



SOCIAL DISTANCING AND INFECTION CONTROL POLICY

- Sep. '20 'Full-time Provision for All' Version

STATEMENT OF INTENT

This policy statement outlines the academy's approach to social distancing and infection control measures, in the context of the current coronavirus (COVID-19) pandemic, incorporating guidance published by the Government and relevant health organisations.

On 2 July, the Government released its guidance for the full opening of schools from the beginning of the autumn term. The judgement that full-time provision should be put in place for all students was made on the basis that: the risk for students of becoming severely ill from COVID-19 were very low; parents and carers needed to get back to work; and prolonged absence from school was having a negative impact on students' learning and wellbeing. Where possible, schools are asked to keep groups of students separate from each other – in 'bubbles'. It is recognised that in secondary schools these groups may need to be year groups (in order for the curriculum to function effectively). The 2 m. and 1 m. plus social distancing provisions for students have been relaxed in many school-based contexts, but other controls are expected to be put in place (e.g. students not sat facing each other). Staff in schools are expected to keep their distance, as much as possible, from themselves and from students. Much of the content of this policy, therefore, relates to how staff can achieve this in practice.

We are looking forward to welcoming students back to school and recognise that it will be a challenge to reengage students, address gaps in their learning and help them to get back on track, making strong progress. This policy supports the academy's revised **COVID-19 Risk Assessment and Action Plan**. It outlines the steps that will be taken to mitigate the risk of infection spreading and to keep our school community safe.

To support our decision-making, parents/carers and staff members are also consulted and we will also be updating the risk assessment, this policy and associated procedures on a continuous basis, in response to new information and guidance.

LEGAL FRAMEWORK

This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:

- Coronavirus Act 2020
- DfE (2020): Coronavirus (COVID-19): implementing protective measures in education and childcare settings
- DfE (2020): Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

The policy operates in accordance with the following school policies, procedures and checklists:

- COVID-19 Risk Assessment and Action Plan
- Classroom Working Protocol (COVID-19)
- Site Cleaning Schedule (COVID-19)
- Site Maintenance Checklist (COVID-19)
- Transport to and from School Risk Assessment (COVID-19)
- Fire Evacuation Procedure (COVID-19)
- Behaviour Policy Addendum (COVID-19)
- Safeguarding Policy Addendum (COVID-19)

(Please note that these will be amended to accommodate the measures in the approved risk assessment and policy document)

RISK ASSESSMENT

In consideration of opening the school to all students at the beginning of the autumn term, a risk assessment has been conducted to establish the level of risk, both before and after mitigation, and to ensure that appropriate measures would be in place to protect students and staff, including through the use of appropriate social distancing and infection control measures. The risk assessment includes the following key areas:

- Safety of the school premises
- Cleaning measures, infection control and the ability to implement protective measures, e.g. social distancing
- Supporting the wellbeing of students and staff (including, in particular, more vulnerable members of the school community)
- Supporting students' learning
- Catering for students with special needs and disabilities

- Safeguarding
- Transport arrangements
- Communication of plans and procedures and required training

Minimising the risk to vulnerable people

The greater level of risk to vulnerable people is considered carefully in the **COVID-19 Risk Assessment and Action Plan**.

Almost all clinically extremely vulnerable people, i.e. those who were previously asked to 'shield', can now come onto the school site. Students are expected to attend, unless a specialist health professional indicates otherwise (in which case, absence from school will not be penalised).

Most staff in position will need to be on site, due to the nature of their roles and where they have concerns, an individual risk assessment will be conducted, with adjustments made. In some (limited) circumstances, it may be possible to support some staff to work from home.

Where a student lives with a clinically extremely vulnerable person, they should attend school. (The DfE guidance is very clear on this). It is also the case that staff in this position are expected to attend. Where there are concerns, support will be provided and, where possible, measures will be taken.

Clinically vulnerable students are expected to attend school. Where parents/carers are concerned and significant risk factors are identified, the school will listen to these concerns and provide reassurance regarding the measures that are being implemented. An individual risk assessment will be completed for clinically vulnerable staff and additional measures will be put in place, where appropriate. In some cases (but not most), staff may be able to work from home.

Black and minority ethnic people are at a statistically greater risk of contracting the virus and the school's position is that this should be considered in the same way as the approach for clinically vulnerable people.

