

## **Buckswood School Covid-19 Plans for September 2020 onwards**

Following government guidance and in consultation with BSA, Buckswood School has put this document together outlining the plans and procedures in place for operation of face to face learning across all year groups at school from the start of term in September.

As an independent school, Buckswood is not required to follow all guidance issued for state schools, but where possible is doing so. We have been advised to make plans that suit our unique setting and to ensure that any planning is approved by the school's insurers and health and safety partners. All plans will be communicated to all stakeholders (staff, students and families) prior to the start of school in order for any concerns raised or questions asked to be addressed and plans will be updated accordingly. There may also be changes if government guidance is altered over the summer holidays.

This planning is guided by the BSA Covid-Safe charter as well as DfE guidance on systems of controls which are the set of actions schools are expected to take, based around the 2 tenets of 'prevention' and 'response to any infection'.

Broadly speaking, Prevention is divided into 6 areas:

- 1) Minimising 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
- 2) Cleaning hands thoroughly more often than usual
- 3) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimising contact between individuals and maintain social distancing wherever possible. (Government guidance on this point is that schools must put in place measures that suit their particular circumstances.)
- 6) Where necessary, wear appropriate personal protective equipment (PPE). (Government guidance on this point states that it applies only in specific circumstances, such as when staff are dealing with symptomatic individuals.)

Response to any infection is split into 3 areas:

- 1) engage with the NHS Test and Trace process
- 2) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 3) contain any outbreak by following local health protection team advice

With this in mind, Buckswood's planning has been organised as follows:

- 1. Prior to re-opening plans** including deep cleaning, risk assessments and changes to the physical site layout.
- 2. Protective measures in place around school** – for the start of term and also on a daily basis
- 3. Arrival at school protocols for boarders** – for the start of term and also on a daily basis
- 4. Arrival at school protocols for day pupils** – for the start of term and also on a daily basis
- 5. Arrival at school protocols for staff** – for the start of term and also on a daily basis
- 6. The school day** – how it will be organised, including timings, cleaning protocols and adaptations to ensure safe use of the site
- 7. After the school day** – information on pick up of students from site, how after school activities will run, as well as how the boarding environment will be organised after hours.
- 8. Steps to be taken in the event of a suspected case of Covid-19** – including isolation of students and the move to online/blended learning if required.
- 9. Safeguarding and student welfare (continuation of care)**
- 10. Sports and protocols surrounding delivery of sporting provision**
- 11. Transport and school trips**
- 12. Half terms and holidays**
- 13. Appendices**

## **1. Prior to re-opening plans**

Prior to re-opening school to students and staff in September the following steps are being/have been taken:

- a) Reconfiguration of the physical site layout. Within classrooms, desks have been moved to ensure distancing and direction is compliant with government guidance (1 metre plus). Key stages have been allocated different ‘zones’ within the school, designed to minimise interaction between key stages where possible. Hand washing stations have been put in at each zone and additional hand sanitising facilities installed. Toilet provision has been increased, with ‘porta-loos’ being put in place in zones to minimise movement around site. Flow around the site will be marked out using directional arrows and new paths opened up if required. This follows parts 2, 3, 4 and 5 of the government’s ‘prevention’ strategy.
- b) Cleaning. All areas, including boarding houses are undergoing a ‘deep clean’ using a professional company prior to the start of term. This is in line with part 4 of the government’s ‘prevention’ strategy.
- c) Mandatory testing of all returning/new boarders. The school has contracted with a lab in Cambridge ([www.oncologica.com](http://www.oncologica.com)) to provide testing kits for all boarders upon arrival at school. This is in line with part 1 of the government’s ‘prevention’ strategy.
- d) All staff and students will be asked to self-certify that they have not had symptoms, have tested positive or been in contact within 14 days prior to the start of term with anyone who has tested positive for Covid-19. This is in line with part 1 of the government’s ‘prevention’ strategy.
- e) Boarding staff will be trained in the safe management of boarding houses under new guidance and school procedures.
- f) Nursing staff will have been trained in Covid-19 nursing techniques. This is in line with the government’s ‘response to infection’ strategy.

- g) Medical procedures will be evaluated and adapted to ensure compliance with the recommendations of public health bodies. This is in line with part 1 of the government's 'prevention' strategy along with the 'response to infection' strategy.
- h) Conduct a review of policies on contact sports, trips, meetings, external matches, school assemblies and weekend/town leave.

## 2. Protective measures in place around school

- a) The school requires that anyone who has displayed symptoms of Covid-19 (high temperature; a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal), or have tested positive in the last 7 days not to come to school. They must self-isolate for at least 7 days whilst also arranging to have a test for Covid-19. Other members of their household should isolate for 14 days (which can end if a negative result is returned). This is in line with part 1 of the government's 'prevention' strategy.
- b) To minimise people coming on site with Covid-19, all staff and students as well as pre-arranged visitors will have their temperature checked upon arrival. No visitors without a prior appointment will be allowed on site, with the exception of delivery drivers who will not move beyond the school office. They will also be required to wash their hands following guidance from the NHS and PHE. This is in line with parts 1 and 2 of the government's 'prevention' strategy. To facilitate the increased need for handwashing, additional sinks and handwashing stations have been installed around the site, including outside the Buckswood Health Service (BHS), dining room, next to the library and between residences 5 and 7. There are extra hand sanitising dispensers around the site as well as in classrooms. Students and staff will be reminded regularly to wash their hands and to 'catch it, bin it, kill it' in line with points 2 and 3 from the government 'prevention' guidance. Screens have been installed where appropriate and PPE is available to staff and/or students if required in line with part 6 of the government's 'prevention' strategy.
- c) The school has contracted with 'Shield for Schools' which is a track and trace kit developed especially for independent schools. It uses Bluetooth wristbands linked to a desktop control system to allow the school to immediately detect and isolate anyone in school who has been in contact with infected students or staff members. This allows real time contact tracing of the entire school community for immediate action, using an algorithm designed by medical experts to comply with latest Public Health England guidance on social distancing and contagion prevention. Each user wears a wristband that uses Bluetooth technology with long-battery life. The wristband is used to perform effective contact tracking by scanning other wristbands around it. It will register which other wristbands that are within 1.52 metres, at what times and for what duration and reports this information back to the system administrator who then advises the medical team should there be the need to do so. The wristbands are robust and waterproof and can be charged by plugging into a USB port on a computer or directly into a phone charger. The system is simple to manage, with wearers only needing to charge and ensure the devices are turned on and on their wrist and forms a key part of the school's approach to ensuring that everything possible is being done to make the school the most COVID 19 free learning environment. This system allows us to ensure that if a student / staff member is symptomatic or tested positive, only those who have been deemed to have been in clinical proximity to

risk infection are isolated and tested. The system protects the identity of students and staff members and is GDPR compliant. It will cost £22.70 per month per student and will be added to the school bill. All students and staff will wear them whilst at school and are responsible for keeping them charged. This is in line with part 5 of the government's 'prevention' strategy and part 2 of the government's 'response to infection' strategy.

