

**This Addendum must be read in conjunction with the School’s own Health & Safety Policy available on the school website.**

NEWMAN CATHOLIC SCHOOL

HEALTH & SAFETY POLICY – COVID-19 ADDENDUM

June 2020

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| Approved by1 | |
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| Signed: |  |
| Date: | June 2020 |
| Proposed review date2: | August 2020 |

**REVIEW SHEET**

**The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).**

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| **Version Number** | **Version Description** | **Date of Revision** |
| 1 | Original | 04 June 2020 |
| 2 | Very minor updates and revisions to Section 3.7 (Accidents & Ill Health), 3.24 (Science & DT) and 3.25 (PESSPA) | 10 June 2020 |
| 2 | Minor changes to use of public transport guidance | 15 June 2020 |
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# Introduction

This addendum has been created following DfE guidance [Actions for schools during the coronavirus outbreak](https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing) and [Planning Guide for Primary Schools](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools), [Planning Guide for EYFS](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings) and [Planning Guide for Secondary Schools](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools) and applies to all schools, whether maintained, non-maintained or independent (including academies, academy trusts, free schools and alternative provision), maintained nursery schools and pupil referral units. It is an addendum to the School’s Health and Safety Policy and must be read in conjunction with that Policy. The school’s Health and Safety Policy is available on request and must be read and understood by all those individuals who come into contact with children and young people in the school.

All staff have a responsibility to be aware of systems within their school which support safeguarding and any temporary amendment or addendums to these will be explained to them by senior managers. This includes (but is not limited to) the school’s Health and Safety Policy, Child Protection Policy and procedures, Code of Conduct or Staff Behaviour Policy, Behaviour policy and procedures, Online Safety Policy and the associated Acceptable Use Agreements.

# Context

From 20 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend. Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From 01 June 2020, schools have been asked to open to more pupils **in addition** to the children of key workers and those who are deemed vulnerable:

* **Primary schools** – nursery, in particular those transitioning to reception (where applicable), reception, year 1 and year 6 (with a **possible** phased return of all primary children before the end of the summer term if feasible);
* **Secondary schools** - to begin some face to face support with least a quarter of year 10 and 12 pupils from 15 June.
* **ALL schools and childcare providers** - to continue to offer places to the priority groups of children as follows:
* vulnerable pupils – as well as those already identified for the former hubs, we may determine our own vulnerable children;
* Children of key/critical workers as determined in DfE guidance - [Critical workers who can access schools or settings](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision);
* early years settings - 3 and 4 year olds followed by younger age groups;
* infant schools – nursery, in particular those transitioning to reception (where applicable) and reception;
* primary schools – nursery, in particular those transitioning to reception (where applicable), reception and year 1.
* Emergency ‘Childcare Hubs’ will cease to function once schools re-open, although vulnerable children and the children of key workers will continue to be offered places in their **‘home’ schools**, regardless of year group. Special schools to work towards a phased return of more children and young people without a focus on specific year groups and informed by risk assessments;
* **Alternative provision** - reception, year 1 and year 6 and begin some face to face support with year 10 and 11 pupils.

Despite the changes, **the school’s Health and Safety Policy is fundamentally the same** with this addendum setting out some of the adjustments we are making in line with the altered arrangements in the school and following advice from government and local agencies.

Some settings will have additional responsibilities arising from their regulations e.g. EYFS settings, or Special Schools as a result of their responsibility towards young people over the age of 18.

Once adopted, this Addendum may be referred to in any disciplinary proceedings following unacceptable actions by staff or other adults.

