



Manor Green Operational Protocol during Covid 19 Pandemic

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Part 1 – General Guidance and Principles

1.1 Introduction

This protocol sets out guidance for parents and staff during the Covid19 pandemic. It will apply until we are able to return to normal operations.

The school will reduce the number of students coming into school for face-to-face learning in January 2021. This is to achieve the national lockdown aim of limiting attendance to support the reduction of overall number of social contacts in our communities, but also to reduce the risk as assessed overall for our school. We are sharing our risk assessment and this operational protocol should be read in conjunction with it to inform everyone of how the school will operate.

Opening the school during an on-going pandemic is complex. We cannot eliminate risk as identified in the risk assessment; however, we are making every effort to make it as low as reasonably practicable in the circumstances. There are very limited additional measures we are able to add for the new variant, mass testing will help, but the main one is to reduce the vectors.

Guidance and resources for remote learning will be provided for students unable to attend school in person.

The school leadership team commits to being honest and transparent with all parents and staff. We have been very clear that social distancing is not achievable in a setting such as ours.

It may be updated at any time in line with advice from Government, Public Health England, the NHS or RBWM. The school may also make changes as we gain experience in managing the risk in these unprecedented circumstances. We will re-publish both documents each time it is updated, highlighting the areas which have changed. Parents should remain alert to communications from the school about any changes.

All government guidance on Covid19 has been considered in the writing of this document; where we have deviated from the advice we identify this. Additional guidance is referenced for specific items. The main guidance used has been the following:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

1.2 Class and Cluster Bubbles

Classes will mostly become bubbles in their own right wherever possible. Some classes will be joined with another to make a bubble to help staffing levels and socialisation of students, but they will retain their classroom spaces to allow for better social distancing. This should minimise disruption for students changing staff or classrooms to form a bubble. It will also help

us increase back to full capacity as the risk reduces and it becomes safe to do so with minimal disruption.

Bubble integrity is very important and we will not be moving staff between bubbles to cover absence. We will make every effort to stop the bubbles mixing or interacting.

Class bubbles will share break time spaces and specialist rooms with their cluster only; these will be timetabled carefully. Students must be monitored by staff at break times and any interaction with students from other class bubbles within the cluster must be logged as an interaction for tracking purposes.

There may be times where we have to mix bubbles for safety purposes, e.g. a fire alarm or an emergency. There may also be times when bubbles overlap unintentionally. School staff will keep up-to-date and accurate records of any instances where bubbles interact, are mixed, or overlap so that we can track should we have a case of Covid19.

The use of corridors for staff and students walking around different areas of the school will be reduced as much as possible by restricting use and staggering the use of communal areas for break times. Staff should ensure 1m distance is observed by everyone in corridors wherever possible. Crossing another class briefly in a corridor is not counted as an interaction.

Members of the school leadership team and other staff who work across the school will record instances where they have provided physical support for tracking purposes; these will be kept to an absolute minimum.

1.3 Covid19 symptoms and PCR Testing

The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:

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

If a child or adult shows symptoms they must remain at home, or if in school, they will be sent home immediately and asked to book a test as quickly as possible.

Please see the following guidance for advice and links to booking tests

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

A small number of home testing kits will be held by the school to supply to families who cannot attend a testing centre.

If a student will not cooperate with the testing procedure parents must inform the school and they must isolate for at least 10 days or until their symptoms subside if they persist past 10 days.

BUBBLES WILL NOT ROUTINELY CLOSE FOR POSSIBLE CASES. The results of the parent consultation on this was mixed and the school does not want to disadvantage students or parents. However, the consultation was almost unanimous that parents wanted to be given the information by which they could make choices themselves for their own children without penalty. Therefore, ALL PARENTS WILL BE INFORMED OF POSSIBLE CASES WITHIN THE SCHOOL. A text will be sent identifying the class, cluster, school transport route, symptoms reported and the likelihood of a test being undertaken.

