

**CORONAVIRUS (COVID-19) POLICY**

This policy outlines how d'Overbroeck's will implement sensible and proportionate control measures during the coronavirus (COVID-19) pandemic to protect staff, students and others from COVID-19.

The Department for Education has published guidance on the full opening of schools and boarding schools with international students:

[Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-schools-with-international-students)

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-schools-with-international-students>

d'Overbroeck's has also adopted the Boarding Schools Association (BSA) COVID-19-safe charter:

<https://www.boarding.org.uk/userfiles/bsa/pdf/Advice%20and%20Guidance/82902%20BSA%20COVID%20V2.pdf>

[https://www.boarding.org.uk/userfiles/bsa/Covid%20Safe%2020%20August\(1\).pdf](https://www.boarding.org.uk/userfiles/bsa/Covid%20Safe%2020%20August(1).pdf)

**Risk Assessments**

d'Overbroeck's complies with health and safety laws that require us to assess risk and implement proportionate control measures. d'Overbroeck's has a large number of sites: teaching sites, boarding houses and a support staff site. Given the different physical layout of each site, the different populations who use each site, the different purposes of each site and the different activities taking place on each site, there are separate risk assessments for each site. More detailed information about the measures taken on each of our sites can be found in our risk assessments.

All preventive and protective measures will be monitored and reviewed regularly, to ensure the measures are working, and taking action to address any shortfalls. All members of the d'Overbroeck's community are actively encouraged to provide feedback and suggestions.

This policy outlines the principles and control measures on which the risk assessments have been developed.

**Attendance**

d'Overbroeck's will follow all government guidance regarding schools opening/ closing during the COVID-19 pandemic. When schools are open and school attendance is mandatory for students of compulsory school age, it is the school's responsibility to record attendance and follow up absence, as per our Unauthorised absence policy. Statutory reasons for absence include that the student has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance, etc. Where children are not able to attend school because parents are following clinical and/or public health advice, absence will not be penalised.

## **Coronavirus (COVID-19) asymptomatic testing using Lateral Flow Device (LFD) tests**

The aim of asymptomatic testing using Lateral Flow Device (LFD) tests is to help identify asymptomatic positive cases (ie, individuals who don't have any symptoms, but who may be asymptomatic carriers and therefore could still spread the virus to others). Such individuals will then self-isolate, helping to reduce transmission of the virus and keeping other students in face-to-face education. The antigen lateral flow tests used in the asymptomatic testing programme produce results much quicker than PCR tests (a result is available after 30 minutes rather than 1-2 days as is the case with PCR tests).

The government testing programme for students (March 21) is as follows:

- Students are encouraged to have three LFD tests at school with 3-5 days in between tests.
- These LFD tests are administered on school site by school staff and volunteers (mass asymptomatic testing programme).
- Students will then be provided with test-at-home kits and an instruction booklet (both provided by the government but distributed from school) and encouraged to self-test at home twice a week until further notice.

Further details at: [Asymptomatic testing: secondary schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/asymptomatic-testing-secondary-schools-and-colleges)

In conducting mass asymptomatic testing, d'Overbroeck's will ensure that:

- Only asymptomatic staff/students are tested; any student/member of staff with symptoms is required to request a test in line with latest Government guidelines via <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- All students, parents and staff receive an information sheet including FAQs about asymptomatic lateral flow testing.
- Written informed consent is received from all staff and the parents of all students before a test is conducted.
- Staff are offered tests regularly, twice weekly where possible, in the period prior to test-at-home kits being available for staff.
- Where consent is received to do so, students are tested three times (3-5 days apart) upon their first return to school.
- Dedicated testing sites are set up within in accordance with guidance contained in the COVID-19 National Testing Programme Schools and Colleges handbook.
- All staff involved in the testing procedure are appropriately trained (with training documented) before testing commences and training is refreshed on a regular basis.
- Only test kits requested via the gov.uk website are used.
- Appropriate PPE is provided.
- Appropriate waste procedures are in place to safely dispose of the used test kits.
- Latest government guidance is followed if a student/member of staff returns a positive result.
- All data relating specifically to the test is deleted within 14 days of the testing other than the parental/guardian consent form which will be retained for a minimum of 1 year.

