**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** |