- d) The school has been split into 3 'Key Stage Zones' following government advice on the creation of 'bubbles'. This follows step 5 of the government's 'prevention' plan to reduce the chance of transmission of Covid-19. Due to the size of Buckswood, we are able to do this by key stage instead of year-group only. Staff will, however, move between bubbles due to the nature of secondary education requiring subject specialists. Classrooms will be arranged to ensure appropriate distance between staff and students is maintained as per government guidance. This is in line with point 5 of the government's 'prevention' guidance.
- e) Key stage 3 (forms 1, 2 and 3 and IE1) will be located along the front of the school, with form 1 being based primarily in room 9 ¾, form 2 in rooms 5 and 80 and form 3 in rooms 7 and 8. IE1 will be based primarily in room 6. A school map can be found in the appendix to this plan to help inform parents and students on where these rooms are located. In addition to these rooms, the school library will be allocated to Key Stage 3 for art lessons and the innovation lab (rooms 1 and 2) will also be used. For breaks, Key Stage 3 students will use the courtyard and have access to the sports hall and new 'reading room' off the courtyard as well as the front field. The tuck shop will be closed for now.
- f) Key stage 4 (forms 4 and 5) will be located in rooms 59 to 69 (the science and language blocks) with access to the downstairs art rooms as well. During break times they will have access to The Hive as well as the tennis courts and the outdoor theatre space opposite rooms 59 to 63.
- g) Key stage 5 (Lower and Upper 6<sup>th</sup> and IE2) will be located in rooms 16,17 (above the music classrooms), rooms 38 to 49 (the Hanging Gardens of Buckswood) and rooms 26 to 34 (The Fountain Block) as well as rooms 53 and 54. IB will be primarily based in rooms 26 to 34 with A Level in rooms 38 to 49, UFC in room 53 and IE2 in room 54. Sixth form TJs will move to the Great Hall which will also function as the 6<sup>th</sup> form library space for study periods. For outdoor recreation space, Key Stage 5 can use the Astro Turf.
- h) Lunches will be staggered – Key Stage 3 will have lunch from 12:00 until 12:55 (Lesson 4); Key Stage 4 will have lunch from 12:55 until 13:50 (Lesson 5) and; Key Stage 5 will have lunch from 13:50 until 14:45. Lunches will take place in the dining room as normal, however 6<sup>th</sup> form will continue to have the option to take lunch in TJs (in the Great Hall - but this will be paid for as usual – please note all payment in TJs will be contactless to reduce possibilities of transmission of Covid-19 in line with part 5 of the government's 'prevention' strategy.)
- i) Prior to any break or lunch, students will be directed to the hand washing stations around school and signage will remind them of the need for good respiratory hygiene. This is in line with parts 2 and 3 of the government's 'prevention' strategy.
- j) Cleaning around site is being increased, with a regular clean of door handles and other high contact surfaces where 'bubbles' might overlap. This is in line with part 4 of the government's 'prevention' strategy.
- k) Soft furnishings are being minimised around the school and classroom surfaces will have minimal papers/books etc. on them so as to facilitate cleaning.
- l) Once a week on Friday there will be a 'deep clean' of classrooms by the cleaning contractors and there will be ongoing cleaning daily in the boarding residences by Buckswood's 'in house' team of cleaners, following strict protocols. This is in line with part 4 of the government's 'prevention' strategy.

- m) The boarding environment has also been split into ‘bubbles’ with each residence comprised of students from one particular Key Stage, enabling them to have a more ‘normal’ experience during evenings and weekends. More details on this is in section 7.
- n) School transport will be cleaned thoroughly after each use and students using this for transport to and from school regularly will have an assigned seat.
- o) Visitors will be restricted at school and only those with a prior appointment will be able to enter the school premises.
- p) Deliveries for students will be held for 24 hours before being passed on to them and will be stored in a secure location on site. Food deliveries and other school-related deliveries will be handled safely by staff wearing gloves and will only be delivered to the relevant areas along the front of school.
- q) To reduce in-person contact between people, meetings will be held on Microsoft Teams where unable to effectively socially distance. This enables continued exchange of information but minimises the risk of infection. Examples of these include (but are not limited to) parent/teacher consultations, staff meetings and access time tutorials.

### **3. Arrival at school protocols for boarders**

- a) Prior to departing for the UK at the start of term, families must have completed and returned a self-certification that their child has not had symptoms, tested positive or been in contact within 14 days prior to the start of term with anyone who has tested positive for Covid-19. This is in line with part 1 of the government’s ‘prevention’ strategy.
- b) The school will write to all boarding pupils and their families explaining arrangements for travel to school and steps to take upon arrival. These arrangements will be confirmed on school letterhead confirming that they are in line with any sponsor arrangements.
- c) Boarders requiring a 14 day quarantine (if they are coming from a country not on the approved UK government list) must ensure that they arrive in the UK at least 14 days prior to the start of term. They should make arrangements to stay with their guardians following UK government guidance on quarantine which can be found at <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk> This is in line with part 1 of the government’s ‘prevention’ strategy.
- d) Boarders quarantining at school (if unable to do so at their guardian), or those not requiring quarantining, when arriving into the UK will be collected from their port of entry by an approved transport provider who has demonstrated to the school that they have undertaken the requisite training to be Covid-safe. The name of the driver will be communicated to the pupil and their family and they will be wearing appropriate personal protective equipment (PPE). Depending on the length of the journey, the pupil will be provided with appropriate food and drink that has been sanitised before use. This is in line with part 1 of the government’s ‘prevention’ strategy.
- e) Upon arrival at school, the pupil will be met outside the front entrance to the school building – if weather is poor, a tent will be erected on the front field for this purpose. The pupil’s family will be informed that they have arrived safely at school. If their family is travelling with them, they will not be able to enter the school site unfortunately beyond the reception and front field area. All arrivals must wash their hands and their temperature will be taken. This is in line with parts 1, 2 and 5 of the government’s ‘prevention’ strategy.
- f) Students will be given a packet of information welcoming them to the school and will be required to undertake a Covid-19 swab test, administered by a member of

