



Manchester  
Communication  
Primary  
Academy

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# Manchester Communication Primary Academy

## COVID-19 Policy Addenda

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### Policy

## Approval History

Approved By:	Date of Approval	Version Approved	Comments

## Revision History

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked	Owner/ Editor
06/20		Created		Alex Reed

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## Introduction

The following policy addenda will take effect from the 1st of June 2020 until further notice. Their content supersedes all existing policies.

The following policies have been reviewed and amended in light of the coronavirus pandemic:

- Attendance
- Behaviour
- Health and safety (incl fire evacuation procedure)
- Intimate care
- Medical care and first aid
- Positive handling
- Safeguarding
- Staff handbook
- Uniform

## Attendance

The academy will continue to monitor and support the attendance of all children who are eligible for a place in school, encouraging school attendance through letters and phone calls. For children who have been attending but do not, the normal process for calls and home-visits will be followed.

Attendance in school will be monitored and reported as per the DfE guidance issued on the 28th of March 2020.

We will also be supporting non-attendance with high quality distance learning until the end of the 2020-21 academic year.

There will be no fines for low attendance for the foreseeable future.

Children's engagement with online learning will be monitored regularly with the tracker updated weekly. Children whose engagement is lower than a 2 will be supported to engage with technical support, the loan of a device, invitation to attend school or any other support which is appropriate to the individual circumstance.

## Behaviour

Some behaviour concerns referred to in this addendum may have previously been deemed less serious, however; if an action now results in the potential compromising of a person's ability to socially distance and stay safe it will now be treated in a more serious manner.

This addendum also applies to children with Special Educational Needs, whose specific needs may result in them finding it more difficult to socially distance or self-regulate. Staff will adhere to social distancing guidelines and will not use any form of physical restraint using Team Teach training, soothing or reassurance for example, hugs or children sitting on laps.

Due to social distancing, we will be unable to complete the following actions in the Behaviour for Learning Policy:

- Reprimand in private.
- Hold restorative conversations in private
- Repair in private.
- Send a child for an internal referral.
- Send a child for an external referral.
- Share teaching with other teachers and classes.
- Hold face to face conversations with parents.
- Hold a (non-virtual) celebration assembly.
- Hold end of term celebration events.

Linked to the above, the actions we will take are as follows:

- Staff reminder of appropriate expectations given and scripts used.
- Hold restorative conversations as privately as possible without putting children and staff at risk.
- Repair as privately as possible without putting children and staff at risk.
- Teaching and learning is regularly monitored and shared through Class Dojo electronically.
- Communication with parents/carers are held via phone, email or Class Dojo.

Category	Concern Example	Consequences / Action
1	<ul style="list-style-type: none"> <li>• Not taking responsibility to inform an adult if they are experiencing symptoms of Coronavirus.</li> <li>• Not following expectations about coughing, sneezing, tissues and disposal (in line with the 'catch it, bin it, kill it' message)</li> <li>• Low level disruption in class</li> </ul>	<ul style="list-style-type: none"> <li>• Staff reminder given.</li> <li>• Parents / Carers informed by telephone call or email.</li> <li>• General school Behaviour for Learning Policy followed up to stepped boundaries number 3. Beyond this the perpetrator is escalated to level 2.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Not following school routine for arrival or departure – <b>once</b></li> <li>• Not following the rules about sharing equipment or other items – <b>once</b></li> <li>• Not following instructions on hygiene, such as hand washing or sanitising – <b>once</b></li> <li>• Not moving around the school as per specific instructions – <b>once</b></li> <li>• Not lining up or sitting following instructions to remain 2 metres apart wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff reminder given.</li> <li>• Parents / Carers informed by telephone call or email.</li> <li>• Recorded following behaviour reporting on CPOMS linked to Covid – 19 updates.</li> <li>• Repeat perpetrators escalated to level 3.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Repeated incidents from level 2 – <b>more than once</b></li> <li>• Not following school routine for arrival or departure – <b>more than once</b></li> <li>• Deliberately tampering or touching another child's equipment or belongings</li> <li>• Deliberately tampering with hygiene materials such as soap or sanitiser</li> <li>• Deliberately tampering with bins or the contents of bins</li> <li>• Deliberately entering an area or zone that is out of bounds or which may compromise the health of children and staff in another group.</li> <li>• Deliberately attempting to socialise with a child from another group</li> <li>• Deliberately misusing the toilet areas and facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Child will be sent home immediately, and a risk assessment will be completed to ascertain when they can return.</li> </ul>
4	<ul style="list-style-type: none"> <li>• Deliberately coughing or spitting at somebody</li> <li>• Any action that would usually require the need for restraint and which would severely compromise staff ability to remain socially distanced.</li> </ul>	<ul style="list-style-type: none"> <li>• Child will be sent home and a risk assessment must be completed to assess if the child can return before September.</li> </ul>