MINIMISING CONTACT WITH PEOPLE WHO ARE SYMPTOMATIC

Individuals who have symptoms, or who have someone in their household with symptoms, are not to come onto the site. Furthermore, anyone who has tested positive in the last ten days must also not come onto the site.

Students/parents (and members of their households) and staff are eligible for testing and are strongly encouraged to take advantage of this service - in order to enable those who test negative to get back to school/work and, for those who test positive, to enable action to be taken to protect classmates and staff. Tests can be booked through the [NHS 'Test and Trace' website \(111 Coronavirus service\)](#), or by calling NHS 119.

OTHER SOCIAL DISTANCING MEASURES

A variety of linked social distancing measures have been put in place to support the safety of the school's on-site provision.

School day

The start and end of the school day, and break and lunch periods, will be staggered for different key stages, as below:

	Start	Break	Lunch	End
Years 7 - 9	8.30 am	9.50 - 10.10 am	12.10 - 12.50 pm	2.45 pm
Years 10 / 11	8.40 am	10.50 - 11.10 am	1.10 - 1.50 pm	2.55 pm
Years 12 / 13	8.30 am	10.50 - 11.10 am	1.10 - 1.50 pm	2.55 pm

This will support safe and efficient movement around the site and enable more effective supervision during break and lunch periods.

Travel to, and from, school

Parents/carers are asked to encourage their children to walk or cycle, where possible. Arrangements will be in place for students to store their cycles securely, separate from other year groups.

Where students and staff use public transport to travel to school, they should follow closely government advice: [DfT, 25 Jul. '20: Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

Both car parks will be open for dropping off and picking up students, but the sixth form car park will not be used for parked cars through the school day, as it will be a designated break-time / lunchtime space for groups of students. Parents dropping off students should stay in their cars. The main car park will be used for staff, visitors and contractors.

Students should arrive no earlier than 10 minutes before the start of the school day, i.e. no earlier than 8.20 am for students in years 7, 8, 9, 12 and 13 and no earlier than 8.30 am for students in years 10 and 11.

School-organised home-to-school transport – using our transport providers and/or our own vehicles – will have all necessary safety measures in place (including cleaning vehicle thoroughly between trips), as detailed in the **Transport to and from School Risk Assessment (COVID-19)**. Students will use hand sanitiser on boarding and, consistent with expectations for travelling on public transport, students, staff and drivers will wear a face mask.

There will be hand sanitiser stations at each entrance/exit to the school and students will be expected to use these as they enter and leave the school.

Movement around the site

An extended and revised one-way system will be in place (with floor markers) – to support social distancing.

Where they need to move rooms, teachers and TAs will need to move promptly to lessons (to minimise queuing in corridors) and so lesson changeover bells will be re-introduced at times when both students and staff will be moving (at 8.50 am, 11.10 am and 1.50 pm). TAs will move to their next classroom five minutes before the end of the lesson and then help to supervise students' entry to the room.

The use of lifts will be avoided, where possible. Where lifts need to be used for particular students/staff, specific risk assessments will be put in place and followed.

Grouping

Students will be kept, as far as possible, in year group 'bubbles'.

Break and lunch arrangements

Students will be directed to specific dedicated areas for break and lunch times and, as far as possible, for the purchase /collection of food and the use of toilet facilities.

Dedicated break and lunch areas are as follows:

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
Year 7 Courtyard	Technology Courtyard	Sixth Form Car Park	Technology Courtyard	Sixth Form Car Park	Canopy o/s New Hall

By staggering break and lunch periods for key stages (as shown in the 'School Day' section), it is possible to achieve adequate separation between year groups. It will be important to clean areas in between the times when different year groups will be using them.

Specific food serving points will also be allocated for specific year groups, as below:

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
Break 9.50-10.00: New Hall	Break 10.00-10.10: New Hall	Break 9.50-10.10 Kiosk	Break 10.50-11.00 New Hall	Break 10.50-11.10 Kiosk	Break 11.00-11.10 New Hall
Lunch 12.10-12.20: New Hall / Pizza Hub	Lunch 12.20-12.30 New Hall / Pizza Hub	Lunch 12.30-12.40 New Hall / Pizza Hub	Lunch 1.10-1.25 New Hall	Lunch 1.10-1.50 Kiosk / offsite	Lunch 1.25-1.40 New Hall / offsite

Hygiene provisions will be in place for use of the biometric system (although parents will be encouraged to keep their Parent Pay account topped up with sufficient funds) and hand sanitizer stations will be positioned in all food serving areas.