- school staff trained in how to do this correctly. They will be escorted to their boarding residence by a member of the residential staff, will have the fire evacuation protocols explained to them and will be shown their room where they will self-isolate until the test result has been returned. Food and drink will be brought to them and they will have access to the internet to contact their family. This should take no more than 24 hours following the test being taken. They should not unpack their belongings at this point. This is in line with parts 1, 2 and 5 of the government's 'prevention' strategy.
- g) Once a negative test has been returned, the student can unpack and is free to move around the campus following the guidance provided in their welcome pack. Before leaving their boarding residence they must wash their hands for at least 20 seconds using soap and water. They will receive an induction from the residential staff. This induction will include a tour of the school, information on hand washing procedures, what to do if feeling unwell, social distancing rules, laundry procedures, PPE information in addition to normal school rules and procedures so they understand and have the opportunity to ask questions.
  - h) If a positive test is returned, the pupil will be isolated off-site at Guestling House for seven days, in line with Public Health England guidance. They will be looked after by members of the residential staff team and will be able to access learning online through Microsoft Teams. Following this period of self-isolation they will return to school and receive a full induction at that point. The school will follow the 3 steps in the government's 'response to infection' strategy in managing any positive tests.
  - i) Once school begins, each morning boarders will have their temperature taken by their resident tutor, following which they will be able to have breakfast in the dining room following social distancing protocols. This is in line with part 1 of the government's 'prevention' strategy. Medical staff will attend the boarding residences to dispense medication, minimising movement of students around site. Following morning inspection, students must bring all of their books for the academic day with them as they will be unable to return to the boarding residence until the end of the academic day. They will follow marked paths to their relevant Key Stage zone, where they will spend the academic day. This is in line with part 5 of the government's 'prevention' strategy.

#### **4. Arrival at school protocols for Day pupils**

- a) Prior to arrival at school at the start of term, families must have completed and returned a self-certification that their child has not had symptoms, tested positive or been in contact within 14 days prior to the start of term with anyone who has tested positive for Covid-19. This is in line with part 1 of the government's 'prevention' strategy.
- b) Students taking school transport to and from school will be allocated a specific seat on school transport and must remain in this seat throughout their journey. They must observe social distancing measures in place on the transport and must keep their voices lowered if talking to others to minimise the spread of airborne particles. School transport will be thoroughly cleaned before and after use and pupils will be asked to wear face coverings whilst using transport in line with guidance issued by Public Health England. Student temperatures will be checked prior to boarding transport and if elevated (Above 37.8 Celsius) they will be unable to travel to school and should consult the NHS help line (119) to arrange testing. This is in line with part 1 of the government's 'prevention' strategy. Upon arrival at school, they will follow signage observing social distancing and proceed directly to their allocated form room, stopping only to wash their hands for 20 seconds at the handwashing station. Pupils wearing face coverings on transport will be asked to remove them when they arrive at school.

To do this, they must not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in the covered bin provided or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. We ask that students use the lavatory before coming to school to reduce the need to go there upon arrival at school. This is in line with parts 2 and 5 of the government's 'prevention' strategy.

- c) Students being dropped off at school by their parents are required to come onto site between 0815 and 0845 only. Arrivals before this time will be asked to return between 0815 and 0845. Students must stay in their vehicles and proceed along the drive until they reach the turning toward the 'out' drive (next to the library). At this point, their temperature will be taken using a non-contact thermometer and if below 37.8 degrees Celsius they will be allowed to exit their vehicle and come on site where they will wash their hands for 20 seconds at the handwashing station and then continue to their allocated form room. This is in line with parts 1,2 and 5 of the government's 'prevention' strategy. We ask that students use the lavatory before coming to school to reduce the need to go there upon arrival at school. Parents/guardians must stay in their vehicles at drop off (and pick up) and then exit the site along the 'out drive', observing speed limits. New students coming to school on their first day will be greeted by the relevant Head of Year and brought into school accordingly.
- d) Students driving their own vehicles to school must park along the 'out drive' and then stop next to the library to have their temperature taken. If below 37.8 degrees Celsius they will be allowed to come on site where they will wash their hands for 20 seconds at the handwashing station and then continue to their allocated form room. This is in line with parts 1, 2 and 5 of the government's 'prevention' strategy. We ask that students use the lavatory before coming to school to reduce the need to go there upon arrival at school. Any student wishing to bring their own vehicle to school must first get permission from the school to do so and must complete the relevant form through the school website.
- e) Students travelling to school by public transport must wear face coverings whilst using the transport. Upon arrival at school they must press the intercom at the gate announcing that they are at the gate and follow instructions as to where they need to go. Pupils wearing face coverings on transport will be asked to remove them when they arrive at school. To do this, they must not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in the covered bin provided or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. They may not enter the site beyond the library until they have been checked and then washed their hands as explained above. This is in line with parts 1, 2 and 5 of the government's 'prevention' strategy.
- f) If a student is late to school, they must press the intercom at the gate, state who they are (or who the pupil is, if being dropped off) and will be directed as to where to go. The pupil must not get out of the vehicle until their temperature has been checked. This is in line with parts 1, 2 and 5 of the government's 'prevention' strategy.