# Variations to Arrangements / Procedures

## Consultation, Communication and Competence

* We will consult staff and Trade Union or staff appointed H&S Representatives particularly on the protective measures required in school to prevent coronavirus (Covid-19) infection/spread. They will be involved in the risk assessment process allowing them to raise concerns and influence decisions.
* We will ensure communication links are maintained with those who are shielding, self-isolating or who are home working to ensure they still feel part of the team and involved.
* Staff returning to school will be provided with guidance notes and a copy of the RA and any updated policies.
* Whilst social distancing rules remain, the Governing Body will adopt alternative arrangements for holding meetings, for example, by using video or teleconferencing applications (refer to the DfE [guidance on help with technology and remote education](http://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19) and the National Governance Association [guidance for business continuity and holding virtual meetings](https://www.nga.org.uk/Knowledge-Centre/Executive-leaders-and-the-governing-boards/Coronavirus-Information-for-governing-boards.aspx).
* The Governing Body will take a pragmatic approach to handling any urgent business and assess whether it is reasonable for virtual committee meetings to go ahead. Availability of governors or trustees will be considered to ensure that committee meetings are quorate. It may be more practical for the urgent business of any committee to be discussed at the governing or trust board meeting instead.
* Any staff training requirements including refresher training, will, wherever possible be planned. Where practical, this will be via online training providers although some face to face training may be necessary. It is envisaged that from July, some face to face training will be available from some training providers.

## Risk Assessment

* It is important for everyone to understand that the risk assessment(s) produced in relation to the COVID-19 pandemic are dynamic and will undoubtedly change as we move through the coming weeks and as the Government produce additional information and guidance. Staff and others must keep themselves abreast of any changes affecting their working practices which will be communicated to them in a timely manner.
* As 3.1 above. Control measures determined by the Covid-19 related Risk Assessment(s) will be monitored for effectiveness and the risk assessment(s) reviewed and revised as necessary and in line with any changes to Government guidance, in consultation with staff and TU Reps.
* Additional risk factors will also be taken into consideration with regard individual staff and pupils returning to school including those who are clinically vulnerable or who are BAME (Black, Asian and Minority Ethnic) to ensure they are appropriately supported, given that they may be at increased risk of severe ill-health should they contract COVID-19.
* In consultation with these staff, decisions regarding alternative working arrangements may be made such as home working for example.

## Health and Safety Inspections and Maintenance Activities

Where the whole school site or buildings have been closed for many weeks, or if parts of the building have been out of use for a long period, we will undertake a health and safety inspection of the buildings, grounds and equipment concerned to ensure its ongoing safety and suitability. Refer to DfE [Managing school premises during the coronavirus outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak).

### Restarting plant and equipment

* We will recommission all systems before re-opening, as would normally be done after a long holiday period, including gas, heating, water supply, mechanical and electrical systems.
* We will establish a clear plan for restarting any equipment that has been taken out of service during lockdown to ensure the safety of those who are undertaking the maintenance as well as protecting the equipment from damage. The restart process may require electrical and mechanical isolations to be reconnected, fluids to be refilled and plant and equipment to be reenergised in a specific sequence or order. Planning will therefore be based on manufacturers’ instructions, commonly accepted technical guidance and by making reference to specialist contractors (where required). We will ensure that those who are carrying out the work are competent to do so and the work is correctly coordinated between them to avoid risks.

### Statutory inspections

* The HSE have stated that ‘the law for Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR)’ remain in place. As such, we must ensure that statutory inspections on lifting equipment (including passenger lifts and stair lifts), pressure systems, fixed electrical systems, PAT, gas appliances, etc are ‘in date’ prior to the reoccupation of buildings.
* We will consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due.

### Ventilation

* Good ventilation is essential at all times in classrooms and particularly during this period. We will ensure all systems are working in their normal operating mode.
* Natural ventilation via windows or vents will be used as far as possible and where available, occupied room windows will be open.
* Desk or floor fans are not recommended during the COVID-19 pandemic, but if they have to be used in order to reduce heat levels in a room, they should be fixed (as opposed to oscillating) and aimed away from room users in order to facilitate fresh air flow rather than as a cooling device.
* Where centralised or local mechanical ventilation is present, recirculatory systems will be adjusted to full fresh air. If this is not possible systems will be operated as normal. Where ventilation units have filters present we will ensure enhanced precautions are taken when changing filters. See HSE guidance [HSG53: Respiratory protective equipment at work](https://www.hse.gov.uk/respiratory-protective-equipment/index.htm) and [Coronavirus Update: Air Conditioning](https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a).
* Ventilation in toilets will be kept running where possible. When in use, we will avoid opening windows in toilets to assure the right direction of ventilation.

