



ABU HANIFAH FOUNDATION

Excellence in Islamic Education

“Where every child matters”

Coronavirus (COVID-19) Policy & Risk Assessment

Updated August 2020

Introduction

Whilst it is mandatory for schools to fully re-open in September 2020, madrasahs as supplementary schools do not fall under the same legal requirements. The AHF Madrasah will only open when safe and legal to do so according to government guidelines.

That said, returning to madrasah is vital for children's religious education and for their wellbeing. Time out of madrasah is detrimental for children's holistic development, particularly for disadvantaged children.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of educational settings.

While coronavirus (COVID-19) remains in the community, this means making judgments at a madrasah level about how to balance minimising any risks from coronavirus (COVID-19) by maximising control measures, while also providing a full educational experience for children.

How COVID-19 is Spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes (termed respiratory secretions) containing the virus are most likely to be the most important means of transmission.

There are 2 routes by which people could become infected:

- Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs
- It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions, and then touching their own

mouth, nose, or eyes (such as touching a door knob or shaking hands and then touching one's own face).

Protective measures to minimise coronavirus (COVID-19) risks

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 those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

We will try and reduce contact by (as much as possible):

- have an effective blended learning programme with some classes taking place online
- Remote learning will continue to form an integral part of the madrasah teaching
- Have a gradual phased approach with the madrasah functioning at a third capacity
- minimising the number of children in a class
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Risk assessment

At AHF, the wellbeing of our students and staff is our number one priority. Therefore, we will do our utmost to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

As part of planning for a return in September, we will revisit and update our risk assessments, and consider additional risks and control measures to enable a return to full capacity in the autumn term. We will review and update our wider risk assessments and

consider the need for relevant revised controls in respect of the conventional risk profile considering the implications of coronavirus (COVID-19).

We will ensure all emergency contact details and health information are up to date.

We will ensure that we 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.

We will also regularly update and adapt our risk assessments considering any issues identified and changes in public health advice.

System of controls

Prevention:

- 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 madrasah
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- 7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the madrasah community

9) contain any outbreak by following local health protection team advice

To help ensure that the risk of virus spread for both staff and children is as low as possible at Abu Hanifah Foundation (AHF) we will:

- Appoint Covid-19 designated persons from existing staff and management:
 - Designated Covid-19 Safety Lead: Maulana Mubarak Patel (SLT)
 - Designated Deputy Covid-19 Safety Lead: Maulana Irfan Ally (SLT)
 - Designated Covid-Safety Lead: Dr. Khalid Master (Non-Exec)
 - Safeguarding Lead: Hafidh Ismail Adam (SLT)
- Have a separate Covid-19 task team including members from the management and school staff.
- Produce a detailed Covid-19 Risk Assessment form.
- Ensure that pupils, staff and other adults do not come into madrasah if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days.
- Ensure that pupils, staff and other adults do not come into madrasah if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days.
- Ensure that anyone who develops coronavirus (COVID-19) symptoms during the madrasah day is sent home. If anyone in the madrasah becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), will be sent home.
- Ensure parents, carers, children, staff or any visitor will **NOT** enter the setting if they, or anyone in their household, are displaying **any** symptoms of coronavirus (COVID-19).

- Ensure parents, and visitors, are not be allowed in the building during operational hours. If a parent wants to meet the SLT or staff member then an appointment will be required in advance. Where possible we will arrange meetings online.
- Ensure site guidance on physical distancing and hygiene is visible both outside and inside the building.
- When a child enters the setting their temperature is taken by a member of staff. Public Health England is clear that routinely taking the temperature of pupils is not a reliable method for identifying coronavirus (COVID-19) and therefore we will only send children home if there is a consistent high temperature.
- If parents, carers, children, staff, displays any Covid-19 symptoms they must stay quarantined for at least 7 days from when the symptoms first appear and self-isolate for 14 days if a member of the household has any symptoms.
- Parents will send in water from home clearly labelled with their child's name and will be taken home at the end of the session.
- Local Council, staff and parents will be notified of any cases in the setting.
- Children should be accompanied by only one parent/carer when being dropped off and picked up from the setting.
- Parents should wait outside in the car park and avoid entering the building.
- Respect social distancing and keep 2m apart from other families.
- A member of staff will meet you at the entrance of the building and escort your child into the setting.
- Automatic sensor operated hand sanitiser dispensers will be located at all entrances and all staff and students will be required to use hand sanitiser every time they enter or leave a building.

