

# South Shore Academy Recovery Plan and Risk Assessment for September 2020

## Overarching Guidance for all staff:

In all education, pupil care and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend pupil care settings, schools or colleges
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

## Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach for coughing and sneezing.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from Pupils in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of Pupils from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

Aspect	Measures to Implement	DfE Guidance	Actions	Risk
<b>Staffing including communication</b>	<ul style="list-style-type: none"> <li>▪ Red amber green RA to be carried out weekly for staff to ensure their mental and physical health is considered.</li> <li>▪ Individual support packages and interventions for staff where required.</li> <li>▪ Admin team - Normal working in the office with limited contact with other adults.</li> <li>▪ An individual return to work meeting will be held for all staff who have characteristics that increase their potential risk from Covid-19.</li> <li>▪ Regular contact will be made with staff who need to self-isolate and support will be given for both their physical and mental health.</li> <li>▪ Additional adaptations will be put in place for any staff who require it.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times).</li> </ul>	<p>Staff contacted who are clinically vulnerable and high risk to discuss next steps and support RC-completed.</p> <p>Union briefing 10.7.20-completed.</p> <p>Union consultation 16.7.20-completed.</p> <p>Zoom Meeting 16.7.20 consultation with staff on changes-completed.</p> <p>Deadline date for consultation is Friday 17.7.20 at 3pm. Final decision, on the SSA recovery plan for September, will be made by noon Thursday 23.7.20-completed.</p>	M
<b>Staffing Rotas</b>	<ul style="list-style-type: none"> <li>• Staff will continue to have comfort breaks when needed and able to wash their hands whenever they need.</li> <li>• All staff will have at least a half hour lunch break.</li> <li>• KS3 and KS4 core and non-core/options, sequenced model 2-week timetable. Please refer to timetable for further details.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff must still have a break of a reasonable length during the day.</li> </ul>	NR to share with staff	M
<b>Pupils</b>	<ul style="list-style-type: none"> <li>• We will safely welcome all pupils back in September, using a staggered return during the first week back to enable us to induct them into the new routines.</li> <li>• Pupils who require specialist support will have</li> </ul>	<ul style="list-style-type: none"> <li>• It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.</li> </ul>	PN to share all risk assessments with Pupils on an EHCP or who need support	H

	bespoke plans in place. Staff working with these pupils will have additional training and adaptations made accordingly.		with their behaviour and share with staff and families.	
<b>Behaviour Policy</b>	<ul style="list-style-type: none"> <li>▪ Pupils who do not follow strict rules will be given two warnings. If they continue to disobey the strict rules on social distancing and or hygiene routines, then the leadership team may ring parents and that pupil may be sent home.</li> <li>• School Behaviour Policy and expectations to be updated to reflect additional COVID measures and communicated to all staff, pupils and parents.</li> </ul>	<ul style="list-style-type: none"> <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 an adult 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 breaks or play times, including where Pupils may or may not play</li> <li>• Use of toilets</li> <li>• Clear rules about coughing or spitting at or towards any other person</li> <li>• Clear rules for pupils at home about conduct in relation to remote education</li> <li>• Rewards and sanction system where appropriate</li> <li>• We encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</li> <li>• Uniforms do not need to be cleaned any more often than usual, nor do they</li> </ul>	<p>Pupils bring in water bottles from home.</p> <p>Organise pack of resources for each pupil pen etc.</p> <p>Pupils to wear school uniform.</p> <p>Pupils to come in their PE kit on PE days to avoid the need to use changing facilities.</p> <p>School behaviour policy updated and communicated to staff, pupils, and parents.</p> <p>PN to identify any reasonable adjustments that need to be made for Pupils with more challenging behaviour.</p>	M

