



September 2020 COVID-19 Protocols

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A message from the CEO

The guidance in this booklet applies to staff in all organisations in the New Bridge Group:

1. All our schools
2. Future Finders Employability College
3. New Bridge Horizons

The health and safety of everyone across the New Bridge Group, and any visitors, is a priority and there are a number of changes we need to introduce to our buildings to make sure everyone who learns in them, works in them or visits them can do so in the knowledge that they will be as safe as practicable.

Our work to date, at every stage, has been informed by the latest guidance issued by central and local government, Public Health England and the National Health Service. We have also developed these guidelines based on a secure knowledge of our buildings and the young people and staff within them.

These measures must come into effect in all buildings across the group to enable us to best achieve social distancing.

It is important that all the principles are followed and so if you are unsure about any of the guidelines then please speak with your line manager.

Line managers and senior leaders can seek advice from the executive and premises teams.

Let's continue to work together to protect our young people, ourselves and the wider public by adopting these simple changes that stop the virus from spreading.

Purpose of this guidance

This booklet provides practical guidance on infection prevention and control with particular regard to COVID-19 in New Bridge Group. Its prime purpose is to support you in your work over the coming weeks and months and to ensure that we are all working in a safe way.

This document covers the measures that all our sites will undertake to:

1. plan and organise provision, including capacity of rooms and areas.
2. support the health and well-being of all staff and pupils and keep everyone safe.
3. manage facilities and logistical arrangements, including buildings, cleaning and transport.
4. have regard for hygiene, social distancing, self-isolation and testing if a person shows symptoms.

These measures are critical in our defence against COVID-19 and are the most effective ways of reducing the risk of transmission.

You may feel apprehensive about the risks of working. It's important to remember that by adhering to the guidelines in this booklet any risk is minimised, and provision is safer.

We have worked closely with the DfE, local authorities and unions to compile this guidance and we will continue to do this as we update and move forwards.

Staff and pupil safety is paramount and consideration has been given to the health and role of each individual with regard to individual risk assessments. Guidance has been sought from health professionals before pupils and staff may return to school.

If you are in doubt about whether your health condition means you should be shielding, you, should take advice from your GP or hospital doctor. Consideration will be given to where staff are best placed on return to work to support their physical and mental health. Staff will be informed if the pupils they will work with pose an additional risk.

There is regular communication with parents via website, parent mail, parent pay, phone, twitter and emails to help prepare pupils for return in September. Specific resources may be needed e.g social stories etc

Arrangements are communicated to all employees and parents prior to return

Reduce your risk of COVID-19



Clean your hands often

Cough or sneeze in your bent elbow – not your hands!



Avoid touching your eyes, nose and mouth

Limit social gatherings and time spent in crowded places



Avoid close contact with someone who is sick

Clean and disinfect frequently touched objects and surfaces



Workforce risk assessment

As a responsible employer New Bridge MAT has and will continue to consult with recognised trade unions and staff representatives in order that we provide you with the utmost care throughout the COVID-19 pandemic.

A risk assessment document for each of our sites has been designed by senior leaders. The staff section of that assessment document captures information from the confidential staff questionnaire completed by all staff recently. This enabled you to talk about your personal situation and concerns on an individual basis which will be discussed further if required.

There are many scenarios that you may find yourself in outside of school and we have been working through how we best support all colleagues with a real need on a personal level and also financially throughout this COVID-19 pandemic.

The executive team, trustees and appropriate directors have put the following chart in place. As stated, this is a broad guide, and you should continue to approach line managers or your HR advisor if you have any queries so that your circumstance can be assessed on an individual basis.

The MAT will also be aiming for a final COVID 19 HR Policy that goes to unions and trustees to be in place by September 2020.

