

crossteach 'Back To School' Plan September 2020

We are distinctively Christian.

Therefore if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.

Philippians 2:1-4

As we seek to return to our key activity of teaching about the Christian faith in schools, we will seek to reflect the tenderness, compassion, humility and care of Jesus. This will require us to put the interests and health of others ahead of our own. We will endeavour to implement the strict guidance necessary for the safety of all in a Jesus-like manner. In many instances this may mean we put our own needs, desires and preferences to one side in order to serve the more vulnerable and to love our neighbour well.

We are professional.

We will ensure we comply with all legal requirements, relevant guidance and school policies that relate to our work.

Our plan is based on the current available Government guidance, including (but not limited to);

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

We are collegiate

Not only will we comply with policies, we will work closely with schools, in a spirit of partnership. We will commit to frequent and clear communication to ensure all stakeholders are kept as safe as possible.

We will be flexible in our approach and provide schools with the services they believe will be of most benefit to their pupils within the current situation – e.g. we may provide pre-recorded Acts of Worship as well as 'in-person' Acts of Worship.

We will also work closely with our partner churches whenever we intend to visit their buildings to meet with their staff and/or congregations.

Everyone at crossteach (staff, trustees and volunteers) will receive the information and support they need during this transition back to schools. We will provide frequent opportunities to ask questions, raise issues and express personal concerns.

We are reputable.

We will continue to be transparent throughout this period. This means we are more than happy to provide relevant documentation or other information to any individual or organisation connected to our work.

Introduction

Our intention is to return to teaching about the Christian faith in schools as much as schools will allow us, up to the full capacity of each team.

The government has decided to re-open schools fully from September, with a number of measures in place to keep pupils and adults as safe as possible.

We recognise that, while Covid-19 remains within our communities, this is not a risk-free situation. However, the guidance is clear that the risk is kept to a minimum by following the guidance provided. The balance of risks is in favour of children returning to school and adults returning to work.

While we are confident that schools and churches will have implemented their own procedures in relation to Covid-19 safety, we have developed our own, in light of our duty of care to staff and volunteers and this should be used as the minimum expected of staff and volunteers. Where any external venue requires stricter procedures to be followed, staff and volunteers **MUST** adhere to these procedures while at that venue.

We are also aware that the situation may change significantly and rapidly. We will do our best to keep up to date with the situation nationally, locally and in each individual school where we work. Where the situation changes, we will work to update these procedures accordingly.

Section 1: Protective Measures Plan: Following Public health advice to minimise coronavirus (COVID-19) risks

crossteach will follow the PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. Our aim will be to implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

Essential measures include:

- a requirement that people who are ill 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 distancing between individuals wherever possible and minimise potential for contamination so far as is reasonably practicable

1.1 Risk assessments

We are required to comply with health and safety law, by assessing risks and putting in place proportionate control measures. As employers we must take reasonable steps to protect staff from coronavirus (COVID-19) and other health and safety risks within the workplace setting.

We will follow the guidance on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, in the HSE guidance on working safely.

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

We will regularly review our COVID-19 risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out above.

Risk assessments will be reviewed at least once every half term.

Our COVID-19 Risk Assessment will be shared with staff in draft form and approved by trustees. We will publish it on our website to provide transparency of approach to staff, volunteers, partners, parents and supporters.

Employers have a legal duty to consult their employees on health and safety in good time, given the time scale between guidance being released and school reopening. Staff will be involved in discussions around health and safety decisions to help them understand the reasons for the measures being put in place. We will do this by listening and talking to them about how we intend to manage risks from coronavirus (COVID-19). The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that crossteach takes their health and safety seriously.

We will work closely with staff and volunteers when agreeing the best approaches. Where the personal circumstances of staff or their families create added concerns, we will listen and do our best to address these concerns by offering reassurance or providing additional protective measures where appropriate. This may take the form of an individual risk assessment.