		need to be cleaned using methods which are different from normal.		
<b>PPE</b>	<ul style="list-style-type: none"> <li>▪ Staff and pupils to wear facial covering when in communal spaces and corridors.</li> <li>▪ Staff to wear facial covering if they wish in the classroom.</li> <li>▪ Staff should not wear clinical issue gloves unless directed to do so in medical emergencies.</li> <li>▪ Cleaners to wear PPE as directed by their employers.</li> <li>▪ Where a young person already has routine intimate care needs that involves the use of PPE, the same PPE should continue to be used.</li> </ul>	<ul style="list-style-type: none"> <li>• World Health Organisation recommends children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.</li> <li>• Education Leaders can recommend the wearing of face coverings where the layout of the school or college estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises</li> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</li> <li>• Where an individual pupil or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.</li> </ul>	Face masks, aprons and gloves have been delivered.	M
<b>'Classroom/Year Group Bubbles'</b>	<ul style="list-style-type: none"> <li>▪ Pupils will be kept in year group bubbles.</li> <li>▪ KS3 and KS4 core and non-core/options, sequenced model 2-week timetable. Please refer to draft timetable for further details.</li> <li>▪ Y7 to line up and arrive via side North stair entrance and to use North staircase for movement to break, lunch and home time. Exit via North exit doors for home time exit, breaktime and lunchtime, on grab bag days. Front of school playground area for Y7.</li> <li>▪ Y8 and 9 to line up and arrive via South stair, student entrance, and to use South staircase for movement to break, lunch and home time. Exit via</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</li> <li>▪ The overarching principle to apply is reducing the number of contacts between Pupils and staff. This can be achieved through keeping groups separate (in 'bubbles') and through</li> </ul>	SB to timetable.	M

	<p>South stair exit doors for home time exit, breaktime and lunchtime, on grab bag days. Zoned areas in main yard for Year 8 &amp; 9 playground spaces.</p> <ul style="list-style-type: none"> <li>▪ Y10 and 11 to line up and arrive via West stair entrance, and to use West staircase for movement to break, lunch and home time. Exit via West stair exit doors for home time exit, breaktime and lunchtime, on grab bag days. Zoned areas in West yard for Year 10 &amp; 11 playground spaces</li> <li>▪ Year group bubbles to have staggered start and finish times, staggered breaks, and lunch times.</li> <li>▪ Year group bubbles to have lunch in designated spaces.</li> <li>▪ One group per day to be given the opportunity to eat a hot lunch in the dining room.</li> <li>▪ Indoor designated spaces for wet break and lunchtimes for each bubble.</li> <li>▪ Pupils should not mix with other bubbles including on corridors and in toilets.</li> <li>▪ Staff should always keep 2m apart from each other and should be particularly vigilant in break/lunch times in staff areas.</li> <li>▪ Where possible, staff should maintain 2m distance from pupils.</li> <li>▪ Assemblies recorded and delivered via Teams will be shown to all groups.</li> </ul>	<p>maintaining distance between individuals.</p> <ul style="list-style-type: none"> <li>▪ It is likely that for younger Pupils the emphasis will be on separating groups, and for older Pupils it will be on distancing. For pupils old enough, they should also be supported to maintain distance and not touch staff where possible.</li> </ul>		
<p><b>Physical Building</b></p>	<ul style="list-style-type: none"> <li>▪ Desks should be as far apart as possible.</li> <li>▪ Pupils should sit at the same table each session facing the front of the classroom.</li> <li>▪ Channels for the Staff to be created behind the desks for Staff to move.</li> <li>▪ Designated adult only space created in each classroom.</li> <li>▪ Corridors to be marked for pupils to follow.</li> <li>▪ Doors to be always wedged open including fire doors. Fire doors to be closed by the facilities team at the end of day and reopened prior to school starting. Fire door to be closed upon hearing alarm.</li> <li>▪ Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or</li> </ul>	<ul style="list-style-type: none"> <li>▪ We do not consider it necessary for schools to make significant adaptations to their site to enable them to welcome all Pupils back to school.</li> <li>▪ Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional wash basins. This will be at the discretion of individual schools, based on their particular circumstances.</li> </ul>	<p>Each classroom to have a box with hand gel, detergent wipes, box of tissues and paper towel.</p> <p>Facilities staff to open wedge fire doors open at the start of each day and close at the end of each day. Staff on duty to close fire doors behind them upon exiting the</p>	<p>M</p>