- We advise all adults and children to use face coverings when outside and coming to madrasah and going home from madrasah. Pupils should not touch the front of their face covering during use or when removing it. They must also wash their hands immediately on arrival.
- Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. Therefore, they are not required in the madrasah as students and staff may struggle to keep them on through the day, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.
- The majority of staff in education settings will not require PPE beyond what they would normally need for their work. All staff member will be provided with their personal face shield visors to use in class if required.
- Staff and children will be encouraged not to touch their faces.
- The 'catch it, bin it, kill it' approach continues to be very important, so we will ensure that there are enough tissues and bins available in each class to support children and staff to follow this routine.
- Staff and children will use a tissue or elbow when coughing or sneezing and will put the tissue in the bin.
- Staff and children, after coughing, sneezing, blowing their nose, will wash their hands.
- Any child who has trouble washing their hands properly will be helped to do so.
- Children will visit the bathroom one after the other.
- We will keep student groups separate (in 'bubbles') and also maintain distance between individuals. We appreciate the youngest children, cannot socially distance from staff or from each other and therefore maintaining distinct groups or 'bubbles' that do not mix will limit contact and make 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.

- Groups will be kept apart and movement around the madrasah site will be kept to a minimum. The building will be sectioned off to avoid groups mixing with each other.
- We will also have staggered start and finish times to limit the number of children entering and leaving the premise at one time.
- To minimise contact, each 'bubble' will be allocated separate doors to enter and exit the building, and also separate toilet and ablution facilities.
- During classroom learning children will be spaced out around the tables leaving a gap between each child.
- For children old enough, they will be supported to maintain distance and not touch staff and their peers where possible.
- We will avoid large gatherings such as assemblies or collective worship with more than one group. Salah (ritual prayers) will be performed in each classroom, within each 'bubble'.
- Staff will not stand closer than 2 meters with any other adult.
- For individual and very frequently used equipment, such as pencils and pens, staff and pupils should bring their own items that are not shared. Classroom based resources, such as books and games, will be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.
- Students will be asked to limit the amount of equipment they bring into madrasah each day, to essentials such as water bottles, coats, books, and stationery. Bags are allowed.
- Staff will clean all resources and equipment throughout the day.
- Staff will ensure before each session, resources and equipment are full wiped down with anti-bacterial.

- Our cleaners will also implement enhanced daily cleaning, including cleaning frequently touched surfaces and toilets.
- Hand washing guides will be placed in the bathroom.
- SLT to check child's temperature if they are feeling unwell
- If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, they will be placed in an area which is at least 2 metres away from other people.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.

Guidance on dealing with suspected or confirmed cases of COVID-19 at AHF

What to do if child or adult becomes unwell and believe they have been exposed to COVID-19

To be sent home and Call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), and if appropriate, explain which country they have returned from in the last 14 days.

Try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a shut door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or their pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.

If they need to go to the bathroom whilst waiting to go home, they should use a separate bathroom if available.

Make sure that children tell a member of staff if they feel unwell.

When a child, or staff member develops any symptoms compatible with coronavirus they will be sent home and advised to self-isolate for 7 days and their family for 14 days. All staff and children attending a childcare setting will be able to have access to a test if they display symptoms of coronavirus.

Once the results arrive, those who test negative for COVID-19 will be advised individually about return to AHF and household member can end their isolation.

What to do if a case of COVID-19 is confirmed at AHF

Where the child or staff member test positive, the rest of the setting within the education setting will be sent home and to self-isolate for 14 days. Other members do not need to self-isolate in their home unless they show symptoms. The setting will be deeply cleaned to get rid of the virus. As part of the National test and trace program, if other cases are detected, public health England's local health protection will conduct an investigation and in some cases the setting will have to close down.

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.

