

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

Mr. Sutton and everyone at Buckswood is looking forward to welcoming staff and students back to school in September 2020 in line with our published school dates!

In order to do so we are working on two positive assumptions:

1. That the government's commitment of 19 June that they will 'bring every child back, in every year group, in every school' and reinforced by a detailed document on 2 July means that government guidelines will permit all pupils to return at the start of September.
2. That, in accordance with government guidance, there will not be a fixed requirement for social distancing in a school setting but instead there will be careful plans in place to minimise and mitigate contacts between children.

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 'in person' 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. Planning has been based around the government guidance, which can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Plans are being 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 (<https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf>) as well as government guidance on systems of controls (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

## CURRENT GUIDANCE

The current government guidance for schools advocates a 'hierarchy of controls' which create an inherently safer system where the risk of transmission of infection is substantially reduced.

These include:

- a requirement that pupils and staff who are ill stay at home
- robust hand and respiratory hygiene e.g. cleaning hands more often than usual or using an anti-viral handsanitizer and ensuring good respiratory hygiene by promoting 'catch it, bin it, kill it' and by encouraging children not to touch their mouths, eyes or noses
- enhanced cleaning arrangements, cleaning frequently-touched surfaces regularly using standard products, such as detergents and bleach. This includes door handles, handrails, table-tops, and electronic devices active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who is symptomatic, do not attend school

We are adopting all of the measures above – and more – in our planning. In order to manage the mitigation of contact between groups of pupils we are organising our pupils within two essential groupings: that of the residence and that of the Key Stage. The Key Stage will be the primary grouping for lessons; the residence for pastoral arrangements.

We are monitoring government guidance continually and updating our approach and Risk Assessments as required. Please see the FAQs for the links to the most up to date guidance.

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. They will also be required to keep a log of their temperature for at least 5 days prior to the start of term. 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 10 days not to come to school. They 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). 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. Upon arrival, all visitors 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 <sup>3</sup>/<sub>4</sub>, 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 Great Hall 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 will have access to TJs and the Hive will 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. Risk assessments specific to academic activities involving the sharing of equipment between different year groups (such as, for example, in sports, design, art or music classes) will require the scrupulous cleaning of equipment between classes.
- 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 'boarding families', 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. Please note that students arriving from overseas are not allowed to take public transport from their port of entry to school. 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. If unable to stay with guardians, they must contact the school to see if arrangements can be made for them to quarantine with the school.
- c) 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). This must be arranged with the school well in advance of the child departing for school. 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.

- d) Boarders are asked to limit what they bring in to school at the start of the year. Cleaning will be helped by areas being as uncluttered as possible and we may need to move individuals swiftly between different areas of the House. All pupils are required to bring a bag to school to carry their school books and equipment around with them and to ensure that materials are shared minimally and that they remain with, and in the care of, their owner. Bags and possessions must be clearly named.
- e) Upon arrival, the pupil will be met outside the entrance and welcomed. Staff must maintain a distance of at least 2 metres from the pupil at all times and can invite them in to the building at which point the pupil must wash their hands and have their temperature taken using the remote thermometer (not a hand held device). Staff must wear a face covering and gloves if handling any items that will be either passed to the pupil or that belong to the pupil. 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 site. 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 which they administer themselves, following the instructions on the test. With the pupil standing at least 2 metres from a table, the staff member (wearing mask and gloves) will put the test down on the table and then move at least 2 metres away before the pupil picks it up and carries out the test. Once the test is completed, the kit will be placed back on the table and the pupil will move away from the table to a distance of at least 2 metres. The member of staff will then collect the completed test and package it ready for sending to the testing facility. They must wash their hands thoroughly following this and dispose of any PPE in the waste bin.
- g) Maintaining a distance of at least 2 metres, the pupil will be escorted to their room, where they will find a package of information about fire procedures, WiFi codes and other useful information. Food and drink will be brought to them and they will have access to the internet to contact their family. Any staff delivering items to pupils must place them outside the pupil room, knock on the door and move away to a distance of at least 2 metres. They must wear a mask and gloves when doing this. The pupil will collect items left from their door after waiting 5 seconds after the knock and must close the door once they have collected the items. If there is waste that needs removing, this must be left outside the door and the reverse of the above process must be followed. The pupil must remain in their room until a negative test result has been returned and must not have any visitors during this time period. Typically, 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.
- h) Once a negative test has been returned, the student will be informed and arrangements will be made for them to come to school, to unpack and begin their in-person learning at school. Upon arrival at school they will be given key welcome information and will be taken through an induction process by their residential tutor. 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. Before leaving their boarding residence they must wash their hands for at least 20 seconds using soap and water.
- i) If a positive test is returned, the school will liaise with Public Health England but the pupil will be required to isolate in their room for 10 days where they will be looked after by members of the residential staff 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.

- j) Whilst pupils are isolating, only essential visitors are allowed on site to minimise the potential for transmission of Covid-19. These visitors should be pre-booked and must have their details recorded in line with the visitor procedures.
- k) 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. If they have a temperature over 37.8 Celsius they will be isolated in their room and contact will be made with the medical staff. This is in line with part 1 of the government's 'prevention' strategy. Residential staff will dispense and morning medication from the handover of the previous evening, so students do not need to attend BHS for medication in the morning. 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.
- l) Students with games lessons or sports scheduled on a particular day must come to school already changed in Buckswood Sports kit as changing rooms will not be available. This is in line with part 5 of the government's 'prevention' strategy. They may attend lessons in their Sports kit on those days only

#### **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) All pupils are required to bring a bag to school to carry their school books and equipment around with them and to ensure that materials are shared minimally and that they remain with, and in the care of, their owner. Bags and possessions must be clearly named.
- c) 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 required 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 in areas that they are able to socially distance. 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, 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.
- d) 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. A timetable for arrivals on the first day of school will be sent to parents/guardians of Day Students. New students coming to school on their first day will be greeted by the relevant Head of Year and brought into school accordingly.
  - e) Students driving their own vehicles to school must stop at the temperature check point along the drive and if below 37.8 degrees Celsius they will be allowed to come on site. They must park along the 'out drive' and then stop next to the library 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.
  - f) 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 where they can socially distance. 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 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.
  - g) 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.
  - h) Students with games lessons or sports scheduled on a particular day must come to school already changed in Buckswood Sports kit as changing rooms will not be available. This is in line with part 5 of the government's 'prevention' strategy. They may attend lessons in their Sports kit on those days only (however please note, that if arriving incorrectly dressed for school they will not be able to exit their vehicle to attend school).

## **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 they have 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 be required to wear face coverings in areas of school where appropriate social distancing cannot be maintained. The school takes no responsibility for the fitting of these, unless required in response to a suspected case of Covid-19 where training has been given.
- 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 or at any other point during the academic day. 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. There are also 2 additional 'hands-free' sinks outside the dining room which all individuals must use when entering for a meal. 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 touched 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.