In distributing test at home kits to staff and students, d'Overbroeck's will follow all government guidance, eg, ensuring that

- FAQs about testing at home and appropriate Privacy Notices are shared with students, parents and staff.
- A log is kept of LOT number of test kits distributed to individuals.
- Each test at home kit is distributed is accompanied by the appropriate information leaflet, explaining how to conduct the test and report the result.
- An internal database of results is maintained (based on government template).

### **Arriving and departing from school**

- Staff and students should travel to school only if they feel well and are not displaying any symptoms of COVID-19 (new and persistent cough or a high temperature, a loss of/ change in normal sense of taste or smell).
- Staff and students are encouraged to walk or cycle to school if at all possible.
- Staff and students travelling into school on public transport must adhere to the government guidance regarding face coverings.
- Car-sharing is not advised as it poses greater risk of transmission. Individuals who do car share should wear face coverings because it is not possible to maintain social distancing.
- Each d'Overbroeck's site has specific procedures for arriving and departing from the site.
- Additional entrance and exit points will be used where possible to aid social distancing and there will be additional supervision at the beginning and end of the school day.
- Outdoor floor stickers will remind students and staff about social distancing as they approach the school entrance points.
- All students and staff will be required to use hand sanitiser on arrival.
- Students and staff will be instructed not to touch the front of their face covering during use or when removing it.
- On arrival at school, a foot-pedal bin with a lid will be available for the safe disposal of temporary masks.
- If not being worn on site, students and staff should remove face coverings carefully and place them in a plastic bag they can take home with them.

### **Face coverings and masks**

In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth. Face coverings are largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth (the main confirmed sources of transmission of the virus). Face coverings can be reusable or single-use.

WHO and UNICEF advise that children aged 12 and over should wear a mask/face covering under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.

<https://www.who.int/news-room/q-a-detail/q-a-children-and-masks-related-to-covid-19>

The government guidance around the use of face coverings in educational settings has varied during the course of the pandemic, depending on the current infection rates of COVID-19.

In developing a policy on masks/face coverings, d'Overbroeck's has followed the latest government guidance [[Face coverings in education March 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91121/face-coverings-in-education-march-2021.pdf)] and also considered factors such as the nature of our sites, the size of our classrooms (designed for small class sizes) and the ways in which our students are grouped.

Our current policy is that:

- **Masks/face coverings must be worn by all students and staff in corridors and communal areas inside school buildings where 2 metre distancing is not possible.**
- **Face coverings should be worn in classrooms, in other learning environments such as workshops, and during activities unless social distancing of 2 metres can be maintained.** This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.
- Masks/face coverings will not be worn for playing sports or doing physical activities, such as running, jumping or playing on the playground, as they could compromise breathing.
- Students and staff may choose which type of mask or face covering they would prefer to wear, though face coverings must securely fit round the side of the face and should not feature extreme or offensive designs.
- All students and staff should bring at least two clean face coverings or temporary masks into school each day.
- If using a face covering, a small plastic bag or suitable container should also be brought into school so that the face covering can be stored in this when not in use and the face covering does not contaminate surfaces or the contents of bags. Used face coverings should be washed at the end of the day.
- If students and staff use temporary masks, they are advised to bring several into school as they should be changed every few hours (including on arrival at school) and the old one disposed of in a bin with a lid.
- Face masks will not routinely be provided by the school.
- The expectation is that students and staff will conform to our policy about masks/face coverings unless they are able to provide a medical reason why they should be exempt (exemptions will be handled sensitively and should be discussed with the Head of Section in the first instance). In such circumstances, a face shield may be considered as an alternative to masks/face coverings. However, face shields do not provide the equivalent protection (they may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission when used without an additional face covering).
- Occasionally, the nature of the activity may mean that a face shield is considered as an alternative to a mask/face covering (eg, some Drama lessons). However, because face shields are less effective than a face covering in preventing transmission, they should only be used after carrying out a risk assessment for the specific activity and should always be cleaned appropriately.

- It is vital that face coverings are worn and removed correctly to avoid inadvertently increasing the risk of transmission. Posters are displayed about this at school, and the messages reinforced by staff.

