**Staff Covid19 Guide.**

**General operation:**

Lessons will be running as per the schedule below. If you are down to teach a session then please arrive at school ten minutes prior to the lesson starting and you can leave at the start of the next lesson if you are no longer required. All staff must leave the site by 2:30pm. Students will be attending 9:15am – 2:15pm. You must sanitise your hands on entry at reception.

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| --- | --- | --- | --- | --- |
| Lesson 1 | Break | Lesson 2 | Lunch | Lesson 3  |
| 9:15 -10:45 | 10: 45 – 11:00 | 11:00 – 12:30 | 12:30 – 12:45 | 12:45 – 14:15 |

Pupils will be taught in a small group setting depending on the number of students attending that day. Pupils will not be in full time, the offer will depend on how many pupils are accessing provision. It could range from 1 day a week to 3 days a week. This is because maximum numbers in a group is 15 (as per Government 2m social distancing guidance). Pupils will not necessarily be with the same groups of pupils or teacher they were with before lockdown.

To enter the building students will enter through reception and give their name to the receptionist who will record a register. Staff must also follow this procedure. This will continue to be our procedure for arriving and leaving school regardless of weather conditions.  There will be socially distant marks outside reception in case queues build up. Once students have entered the building they will go the canteen to await further instructions. Staff will collect their students and escort them to their classroom for the lesson. Please note this may not be your usual teaching room due to cleaning regimes, availability of rooms and the decant plans. Staff will also supervise any breaks at the end of the lesson and then escort students to their next lesson before returning to class. If the weather is good then staff are encouraged to walk around the playground with pupils at break times to get some fresh air. Staff and pupils will eat their lunch in the classrooms. All lunches will be packed lunches brought in from home, all rubbish is to be taken home afterwards. This includes staff too. There is no access to the staff room at any time. All rooms will have a PPE table with relevant items. Items consist of disposable gloves; disposable facemasks; supplies of hand-sanitiser and a box of tissues. If you notice that an item is running low please email reception. If you or any of the pupils use any of the disposable items provided, the item must be disposed of immediately in the bins provided in each room.

Doors must be kept open to avoid touching handles. Windows must be open at all times where possible. There will be appropriate social distancing procedures in the classrooms. Pupils will not be allowed to leave the classroom for any other reason except toileting. The pupils will sit at desks, where they will be at least 2m apart. They will have some lessons that will involve a lot of independent learning as the teacher will not be able to sit next to them to give them targeted support. The adult needs to follow social distancing when teaching.

**Hygiene**

Pupils must hand sanitise on entry to school and continue to wash them at very regular intervals during the day. If walking in the corridors and someone is approaching move into recessed area and allow them to pass.

Toilet breaks will be offered to pupils throughout the day. Students will have allocated times to use the bathroom but if it is required in an emergency they will be escorted to the toilet to minimise contact with other students. Please use on call if there is a toilet request so we can arrange for supervision and cleaning. Staff will have access to staff toilets which will be cleaned throughout the day. Pupils should wear **clean** school uniform everyday as far as this is possible. Staff should also change their clothes daily.

**Equipment**

Pupils are expected to bring in their class books and own stationery. There will be supplies provided in each classroom for the students to collect not for the staff to give out if needed. Staff must not give out books or collect them in. Photocopiers will not be available for use.

**Contact**

All pupils and staff will be expected to follow social distancing rules at all times. Around the school there are distancing signs as useful reminders for students and staff for social distancing.

**Behaviour**

SLT will be there for on calls for back up if required. If any child does not follow the Covid19 behaviour and hygiene rules they will not be allowed to remain in school. The safety of staff and other pupils is paramount and any disrespectful action of a child that consequently puts another person in danger will NOT be tolerated in any form.

**Parking**

No cars are allowed on site to drop off or collect pupils. Staff can park in the main school car park.

**Hub**

Hub pupils will still use the isolation door and be collected from the entrance. They will remain separate from the main building and the rest of the school.

**Parents**

Parents are NOT allowed in the school without an appointment. Contact will continue to be electronic via email or telephone.

**Cleaning**
The classrooms will be cleaned at the end of each day in line with Government guidance. The bins will be emptied, and desks will be sprayed throughout the day. Handles will be wiped regularly.

The site manager will inform the cleaning team at the start of the relevant shift of any known potential contamination from someone recently tested positive for Covid19 or where someone displaying symptoms and sent home to self-isolate while they await a test has been.

These areas will require a deep clean and more stringent treatment of items used during the cleaning process.

**First Aid**

First Aiders will be on site. Please use on call if required.

**Any Person Becoming Unwell at School**

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 (anosmia) in school, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance ([Stay at home guidance for households with possible Covid-19 infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)).

If a student who is unwell is awaiting collection, they will be moved, if possible, to the Visitors Room next to Reception where they can be isolated behind a closed door and with appropriate adult supervision if required. A window will be opened for ventilation. If it is not possible to isolate them, the child will be moved to an area which is at least 2m away from other people.

If the individual needs to go to the toilet while waiting to be collected or prior to them leaving for home, they will be directed to use the toilet at reception if possible. The toilet area will then be cleaned and disinfected using standard cleaning products before being used by anyone else.

If a student needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with COVID-19 symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the student subsequently tests positive (see below). The staff member will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Refer to [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).

If a student starts displaying coronavirus symptoms while at school they should, wherever possible, be collected by a member of their family or household. In exceptional circumstances, where this is not possible, and the school needs to take responsibility for transporting them home we will do one of the following:

* use a vehicle with a bulkhead
* the driver and passenger should maintain a distance of 2 metres from each other

the driver should use PPE, and the passenger should wear a face mask.

**Symptoms of Coronavirus.**

If a student is displaying any of the 3 symptoms (cough, temperature, loss of sense of smell or taste), they MUST NOT come to school for 7days and must contact school in the morning to inform of absence and reason why.

If a student displays symptoms (temperature, cough or loss of sense of smell / taste) at school on call must be called and the child’s parents contacted to remove them from the building. If the test is positive parents must inform the school. The child will not be allowed to return for 7 days and must not display any symptoms on their return.

The same process will be followed by the adults at school:

Staff to inform Julie Ingham or Ian Thompson if they have any symptoms of Covid-19. Whilst school is not fully open, staff are required to email instead of using the absence line.

Any staff member who develops any symptoms whilst in school, will be sent home and the areas which they have been will be deep cleaned.

The Local Authority Public Health Team has produced specific guidance and advice on what to do if someone becomes ill <https://content.govdelivery.com/accounts/UKCCC/bulletins/282a40b>.

All these precautions have been put in place to stop the spread of the virus and to ensure that we all take as much care as possible in ensuring that groups of pupils do not come into contact. We want to protect pupils, families and of course our staff.

**This guidance will be updated and amended in line with updates from Government.**