- l) 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.
- o) Prep work. Government guidance indicates (as above) 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. Where possible, prep work will be set using Microsoft Teams, but this is not practical for all subjects.
- p) Lost/discarded property. Items found left lying around the school will be collected by staff wearing gloves and stored in a sealed clear bag for 72 hours in the relevant Key Stage resource room. Students missing items should message their Head of Year on Microsoft Teams. If not claimed within 72 hours, items will be disposed of.

## **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 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 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 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 (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 Hive 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 Great Hall and Key Stage 5 in the Hive), 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) 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. 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 Great Hall and Key Stage 5 in the Hive) 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 Great Hall and Key Stage 5 in the Hive) 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. 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 breaking social distancing guidance 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, but may remain on site if they wish, parked in front of the school. Day students attending such activities must continue to observe social distancing and should only be with boarders from their 'bubble'. This is in line with part 5 of the government's 'prevention' strategy.
- m) Town Leave for boarders on Saturday afternoon is currently suspended, but when it resumes 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 (if a day student) 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 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.' If required, off-site accommodation will be used by boarders who test positive for Covid-19 where they can isolate and be looked after by school staff.
- 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, 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 10 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 10 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 10-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 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 speak to them. If there is a need to enter the hub, they will be invited in, asking them to wash/sanitise their hands. Staff or students will only be allowed into the hub on a 'one-in, one-out basis' unless otherwise agreed for reasons relating to safeguarding and child protection. 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) Contact sports. There will be no playing of contact sports, only coaching in small groups to enable social distancing and non-contact. This is in line with stage 5 of the government's 'prevention' strategy.
- e) The gym will be open for use on a rota by different student groups and equipment will be appropriately distanced. This is in line with stage 5 of the government's 'prevention' strategy.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) Spitting will not be tolerated. This is in line with part 3 of the government's 'prevention' strategy.
- k) Teams will travel to matches on school transport and will follow guidance relating to transport and school trips below.
- l) 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. This is in line with part 4 of the government's 'prevention' strategy.

- 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 are likely to 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. This is in line with part 5 of the government's 'prevention' strategy.
- 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. This is in line with parts 2 and 5 of the government's 'prevention' strategy.
- 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. If during this period of isolation they develop symptoms of Covid-19 they must be tested. If it is negative, those students isolating may return to school. 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. 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. This is in line with the government's 'response to infection' strategy.
- 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 10 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 10 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**

- a) The school will remain open to boarders over half term during the Christmas term. This will be reviewed for subsequent terms based on the global situation as regards Covid-19.
- b) 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).
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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)**

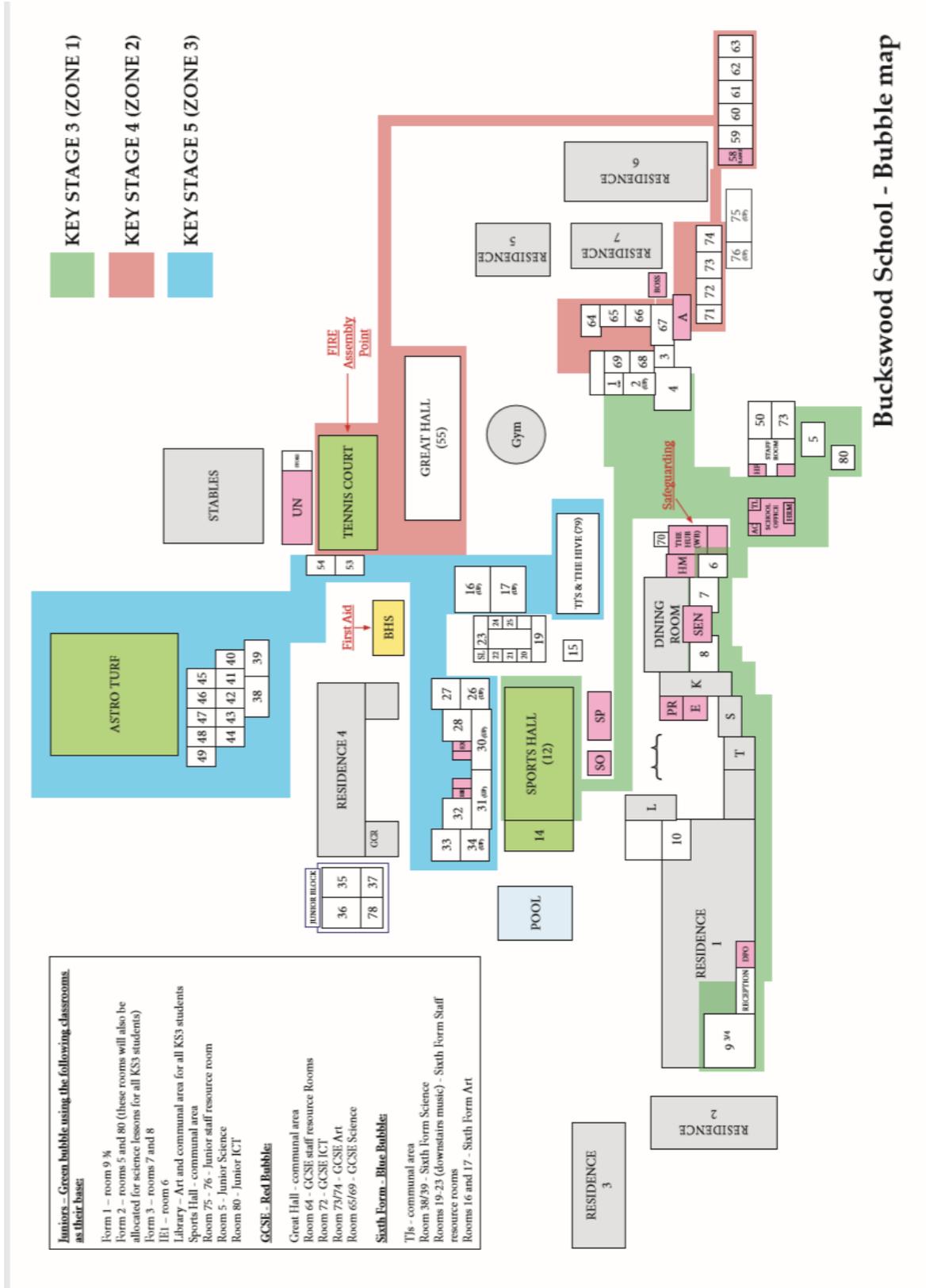
Appendix G – Covid-19 Classroom Risk Assessment **[hhs@buckswoods.co.uk](mailto:hhs@buckswoods.co.uk)**