At the end of the break and lunch-time periods, students will line up in their tutor groups and their entry into the school buildings will be controlled in order to minimise congestion in school corridors. Students will be brought directly into classrooms, rather than lining up in corridors.

Classrooms

A revised **Classroom Working Protocol (COVID-19)** will be in place.

Where necessary, classrooms will be reorganised so that students are not facing each other. Where this is not possible, a different room will generally be used (subject to availability).

Teachers should aim to stay at least 1 m. from the nearest student, and 2 m. where possible.

TAs will also aim to keep distanced from both students and the teacher. As appropriate, well-judged choices should be made regarding the positioning of specific students – to facilitate easier access. Alternatively, hub areas or other rooms may be needed (again, with TA/student social distancing) for some periods of support.

Anyone entering the room during a lesson (e.g. to provide technical support) must (as far as possible) observe social distancing in relation to both students and other staff.

Windows will generally be left open (for ventilation). [It will be therefore be advisable to wear warm clothing]. Also, where possible (bearing in mind fire safety and safeguarding issues), doors will be propped open to limit the use of door handles and improve ventilation. Air conditioning can be used in rooms that have it, as long as this is on the 'fresh air' setting.

Classrooms should be tidy and uncluttered, with any unnecessary items removed (where there is space to store them elsewhere).

Where possible, teachers/TAs should distribute resources before the lesson starts (or have these available for students to collect as they come in).

Students will enter classrooms as promptly as possible, to avoid congestion in corridors. At the end of a lesson, there will be a controlled and orderly exit from the room.

Students and teachers / TAs will use hand sanitiser on entry to the room.

Students will not wear face masks in lessons and teacher will only wear PPE in lessons, where this has been agreed with the Head of School or Business Manager.

Music

The curriculum will be adapted, so that singing and the use of wind/brass instruments do not feature in classroom-based activity.

Singing will not be allowed.

Where other musical equipment is used, this will be cleaned thoroughly between usage by classes in different year group 'bubbles'.

Instrumental one-to-one and small group lessons will be suspended, pending a specific approved risk assessment being in place.

Drama

The curriculum will be adapted with front-loading of the theoretical aspects.

For KS3 groups, scripts will be projected to avoid paper scripts being passed around.

KS3 lessons will involve reduced student movement and more teacher/student modelling. Where possible, performing will be stylised in a front-facing manner.

Scenes will be stage with increased social distancing (as if they were acted out on large stages).

Where possible, teacher presentations will be pre-recorded – to avoid the need for voice projection.

Space will be maximised by taking away any unnecessary furniture, storage, props etc.

Students' bags will be placed along the length of the room to avoid 'piling' and support social distancing.

The fire door in the Drama Studio must be kept closed and the door to the English hub must be kept open – for ventilation.

PE

The curriculum will be adapted, so that contact sports and swimming do not feature (to be reviewed at half-term break).

Activities will take place outside, wherever possible. Any indoor activity will be in a well-ventilated, large space and consideration will be given to the nature of the activity.

All equipment will be cleaned between usage by classes in different year group bubbles.

Students will wear their PE kit on the days that they have a PE lesson, thus avoiding the need to use the changing rooms.

Design and Technology

The curriculum will be adapted, so that the use of electrical machinery that relies on air extraction is avoided.

The use of any hand tools that may require close supervision for safe use, will either be avoided, or else teachers / TAs will use PPE (visors) for these sessions – to enable safe circulation and closer supervision.

Equipment will be cleaned between usage by classes in different year group 'bubbles'.

(Given the relative positioning of the workshops) students will be organized and brought into / out of workshops in an order that avoids students from different year groups coming into close contact with each other.

Face-to-face seating around workbenches should be avoided, or else there should be a distance of at least 1.5m should between students sat like this.

Science

The curriculum will be adapted to limit the use of practical work, making good use of teacher demonstrations and video demonstrations instead.

Rooms with central seating pods may¹ only be available for use by small groups (as the seats will not be forward-facing) - some re-rooming may be needed. Risk assessment (for each of these rooms) will establish suitable arrangements / configuration.