### Cleaning

New cleaning arrangements in line with coronavirus preparations will also include regular systematic checks:

* on drainage systems, checking traps have not dried out and ensuring water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers;
* where toilets are put back into use, ensuring the flushing of the toilets occur with the lids down (where fitted) and toilet ventilation systems are working

## Water Hygiene Management

### Water systems

* When increasing operational capacity or re-opening we will follow the usual water system building management procedures as we would at the end of the summer holidays.
* Chlorinating and flushing water systems may not be necessary if the system has remained operational through routine flushing as advised in the [cold water systems](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#cold-water-systems) and [domestic hot water services](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#domestic-hot-water-services) sections of our Legionella Risk Assessment.
* We will contact our legionella competent person who will advise on the action required. If a full system flush is required but not immediately available, we will seek advice from your competent person on alternative options.

### Drinking Water

If it has not been possible to maintain our system throughput of water from routine flushing to all outlets or a competent person has not tested the water and provided satisfactory bacterial test results, the water may not be safe to drink.

### Hot water services

* Water temperatures will be kept within limits recommended for the control of legionella bacteria in water systems.
* We will regularly check hot water generation for functionality and if required, temperature recording.
* If the hot water system has been left operational the hot water will be circulating as normal and regular checks will be carried out.
* Refer to [Managing school premises during the coronavirus outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=dc73fcc5-e81c-4011-a4e9-39fe8863e879&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) and [HSE: Legionella Risks during the Coronavirus Outbreak](https://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=guidance&utm_content=legionella-18-may-20#hot).

## Control of Asbestos

The condition of asbestos containing materials (ACMs) will be checked prior to re-occupation following a lengthy school closure and will continue to be inspected as per our usual termly monitoring programme.

## Staff Wellbeing

* The Governing Body and senior leaders will be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.
* Workload will be carefully managed and the school will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. This issue will be factored into our resource and curriculum planning and consideration given to where additional resource could be safely brought in if necessary.
* Particular regard will be given to ensuring staff who are BAME (Black, Asian and Minority Ethnic) and those with existing health conditions (but do not fall into the category of critically vulnerable) are appropriately supported, given that they may be at increased risk of severe ill-health should they contract COVID-19.
* Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and should offer whatever support they can to help. Regular communication of mental health information and open door policy for those who need additional support.
* We will consider how to support the mental wellbeing of staff who are returning after a significant period of home working. Where work-related issues present themselves, the HSE’s published stress Management Standards will be followed. We will also review how we can support employees on broader issues, such as bereavement support and general anxiety about the ongoing situation (for example by signing up for a formal Employee Assistance Programme providing confidential telephone advice and counselling).

## Accidents, Incidents, Ill Health and Dangerous Occurrences

If any individual with symptoms is believed to have contracted the COVID-19 virus ‘whilst at work’, the relevant information must be reported to the HSE under RIDDOR legislation. We will follow our usual Accident Reporting Procedures i.e. **VA/Foundation Schools and Academies:** report to KAHSC via the on-line Accident system; **Cumbrian Community & VC Schools:** report to the LA via the CCC Accident Form.

Our Health & Safety Services provider (KAHSC or LA) will continue to report to the HSE on our behalf.

### When to Stay Home and Isolation

* We will implement Government advice and communicate to pupils/parents, staff and contractors. Currently any person developing a new continual cough, a temperature in excess of 37.8°C or a loss of, or change in their normal sense of taste or smell (anosmia) whilst at work must be sent home and advice re self-isolating offered [Stay at home guidance for households with possible Covid-19 infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
* Any person who is considered extremely clinically vulnerable and shielding should continue to shield and will not be expected to attend ([Guidance on shielding & protecting extremely vulnerable persons from Covid-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)).
* Clinically vulnerable (but not clinically extremely vulnerable) people including pregnant women should take extra care in observing social distancing and should work from home where possible. We will endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2m away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2m of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk.
* Any person (staff member or child) who lives in a household with someone who is extremely clinically vulnerable and shielding, should only attend if stringent social distancing can be adhered to (and the child is able to understand and follow those instructions). We will pay particular regard to ‘young carers’ who may fall into this category.
* Any person who lives with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance ([Staying alert & safe social distancing](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing)) and including those who are pregnant, can attend.
* Staff **who live alone** and have symptoms of coronavirus illness (COVID-19), however mild, will be directed to stay at home for **7 days** from when their symptoms started.
* Those **living with others** and they are the first in the household to have symptoms of coronavirus, then they will be directed to stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.
* For **anyone else in the household** who starts displaying symptoms, that individual must stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.
* 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 child 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).