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



Buckswood School - Bubble map

Appendix B

**Risk Assessment**

<b>Department</b>	<b>Re-opening Buckswood School during COVID-19</b>	<b>Activity &amp; Ref. No.</b>	<b>COVID-19-03</b>
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<b>Assessor</b>	<b>Status</b>	<b>Signature</b>	<b>RA Date</b>	<b>Review Date</b>
<b>Anthony Hougham AISOH</b>	<b>HHS</b>		<b>17/07/2020</b>	<b>Weekly and in line with any government changes</b>

- Risk assessment to work alongside,
- Risk assessment to work alongside, Floor plan document

<b>What are the Hazard(s)? <i>Potential to cause harm</i></b>	<b>Who might be harmed? <i>Staff/Pupils/Others</i></b>	<b>How might they be harmed? <i>Injury/ill-health</i></b>	<b>Control Measures in place? <i>To remove or reduce risk to lowest levels possible</i></b>	<b>Is further action(s) required to control this risk – Yes/No? <i>If YES, give details/person responsible/dates</i></b>
<b>Spread of COVID -19</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• Implement all advice and communicate to pupils/ parents, staff and contractors. Currently any person developing a new continual cough, a temperature in excess of 37.8C or a loss of, or change in their normal sense of taste or smell whilst at school must be sent home and advice to self-isolating and contact NHS 111</li> <li>• Any person who is considered extremely clinically vulnerable and shielding should continue to shield and will not be expected to attend, (Guidance on shielding &amp; protecting extremely vulnerable persons from COVID-19).</li> <li>• Clinical vulnerable people including pregnant women should take extra care in observing social distancing and should work from home where</li> </ul>	N/A

			<p>possible. We will endeavour to support this working with your line manager. Individuals cannot work from home, they will be offered the safest available in the school, staying 2 m away from others wherever possible with PPE i.e. face covering, gloves and face shields</p> <ul style="list-style-type: none"><li>• New boarding student to be tested when arriving at the school and isolated until test results come back.</li><li>• Staff will do an E-Learning course for COVID-19 for Employees before starting back in the school.</li><li>• Anyone who lives in a household with someone who is extremely clinically vulnerable and shielding, should only attend if stringent social distancing can be adhered to and the child is able to understand and follow those instructions. We will pay particular regard to “young carers” who may fall into this category</li><li>• Staff who live alone and have symptoms of COVID-19, however mild, will be directed to stay at home for 7 days from when their symptoms started.</li><li>• Those living with others and they are the first in the household to have symptoms of COVID-19, then they will be directed to stay at home for 7 days others</li></ul>	
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			in the household 14 days.	
<b>Any person coming unwell at school</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new, continuous cough, a high temperature or a loss of taste or smell Day Students and staff will be sent home if a boarding student they will be taking to Res-8 and advised to follow the COVID-19 (stay at home guidance for households with possible COVID-19 infection).</li> <li>• If a pupil who is unwell is awaiting collection, they will be moved to West Room in Residence 1 where they can be isolated behind a closed door, where available, a window will be open for ventilation. And supervision in the local area.</li> <li>• If the pupil needs to go to the toilet while waiting to be collected or prior to them leaving for home, they will be directed to use a separate toilet. The toilet area will then be cleaned and disinfected using standard cleaning products before used by anyone else.</li> <li>• If a pupil needs direct personal care until they can return home. A supervising staff if a distance of 2m cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and surgical face mask with a face shield will be worn by the supervising staff.</li> </ul>	N/A

			<ul style="list-style-type: none"> <li>• If a student is seriously ill or injured member of staff will call 999.</li> <li>• If a member of staff has helped someone who was unwell with COVID-19 symptoms, they do not need to go home unless they develop symptoms themselves and told to contact NHS 111. The staff member will wash their hands thoroughly for 20seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Refer to COVID-19 cleaning of non-healthcare settings guidance.</li> <li>• If a pupil start displaying COVID-19 symptoms whilst at school they should, wherever possible, be collected by a member of their family or household.</li> </ul>	
<b>There is a confirmed case of COVID-19</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• When a pupil or staff member develops symptoms compatible with COVID-19, they will be sent home or boarder to Res-8 and advised to self-isolate for 7 days for single person and 14 days for households members. All staff and pupils who attending school will have access to a test if they display symptoms of COVID-19 will be required to have a test by NHS 111.</li> <li>• Where a pupil or staff member test negative,</li> </ul>	N/A

			<p>they can return to school and fellow household members can end their self-isolation.</p> <ul style="list-style-type: none"> <li>• Where the pupil or staff member test positive, the rest of their class or social bubble within the school will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or social bubble do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</li> <li>• As part of the national test and trace programme, if other cases are detected within the social bubble or in the wider setting, Public Health England’s local health protection team will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases a large number of other students may be asked to self-isolate at home or boarders at Res-8 as a precautionary measure – perhaps the whole class or social bubble. Where setting are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school will not generally be necessary.</li> </ul>	
<b>Cleaning (School,</b>	Staff Pupils	Covid-19	<ul style="list-style-type: none"> <li>• <b>Deep cleaning for reopening of the</b></li> </ul>	N/A

**surfaces,  
clothing)**

Visitors

**school** – we will deep clean ahead of reopening depending on various factors, including: whether buildings have been accessed during the lockdown period (and if recently occupied may therefore be contaminated with COVID-19); whether staff have been on site.

**Measures for cleaning/  
maintenance**

- Staff instructed to observe social distancing in line with government guidance.
- In order to facilitate appropriate hand washing, staff should not wear jewellery other than a plain wedding band for work and should be bare below the elbow (sleeves can be rolled up for handwashing purposes); finger nails should be short and false nails removed. Any cuts or abrasions should be covered with a plaster.
- Tie up long hair
- On returning home, staff should remove their clothes and treat them as a healthcare worker would place them all in a bin liner.
- Hands should be washed thoroughly on return to home.
- Work clothes should be transferred to the washing machine and washed in accordance with the manufactures instructions. Use the