Parents of children who:

- attend the same class,
- travel on the same vehicle
- have mixed within the same cluster
- have high medical vulnerability and are located close in the building

MAY decide to switch educational provision to home learning until a negative test result is received. The school will not penalise parents who decide to take this course of action and will provide the learning at home through the use of Microsoft Teams and other methods used during lockdown. Parents may be required to collect physical learning materials from the school if these are needed by the student.

Unaffected staff and students will remain at school until a test result is known.

When test results are received, all parents and staff will be informed of the results and the school will comply with the expected reporting to PHE and RBWM.

If a POSITIVE RESULT is received, the school will direct THE WHOLE CLASS BUBBLE TO ISOLATE and ANY STUDENT WHO HAS SHARED TRANSPORT with the student who has tested positive to isolate for 10 days. The school will risk assess in conjunction with Thames Valley Health Protection Team to see if wider closure is needed within school. Public health advice for our positive cases so far has been we need to identify people who have been in contact with a positive tested person two days prior to the onset of symptoms and advise them to isolate.

The household members of people isolating for 10 days do not need to do so as well, unless the child, young person or staff member they live with subsequently develops symptoms.

1.4 Mass Testing – Lateral Flow

The school has implemented mass testing to identify asymptomatic positive Covid19 cases in line with government guidance and has adopted a policy for this which can be found on the school [website](#). This policy is pending Governing Body approval at its next meeting on 11/2/21.

ALL staff attending the school site will be tested on a weekly basis at least. Students attending who are in year 7 and above will be done at least weekly for those whose parents have consented.

The lateral test cannot be done on anyone who is experiencing the standard symptoms of Covid19. They will still require a PCR test to be booked through the NHS website.

Students have a right to refuse testing themselves and may do so verbally, or by gesturing or by not complying with the test. As all of our students have additional needs, support is allowed to be given if they require it. This can be done by parents if they wish, or a trained first aider who is known to the student. The school nurse will be present to offer support and advice for the first few weeks of these arrangements and can be called upon as required once the procedure is established.

Serial Testing, where contacts of a positive case are tested daily and allowed to attend unless they test positive too, will not be undertaken at this time. We may trial this with a low risk member of staff who is not class based if the opportunity arises and we may reconsider this decision at a later date if the assessment of risk reduces for any reason.

Appointments for testing will be scheduled and staff and parents will be kept informed of the arrangements. We will try to make the appointments regular, but they will be subject to change at short notice for operational reasons.

Testing takes place in the SMALL HALL. You MUST only enter the hall by the doors near reception and exit out the far side. You MUST wear a mask and socially distance from other people. Pay attention to the signage on the floor and around the testing area, there are some areas of the room you are NOT allowed to enter.

Testing cards will be provided the day before the test to parents, so they can register their children. Staff must collect their card from reception on the day. Class staff must retain the students' two barcode stickers, name the student on the back with a sharpie pen and store them safely overnight.

All participants MUST register online before arriving at the small hall for the test. Please see instructions on the card for doing this. The school code is MGSB.

Positive results will be communicated to those affected as soon as possible by a member of the Leadership Team and actions followed will be the same as for a positive result with the PCR testing. Negative results will be sent by text and email from the NHS.

The Lateral tests are not 100% accurate and any positive result must be followed up by a PCR test to confirm accuracy. The class and any other contacts of positive cases are directed to isolate until the confirmation PCR result is known. If the PCR test comes back as negative, then the class and contacts may return to school as soon as this is known.

1.5 Shielding

The government has reintroduced shielding from the 7 January 2021, so shielding students and staff will not be attending school until this advice changes.

1.6 Temperature checks

The advice to schools is that temperature checks are unnecessary as they aren't an accurate measure of infection. However, the school is told it must ensure no child with symptoms attends school. So in order to make every attempt to ensure this, we will be using an infrared forehead scanner to take every child's temperature before they are taken through the school building. One scanner will be issued to every class. Any temperature of 37.8 or over will be deemed too high. The scanners can give a false reading when used outside, so children being

transported by parents will have their temperature checked before leaving the vehicle. There are more details in 1.10 on how this will operate.

