

CONFIRMED Arrangements for full on-site operation of Paradigm schools from September 21

If you have feedback or questions/suggestions on this document, and you are a member of staff, please share it initially with your line manager/principal. If you are a parent/carer, or a member of staff/other stakeholder who wishes to make a broader response, please send this to:

consultation@paradigmtrust.org

This document outlines the Trust's identification of risks associated with the full onsite operation of our schools, together with our intended ways of working to minimise those risks as far as is reasonably practicable (as required by the Health and Safety Executive).

Once finalised, the document will be shared with staff and parents/carers. We will continue to invite feedback and will update and reissue the document, as required, to take account of that feedback and to reflect evolving Government guidance. It will be published on our web site. There will be a formal review by Exco, including the CEO, on a weekly basis - with issues escalated as appropriate to Paradigm's Board.

The CEO will require confirmation from each principal and service head that all protective measures specified are in place. Where, exceptionally, measures are not fully in place, the CEO will carry out a dynamic review of the risk assessment before determining whether a school can operate, seeking advice from the Board as required.

This document takes full account of, and is intended to be fully aligned with, the DfE's current guidance, and specifically the document [Schools COVID-19](#)

[operational guidance](#) (July 2021). We will also be guided by [Actions for early years and childcare providers during the COVID-19 pandemic](#) (July 2021) and [SEND and specialist settings: additional COVID-19 operational guidance](#) (July 2021).

Key changes compared to previous operations

In line with DfE guidance:

- we will no longer keep children in consistent groups ('bubbles').
- 'in person' assemblies will resume.
- we will revert to pre-pandemic arrangements in terms of pupils mixing over break and lunchtimes.
- we will no longer routinely undertake contact tracing but will continue to work with health protection teams in the case of a local outbreak.
- face coverings will no longer be mandatory in communal areas within our secondary school (Ipswich Academy). We will continue to permit pupils and staff in all our schools to wear face coverings, if they choose to do so. We will review this position before the end of September 2021.
- we will revert to pre-pandemic routines in terms of pupil arrival and departure (a shift away from staggered start and finish times).

We recognise that local health protection advice may be issued that means it is necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

Measures which will be retained

In line with DfE guidance:

- we will continue to ensure that pupils clean their hands regularly. This will be done with soap and water or hand sanitiser.
- we will continue to promote the 'catch it, bin it, kill it' approach.
- we will continue to follow the prevailing [DfE guidance](#) with regard to use of PPE in specific circumstances.
- we will continue to operate an appropriate cleaning schedule. This will include regular cleaning of areas and equipment (at least twice daily), with a particular focus on frequently touched surfaces.
- we will continue to maximise ventilation and avoid the use of poorly ventilated spaces, giving particular consideration to this when holding events where visitors such as parents are on site, for example school plays.
- we will continue to ensure that key contractors are aware of the school's control measures and ways of working.

When an individual develops COVID-19 symptoms or has a positive test

We will encourage and require pupils, staff and other adults not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in our schools develops COVID-19 symptoms, however mild, we will send them home and encourage them to follow public health advice.

If a pupil is awaiting collection, s/he will be left in a room on his/her own if possible and safe to do so. A window will be opened for fresh air ventilation. Appropriate PPE will also be used if close contact is necessary. Any rooms used in this way will be cleaned after the pupil has left.

Asymptomatic testing

We will offer to all secondary school pupils two on-site lateral flow device tests on their return in the autumn term. We will encourage secondary pupils to take these tests and to then continue to test twice weekly at home until the end of September (at which point we expect to receive further advice from DfE).

All staff will be strongly encouraged to undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

Staff and pupils with a positive lateral flow test result should self-isolate in line with the stay at home guidance. They will also need to get a PCR test to check if they have COVID-19.

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within two days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as s/he does not have COVID-19 symptoms.

Additional points

Paradigm Trust follows the prevailing UK Government and DfE advice re:

- clinically vulnerable pupils and adults
- clinically extremely vulnerable pupils and adults

- pregnant pupils and adults
- pupils and staff who may otherwise be at increased risk from coronavirus.

Individual risk assessments will be completed, when requested by staff or when, in the Trust's judgment, it is necessary to do so.

Paradigm recognises its duties under health and safety law to protect the mental as well as physical health of staff. A range of mental health support is available to Paradigm staff, including an offer of 1:1 telephone or video counselling. Staff have been informed as to how to access this provision.

We are clear that it is important to ensure that staff workload is reasonable. This point will be made clearly to managers and staff are encouraged to let their manager (or principal if needed) know if they have workload concerns. Paradigm Trust is very focused on ensuring efficiency of operations and has a strong track record of tackling workload issues appropriately.

These arrangements will only work if everybody - staff; pupils; parents/carers; other stakeholders - is vigilant and proactive in identifying possible issues/potential improvements and communicating those to relevant senior staff members in a timely and constructive manner. Health and safety and child protection are always everybody's responsibility and, in the current exceptional situation, never more so than now. We need to work together.

Principals, or their delegate, will monitor that the systems described in this document are being complied with.

Senior staff will be visibly present around school during the day. Principals will request feedback on these arrangements from staff on a regular basis (initially

daily, and then weekly) and all staff will also be able to share feedback and suggestions via: consultation@paradigmtrust.org