			<p>warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other peoples items.</p> <ul style="list-style-type: none"><li>• Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</li><li>• Carefully clean the outside of the machine and wash hands for 20 seconds with liquid soap and warm water.</li><li>• Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above or dispose of.</li><li>• Then have shower or bath.</li><li>• In order to minimise the risk to others from used personal protective equipment (PPE), it is essential that it is removed in a safe manner; remove apron, if you have worn gloves, remove them next by turning them inside out in one single motion (disposable gloves and aprons for cleaning are available for cleaning tasks).</li><li>• If PPE has been used in cleaning an area where a symptomatic individual has been, it should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Disposable items should be placed in the bin immediately. Rubber</li></ul>	
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			<p>or washing-up gloves should be washed and dried properly before reuse. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> <ul style="list-style-type: none"><li>• Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after (as below)</li><li>• Used tissues will be put in a bin immediately (as above – all waste bins to be lined)</li><li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li><li>• All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including.<ol style="list-style-type: none"><li>1. Objects which are visibly contaminated with body fluids;</li><li>2. All potentially contaminated high-contact areas such as work surfaces, computer keyboards/ mice, telephone, toilets areas, door handles, door push plates, bannisters and stairwells.</li></ol></li><li>• Use disposable cloths or paper roll and</li></ul>	
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			<p>disposable mop heads, to clean all hard surfaces, floors, chairs, door handles/ plates and sanitary fittings, following one of the options below:</p> <ol style="list-style-type: none"><li>1. Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (10000 ppm). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.</li><li>2. If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses.</li></ol> <ul style="list-style-type: none"><li>• Avoid creating splashes and spray when cleaning.</li><li>• Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined above.</li><li>• When item cannot be cleaned using detergents or laundered, for example, upholstered furniture</li></ul>	
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			<p>and mattresses, steam clean should be used.</p> <ul style="list-style-type: none"><li>• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</li><li>• If possible keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.</li><li>• Wherever possible, cleaning and site staff should have their own equipment. Regularly used equipment may need to be dispersed to</li><li>• Site staff may have their working hours amended. Cleaning hours may also be amended to allow for social distancing and thorough daily cleaning regimes. All bins will be lined and the liner removed at the end of the day. Waste will be stored safely and securely kept away from pupils. This waste does not require a dedicated clinical waste collection in the above circumstances.</li><li>• Bin bags to be placed in the dedicated waste bins store located by the kitchen.</li><li>• The cleaning staff and Matron will regularly check stocks of chemicals, bin bags etc. and will requisition additional supplies as necessary from Matron.</li></ul>	
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			<ul style="list-style-type: none"><li>• Staff will be briefed regularly, at least in line with changes to government guidance.</li></ul> <p><b>Cleaning throughout the day</b></p> <ul style="list-style-type: none"><li>• Cleaning with suitable cleaning products will continue; door handles/plates, bannisters, taps, toilet seats and toilet flushing mechanisms.</li><li>• Classrooms should be decluttered with only the minimum items permitted on work and other surfaces. This allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces.</li><li>• Frequently touched hard surfaces should be cleaned using normal cleaning products and disposable cloths or anti-viral wipes.</li><li>• Telephone keyboards/mice, light switches, electronic entry systems, iPad used by pupils and staff, etc., will be cleaned with anti-viral wipes on a regular basis throughout the day.</li><li>• Ensure that electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.</li><li>• Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilets tissue, bin bags etc. and request additional supplies as necessary.</li></ul>	
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			<ul style="list-style-type: none"> <li>• Ensure disposable tissues are available in each room for both staff and pupils.</li> <li>• Ensure arrangements are in place for the disposal of clinical and general waste where required.</li> <li>• To dispose of waste from staff or pupils with symptoms of COVID-19, such as disposable cleaning cloths, tissues and PPE:             <ol style="list-style-type: none"> <li>1. Put in a plastic rubbish bag and tie it when full.</li> <li>2. Place the plastic bag in a second bin bag and tie it.</li> <li>3. Put it in a suitable and secure place marked for storage for 72 hours.</li> </ol> </li> <li>• Safe systems of work to be developed locally to ensure appropriate measures are in place for laundering, cleaning and decontamination of soiled item/ equipment in line with national guidance.</li> <li>• There is no need for anything other than normal personal hygiene and washing of clothes.</li> </ul>	
<b>Hand washing</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• Everyone will be reminded to wash their hands before leaving home, on arrival to school and before and after handling cleaning chemical, eating, using the toilets, sports activities, using transport and after coughing or sneezing and not to touch face</li> </ul>	N/A

			<p>(eyes, mouth, nose) with hands that are not clean.</p> <ul style="list-style-type: none"> <li>• Where present, toilets lids must be closed prior to flushing and remain closed after use.</li> <li>• Wash with liquid soap &amp; water for a minimum of 20 seconds ( see hand washing guidance)</li> <li>• Alcohol based hand cleansers/gel (containing at least 60% alcohol) can be used if soap and water are not available but is not substitute for hand washing.</li> <li>• Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort.</li> <li>• Additional hand sanitiser unites to be installed in the school where possible at the main entrance to the school and in the dining hall.</li> </ul>	
<b>Personal protection &amp; PPE</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• Determine what PPE will be required and in what quantities – ensure adequate PPE ordered as necessary in advance of setting reopening and where necessary, supplies maintained.</li> <li>• 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.</li> <li>• In order to minimise the risk to others from used Personal Protective Equipment</li> </ul>	N/A

			<p>(PPE), it is essential that it is removed in a safe manner. Remove apron. If you have worn gloves, remove them next by turning them inside out in one single motion, these should be double bagged, then stored securely in a specified place for 72 hours then thrown away in the regular rubbish. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> <ul style="list-style-type: none"><li>• For further information on the use of PPE for supervising a child who has become unwell see section on 'Any person becoming unwell at school' – page 2 and 3 above.</li><li>• If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they should continue to receive care in the same way, including any existing routine use of PPE.</li><li>• In line with Coronavirus Covid-19 safer travel guidance for passengers , should wear a face covering on public transport., it is important to use face coverings properly (How to wear &amp; make a cloth face covering ) and wash your hands before putting them on and after taking them off.</li><li>• Responsible adults or carers travelling with children on public transport should follow</li></ul>	
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			<p>this guidance, wear face coverings, minimise the surfaces they touch and maintain their distance from others, where possible.</p>	
<p><b>social distancing</b></p>	<p>Staff Pupils Visitors</p>	<p>Covid-19</p>	<ul style="list-style-type: none"> <li>• All to observe social distancing in line with government guidance as much as possible (Coronavirus (COVID-19): implementing protective measures in education and childcare settings).</li> <li>• Where possible, limit the areas of the school frequented by each member of staff – suitable cleaning of frequently touched surfaces to take place.</li> <li>• We will limit the number of shared resources that are taken home by staff and limit the exchange of such resources. Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books</li> <li>• Staff to work at least 1m apart. Office staff to work in separate offices where possible. Wherever, possible, staff should work from their own workstation only. Where not possible due to social distancing, establish cleaning rules before and after each use of another's workstation you must clean the key board and mouse.</li> <li>• Staff to remain 1m from others when using photocopying equipment – key pads</li> </ul>	<p>N/A</p>