It is important that employers know how effective their risk controls are. We will monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

We will develop active arrangements to monitor that the controls are:

- effective
- working as planned

- updated appropriately considering any issues identified and changes in public health advice

1.2 The system of controls: protective measures

Having assessed the risk, we will work through the following system of controls, adopting measures in a way that addresses the risk identified in their assessment and allows us to return, as far as possible, to our work of teaching about the Christian faith in schools.

This is the set of actions staff and volunteers must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention:

To be in place all the time:

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend crossteach managed venues, nor external venues.

Staff and volunteers must not attend external venues if:

- they have tested positive for COVID-19 and symptoms started within the last 7 days / are ongoing
- they have any of the suspected or more than one of the possible COVID-19 symptoms / are awaiting test results.
- a member of their household has tested positive for COVID—19 and they are self-isolating for 14 days from when the household member first had symptoms
- a member of their household has more than one of the possible symptoms of COVID-19 and they are awaiting their test results

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

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Suspected symptoms identified in PHE guidance are:

- a new, continuous cough
- a high temperature
- a loss of, or change in, their normal sense of taste or smell (anosmia),

Anyone with any of the **suspected symptoms** must stay at home or be sent home from an external venue 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 the household should self-isolate for 14 days from when the symptomatic person first had symptoms. If the person with symptoms has a negative test result everyone in the household can stop self-isolating.

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

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Possible symptoms identified by the World Health Organisation include:

- fatigue
- aches and pains.
- sore throat.
- diarrhoea.
- conjunctivitis.
- headache.

- loss of taste or smell.
- a rash on skin, or discolouration of fingers or toes.

Crossteach policy is that anyone with **more than one possible symptom** (without an obvious alternative cause) should not attend external venues. Staff and volunteers should arrange a COVID-19 test as soon as possible in order to confirm that they are able to return to work once they feel well enough to do so.

If staff meet the criteria for not working at an external venue, they are still expected to carry out duties at home. If they are not well enough to work in this way, they must report their sickness to their Line Manager in the usual way.

2) *clean hands thoroughly more often than usual.*

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. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

All staff and volunteers will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying, or sanitise them with alcohol hand sanitiser;

- Before leaving home to travel to an external venue
- On arrival at an external venue
- After using the toilet
- When changing rooms
- Before and after eating any food (inc. snacks) within an external venue
- Before leaving the external venue

All staff and volunteers should also comply with any additional hand washing procedures required at the external venue.

Staff and volunteers should carry hand gel (of at least 60% alcohol content) with them whenever they visit an external venue.

Staff and volunteers should ensure they have sufficient amounts of hand gel and the cost of these items can be reclaimed as a work expense.

3) *ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*

The 'catch it, bin it, kill it' approach continues to be very important.

Staff and volunteers should carry tissues with them whenever they visit an external venue.

Staff and volunteers should ensure they have sufficient amounts of tissues and hand gel and the cost of these items can be reclaimed as a work expense.

Crossteach managed venues (e.g. office space within a church) must have lidded bins for tissues and any tissues used must be disposed of in the lidded bins provided.

Crossteach does not require staff or volunteers to wear face masks. However, all staff and volunteers must wear a face mask if required to do so by an external venue they are attending to deliver a crossteach activity, unless they have a recognised reason for exemption (e.g. asthma). Where a member of staff or volunteer is exempt from wearing face masks, they should carry evidence of this with them to show to external venue staff.

Staff and volunteers are allowed to wear face masks, even when not compulsory to do so, but please remember that there may be negative effects on communication and thus education.

Anyone wearing a face covering must ensure they;

- wash or sanitise their hands before putting on or removing their face covering,
- touch it by the straps only,
- store it in a closed plastic bag when they are not wearing it or dispose of it in a lidded bin.

4) introduce enhanced cleaning, including cleaning frequently touched surfaces, resources and/or equipment often, using standard products such as detergents and bleach.

Cleaning and disinfecting of frequent touch surfaces within crossteach managed venues will need to be discussed and agreed with the host church.