More information about different types of face coverings and masks, including videos on how to put on, take off and care for different masks/face coverings, can be found at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

### **Social distancing and movement within the school**

- Social distancing must be observed; everyone should walk or stand at least 1 metre (2 metres where possible) from others when walking down a corridor or waiting in a queue.
- Social distancing spaces have been indicated around the school, eg, using yellow lines on the floor or posters. Students and all adults are expected to follow the simple directions for safe movement around the school. This is to keep everyone safe on site.
- Everyone must walk around the school with no running or direct contact with anyone.
- Hand sanitiser is available in all classrooms and throughout the site and should be used regularly throughout day.
- Students and staff must wash hands at regular intervals.
- The 'Catch it. Bin it. Kill it' message is displayed throughout the sites and reinforced.
- Used tissues must be disposed of in bins with lids, not the waste paper bin.
- Disinfectant cleaning materials/wipes are available in every classroom and will be used after every lesson to clean tables and chairs.
- Sets of PPE (apron, mask, gloves, visor) are available at key stated locations on each site for staff to use if someone is taken ill on site.
- Where safe to do so (e.g., staff present), closed doors should be propped open to prevent the need to push or pull them open.
- Rooms must be well ventilated by opening windows at all times.
- Water bottles can be topped up at water bottle stations if needed, with caution. Laminated signs provide instructions about how to do this safely. Disinfectant spray is provided at each water station and must be used to sanitise the water station after use.

### **Contact with others**

- Assemblies and large gatherings are not possible at the current time. Instead, they will take place via Microsoft Teams and smaller groups of staff/students will only meet where social distancing can be maintained.
- The Senior Leadership Teams on each site have considered how arrangements will best operate for the cohort of students on their site, and what will constitute a 'bubble'. This will be communicated in their individual plans for each site.

## **Cleaning**

Enhanced cleaning is in place, including:

- A full time cleaner employed on each teaching site.
- Enhanced cleaning of contact points such as door handles, stair rails, desk surfaces, light switches.
- Cleaning of tables and chairs using disinfectant spray/wipes between lessons.
- Cleaning of tables and chairs using disinfectant spray/wipes after each person has eaten.
- Enhanced cleaning protocols in all the boarding houses.
- Guidance about enhanced cleaning in host families.

## **Toilets**

- The number of students using the toilets at any one time is restricted.
- Where there are several cubicles close together, one or more is locked and marked out of action to enable social distancing.
- Paper towels are provided in all facilities. Hand driers are out of action.
- Toilets are regularly checked and cleaned, and the time toilets are checked/cleaned on teaching sites will be recorded and on display in the toilets.
- Students in boarding houses will use the toilet in the ensuite/bathroom allocated to their bedroom. Toilets in shared areas will only be used in an emergency.

## **Classrooms and lessons**

- Student desks face forward.
- Furniture is arranged to maximise the distance between students, and students are be instructed not to move the furniture.
- Windows are opened to increase ventilation, and doors propped open where appropriate.
- Cleaning materials (including disinfectant spray/wipes) are provided in each classroom and desks and chairs are cleaned between classes.
- A foot-pedal bin with a lid is easily accessible from each classroom for the safe disposal of used tissues, masks, etc.
- Sharing of resources is minimised and, where essential, appropriate measures put in place to mitigate risk (e.g., cleaning between users).
- In addition, each department has developed a risk-assessment for their department, taking into account the nature of their subject and activities in lessons, layout of classrooms and department areas and any specific risks which need to be mitigated.
- Lesson changeover times are carefully managed to allow time for the cleaning of the room, to minimise the number of students in corridors and to ensure the safe arrival and departure of students.

### **Social spaces**

- Some furniture and some soft furnishings have been removed and social spaces reconfigured to allow maximum space, appropriate social distancing and easy cleaning.
- Reminders about social distancing are displayed.
- Students are instructed not to move furniture.
- Increased staff supervision of student social areas at busy times. The use of staff social spaces/staff room has been risk assessed on each site, including
  - provision of alternative work spaces to minimise numbers using the staff room;
  - provision of additional drink-making facilities where possible;
  - provision of disinfectant spray and wipes to clean communal areas such as fridge door, taps, etc;
  - Signage to remind staff and hygiene measures and cleaning required if facilities are used to make hot drinks or food stored in fridge;
  - Provision of individual sachets of milk and sugar.