			<p>etc., one person only in each part of the school to carry out all photocopying (pupils NOT to use copiers).</p> <ul style="list-style-type: none"> <li>• Keeping distance between individuals when speaking or sharing a room, regular hand washing and sanitising surfaces when the Individual leaves including telephones, keyboards/mice etc.</li> <li>• Staff are not to congregate during break times.</li> <li>• Staff will be briefed regularly, at least in line with changes to Government guidance.</li> <li>• Car sharing to and from school is not currently advised unless the individuals are from the same household and the use of public transport should be avoided <b>if</b> possible.</li> <li>• School service cars will be one driver and one passenger in the rear seat opposite the driver.</li> <li>• Plan work to minimise contact between staff and avoid skin-to-skin and face-to-face contact. Where possible, staff working together (such as site teams for example) should work side by side or facing away from each other as opposed to face to face. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Consideration should</li> </ul>	
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			<p>be given to wearing face coverings in this situation.</p> <ul style="list-style-type: none"> <li>As much as possible, keep groups of staff working together in teams that are as small as possible (social Bubble).</li> </ul>	
<b>identify vulnerable pupils/safeguarding</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>We will continue to have regard to statutory guidance 'Keeping Children Safe in Education' 2020 and this will be reflected in our Child Protection and Safeguarding Policy and Procedures - COVID-19 appendices.</li> <li>We will identify all those children whom we believe to be vulnerable in addition to those classed as vulnerable under current DfE guidance. This will include children on the edge of receiving support from children's social care, adopted children, those at risk of becoming NEET, those living in temporary accommodation and those who are young carers.</li> <li>We will take the opportunity to contact all parents to confirm correct emergency numbers and ask for additional emergency contacts where these are available.</li> <li>The DSL/senior manager will keep under review their list of vulnerable children who should be attending the provision so that they can be</li> </ul>	N/A

			<p>appropriately monitored.</p> <ul style="list-style-type: none"> <li>• Where the parents of a vulnerable child do not want their child to attend school, the reasons will be explored by the school/social worker.</li> <li>• Where a vulnerable child has a social worker and fails to attend school, we will contact the social worker concerned.</li> <li>• We will work with the LA to monitor the welfare of vulnerable children who are not attending school and other pupils who for safeguarding purposes we wish to keep in touch with. When assessing whether vulnerable pupils should be in school we will work with others and consider factors such as the balance of risk, including health vulnerabilities, family circumstances, risks outside the home, and the child or young person's assessed special educational needs, where relevant.</li> <li>• We will aim to have vulnerable children in school on a full-time basis, wherever possible. Covid-19 Safeguarding Risk Register</li> </ul>	
<b>Opening the school to Staff and pupils</b>	Staff Pupils Visitors	Covid-19	Preparations will need to be agreed and implemented for re-occupation by pupils and staff numbers. There are currently no plans to operate wraparound care but this	N/A