## 5. Arrival at school protocols for staff

- a) Prior to arrival at school at the start of term, staff must have completed and returned a self-certification that their child has not had symptoms, tested positive or been in contact within 14 days prior to the start of term with anyone who has

- tested positive for Covid-19. This is in line with part 1 of the government's 'prevention' strategy.
- b) Upon arrival on site, staff must park in the staff car parking area in the front of school or along the 'out drive' and prior to entering the site beyond the library must have their temperature taken using a non-contact thermometer. If below 37.8 degrees Celsius they will be allowed to come on site where they will wash their hands for 20 seconds at the handwashing station and then continue to their form room or the staff room if required, observing social distancing protocols. Should staff have mobility issues requiring them to park closer to the school, this will be addressed on a case-by-case basis. This is in line with parts 1, 2 and 5 of the government's 'prevention' strategy. We ask that staff use the lavatory before coming to school to reduce the need to go there upon arrival at school. This protocol will be observed not only on the first day of school, but on each day staff arrive on site.
  - c) Staff travelling by public transport or coming in on school transport must observe the same protocols in place for students as described above.

## **6. The school day**

- a) Once students arrive into the academic part of the school (following the protocols outlined above) they will go to their allocated form room. Each morning at 0845 there will be a registration in form groups and then students will remain in their Key stage 'bubble' for the rest of the academic day. This is in line with part 4 of the government's 'prevention' strategy which states 'In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching.' It may mean moving classroom depending upon the subject being taken, but timetabling has been done to minimise movement of students as much as possible. The use of 'Shield for schools' is an additional layer of protection for students and staff in this regard as well. This is in line with part 5 of the government's 'prevention' strategy.
- b) Students and staff will not be required to wear face coverings or other PPE but should they wish to do so, the school will allow this. Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.
- c) Seating within classrooms will be adapted to minimise face-to-face seating and to promote social distancing as appropriate to guidelines. This is in line with part 5 of the government's 'prevention' strategy.
- d) Students will follow their usual timetable, but the teachers will come to them as opposed to the students moving around the site to go to different lessons. Government guidance dictates that '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 2 metres from other adults.' Classrooms will be set up accordingly, so teachers will be appropriately distanced from the class. The exceptions to this restriction to zones are for individual music lessons, which will take place in the music classrooms (following appropriately risk-assessed procedures and games lessons which will be outside for the Christmas term, following PHE and Sport England guidance on how to operate safely. Science lab provision will be set up in different Key Stage zones to allow practical aspects of

science to take place. This is in line with part 5 of the government's 'prevention' strategy.

- e) Students will have to sanitise their hands at the start and end of each lesson and teaching staff will have sanitary wipes and cleaning solutions with which to clean down the teacher area at the end of each lesson. If a student sneezes or coughs onto a desk, they will be given a wipe to clean the surface. This is in line with part 2, 3 and 4 of the government's 'prevention' strategy.
- f) During break times, staff will be allocated supervisory duties within their relevant Key Stage Zone on a rota (according to form groups for full time teachers) and each zone's resource room will be a break area for staff at those times to reduce the contact between staff. If staff need to do photocopying in the staff room, a rota of days when this will be possible will be circulated prior to the start of the academic year.
- g) Due to the staggering of lunches, which is designed to minimise contact between Key Stage 'bubbles' and to allow the kitchen staff to ensure the dining hall is cleaned between each Key Stage, the school day now has 7 periods instead of 6. One of these periods will be a 'lunch break' period however, so there remain 6 periods of instruction for each Key Stage. This staggering of lunch breaks is in line with part 5 of the government's 'prevention' strategy. Key Stage 3 lunch will take place at 12 o'clock (period 4), Key Stage 4 lunch will take place at 12:55 (period 5) and Key Stage 5 lunch will take place at 13:50 (period 6). The lunch service will run for 25 minutes of the break, with the remaining 30 minutes being 'free time' during which time students can spend time in their Key Stage areas (See map) – boarders will not be able to return to their boarding residences during this time. Staff will provide supervision in these areas according to a rota and where possible, will be allocated supervision areas relating to their key stage form groups.
- h) Prior to lunch or break, students will be directed to the hand washing stations around school and signage will remind them of the need for good respiratory hygiene. When entering the dining room or attending break, hand sanitiser will also be available to staff and students. This is in line with parts 2 and 3 of the government's 'prevention' strategy.
- i) On days that students have games or PE lessons, they will be expected to come to school already changed into their school games kit so that they do not have to change in school. This is in line with part 5 of the government's 'prevention' strategy.
- j) If students need to use the toilet during the school day, they will be directed to the toilets within their Key Stage 'zone' and will be issued with sanitary wipes to use to open and close doors. They must ensure that they wash their hands thoroughly after using the toilets and wipe down any surfaces with a paper towel. Toilets will be regularly cleaned throughout the day. Staff toilets are located next to the sports hall and are allocated as male and female toilets – a similar protocol will be followed by staff in regards to using the toilets. Should a toilet be in use when a student or staff member is waiting to use it, we expect individuals to observe social distancing outside. This is in line with parts 2, 4 and 5 of the government's 'prevention' strategy.
- k) Should a student fall unwell during the school day, the school nurse will be contacted and will follow the appropriate protocols as described in part 8 of this guidance, should a student exhibit symptoms of Covid-19. Other illnesses and/or symptoms will be treated as normal. Should an individual require hospitalisation or a visit to the doctor's office, arrangements will be made according to guidance provided by PHE and any transport used will be by an approved Covid-safe provider. If required, staff will wear appropriate PPE. This is in line with parts 5 and 6 of the government's 'prevention' strategy and parts 2 and 3 of their 'response to infection' plan.

- i) Detentions will be served in Key Stage groups, supervised according to a rota as part of lunch breaks – after being dismissed from the meal, any student in detention will go to an allocated room in their Key Stage Zone to sit the detention. There will be 6 lunchtime detentions, taken by heads of year – two Key Stage 3 detentions (Monday/Thursday), two Key Stage 4 detentions (Wednesday and Friday) and two sixth form detentions (Tuesday and Friday). Weekend detention runs from 1400 until 1800 on Saturday and will be supervised by a school manager – it will take place in the Great Hall, allowing for social distancing.
- m) SEND support – we recognise that some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve and ask parents to start communicating this information to their child as soon as possible. Staff at school will also be prepared to spend time with them at the start of term to ensure that any anxiety or difficulties can be addressed. SEND support will be provided within Key Stage bubbles by the SENCO, but 1:1 support will take place in room 50 behind the staff room in the SEN support room during this time.
- n) Classroom resources - For individual and very frequently used equipment, such as pencils and pens, we require that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; and these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. We recommend that pupils limit the amount of equipment they bring into school each day, to essentials such as uniform, books and stationery. Bags are allowed and can be stored in form rooms. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.

