands should be washed thoroughly for at least 20 seconds with soap and water after all PPE has been removed. All surfaces that a symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as toilets, door handles, telephones and rails in corridors and stairwells. Disposable cloths or paper roll should be used, and disposable mop heads should also be used for all hard surfaces with one wipe in one direction. Appropriate cleaning solutions should be used for any such cleaning. In cases where someone has symptoms of COVID-19, any cleaning waste and personal waste should be put in a plastic rubbish bag and tied when full. It should then be put into a second bin bag and tied and secured. It should be safely stored for 72 hours before disposal.

6. FIRE SAFETY

6.1

All the precautions and procedures of Fire Safety Policy and Procedures will be followed including:

- Carrying out a fire drill as soon as possible after the start of the Michaelmas Term and at least termly thereafter.
- Ensuring that one or more competent persons is available during operating hours.
- Ensuring that all emergency exit routes are kept clear and that signage, emergency lighting, fire alarms, fire detectors and fire extinguishers are maintained in accordance with the required maintenance schedule and that these are tested on a regular basis.

6.2 Additional Precautions

6.2.1

All adults supervising children in any capacity are responsible for ensuring that they know the safe evacuation routes from the classroom in which they are working.

6.2.2

All adults supervising children are responsible for ensuring that they have an accurate register of the children attending that day. They must also ensure that all the children for whom they are responsible evacuate from the buildings safely and are accounted for in the event of a fire evacuation. If there are any that are not accounted for then this must be reported to a senior member of staff without delay.

6.2.3

As far as possible contact between different year groups will be avoided throughout a fire evacuation. The assembly points will be as set out in the Fire Policy and Procedures.

6.3 Personal Emergency Evacuation Plans (PEEPs)

6.3.1

A Personal Emergency Evacuation Plan will be devised in accordance with the PEEPs Policy where required but with due regard to any additional requirements as set out in this Policy.

7. VISITS and VISITORS

7.1

Comprehensive Risk Assessments which include assessments of any associated COVID-19 related risks are written for outings and visits. All visitors such as Visiting Speakers are required to comply with the Policy for Visiting Speakers and to confirm that they do not have COVID-19 symptoms and are not required to

self-isolate for any reason. If specialist support workers need to visit school such as Social Workers or Speech and Language therapists, then they will be required to confirm that they do not have COVID-19 symptoms and are not required to self-isolate for any reason. All visitors to the school are required to minimise the contact with the people they are visiting and any others they come into contact with.

8. CONTINGENCY PLANS

8.1

In line with the Government guidance: Contingency framework: education and childcare settings, the School has contingency plans to ensure the continued education of the children in the event of locally or nationally directed restrictions being imposed. The remote learning programme was implemented during the first national lockdown in the Trinity Term 2020 and again in an enhanced format which included live teaching during the Lent Term 2021 national lockdown. Guidance was provided to teachers on the expectations for this format for Distance Learning. In the event of a further lockdown either nationally or locally, then further guidance will be issued to staff and remote learning will recommence.

9. POLICY REVIEW

9.1

This Policy will be reviewed as required and, in particular in line with amendments to Government guidance, to ensure that it complies with requirements and to ensure that any changes in practices are accurately reflected. It will be presented to the Governors' Safeguarding, Health and Safety Committee for approval as required. The minutes of this meeting will be presented to a full Governors meeting.

Appendix I – Critical Management of the School

Although no procedure will cover every eventuality, this appendix sets out a clear and concise format for the School to function for the good of all stakeholders in the event that one or more of the Senior Leadership Team contracts COVID-19.

1. Headmaster, Second Master and Bursar responsibilities

- A. Should the **Headmaster** not be able to carry out his role, either in school or working from home, his duties will be transferred to the Second Master who will oversee day to day running of the School with the support of the Head of Prep and the Deputy Head Academic.
- B. Should the **Bursar** not be able to carry out his role, either in school or working from home, his role will be overseen directly by the Headmaster, who will delegate finance functions to the Finance Manager, and the estates matters to the Estates and Compliance Manager. Daily meetings will be held with the Headmaster (or Second Master).

The Estates and Compliance Manager will oversee the following:

- Fire safety checks
- Legionella checks
- Health and Safety checks
- All other ISI regulations

- C. Should the **Second Master** not be able to carry out her role, either in school or working from home, her role will be overseen directly by the Headmaster who will delegate responsibilities to the Deputy Head Academic who will oversee the day-to-day running of Pre-Prep and Designated Safeguarding Lead responsibilities to the Head of Prep (see also Section 3 below).

In the event that the **Headmaster, Bursar and Second Master** are all unable to carry out their roles either in School or by working from home, the Head of Prep will take responsibility as outlined above with support from other members of the Senior Leadership Team.

2. Head of Prep, Deputy Head Academic responsibilities

- D. In the event that the **Head of Prep** is not be able to carry out his role, either in school or by working from home, the Deputy Head Academic will oversee his duties with support from the Headmaster and the Second Master.
- E. In the event that the **Deputy Head Academic** is unable to carry out her role either in School or by working from home, the Second Master will oversee the duties of the Deputy Head Academic with support from the Headmaster and the Assistant Head Teaching and Learning.

3. Designated Safeguarding Lead (DSL) responsibilities

The main DSL for The Blue Coat School is Mrs Helen Andrews (Head of Pre-Prep and Second Master). She is supported in this role by three Deputy DSLs: Mr Robbie Newman (Head of Prep); Mrs Helen West (Deputy Head Pre-Prep) and Mrs Lindsay James (Year 4 Year Group Leader).

- F. In the event that the **main DSL**, Mrs Helen Andrews is unable to carry out her duties, Mr Newman will take the lead role in safeguarding matters with the support of Mrs West and Mrs James.
- G. In the event that **none of the DSLs** are able to carry out their duties, the Headmaster or his PA will inform staff of the contact at another local school whose main DSL will be able to provide support and guidance for the school.