			<p>may be considered at a later date.</p> <p><b>Arrival and finish times</b></p> <ul style="list-style-type: none"><li>• Under no circumstances should anyone (staff, pupils, contractors or visitors) displaying symptoms of COVID-19 attempt to enter the school site. This information will be included in the letter to parents, suppliers and contractors prior to the school opening. Notice to be displayed on the main school entrance door. All parents will be asked to confirm this when dropping off their child.</li><li>• Arrival and finish times will be informed to parents/carers</li><li>• Check details of who is eligible to drop off/collect children – they may be different.</li><li>• Parents will be advised that only one parent should bring the Pupils to school by car, pupils cannot leave the car until their temperature has been taken. If pupil's temperature is above 37.8 they will be sent home if below they will be sent to wash their hands then sent to their social bubble.</li></ul>	
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			<ul style="list-style-type: none"><li>• Parents will be advised that their child may bring one bag to school which must contain their water bottle and any other essential equipment required during the school day (this should include sun cream). Non-essential books, equipment must not be transferred between home and school.</li><li>• Parents will be advised to wipe the bag with anti-viral wipes before coming to school and once their child returns home.</li><li>• Any face coverings that staff or pupils are wearing when they arrive at school may be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</li><li>• It will be best practice for staff and pupils to tie hair back out of the face to minimise the need to touch the face.</li><li>•</li><li>• At the end of the school day, parents may collect their children from the same location where</li></ul>	
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			<p>they will be supervised by staff.</p> <ul style="list-style-type: none"><li>• Where necessary, parents will be made aware of recommendations provided by GOV UK on transport to and from school (including avoiding peak times), particularly where they travel by public transport (Coronavirus (COVID-19): safer travel guidance for passengers).</li></ul> <p><b>Movement around the school</b></p> <ul style="list-style-type: none"><li>• Once pupils have arrived in school they will be sent to wash their hands thoroughly for 20 seconds and dry them using disposable hand towels. This regime will also take place before they leave the school for home.</li><li>• Where considered wide enough to do so, corridors will be marked with tape to provide for a one-way system. The risk to Pupils and staff passing briefly in the corridor is considered low.</li><li>• Where there are multiple stairways to upper floors, these will be allocated as an 'up stairway' and a 'down stairway'.</li></ul>	
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			<p>Where appropriate, these will be marked and signed accordingly.</p> <ul style="list-style-type: none"><li>• Floor marking tape should also be used where queues may develop indicating 1m spacing.</li><li>• Normal shielding will be used for reception staff – where this is not in place, an area will be marked over which any visitors will be informed not to cross.</li></ul> <p><b>During the school day</b></p> <ul style="list-style-type: none"><li>• At all times, staff must be 'alert' to the signs and symptoms of COVID-19 either from themselves or from the pupils. If in any doubt, advice must be sought from BHS staff or other senior leader immediately.</li><li>• Pupils will be in the same social bubble at all times each day, and different social bubbles will not be permitted to mix during the day, or on subsequent days.</li><li>• Teacher(s) and other staff will be move between social bubble and will wash hands before leaving and when joining the next social bubble.</li><li>• Wherever possible pupils will use the</li></ul>	
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			<p>same area and setting throughout the day, with a thorough cleaning of the rooms at the end of the each lesson change over.</p> <ul style="list-style-type: none"><li>• Pupils and staff will be asked to bring in their own water bottles. Pupils and staff may use drinking water taps in the school which should be disinfected after use by each staff member or pupil or bottled water.</li><li>• Breaks for staff may be required to eat in their designated classroom.</li><li>• Each classroom will be labelled with the number of pupils it can safely hold.</li><li>• Although it will be difficult to ensure that pupils maintain social distancing, we will use a wristband system with a track and Tracey system. Our best endeavours to promote this. Staff should always try to ensure a safe distance from pupils although this is not always possible. Where close contact is made, staff should ensure they practice regular hand washing or use anti-viral hand gel on a regular basis throughout the session.</li></ul>	
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			<ul style="list-style-type: none"><li>• It is, however, more realistic to ensure that social bubble of pupils are kept apart and not allowed to mix, both during the school session and at break times.</li><li>• The layout of the room will be considered to reduce the space between pupil 'areas' or zones which would allow a small group to work in different zones – whilst this will not always ensure social distancing of 1m, it will reduce the risk.</li><li>• In planning the room and zones, we will ensure that fire escape routes are not compromised.</li><li>• Spaces used will be well ventilated using natural ventilation where possible.</li><li>• Doors may be held open to avoid them being touched by those coming and going from the classroom. This will also aid ventilation. This is only permitted where the room is occupied and doors must be closed once the group has left the room. At the end of the day, all doors to all rooms must be closed for fire purposes.</li><li>• Wherever possible, specific toilet areas</li></ul>	
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			<p>will be allocated to each social bubble of pupils. Toilet area use will be limited to small groups of pupils. These will be cleaned using normal cleaning products after use by each social bubble.</p> <ul style="list-style-type: none"><li>• Where there is no sink nearby, adequate supplies of hand-gel will be provided in the classroom or work area. pupils will be encouraged to wash their hands:<ol style="list-style-type: none"><li>1. Throughout the day/session;</li><li>2. After coughing or sneezing;</li><li>3. After using the toilet;</li><li>4. Before and after eating including snack time.</li></ol></li><li>• Pupils &amp; staff will be encouraged to make use of tissues and to dispose of them appropriately, they will also be regularly reminded not to touch their mouth, eyes or nose. Supplies of tissues will be made available in each classroom. Lined bins used for tissues will be emptied throughout the day and particularly</li></ul>	
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			<p>between each social bubble.</p> <ul style="list-style-type: none"><li>• Equipment in each classroom will be kept to a minimum. All used hard surfaces (tables and chairs, doors, bannisters, light switches, sinks and toilets) will be sanitised or wiped using detergent between each social bubble and regularly throughout the session.</li><li>• Where possible, external doors from classrooms will be used to access outside areas thus reducing the need to use internal areas.</li><li>• Lunchtimes will be spaced/staggered to reduce the risk of social bubbles coming into contact with each other.</li><li>• IT suites can be used by pupils but the numbers kept to a minimum so that there is a computer workstation between each pupil i.e. alternate screens. Disinfection of workstations, keyboard, headphones and mouse after each social bubble use will be necessary.</li><li>• Practical lessons can go ahead if equipment can be cleaned thoroughly</li></ul>	
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			<p>and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between social bubbles.</p> <ul style="list-style-type: none"> <li>• PESSPA guidance suggests that team games involving any contact at all cannot happen; each pupil should have their own working zone, equipment to be used should have an approved cleaning regime; equipment sharing should be minimised and where possible pupils should have individual equipment that is not shared.</li> </ul> <p>Opportunities/facilities should exist for washing hands before and after every session</p> <p><a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a></p> <ul style="list-style-type: none"> <li>• During breaks, where there is more than one social bubble using the outdoor space, the space will be zoned so that social bubbles are kept apart.</li> <li>• Assemblies, performances, parents' evenings, sports fixtures, will resume once the</li> </ul>	
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			<p>government and school leadership team agree that it is safe to do so.</p> <ul style="list-style-type: none"><li>• A quarantine room “west room” will be identified for children who may become ill during the day. The room and any toilet area used by a child who is ill or displaying signs and symptoms of COVID-19 and awaiting collection must be fully sanitised prior to use by anyone else in the school. Where it is not possible to isolate a pupil, they will be moved to an area which is at least 2m away from other people. Any supervising staff will use appropriate PPE whilst waiting for the child to be collected. See sections above on ‘People who become unwell’ and ‘PPE’ use for further information</li><li>• School meals will be provided for pupils in their social bubbles.</li><li>• Social distancing should be maintained in the school kitchens. We may need to reduce the number of staff and consequently the choice of meal will be minimal.</li><li>• Where staff are working in the</li></ul>	
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			<p>kitchens, they will have their own utensils for preparation and clean the equipment after each use.</p> <ul style="list-style-type: none"><li>• Deliveries will be kept to a minimum and we will limit those accepting and putting away deliveries.</li><li>• Regard will be taken of those pupils with allergies or food intolerances.</li></ul> <p><b>Resident Staff and Families</b></p> <ul style="list-style-type: none"><li>• Resident staff have been made aware of restricted areas within the school site.</li></ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"><li>• Schools continue to be best placed to make decisions about how to support and educate all their pupils during this period, based on the local context and staff capacity.</li><li>• Where year groups are returning to school, we will: - consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn; - assess where pupils</li></ul>	
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			<p>are in their learning, and agree what adjustments may be needed to the school curriculum over the coming weeks;</p> <ul style="list-style-type: none"><li>• We will use our best endeavours to support pupils attending school as well as those remaining at home due to COVID-19, making use of the available remote education support - Remote education through Teams.</li><li>• In our regular communications with parents we will continue to emphasise and promote online safety for those pupils who are not attending school due to COVID-19.</li><li>• For guidance regarding Science in relation to preparing to re-open and running practical activities, refer to CLEAPSS Guidance: - <b>GL345</b> – Guidance for science departments returning to school after an extended period of closure - <b>GL336</b> – CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic.</li></ul> <p><b>Behaviour</b></p>	
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			<ul style="list-style-type: none"><li>• In light of the need for children to behave differently when they return to school, and any new systems we will have put in place to support that, we will need to reinforce the following points to staff and students;</li><li>• following any altered routines for arrival or departure;</li><li>• following school instructions on hygiene, such as handwashing and sanitising;</li><li>• following instructions on who pupils can socialise with at school</li><li>• moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing);</li><li>• expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands;</li><li>• tell staff if you are experiencing symptoms of coronavirus;</li><li>• rules about sharing any equipment or other items including drinking bottles;</li><li>• Amended expectations about break times.</li></ul>	
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			<ul style="list-style-type: none"> <li>• Use of toilets; access and where possible would benefit from printed resources.</li> <li>1. clear rules about coughing or spitting at or towards any other person;</li> <li>2. clear rules for pupils at home about conduct in relation to remote education;</li> <li>3. Rewards and sanction system where appropriate.</li> <li>• Identify any reasonable adjustments that need to be made for Students with more challenging behaviour.</li> <li>• Staff to be trained in the new rules and routines, including the use of sanctions and rewards, so that they can support pupils to understand them and enforce them consistently.</li> </ul>	
<b>Inadequate staffing ratios</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• We will ensure that suitable staffing / supervision ratios are established in advance considering group size, needs and individuals and build in resilience in case of staff illness or emergency.</li> <li>• Our possible approaches to managing a shortfall in staffing include: <ul style="list-style-type: none"> <li>- bringing additional teachers in to help, who may be teachers from another part of the school or supply teachers - asking suitably experienced staff to assistants who are willing to do so to</li> </ul> </li> </ul>	N/A

			<p>work with groups under the supervision of a teacher; - using some senior leadership time to cover groups</p> <ul style="list-style-type: none"> <li>• Key telephone numbers of all available DSL's/deputies to be displayed in school.</li> <li>• Ensure the contact details of the Safeguarding Hub/Early Help Team/LADO are available to all staff on duty.</li> <li>• Ensure sufficient competent staff on duty to administer or supervise the administration of medication within the bubble. Wherever possible, children to self-administer, witnessed by staff. Where not possible (age, SEND etc.) social distancing cannot be maintained – think about how this can be done safely – PPE, vigilant personal hygiene etc.</li> </ul>	
<b>Visitors</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• Visitors to the premises will be discouraged, will be by appointment only and will remain under supervision at all times.</li> <li>• Access to contractors/external maintenance personnel will only be granted by arrangement for <b>essential maintenance / statutory inspection</b> needs only (guidance on what statutory inspections must take place) – see also 'Maintenance' – Part 2 below.</li> </ul>	N/A