Students will also have their temperature checked before they use the swimming pool.

If a student's temperature is read with a forehead scanner which indicates it's too high, this will be confirmed with a more accurate thermometer which checks in the ear.

1.7 PPE

Government advice for all schools in areas where local COVID alert level is either high or very high is that face masks should be worn by adults and students in Year 7 and above when moving around the premises and in communal areas unless they are exempt.

Exemption applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

Many of our students fall into the exempt category and we will be guided by parents or students as to their status for this. However, we must stress that face coverings **SHOULD NOT BE WORN IN ANY CIRCUMSTANCES BY CHILDREN WHO MAY NOT BE ABLE TO HANDLE THEM AS DIRECTED** as it may inadvertently increase the risk of transmission.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed
- be changed when they become moist or damaged
- be worn once and then discarded or washed
- hands must be cleaned after removal

Students should be changing their facemask worn on school transport for a fresh one when they arrive at school. If parents can supply a change of mask, staff will support the students to remember to change them.

People using fabric facemasks should bring a plastic bag with them to school and put the used facemask in it to take home and wash every day.

A face visor or shield may be worn **IN ADDITION** to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth. **However, class based staff should consider using one in class with the students depending on the likelihood that students will try to touch them or take them off, as they do provide additional protection without muffling or hiding your face.**

Staff are required to wear further PPE in some circumstances and should refer to the PPE section of specific staff guidance at 3.6.

Government guidance on face coverings is here:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Full Government guidance is here:

<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>

1.8 Hand washing and hygiene

Regular use of hand washing with soap and water or use of hand sanitiser is essential for everyone. Sanitiser dispensers are placed in every classroom.

Everyone attending school should WASH THEIR HANDS before they leave to travel between school and home and wash them once again on arrival at their destination.

To clean your hands you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.

Everyone should be encouraged to AVOID TOUCHING THEIR MOUTH, EYES AND NOSE and COVER THEIR MOUTH AND NOSE with disposable tissues WHEN COUGHING OR SNEEZING. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean hands with soap and water or use a hand sanitiser. Cloth handkerchiefs should not be used.

Everyone attending school should wear easily washable clothing. School uniform is designed to be easily washed therefore should be worn. We advise daily washing of clothing and showers/baths if possible.

The Facilities' team will provide additional cleaning services during the day. Staff may also be asked to clean and sanitise spaces and equipment after each use. Full method statements for cleaning will be provided to staff undertaking this role. Further guidance on cleaning is here:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

1.9 Behaviour management

Students' behaviour support plans will be updated as required to take account of Covid19 measures and identify any strategies we will put in place to help them manage the changes. If non-symptomatic students present behaviours which may increase the risk of droplet transmission (such as spitting or biting) staff should consider wearing PPE if it is safe to do so.

Due to the manner in which Covid-19 is transmitted, staff need to ensure that a dynamic risk assessment is carried out for any behavioral incident that may require a physical restraint to be implemented.

1. If a student is in crisis but can be safely left in a class room, then move staff and the other students out of the room. Where possible, encourage students in crisis to use an outdoor space to help them calm.
2. If there is no option but to carry out a physical restraint, then ensure this is done by two members of staff. PPE (which will be provided to departments) should be worn where possible if there is a known risk that the student may spit or bite. However, staff members must be mindful that some items of PPE may increase risk of harm to themselves in other ways, e.g. a visor could cause injury to the wearer if grabbed or others if thrown
3. If the student does begin to spit or bite whilst restrained then they should immediately be taken to a calm or safe room; staff will not be expected to continue with a seated or standing restraint.

If there are frequent episodes of spitting or biting by a student then the Leadership Team will need to review the safety of staff and other students.