### Test, Track and Trace

* All children (including the under 5’s) and young people eligible to attend, and members of their households will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service: [NHS: Ask for a test to check if you have coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/), or by telephoning 119 if you don’t have internet access. Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers.
* The Cumbria County Council COVID-19 Call Centre (Tel: **0800 783 1968** - 9am – 5pm Monday to Friday and 9am – 2pm Saturday and Sunday) has been set up as a single point of contact for Head teachers and other leaders of educational settings in Cumbria only to notify Cumbria County Council Public Health of any suspected or confirmed cases of COVID-19 in the setting in order for them to initiate the local test, track and trace system.
* We will contact the call centre immediately if we have one or more members of staff or children who work at or attend the school (regardless of where they normally reside) and who develop symptoms of COVID-19 whilst at school. The child showing symptoms will be isolated (awaiting collection by parents – see section 3.11 below) in accordance with the control measures set out in our risk assessment or the member of staff sent home.
* The call centre will ask us to provide personal information about any staff or children who have symptoms. Wherever possible, we will seek the staff or parent’s permission to share these details before contacting the call centre and will ensure that our Privacy notices for staff and parents contains details of the Local Authority with whom we share information. We may also be asked to provide information about the number of staff, children and classes/groups/bubbles in our setting to help inform any additional advice that may be provided to settings regarding the need for individuals to self-isolate and stay at home.
* Where it is deemed necessary, i.e. Public Health agree that the symptoms are Covid-19 related, arrangements for testing will be made with the parents of the child or the member of staff showing symptoms;
* None of the other children/staff will be sent home at this stage.
* Where the child or staff member tests positive for Covid-19 the child/member of staff will be advised to self-isolate for 7 days with others living in the household with that child/member of staff being asked to self-isolate for 14 days. The other children will also be sent home at this stage and asked to self-isolate for 14 days.
* Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.

Further guidance can be found in the [CCC Public Health Resource Pack for Schools in Cumbria](https://www.kymallanhsc.co.uk/Document/DownloadDocument/9746) and [KAHSC Responding to a case of COVID-19 in school](https://www.kymallanhsc.co.uk/Document/DownloadDocument/9745).

## New and Expectant Mothers

Refer to ‘When to Stay Home and Isolation’ within Section 3.7 above. This is **in addition to** initial and ongoing risk assessments throughout each staff member’s pregnancy and on return to work after the birth of their baby.

## First Aid

* We will review the first aid ‘assessment of need’ to ensure that it is still sufficient. Based on this, more first aiders may need to be trained to ensure that there is adequate coverage. We will review levels of first aid equipment to ensure that these are still adequate. In particular, consideration will be given to the purchase of face shields, disposable gloves and aprons.
* *The HSE have relaxed their advice in relation to first aid certificate expiry dates and have agreed to an extension for requalification to all First aid certificates to 30 September 2020 (*[*HSE first aid requalification guidance*](https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm)*). In line with the* [*EYFS disapplication arrangements*](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications) *and* [*Actions for early years and childcare providers during the coronavirus outbreak*](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=be357592-21bf-44bb-a6e1-d0b39703de99&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) *if, exceptionally paediatric requalification training is still unavailable, a further extension is possible to no later than 30 September 2020. However, if asked to do so, we should be able to explain why the first aider hasn’t been able to requalify and demonstrate what steps have been taken to access the training. The School or certificate holders must do their best to arrange requalification training at the earliest opportunity.*
* If a child displaying Covid-19 symptoms needs direct personal care until they can return home – refer to Section 3.11 below.
* If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they will continue to receive care in the same way, including any existing routine use of PPE.
* Variations to first aid procedures including the use of any additional PPE and the need for first aid trained staff will be made as necessary and shared with all relevant persons – refer to the school Risk Assessment for Covid-19 Risk Assessment and the **Addendum to First Aid procedures and Supporting Pupils with Medical Conditions Policy** held separately.