	<p>where not possible for certain year groups to avoid all pupils using the same entrance/ exit).</p> <ul style="list-style-type: none"> <li>▪ Reduction in lift use with priority given to employees or Pupils with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.</li> <li>▪ Provision of hand-washing / hand-hygiene facilities at entrances and throughout school. (Regularly monitored &amp; maintained).</li> <li>▪ All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).</li> </ul> <p>Educational Resources;</p> <ul style="list-style-type: none"> <li>▪ For frequently used resources such as pens and pencils, staff and pupils should have their own items</li> <li>▪ Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime.</li> <li>▪ Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, 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.</li> <li>▪ Outdoor equipment should be frequently cleaned following use by each group.</li> <li>▪ In the first instance, staff should avoid taking books / resources home.</li> <li>▪ Pupils can take books, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply.</li> <li>▪ Anything from home that is unnecessary should not be brought into school. Only a water bottle and coat will be required with a lunch box if necessary.</li> <li>▪ Staff to store personal belongings in locker.</li> <li>▪ Prop doors open, where safe to do so (bearing in mind safeguarding), to limit use of door handles and aid ventilation. Main entry door to be closed during</li> </ul>		<p>building should the alarm sound.</p> <p>Equipment and pencil cases for each student provided.</p> <p>Staff to be provided with personal equipment kits.</p> <p>The catering company will be responsible for implementing control measures in the kitchen, for the safety of their staff.</p>	
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	<p>the school day. Main gates to be padlocked to prevent unauthorised access.</p> <ul style="list-style-type: none"> <li>▪ Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible.</li> <li>▪ Windows to be opened to aid ventilation where there is no external door.</li> <li>▪ Safe Room for Pupils showing any symptoms use the Meeting Room.</li> <li>▪ Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19).</li> <li>▪ In the event of a fire students are to use the nearest available exit. Students are to line up and be registered in designated areas. Year 7 the 3G muga, Year 8 &amp; 9 the main yard, Year 10 &amp; 11 the tennis courts.</li> </ul>			
<p><b>Teaching, Learning and Curriculum</b></p>	<ul style="list-style-type: none"> <li>▪ KS3 and KS4 core and non-core/options, sequenced model 2-week timetable. Please refer to draft timetable for further details.</li> <li>▪ All sessions to be planned by the classroom teacher in accordance to their recovery curriculum.</li> <li>▪ All books to stay on desks in front of the pupil with their other equipment.</li> <li>▪ All books to be stored in book boxes.</li> <li>▪ Staff to use verbal feedback methodology, to give feedback on students work, with students responding to the verbal feedback in red pen in the first instance.</li> <li>▪ GAPS analysis carried out by classroom staff.</li> <li>▪ Full curriculum offer in line with the DfE guidance.</li> <li>▪ Library out of use in the first instance.</li> <li>▪ Music and PE will be taught in line with DfE guidance.</li> <li>▪ Where a year group, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will resume the remote learning that we had in place but</li> </ul>	<ul style="list-style-type: none"> <li>• School leaders are expected to prioritise identifying gaps and re-establish good progress in the essential 'gateway' knowledge and skills.</li> <li>• Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting.</li> <li>• Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>• Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September.</li> </ul>	<p>SB to distribute new timetables</p>	<p>L</p>