If calm rooms are required, they **MUST BE FULLY CLEANED** before being used for another student. Staff should contact the site team as soon as they are vacated to enable this.

1.10 Resources

Sharing of resources should be avoided as much as possible and students should be allocated resources they will regularly use such as pencils and rulers. All resources must be cleaned/sanitised regularly by staff using them. Soft toys and material items, items with intricate parts or that are difficult to clean, will be removed from classrooms and stored until the risk has passed.

All non-essential items will be removed from classrooms and stored to make cleaning easier.

Resources going to and from school to home should be avoided as much as possible and staff should not bring in additional resources from their homes.

Wheelchairs and other aids that are required to be shared between home and school **MUST** be cleaned by class staff on arrival and departure using the sanitisation stations available at all entrances. We suggest that parents should do the same.

1.11 Student arrival and departure arrangements

Staff members will meet children at their transport vehicle and escort them into school. If parents walk to school, a member of staff will arrange to meet at a designated place at the allotted time. Parents will be asked by staff if there have been any symptoms noticed in the student or anyone in their household. If there have been, the student will not be admitted into school and the family will be advised to isolate and test in accordance with 1.3.

Arrival and departure times will be staggered to reduce mixing cohorts of students. Lunchtimes will be reduced to ensure no learning time is lost.

Parents/carers that are transporting their child should arrive on site no earlier than the time given to them. Staff will collect these students from the car. The temperature check will be done inside the vehicle.

School transport should arrive no earlier than the time given to them and students must stay on their school transport until collected. Their temperature check cannot be performed on the school transport vehicle and instead should be done as soon as they are inside a school building and as near to the entrance as possible, therefore preventing a potentially unwell student from walking around the school (please note, carrying out the temperature check outside can give an inaccurate reading).

For vehicles dropping off/collecting students in our Early Years and First School department, they will be directed to park in our First School playground. All other vehicles will park in the main car park and will be queued as normal.

Times will be:

- Parents drop off 8.50 (arrival from 8.45)
- Parents pick up 14.30 (arrival from 14.15)
- School transport drop off 9.10
- School transport pick up 14.45

Parents or transport providers who arrive before their allotted time will be turned away from school site.

Break times will be adjusted so learning time isn't lost by the staggered timing.

Clusters will use the following building entrances to collect/drop off students:

- First School playground entrance: Ladybird
- Main building reception: Puffin and Phoenix Clusters (Child, King Smith, Dunbar, Blume, Mian, Zephaniah, Hughes, Dahl and Seuss classes)
- Main building swimming pool entrance: Morpurgo, Jeffers (Specialist), Handler and Rowling (Oxford) and Secondary Link
- Invictus main entrance: McKee, Freedman, Llenas and Gravett (Specialist) and Penguin, Tolkein and Ahlberg (Oxford)
- Invictus back entrance: Primary Link

If a student based in the main building needs to be isolated due to symptoms of Covid 19 then they should be taken to one of the hot rooms. For students in the Invictus building they should be taken to the Light Sensory room next to the main entrance. Any student presenting with symptoms will need to be collected by their parent/carer or other nominated person; they will NOT be able to go home on school transport if this was how they came to school.

If parents arrive outside of these times for whatever reason, they should CALL RECEPTION AND WAIT IN THE CAR OR AT THE MEETING POINT until they are greeted by a member of staff.

1.12 Parents and visitors in school

Parents and carers who escort their children to and from school MUST NOT ENTER THE SCHOOL OR GATHER IN GROUPS at the entrance.

Only essential visitors such as social workers or therapists may visit during school hours and should maintain social distancing. Contactors may attend the site, but will not come into direct or proximity contact with anyone and will not enter classrooms when they are occupied. No-one with symptoms will be allowed to enter the school.

1.13 Student transport

For students who are transported to school by taxi, every effort must be made by Local Authorities for them to travel separately or only with children from the same bubble as them. If this is not possible, any child who tests positive will also impact children who share transport.

1.14 Reception

Parents/ carers and transport providers are NOT ALLOWED TO USE THE TOILET IN RECEPTION. The outside toilet near the pool entrance may be used.

Reception will not provide drinks for anyone.

Visitors will be asked to give their name to reception staff who will sign them in and out. They will also be required to provide their contact details in case they are required for track and trace purposes. Visitors will not use pens and signing in sheets. No passes, stickers or lanyards will be issued.

The reception windows will be opened the minimum amount possible and only sufficiently to be able to hear the person on the other side.

Double parking logs and other records will be completed by reception staff so that pens and stationery are not shared.

School staff should approach reception from the interior window in the foyer, maintaining social distancing. School staff may not enter the reception area via the office. All enquiries must be dealt with at the reception windows or by asking to speak to staff out in the foyer. Email is the best way for most enquiries and paperwork for office staff can be left in the trays in the office corridor.

1.15 Curriculum focus

The curriculum will continue to focus on student wellbeing through Nurture principles. This will include reviewing all students Boxall Profile targets in line with their current needs and provide targeted intervention. The focus will remain on physical and emotional safety and maintaining relationships. This will be class specific taught through numerous mediums depending on their needs.

Children in Early Years will also focus on the Prime Areas from the Early Years Foundation Stage curriculum.

1.16 Lunch and break arrangements

The school kitchen will be open and lunches for students must be entered on the school system in the usual way.

All classes will eat lunch in their classrooms. Food will be collected from the kitchen by one member of staff and will be brought to the students. Some students who are able to socially distance may attend the hall to collect their own lunch and return to class to eat.

There is a one way system in place for the hall during lunch. Please enter from the main corridor and exit towards the swimming pool.

Staggered timings for lunch and break playtime will be implemented with each bubble assigned a specific area for them to use.

If students who are entitled to free school meals have to isolate, a food parcel can be provided to the family by the school kitchen. Please contact your Head of Department to make arrangements for this to be supplied.

1.17 Room ventilation and outdoor activities

Rooms are well ventilated by the fresh air circulation units already installed, doors should be propped-open if it is safe to do so, to better aid air flow. Windows **should** be opened, temperature allowing.

More outdoor activities are encouraged, and spaces allocated to clusters so they can ensure they do not crossover with other groups as much as possible.

Outdoor play equipment and climbing frames must be wiped down by class staff after use. There will be daily cleaning of all outside play equipment by site staff.

School trips to approved locations for essential curriculum purposes will be only permitted in agreement with RBWM and our Educational Visits' Coordinator.

1.18 Soft play area/ball pit

Bubbles are only permitted to use this area when timetabled. This is to allow cleaning with fogging equipment to be undertaken between different **bubble use**.

1.19 Assemblies

Assemblies will not take place in halls until the risk from Covid19 has passed. Assemblies will be held virtually and streamed to classes.

1.20 Swimming

Swimming will continue to be timetabled with students from the same class using the pool simultaneously. Changing rooms will be alternated to allow them to be cleaned thoroughly by site staff following sessions by different **bubbles**. **Lifeguards will need to be from the same bubble; Wendy will only work with one bubble to maintain strict social distancing.**

1.21 Library and IT suite

The library will be operating a system of lending again, however only one nominated member of staff per class will be allowed access. Books will be quarantined for 72 hours on return and before being lent out again.

The IT suite may be used by students and staff during timetabled times only. PCs and keyboards must be wiped with sanitising wipes by class staff after use.

1.22 Fire evacuation

Fire evacuation drills will not be scheduled while this protocol is in place. If the fire alarm sounds, the school will need to be evacuated as normal with classes keeping their distance from each other as much as possible at the meeting points. Contact with other clusters or individuals will need to be reported for tracking purposes.

1.23 First aid

There will always be at least one first aider per cluster. If there is a requirement for a first aider to be called to a class, staff should request it over the radio stating if there are Covid19 symptoms or not. For Covid19 symptoms the first aider will don full PPE before attending the patient. If it is not Covid19 related, then PPE will be as required for administering medicine. See 3.6 for further details of PPE requirements. See first aid policy appendix for full details.