We would expect;

- Thorough cleaning of all surfaces in all areas of the venue at the start or end of every day, following a usual cleaning rota
- Cleaning of frequent touch surfaces and shared resources within the venue.

We should follow the revised guidance for cleaning non-healthcare settings.

5) minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.

Staff should continue to work from home wherever possible.

Schools will have systems of 'bubbles' to minimise the number of individuals any person has contact with. Staff and volunteers must be clear on the school's systems work within them when attending the venue to deliver crossteach activities.

Staff should review and plan any activities to ensure any group work does not require pupils to work in more than one group. Groups should be as small as possible, given that they are likely to be in closer contact with each other.

Staff should be willing to be flexible when discussing the provision of crossteach activities. It may be that our activities can be delivered outdoors and/or remotely using ICT equipment, without any significant impact on the educational value.

We will temporarily drop our usual desire to have at least 2 workers or volunteers at a crossteach activity.

This DOES NOT mean that an activity can be supervised by a single adult. This would be in breach of our safeguarding policy and MUST NOT happen.

However, if a member of school staff (e.g. RE Teacher) is going to be present during the activity, then only one crossteach member of staff needs to attend.

Maintaining Distance

Maintaining a distance between people and reducing the amount of time they are in face to face contact lowers the risk of transmission, especially while inside. Staff and volunteers will be expected to maintain a 2 metre distance from others wherever this is possible.

Where this is not possible, they will be expected to maintain as much distance as possible, avoid close face to face contact and minimise time spent within 1 metre of anyone.

Staff and volunteers should comply with the social distancing arrangements of any external venue they attend to deliver a crossteach activity.

Staff and volunteers should work with school staff to organise classrooms for crossteach activities to support social distancing and minimising the number of contacts.

Government guidance is that staff should stay at the front of the class. Crossteach staff and volunteers should adhere to this guidance as far as possible.

Staff and volunteers should check with school staff regarding the policy for moving around the room to support pupils.

Staff and volunteers should aim to arrive at a school in advance of the start time of the crossteach activity (at least 10 minutes in advance). This will allow staff and volunteers to move around the school when pupils are not moving around.

If staff or volunteers make use of a staffroom, staff workroom, office, staff toilets or other staff facilities they must do all they can to maintain 2 metre distancing.

We will minimise the number of visitors to all crossteach managed venues to essential visitors only and keep a record of all visitors. We will ensure that there is site guidance on physical distancing and hygiene and that this is explained to visitors on or before arrival.

Providing first aid assistance to an individual requires close contact, potentially for an extended period.

Crossteach staff have received first aid training and already carry with them a first aid kit to any external venue for a crossteach managed activity (e.g. an after school club in a church building). Teams should ensure these first aid kits have appropriate gloves to avoid direct contact between individuals. The kits should also include a face shield, providing a greater degree of protection than a face mask.

If a member of staff is at an external venue that has first aid kits, and they discover these kits do not have gloves and face shields (or other items to mitigate Covid-19 risks) they must balance the risks involved before providing first aid – i.e. is the risk of not giving first aid greater than the risks of Covid-19 being transmitted?

If a member of staff decides not to administer first aid, they must make a request for the external venue to send someone who is trained in first aid.

Equipment and Resources:

Many crossteach activities make use of a variety of equipment and resources.

Staff and volunteers should have their own equipment for use at external venues.

E.G.

Drinking cup and water bottle

Whiteboard markers

Remote PowerPoint controller

Hand sanitiser gel

Tissues

Laptop

Staff should have appropriate wipes to clean any equipment if it is touched by another individual and to clean equipment at the end of each day.

Staff should review and plan activities to avoid the unnecessary use of resources.

Where resources are to be provided to pupils (if required) are to be cleaned before being distributed.

Classroom resources (e.g. books, games etc.) can be used and shared within a 'bubble'. These should be cleaned regularly.

Resources that are shared between 'bubbles' should be cleaned after each use, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.