## Health and Safety

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The overarching policy for Health and Safety remains unchanged, however, following extensive risk assessment there are several changes to practice and provision. These include:

- Social distancing measures (furniture, group size, use of rooms, staggered start/end times etc)
- Improved hygiene measures
- More regular and detailed cleaning schedule, including daily provision of an LSA for yonder groups to act as housekeeper, cleaning toys etc and supporting with lunch.
- Implementation of teaching bubbles, which are not to be crossed.
- Lunch eaten in classrooms
- 4 day week to include a 1 day deep clean on a Friday
- Individual staff and pupil risk assessments for medical needs

The fire evacuation procedure remains unchanged, children should leave via the nearest door in the event of the fire alarm sounding.

They should line up in a 6's' line (Straight, Smart, Still, Silent, Smiling and Socially Distanced) on the following numbers:

- **EYFS bubble - 1**
- **Y1 bubble - 4**
- **Y2/3 bubble -10**
- **Y4 bubble - 13**
- **Y6 bubble - MCA MUGA**

As further bubbles are added, additional lining up points will be added on the MCA MUGA for older children and point 7 for Y1.

## Intimate Care

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The intimate care policy remains in place.

Where intimate care is unavoidable, children should be supported with minimal contact. For example if a child has wet themselves, they should be supported to clean and change without staff making physical contact, so far as possible.

If physical contact is necessary, for example where a child is unable to clean and change themselves, or they have soiled, PPE must be worn.

Children who routinely need intimate care must be individually risk assessed in order to ascertain the level of risk to them and to colleagues providing the intimate care. This risk assessment must be agreed with parents. In most cases, children who require routine intimate care are also medically shielding.

PPE is already regularly used when providing intimate care, however, this should now always include:

- Gloves

- Aprons
- Face covering

## Medical Care and First Aid

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Medical and first aid provision will continue to be provided, for all users of the site, as per the school's obligations.

The policy still stands, with the following small amendments:

The admin team will check the contents of the first aid kits and PPE bag daily, placing orders before a shortage occurs.

First aid will be administered (unless privacy is needed) in the area under the stairs, as this is open and easy to clean. If a child is being given first aid here, classes should not walk through (re-direct through the hall).

A pack of PPE is provided next to the first aid kits and emergency inhaler, this includes gloves, aprons and masks.

PPE should be worn when adults need to make contact with children. Once removed, it must be disposed of and hands thoroughly washed.

## Positive Handling

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The academy's positive handling policy is suspended as of the 1st of June 2020.

Staff should make a conscious effort to avoid physical contact with children. Should a child require physical support, a personal risk assessment must be conducted.

Following guidance from Manchester City Council's Senior Schools Quality Assurance officers, should any child require regular physical intervention due to SEND or SEMH needs, they may be assessed to be safer continuing to learn at home in the current climate.

This stance will be reviewed by the Headteacher and Deputy Headteacher bi-weekly, with the next review on the 15th of June 2020.

## Safeguarding

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The academy's safeguarding duty and policy continues to be applicable in all instances.