In consultation with the local Director of Public Health, where an outbreak in madrasah is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole madrasah if necessary, in line with routine public health outbreak control practice.

What to do if children or staff at AHF are contacts of a confirmed case of COVID-19 who was symptomatic while attending AHF

The definition of a contact includes:

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case, or equivalent setting.

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others, however:

- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation guidance
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19

- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

If a child becomes unwell and believe they have been exposed to COVID-19:

The child must be isolated in the same manner as an adult.

The child's parent will be called to collect the child immediately, 111 will also be called for advice and if required an ambulance will be called. The child should be off the madrasah premises within one hour of becoming unwell.

After the child or staff member has left the room used for isolation will need to be deep cleaned, including any objects/items touched.

Riddor Reporting of Covid 19:

We will make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

Staff Guidance

All staff should follow the measures set out in this policy to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in this document.

Additional training will be provided to staff members including infection control training, risk assessment planning, health and safety and safeguarding.

Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow government advice. A risk assessment for pregnant women will also be carried out in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

We have a legal obligation to protect our employees, and others, from harm and will continue to assess health and safety risks and consider how to meet equalities duties in the usual way.

Guidance to assist professionals

As COVID-19 has only been recently identified, guidance to support professionals is regularly being updated or published. Up-to-date advice can be found through the following links

Coronavirus (COVID-19): latest information and advice:

<https://www.gov.uk/coronavirus>

Guidance for educational settings

<https://www.gov.uk/coronavirus/education-and-childcare>

NHS Test and Trace

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Coronavirus (COVID-19) Risk Assessment

Updated August 2020

Preparing Buildings and Facilities			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none">▪ Have the premises and utilities been checked to ensure the building is compliant?	<ul style="list-style-type: none">▪ Things that should be checked include:<ul style="list-style-type: none">· Water· Fire alarm testing· Repairs· Boiler/heater servicing· Insurance· Any other statutory inspections	Done	17/08/20

<ul style="list-style-type: none"> ▪ How will staff and students enter and exit the building? 	<ul style="list-style-type: none"> ▪ Parents and students strongly advised to walk to the Madrasah where possible. Those students who are car sharing will be advised to wear a mask in the car. ▪ All four entrances to the building will be used. ▪ Basic screening in place: temperature check, ask if high risk, etc. ▪ Parents cannot enter the building during opening and closing times. Specific allocated times for opening reception office for parents. ▪ All students, staff and any visitors will be asked to sanitize hands upon entry and exit. ▪ All students and parents will be advised to wear a mask whilst coming to and going from the building to home. ▪ Where safely possible, doors will be left ajar to ensure surfaces are not touched unnecessarily. ▪ Parents will be strongly advised to simply pick up and drop off. They will be asked to avoid unnecessary gatherings and talking to other parents. 		
<ul style="list-style-type: none"> ▪ What physical changes are required to the building? 	<ul style="list-style-type: none"> Non essential areas to be closed off. 		
<ul style="list-style-type: none"> ▪ What type of signage is required and where will it be applied? 	<ul style="list-style-type: none"> ▪ Information posters displayed on notice boards and in the corridors. ▪ 'Covid-19 symptoms' posters to be displayed. <ul style="list-style-type: none"> ▪ 'Good hygiene practice' posters to be displayed. ▪ 'Catch it, Bin it' Kill it' posters to be displayed. 		

	<ul style="list-style-type: none"> ▪ Floor signage e.g., one-way arrows. 		
<ul style="list-style-type: none"> ▪ What changes are required in the office to ensure office-based staff can work safely? 	<ul style="list-style-type: none"> ▪ Staff members who share offices will be socially distanced in their respective offices. If an SLT member needs to speak to a teacher in their office, then social distancing will be in place. <p>All meetings should be completed online. Where there is a need to hold a meeting in the building, there will be social distancing.</p> <ul style="list-style-type: none"> ▪ Staff should wipe down their computer and keyboard after using. 		
<ul style="list-style-type: none"> ▪ Have non-essential areas of the building been closed off to students? 	<p>Non essential areas will be closed off.</p>		
<ul style="list-style-type: none"> ▪ How have classrooms been adapted to be COVID-19 secure? 	<p>All extra furniture in classrooms to be removed to make way for tables to be distanced out. Larger classrooms and spaces will be used. Each year group will be in a bubble group and will not mix with other students and staff outside of their bubble.</p>		
<ul style="list-style-type: none"> ▪ How have any potential breaches of social distancing guidelines been mitigated with regards to movement around the school? 	<p>Madrasah circulation plans have been reviewed. Where possible, one way systems have been put in place. Pinch points and bottle necks have been identified and will be managed accordingly. Movement of children has been minimised as much as possible. Students will stay in classrooms and teachers will move around. Students will be constantly reminded to social distance.</p>		