1.24 Use of National Track and Trace App

The school is not recommending the use of the national app in school as we have our own track and trace measures in place. Staff shouldn't generally be using their mobile phones in the workplace and students are only allowed to during certain times agreed with their teacher.

If staff or students have the national app for track and trace installed, they should switch off Bluetooth whenever their phones are left unattended in lockers. This will avoid the phone picking up incorrect contacts while it not on their person.

Parents whose children are using the app should advise school staff who can ensure Bluetooth is turned off when not required. They should also ensure their child knows what to do if they receive a warning so as not to cause additional anxiety.

1.25 Raising concerns

Anyone who has concerns about the school's operations during the Coronavirus pandemic should raise these with their Head of Department or a member of LT.

Part 2 – Specific Guidance for Parents

Parents/carers who are unsure of anything or have any questions should contact Warren Griffiths either by email: warren.griffiths@manorgreenschool.co.uk or on: 07944 635443

2.1 Actions for Covid19 symptoms

At Home

If your child develops obvious symptoms you **MUST INFORM THE SCHOOL WITHOUT DELAY AND KEEP THEM AT HOME**

You will be required to have your child tested by applying for a test as outlined in section 1.3

YOU MUST INFORM THE SCHOOL OF ALL TEST RESULTS.

If your child **TESTS POSITIVE YOU MUST FOLLOW THE GOVERNMENT GUIDANCE** on household isolation. Your child will not be allowed to return to school for at least **TEN DAYS** or while they still have a temperature.

If your child will not submit to a test, you will **HAVE TO KEEP YOUR CHILD AT HOME FOR 10 DAYS** as a precaution.

As many of our students can't always communicate how they are feeling, we ask parents to also **KEEP THEIR CHILD AT HOME IF THEY SEEM 'OUT OF SORTS'**. We know parents can't always pinpoint why their children may be behaving differently, but you know your children well and if you notice they don't seem themselves it is best to be cautious and keep them at home. We need to keep our whole school community safe by being alert to these risks.

At School

If your child develops obvious symptoms while at school, they will be isolated immediately, and you will be contacted and asked to **COLLECT THEM AS SOON AS POSSIBLE**. You are required to provide the school with alternative contact details of someone else who would be able to collect your child in these circumstances should you be un-contactable for any reason.

YOU MUST THEN FOLLOW THE GUIDANCE ON TESTING AND ISOLATING AS SET OUT ABOVE.

2.2 Notifications

PARENTS MADE A COMMITMENT TO INFORM THE SCHOOL AND ISOLATE THEIR CHILD IF THE CHILD OR A MEMBER OF THE HOUSHOLD DEVELOPED SYMPTOMS OF COVID19 OR IF THEY CAME INTO CONTACT WITH SOMEONE OUTSIDE SCHOOL WHO TESTED POSITIVE. You should do this by contacting Warren Griffiths on 07944 635443 as soon as possible.

In the case of your child showing symptoms, you will be asked to judge the likelihood of your child cooperating with the testing procedure and to provide the school with any test results as soon as you receive them. The school will then notify **ALL PARENTS** that there is a possible case. We will identify the class, cluster, school transport route, what symptoms they have and

the likelihood of a test being completed. We will not name the individual with symptoms to other parents; however, it may be possible to identify who is unwell by process of elimination. We ask that the PRIVACY OF THE INDIVIDUAL CONCERNED IS RESPECTED and posts on social media do not speculate or name anyone.

Part 3 – Specific Guidance for Staff

3.1 Actions for Covid19 symptoms

Staff and their households

If any staff member develops symptoms, they should remove themselves from school immediately and self-isolate at home for 10 days or until a negative test result is received. You must inform your Head of Department as soon as possible. If the absence extends beyond 10 calendar days, a fit note must be provided.

