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Madrasah Reopening Plan



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Guidance on Madrasah Reopening Plan

This template guidance Madrasah Reopening Plan and Risk Assessment has been produced by the Health and Safety Team of Hyderi Islamic School (HIS).

The current Government position legally is that Madrasahs are not open and encouraged that services continue to take place online wherever possible. Further information from Government will be given in due course relating to out of school settings, which includes Madrasahs.

The earliest expected date for Madrasah reopening is **11/09/2021**.

This guidance is to help support Madrasah Staff and Volunteers to prepare for reopening. The following action plan is recommended to be in place before reopening the Covid-19 secure Madrasah:

1. Appoint a COVID-19 designated person(s) (from existing staff)
2. Appoint other volunteers / staff to Covid-19 team managed by the covid-19 designated person(s)
3. If possible all staff to undertake infection control training (TBD)
4. Produce and maintain a Covid-19 Risk Assessment
5. Communicate with parents & students
6. Induct and train staff and volunteers in the new expectations and operational procedures
7. Induct pupils in the new expectations and operational procedures



Madrasah Reopening Plan

Key Principles

1. The Madrasah will only open when safe and legal to do so according to Government guidelines.

Despite the Madrasah opening, remote learning will be available as an option to those isolating **(TBC)**
2. Social distancing precautionary measures will try to be maintained in the Madrasah at all times.
3. Madrasah will need to ensure emergency contact details for all students are up to date on our database, including all staff & volunteers details.
4. Teachers and students who are shielding or clinically vulnerable should stay at home. They will deliver/access their lessons from home **(TBC)** dependent on the severity of their condition.
5. For teachers and students who are living with someone who is shielding or clinically vulnerable, it is preferred to deliver/access their lessons from home if well enough to do so.
6. Staff and students who are displaying symptoms, or have household members who are symptomatic, will stay at home until a test confirms whether they have the infection and they have completed their period of isolation. They will deliver/access their lessons from home (if well enough to do so) **(TBC)**.
7. Student classes will stay in their groups / bubble with their teachers and classmates.
8. Students and teachers will wash hands with soap (or use a hand sanitiser) before arriving at Madrasah. They will do the same after coughing, sneezing or visiting the toilet.
9. No books, stationery or equipment will be shared.
10. Access to toilets and ablution/wudhu areas will be limited and managed. They will be cleaned by the hirer Norbury High School for Girls (NH).
11. All students and teachers will be required to bring a prayer mat and turbah for Salah.
12. If several students or staff tests positive and following guidance from local public health officials then unfortunately the Madrasah may have to be closed. The Madrasah would also have to be closed if infection rates in the local area increased and public health guidance advised a closure is needed.

Organisation of Learning

Madrasah will run onsite from 9.30a.m – 2.00pm for all classes.

Madrasah will be online for the month of September 2021.

From October 2021 Madrasah will return on site with a phased return.

Safeguarding Madrasah guidance Safety Measures

- Please see RA for Safeguarding

Arrival and Leaving

- Staff will be available for supervision in order to implement the smooth process for entry and exit to Madrasah.
- Staff and students must follow the one way signage for movement around Madrasah

Example scenario

- To reduce crowding on entering: Students will be allocated their designated area and will not be allowed to congregate in any area of the building..
- Students should ensure they have visited the toilet and completed ablution/wudhu before leaving home for Madrasah.
- Students must not congregate anywhere in the building.
- Unless a student has a medical need or other vulnerability, parents are kindly requested not to enter the Madrasah site

Registration

- A register will be taken on the madrasah app; meaning Less handling of paper and contamination.
- For students who are shielding or isolating at home, student will be required to continue to learn online. Their registration will also be along with their class at the start of each lesson. **(TBC)**

Uniform and Equipment



- Present Madrasah uniform policy will still apply.
- Students should only bring the necessary equipment to Madrasa; tablets, prayer mat, turbah & lunch.
- Students must not share equipment with others.
- Student must bring plastic bag for foot wear during salah.
- Students must bring a mask to wear at all times.