## **7. After the School Day**

- a) At the end of the school day, Key stages will be dismissed according to the following system: Key Stage 3 will be dismissed first at 16:30 as they are located along the front of the drive. Those students being collected from school by car will go to the library where they will wait until their parent arrives at the collection point (the same place as the morning drop-off point). We ask that Key Stage 3 parents arrive promptly at school for a 16:30 collection – please do not obstruct the drive and if you arrive early, remain in your vehicle. Children will not be sent to their parent's cars unless they are at the designated collection point. Once a child is collected, we ask that the vehicles move on promptly. Boarders will go to their boarding residence and those taking school transport will wait in the library until time to board the transport. At 16:45 Key Stage 4 will be dismissed and those being collected by car will go to The Hive where they will wait until their parent arrives at the collection point (the same place as the morning drop-off point). We ask that Key Stage 4 parents arrive promptly at school for a 16:50 collection – please do not obstruct the drive and if you arrive early, remain in your vehicle. Children will not be sent to their parent's cars unless they are at the designated collection point. Once a child is collected, we ask that the vehicles move on promptly. Boarders will go to their boarding residence and those taking school transport will wait in The Hive until time to board the transport. At 17:00 Key Stage 5 will be dismissed and those being collected by car will go to the Great Hall where they will wait until their parent arrives at the collection point (the

same place as the morning drop-off point). We ask that Key Stage 5 parents arrive promptly at school for a 17:00 collection – please do not obstruct the drive and if you arrive early, remain in your vehicle. Children will not be sent to their parent's cars unless they are at the designated collection point. Once a child is collected, we ask that the vehicles move on promptly. Boarders will go to their boarding residence and those taking school transport will wait in the Great Hall until time to board the transport. If you have children in 2 or more Key Stages, we ask that you arrive at the later of the pickup times to collect your child. This is in line with part 5 of the government's 'prevention' plan.

- b) Access times will be done remotely via Teams to minimise any contact required between staff and students. Students can either do this on-site in their respective Key Stage common areas (Key Stage 3 in the library, Key Stage 4 in The Hive and Key Stage 5 in the Great Hall), in their boarding residences (if a boarder) or at home. Staff will provide support from their form rooms (or another classroom if they do not have a form group). Access times will run from 1700 until 1800 on Mondays through Thursdays and a rota of staff and their days will be distributed at the start of term. This is in line with part 5 of the government's 'prevention' plan.
- c) Students taking school transport will be collected from their relevant Key Stage areas at 17:05 and brought to the buses at the front of school. They are not to leave their respective areas (Key Stage 3 in the library, Key Stage 4 in The Hive and Key Stage 5 in the Great Hall) prior to being collected. Whilst any students are waiting in their respective zones, the school expects them to maintain appropriate social distancing and to follow the guidance that applies during the school day in regards to hand washing and 'catch it, bin it, kill it'. This is in line with parts 2, 3 and 5 of the government's 'prevention' plan.
- d) Boarders will return to their boarding residences or may socialise in their respective Key Stage common areas (Key Stage 3 in the library, Key Stage 4 in The Hive and Key Stage 5 in the Great Hall) until 17:15 at which point residential evening activities will take place, supervised by the residential staff. Activities will take place according to a rota and only students from their particular 'boarding bubble' will be able to take part alongside one another. Students from different 'boarding bubbles' (i.e. different boarding residences) will not be able to overlap. To enable students of both genders to have social time together outside of school, the 'boarding bubbles' will mirror those of the Key Stage 'bubbles', with boarders in Key Stage 3 sharing activities and mealtimes irrespective of gender and likewise in Key Stage 4 and 5. It is important that students from different 'bubbles' observe social distancing protocols and stick to their allocated areas around the school. During activities, students will be reminded to wash hands regularly, to avoid touching their faces and surfaces will be cleaned down afterwards along with any balls or other sporting equipment being used. Day students will be able to join in with these activities in their particular Key Stage bubble, but will not be allowed into the boarding areas. External staff coming on site for evening activities must have their temperature taken at reception prior to being admitted to the site to run any activities and must observe social distancing protocols. This is in line with parts 1, 2, 3 and 5 of the government's 'prevention' plan.
- e) At 18:15 all boarders will return to their boarding residences for a roll call and temperature check and, following hand-washing they will attend supper in the dining hall according to a rota which will allow for cleaning of tables and surfaces between groups. Students will sit at allocated seats for the meal times and may only leave the dining room when dismissed by the member(s) of staff taking the meal. As with lunch and breakfast, good table manners and speaking of English in the dining room are expected!
- f) At 19:30 there will be further evening activities on site for boarders along with some 'down time' during which time boarders are expected to continue observing protocols in place for their protection, including not socialising with those outside of their 'bubble' and staying 'in bounds'.