## Supporting Pupils with Medical Conditions

Variations to our procedures for supporting pupils with medical conditions including the use of any additional PPE will be made as necessary and shared with all relevant persons – refer to the school Risk Assessment for Covid-19 and Section 3.9 above and the **Addendum to First Aid procedures and Supporting Pupils with Medical Conditions Policy** held separately.

## Infection Control

* If a child who is unwell with Covid-19 symptoms is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Where available, 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 a separate toilet if possible. The toilet area will then be cleaned and disinfected using standard cleaning products before being used by anyone else.
* If a child 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 child or 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.
* Additional measures will be put in place during the coronavirus (Covid-19) pandemic in line with PHE guidance – including not being at work or school if symptomatic, self-isolation measures, access to testing, social distancing, increased hand and respiratory hygiene measures and more stringent/frequent cleaning regimes - refer to the school Risk Assessment for Covid-19.

## Hygiene Measures

* Staff should wear clean clothes for work each day – wear clothes that are easy to wash.
* Pupils must wear **clean** school uniform every day.
* Everyone will be reminded to wash their hands before leaving home, on arrival at school and before and after handling cleaning chemicals, eating/drinking, using the toilet, sports activities, donning/doffing PPE, administering first aid, using public transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.
* Everyone will be encouraged to cough and sneeze into tissues (or the crook of the elbow) and to dispose of tissues appropriately (‘catch it, bin it, kill it’). Bins will be emptied throughout the day and particularly between each cohort.
* Where in place, toilet lids will be closed prior to flushing and remain closed after use. Where not in place, staff and pupils will be instructed to move away from the toilet as soon as it has been flushed, more frequent cleaning of the toilets and most importantly, ensuring that **strict hand hygiene** measures are observed following every visit to the toilet.
* Wash with liquid soap & water for a minimum of 20 seconds (see hand wash guidance).
* Where there is no sink nearby, adequate supplies of hand-gel (containing at least 60% alcohol) will be provided in the classroom or work area.
* Wherever possible, staff will supervise pupils washing hands.
* Consideration will be given to allocating individual toilets and sinks to staff groups where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day.
* Toilet area use will be limited to small groups of pupils. These will be cleaned using normal cleaning products after use by each cohort. Pupils will be supervised to ensure that hand washing is completed appropriately. We will help and encourage those pupils who cannot wash their hands properly independently~~. Hand/aqueous cream or similar will be available for use after washing their~~ hands.
* Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort.
* Each classroom will have PPE including hand sanitiser
* There will be PPE stations at Inclusion and Reception entrance for staff and pupils to access PPE if they wish to use it

## Daily Routine

* See appendix 1 and appendix 2

### General operation

* All to observe social distancing in line with government guidance as much as possible ([Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings)).
* Staff will be available to supervise the arrival/departure of each group/cohort.
* Staff will be working in a classroom.
* Pupils will be with one adult in a classroom and not necessarily with the same groups of pupils.
* Toilets – staff will be allocated a personal toilet where possible.
* Pupils will use the yard toilets.
* Corridors will be marked out with 2m distancing markers. All pupils/staff will be expected follow social distancing rules at all times.
* If a pupil falls over the pupil will be encouraged to clean their scrape or cut themselves. This is not always possible and as such we have sourced PPE (following the Covid 19 guidance for educational setting) which is for use only for staff protection.
* If first aid is required ensure you have the correct PPE – this will usually be no more than disposable gloves. Where possible, ask the pupil to administer their own first aid.
* If you need to carry out intimate care ensure the correct PPE in line with the Covid-19 risk assessment is worn before dealing with need.

### Behaviour

If any pupil does not follow the Covid19 behaviour and hygiene rules, sanctions will be implemented in line with the Addendum to the Behaviour Policy - they **may** not be allowed to remain in school. The safety of staff and other pupils is paramount and any disrespectful action of a pupil that consequently puts another person in danger will NOT be tolerated in any form. Any issues – call for help and a member of SLT will come immediately. Report any concerns to an SLT member who will address.

Similarly, disciplinary action may be taken against staff who deliberately flout the rules.

### Hygiene

Refer to Section 3.12.

### Drop off and Collection

* See appendix 1 and appendix 2

### Break and lunch times

* See appendix 1 and appendix 2

### In the classroom

* See appendix 1 and appendix 2

### Cleaning

The classrooms will be cleaned at the end of each day in line with Government guidance. Bins will be emptied and desks cleaned throughout the day. Frequently touched surfaces will be wiped regularly by staff. Refer to Section 3.20.

***Further details can be found in our Re-Opening School (Covid-19) Risk Assessment.***

## Child Protection

The school has established a separate Child Protection Policy and supporting procedures in line with the procedures and practice of the Local Authority as part of the inter-agency safeguarding procedures set up by the Cumbria Safeguarding Children Partnership (SCP). <https://www.cumbriasafeguardingchildren.co.uk/>.

**Addendums to the Child Protection Policy** and **Safe Recruitment Policy** have been produced for variations to working practices during the coronavirus pandemic – the Child Protection Addendum is published on the school website and both have been shared with all relevant staff and volunteers.

## Fire Safety Management

The Fire Risk Assessment and Evacuation Plan have be reviewed to take account of any variations such as reduced staffing/pupil numbers or alterations in building layout or use during the coronavirus pandemic.

All relevant fire safety equipment and systems will be tested **before** employees and others are allowed back on site. This will typically include:

* a full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate);
* a full discharge test of the emergency lighting system across the site;
* a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged;
* checking that fire escape routes are clear of any obstructions;
* checking that final fire escape doors are unlocked and operational;
* checking the operation of internal fire doors to ensure that they close properly;
* checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.

Additionally, and for the duration of the COVID-19 pandemic, consideration will be given to the following:

* Where fire doors are temporarily held open, these will be closed by a member of staff using the room in the event of the fire alarm activating. At the end of each day, all fire doors will be closed. Rooms which are not being used will have the doors closed at all times.
* Regular fire updates provided to staff and pupils, particularly where pupils are not being taught in their ‘normal classroom’ so that they can familiarise themselves with the nearest fire route and ultimate exit.
* The closing of windows should the fire alarm activate. Because of the need for increased ventilation in the school during the COVID-19 pandemic, there may not be time to close all windows prior to evacuation. This situation is only permissible where to close all the windows would result in increased risk to staff and pupils.
* The layout of muster points and whether the schools existing system works appropriately in relation to social distancing and the advice not to mix groups.

## Use and Control of Contractors and Construction Work

* Visitors will be discouraged with only those essential for pupil safety and wellbeing permitted on an appointment basis.
* Access to contractors/external maintenance personnel will only be granted by arrangement for **essential maintenance / statutory inspection** needs only (guidance on what statutory inspections must take place is available [here](https://www.kymallanhsc.co.uk/Document/DownloadDocument/9662)).
* **In an emergency situation** where access is required urgently to undertake maintenance - appropriate hygiene and social distancing arrangements must be followed.
* We will undertake effective liaison with contractors **BEFORE** theyattend site – asking contractors to provide key information in relation to how they are managing infection control and will expect them to follow any control measures we have in place which will be shared with them either in advance or on immediate arrival.

### Incoming Deliveries

* Site guidance on social distancing and hygiene will be supplied on or before arrival – minimising person-to-person contact during deliveries. No goods or food will be physically handed over and goods will not be ‘signed for’. There will be allocated pick-up and drop-off collection point, procedures, signage and markings.
* Where possible, we will reduce the frequency of deliveries, for example by ordering larger quantities less often.
* We will ensure adequate cleaning procedures are practised for goods and merchandise entering the site. Staff will wash their hands after handling goods and merchandise. Put-away and replenishment rules will be adjusted to create space for social distancing.