### **Sports lessons and activities**

- As far as possible (e.g., assuming suitable venues are available to provide sufficiently large space for activities to take place) sports lessons and activities will run.
- The sports chosen for lessons and activities will be chosen to be those considered most safe under the circumstances, and may vary from those usually offered in a given term.
- Contact sports will be avoided.
- The Sports department's risk assessments include additional risks posed by COVID-19, including shared equipment and a student or member of staff becoming unwell off-site.
- Risk assessments are in place for the use of minibuses, including protocols for safe travel and also cleaning protocols.
- Students with sports lessons must come into school wearing PE kits and stay in these all day.
- The Music department's risk assessments include additional risks posed by COVID-19, including additional risk of infection in environments where singing, chanting, playing wind or brass instruments or shouting takes place. Risks will be mitigated by, for example, physical distancing and playing outside wherever possible, limiting group sizes, positioning students back-to-back or side-by-side, avoiding sharing of instruments, and ensuring good ventilation.
- Singing, wind and brass playing is not currently take place in larger groups such as school choirs and ensembles, or school assemblies.

### **Educational visits**

The government currently advises against overnight and overseas educational visits. As such, d'Overbroeck's does not currently have plans for overnight and overseas educational visits, but this will be reviewed in light of any change to the guidance. As usual, any decisions about educational day visits will take place after full and thorough risk assessments.

## Behaviour

The d'Overbroeck's *Behaviour, Rules, Rewards and Sanctions policy* applies. Putting others at risk by refusing to follow the expectations (including social distancing, hygiene, etc) which are in place during the COVID-19 pandemic, or ignoring an instruction from a member of staff will be taken very seriously.

<https://www.doverbroecks.com/wp-content/uploads/2020/06/Behaviour-Rules-Rewards-and-Sanctions-policy-Aug-2019.pdf>

## Catering

- The d'Overbroeck's caterers, Holroyd Howe, have detailed risk assessments for food preparation and service and will comply with the [guidance for food businesses on coronavirus \(COVID-19\)](#)

The nature of the different sites means that specific arrangements for eating meals on each teaching site vary (see site specific information).

- The measures taken to mitigate risk include:
  - Perspex screens where appropriate
  - Plated food service rather than self-service
  - Increased number of sittings for meals
  - Different locations (including marquees) and seating arrangements for eating to ensure social distancing
  - Cleaning of tables and chairs between students
- All students will continue to have lunch provided at school, and boarding students will continue to have three hot meals each day.

## Contingency Planning for Infection

- d'Overbroeck's is committed to:
  - engaging with the NHS Test and Trace process (via Tel 119);
  - managing confirmed cases of coronavirus (COVID-19) amongst the school community;
  - containing any outbreak by following local health protection team advice.
- The d'Overbroeck's *Policy for Responding to a Case of Suspected Covid-19* outlines the steps to be taken in the event that a member of staff, a student or a visitor develops symptoms of COVID-19 whilst on a d'Overbroeck's site.
- While the specific arrangements for each site vary slightly, all involve:
  - the student/member of staff being asked to put on a mask;
  - the student/ member of staff being taken to the pre-identified isolation room on that site (equipped with PPE, thermometer, copy of guidelines, etc);
  - a protocol being followed to ensure that the School Nurse or other appropriate member of staff is alerted;

- arrangements being made for the member of staff or day student to be assessed and/or to go home where they will need to arrange a COVID-19 test;
- arrangements being made for a boarding student to isolate in a single en suite room in a dedicated area in one of our boarding houses (set aside for this purpose) where:
  - a COVID-19 test is arranged;
  - additional assessment and support can be provided;
  - regular welfare checks will be conducted;
  - meals and other essential commodities will be brought to the student;
  - additional advice will be sought (e.g., from the GP or hospital) if required.
- If d’Overbroeck’s has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this could indicate an outbreak. In these circumstances:
  - d’Overbroeck’s would continue to work with the local health protection team who would be able to advise if additional action is required;
  - In some cases, the local health protection team may recommend that a larger number of other students or staff self-isolate at home as a precautionary measure. However, if a school is implementing suitable controls, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary.

d’Overbroeck’s respects rights to privacy and medical confidentiality.

### **Curriculum**

d’Overbroeck’s continues to teach an ambitious and broad curriculum in all subjects. Remote education for those students unable to be in the classroom (eg, due to illness or travel restrictions or school closure) is integrated into curriculum planning. Wherever possible, even in the case of lockdown, we will keep each student’s timetable the same including PSHE, Personal Development, Assemblies and meetings of Directors of Studies or Form Tutors.

Please see our ***Online learning: Frequently Asked Questions*** (via the Academic Director [Andrew.gillespie@doverbroecks.com](mailto:Andrew.gillespie@doverbroecks.com)) for more information about how provision is provided remotely.