- g) Medication will be dispensed by residential staff at the appropriate times under instruction from the school nurse.
- h) Classroom cleaning will begin once students have left after prep and will continue along with cleaning of areas used by boarders before and after supper, ensuring that all surfaces are appropriately cleaned using approved products and techniques. Toilets and other areas will also be 'deep cleaned' at this time to ensure that they are ready for the start of the next academic day.
- i) On Friday evenings, food deliveries will be allowed on site, but only from approved providers. They will be delivered to the area outside the library (the pick-up and drop off point for day students) and students must observe social distancing when collecting this food.
- j) Weekend Leave will be restricted during the pandemic, with students expected to remain at school over the weekends. If there is a pressing need for weekend leave then these can be assessed on a case-by-case basis, but any travel away and back to school must be booked through the school on an approved provider or the student is collected and returned 'in person'. The school reserves the right to administer a Covid-19 swab test on any student returning from weekend leave and they would have to self-isolate in their boarding residence if this was the case.
- k) Saturday morning lessons/activities will take place for boarders as in previous years, but will be organised by 'bubble' to ensure that students from different 'bubbles' do not come into contact. This may mean different options available to students, but the options will rotate every half of term, allowing as many students to take part. Where social distancing is possible, students from different 'bubbles' can engage in the same activity – for example, outside activities. Mealtimes on Saturdays will be as with Monday to Friday, with boarders having staggered times to eat. This is in line with part 5 of the government's 'prevention' strategy.
- l) Day students attending Saturday morning activities such as football or rugby academies must be dropped off following the same protocols as during the week. This is in line with parts 1 and 2 of the government's 'prevention' strategy. They will be collected at the same place they were dropped off, following the conclusion of activities. We ask that parents/guardians dropping off and picking up do not exit their vehicles.
- m) Town Leave for boarders on Saturday afternoon will take place, but students will be travelling only on school transport initially. They will travel according to a rota which changes each week, with different 'bubbles' travelling together. The buses will be cleaned between 'bubbles' to minimise the chance of transmission of Covid-19. Timings will be published prior to the weekend. Boarders will wait in their boarding residences to be called to the transport to minimise the students congregating together. The first bus will leave at 13:30 and buses will leave every 30 minutes after this. The return schedule will follow that of the departure schedule, with students from each 'bubble' travelling to and from school together. Students failing to follow this protocol face permanent exclusion from school for potentially endangering other students and staff. When in town, students are expected to follow guidance in place (face coverings in shops and social distancing) and to make sure that they are washing/sanitising their hands regularly. There will be members of staff in town to provide supervision. Students do not have to go to town on the weekend – there will also be activities in place at school for them to take part in!
- n) Boarders with a Weekend Detention will serve this socially distanced in the Great Hall or outside doing community service under the supervision of one of the School Leadership group. They will be unable to go on Town Leave.
- o) At 18:15 on Saturday evenings, boarders must register in their boarding residences as normal and follow the usual protocols for supper. At this time, all boarders who have gone to town will have their temperature checked as well. Following supper there will be appropriate activities/events for boarders to take part in. Social

distancing and ‘bubbles’ must be observed. All of these steps are in line with parts 1, 2, 3, 4 and 5 of the government’s ‘prevention’ plan.

- p) On Sundays any trips or activities planned will take place according to regulations in place at that time, taking in mind the various stages of the government’s ‘prevention’ plan. There will be minimal use of public transport for trips as a result. A full schedule of activities on-site will take place on Sundays alongside ‘down-time’ for boarders to relax and prepare for the week ahead. Sunday evenings will involve residence meetings, completion of the ‘week ahead’ books and room cleaning by students. Meals on Sundays will follow a staggered rota as with the rest of the week.
- q) Over the weekend, areas used by different ‘bubbles’ will be regularly cleaned, following Covid-safe protocols.
- r) Outside of school hours, boarders must use the toilet facilities in their own residences as those in the academic parts of the school will be closed for cleaning.

#### **8. Steps to be taken in the event of a suspected case of Covid-19** (Note: guidance in this section is in line with the government’s 3 stage ‘response to infection’ plans.)

- a) Should someone in school become unwell with the symptoms described above, as per government guidance they will be sent home and must self-isolate for at least 7 days whilst also arranging to have a test for Covid-19. Other members of their household should isolate for 14 days (which can end if a negative result is returned). If they are a boarder, they will be isolated in the boarding residence as per guidance from the Department for Education which is found at <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>. This guidance states that ‘If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue.’
- b) Staff are asked to notify the nurses should they suspect anyone in their class is exhibiting the symptoms as described above and the student will be collected and brought to a designated room for assessment.
- c) If a child is awaiting collection they will be isolated in a room near the front of school (The West Room), isolated behind a closed door with appropriate adult supervision. Staff providing supervision may have to wear Personal Protective Equipment (PPE) in this situation.
- d) The school is following government guidance on the wearing of PPE, which is as follows: PPE is only needed in a very small number of cases - where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained or; where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. Reference to PPE in the following situations means: fluid-resistant surgical face masks; disposable gloves; disposable plastic aprons; eye protection (for example a face visor or goggles). The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows - a face mask should be worn if a distance of 2 metres cannot be maintained; if contact is necessary, then gloves, an apron and a face mask should be worn; if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn.

When PPE is used, 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](#) in order to reduce self-contamination. Guidance states that Face masks must: cover both nose and mouth; not be allowed to dangle around the neck; not be touched once put on, except when carefully removed before disposal; be changed when they become moist or damaged; be worn once and then discarded - hands must be cleaned after disposal. Outside of these situations, PPE is not required to be worn by staff or students, however if they wish to do so they are able to, but the school takes no responsibility for the safe wearing of PPE outside of when required by government guidance.

- e) If an individual presents symptoms of Covid-19, they will be required to have a test which is provided by the NHS. Information on how families of day students can book these are provided at <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus> or by calling NHS 119. The school will book tests for boarding students. Staff are considered essential workers and so can book a test by going to <https://www.gov.uk/apply-coronavirus-test-essential-workers>
- f) As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- g) Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test following the steps described above) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace.
- h) Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.
- i) Following guidance from <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> cleaning protocols will involve increased frequencies of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. As a minimum, frequently touched surfaces will be wiped down at the beginning and at the end of each day, and more frequently depending on: the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces generally, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used. However, if someone has tested positive for Covid-19, the following cleaning protocols will be in place
  - a. The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. The person cleaning must wash hands with soap and water for 20 seconds after all PPE has been removed.
  - b. Following guidance, if the unwell person has spent the night in their boarding room, additional PPE to protect the cleaner's eyes, mouth and nose may be necessary and the school will provide this.