If anyone living with the staff member develops symptoms the staff member should remove themselves from school immediately and self-isolate for 10 days or until the household member receives a negative test result.

Staff must report their absence on the absence telephone messaging system before 8.00 am in the usual way.

Upon return to work this absence must be entered in Self-Service as Covid19.

Staff will receive full pay during such absences.

Guidance on isolation is here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Isolation means staying in your home and not going out. This includes arranging for someone else to do your shopping.

Unaffected staff and students will remain at school until a test result is known.

Staff who have been contacted by NHS Test and Trace as they have been in the vicinity of an infected person (pubs, hairdressers etc) should notify the school and self-isolate in accordance with the NHS advice.

Students who fall ill whilst at school

If a student has symptoms and is waiting to be collected, they should be isolated in the nearest available hot room.

Full PPE should be worn with students who are showing symptoms until they are collected from school as outlined in 3.6.

First aid records must be kept and should include which staff were present and what PPE was used.

Once the student has been isolated Facilities must be informed of everywhere the student has been so they can fully sanitise the classroom and any other spaces as required.

Hot Rooms

Main building

- OT room on therapies corridor (T03) - allocated toilet T05
- Therapy room opposite Rosen class (P21) - allocated toilet P11

Invictus building

- Sensory room (G06) - allocated toilet G12
- Room opposite Ahlberg (G16) - allocated toilet G15

Use of Hot Rooms

All hot rooms will have a pack in a plastic wallet containing:

- yellow clinical waste bag
- fluid resistant face mask
- full face visor
- long sleeved disposable gown
- gloves
- overshoes
- small bottle hand sanitiser
- Warning signage for doors

Students should remain in the hot room with at least one member of staff with the door closed and a window open. If the student needs to go to the toilet before being collected, they should only use the toilet allocated. Signage should be put up to indicate the toilet should not be used and facilities should be informed that it requires cleaning immediately after. The whole area including the corridor will be closed to other staff and students until fogged with disinfectant.

Full PPE must be worn for the duration of the time with the child. When the parent arrives to collect, they will be directed to wait in the car by reception and the staff member in full PPE MUST remove the overshoes before entering the corridor to escort the student to the parent's vehicle.

The staff member should then return to the hot room, remove all PPE, ensuring gloves are the last item to be removed, and place all items into the yellow bag provided in the pack; tie the handle and leave it in the room; sanitise their hands and contact Facilities on channel one to request a deep clean of the room and a fresh PPE pack.

3.2 Staff medical circumstances

Staff who have been advised to shielding MUST do so again. They will continue to receive full pay whilst unable to attend the workplace; they are expected to work from home during their usual working hours.

Staff who are clinically vulnerable will be allowed to shield where social distancing cannot be maintained in the workplace. If they wish to continue to attend work we will undertake a risk assessment.

Medical evidence/NHS letter must be provided to HR if you haven't previously provided this and you are not attending work.

3.3 Working in Class and Cluster bubbles

The class is the main unit to be maintained intact with some classes joining with another to form a bubble. Social distancing between staff who don't work in the same class **MUST** be maintained as much as possible.

Staff should make reasonable attempts to maintain social distancing from staff members in their bubbles; however the school acknowledges there will be various situations where this is not possible.

Any instances where individuals from different bubbles have come into contact with each other must be reported in our Covid19 Track and Trace power app so that we can track contact in the event of a Covid19 case - this includes car sharing between staff as this is a proximity contact.

If there is an emergency situation staff are expected to do whatever is necessary to keep students and staff safe, even if this means breaching a bubble. If Team Teach assistance is urgently required YOU MUST step in and help, then record the contact for Track and Trace afterwards.

Close contact is defined as face to face contact for any length of time, within one metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).

Proximity contact is defined as extended close contact (within 1-2 metres for more than 15 minutes). An example of this might be a child spending an extended time in a different classroom.