Sixth Form Study Area

The Sixth Form Common Room, and an adjacent work room, will be reorganised to accommodate students (with appropriate seating arrangements) when they have private study periods.

Library

The library area will no longer be open to students at the start and end of the school day. [After-school provision may be reviewed in September].

A rota will be put in place that provides break and lunch-time access to a specific year group on a specific day.

Hand sanitiser will be used on entrance to the library.

Students will return their books to a large plastic box which will be kept safely for 72 hours before scanning books back in and returning them to the shelves. Book

¹A distance of approx. 2 m. will be needed between face-to-face positioning

collection boxes will also be placed in form rooms, with the same hygiene measures applied. [A 'click and collect' service will also be considered.]

Tables will be organized to support social distancing and without 'face to face' positioning.

Measures will also be put in place to support social distancing from library staff – in the form of a protective screen and/or floor markers.

Use of toilet facilities

Toilet facilities will be kept stocked up with soap and hot water will be readily available. This will be checked regularly throughout the day (as defined by the **Site Maintenance Checklist (COVID-19)**).

The toilets will be cleaned regularly throughout the day by cleaning staff, consistent with [PHE, 15 Jul. '20: COVID-19: cleaning of non-healthcare settings outside the home](#)) and as specified in the **Site Cleaning Schedule (COVID-19)**. This will include cleaning toilets between each of the two break periods and between each of the two lunch periods.

Toilet areas will be adequately ventilated.

Expectations regarding the use of toilets, and related hygiene measures, will be reinforced through the use of posters. Use of toilet facilities during the break period will be supervised.

Only two students will be allowed to enter into a washroom/toilet area at any time. Students will generally be expected not to use the toilets during the lesson periods. In the case of a student with a medical condition, or in the case of an emergency, a member of senior staff will be contacted to escort the student to the toilet.

Staff break / work areas

Departmental work areas and office spaces will often not be large enough to accommodate the full team of staff with appropriate social distancing measures (ideally 2 m. spacing).

The Staff Room will be available for staff use but will be reorganised to support social distancing.

Teaching staff may, therefore, need to use vacant classrooms as working spaces and teams of staff will also need to meet in classrooms.

Support staff with operational challenges (to achieve social distancing) in their work spaces should discuss these with the Business Manager, who will consider a range of measures that could include: avoiding face-to-face positioning; protective screens; temporary relocation for some; and/or staggered working hours.

Hand sanitisers and cleaning products will be available in all office areas.

Wherever possible, visits to offices (from colleagues based elsewhere and other visitors) will be avoided. Contact should be made by telephone and email, wherever possible.

Visitors

Entry to the Reception Area will be controlled, including through the use of social distancing markers. Protective screens will be installed around the Reception desk and entry into the Reception Area will be prevented for any unauthorised visitors. The entrance foyer area (especially door handles) will be cleaned regularly.

Access points and protection in relation to visitors will be reviewed, with times for contractors arranged in such a way that the number on site at any one time is minimised. Access for visitors will be limited to essential business only and, where possible, visits will be arranged outside of the school day (i.e. students' hours).

A Health Declaration Check will be completed (verbally) with each authorised visitor, as a condition of entrance into the school building.

Visitors will sanitise their hands on entry and exit and will be briefed on Health and Safety protocols, consistent with this policy. Where possible, Health and Safety information will be provided in advance of the visit and checked/reinforced on arrival.

For any visitors working closely with students (e.g. specialist support agencies for SEND students), as agreed and risk assessed, PPE will be made available (in addition to social distancing measures), as appropriate.

Assemblies / large meetings

There will be no assemblies or other large congregations of students or staff until further notice. Face-to-face on-site meetings between staff will involve no more than 15 staff in attendance – widespread use will be made of video conferencing technology. Social distancing must be observed for any small on-site meetings. Meetings of governors and directors will be limited to essential business only and will be conducted through video conferencing technology.

Extra-curricular activities

No overnight and overseas educational trips will be authorised for the autumn term.

Other trips will only be authorised when they are deemed highly important (in terms of educational value and strong relevance in terms of progression/transition) and where appropriate controls can be put in place.

Student behaviour

A **Behaviour Policy Addendum (COVID-19)** has been put in place, outlining how high expectations for the safety and wellbeing of all members of the school community will be maintained through the management of students' behaviour. This will be

communicated clearly to staff, parents/carers and students and action will be taken as required – securing social distancing in the interests of safety.