- c. In line with guidance, public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, will be cleaned thoroughly as normal. However, all surfaces that the symptomatic person has come into contact with will be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.
  - d. Cleaning will involve the use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – following the ‘one site, one wipe, in one direction’ process. Any cloths and mop heads used will be disposed of and put into waste bags. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
  - e. Any items that need laundering will be washed in accordance with the manufacturer’s instructions, using the warmest water setting. Items will be dried completely. To minimise the possibility of dispersing virus through the air, any staff handling dirty laundry will not shake dirty laundry prior to washing.
  - f. Continuing to follow government guidance, Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):
    - a) Should be put in a plastic rubbish bag and tied when full
    - b) The plastic bag should then be placed in a second bin bag and tied
    - c) This should be put in a suitable and secure place and marked for storage until the individual’s test results are known
  - g. This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.
- j) Following a suspected case of Covid-19, in addition to booking a test, the school nurse will contact Public Health England at 0344 225 3861 or, if out of hours by calling 0844 967 0069 or via email at [PHE.sshpu@nhs.net](mailto:PHE.sshpu@nhs.net). Using ‘Shield for Schools’ we will be able to give PHE information on who they have been in close contact with at school, but they may require information on who an individual has been in contact with outside of school as well. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with Buckswood in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we are required to send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); proximity contacts - extended close contact (within

1 to 2 metres for more than 15 minutes) with an infected individual; travelling in a small vehicle, like a car, with an infected person. Shield for schools will help the school know this information very quickly – faster than the ‘track and trace’ system.

- k) In line with data protection regulations, please note that we are unable to share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- l) Any individual with a positive Covid-19 test result must self-isolate for 7 days and anyone who has come in contact with them must self-isolate for 14 days. Instruction will continue for anyone self-isolating via Microsoft Teams. Boarders self-isolating will be looked after in the residential house by the nursing residential staff following government guidance for residential schools.
- m) We ask that parents and staff inform the school immediately of the results of a test. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
- n) Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow the government's '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and: if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. If the test result is positive, they should inform the school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following the government's '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'
- o) If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may be recorded as an outbreak, and the school will continue to work with their local health protection team who will be able to advise if additional action is required. However, the protocols put in place as part of the ‘prevention’ planning make this unlikely.

## 9. Safeguarding and Student Welfare (continuation of care)

- a) As student access to the wellbeing hub will be restricted due to it sitting outside of the Key Stage zones, the DSL and safeguarding officer will be available to students and staff via Microsoft Teams as well as email. The independent listener will also continue to be available remotely. All staff have received up to date safeguarding training and if they have a safeguarding concern, normal reporting procedures apply.
- b) If a student or member of staff needs to go to the Wellbeing Hub, they will knock on the door and a member of the wellbeing team will open it and invite them in, asking them to sanitise their hands. Any surfaces that they come into contact with will be wiped down after leaving using sanitary wipes as per the classroom cleaning protocol. Alternatively, they can request a virtual meeting with wellbeing staff on Microsoft Teams to discuss any safeguarding concerns. Should an individual become unwell whilst in the Wellbeing Hub, the protocols for dealing with illness will be followed as described above.
- c) For medical issues, the BHS reception area has been made Covid-safe, however students will only be allowed in on a one-in, one-out basis and must wait outside, socially distanced. In a medical emergency, call 999 and then alert the nursing staff. Student medication will be dispensed by the medical staff through residential staff for boarders and directly to day students as required.
- d) The school recognises that students (and staff) may have higher-than-normal levels of anxiety due to prolonged school absence, as well as worries about their own health and that of their friends and families. To that end, the wellbeing hub will be providing support resources and if students need someone to speak to, counselling can be arranged.
- e) The school remains committed to the safeguarding of our pupils and all employment checks are continuing during Covid-19 related restrictions. We continue to work with our local authority partners as required and encourage all members of the school community to raise safeguarding concerns should they have them. The DSL can be contacted by email at [rmaclean@buckswood.co.uk](mailto:rmaclean@buckswood.co.uk), the head of boarding at [hob@buckswood.co.uk](mailto:hob@buckswood.co.uk) and the safeguarding officer at [admin2@buckswood.co.uk](mailto:admin2@buckswood.co.uk). The nurse is contactable at [nurse@buckswood.co.uk](mailto:nurse@buckswood.co.uk)

## **10. Sports and protocols surrounding delivery of sporting provision**

- a) On days that students have sporting activities as part of their schedule (e.g. games lessons or academy training etc.) they are to come to school in their school games kit and may wear this through the school day instead of their normal school uniform. This minimises the need to use changing facilities in line with stage 5 of the government's 'prevention' strategy. All sporting provision will be appropriately risk assessed to ensure that it is safe.
- b) Students will register for their games lessons in their relevant Key Stage zone sporting area. For Key Stage 3 this will be the Sports Hall, Key Stage 4 the tennis courts and Key Stage 5 the Astro Turf. This reduces the chance of different Key Stages coming in contact with each other at the start of a lesson (when students will be moving between classes). Following registration they can go to the allocated sporting activity area as per instructions from their teacher.
- c) Games lessons will be modified to take into account social distancing requirements and guidance to ensure that physical activity takes place safely. This is in line with stage 5 of the government's 'prevention' strategy.
- d) For sports training outside of games lessons, everyone should self-assess for COVID-19 symptoms before every training session or match. Anyone symptomatic or living in a household with possible or actual COVID-19 infection will not participate or attend school as per protocols above. This is in line with stage 1 of the government's 'prevention' strategy.

- e) In line with government advice, competitive training is now permitted, with groups limited to a maximum of 30 people, including coaches. This is in line with part 5 of the government's 'prevention' strategy.
- f) Competitive match play in football is permitted, with social distancing in place before and after the match, and in any breaks in play. Players and officials will sanitise hands before and after a game as well as scheduled breaks throughout a game or training session; Ball handling will be kept to a minimum with most contact via a boot and the ball disinfected in breaks of play; coaches will limit persistent close proximity of participants during match play and training. Goal celebrations will be avoided; equipment should not be shared, and goalkeepers should ensure they disinfect their gloves regularly in breaks in training or matches and thoroughly afterwards. Where possible, coaches should only handle equipment in training. This is in line with parts 3, 4 and 5 of the government's 'prevention' strategy.
- g) For all sports, handling of shared equipment will be minimised, with items sanitised between use. Contact sports are currently not taking place, but training for sports that involve contact will focus on conditioning and other skills.
- h) Spitting will not be tolerated. This is in line with part 3 of the government's 'prevention' strategy.
- i) Teams will travel to matches on school transport and will follow guidance relating to transport and school trips below.
- j) The school will keep a record of attendees at a match or training session, including contact details, to support NHS Test and Trace and the use of the 'Shield for Schools' wristband will help in this regard as well. This is in line with parts 1 and 2 of the government's 'response to infection' strategy.