Teams should consider the costs of having multiple resources compared with the cost and time involved in cleaning resources.

Staff should take shared resources home (or return them to where they are stored), although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.

Cleaning and rotation of items **MUST** be followed.

6) *where necessary, wear appropriate personal protective equipment (PPE)*

It is unlikely that crossteach staff and volunteers will be required to wear PPE.

Staff should ensure their first aid kits include; surgical face masks, aprons, visors and gloves for first aid and any other circumstances where they need to touch or go within 2 metres of another person. Staff will not be required to wear this unless there is reason to believe the other person has suspected or possible COVID-19 symptoms, or the member of staff is clinically vulnerable.

Response to any infection:

Must be followed:

7) *engage with the NHS Test and Trace process*

We will ensure that we understand the NHS Test and Trace process and how to contact our local Public Health England health protection team. We will ensure that staff and volunteers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and volunteers must not attend an external venue if they have symptoms, and must be sent home to self-isolate if they develop them while in an external venue.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

We will encourage anyone who displays symptoms of coronavirus (COVID-19) to have a test. We will ensure that staff and volunteers know how to book a test.

COVID-19 tests can be booked via the links below:

- <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
- <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Ordered by phone NHS 119 (for those without access to the internet).

We will ask staff and volunteers to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or

flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to external venues only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

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

Crosstech will inform external venues (e.g. schools and/or churches) that have been visited within the last 14 days by a member of staff or volunteer who has tested positive for COVID-19.

[Teams must ensure school contact information is kept up to date]

A record of activities at external venues MUST be maintained to support the NHS Test and Trace initiative. Staff should use the shared calendar system and include – venue name, contact details, workers and volunteers attending, any other group who will also be present (e.g. class name)

8) *manage confirmed cases of coronavirus (COVID-19) amongst the staff and volunteer team*

We will take swift action if we become aware that someone who has attended an external venue has tested positive for coronavirus (COVID-19).

Crosstech will inform external venues (e.g. schools and/or churches) that have been visited within the last 7 days by a member of staff or volunteer who has tested positive for COVID-19.

[Teams must ensure school contact information is kept up to date]

We will contact the local health protection team as soon as possible. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended a school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

We will follow the guidance of the health protection team. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, a record of activities at external venues MUST be maintained. Staff should use the shared calendar system and include – venue name, contact details, workers and volunteers attending, any other group who will also be present (e.g. class name)

Household members of those contacts who are sent home do not need to self-isolate themselves unless the staff member or volunteer who is self-isolating subsequently develops symptoms.

If a member of staff or volunteer, that has been asked to self-isolate, develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their Line Manager immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

9) assist with the containment of any outbreak by following local health protection team advice

If we discover two or more confirmed cases among our staff and volunteers, within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may indicate that there is an outbreak, and we must work with the local health protection team who will be able to advise if additional action is required.

Section 2: crossteach operations

2.1: Transport

For staff and volunteers to attend external venues to deliver a crossteach activity, they will need to travel to the venue.

We will encourage everyone to walk or cycle to external venues if possible, in line with government guidance.

Sharing cars would be our normal practice, but staff should carefully consider if this is the best thing to do, ensuring that they follow Government Coronavirus (COVID-19) safer travel guidance for private cars. The guidance is available via:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>

Public transport should be used only if necessary and in accordance with government guidance. Hand sanitiser to be used upon boarding and disembarking any public transport.

2.3: crossteach workforce

Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, it is expected that most staff and volunteers will attend external venues.

It remains the case that wider government policy advises those who can work from home to do so.

Staff who are clinically vulnerable or extremely clinically vulnerable

Government guidance states that the risks to all staff will be mitigated significantly by the measures indicated in Section 1, including those who are extremely clinically vulnerable and clinically vulnerable. The government expects that this will allow most staff to return to the workplace, although they advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

We will follow the advice for those who are clinically vulnerable, including pregnant women.

Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.

