



COVID 19 handbook Update January 2022

Essential measures outlined in the Government guidance — SEND and Specialist Settings: additional COVID-19 operational guidance (Gov.UK) and Rapid Asymptomatic Testing in Specialist Settings updated on 2 January 2022.

The key messages from these updates are:

- information on the changes to the self-isolation period for individuals who test positive for COVID-19
- information on daily testing for close contacts of COVID-19
- updated guidance on the use of face coverings in secondary schools, colleges and universities

SLT will have active arrangements in place to monitor the controls measures ensuring they are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Health and Hygiene

Signage

- Signage will remain throughout the school to encourage health and hygiene routines and social distancing where required. Do Not Enter warnings for students and staff showing COVID-19 symptoms will continue to be displayed on the electronic entry system.

Cleaning of the environment and resources

- Every class will continue to be supplied with a core supply of cleaning materials.
- Regular cleaning will take place during the day. Certainly at the end of every activity. Students can be involved in this cleaning regime.
- Every member of staff/student should have their own rubber gloves.
- Cloths should be taken up to the foyer at the end of the day for washing. There will be a lidded wash basket. Sensory class will put the cloths through the washing machine overnight.
- Catch it, bin it, kill it approach to sneezing and coughing. Every class will have a lidded bin for disposal of tissues and wipes.
- All other rubbish will go in the normal bin.
- Facemasks and PPE must be worn by those dealing with intimate personal care - if PPE is normally worn when performing this task.

- Morning checks will be carried out to ensure areas are supplied with the correct equipment.

Personal health and hygiene

- All visiting staff and contractors will need to have temperature checks when entering the school. The average normal body temperature is generally accepted as 37°C.
- Each class is provided with a thermometer – temperatures above 37.8 are considered to be a fever.
- Hand washing regularly. On arrival in school, on leaving school, before and after eating food, after going to the loo, and after activities etc.
- Students will have their own pack of commonly used equipment: Pens, pencils, scissors (at discretion), glue stick, rulers, colouring pencils, dictionaries, calculators, protractor, rubber, sharpener etc.

Use of face coverings and masks

- From Sunday 2 January 2022, it is recommended that face coverings be worn in classrooms where pupils in year 7 and above are educated. The advice is short term only, to support pupils and teachers as they return to school following the Christmas break. The advice on face coverings in classrooms will be in place until Wednesday, 26 January, when the Plan B regulations are currently scheduled to expire.
- Face coverings for all staff visiting classes outside of their substantive bubble are mandatory.
- Face coverings are mandatory for all visitors and visiting stakeholders to the school.
- Specialist staff should wear face coverings wherever practical.
- Face coverings or masks must be worn in all communal or enclosed areas.
- These measures can be stepped up or down depending on the local infection rate.
- See Appendix B - Safe wearing and removal of face coverings

Use of PPE

- PPE will be made available to staff and students for when needed; visors/glasses/goggles by preference, single use face masks, plastic aprons and gloves.
- PPE should be used when working in a context where there is a risk of bodily fluid exchange. This is specifically in the bathroom during change routines and during some behaviour incidents.
- Most staff will not require to wear Personal Protective Equipment (PPE) beyond what they would normally need for work. If a student has routine care needs that involve the use of PPE, the same PPE should be continued to be used including facemasks.

Care plans/manual handling and PSPs

- Staff must check to establish if care plans need to be updated following the move to the current guidelines.

Hygiene of shared equipment

- Equipment commonly used e.g. Numicon should be divided into individual sets if possible and kept to an individual.
- Equipment such as reading books can be used by an individual and must then be cleaned before storing.
- External and internal equipment needs to be sanitised before and after use.
- Materials which cannot be cleaned should be left for 48 hours before redistribution (72 hours for plastic if not cleaned thoroughly).
- Exercise books will need to be kept on desks. Avoid students touching each other's books.
- Ensure water bottles are not touched by other people.

Shared facilities:

- Bathrooms – limited capacity in each facility that will be indicated by the signs on the doors.
- Person signs need to be turned the correct colour on entry and exit to bathrooms. Green person for vacant, red person for occupied.
- Antibacterial wipes will be provided in staff bathrooms so toilets can be wiped over after use along with the door edge and lock.
- Stringent handwashing should be observed. Training was given in the summer term but can be accessed on request in September.
- A cleaner on a rotation basis throughout the day will clean student bathrooms.
- Please try to avoid bottlenecks for social gathering e.g. locker areas. It would be good if you could have them in your class.

Bringing in of objects from home:

- Unnecessary items brought from home will be discouraged across students and staff to avoid cross contamination – see the risk assessment.

Shared spaces

- Some communal areas will be accessible to students and staff whilst maintain Key Stage bubbles to promote social distancing.
- Students will eat their lunch in their classrooms within their bubbles.
- The Staffroom usually doubles up as some specialist staff workspace. For this reason and the need to social distance, we will be asking people not to use the staffroom for break times. We understand that this will be an inconvenience but we do need to put health and safety first at this time.
- Each class has a microwave/kettle etc. so staff should prepare their lunch and take their breaks outside the front of the school/in their classroom, if possible.

