**COVID-19 TRANSMISSION REDUCTION MEASURES-ADVICE AND GUIDANCE**

**In Schools adults are more likely to contract and transmit the COVID-19 Virus.**

**Principle reduction measure is to put small groups of children/young people and adults together in a “bubble” for their time in school, limiting contact as far as possible to others.**

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| **Control Measure** | **Actions-Practical Considerations** |
| Staff/Pupil Awareness of how the virus is Transmitted | **Staff to complete Covid 19 Online Training certificate before wider-opening****Curriculum offer for all pupils/students on return to include understanding of Covid 19/ Virus transmission, symptoms. Good hygiene, at the appropriate level for their understanding** |
| Enhanced Cleaning Routines | **Full clean of contact points and surfaces every evening****Shared area contact points cleaned at least once during the school day (door handles, hand rails, touched surfaces, toilets)****Staff and young people where appropriate to clean their own classroom and resources at the end of each day****Clean books, Electronic devices – phones, keyboards at the beginning and end of the day****Don’t dust, make surfaces wet** |
| Enhanced Hygiene Routines | **Handwashing on arrival to school****Hand sanitiser available at the school entrance, classrooms and key areas****Lidded bins in classrooms and key locations for the disposal of tissues****Good supply of disposable tissues to implement Catch it, bin it, kill it reminders****Handwashing by pupils and staff every break between lessons** **Provide disposable paper towels to replace use of hand driers****Pupils to use personal water bottles** |
| Health and Safety | **If a school site has been closed for many weeks, consider a health and safety check of the building.****Deep clean of the school and kitchen where building has been closed****Possible adjustments to the fire drill and practise it in the first week****Refresh all risk assessments****Review Health & Safety policy****Ensure safety compliance checks have been undertaken during school closures****Prop doors open where safe to do so, to limit use of door handles and aid ventilation (NOT FIRE DOOR)****Ventilation by opening windows, do not compromise safety****Only rooms with windows to be used****Drinking fountains to be taken out of action****Determine the ratio of people and first aiders – risk assess** |
| Attendance reporting | **Resume taking the attendance register and continue completing the daily data return using the DfE portal****Continue any arrangements made with the local authority with the aim of safeguarding vulnerable children** |
| Social Distancing | **Arrivals managed- taxis held in bus park, one taxi unloaded at a time, student(s) accompanied to classroom bubble- adult does not enter bubble****Parent drop offs- ask only one parent attends where possible and they do not enter the building****Classroom bubbles established with no more than four pupils and two staff unless risk assessment indicates otherwise****Bubbles to have access to own WC or share WC with one other bubble****Students to be separated by 2 metres when seated****Transitions to and from bubbles separated by limiting access to staircases/corridors****Break times in own play area or on a staggered timetable accessing the playground or astro turf****Lunch to be eaten in classroom bubble – packed lunches for all pupils and students****Individual resources to be named and kept separate when storing ie. pencil cases****Removal of all but essential shared resources- eg. Soft toys, pens, pencils, dictionaries, lap tops to be cleaned at end of each day****Access to shared resource spaces to be restricted eg. Libraries, sensory rooms****Posters (annex c) to be displayed in every classroom, main entrance, front office,staffroom, school gate****Departures managed- one taxi loaded at a time, individuals remain in bubbles until being collected****Restrict use of staffrooms****Remove soft furnishings from classrooms/seating from corridors/foyers****Restrict the use of the lift****Signage to guide parents on drop off points****Small offices not to be used** |
| Transport | **Awaiting further guidance****Ensure transport arrangements cater for any changes in start and finish times****Ensure transport providers follow hygiene rules when dropping off and picking up** **Communicate revised travel plans****Where possible monitor the following and report any concerns to LA transport:****Transport providers do not work if they or a member of their household are displaying any symptoms****Substituting smaller vehicles with larger ones or running 2 vehicles****Reduce the number of passengers per vehicle and increase space between passengers** |
| Suspected Infection on Site | **One room identified per floor to act as quarantine room****Guidance and support from School Nurse and NHS****In case of suspected Covid 19 case- communication to all parents and staff before the end of that school day****If a student, or staff member develops symptoms they should be sent home and advised to self-isolate for 7 days and have access to a test, if positive the rest of class should be sent home and advised to self-isolate for 14 days. If they test negative they can return to their setting****Follow PHE advice on school closure and deep cleaning** |
| Parental Contract | **Responsibilities of parents to be included in all communication about wider opening****Addendum to behaviour policy with regards to non-compliance with control measures****We may introduce a parental contract that must be signed before child/student returns to school** |
| PPE | **Any face covering that staff or students arrive in must be removed and place into a plastic bag to take home.** **Continue to use PPE in situations as before school closure ie. intimate care eg. Gloves, aprons****Availability of face mask for staff when working in close proximity to students who have a risk assessment suggesting behaviours may put staff at risk, or carrying out activities/routines that create risk eg. Spitting, toileting, changing****Review stock of PPE on a weekly basis****Used PPE that student, staff or external bodies arrive in should be place in a refuse bag and be disposed of as normal domestic waste****Disposal of waste from people with symptoms such as cleaning cloths tissues and PPE should be put in plastic bag and tie, place the bag in a second bin and tie. Put in a suitable and secure place marked for stag for 72 hours** |
| Local infection data awareness | To be provided by LA |
| Staff Training | **Before opening to more pupils/students, staff will have two days to familiarise themselves with new classrooms, routines, ensure their classroom bubble is prepared- RESET days** |
| External Contractors | **Induction – communication – consultation – training****Agree approach to any scheduled or ongoing building works – out of school hours/limit numbers on site****Request copies of risk assessment for managing exposure to COVID-19****Plan arrangements with suppliers and check they are following appropriate social distancing and hygiene measures ie catering, cleaning, grounds maintenance, transport providers)** |
| Review Processes | **Before wider-opening school will establish COVID response team, who will meet and review the control measures weekly****CRT will include Executive Headteacher, School Business manager responsible for H&S, Admin rep, teaching staff rep, support staff rep, student rep, LAB member responsible for H&S** |

**LEADERSHIP – COVID-19 /FURTHER SUPPORTING GUIDEANCE**

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| **Theme** | **Actions-Practical Considerations** |
| Staff Wellbeing | **Staff to be given ideally a fortnight notice on wider-opening****Staff will be asked for feedback on control measures and wider-opening timeline****When not all staff are required in school there will continue to be a rota****Staff will be provided with Covid 19 training before wider-opening****Staff will participate in two RESET days****Staff to have representation on Covid Response Team and the review of control measures****Consider flexible working practices, promoting work-life balance****Consider additional work commitments for individuals****Performance management to continue (STPCD)****Review lone working, home working, on line safety, working with display screens****Review team stress and wellbeing risk assessment****Individual risk assessments for staff at high risk****School recognises its duties under health and safety law to protect mental health****Counselling services available** |
| Pupil Wellbeing | **Bespoke plans for transitions back into school eg. Use of social stories, photos/videos of the new norm on the website****Curriculum will provide for opportunities to share experiences – refocus lessons on relevant topics, mental wellbeing or staying safe****Pastoral activities to renew and develop friendships and peer groups****Higher staffing ratio than usual****NGA recommended organisations to support with bereavement****Family Work team to prioritise children and young people who have been significantly impacted – opportunities for one to one conversations with FWT****Counselling services available** |
| Safeguarding | **Access to DSL****Continue to follow KCSIE****Follow new guidance regarding safer recruitment and DBS checks****If staff temporary work in AP there is no expectation that a new DBS check should be obtained** |