The approach to the management of student behavior, in these circumstances, will be compassionate and proportionate, supporting students who may exhibit problematic behaviours as a response to trauma that they may have experienced during lockdown. Nevertheless, no student can be allowed to create an unsafe environment for themselves and others.

Students will be told that they must not touch staff and should keep their distance. Where possible, they should also avoid contact with their peers.

Students will not wear face masks during lessons. However, inside the school buildings (other than for exemptions), they will be required to wear a face mask. Face masks must be worn responsibly.

Student attendance

In almost all cases, students will be able to attend school and there is a clear expectation that they should do so.

Where a young person is under the care of a specialist health professional, a course of action will be determined in conjunction with this medical advice and, in this case, absence will not be penalised.

Supporting and safeguarding students

We aim to ensure that students' emotional needs are well supported, and will provide pastoral/counselling support, as required.

The Relationships, Sex and Health Education (RSHE) programme will give timely coverage of issues relating to mental health and wellbeing.

We will continue, and enhance, programmes to support vulnerable students with rebuilding friendships, social engagement and equipping students to respond to issues relating to COVID-19.

Staff should be alert to any safeguarding concerns and follow procedure, in line with the Safeguarding Policy and **Safeguarding Policy Addendum (COVID-19)**.

The SENCO will review EHC plans and linked risk assessments to determine what support will be needed for individuals to return to school under this model of provision and, in some cases, whether it is safe to return to school. Students' views, the views of parents/ carers and, as appropriate, specialist views will be taken into account.

Supporting and safeguarding staff

We encourage staff to give an early indication of specific pressures / difficulties and issues concerning work-life balance, directly to the Business Manager or Head of School. Line managers will also be consulted, as appropriate, regarding staff deployment and welfare issues. A counselling support service is also available to staff.

Furthermore, colleagues will be able to access the [Education Support Partnership](#), as a further/alternative source of support and guidance.

Where colleagues have concerns about coming onto the school site, their views will be taken seriously, together with any medical advice. An Occupational Health Service referral will be made, as appropriate. Where it is judged appropriate for the member of staff to come onto the site, reasonable adjustments will be put in place. Where staff are able to work from home, they may be prioritised for home working. [The duty to protect the mental, as well as physical, health of staff is recognised and the approach outlined above reflects this]

Fire safety

Revised arrangements will be in place. These will be outlined in the **Fire Safety Evacuation Procedure (COVID-19)**.

OTHER INFECTION CONTROL MEASURES

Robust infection control measures have been put in place in the interests of the safety of the school community. The following measures will be implemented:

Cleaning hands frequently

All site users will be encouraged to wash hands regularly and thoroughly (for 20 seconds at a time with running water and soap and dry them thoroughly) and/or to use hand sanitiser, ensuring that all parts of the hands are covered. Specifically, all site users will be required to use hand sanitising gel on entrance to, and exit from, the site. Furthermore, all students and teaching staff will be required to use hand sanitising gel at the start of each lesson period. [The gel will be situated on a table near the entrance to the classroom door and staff will supervise students' use of this]. Hand sanitizer will also be available in all other frequently used indoor spaces, including the library, staff room and offices/work areas. Furthermore, sanitizing stations will also be positioned in food service areas.

Students will also be discouraged from touching their faces or putting objects in their mouths. Posters and rolling digital displays will reinforce good hygiene measures.

Ensuring good respiratory hygiene

The 'Catch it, Bin it, Kill it' approach will be promoted through the school, including through the use of posters and rolling digital displays.

A good supply of tissues will be supplied in each classroom. Foot-operated pedal bins will also be situated in each classroom and in other high usage areas around the site. These bins will be emptied each day.

Disposable gloves and disinfectant wipes/spray will be available in each classroom (in case anyone sneezes).

Face masks will be used on site, by students, when they are in the school buildings and are not on site. They will also be used by staff in corridors and in the busier areas of the

school (but not in lessons, unless specifically agreed with the Head of School / Business Manager).

Cleaning the site

We will ensure that our cleaning contractors follow carefully the published guidance on cleaning (infection prevention and control) – [PHE, 15 Jul. '20: COVID-19: cleaning of non-healthcare settings outside the home.](#)

An enhanced cleaning schedule (the **Site Cleaning Schedule (COVID-19)**) will be implemented, including definition of responsibilities, methods, frequency and in which circumstances an additional clean is needed.