	<p>enhance it by recording lessons and sharing with pupils.</p> <ul style="list-style-type: none"> <li>Where a student is unable to attend their setting because they are complying with clinical or public health advice, we will be able to immediately offer them access to remote education. Teachers will monitor engagement with this activity. Safeguarding measures will be in place to ensure that student safeguards and well-being is monitored.</li> </ul>			
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>Staff must maintain 2m social distancing during break and lunch times and in all staff areas.</li> <li>Pupils must stay 1m+ from other pupils, including lunch and break times.</li> <li>Physical contact such as handshakes and hugs must be avoided between educational staff and also between pupils</li> <li>No parents/carers to enter the building unless by appointment.</li> <li>Desks positioned so that pupils are sitting side by side facing the front of the class.</li> <li>Pupils to use the same desk for all sessions.</li> <li>Where possible, staff should maintain 2m distance from pupils.</li> <li>All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible.</li> <li>Strict adherence to this policy will be monitored daily by SLT.</li> <li>Transport to and from the school site. Use of public transport to be limited as far as possible. Those using public transport to follow government guidance, including on wearing a face covering. No car sharing amongst staff or students who do not live in the same household.</li> <li>Pupils arriving by public transport, who are required to wear face coverings, will be instructed to remove them and either dispose of them in a lidded bin, or place re-usable face coverings in a plastic bag to take home with them. They must be washed before being reused. A clean face covering must then be worn whilst on corridors or communal areas.</li> </ul>	<ul style="list-style-type: none"> <li>Ideally, adults should maintain 2 metre distance from each other, and from Pupils. We know that this is not always possible, particularly when working with younger Pupils, but if adults can do this when circumstances allow that will help. They should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</li> <li>For Pupils old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest Pupils and some Pupils with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</li> <li>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture</li> </ul>	<p>Make clear in correspondence to staff and parents.</p> <p>Parents/carers to be advised that students should not use public transport unless it is absolutely necessary and should not engage in car sharing outside their household.</p> <p>Parents/carers to be advised to follow government guidance, including on wearing a face covering on public transport.</p> <p>Parents/carers and students to be advised that face coverings must be carefully removed (following the guidance) and placed in a tied plastic bag, inside the school bag, for the duration of the</p>	M



		out of classrooms to make more space.	day.  Face coverings that have been worn on public transport into school must not be worn in school until they have been washed.  Staff who have no choice but to travel by public transport to be given the same guidance.	
<b>Timetable for Day</b>	<ul style="list-style-type: none"> <li>• KS3 and KS4 core and non-core/options, sequenced model 2-week timetable. Please refer to draft timetable for further details.</li> <li>• Pupils are kept in their groups for the majority of the classroom time but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.</li> <li>• Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.</li> <li>• Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised, and large indoor spaces should be used where it is not.</li> </ul>	<ul style="list-style-type: none"> <li>• We know that travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time.</li> <li>• In secondary schools, the groups are likely to need to be the size of a year group.</li> </ul>	SB to share timetable	M
<b>Lunchtimes</b>	<ul style="list-style-type: none"> <li>▪ Staggered lunch times in operation.</li> <li>▪ Pupils to have 'grab bag' lunch in designated spaces.</li> <li>▪ One group per day to be given the opportunity to eat a hot lunch in the dining room.</li> <li>▪ Dining Hall to be kept to one-year group.</li> <li>▪ In door designated spaces for wet break and lunchtimes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for free school meals.</li> </ul>	Liaise with catering MB	M

	<ul style="list-style-type: none"> <li>▪ Staff to bring food that does not require heating / preparation.</li> <li>▪ Staff to bring own crockery / cutlery.</li> <li>▪ Staff to eat their lunch away from the classroom, preferably outside, and in the event of poor weather the dance studio is to be used.</li> <li>▪ All staff to have a minimum of 30-minute lunch time break.</li> <li>▪ Teaching Assistants and SSAs to support with lunch times and take their lunch break either before or after the pupils' lunch time, in agreement with the class staff.</li> </ul>			
<p><b>Movement- Pupils</b></p>	<ul style="list-style-type: none"> <li>▪ Channels and internal corridors around school using masking tape to show pupils movement.</li> <li>▪ Classroom spaces to have staff only zones.</li> <li>▪ Classrooms to have channels for Staff to move around.</li> </ul> <p>Reduced movement around school-</p> <ul style="list-style-type: none"> <li>- Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.</li> <li>- Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.</li> <li>- Communal gatherings of more than one year group should be avoided. Where possible, activities such as assemblies should be delivered remotely.</li> </ul> <ul style="list-style-type: none"> <li>▪ From September, all students are expected to wear a face covering in corridors, on stairs, in all indoor communal areas and when moving to and from the main building to the sports hall. Everyone is expected to have their own alcohol-based hand sanitiser so that hands can be sanitised before and</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accessing rooms directly from outside where possible</li> <li>▪ Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> </ul>	<p>Mark out staff only zones in classrooms in consultation with teaching staff.</p>	<p>L</p>

	<p>after touching/putting on/removing a face covering. When not in use face coverings must be placed in an individual sealable plastic bag.</p>			
<b>Movement- Staff</b>	<ul style="list-style-type: none"> <li>▪ Staff sit socially distanced in the staff room maximum capacity of 2 staff.</li> <li>▪ Staff should stay in their designated areas as much as possible.</li> <li>▪ Only admin staff and SLT to access school office.</li> <li>▪ From September, all staff are expected to wear a face covering in corridors, on stairs, in all indoor communal areas and when moving to and from the main building to the sports hall. Everyone is expected to have their own alcohol-based hand sanitiser so that hands can be sanitised before and after touching/putting on/removing a face covering. When not in use face coverings must be placed in an individual sealable plastic bag.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stagger the use of staff rooms and offices to limit occupancy.</li> </ul>	NR to share with staff and monitor.	L
<b>Movement- Parents</b>	<ul style="list-style-type: none"> <li>▪ No parents to enter the building unless by appointment.</li> <li>▪ Only one parent should drop off and collect Pupils.</li> <li>▪ Spots for parents to stand on and wait that are 2m apart.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Encouraging parents and pupils and young people to walk or cycle to their education setting where possible</li> </ul>	Organise markers to enable parents to appropriately wait 2m apart.	L
<b>Toilet facilities</b>	<ul style="list-style-type: none"> <li>▪ Pupils should only enter one at a time into toilets.</li> <li>▪ Year group bubbles not to mix in the toilets.</li> <li>▪ Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.</li> <li>▪ Adults should only use staff facilities being careful to distance around the handwashing facilities</li> <li>▪ Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.</li> <li>▪ Pupils will be encouraged to clean their hands thoroughly throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensuring that toilets do not become crowded by limiting the number of Pupils or young people who use the toilet facilities at one time</li> </ul>	Staff to explain this to pupils.	H
<b>First Aid</b>	<ul style="list-style-type: none"> <li>▪ Where possible adult to supervise a pupil to administer their own first aid e.g. washing / wiping</li> </ul>		Communicate to staff.	H

	<ul style="list-style-type: none"> <li>▪ graze and applying plaster etc</li> <li>▪ PPE should be worn (gloves and masks) when dealing with a first aid incident.</li> <li>▪ Serious injuries should be seen by a fully trained first aider.</li> </ul>			
<b>Cleaning</b>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>▪ Toilets will be deep cleaned at the end of each day.</li> <li>▪ Toilets will be sprayed by a member of the facilities / cleaning team during the lunch period and after break with suitable cleaning detergent.</li> <li>▪ Red and Green signage strategy used. Red sign on the door indicates that the room is not to be entered and requires cleaning. Green sign on the door indicates that the room has been cleaned and it is safe to be entered.</li> <li>▪ Staff facilities sanitised after use by the staff member.</li> <li>▪ Tables and contact points must be cleaned regularly.</li> <li>▪ Equipment that has been used (and that can be cleaned) should be identified by the Staff at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.</li> <li>▪ No unnecessary items can be brought from home.</li> <li>▪ Resources that cannot be cleaned according to the instructions must be packed away until after the COVID-19 epidemic is over.</li> <li>▪ Laptops should be wiped several times daily and between use. If possible, avoid Pupils sharing devices.</li> <li>▪ Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used.</li> <li>▪ Bins must be emptied daily.</li> <li>▪ Bleach/ anti-bacterial spray to be used to clean items which cannot be done with soap which then is removed by water into a sink.</li> <li>▪ Communication from Staff to cleaner should be left on the whiteboard in the classroom area at the end</li> </ul>	<ul style="list-style-type: none"> <li>▪ Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</li> <li>▪ Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</li> <li>▪ Resources that are shared between classes or bubbles, such as sports, art and science equipment should 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.</li> <li>▪ Outdoor playground equipment should be more frequently cleaned. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books,</li> </ul>	<p>Cleaning tray with essential resources for each class.</p> <p>Check the availability of cleaners from Bulloughs to ensure measures can be successfully implemented MB.</p> <p>Laminated Red and Green signage MB/DM</p>	H