## **11. Transport and school trips**

- a) School transport will be available to families who wish to utilise this method for getting their child(ren) to and from school on a daily basis. For this purpose, students will be assigned a set seat on the bus and they are expected to remain seated in this seat for each of their journeys. Prior to boarding the bus to go to school, their temperature will be taken using a non-contact thermometer and, if above 37.8 degrees Celsius, they will not be allowed to board and must contact NHS 119. If able to board, all students using school transport are required to wear a face covering to reduce the chance of transmission of Covid-19. This is in line with parts 1 and 5 of the government's 'prevention' strategy. The procedure in place for arrival at school is covered earlier in this document.
- b) Transport will be thoroughly cleaned on arrival at school after students have left so that it is ready for use later in the day, should it be required. This will take place following every use of school transport.
- c) With continued easing of restrictions in the UK, the school will risk assess each potential school trip in line with our belief that education should not be solely restricted to the classroom. School trips in the immediate future will not involve the use of public transport so be more local in nature.
- d) When boarding or exiting school transport, social distancing must be observed and it must occur in an orderly manner. Students and staff must stay in their allocated seat for the entire journey and must wear their 'shield for schools' wristband.
- e) When on a school trip, students and staff are expected to follow social distancing guidance and will be regularly required to sanitise/wash their hands and to not touch their faces. Face coverings will be worn on school transport and when visiting any enclosed spaces such as museums, shops, galleries etc.

- f) Should an individual become unwell on a school trip, the member of staff leading the trip should return to school with the trip and isolate the unwell student upon arrival at school in line with part 8 of this document. They should contact the school nurse who will advise them or, if an emergency call 999. The unwell individual should be made comfortable and should continue to wear their face covering along with everyone else on the trip. When back at school, all students on the trip must self-isolate until the unwell individual has been tested – if the test result is positive for Covid-19 then the others on the trip must self-isolate for 14 days. Education will continue for anyone self-isolating via Microsoft Teams. Boarders self-isolating will be looked after in the residential house by the nursing residential staff following government guidance for residential schools.
- g) We ask that parents and staff inform the school immediately of the results of a test. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
- h) Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow the government's '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and: if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. If the test result is positive, they should inform the school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following the government's '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'.
- i) The school will make contact with PHE and follow guidance as described in section 8 of this document.
- j) The transport will be 'deep cleaned' before being used again. This is in line with part 4 of the government's 'prevention' strategy.
- k) If no students or staff become unwell on a trip, upon return to school, students must either go back to their Key Stage zone (if returning during the school day) or their residence (if a boarder returning after school hours). Day students returning after school hours must go to their normal end-of-day collection point and parents/guardians collecting them must drive to the collection point, remain in their vehicles and let the member of staff know who they are at school to collect. The student will then be informed and will get into the vehicle. At this point we ask that the vehicle leaves the site promptly. This is in line with part 5 of the government's 'prevention' strategy.

## **12. Half terms and holidays**

- f) No later than 2 weeks' prior to half terms or school holidays, parents/guardians of boarding students must notify the school of their plans for their child's travel at this time. If there are restrictions relating to overseas destinations that require quarantine upon return to school, the school advises that arrangements be made for the student to either remain at school for the break (if a half term) or to stay with their guardian in the UK (either a half term or holiday).
- g) If students require a Covid-19 test to travel, this can be arranged through the school's arrangements with Oncologica and this will be done to enable the results to be returned prior to travel in an appropriate timescale. Parents must book this test through CareMonkey and the cost will be added to the school bill.
- h) If travelling away from school, either locally or internationally, we advise that families book ground transport through CareMonkey so we can ensure that a Covid-safe provider is used. We advise similar for a return journey. If families decide to use alternative methods of transport, the school will require students to wear face coverings as a condition and they may be subject to a Covid-19 test upon return. This is in line with part 1 of the government's 'prevention' strategy.
- i) The school will not be open to students over the holidays, however it will remain open at half terms during this pandemic. Families wishing for their child to stay at school over half term must book this on CareMonkey and will have to pay for this. At present the school is not planning on organising any overseas or residential trips in line with government guidance.
- j) Upon return from travel overseas, all students will be required to have a Covid-19 swab test in line with protocols in place for the start of the academic year. Arrival procedures will be the same as covered earlier in this document. This is in line with part 1 of the government's 'prevention' strategy.
- k) During half terms and holidays the school will undergo a deep clean and this may require any boarders remaining at school to stay in a different residence for part of their stay. This is in line with part 4 of the government's 'prevention' guidance.

## **13. Appendices – these are available upon request from the email listed**

Appendix A – School Map [attached](#)

Appendix B – Covid-19 General Risk Assessment [attached](#)

Appendix C – Covid-19 Transport Risk Assessment [hhs@buckswood.co.uk](mailto:hhs@buckswood.co.uk)

Appendix D – Covid-19 Sports Risk Assessment [hhs@buckswood.co.uk](mailto:hhs@buckswood.co.uk)

Appendix E – Covid-19 Medical Risk Assessment [hhs@buckswood.co.uk](mailto:hhs@buckswood.co.uk)

Appendix F – Covid-19 Boarding Risk Assessment [hhs@buckswoods.co.uk](mailto:hhs@buckswoods.co.uk)

Appendix G – Covid-19 Classroom Risk Assessment [hhs@buckswoods.co.uk](mailto:hhs@buckswoods.co.uk)

Appendix H – Covid-19 Kitchens Risk Assessment [hhs@buckswoods.co.uk](mailto:hhs@buckswoods.co.uk)

Appendix I – Covid-19 Cleaning Risk Assessment [hhs@buckswoods.co.uk](mailto:hhs@buckswoods.co.uk)

Appendix J – Classroom Cleaning Protocols for teachers [attached](#)

Appendix K – Staff room access and photocopying protocol [attached](#)

Appendix L – Picking up students at end of school day protocol **attached**