			<p><b>In an emergency situation</b> where access is required urgently to undertake maintenance – appropriate hygiene and social distancing arrangements must be followed</p>	
<p><b>Fire, lockdown and Emergencies</b></p>	<p>Staff Pupils Visitors</p>	<p>Covid-19</p>	<ul style="list-style-type: none"> <li>• In preparing for reoccupation, we will review the fire risk assessment and the fire management arrangements contained within it.</li> <li>• Review the first aid 'assessment of need' to ensure that it is still sufficient. Based on this, more first aiders may need to be trained to ensure that there is adequate coverage. Review levels of first aid equipment to ensure that these are still adequate. In particular, consideration should be given to the purchase of additional resuscitation face shields, disposable gloves and aprons.</li> <li>• Where necessary, staff to undergo induction in the fire, lockdown and emergency routines and accident/first aid procedures. This may not be the usual routes and normal nominated fire wardens may not be in attendance. Repeat as necessary.</li> <li>• Review site staff cover to ensure the site is safe – including the operation of fire/lockdown alarms.</li> <li>• Ensure staff are inducted/ familiarised with key emergency/</li> </ul>	<p>N/A</p>

			<p>management information – e.g. security / access procedures, emergency and fire risk etc.</p> <ul style="list-style-type: none"><li>• Fire/lockdown alarms. Ensure all staff and pupils are made aware of fire and lockdown alarm sounds, procedures and assembly points and protocols.</li><li>• Clarify means of summoning emergency assistance, particularly when operating social distancing.</li><li>• Make available any instruction on the use of any relevant equipment – e.g. emergency controls for fire panels.</li><li>• Access to essential contractors / statutory inspections will need to be considered and managed.</li><li>• Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior member of staff and that details of emergency contacts for utilities are readily available.</li><li>• Propping fire doors open by any other means other than proprietary hold open devices triggered by the fire alarm is normally not permitted. <b>However,</b> all reasonable methods of preventing infection spread will need to be introduced. The risk of a fire starting is probably lower than</li></ul>	
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			<p>the risk of infection spread.</p> <ul style="list-style-type: none"> <li>• If fire doors are held open, alter your documented and practical procedures to ensure that more staff are appointed to ensure ALL fire doors are closed if the fire alarm sounds or fire is discovered.</li> <li>• Ensure fire doors to rooms not being used are closed. Use wedges to hold open doors – these can be easily kicked out should there be an emergency situation. Only hold doors open where access through them is required during the day and where the room beyond is occupied. This will reduce the risk of contamination.</li> <li>• All staff within each bubble will need to ensure that external doors have been shut in the event of a lockdown.</li> <li>• At the end of each day, <b>ALL</b> fire doors <b>must</b> be closed. Wipe down contact points with a proprietary cleaning product ready for the next day.</li> </ul>	
<p><b>Lack of building/ property maintenance – preparing to re-open</b></p>	<p>Staff Pupils Visitors</p>	<p>Covid-19</p>	<p><b>Health &amp; Safety Inspection:</b></p> <p><b>Fire Safety Systems:</b></p> <ul style="list-style-type: none"> <li>• In terms of reoccupation, all relevant fire safety equipment and systems must be tested <b>before</b> employees and others are allowed back on site. This would typically include:</li> </ul>	<p>N/A</p>

			<ol style="list-style-type: none"><li>1. a full functional test of the fire detection and alarm system (using multiple call points across the site);</li><li>2. a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged;</li><li>3. checking that fire escape routes are clear of any obstructions;</li><li>4. checking that final fire escape doors are unlocked and operational;</li><li>5. checking the operation of internal fire doors to ensure that they close properly;</li></ol> <p><b>Water management – control of Legionella bacteria:</b></p> <ul style="list-style-type: none"><li>• Hot and cold water outlets are flushed weekly to prevent water stagnation in accordance with advice from our contractor.</li></ul> <p><b>Asbestos Containing Materials (ACMs):</b></p> <ul style="list-style-type: none"><li>• Complete a thorough visual inspection of all ACMs prior to reoccupation to confirm that there has been no damage during lockdown. Where any damage to ACMs is observed, the area should be isolated immediately and advice sought from a specialist asbestos management company.</li></ul> <p><b>Restarting plant and equipment:</b></p>	
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			<ul style="list-style-type: none"><li>• Establish a clear plan for restarting any equipment that has been taken out of service during lockdown to ensure the safety of those who are undertaking the maintenance as well as protecting the equipment from damage. The restart process may require electrical and mechanical isolations to be reconnected, fluids to be refilled and plant and equipment to be reenergised in a specific sequence or order. Planning should therefore be based on manufacturers' instructions, commonly accepted technical guidance and by making reference to specialist contractors (where required). Ensure that those who are carrying out the work are competent to do so and the work is correctly coordinated between them to avoid risks.</li></ul> <ul style="list-style-type: none"><li>• <b>Statutory inspections:</b><ul style="list-style-type: none"><li>• Whilst the HSE 'recognises the potential challenges when carrying out legal requirements for thorough examination and testing (TE&amp;T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (Covid-</li></ul></li></ul>	
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			<p>19) they have stated that 'the law for Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR)' remain in place. As such, employers must ensure that statutory inspections on lifting equipment (including passenger lifts and stair lifts), pressure systems, fixed electrical systems, PAT, gas appliances, etc. are 'in date' prior to the reoccupation of buildings.</p> <ul style="list-style-type: none"><li>• Consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due. For example, where personal lifting equipment has been left in a condition which may have compromised its structural integrity or where a lift needs servicing to ensure it is going to be operated normally and safely.</li></ul> <p><b>Training and supervision:</b></p> <ul style="list-style-type: none"><li>• In returning plant and equipment into full use, ensure that employees have retained adequate knowledge to use it safely. As such, it may be necessary to run refresher training for certain items and/or systems. This is particularly relevant to employees who only had limited experience prior to the lockdown.</li></ul>	
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			<p>Review the status of any planned periodic refresher training which may have been missed during the lockdown.</p> <ul style="list-style-type: none"> <li>• Ensure that there is adequate supervision of those using plant and equipment, particularly if sites operate for an extended period of time and/or experienced supervisors are not available.</li> </ul> <p><b>Routine In-House Maintenance</b></p> <ol style="list-style-type: none"> <li>1. Testing of fire Manual Call Points (MCPs) – weekly on a rota system;</li> <li>2. Testing of any battery-operated smoke detectors - weekly;</li> <li>3. Testing of Emergency Lights – monthly;</li> <li>4. Checking fire-fighting equipment – monthly;</li> <li>5. Checking fire doors and fire exits;</li> <li>6. Conducting fire drills – usually termly;</li> <li>7. Temperature testing of sentinel outlets (those closest, intermediate &amp; furthest away from the water tank or calorifier) – monthly</li> <li>8. Flushing of all hot and cold outlets including seldom used outlets such as showers, spray taps and bib taps – weekly;</li> <li>9. Disinfection of shower/spray tap heads – termly;</li> </ol>	
<b>Guidance documents</b>			<ol style="list-style-type: none"> <li>1. Opening schools and educational settings to</li> </ol>	