	<p>of each day.</p> <p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>▪ Malleable resources, such as clay, should not be shared and consideration should be given to their safe use, depending on circumstances.</li> <li>▪ Where possible pupils should be issued with their own resources and discouraged from sharing these. Where this is not possible, shared resources should be sanitised before and after use (more detailed guidance on this will be included in the guide for secondary providers).</li> <li>▪ Desks should be wiped regularly.</li> <li>▪ Any objects the Pupils touch should be disinfected once use has finished.</li> </ul>	<p>stationery and mobile phones. Bags are allowed. Pupils and Staff 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. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>		
<b>Communication to Pupils</b>	<ul style="list-style-type: none"> <li>▪ NR to record assemblies to be shared whole school.</li> <li>▪ Daily reminders / updates given by teachers during session time.</li> <li>▪ Additional signage at entry points warning pupils not to enter the academy if they are displaying any symptoms of coronavirus.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Noting that some young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</li> <li>▪ Tell Pupils, young people, parents, carers or any visitors, such as suppliers, not to enter the education or pupil care setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> </ul>	NR to communicate changes to staff.	L
<b>Communication to and from Parents</b>	<ul style="list-style-type: none"> <li>▪ Essential correspondence sent out via letter on website with text message notification.</li> <li>▪ Any forms or messages from parents should be emailed to the school office.</li> <li>▪ Communicate methods of entry and exit to the school grounds.</li> <li>▪ School landlines only used by designated persons. Sanitised at start and end of school day.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tell parents that if their pupil needs to be accompanied to the education or pupil care setting, only one parent should attend</li> <li>▪ Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>▪ Make clear to parents that they cannot</li> </ul>	NR/RC weekly newsletter.	M

		gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)		
<b>Procedures for medical care, isolation and confirmed cases</b>	<ul style="list-style-type: none"> <li>• Use of Meeting Room 1 and if necessary, Meeting Room 2 to isolate the pupil if symptoms are apparent.</li> <li>• Parents to be called and pupil to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 14 days.</li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) must get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet.</li> <li>• If a Pupils or staff member tests negative, they can return to their setting and end the self-isolation of their household.</li> <li>• If any pupils or staff test positive, the rest of their bubble group should be sent home and advised to isolate for 14 days. The other household members of that wider bubble group do not need to self-isolate unless the pupil, young person, or staff member they live with in that group, subsequently develops symptoms.</li> <li>• We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health &amp; Wellbeing.</li> <li>• We will provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.</li> <li>• IFTE to be used for any mental health/safeguarding meetings.</li> <li>• Any pupil who displays symptoms and is not tested will not be allowed back into school for 14 days.</li> <li>• Sufficient understanding and processes are in place</li> </ul>	<ul style="list-style-type: none"> <li>▪ If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the pupil and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> </ul>	Communicate to staff NR.	H

	<p>to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> <li>• Those with symptoms book a test (as above schools will be provided with a limited number of tests)</li> <li>• Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> <li>• Public Health will then work with school to determine actions to be taken.</li> <li>• School will keep a record of pupils/staff in each year group and any close contact between staff and pupils in different groups.</li> <li>• School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> <li>• If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</li> <li>• Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</li> </ul>			
<b>Visitors</b>	<ul style="list-style-type: none"> <li>▪ Any visitors who are not critical to teaching individual class groups should not enter the school building.</li> <li>▪ Parents should not enter the school building unless by prior appointment.</li> <li>▪ Permitted visitors must wear a face covering when on the corridors and communal areas and must adhere to social distancing and hygiene rules.</li> <li>▪ Contact details of all visitors to site will be taken should the NHS need to apply the track and trace system. This will be fully compliant of the government's advice on the NHS track and trace system. <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-</a></li> </ul>		NR to communicate in letter to parents.	L

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