**COVID-19 TRANSMISSION REDUCTION MEASURES-ADVICE AND GUIDANCE – FULL OPENING SEPTEMBER 2020**

**SPRINGFIELD SCHOOL**

**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** |
| **Updates** | 4th January 2021 – National lockdown  Staff and pupils who are CEV must stay at home |
| **Lateral Flow Testing** | LFT centre open from 7th January 2021 (full details on the school website)  Staff are offered a weekly test  Contact LFT available each morning |
| **Staff/Pupil Awareness of how the virus is Transmitted** | Staff to complete Covid 19 Online Training certificate  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 – Protective Measures** | 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**  **System of Controls – Protective Measures** | Clean hands thoroughly more often than usual  Robust hand and respiratory hygiene ‘Catch it, Bin it, Kill it’  Hand sanitiser to be available in classrooms and key areas.  Skin friendly wipes may be used  Outdoor play equipment to be cleaned more frequently  For individual and frequently used equipment, such as pencils and pens it is recommended that staff and pupils have their own items.  Classroom based resources such as books and games the equipment should be cleaned frequently or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastic)  Sensory or physiotherapy equipment to be cleaned frequently and be restricted to one user or left unused for a period of 48 hours (72 hours for plastic)  Hoists and multi-use equipment to be cleaned before and after use  It is recommended that a limit of what is brought into school to essentials such as lunch boxes, hats, coats, bags  Children/students and staff can take books and other shared resources home, although unnecessary sharing should be avoided.  Limit the use of phones and photo copiers, to be cleaned before and after use.  Lidded bins in classrooms and key locations for the disposal of tissues  Pupils to use personal water bottles |
| **Health and Safety** | Revisit and Review COVID-19 health and safety risk assessment and review and update wider risk assessments  Follow advice from Gov.uk and Health and Safety  No one allowed in school unless a prior arrangement has been made. A record of all visitors to be kept  Health & Safety policy reviewed  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  Plan for the possibility of a local lockdown and how to ensure continuity of education |
| **Attendance reporting** | School is open for vulnerable pupils and pupils of critical workers  A small number of pupils will still be unable to attend school in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves or because they are a close contact of someone who has COVID |
| **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  Minimise contact between individuals and maintain social distancing wherever possible, avoiding contact between groups where possible  Children/student to be encouraged to keep their distance within groups, limit interaction and sharing rooms and social spaces between groups if possible  Consideration to be made regarding staggered break and lunch breaks  Timetable use of certain areas ie hall, garden, sensory room  Avoid large gatherings ie assemblies and movement around the school kept to a minimum, passing briefing in the corridor or playground is low risk  Outdoor PE to be encouraged  Each class will form a bubble  To stay within lower and upper schools where possible  Bubbles to have access to own WC or share WC with one other bubble  Forward facing desks in classrooms.  Break times in own play area  Lunch to be eaten in classroom bubble from kitchen or brought from home  Individual resources to be named and kept separate when storing ie. pencil cases  Limit essential shared resources- eg. Soft toys, pens, pencils, dictionaries, lap tops to be cleaned at end of each day  PE equipment it will be used and be cleaned down as part of the lesson.  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 (4 x maximum at any one time) Register in place  Limit soft furnishings from classrooms/seating from corridors/foyers  Signage to guide parents on drop off points |
| **Transport** | 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  Limit offsite visits, day trips  No overnight or overseas trips  Staff may wish to wear face masks/coverings whilst collecting and return pupils to parents and transport at the start and end of the school day. |
| **Suspected Infection on Site** | Minimise contact with individual who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school  If anyone becomes unwell in school with a new continuous cough, high temperature or has a loss of or change in their normal sense of taste or smell (anosmia) they must be sent home, advised to have a test and self-isolate for 10 days and other members of their household should self-isolate for 14 days from the when the symptomatic person first had symptoms.  If a child/student is waiting for collection they will be moved to another room with good ventilation, with appropriate adult supervision if required (ideally social distancing in place).  If the bathroom is required a separate bathroom is to be used and cleaned with disinfected using standard cleaning products before being used by anyone else  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  PPE must be worn by staff caring for the child/student if a distance of 2 meters cannot be maintained  Any members of staff who have helped someone with symptoms and any pupils who have been in close contact do NOT need to go home to self-isolate unless they develop symptoms themselves, in which case they should arrange a test or receive a daily lateral flow test for 7 school days. If the test result is negative the staff member can remain at work, if the result is positive the staff member will be advised to return home and take a further PCR test. If the result is positive the staff member will need to isolate for 10 days from the date of the LFT result. If it is negative they can return to work and continue with the daily LFT and complete the 7-day period.  If someone tests positive they should follow the Stay at Home Guidance and self-isolate for at least 10 days  The area should be cleaned with normal household disinfectant after the child/student has left  999 to be called if someone is seriously ill  The Government is not recommending universal use of face coverings in all schools. Primary school children will not need to wear a face covering. Staff may wish to wear a face covering in corridors and when moving around the school. Face covering/masks not to be worn in classrooms unless an individual risk assessment has been completed.  Enhanced cleaning arrangements in place, including frequently touched surfaces often, using stand products such a detergents and bleach(milton)  Advice to be sought from local health protection team should the school have any concerns.  Active engagement with NHS Test and Trace – <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> or by telephone via NHS 119 |
| **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 |
| **PPE** | 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:   * Where a pupil becomes ill with COVID symptoms and only then if a distance of 2 meters cannot be maintained * Where a child or young person already has a routine intimate care needs that involve the use of PPE in which case the same PPE should be used.   When working with children/students who cough, spit or vomit but do NOT have COVID symptoms, only PPE that would be routinely worn should be worn |
| **Local infection data awareness** | To be provided by LA – Cascaded to staff via email or staff briefings |
| **Staff Training** | Staff training will be reviewed and updates provided |
| **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)  Prior arrangement is required |
| **Review Processes** | COVID response team, who will meet and review the control measures regularly  All staff to have an opportunity to feedback  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 have representation on COVID Response Team and the review of control measures  Promote work-life balance  Performance management to continue (STPCD)  Where full measures are in place the risks to all staff will be mitigated significantly, including those who are extremely vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those most at risk categories to take particular care.  School recognises its duties under health and safety law to protect mental health – (https://www.educationsupport.org.uk)  Counselling services available  Individual risk assessments to be completed for all CV staff |
| 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  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 |