**Used for  
the Risk  
Assessment**

- more pupils from 1 June: guidance for parents and carers
2. Coronavirus (COVID-19): implementing protective measures in education and childcare settings
  3. Actions for schools during the coronavirus outbreak
  4. Critical workers who can access schools or settings
  5. Opening schools for more children and young people: initial planning framework for schools in England
  6. Stay at home guidance for households with possible Covid-19 infection
  7. Guidance on shielding & protecting extremely vulnerable persons from Covid-19
  8. Staying alert & safe social distancing
  9. Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak
  10. Coronavirus (Covid-19) Getting tested- Essential Workers
  11. COVID-19: cleaning of non-healthcare settings guidance
  12. Coronavirus Covid-19 safer travel guidance for passengers
  13. Coronavirus Covid-19 Safer transport guidance for operators
  14. Safe working in education, childcare and children's social care settings, including the use of PPE
  15. HSE Face Fit Testing Guidance

			<ul style="list-style-type: none"> <li>16. How to wear &amp; make a cloth face covering</li> <li>17. Remote education during Coronavirus (Covid-19)</li> <li>18. DfE Managing school premises during the coronavirus outbreak</li> <li>19. HSE: Legionella Risks during the Coronavirus Outbreak</li> <li>20. Preparing for the wider opening of schools from 1 June</li> <li>21. Conducting a SEND risk assessment during the coronavirus outbreak</li> <li>22. Guidance on cleaning for non-healthcare settings.</li> </ul>	
Review date	Name	Status	Actions	Signature
Review date	Name	Status	Actions	Signature
Review date	Name	Status	Actions	Signature
Risk Assessment can only be review for 3 years				

## Appendix J

### Classroom cleaning protocol for classrooms during the school day

All teachers will be issued with their own bottle of hand sanitiser, a bottle of cleaning solution, a packet of sanitary wipes and rubber gloves. These must be brought to each lesson. In each classroom paper towels will be available for cleaning as well. Teachers can resupply from the Key Stage resource rooms around campus which must be locked after using to ensure students cannot access them.

1. Students do not enter the classroom prior to the teacher arriving unless they are already there from a previous lesson. If they are remaining in the classroom, please do not leave until the next teacher arrives.
2. The teacher arriving is to enter the classroom and stand behind the teaching desk and then invite students in to class. If students are already in the classroom, the teacher about to enter waits for the teacher in with the students to clean the desk using the protocol described below who then leaves the room, allowing the new teacher to enter. When students enter the class, they must use the hand sanitising gel in the classroom.
3. Students should stand up (or remain standing) until the new teacher invites them to sit down. There is no need for a class-wide greeting in order to minimise the spread of airborne particles.
4. Remind all students of the need to 'catch it, bin it, kill it' if they are going to sneeze or cough and to use hand sanitiser or wash hands should they require it. Go over the importance of not shouting out and putting up their hand before being invited to speak and of not touching their faces with their hands.
5. If a student coughs or sneezes over the desk in front of them (as they have not been able to 'catch it'), teachers are advised to hand them a wipe to clean off the desk and tell them to then dispose of it in the bin. They must then sanitise their hands using the classroom hand sanitiser. If learning difficulties prohibit a student being able to clean the desk, the teacher should do so using the cleaning products supplied. If they are not comfortable doing this, the student should be moved and the desk left alone until the end of the lesson, at which point matron should be contacted to arrange for the desk to be cleaned.
6. At the end of the lesson, ask students to stand behind their desks and to pick up their books and place them into their bags. If the students are moving to another classroom, dismiss them from the classroom, making sure that they sanitise their hands on the way out of the classroom, using the classroom sanitiser and then follow the cleaning protocol below. If they are remaining, follow the protocol whilst students remain in the room

7. Use your own (school-issued) white board cleaner (rubber) to wipe down the board. Then, wearing gloves, using the (school issued) cleaning solution, spray the board down and wipe it off with paper towels. Use the wipes provided to clean off the desk and any other areas that you (the teacher) has touched, thereby minimising the chance of inadvertently spraying a student with cleaning solution. If no students are in the room, you can either clean off the surface with the spray or with a wipe. Dispose of all towels/wipes in the bin along with your gloves on the way out of the classroom.

## Appendix K

### Picking up day student protocol at the end of the school day

This protocol is in place in order to minimise contact between students from different Key Stages and to regulate the flow of traffic through the school site.

1. The school gates will be opened to parents to arrive from 1625 onwards. Key Stage 3 parents will be able to arrive from 1625 to collect students who will be dismissed from prep at 1630. Key Stage 4 parents will be able to arrive from 1645 to collect students who will be dismissed from prep at 1645 and Key Stage 5 parents will be able to arrive from 1655 to collect students who will be dismissed from prep at 1700.
2. Upon entering the school grounds, parents/guardians must drive round the school drive to the collection point outside the library. To avoid blocking the flow of traffic around the drive at this time, parents must pull forward around the bend in the drive and stop at the signed location. When the car in front has collected their child, please pull forward to the collection point. If you need to wait, please pull to the left hand side of the drive opposite the observatory and move forward as and when the vehicle in front of you has moved on. The drive must remain unobstructed, so if all 'waiting bays' are full, please drive around again.
3. Students will be waiting for collection in one of 3 locations – Key Stage 3 (Forms 1 to 3) in the library, Key Stage 4 (forms 4 and 5) in The Hive and Key Stage 5 in the Great Hall. A member of school management will ask the parent/guardian who they are collecting and will then radio to the relevant area and request that the student be sent up. If the person collecting the student is someone other than the parent or guardian, the school must have been informed prior to collection as we are not able to release a child into the care of someone without parental/guardian permission. Please call the school on 01424 813813 to do this.
4. The student will go promptly to the waiting car, get in and then the car will depart. Parents/guardians may not exit their vehicles unless they have previously made an appointment to visit the school and if this is the case, they must park outside of the Main House building and enter reception, where they will be met, their temperature taken and they must sign in according to protocol and wait to meet the person they are scheduled to see.
5. We ask that parents/guardians observe the timings outlined above and respect that they may be asked to move on if coming outside of the allotted window of time to ensure safety and traffic flow through the school drive.

6. If collecting a child outside of the normal end of the school day, arrangements must be made in advance and you will be advised as to where you should collect them – the same procedures in regards to remaining in your vehicle remain.