## School Cleaning

* During the coronavirus pandemic, there will generally be no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting. Frequency of cleaning will be increased and if necessary, additional PPE supplied (see below).
* Site and cleaning staff may have their working hours amended to allow more hours in the school day, with one cleaner designated to clean door handles etc. using a suitable cleaning chemical.
* Staff will not wear jewellery other than a plain wedding band for work and should be bare below the elbow (sleeves can be rolled up for handwashing purposes); finger nails should be short and false nails removed. Any cuts or abrasions will be covered with a plaster and long hair tied back. At the end of the shift, tabards should be removed and bagged to take home for washing in line with manufacturer’s instructions.
* Cleaning with usual cleaning products will continue, with at least 4 times daily cleaning of highly used areas – door handles/plates, bannisters, taps, toilet seats and toilet flushing mechanisms. School staff will clean as they go, wiping frequently touched surfaces.
* Disposable cloths or paper roll and disposable mop heads will be used wherever possible and disposed of after use.
* Wherever possible, cleaning and site staff should have their own equipment. Site/cleaning teams may not be able to meet/congregate in their usual office/store – regularly used equipment/materials may need to be dispersed to other locations (or one location/cupboard for each member of the team) to avoid all requiring access to one office/store.
* Generally speaking there will be no need for any additional PPE for cleaning activities other than that which would normally be used for certain activities. However, additional PPE will be supplied where required and staff trained in its safe use, donning/doffing and disposal. Disposable gloves and aprons must be worn when cleaning areas that symptomatic people or positive cases have spent time – specific requirements are detailed in our Covid-19 Risk Assessment including detailed protocols for cleaning areas where symptomatic people/positive cases have been. Refer to PHE [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) and [Covid-19: Personal Protective Equipment (PPE)](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe) (refer also ‘PPE’ below).
* A suitable area will be closed off for waste disposal and kept secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.

## Personal Protective Equipment

* Generally speaking there will be no need for any additional PPE other than that which would normally be used for certain activities. However, additional PPE will be supplied where identified as required. Refer to [Covid-19: Personal Protective Equipment (PPE)](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe). Where PPE is required, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) in order to reduce self-contamination. Staff are to click on this link (how to put PPE on and take it off safely) to review the instructions for the safe use of donning/doffing and disposal of all PPE.
* If non-symptomatic pupils present behaviours which may increase the risk of droplet transmission (such as spitting), they will continue to receive care in the same way, including any existing routine use of PPE.
* In line with [Coronavirus Covid-19 safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers), we advise staff and parents to avoid public transport where possible. Those who must travel on public transport are advised to wear a face covering (refer to [How to wear & make a cloth face covering](https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering)) and wash their hands before putting them on and after taking them off. Please note: The requirement to wear a face covering on public transport does not apply children aged between 4 and 11 but KAHSC would consider it to be best practice.
* Responsible adults or carers travelling with children on public transport are advised to follow this guidance, wear face coverings, minimise the surfaces they touch and maintain their distance from others, where possible. Children aged 3 and under are not advised to wear face coverings.

## Behaviour Management

In light of the need for pupils to behave differently when they return to school, and any new systems we have put in place to support that, we have produced **Addendums to the Whole School Behaviour Policy** and **Code of Conduct for Staff and Other Adults** – these have been shared with staff, parents and pupils and are displayed on the school website.

Staff have been trained in the new rules and routines, including the use of sanctions and rewards, so that they can support pupils to understand them and enforce them consistently.

## Science and Design Technology

Science and Design Technology departments will not need a separate Risk Assessment in relation to Covid-19 as such, although rules (control measures) which can be consistently applied across the practical areas concerned which may differ from room to room depending on the facilities/equipment available and which will be developed by each department which can be used to support the teams in the management of behaviour of pupils. These rules or control measures can be referenced as a separate document in our general risk assessment and will take into account the latest CLEAPSS guidance:

* **GL345** – Guidance for science departments returning to school after an extended period of closure
* **GL336** – CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic
* **GL347** - Guidance for D&T departments returning to school after an extended period of Closure
* **GL344** - CLEAPSS Guide to doing practical work in a partially reopened school – D&T, food and Art
* **GL346** - Equipment and machine maintenance during Extended Closure

Any guidance to those staff in particular is over-arched by the information we have in our overall school risk assessment (and supporting policy addendums e.g. behaviour) which all staff will be made aware of – in terms of social distancing, washing hands, when and where (if it is specified), spacing for students and their belongings etc. particularly in relation to practical areas and how the social distancing/regular cleaning will be managed in those areas for the groups coming in.