We do not expect you to stay in your classroom with the students but you can if you are comfortable to do so.

- Collective worship and assemblies will not take place in whole school groups.
- Break/lunch time rotas will be employed (see below)

The school day:

Door duty

This rota will still run and staff will be responsible for ensuring students social distance as much as possible. This will commence from 8.45 a.m. Families will be asked to avoid their child arriving earlier.

Transport

- Buses and taxis will unload one at a time to avoid congestion in the corridors.
- Parents will be advised to social distance if they are dropping off or collecting their child.
- Students and adults must a face covering when travelling on public transport and should wear one when travelling on dedicated transport to secondary school or college.

Breakfast Club

- Breakfast foods will be supplied to classes to share with students during registration. There will not be a communal club at this time.
- Collect ordered food parcels from the café (bagels and cereal).

Arrival and Dismissal

- Staff should cleanse hands and check student temperatures on arrival.
- The signing in system has been altered so you do not need to touch the screen to sign in and out.
- No students to arrive before 8.45 – it is essential parents adhere to this.
- No Breakfast Club – collect food and eat in class not the café.
- One bus to disembark at a time. Students must obey social distancing as they move through the school.
- Students must wash their hands on arrival in their class.
- Each class will have a thermometer and students will have their temperature checked on arrival into class.
- At the end of the day, a member of the office staff will ask buses to come up one at a time leaving a couple of minutes between each bus to avoid congestion.
- Do not send your students up earlier or allow them to sit in the entrance hall to wait for bus collection.

One-Way System

- There is a one-way system throughout the whole school. It is clearly indicated by large white arrows on the floor. All people should go 'down' through the school and 'up' the outside leaving the building via the fire doors. I know this is an inconvenience in bad weather but again we need to consider safety first.
- Entry back into the building is via the fire door opposite the top mobiles.
- Only use safe accessible entrances and exits. If you need assistance at any time, please ask a colleague for help.
- The only people who can go against the one-way system are those who are wheelchair user and their staff member. Wheelchair users will always get priority of right of way. All other people should give them the appropriate amount of space to stay safe according to current social distancing guidance.

Social Distancing

- Social distancing is currently no longer a requirement except in crowded areas. However, the school would encourage all staff and students to continue to maintain social spacing. Please be aware that some staff and pupils may wish to continue to maintain social distancing and not be in close proximity of other people.

Classroom Set up

- Classes should be set up with regard to any guidance i.e. social distancing and use of equipment if required.
- Windows and doors should be left open where possible to promote good airflow.
- Students and staff will be encouraged to wear additional layers to keep warm.
- Fans and air conditioning can be used as all our units are individual to the one room. Fans should not be positioned pointing at an individual.
- Students should sit face forward. Pupils sitting facing each other should be avoided, wherever possible.
- Sneeze screens will remain in place and should be used as deemed necessary.
- Regular cleaning should take place throughout the day. Students can be asked to be involved as this is now a life skill.
- Each class will have a lidded bin for disposal of tissues and wipes.
- All other rubbish should either be recycled or disposed of as normal.

Break times

- KS3 morning break – main play area and top mobile area – 10.05.
- KS4 morning break – 6th Form area – 10. 05.
- KS5 morning break – 6th Form play area – 10.20.

Lunchtime break

- KS3- Playground 12.30-1pm, if field wet.
- KS4– Playground 12-12.30pm if field wet.
- KS5– 6th Form play area – 6th form area.

Outside Learning

- Be mindful of young people who cannot move about to keep warm or regulate their temperature as the weather gets colder.

Work Experience

- Work experience will only be permitted if a stringent risk assessment is in place and deemed to be safe. All work experience should be agreed with Head/Deputy Headteacher.
- See Appendix A for information on venues where face masks are required.

Swimming/Hydro

- Swimming will take place in class bubbles only. No mixing of class bubbles for this activity.

School Minibus Use and External Visits

- Classes may use minibuses to transport students.
- It is the responsibility of the organiser of the visit to book the bus prior to submitting Evolve.
- Mairi Robinson as the MIDAS trainer will manage the bookings.
 - White buses - 15 seats including driver
 - Green bus - 17 seats including driver
 - Blue bus - 9 seats including driver

Community Learning

- Only community visits to outside venues away from the general public will be considered. All visits must be agreed by the SLT.

One off Educational Visits

- One off educational visits will be suspended until further notice.

Evolve

- Please ensure all Risk Assessments are relevant to the venue and to the cohort of students accessing the visit.
- Include the school office, Head and Deputy Head as a school contact.
- The January 2022 COVID RA will be added to the risk assessment folder on shared staff, please only use the most recent.
- A pre-visit should take place if the venue has not been visited since before March 2020 and all aspects of social distancing / accessibility etc. must be considered.
- All minibus / transport must be confirmed prior to submitting the Evolve.
- Evolve forms should be submitted two weeks prior to the trip.