Expectations in the Classroom

- If IT facilities are to be used, teachers should wipe the keyboard, mouse and IT equipment at the start of each lesson.
- All students and staff must follow the school's one way signage movement into and out of the building
- All classroom doors should be kept open at all times.
- Windows for sufficient ventilation should be left open during the lesson unless it disrupts the learning.
- Teachers should avoid touching student work.
- Teachers should try to avoid movement during lessons and stay within their designated class.
- Class group activities and close contact between students should be avoided.

Toilets and Ablution

- Students and staff are advised to visit the toilet and complete ablution / wudhu at home before Madrasah
- Access to toilets and ablution/wudhu areas will be limited and managed.
- Washrooms will be cleaned by the hirer **(NHSG)**.
- Wash hands with soap.**(NHSG)**
- Paper towels or Air dryer will be provided.**(NHSG)**

Cleaning

- After each Madrasah day, the cleaner(s) arranged by the hirer **(NHSG)** will be responsible for the cleaning of the classrooms and the buildings.
- Madrasah may have a limited supply of masks and gloves. However, teachers, staff, students and volunteer will be required to bring their own supply.



First Aid and Medical Room

- Any student or member of staff who suffers serious illness or injuries please seek immediate medical assistance by calling 999 or NHS 111 for minor injuries.
- Students or staff showing covid-19 symptoms will be sent home.
- A student who is unwell will be allocated to an isolated area before being picked up by their parents.
- Students and staff will self-administer first aid if at all possible.
- If it is necessary for staff to administer first aid, PPE must be worn beforehand.
- All students on prescribed medication that is taken daily during Madrasah hours must be self-administered by the student if at all possible. It may be necessary for staff to help supervise medication for students.

Emergency Evacuation

- 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.
- 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:
 1. Students should be encouraged to move quickly and staff should model this.
- 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 with their classes.



Students and Staff who are unwell or test positive

- Any student or staff who is unwell should stay at home.
- If a student or staff develops the symptoms of COVID-19, they should not attend Madrasah and instead follow the government guidelines for testing and isolation.

Expectations from Teachers/Volunteers

We will expect Teachers and volunteers to only attend Madrasah if they or members of their household have no symptoms of Covid19.

Encouragement of the usage of Lateral flow test prior to attending Madrasah on a regular basis

Expectations from Students

Students must only attend madrasah if they or a member of their house hold do not have symptoms of Covid 19.

Encouragement of the usage of Lateral flow test prior to attending Madrasah on a regular basis (Senior students)

If students are attending Madrasah, they must follow the expectations outlined below. This will help to maintain the health and well-being of everyone in the madrasah and wider community. If we feel students are not abiding by these rules, we will ask that their parents pick the child up.

- Use the bathroom and do wudhu before you leave for madrasah
- Arrive at madrasah on time and leave when you are finished. Do not socialise or congregate around the madrasah.
- Avoid touching students work or belongings
- Do not share any belongings, such as books and stationary
- Bring own water bottle – do not share
- Bring your own supply of hand sanitizer, gloves and mask
- In the classroom, stay in your own seat and avoid moving around and touching surfaces.
- Access to bathrooms and wudhu areas will be limited and managed. If you need to use the facilities, please follow the designated rules and entrances.

HIS Risk Assessment

These are the main risks that have been identified associated with the phased and partial opening of HIS. Additional and appropriate risks identified can be added to this list. We have outlined the main control measures that will be taken to minimise risk and ensure everyone is safe.

The lead person for supervising this risk assessment is **[INSERT NAME]**.

This should be regularly reviewed.

| | Risk | Control | Lead | Deadline | Completed |
|----------|--|--|-------------|-----------------|------------------|
| 1 | Staff who are in the shielding category | 1. If a teacher is shielding, they will be advised to deliver teaching from home via online resources 2. Ensure substitute teacher are available to cover the classes of shielding teachers 3. If no substitute teacher is available, ensure that students have access to online learning material via suitable resources 4. Regular contact with Shielding teachers/ regularly check updates on government guidelines on rules of shielding people and if anything changes can they return to madrasah | | | |
| 2 | Students who are in the shielding category | 1. Students who are shielding will be advised to access learning from online materials and resources 3. Regular contact with shielding students/parents and regularly check updates on government guidelines on rules on shielding people and if anything changes can they return to madrasah | | | |



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| 3 | Staff or students are living with someone who is in the shielding category or clinically vulnerable | *** Protocol will be followed according to updated Government guidelines*** 1. Teachers/students to take advice from GP/medical professional in regards to if they can safely return to madrasah 2. If teachers are advised they can attend Madrasah, What precautions must be taken such as face masks and social distancing 3. Students, if possible to attend madrasah, what precautions can be taken such as face mask and social distancing 4. If students are advised to stay home, ensure learning material is available and delivered via online resources | | | |
| 4 | Cleaners at risk of harm whilst disinfecting Madrasah spaces. | 1. Under the responsibility of the hirer (NHSG) | | | |
| 5 | Toilets and ablution facilities may enable transmission of the virus | 1. All staff and students are advised to visit the toilet and complete ablution at home before coming to Madrasah. | | | |



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| 6 | Entrances will cause crowding at the start and end of Madrasah. | <p>1. Students in each section will enter from their designated area.</p> <p>1a. Infants will line up in the parking lot area. No parent will be allowed to access the building. Their teacher will take the students in to the building.</p> <p>1b. Juniors will line up in the parking lot area. Teachers will take students in to the building.</p> <p>1c. Senior Boys will line up in the parking lot area. The teachers will take the student from the back of the school towards the cabins\huts and queue in line. Teachers will take the students in to the building.</p> <p>1d. Senior Girls will line up in the parking lot area. Teachers will take the students in to the building.</p> <p>2. Parents dropping off their children will be kindly requested to enter the Madrasah site by foot. There will be no parking facilities available. Parents will be required to drop their child off to the allocated area in the parking lot where a teacher will be expecting them. Parents must leave from the premises from the one way system.</p> <p>2a. Parents cannot enter the building.</p> <p>3. Congregation near entrances and exits will be managed and supervised.</p> | | | |
| 7 | Contact surfaces in social areas and entrances to classrooms will cause transmission. | <p>1. Students & staff disinfect hands after coughing, sneezing & going to the washroom.</p> <p>2. Cleaning is under the responsibility of the hirer (NHGS)</p> <p>3. All students that will participate in prayer will bring a prayer mat and turbah to use for their prayers. All students will bring a bag for their shoes.</p> <p>4. All students and staff will wear masks.</p> | | | |
| 8 | Sharing of books, stationery or food could cause transmission. | <p>1. Only necessary equipment will be allowed into madrasah premises.</p> <p>2. Snacks only in disposable bags, sharing of any food or drink will be prohibited in the madrasah.</p> | | | |



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| 9 | Student or member of staff tests positive for COVID-19 | 1. Person infected will be asked to isolate for 2 weeks. 2. If any person with symptoms is identified at madrasah will be quarantined in the medical area on site. | | | |
| 10 | Payments | 1. Madrasah will not take or make payments in cash 2. Bank transfer or online payments will be used for any transactions | | | |
| 11 | Parents or other members entering during Madrasah hours | 1. No parent or other person allowed to stay on site during madrasah hours | | | |
| 12 | Managing Madrasah during Salah time. | 1. Prayers will be held in various locations in accordance with class groups. | | | |
| 13 | Transmission of covid-19 indoors | 1. No fans or air conditioning allowed - the cabins\huts doors will remain open throughout. | | | |