Cleaning will prioritise surfaces that are touched by multiple people – photocopiers, door handles, table/counter tops, computers (including mice/keyboards), whiteboards, light switches, telephones, chairs, bannisters, specialised equipment for SEND students, toilets, toilet handles, sinks, taps, etc.

Cleaning substances will be risk assessed. Dirty water will be disposed of safely and there will be a designated locked area for cleaning products.

We will monitor carefully the standard of cleaning and keep in close liaison with the cleaning company's management team.

Approved cleaning products will be provided in all communal areas – classrooms, library, office spaces, reception desk, first aid bay, toilets etc. These areas will be cleaned by the cleaning contractors, taking into account high incidence touching surfaces and multiple users, consistent with [PHE, 15 Jul. '20: COVID-19: cleaning of non-healthcare settings outside the home](#), but also allowing colleagues to be responsive and to take further measures, as they wish.

Use of resources and equipment

Where possible, resources will be laid out on desks before the class enters the room and, where possible, sharing resources will be avoided. Resources (including text books) can be shared but they must subsequently be cleaned (wiped down with disinfectant) before use by a class in a different year group 'bubble', or stored and rotated so that they are unused for a period of 48 hours before their next use (72 hours for plastics).

Students should bring their own pencil cases with all the equipment they need.

Where possible, students' books/folders will be kept in classrooms, but they will be able to take these to and from home, as necessary.

Teachers will mark students' work (in accordance with Assessment Policy), but they should sanitise/wash their hands, before and after contact.

Library books will be loaned out and will be sanitised before handing out and on receipt.

Personal Protective Equipment (PPE)

Reference to PPE in this section means: fluid-resistant surgical face masks; disposable gloves; disposable plastic aprons; and eye protection, e.g. face visor or goggles.

The Government has advised that the majority of school staff do not need to wear PPE routinely, beyond what they would normally use for their work, even if they are not always able to maintain a distance of two metres from others. In some circumstances (on the basis of an individual risk assessment) it may be agreed that PPE is worn during lessons, but this should be agreed through liaison with the Head of School or Business Manager. Furthermore, as is the case for students, staff may wear a face mask, if they wish, around the school site, e.g. at lunch and break periods.

In accordance with DfE guidance, PPE will be provided to staff in the following circumstances:

1. Where staff are caring for students whose intimate care needs already require the use of PPE
2. Where a student becomes unwell on site - with symptoms of Coronavirus - and requires direct personal care until they can go home, a fluid-resistant surgical mask should be worn by the staff member caring for the student. If contact with the pupils is necessary, the staff member should wear disposable gloves, a disposable apron, and a fluid-resistant surgical mask. Where there is a risk of splashing to the eyes, e.g. from coughing, eye protection should be worn.

When using PPE, staff will follow PHE's guidelines on putting on and taking off equipment. PHE's infographics will be displayed in the medical area. Before using PPE, colleagues should watch this [short video](#). Any queries/questions should be directed to the First Aid Officer or the Business Manager.

When using face masks, staff will ensure that the masks:

- Cover both the nose and mouth.
- Do not dangle around the neck
- Are not touched, once put on, except when carefully removed before disposal.
- Are changed whenever they become moist or damaged.
- Are only worn once and then discarded.

PPE will be disposed of by putting it into the plastic bag inside a closed pedal bin. The bin bag will be taken out of the pedal bin by the site staff and placed inside another bag ('double bagged'). The waste will be stored safely and securely kept away from students. It will not be put out for refuse collection for at least 72 hours. This waste does not require a dedicated clinical waste collection.

Additional risk assessments will be conducted to determine whether PPE is required for other tasks and activities.

PPE supplies will be available from the reception desk and in each classroom. Gloves, aprons and surgical masks will be available.

Students will not be permitted to wear a face mask during lessons, but are required to wear a face mask (responsibly) at other times when they are inside the school buildings. Students must remove their mask without touching the front of the face covering. If the face mask is reusable, they must place it in a plastic bag that they keep safely with them; temporary masks must be disposed of in a covered bin. [There are pedal bins at each entrance to the school and in each classroom].

On-site development of symptoms

A protective screen will be installed around the first aid bay.

