

## Covid 19 Safe Guarding Fact Sheet & Risk Assessment – September 2020

Area	Government guidance	Implications for children and families and how the school has mitigated this
<p><b>Effective infection protection and prevention</b></p>	<p>As of 2<sup>nd</sup> July 2020 schools are being asked to focus on these measures:</p> <ul style="list-style-type: none"> <li>• a requirement that people who are ill stay at home</li> <li>• robust hand and respiratory hygiene</li> <li>• enhanced cleaning arrangements</li> <li>• active engagement with NHS Test and Trace</li> <li>• formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul>	<p><b>Prevention:</b></p> <ol style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE)</li> </ol> <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</p> <p><b>Response to any infection:</b></p> <ol style="list-style-type: none"> <li>7) engage with the NHS Test and Trace process</li> <li>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9) contain any outbreak by following local health protection team advice and instill remote education support if applicable</li> </ol>

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<b>PPE and face masks</b>	Wearing a face covering or face mask in schools or other education settings is not recommended.	PPE is only needed in a very small number of cases including: <ol style="list-style-type: none"> <li>1. Children whose care routinely involves PPE equipment.</li> <li>2. If a social distance cannot be maintained from a child unwell with the symptoms of coronavirus.</li> <li>3. If a member of staff becomes unwell.</li> </ol>
<b>Food</b>	Schools are expected to have their kitchens open to serve school lunches.	In order to maintain social distancing where possible, there will be staggered lunchtimes. Due to social distancing measures, children will be eating with their tutor groups. A small group of Year 11 pupils will eat in the dining hall. A one way system will continue to operate around the food serving area. Staff will provide drinks in the classroom and each group will be given their cutlery rather than pupils picking these up themselves from the cutlery box. Trays will be delivered back to the canteen by a designated staff member to reduce 'traffic' in corridors and stair wells.
<b>Social distancing</b>	It is still important to reduce contact between people as much as possible. Where settings can keep children and young people away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 1m+ apart from each other and staff.	<p>Whilst we will be doing our best to implement some appropriate social distancing measures it will be impossible, as the government acknowledges, for us to always maintain a 1m+ distance at all times.</p> <p>We will provide less opportunities for pupils to mix at break and lunchtime and limit movement around the school as much as we reasonably can.</p> <p>Parents will be asked to collect their pupils from specific exit points and observe social distancing while waiting which they will be informed about in due course.</p>

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<b>Class sizes</b>	<p>Desks should be spaced as far apart as possible and pupils facing forwards.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. However, we will look to keep this to an absolute minimum, but need to ensure broad curriculum coverage for the pupils. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 1m+ from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in schools can still work across groups if that is needed to enable a full educational offer.</p>	<p>We will continue to use individual named equipment folders for pupils to use, and when they work at a desk, it will be a named desk.</p> <p>We will try to utilize the outside space in school as much as possible to help reduce the risk of transmission and use external doors to exit and enter as much as we can.</p>
<b>Reducing mixing</b>	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> <li>• accessing rooms directly from outside where possible</li> <li>• considering one-way circulation.</li> <li>• staggering breaks to limit children moving around school.</li> <li>• staggering lunch breaks - groups should be kept apart as much as possible and tables should be cleaned between each group.</li> </ul> <p>Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <ul style="list-style-type: none"> <li>• ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at any one time</li> <li>• noting that some children and young people will need additional support to follow these measures</li> </ul>	<p>No school assemblies.</p> <p>Whole class registers and lunch arrangements will be completed daily for both staff and pupils in each class and placed in a folder outside each classroom. This will be collected by a member of the office staff each morning. Parents are being encouraged to use Parentpay to limit the use of cash in school.</p> <p>Keeping access to the toilet areas clear and avoid large numbers of pupils using them.</p> <p>Avoid use of Room 21 in the secondary school due to its location near the main secondary school toilets.</p>

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<b>Shared rooms and resources</b>	<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> <li>• limit the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff.</li> <li>• prevent the sharing of stationery and other equipment where possible.</li> <li>• Shared materials and surfaces should be cleaned and disinfected more frequently.</li> </ul>	<p>Parents/children will need to be aware that we will have a reduced access to specialist areas and specialist staff to prevent mixing and the possibility of cross contamination.</p> <p>We will timetable sessions in for swimming and access to the sports hall without groups using the same things at the same time.</p> <p>Anti-bacterial spray and disinfectant will be available in all classrooms and staff will be encouraged to wipe surfaces down at specific intervals during the day.</p>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>• Consider how lessons may take place outdoors where possible.</li> <li>• Reduce movement around the building as much as possible.</li> <li>• Stagger playtimes and lunchtimes and the end of the day collections times.</li> <li>• Plan protocols for parents at drop off and collection to minimise adult contact.</li> <li>• Changing for P.E. and swimming to take place in the classroom for primary groups.</li> </ul> <p>From September, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</p>	<ul style="list-style-type: none"> <li>• We will be separating those going on home- school transport and those picking up their children.</li> </ul> <p>*(We are awaiting further guidance form our transport providers as of 5.8.20)</p> <ul style="list-style-type: none"> <li>• Entrance and exit to the school will be strictly controlled and no visitors will be allowed without prior discussion with a member of SLT.</li> <li>• No singing or choir.</li> <li>• Minibus outings where social distancing of 1m+ cannot happen on the minibus will be postponed.</li> <li>• No student or work placements in school until more guidance is available.</li> <li>• No children outside of the school will be able to attend after school clubs and SNAC club when they resume.</li> <li>• Opportunities for ‘catch up’ sessions in English and Maths are being timetabled.</li> </ul>

	<p>Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</p> <p>Examination preparation will take place ready for Summer 2021.</p> <p>Statutory primary assessments will take place in the Summer 2021</p>	<ul style="list-style-type: none"> <li>• Summer 2020 examination results will be given remotely and posted.</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Where a sink is not nearby, hand sanitiser is provided</li> <li>• clean surfaces that children and young people are touching more regularly than normal</li> <li>• ensure that all adults and children:             <ol style="list-style-type: none"> <li>a. frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>b. clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>c. are encouraged not to touch their mouth, eyes and nose</li> <li>d. use a tissue or elbow to cough or sneeze and use bins for tissue waste</li> <li>e. ensure that help is available for children who have trouble cleaning their hands</li> </ol> </li> <li>• help children to learn and practice these habits</li> <li>• ensure that bins for tissues are emptied throughout the day</li> <li>• where possible, all spaces should be well ventilated</li> <li>• prop doors open where safe to do so to limit use of door handles and aid ventilation</li> </ul>	<p>All people coming into school (staff and pupils) will be expected to use hand sanitizer upon entry. There will be a specific station set up for pupils and staff to use.</p> <p>All rooms that are used have their own sink for handwashing and we will be reinforcing this with hand over hand support for those that need it. Pupils and staff will be encouraged to wash their hands regularly.</p> <p>Tissues will be available in all classes so we can reiterate the 'Catch it, Bin It, Kill It' motto. Classroom bins are emptied during the day and toilets are cleaned and refreshed in the middle of the day as well as at the end of the day.</p> <p>Anti-bacterial spray and disinfectant will be available in all classrooms and staff will be encouraged to wipe surfaces down at specific intervals during the day.</p>

**Documents used for guidance and advice:**

***'Checklist for September' – NEU/GMB/UNISON/Unite***

***Department for Education – 'Guidance for full opening: schools' – updated 27<sup>th</sup> July 2020***