- Do not go on the trip unless you have checked that the trip has been approved.

Safeguarding:

- Use of personal mobile phones - should only be used for school business if it is necessary to contact school or emergency services.
- Please do not use your camera on a smart phone.
- Please do not take personal calls / texts whilst support students on an educational visit.

Class Rules

- Class rules will need to include COVID 19 requirements. Staff to ensure students are aware of what they can and cannot do.

School Rules

- Whole school rules relate to the Covid restrictions and should be promoted and adhered to at all times.
- Staff should act as positive role models at all times.

Key Stage Values

- KS Values will be revised with COVID 19 in mind.

Specialist teachers

- Specialist teachers will carry out lessons as normal following the current recommendations and hygiene routines (see the risk assessment for specialist lessons and room sharing). Face coverings to be worn wherever possible.

PPA

- Teachers will still get their PPA. This should be taken in their own class or the IT room. For work where they do need to vacate e.g. a day's non-contact bid, staff should work from home as there is unlikely to be available space in the school building.

Interventions and Therapies

- Therapists will still be allowed to come into school as long as they follow stringent risk assessment and social distancing.

Visitors into school

- A hybrid model will be employed depending on local conditions. Parents will be asked to make an appointment if they need to come in. The meeting room is available and can be booked or alternatively, book an office space.
- Dr Ugundiya's Surgeries will resume in school.

Illness and absence

Staff with pre-existing conditions making them vulnerable to COVID 19

- Ensure SLT are aware of your condition and we will work with you to risk assess and reduce risk while you attend work.

Test and Trace

- A national approach to daily testing for contacts of COVID-19 has been being introduced. All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19.
- The school have home testing kits for use by staff and students. Lateral Flow Testing (LFT) should be taking place twice weekly using the Home Kits (See LFT Risk Assessment). Results of testing must be registered via the school and Gov.Uk Report a Test website links. We will follow Public Health guidance and advise staff as to current protocols should they or a member of their class develop symptoms.

Reporting Illness

- Staff and families must report symptoms promptly and not come in or send their child into school.
- We have created an email address for staff who should also phone in and leave a message.
- Staff should report by 7.15am.

Showing symptoms when already in school

- Report immediately to a member of SLT/the School Nurse. This includes a young person who has a high temperature (37.8 or above).
- Remove the person from a communal setting and place them in quarantine in dedicated room.
- The person chaperoning them should wear full PPE.
- The student should be collected ASAP.
- If a parent cannot collect their student, they will be taken home.
- The meeting room should then be deep cleaned and all PPE disposed of.

Students who cannot attend

- Students unable to attend due to being extremely vulnerable will continue to be supported to learn in the home. There is a clear Remote Learning Policy in this case with clear guidance from September 2020.

Liaison and meetings

Liaison with Families

- Parents will be very anxious sending children back into the school environment so we need to do everything possible to keep them informed and confident.

Meetings

- For external meetings, a hybrid model will be employed depending on local conditions. Parents will be asked to make an appointment if they need to come in. The meeting room is available and can be booked or alternatively, book an office space.

This guidance is not exhaustive. If you have any queries or ideas for addition please contact Sue Holman.

Appendix A

Cabinet Office and Department of Health & Social Care Update 30 November 2021.

From 30 November 2021, there are some places where you must wear a face covering by law, unless you are exempt or have a reasonable excuse.

In England, you must wear a face covering in the following indoor settings (examples are given in brackets):

- shops and supermarkets (places which offer goods or services for retail sale or hire)
- shopping centres (malls and indoor markets)
- auction houses
- post offices, banks, building societies, high street solicitors and accountants, credit unions, short-term loan providers, savings clubs and money service businesses
- estate and letting agents
- premises providing personal care and beauty treatments (barbers, hair salons, tattoo and piercing studios, nail salons and massage centres)
- pharmacies
- premises providing veterinary services
- retail galleries
- retail travel agents
- takeaways without space for consumption of food or drink on premises
- public transport (aeroplanes, trains, trams, buses, coaches and ferries), taxis and private hire vehicles
- any car or small van during a professionally delivered driving lesson, a practical driving test, or during one of the practical tests for giving driving instruction, and in all HGV lessons and tests
- transport hubs (airports, rail and tram stations and terminals, maritime ports and terminals, bus and coach stations and terminals)

Appendix B

Safe wearing and removal of face coverings

Schools are expected to communicate the wearing and removal of face coverings clearly to pupils, students, staff and visitors, and allow for adjustments to be made for pupils or students who may be distressed if required to remove a face covering against their wishes.

When wearing a face covering, staff, visitors and pupils should:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
 - avoid touching the part of the face covering in contact with their mouth and nose, as it could be contaminated with the virus
 - change the face covering if it becomes damp or if they've touched it
 - avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination
- When removing a face covering, staff, visitors and pupils should:
- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
 - only handle the straps, ties or clips
 - not give it to someone else to use
 - if single-use, dispose of it carefully in a household waste bin and do not recycle once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.
 - if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
 - wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed