

# BUCKSWOOD AND COVID-19



# ARRIVAL AT SCHOOL

- All staff, students and visitors must follow the guidelines when arriving at school to ensure we are protecting our community.
- 1. Everyone must have their temperature taken at the start of the school day. Staff can do this themselves at the remote thermometer in Main House or have it taken by the member of staff taking student temperatures on the drive. Staff must keep a record of their temperatures in their temperature log books. Students and visitors must have it taken by a member of staff upon arrival. Boarders will have temperature taken in their residence in the morning. Staff and students must wear their wristbands when coming on site and may only remove them when leaving the site.
- 2. If temperature is 37.8 Celsius or higher, access to the site will be denied and you must contact NHS119 to arrange a Covid-19 test and remain away from school until the result is returned. If positive, you must follow guidance in regards to isolation. If negative, you can return to the site.
- 3. Following the taking of temperature, when arriving on site everyone must wash their hands for at least 20 seconds using soap and water at one of the sinks around the school and must make sure their wristband has 'synched' with the system by one of the tablets around the site.
- 4. After washing hands, staff may move around the site following social distancing guidance. Students must go directly to their Key Stage Bubble.

# Bubbles

- The School will be split into Key Stage 'bubbles' which are allocated a particular area of the site during the day. These zones are shown on the school map. Students should be encouraged to keep their distance within 'bubbles' and should be kept apart from other groups where possible.
- Additionally, out of academic hours, the boarding community will be in residence 'families' with certain areas available to them on site. The boarding families will be able to interact within their family groups much as would be expected at home. However, they must maintain their distance from other residence members in line with government guidance for members of different households.
- The different residences will have access to different parts of the campus for activities (sports hall, gym, astro turf etc.) according to a rota, allowing equal access but at different times/days of the week.
- The boarding 'families' will eat morning and evening meals together at different times according to a rota.

# School Map

**Juniors – Green bubble using the following classrooms as their base:**

Form 1 – room 9 ¾  
 Form 2 – rooms 5 and 80 (these rooms will also be allocated for science lessons for all KS3 students)  
 Form 3 – rooms 7 and 8  
 IE1 – room 6  
 Library – Art and communal area for all KS3 students  
 Sports Hall - communal area  
 Room 75 - 76 - Junior staff resource room  
 Room 5 - Junior Science  
 Room 80 - Junior ICT

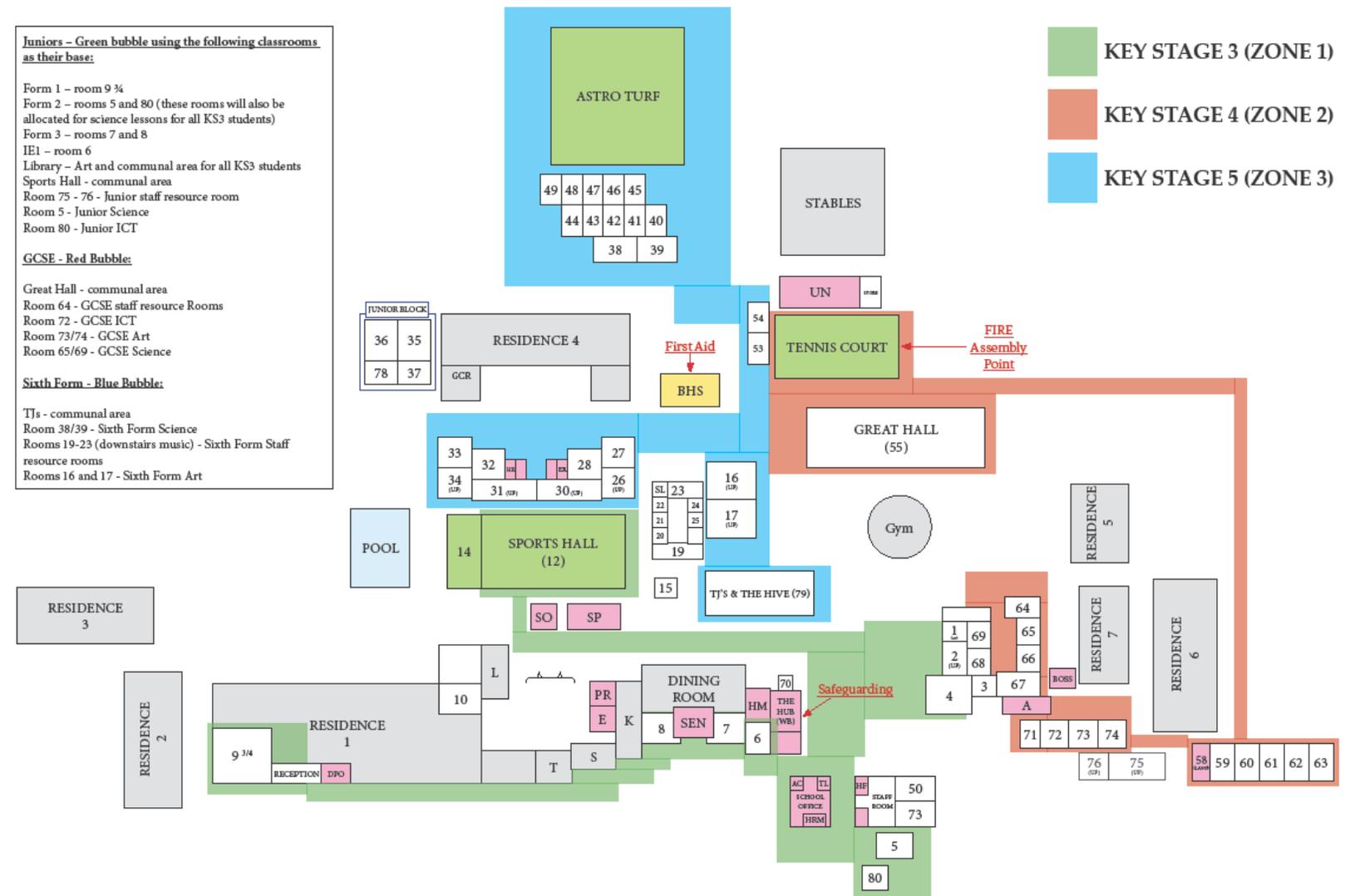
**GCSE - Red Bubble:**

Great Hall - communal area  
 Room 64 - GCSE staff resource Rooms  
 Room 72 - GCSE ICT  
 Room 73/74 - GCSE Art  
 Room 65/69 - GCSE Science

**Sixth Form - Blue Bubble:**

TJs - communal area  
 Room 38/39 - Sixth Form Science  
 Rooms 19-23 (downstairs music) - Sixth Form Staff resource rooms  
 Rooms 16 and 17 - Sixth Form Art

- KEY STAGE 3 (ZONE 1)
- KEY STAGE 4 (ZONE 2)
- KEY STAGE 5 (ZONE 3)



Buckwood School - Bubble map

# MOVING AROUND THE SITE

- Once the school day starts, all students must remain within their Key Stage zones. These are shown on the map. Exceptions to this are at lunch time where they will go directly from their classrooms to the dining hall or if a student requires medical attention urgently and must go to BHS. The boarding residences will be closed during the academic day.
- Any movement around the site must observe social distancing as much as possible and students and staff may wear masks/face coverings should they wish.
- Key Stage 3 lunch is at 12:00, Key Stage 4 lunch is at 12:55 and Key Stage 5 lunch is at 13:50. The meal will last for approximately 20 minutes and then the students will have free time in their key stage zones, supervised according to a rota.
- Break times are at normal times of the day, but will take place in common areas within Key Stage zones – 6<sup>th</sup> form in the Hive, GCSE Years in the Great Hall, Junior School in the Courtyard. Staff are asked to take break in the Key Stage resource areas or classrooms if not on duty.
- Teaching staff will move between zones depending upon lessons being taught. Classrooms will be set up to ensure teacher is appropriately distanced from students and will be able to wear a face mask/face shield should they wish. In line with government guidance, staff can operate across different classes and year groups. 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.

# SOCIAL DISTANCING IN SCHOOL

- The school expects everyone to do their best to observe social distancing. Staff and students alike must observe good hand and respiratory hygiene and maintain social distancing (2 metres where possible)
- As the school is split into Key Stage bubbles, students within the bubbles should be encouraged to observe social distancing outside of classrooms where possible and to maintain their distance from students in other Key Stage bubbles. They must not go from one zone into another except when going to lunch in the dining room at their allocated time.
- If passing in narrow areas, keep to the left and if possible wait until the person in front has cleared the area.
- Teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Staff should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.
- It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other
- To maintain social distancing, large gatherings such as assemblies will be limited in size and scope and restricted to Key Stage bubbles where they occur.
- In the boarding residences, each boarding 'family' does not need to adhere to social distancing within their residence, but it is advised that where possible, this is still observed.

# THE END OF THE SCHOOL DAY

- To reduce congestion at key points around the school each Key Stage Bubble will be dismissed at a different time.
- Key Stage 3 will be dismissed first at 16:30. 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 on the turn of the drive. Key Stage 3 parents must arrive promptly at school for a 16:30 collection. Children will not be sent to their parent's cars unless they are at the designated collection point. 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 Great Hall where they will wait until their parent arrives at the collection point. Key Stage 4 parents must arrive promptly at school for a 16:50 collection. Boarders will go to their boarding residence and those taking school transport will wait in the Great Hall 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 Hive where they will wait until their parent arrives at the collection point. Key Stage 5 parents must arrive promptly at school for a 17:00 collection. Boarders will go to their boarding residence and those taking school transport will wait in the Hive until time to board the transport.
- Families with children in 2 or more Key Stages, are asked to arrive at the later of the pickup times to collect their child.
- 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.

# MARKING AND ACCESS TIME

- Government guidance indicates that teachers can take shared resources home and if they do, to mark prep, they should ensure that they thoroughly wash their hands after marking the work and handling books. It may be easier to utilise a prep workbook that is different to the class exercise book to facilitate this.
- Where possible, prep work will be set using Microsoft Teams, but this is not practical for all subjects and the school leaves this to academic departments to decide on how they wish to do this.
- 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 Great Hall and Key Stage 5 in the Hive), in their boarding residences (if a boarder) or at home as happened during school closure.
- Staff will provide support from their form rooms (or another classroom if they do not have a form group) and will record each access time session for child protection purposes.
- 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.

# Personal Protective Equipment (PPE)

- When referring to PPE for Covid-19 in school, this is comprised of face coverings and/or gloves.
- Following updated guidance from the World Health Organisation, all staff and students are expected to wear face coverings in areas where social distancing is not possible. This includes in classrooms if there is insufficient space for social distancing, in corridors and communal areas where individuals come into close contact with one another and on school transport. This will be reviewed should guidance change.
- The school will provide teaching staff with a face visor and mask initially. All boarders are issued with an initial mask as well. Day students are responsible for sourcing their own face coverings. Replacement visors and masks are the responsibility of the individuals.
- Additional PPE is issued in case of a suspected case of Covid-19. This includes a plastic apron, gloves and a mask. Training on how to put this on and take it off correctly can be found [here](#). If used, it must be disposed of in the bag provided and placed into another bag which will then be collected and stored for 72 hours before disposal.

# TESTING, TRACK and TRACE

- The school has contracted with Oncologica to provide testing kits for our international boarders. These are the PCR swab tests and each boarder will be tested upon arrival from overseas, isolated until the result returned in their room and once clear will be allowed to move beyond their room. If a positive test is returned, the student will remain isolated for 10 days and looked after by pastoral staff.
- If an individual displays symptoms of Covid-19, they will be isolated and must take a test provided by the NHS. To obtain a test, NHS 119 must be contacted.
- If a positive test is returned, the school has contracted with 'Shield for Schools' to provide wearable wristbands which enable swift isolation of individuals who have been close contacts of that individual. This information will be communicated with Public Health Authorities and the school will follow instructions as regards isolation of further individuals. All staff and students are required to wear these whilst on site.

# TOILET FACILITIES

- Toilets are located in Key Stage zones.
- 6<sup>th</sup> form toilets are in the music block (boys) and girls' changing room (girls).
- GCSE years toilets will be porta-loos located by residence 7 – 2 boys, 2 girls and 1 staff.
- Junior school toilets will be porta-loos located behind the staff room – 2 boys, 2 girls and 1 staff.
- Additional staff toilets are located next to the sports hall and all staff can use these.
- Toilet facilities will be cleaned regularly and users are asked to wipe down surfaces after use and dispose of paper towels used for this in the bin.
- Hands must be washed after using the toilet.

# HAND WASHING

- Additional sinks have been installed around the site for this purpose.
- Soap and paper towels are provided at each sink.
- Staff and students need to wash hands regularly throughout the day – before and after eating, prior to the start of lessons and prep and at the end of the day before leaving. Boarders must also wash their hands when they return to the boarding residence.
- Guidance on how to wash hands correctly can be found [here](#)
- Additionally, each member of teaching staff is issued alcohol gel and there are dispensers around the school.

# How to wash your hands



# CLEANING

- All teaching and boarding staff are being issued with cleaning spray (and associated COSHH documentation plus training on how to use it). Staff will clean the areas they have worked in before leaving the classroom, leaving it clean for the next member of staff. As students are working in 'bubbles', the need to clean all classroom areas between lessons is greatly reduced. However, students may be asked to wipe down their desks at the end of lessons if they are moving to another classroom.
- During the day the boarding accommodation will be cleaned thoroughly following Covid-19 protocols.
- Each evening the classrooms and toilets will be cleaned thoroughly following Covid-19 protocols.
- The school cleaning staff will be performing additional cleaning of high-contact areas throughout the day (door handles, toilets etc.).
- School transport will be cleaned between uses following Covid-19 protocols.
- The dining rooms and kitchens will be cleaned between uses following Covid-19 protocols.
- To make cleaning easier, staff and students are expected to leave surfaces clear and free from obstacles. Absorbent materials should be minimised and where possible, doors and windows left open to reduce the need to clean handles unnecessarily.

# HOW TO CLEAN A SURFACE

1. Ensure that nobody is near to the surface about to be cleaned.
2. Spray cleaning solution over the surface to be cleaned so that it is lightly coated. Allow it to sit on the surface for at least 5 seconds. If the surface contains electrical items (for example a photocopier key pad) or is difficult to access, spray cleaning solution onto a paper towel and use this to wipe the surface.
3. Wearing gloves, use paper towel to wipe off the cleaning solution, using circular motions, working from the point furthest away towards you.
4. Dispose of paper towels in the bin.
5. If surface being cleaned is due to a case of Covid-19, all towels, gloves etc. must be tied off in the bin bag and this placed into another bag which is left separate from other waste for 72 hours before disposal. Contact [hhs@Buckswood.co.uk](mailto:hhs@Buckswood.co.uk) if this situation occurs.
6. Thoroughly wash hands using soap and water, or disinfect using hand sanitiser.
7. Cleaning risk assessment is available on the Z drive.

# What happens if someone becomes unwell?

- Staff are asked to notify the nurses should they suspect anyone in their class is exhibiting the symptoms of COVID-19 (high temperature; a new, continuous cough; loss or change to sense of smell or taste).
- The individual will be collected and brought to a designated room for assessment. They will be asked to put on a mask. If it is determined that the individual is exhibiting symptoms, they will be sent home (if a day student or staff member) and must self-isolate for at least 10 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 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>
- If a child is awaiting collection they will be isolated in a room near the front of school, isolated behind a closed door with appropriate adult supervision. Staff providing supervision may have to wear Personal Protective Equipment (PPE) in this situation.

# What happens if someone becomes unwell?

- 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>
- 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. Using 'Shield for Schools' wristbands the school will be able to accurately identify individuals.
- 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 in which the individual has been will be cleaned thoroughly before being accessible again.

# What happens if someone becomes unwell?

- 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 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.

# Non-Covid-19 related illness

- The BHS remains available to students if unwell.
- To minimise contact between students of different bubbles, students may go to the medical centre during their allocated lunch break (as other bubbles will be in lessons at that time).
- Prior to entering the BHS, students must look through the glass door. If the reception area is already occupied by 3 students they must wait outside until invited in. During this time, they must observe social distancing and must not go elsewhere.
- If urgent attention is required during other breaks, students should find a member of teaching staff to assist them in making contact with BHS, whilst remaining in their Key Stage zone. A member of the BHS staff will attend to them once the member of staff has made them aware.
- If urgent attention is required during lessons, teachers must email [nurses@Buckswood.co.uk](mailto:nurses@Buckswood.co.uk) and a member of BHS will come and collect the student.
- Residential staff will have a stock of non-prescription medication available for boarders out of hours and if an emergency will call 999 and follow directions from the emergency services.

# What is 'Close Contact'?

- 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.

# RISK ASSESSMENTS

- Risk Assessments and associated documentation are available upon request from the Health and Safety Officer and are located on the Z drive on the school server in a folder called 'COVID'.
- All risk assessments and plans have been updated to take account of Covid-19 and have been passed through our insurer for approval.
- The school takes our responsibility to protect the health and safety of all those on site with the utmost seriousness and welcome comments/contributions to assist with this.

# Covid code of conduct

- Remember to 'catch it, bin it, kill it' when coughing or sneezing. Try to cough into your elbow, not into the air
- Remember to wash your hands for 20 seconds at various points throughout the day with soap and water. This must be done at the start of the school day and after you have been to the toilet.
- Try not to touch your face.
- Sanitise your hands upon arrival to school buildings and upon leaving (this includes residence, classrooms, dining hall, communal spaces)
- Put your hand up when you wish to contribute to your lessons, do not shout out.
- Remember that singing is prohibited when you are sharing a space with other people
- Do not drink from taps or water fountains directly - you may fill up a bottle.
- Do not share other people's food or drink.
- Use your own classroom equipment, do not share
- Bring your own bag and equipment
- Follow instructions from staff when moving around school
- Only leave and enter rooms when told to do so
- If you are feeling unwell, speak to a member of staff
- Irresponsible behaviour, in relation to any of the above, may result in sanctions.



Buckswood  
Putting **time**  
into *your*  
**child**