A breach is defined where two bubbles have come into contact and involve multiple people to the extent that the integrity is lost and there are multiple contacts that can't be narrowed down and identified. An example of this might be joining two bubbles in one space due to an emergency.

If a member of the Leadership Team is required, staff should contact their HoD by phone or on the radio in the first instance. Leaders will be covering more than one bubble and will need to maintain distancing as much as possible.

3.5 Staff who don't work directly with students

All staff are required to be in school as scheduled when not working from home and are expected to practice social distancing in school.

3.6 PPE

For staff working directly with students or in Facilities, PPE will be provided. This includes:

- disposable gloves
- disposable aprons
- fluid resistant surgical face masks
- hand sanitizer
- visors

- cloth face masks can be requested from Facilities

Disposable gloves, aprons and surgical facemasks are for SINGLE USE ONLY and should be disposed of immediately after use with one student.

Cloth facemasks worn in the community must be cleaned before wearing in school.

Personal Care and Administering Medication

Staff undertaking personal care which may involve contact with body fluids, administering medicine or first aid must wear PPE including:

- fluid resistant surgical facemask
- disposable gloves
- apron

STAFF SHOULD NOT USE FLUID RESISTANT FACEMASKS FOR OTHER PURPOSES. These masks are expensive, hard to source and required for essential tasks.

Caring for students showing symptoms

When caring for students showing symptoms until they are collected from school, full PPE must be put on as soon as possible including:

- fluid resistant surgical facemask
- disposable gloves
- long sleeved disposable gown
- full face visor
- over shoes

All disposable PPE must be placed in the clinical waste bin in the medical room once the student has left the site.

Staff must ensure they follow the guidelines for using PPE found here:

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

3.7 Travel to work

Staff who do not live in the same household should avoid car-sharing if possible unless they work in the same bubble.

You have to wear a face covering whilst using public transport. This must not then be used in school. You should dispose of it before entering the school or seal it in a plastic bag you have bought with you and take it home with you for washing at the end of the day.

Government advice on use of public transport is here:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak>

3.8 Staff room

Use of the staff room by all staff for relaxing during breaks will NOT BE ALLOWED. Clusters have been allocated a space they MAY use if there is nowhere else. Cleaning the space after use is the responsibility of staff using the allocated areas over lunch; YOU MUST maintain social distancing and wipe anything you've touched.

Staff MUST maintain social distancing when using the staff room for other purposes.

All crockery and cutlery used should be returned to the kitchen, placed in the dishwasher or washed up and put away immediately after use.

Sharing of food and drinks must be avoided and staff should not make drinks for each other.

PCs in the staff room should be wiped with sanitising wipes before and after use by different staff members.

3.9 Attendance Recording

Attendance must be recorded in the usual way by 10.00. There are new codes in SIMS for Covid19 related absence.

3.10 Working in students' homes and other duties

Staff in school may temporarily be assigned other duties such as administration or cleaning.

Staff who are willing, may be asked to work with students in their homes. This may be done in pairs, but some staff may go alone and must follow the Lone Working Policy. A risk assessment will be carried out before commencement which will be shared with all parties. Prior to undertaking a visit, a phone call should be made to ascertain whether any member of the household is suffering from symptoms of Covid19.

3.11 Other employment

Staff who have a second job in a care facility, hospital or respite facility should notify their Head of Department.

3.12 Safeguarding

In order to maintain social distancing, for the remainder of the academic year staff will no longer be required to complete a safeguarding form. Instead staff should call Warren Griffiths immediately on 07944 635443 to discuss the concern. Once a conversation has taken place, staff will need to follow this up with a brief email outlining the concern so that there is a hard copy record.

In cases where the child may need to be observed, in the first instance Warren Griffiths will liaise with the relevant Head of Department so that bubbles and social distancing are maintained as much as possible. However, depending on the severity of the concern it may be that Warren Griffiths will need to see the child in person.

As continued standard practice, Warren Griffiths will record all concerns on the student's safeguarding record to ensure compliance