If possible, we will be flexible in how staff who are clinically extremely vulnerable are deployed to enable them to work remotely, or in roles where it is possible to maintain social distancing.

Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. We will always listen and respond to any individual concerns, explain the measures the school is putting in place to reduce risks, carry out an individual risk assessment on request, and try as far as practically possible to accommodate additional measures where appropriate.

We will follow the government guidance that staff who live with those who have comparatively increased risks from coronavirus (COVID-19) can attend the workplace.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf

Staff wellbeing

We will consider how best to support staff who are anxious about returning to school.

We will explain to all staff the measures we are proposing putting in place and involve all staff in that process.

Planning will build in the need to avoid increases in unnecessary and unmanageable workload burdens. We may review existing practices in this respect.

Staff deployment

We may need to alter the way in which we deploy our staff and volunteers, and use existing staff and volunteers more flexibly. Line Managers will discuss and agree any changes to staff roles with individuals. In relation to any redeployment of staff, we will be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff.

Staff and Volunteer Numbers

We will consider how to ensure the number of staff and volunteers attending an external venue is the minimum required for the activity, and in line with this policy, the crossteach safeguarding policy and any relevant policies in effect at the external venue.

Staff taking leave

We will keep up to date with the latest guidance on quarantine, and ensure that we are aware of any members of staff with pre-existing holiday plans who will now be required to quarantine during term time.

There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.

Where it is not possible to avoid a member of staff having to quarantine during term time, we will consider if it is possible to temporarily amend working arrangements to enable them to work from home only and not be required to attend external venues.

Volunteers

Volunteers may be used to support the work of crossteach. They will be properly supported and given appropriate roles. Volunteers should be given a copy of this plan and acknowledge they will adhere to the requirements and process described. The mixing of volunteers across 'bubbles' will be kept to a minimum.

Section 3: Our Activities

3.1: Planning

Activities should be planned thoughtfully, with the guidance in mind, to ensure that what staff, volunteers and pupils participate in complies with the relevant guidance and provides a safe environment.

This includes, but is not limited to;

- Keeping any close contact to a minimum and only included when necessary.
- Keeping the use of shared resources to a minimum and only included when necessary
- Can the activity be delivered outdoors or remotely, without reducing the educational benefits?
- The number of crossteach staff and volunteers should be no more than the minimum required.

As far as possible, staff should still work towards the published crossteach best practice guidance for all activities. Failure to meet these standards is acceptable when the reason is to comply with Covid-safe guidance.

We should still bear in mind the benefits of the services we provide and that these go beyond the delivery of curriculum content.

Our stated aims are;

- To provide direct encounters with Christians speaking about their faith which are enjoyable, memorable and challenging.
- To teach informed RE lessons that provoke critical enquiry and thoughtful reflection.
- To lead inspiring, stimulating Collective Worship.
- To run extracurricular activities that allow pupils to explore fundamental questions about human life, religion and belief.

Section 5: Contingency planning for outbreaks

A Single School Stops Visitors Attending Site

Inform

All of the related stakeholders should be informed;

- All team members
- All relevant volunteers
- National Director
- Local Church partners and supporters so that they can pray for the situation

Remember: if this decision has been made due to suspect or confirmed cases of Covid-19 within the school, staff and volunteers should follow the guidance described earlier if they have had any contact with the infected (or suspected infected) individuals.

Remote Resources

Staff should contact school staff to discuss the ways in which we might continue to support them.

Possible support includes

- A. Live input via a remote video connection

Crossteach staff have access to Zoom Pro, Google Meet and MS Teams for this purpose.

Staff MUST ensure these activities comply with the crossteach safeguarding policy.

As a minimum, a member of school staff MUST be present during the entire activity.

Crossteach staff should record the activity.

Staff should make notes about any incidents that gave them cause for concern.

These activities must also be recorded in the shared calendar system.

- B. Online resource library

We already have a set of resources available for schools to use and we plan to add to this according to capacity and school requests.

Schools will be provided with a log in to access these resources.

Our resources include videos and activity plans.

We have resources available for lessons, acts of worship and extra-curricula activities.

Schools can request resources where they do not currently exist. We will endeavour to create these resources, but it is subject to capacity, etc.

Crossteach best practice guidelines still apply for these online resources for the applicable sections.

Staff

In this situation, we will review the working capacity and workload for all affected staff. This may mean an adjustment in hours worked and/or a change in duties.

Staff will be consulted in this process and fully informed about any decisions made.

A Single School Closes due to a Covid-19 Outbreak

Inform

All of the related stakeholders should be informed;

- All team members
- All relevant volunteers
- National Director
- Local Church partners and supporters so that they can pray for the situation

Remember: staff and volunteers should follow the guidance described earlier if they have had any contact with the infected (or suspected infected) individuals.

Remote Resources

Staff should contact school staff to discuss the ways in which we might continue to support them.

Possible support includes

- A. Live input via a remote video connection

In this situation, pupils will be working at home. Our preference would be for crossteach staff to provide video recordings rather than being involved in live activities.

Staff have access to Zoom Pro, Google Meet and MS Teams for this purpose.

Staff **MUST** ensure these activities comply with the crossteach safeguarding policy.

As a minimum, a member of school staff **MUST** be present during the entire activity.

Crossteach staff should record the activity.

Staff should make notes about any incidents that gave them cause for concern.

These activities must also be recorded in the shared calendar system.

Staff **MUST** never have any direct contact with pupils via an online video connection.

- B. Online resource library

We already have a set of resources available for schools to use and we plan to add to this according to capacity and school requests.

Schools will be provided with a log in to access these resources.

Our resources include videos and activity plans.

We have resources available for lessons, acts of worship and extra-curricula activities.

Schools can request resources where they do not currently exist. We will endeavour to create these resources, but it is subject to capacity, etc.

Crossteach best practice guidelines still apply for these online resources for the applicable sections.

Staff

In this situation, we will review the working capacity and workload for all affected staff. This may mean an adjustment in hours worked and/or a change in duties.

Staff will be consulted in this process and fully informed about any decisions made.

A Local Outbreak

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.

In the event of a local outbreak, the PHE health protection team or local authority may advise a school or a number of schools to close temporarily to help control transmission. Schools should have a contingency plan for this eventuality. This may involve providing remote education for pupils.

Inform

All of the related stakeholders should be informed;

- All team members
- All relevant volunteers
- National Director
- Local Church partners and supporters so that they can pray for the situation

Remember: staff and volunteers should follow the guidance described earlier if they have had any contact with the infected (or suspected infected) individuals.

Remote Resources

Staff should contact school staff to discuss the ways in which we might continue to support them.

Possible support includes

- C. Live input via a remote video connection

In this situation, pupils will be working at home. Our preference would be for crossteach staff to provide video recordings rather than being involved in live activities.

Staff have access to Zoom Pro, Google Meet and MS Teams for this purpose.

Staff **MUST** ensure these activities comply with the crossteach safeguarding policy.

As a minimum, a member of school staff **MUST** be present during the entire activity.

Crossteach staff should record the activity.

Staff should make notes about any incidents that gave them cause for concern.

These activities must also be recorded in the shared calendar system.

Staff **MUST** never have any direct contact with pupils via an online video connection.

- D. Online resource library

We already have a set of resources available for schools to use and we plan to add to this according to capacity and school requests.

Schools will be provided with a log in to access these resources.

Our resources include videos and activity plans.

We have resources available for lessons, acts of worship and extra-curricula activities.

Schools can request resources where they do not currently exist. We will endeavour to create these resources, but it is subject to capacity, etc.

Crossteach best practice guidelines still apply for these online resources for the applicable sections.

Staff

In this situation, we will review the working capacity and workload for all affected staff. This may mean an adjustment in hours worked and/or a change in duties.

Staff will be consulted in this process and fully informed about any decisions made.