Teams will also need to consider the management of small equipment items, but again, this will be the task of staff and technicians who know the areas and ultimately the numbers of pupils who will be needing to access it and when. For example in a food technology area, students will touch multiple surfaces during a lesson; work surfaces, fridge, sinks, utensils etc. and this will be managed by the staff involved in line with CLEAPSS guidance, and our overall school risk assessment but tailored to their particular practical rooms.

### Social distancing within lessons and group sizes

* We will ensure that all lesson activity adheres to the social distancing rules in place at the time of delivery. This means team games involving contact are currently not possible.
* Class sizes will adhere to Government guidance and be reduced to a level where social distancing rules can be applied.

### Hand Washing

* Opportunities for handwashing before and after the lesson will be available.
* Hand sanitiser will be readily available for students to use throughout the day. This is in addition to regular handwashing.

## Transport

Where necessary, parents will be made aware of recommendations provided by GOV UK on transport to and from school (including avoiding peak times), particularly where they travel by public transport including the mandatory wearing of face coverings from 15/06/20 ([Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)).

Staff will be advised that car Sharing to and from workis not currently advised unless the individuals are from the same household and the use of public transport should be avoided **if** possible.

The Local Authority is responsible for arranging school transport for those pupils legally entitled to travel to and from school. We are currently awaiting advice from the LA on how this will be achieved. ([Coronavirus Covid-19 Safer transport guidance for operators](https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators)).

Part of our planning is to consider how our pupils travel to and from school. In all cases, pupils will be encouraged to walk or cycle wherever possible, and to avoid public transport wherever possible. However, we are mindful that because of our rurality, the vast majority of our pupils will need to travel via coach or bus. We will canvass parents on how their child is likely to travel to and from school. With this in mind, we will:

* We will make an assessment of the number of pupils in years 10 and 12 who will be travelling at the same time (bearing in mind that the most we will have at any one time will be a quarter of the year group plus any pupils who are vulnerable and those of key workers).
* We will make an assessment of how those pupils are likely to travel taking into account the fact that parents may opt to bring their child to school during the coming weeks;
* We will make an assessment of the likelihood of pupils mixing with each other as they make their way to and from school.
* We will ensure that a clear message is given to pupils about minimising the use of public transport wherever possible and how they can reduce the risks of transmission of COVID-19 outside school.
* We will ensure that a clear message is given to pupils about their general socialising behaviour beyond the school gates i.e. not congregating in large groups etc.
* Remind pupils using public transport unaccompanied that from 15 June 2010 all passengers must wear a face covering.

**Appendix 1**

**Parents Covid19 Guide.**

**General operation:**

Students will be expected to attend school between 9:15am – 2:15pm and must sanitise hands on entry at reception.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. 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. 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. Staff and pupils will eat their lunch in the classrooms. All lunches will be packed lunches. All rooms will have a PPE table with relevant equipment.

Doors will be kept open to avoid touching handles. Windows will 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. Pupils should wear **clean** school uniform everyday as far as this is possible.

**Equipment**

Pupils are expected to bring in their class books and own stationery including calculator. There will be supplies provided in each classroom for the students to collect not for the staff to give out if needed. Pupils need to bring own packed lunch and water/drinks bottles (no sharing) and take rubbish home with them afterwards.

**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**

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. For more information, request a copy from school of the Addendum to the Behaviour Policy which covers the new COVID-19 rules about behaviour.

**Parking**

No cars are allowed on site to drop off or collect pupils.

**Parents**

Parents are NOT allowed in the school without an appointment. Contact will continue to be electronic via email or telephone. If parents have any welfare/ mental health concerns about their child, they should contact the school as soon as possible.

**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.

**First Aid**

First Aiders will be on site.

**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 your child is displaying any of the 3 symptoms (cough, temperature, loss of sense of smell or taste), they MUST NOT come to school for 7days.

If a child displays symptoms (temperature, cough or loss of sense of smell / taste) at school the child’s parents contacted to remove them from the building and only allowed to return to school after proof of a negative COVID 19 test. 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

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.**

**Appendix 2**

**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.**