Students at The International School and Sixth Form are encouraged to have their own electronic device which they can bring into school and also use for remote learning. Suggested specifications for devices are stated in Appendix A below.

### **Wellbeing**

Covid-19 is likely to have impacted negatively on the wellbeing of some of our students and staff.

Students, staff and parents are encouraged to continue to let someone at school know of health issues, changes in personal circumstances or anxiety about returning to school, so that focused support can be provided.

Our pastoral and wellbeing teams, including dedicated pastoral teams on each teaching site, our two School Counsellors, the School Nurse and the Boarding teams, will lead in ensuring that d’Overbroeck’s:

- supports the rebuilding of friendships and social engagement;
- addresses and equips our students to respond to issues linked to coronavirus (COVID-19);
- supports our students with approaches to improving their physical and mental wellbeing.

Suggestions relating to pastoral care and wellbeing continue to be welcomed from students and staff.

### **Safeguarding**

d'Overbroeck's continues to prioritise the safeguarding of our students, including adhering to the legal requirements regarding pre-appointment checks and following the d'Overbroeck's Safeguarding policy:

<https://www.doverbroecks.com/wp-content/uploads/2020/08/Safeguarding-Promoting-the-Welfare-of-Children-Sep-2020.pdf>

Additional COVID-19 arrangements for safeguarding and child protection at d'Overbroeck's can be found at:

[https://www.doverbroecks.com/wp-content/uploads/2020/06/COVID-19-Safeguarding-policy-March-2020\\_v1.pdf](https://www.doverbroecks.com/wp-content/uploads/2020/06/COVID-19-Safeguarding-policy-March-2020_v1.pdf)

In addition, the names and contact details for the Team of Designated Safeguarding Leads (DSL) are displayed throughout the school.

### **Emergency procedures (eg, fire evacuation)**

Usual fire evacuation principles remain in place. If the fire alarm sounds, the building should be evacuated as quickly and calmly as possible. One-way systems can be ignored under these circumstances and it is not essential to adhere to social distancing on exit. Students and staff will be briefed about any changes to the muster point on a particular site.

### **Visitors**

All visits are via appointment only, and will be limited in number. Where appropriate, visits will take place out of school hours. There is a protocol for visitors which includes:

- checking temperature;
- asking a series of questions to ensure that they are not experiencing COVID-19 symptom;
- ensuring that they have not knowingly come into contact with someone with COVID-19;
- ensuring that they have adhered to government quarantine requirements if appropriate.
- Offering Lateral Flow (rapid) COVID-19 tests on arrival.

### **Additional Resources**

Coronavirus (COVID-19) guidance on isolation for residential educational settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings#boarding>

The Department for Education is providing additional support for both student and staff wellbeing in the current situation. Information about this is available at <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing: <https://www.educationsupport.org.uk/> , Tel: 08000 562 561

Anna Freud National Centre for Children and Families has a range of resources to provide support during the coronavirus pandemic: <https://www.annafreud.org/coronavirus-support/>

Sarah Squire, Director of Pastoral Care and Wellbeing  
14/03/2021

## **Appendix A: Guidance on devices**

Students may bring their own computing device (laptop, tablet, Chromebook, iPad, etc) into school in order to connect to the school's WiFi for the purposes of completing school-related work and activities. With the current government regulations regarding COVID-19 students wishing to use computers whilst at school should bring their own device rather than share a school one with other users if this is possible.

As part of the school's IT provision, all staff and students are issued with a 'Microsoft 365' account. This account grants users access to Microsoft's cloud-based productivity suite, including Word, PowerPoint, Excel, OneNote, Teams, Outlook and OneDrive. All of this software opens in the computer's web-browser and does not require the user to download any applications.

Microsoft 365 is used extensively throughout the school across all lessons. Students are expected to make use of these tools.

Ideally students should have a device that has the following minimum requirements:

- Operating system - Windows 10 / Windows 8.1 / Windows 8 / Windows 7 Service Pack 1
- Computer and processor, 1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set
- Memory, 2 GB RAM (64-bit)
- Disk space, 3 gigabytes
- Screen resolution, 1024 x 768

Furthermore, as Microsoft 365 works within your device's browser, your device should support the latest version of one of these browsers: Edge, Chrome, Firefox (At time of writing compatibility with the Safari Browser is incomplete)

Also, many of the productivity tools within the Microsoft 365 suite support touch and inking. As such a device with a touchscreen that supports a stylus would be advantageous and highly recommended.