If someone becomes unwell on site, with a new, continuous cough or a high temperature, they will be sent home (by a senior member of staff). Where this is a student, parents are contacted. A contactless thermometer will be used to inform the judgement regarding COVID-19 symptoms.

Where a student needs to be collected, they will be moved to a dedicated room (B10), where they can be isolated – behind a closed door, with ventilation. (If it is not possible to isolate them, they will need to be moved to an area that is at least 2 m. away from other people).

If the person needs the toilet, they should use a separate toilet, which should then be locked and subsequently deep-cleaned before further use.

In any situation where a 2 m. distance cannot be maintained, first aid staff will wear PPE (disposable gloves, apron, disposable face mask and eye protection).

Where a parent/carer collects their child from school, they will wait in their car, while the student is escorted by the first aider (at a safe distance) to them. Where they are not in a car, there will be an agreed meeting point, outside of the school buildings.

In the case of an emergency, 999 will be called.

Where a member of staff has helped someone who was unwell with COVID-19 symptoms, they will not need to go home themselves unless they also develop the symptoms (in which case, a test is available), or the person subsequently tests positive. They should wash their hands thoroughly for 20 seconds.

The area where the person has been, and all surfaces with which the person has been in contact, should be cleaned with disinfectant. Gloves and an apron should be worn (as a minimum). Where an area has been heavily contaminated, such as with visible body fluid, protection for eyes, nose and mouth should also be used. Public areas where a symptomatic person has passed through, and spent minimal time (and are not visibly contaminated) can be cleaned as normal.

Disposable cloths/mop heads and/or paper towels should be used for cleaning, with an approved disinfectant.

Waste from possible cases will be put in a pedal bin, collected and double bagged by the site team (as for other waste). It will be kept for 72 hours and then disposed of with normal waste.

Management of a confirmed case of COVID-19 in the school setting

Anyone who presents on the school site with COVID-19 symptoms will be sent home and should self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.

Staff and students who are symptomatic should get tested. In these circumstances, parents can access testing for their child using the 111 online Coronavirus Service; the school can book testing for staff through a dedicated online portal.

Where the student or member of staff tests negative, they can return to school and the members of their household can end the self-isolation.

Staff who have helped someone with symptoms, and students who have been in close contact with them, do not need to go home to self-isolate, unless they themselves develop symptoms (in which case, they should arrange a test), or if the symptomatic person subsequently tests positive, or they have been requested to do so through 'Test and Trace'.

Everyone who has been in contact with someone who has been unwell, with COVID-19 symptoms, should wash their hands thoroughly (for 20 seconds) with soap and running water, or use hand sanitiser.

Any individual confirmed case will be reported to the NHS Business Services Authority (a service commissioned by PHE), and also to the Local Authority Response Team.

If other cases are detected (through the national 'Test and Trace' Programme') in the school, or in the local area, Public Health England's local health protection team will conduct a rapid investigation and will advise on further action.

[See the **COVID-19 Risk Assessment and Action Plan** for further detail]

COMMUNICATION AND TRAINING

All social distancing and infection control measures will be communicated to all relevant stakeholders, including students, parents/carers, staff, visitors, suppliers and contractors. All members of the school community will be reminded regularly of their responsibilities.

Staff will be informed of all relevant plans, including safety measures, timetable changes and staggered arrival and departure times, and, as required, will have training on the new measures. They will be encouraged to provide continuous feedback on the arrangements that are in place. Online forms will be used to check understanding of key compliance issues.

Students will receive detailed reinforcement of expectations in lessons – as outlined in the **Classroom Working Protocol (COVID-19)** and the **Behaviour Policy Addendum (COVID-19)**.

Visual aids around the school will remind our school community of the measures in place, and the expectations, with regard to social distancing and infection control.

MONITORING AND REVIEW

This policy (and the **COVID-19 Risk Assessment and Action Plan**) will be reviewed weekly by the Executive Headteacher, in consultation with the Head of School and other senior staff. The review will be informed by feedback from site users and parents/carers.

Updates made to this policy will be communicated to all staff members and parents/carers. The Executive Headteacher will also liaise regularly with the Chair of the Trust Board and the Chair of Governors and will keep directors of the Trust and members of the Governing Body well-informed of any significant developments in relation to expanded provision and the risk management process.

Stuart Jones; 25 Sep. '20