Cleaning and Waste Disposal

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ Is there an enhanced cleaning regime in place? 	<ul style="list-style-type: none"> ▪ Items that need to be cleaned every day include surfaces that are touched more often such as: <ul style="list-style-type: none"> · Desks · Chairs · Door handles · Sinks · Toilets · Light switches · Bannisters · Railings · Coat hooks · Taps · Benches · Toilet flush etc ▪ Also to be included in the cleaning: <ul style="list-style-type: none"> · Window sills ▪ All hand towels to be removed with disposable paper tissue in use at all times. COVID19: Cleaning in non-healthcare settings guidance. ▪ Guidance for Cleaning: <ul style="list-style-type: none"> · Maintain social distancing. · Wear protective clothing if necessary when using detergents and bleach. · Wash your hands thoroughly before and after cleaning. · Use soap and water, and scrub for at least 20 seconds. · Ventilate rooms before you clean. · Allow fresh air to circulate for at least 20 minutes after cleaning. If possible, leave all windows open. 		

	<p>Daily cleaning checklist in each classroom</p> <p>Cleaning Checklist:</p> <p>Keyboard</p> <p>Remote</p> <p>Switches</p> <p>Desk and chairs</p> <p>Door handles</p> <p>Window sills</p> <p>Any other surfaces</p>		
<ul style="list-style-type: none"> ▪ Has a cleaning team been organised? 	<p>Yes</p>		
<ul style="list-style-type: none"> ▪ Do we have adequate cleaning supplies and facilities around the Madrasah? 	<ul style="list-style-type: none"> ▪ Anti-bacterial cleaning material. ▪ Masking / Barrier tape. ▪ Classroom bins. ▪ Bin liners. ▪ Shoe bags. <ul style="list-style-type: none"> ▪ Disposable paper towels, tissues and wipes. ▪ Hand sanitizer stations at each entrance <ul style="list-style-type: none"> ▪ Sufficient handwashing facilities. ▪ Appropriate PPE for cleaning staff, including disposable gloves and disposable aprons. ▪ Use a disposable cloth to wipe down surface, followed by a wet water wipe. ▪ If there is a hard floor you can leave it to dry. 		

<ul style="list-style-type: none"> ▪ Is there hand sanitiser available at the Madrasah entrance and in the classrooms? 	<p>Yes. At each entrance there is a sanitizer station.</p>		
<ul style="list-style-type: none"> ▪ What arrangements do we have in place for staff and students to clean their hands? 	<ul style="list-style-type: none"> ▪ Staff and students must: <ul style="list-style-type: none"> · Clean or sanitize their hands on arrival at Madrasah · Clean their hands after sneezing or coughing. · Not touch their mouth, eyes or nose after sneezing. · Use a tissue or elbow to catch coughs or sneezes and use bins for tissue waste. 		
<ul style="list-style-type: none"> ▪ What are the arrangements for the use of the toilet and wudhu facilities? 	<ul style="list-style-type: none"> ▪ Students to visit the toilet and perform wudhu at home before coming to Madrasah. To ensure there is no congregating outside the toilets, stickers will be put on the floor reminding students to social distance whilst waiting in the queue for the toilets. 		
<ul style="list-style-type: none"> ▪ What measures do we have in place to ensure that help is available for children who have trouble cleaning their hands independently? 	<p>Staff will advise. Video demonstrations will also be shown in class. ('How to wash your hands NHS song')</p> <p>https://www.bing.com/videos/search?q=nhs+video+washing+song&docid=608043145838135985&mid=82EF7E61328389CB28F082EF7E61328389CB28F0&view=detail&FORM=VIRE</p>		
<ul style="list-style-type: none"> ▪ Are there disposable tissues in each classroom? 	<p>Yes.</p>		
<ul style="list-style-type: none"> ▪ Do we have bins in the classrooms? 	<p>Yes.</p>		
<ul style="list-style-type: none"> ▪ How often will the bins be emptied and who will empty them? 	<p>Bins will be emptied every day by the cleaning staff</p>		

<ul style="list-style-type: none"> Do we have a waste disposal process in place for potentially contaminated waste? 	Potential contaminated waste will be removed by the cleaning team.		
<ul style="list-style-type: none"> What arrangements do we have in place for ventilation of all areas? <i>Where possible, all spaces should be well ventilated using natural ventilation (opening windows).</i> 	All doors and windows will be kept open. Teachers to be told to open the windows upon arrival and close them at hometime. SLT to check all windows closed after Madrasah has finished.		
No-Touch			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> Are staff and students able to walk from the Madrasah entrance to their classroom without having to touch any surfaces/doors? 	<ul style="list-style-type: none"> Where safely possible doors will be left ajar to ensure surfaces are not touched unnecessarily. 		
Staff Members			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> Who has been appointed as the Covid Safety Officer? 	<ul style="list-style-type: none"> A COVID-19 Safety officer has been appointed from the SLT and Non-Exec Committee. Deputy Covid-19 officer has also been appointed. 		
<ul style="list-style-type: none"> Are there enough staff members for the number of students/groups? 	Yes. A maximum of one teacher to 12 students, with an average of 1 teacher per 8 students.		
<ul style="list-style-type: none"> What arrangements have been made for staff members who are working from home? (Including those shielded, clinically vulnerable and/or living with someone in these groups). 	<ul style="list-style-type: none"> Those who are vulnerable or have underlying health conditions will be advised to stay at home indefinitely. 		

	<ul style="list-style-type: none"> ▪ Those who have Covid-19 symptoms, (or someone in their household has Covid-19 symptoms), should not attend Madrasah. Cover will be arranged. 		
<ul style="list-style-type: none"> ▪ What communication arrangements are in place with the staff members who are working from home? 	Multiple communication lines are already in place. Phone call, WhatsApp, email, Bromcom etc.		
<ul style="list-style-type: none"> ▪ Do we have enough staff members to cover staff who may go on sick leave? 	Yes. A cover team has been arranged already with several supply staff members.		
<ul style="list-style-type: none"> ▪ Have staff members been advised on Covid-appropriate clothing? 	Will be covered in Covid-19 training for Staff.		
<ul style="list-style-type: none"> ▪ Have staff members been trained in infection control? 	Training will be given in the week before Madrasah is to start.		
<ul style="list-style-type: none"> ▪ What arrangements have been made for staff meetings and training? 	All meetings and training will be held online. Where needed, they can be held in the building with distancing in place.		
<ul style="list-style-type: none"> ▪ Are all staff members clear on returning to Madrasah guidance and procedures? 	Training will be provided as appropriate.		
<ul style="list-style-type: none"> ▪ Have we reviewed and updated the approach for training new staff members? 	Yes. New staff will be trained online and where needed, will be trained in the building with distancing in place.		
<ul style="list-style-type: none"> ▪ Have all staff members been trained on the new procedures? 	<ul style="list-style-type: none"> ▪ Staff members will be trained in: <ul style="list-style-type: none"> · Correct use of PPE. · Identifying symptoms of Covid-19 · Disinfecting 		
What are the guidelines for staff members?	When attending Madrasah, staff members must follow the expectations outlined below. This will help to maintain the		

health and wellbeing of everyone in our Madrasah and wider community:

- Only come to Madrasah if you are free of any of the symptoms. If any staff member is symptomatic, they will inform the SLT and cover will be arranged.
- Go home as soon as Madrasah work is complete.
- Use the toilet and complete wudhu from home.
- Avoid sharing cars on the way to and from Madrasah. If doing so, wear a mask or face covering.
- Use a sanitiser to disinfect hands on entering and leaving Madrasah. Sanitize hands regularly during Madrasah, especially after coughing, sneezing and going to the toilet.
- Do not eat food at the Madrasah.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- Do not share belongings (e.g. books, stationery) with others. Staff will be given their own resource pack.
- When teaching, avoid movement around the classroom and try to maintain a distance from students at all times.
- Where possible, keep doors and windows open at all times.
- Bring your own water bottle.

Classrooms

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ How many staff members and students can use each classroom at one time whilst maintaining correct distancing? 	<ul style="list-style-type: none"> ▪ No more than 12 students in one class and two teachers. 		
<ul style="list-style-type: none"> ▪ What are the classroom entry and exit routes? 	One point of entry and exit.		
<ul style="list-style-type: none"> ▪ Have signs been put up in all classrooms? 	All signage will be put up prior to the September start		
<ul style="list-style-type: none"> ▪ Are there appropriate resources available within all classrooms? 	Yes. Unnecessary resources will be removed from all classrooms. Teachers will be given resource packs.		
<ul style="list-style-type: none"> ▪ Have non-washable or wipeable resources been removed from classrooms? 	<ul style="list-style-type: none"> ▪ Remove soft furnishings from the classroom. 		
<ul style="list-style-type: none"> ▪ Have information posters been displayed? 	<ul style="list-style-type: none"> ▪ 'Covid-19 symptoms' posters to be displayed. ▪ 'Good hygiene practice' posters to be displayed. ▪ 'Catch it, Bin it' Kill it' posters to be displayed. <p>AHF branded posters to be made and put up around the building.</p>		
<ul style="list-style-type: none"> ▪ What provisions are in place to limit the exchange of resources between staff and students? 	<ul style="list-style-type: none"> ▪ Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. Students will take their books home and not leave them in class. 		

<ul style="list-style-type: none"> ▪ What are the provisions for water and snacks for the students? 	<p>Snacks will not be provided to any students. Students will be told to bring their own water bottles from home.</p>		
Group Sizes			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ What is the maximum number of students per group? 	<ul style="list-style-type: none"> ▪ To maintain a safe distance, class sizes to be reduced with no more than 12 children in a classroom at any one time. 		
<ul style="list-style-type: none"> ▪ Have we applied signage and 2-metre markers at key points inside and outside the building? 	<p style="text-align: center;">All signage will be put up before September start</p>		
<p>What are the guidelines for staff members?</p>	<ul style="list-style-type: none"> ▪ Do not share belongings (e.g. books, stationery) with others. ▪ When teaching, avoid movement around the classroom and maintain a distance from students at all times. 		
<p>What are the guidelines for students?</p>	<ul style="list-style-type: none"> ▪ Use the toilet and complete wudhu before leaving home. ▪ Wear a mask or face covering if sharing a car with people from other households. ▪ Arrive at and leave Madrasah at the designated time. ▪ Do not congregate in the building before or after Madrasah. ▪ Use a sanitiser to disinfect hands on entering and leaving Madrasah. Wash hands regularly during Madrasah if possible, especially after coughing, sneezing and going to the toilet. 		

	<ul style="list-style-type: none"> ▪ Do not eat food at the Madrasah. ▪ Avoid physical contact at all times. No hugs, shaking hands etc. ▪ Do not share belongings (e.g. books, stationery) with others. ▪ In the classroom, sit in the same place at all times. Avoid touching displays and other surfaces. ▪ As access to toilets and ablution/wudhu areas will be limited and managed, if you need to enter the toilet only use the designated toilet cubicle / ablution area. 		
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Safeguarding

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ Is our Child Protection Policy up to date? 	<ul style="list-style-type: none"> ▪ Yes. Staff will be trained in Safeguarding during Training Week 		

Partial Reopening

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ What are the provisions for a blended approach between physical and remote learning? 	<ul style="list-style-type: none"> ▪ A phased return will be planned. A specific number of pupils will be in each day to ensure social distancing. As the term progresses, more and more students will be attending. Numbers will be decided upon the situation and logistics. 		

<ul style="list-style-type: none"> ▪ Will all students be given a chance to come into Madrasah at some point? 	<ul style="list-style-type: none"> ▪ Gradually all students will be able to have some form of face to face teaching. 		
<ul style="list-style-type: none"> ▪ What is our procedure for identifying vulnerable students and staff members? 	<ul style="list-style-type: none"> ▪ An up to date health checklist will be created to identify any vulnerable students and staff members. 		
<ul style="list-style-type: none"> ▪ How do we ensure those who are staying at home do not feel left out? ▪ How do we ensure that they get the emotional support that they require? 	<ul style="list-style-type: none"> ▪ Online teaching will continue for any student/s who remain at home. Learning packs will also be given. ▪ SLT and teachers will keep in regular contact with those children. 		

Emergency Evacuation

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ Have evacuation routes been confirmed? Does signage accurately reflect this? 	<ul style="list-style-type: none"> ▪ On hearing the fire alarm, students must be instructed to leave the building in single file and in a calm, orderly manner whilst exercising as much social distancing as possible. ▪ The teacher in each class must indicate the exit route to be used and everyone must be directed to the predetermined Assembly Point. ▪ The Assembly Point remains the same. ▪ Once everyone has left the classroom or office, staff must lock the door. ▪ Specific arrangements must be made for students with physical disabilities or complex needs to ensure that they are assisted during evacuation. In such circumstances, 		

staff should wear a mask if social distancing is not possible.

- All bags, coats and classroom materials must be left in the classroom.
- As staff move to the evacuation point:
 - Staff should maintain social distancing from colleagues and other students.
 - Students should be encouraged to move quickly and staff should model this.
- If there are any visitors to Madrasah, they must be directed to follow the students out of the nearest exit.
- Anyone who is not in class when the alarm sounds must report to the assembly point.
- If the evacuation is necessary during break periods, students and staff should evacuate immediately and report to the meeting point.
- The class teacher will complete registers for each class at the assembly point.
- At the assembly point, students should line up in line with current social distancing guidelines. Upon re-entry into the lesson, students should use a hand sanitiser.

Personal Protective Equipment (PPE)

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ Do we have PPE? 	<ul style="list-style-type: none"> ▪ PPE Required for staff and volunteers: <ul style="list-style-type: none"> · Automated hand sanitizer machines at each entry. · Face masks. · Gloves. · Personal sanitizers per teacher · Adult face shields per teacher 		
<ul style="list-style-type: none"> ▪ Have staff members been trained in the use of PPE? 	<ul style="list-style-type: none"> ▪ Wearing a face covering or face mask in Madrasahs, Madrasahs or other education settings is not recommended. ▪ Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. ▪ All staff will be trained in PPE 		
<ul style="list-style-type: none"> ▪ Are staff members aware of when PPE must be used? 	Yes		

Response to Cases of Covid-19

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ If there is a suspected or confirmed Covid-19 case during the Madrasah day. 	<ul style="list-style-type: none"> ▪ If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible. ▪ If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the student and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If a room is not available, they will wait in the Reception Waiting Area. ▪ If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet area should be cleaned and disinfected using standard cleaning products before being used by anyone else. ▪ PPE should be worn by staff caring for the student while they await collection ONLY if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). 		

	<ul style="list-style-type: none"> ▪ If a 2 metre distance cannot be maintained then a fluid-resistant surgical face mask should be worn by the supervising staff member. ▪ If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then the following PPE should be worn by the supervising staff member: <ul style="list-style-type: none"> · Disposable gloves · Disposable plastic apron · Fluid-resistant surgical face mask · Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting ▪ The Madrasah should record and keep the details of the incident in case it is needed for future cases. 		
<ul style="list-style-type: none"> ▪ What is the procedure for a suspected or confirmed Covid-19 case outside of the Madrasah? 	<ul style="list-style-type: none"> ▪ Parent/Guardian should notify the Madrasah Admin Staff of their absence by phone/email. ▪ Madrasah should record and keep minimum data. Reason for absence, date of onset of symptoms, symptoms, class etc. ▪ Direct to Stay at home guidance for isolation advice for student/staff member and their households. The person 		

	with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days.		
<ul style="list-style-type: none"> What is the procedure if there is a second peak and Madrasah has to close? 	In the event of a second peak, Madrasah will immediately close if the guidelines say so. Online teaching will recommence. Staff have already been trained in online teaching. The situation will be managed accordingly and parents and staff will be updated regularly.		
Communication			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> What are the arrangements for sharing reopening plans with staff? 	All staff will be told the processes in the training		
<ul style="list-style-type: none"> What are the arrangements for sharing reopening plans with the committee? 	Regular communications with the Non-Exec Committee and a specific WhatsApp group		

<ul style="list-style-type: none"> ▪ What are the arrangements for sharing reopening plans with parents and students? 	<ul style="list-style-type: none"> ▪ Communication with parents and students should include: <ul style="list-style-type: none"> · Plans for partial reopening. · Social distancing arrangements. · Changes to the timetable. · Expectations when in Madrasah and at home. · Travelling to and from Madrasah safely. · Response to cases of Covid-19. · Madrasah uniform. · Procedures around behaviour and unsatisfactory progress. · Hygiene. · Who should not be returning to Madrasah. <p>A live webinar will be arranged for all parents prior to Madrasah restarting. Parents will also be updated regularly through email and text message.</p>		
<p>Do we have up to date contact details for all students?</p>	<p>All details will be updated before September start</p>		
<ul style="list-style-type: none"> ▪ What are the arrangements for sharing reopening plans with the community, neighbours, local authority or police? 	<p>Local Authority will be notified.</p>		
<ul style="list-style-type: none"> ▪ What is our complaint handling process? 	<p>All parents will email if any complaints. More details on the AHF Complaints Policy. SLT will then investigate the matter.</p>		

Curriculum/Trips/Scouts

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ What consideration has been given to those activities that are more difficult to undertake with social distancing in place. 	<ul style="list-style-type: none"> ▪ Each activity should be risk assessed and should not be run unless the risks can be mitigated. 		
<ul style="list-style-type: none"> ▪ Has the procedure for the management of student misbehaviour or unsatisfactory progress been revised? Has this been communicated to staff and students? 	<p>Teachers will follow the current behaviour policy. A meeting can be conducted through social distancing and online as well if needs be.</p>		
<ul style="list-style-type: none"> ▪ What is the procedure regarding trips? 	<ul style="list-style-type: none"> ▪ Residential trips will not be permitted. ▪ Trips may not involve students from different year groups. ▪ When planning trips: ▪ All bookings should be made such that they can be cancelled in the event of a lockdown or other COVID-related circumstance with a full refund. ▪ The risk of infection – and how this will be mitigated – should be included in the risk assessment. This includes guidance from any external transport that is booked. ▪ The trip leader should enquire whether other school parties are likely to be present and whether social distancing from such groups will be possible. If not, the trip should not go ahead. 		

	<ul style="list-style-type: none"> Full risk assessment must be completed by the Year Lead 2 weeks before trip is proposed to take place and presented to SLT. 		
<ul style="list-style-type: none"> What is the procedure for scouting activities? 	<p>Madrasah Scouts Leader should plan for minimal scouting activities that could be done remotely to ensure scouting continues. For those students in Madrasah, scouting activities can be done but risk assessments must be done beforehand and a thorough plan with all mitigations must be in place and approved by the Madrasah Scouts Leader and SLT. Scouting residential trips will currently not go ahead.</p>		

Contacts

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> COVID-19 Safety Officer (SLT) 	Maulana Mubarak Patel		
<ul style="list-style-type: none"> COVID-19 Safety Officer (Exec Team) 	Dr Khalid Master		
<ul style="list-style-type: none"> COVID-19 Deputy Safety Officer (SLT) 	Maulana Irfan Ally		
<ul style="list-style-type: none"> Designated Safeguarding Lead (SLT) 	Hafidh Ismail Adam		
<ul style="list-style-type: none"> Designated Female Safeguarding Lead (SLT) 	Mu'alimah Abeda Mallu		
<ul style="list-style-type: none"> Designated Deputy Safeguarding Lead (SLT) 	Maulana Irfan Ally		