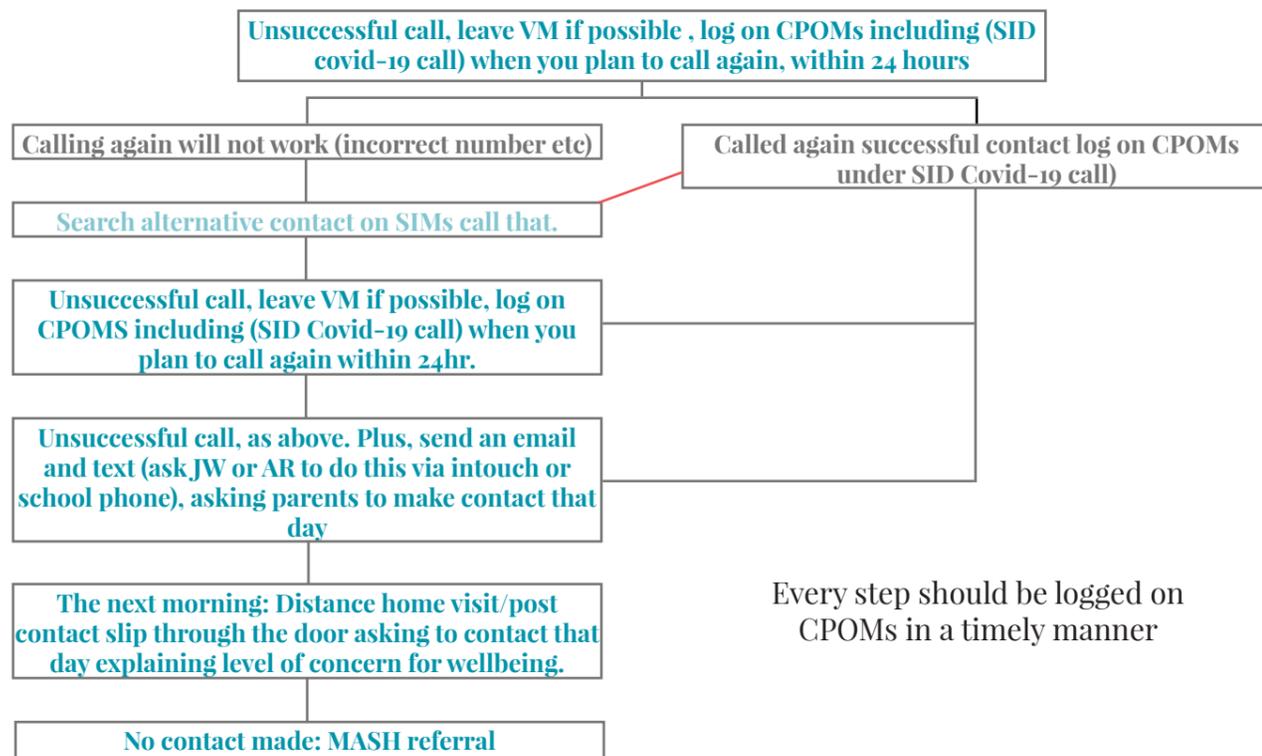
For all children who are distance learning:

- If accessing online learning, the academy will seek to make successful contact at least bi-weekly.
- If not accessing online learning, the academy will seek to make successful contact at least weekly.

Families who are assessed to be more vulnerable (and whose children are not attending school), will have additional calls as follows:

Category	Example	Contact from Pastoral Team
Red	Known to children's services with CP/SGO etc	At least 3 per week
Amber	Early Help involvement or other vulnerability	At least 2 per week
Green	Other vulnerabilities such as issues with income or housing	At least 1 per week

Where contact has not been successful, the following process will be adhered to:



## Staff Handbook

The expectations of staff dress are different post-COVID-19 as follows:

- Staff should continue to wear professional attire, but this should be practical and washable daily, this therefore may not include suits.
- Staff should not wear ties.
- Staff may wear sports attire for the day if they are leading physical activity.

- Clips will be made available to staff, so that badges can be clipped to clothing, rather than by lanyard.
- Staff should bring a change of clothes to school
- Staff should use their own cup and bring lunch in disposable containers where possible.

## Hygiene arrangements:

Staff are expected to wash their own hands as much as possible and must model/practise social distancing between colleagues, pupils and parents at all times.

Staff must adhere to the signage around school, which sets out the maximum number of people in a room etc. If staff feel that a colleague is not adhering to the regulations, they are duty-bound to report this to the Headteacher.

## Uniform

The academy will provide pupils with spare uniform as needed in order to maintain the high standards of uniform which we expect.

Pupils should continue to wear full uniform, including footwear which is all black.

Uniform should be washed on a daily basis. To facilitate this, children can also wear their PE kits to school on any day. This is in addition to accessing spare uniform through the 'swap shop'.

If a child is unable to attend in correct uniform, the parent should message the Headteacher on dojo or speak to him by telephone. The academy will not provide alternative footwear as it usually would do.