Area	Position September 2020	Notes
Contracts starting or due to start	We have only made a commitment to appoint new staff for September. New staff will only be appointed on the basis of need.	New staff will be in place as required.
Clinically Extremely Vulnerable group	At the earlier time of the pandemic, people who were assessed as being Clinically Extremely Vulnerable were sent a letter advising them to 'shield'. Amongst other things, this meant not going to work. The advice has now changed, and those people can return to work. The current guidance can be found at: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 There are currently local restrictions in place for residents of Oldham due to the high infection rate. However, staff who live in Oldham and who were shielding	See current national and local government guidance. If a member of staff is required to be on-site but is not willing to attend, then this will be unpaid unless Trustees decide otherwise. The period of authorised unpaid leave will not be indefinite.

Area	Position September 2020	Notes
	<p>can still go to work if they cannot work from home. The guidance for Oldham residents is as follows: https://www.oldham.gov.uk/coronavirus</p> <p>https://www.gov.uk/guidance/black-burn-with-darwen-oldham-pendle-local-restrictions</p>	
Self-isolating	<p>The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Government guidance states that if you have symptoms of COVID-19 you must self-isolate at home for at least 10 days from when your symptoms started. All other household members who remain well must stay at home and not leave the house for 14 days.</p> <p>If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms. The latest government guidance is as follows:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>An email was sent to all staff on 28th July 2020 advising of the 'Quarantine' risk of travelling outside of the UK. The UK</p>	<p>The advice is unlikely to change as to do otherwise increases the chances of a new outbreak.</p> <p>Those in self-isolation due to a positive test or having symptoms must not attend work. This will be recorded as paid sickness but will not be offset against sickness triggers or sickness pay entitlement.</p> <p>Those in self-isolation due to living with someone who has tested positive or who has the symptoms must not attend work. This will be recorded as paid authorised leave.</p> <p>This is the decision from Trustees.</p>

Area	Position September 2020	Notes
	<p>government has warned people planning a foreign holiday that "no travel is risk-free" at the moment, and says they should factor in the risk of having to self-isolate for 14 days upon their return.</p>	<p>Any period of time that a member of staff needs to spend in self-isolation due to returning from a quarantined country will be without pay (this can be off-set by using annual leave or TOIL)</p>
<p>Clinically vulnerable group</p>	<p>Clinically vulnerable includes those aged 70 and over, those with specific chronic pre-existing conditions and pregnant women. They are at higher risk of severe illness from coronavirus.</p> <p>Staff in this group are being advised that they can return to school.</p> <p>We will ensure that you can either socially distance from others or implement robust mitigation measures where distancing is not possible. This includes taking particular care to observe good hand and respiratory hygiene.</p> <p>Staff in the clinically vulnerable category and who are required on-site must therefore attend for work.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Away from the workplace there is guidance for everyone about keeping safe and social distancing</p>	<p>Follow the latest government guidance.</p> <p>If a member of staff is required to be on-site but is not willing to attend, then this will be unpaid unless Trustees decide otherwise.</p> <p>The period of authorised unpaid leave will not be indefinite.</p>

Area	Position September 2020	Notes
	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july	
Living with a person in the extremely clinically vulnerable or clinically vulnerable groups	<p>The guidance above provides that someone living with a clinically extremely vulnerable or clinically vulnerable person can attend work.</p> <p>Social distancing rules should be applied in the home.</p> <p>Staff who are living with a clinically extremely vulnerable or clinically vulnerable person and are required to be on-site must now do so.</p>	<p>Follow the latest government guidance. See above.</p> <p>If a member of staff is required to be on-site but is not willing to attend, then this will be unpaid unless Trustees decide otherwise.</p> <p>The period of authorised unpaid leave will not be indefinite.</p>
BAME	<p>Ethnicity is not one of the categories within the clinically vulnerable group. However, medical evidence seems to indicate that people from a BAME ethnicity are at increased risk of contracting COVID-19.</p> <p>This is a factor that has been considered by the site risk assessment. Information is as follows:</p> <p>https://www.fom.ac.uk/wp-content/uploads/Risk-Reduction-Framework-for-NHS-staff-at-risk-of-COVID-19-infection-12-05-20.pdf</p>	<p>Ethnicity is a factor considered with others including those in the clinically extremely vulnerable and clinically vulnerable groups.</p> <p>We will follow the latest government guidance.</p> <p>If a member of staff is required to be on-site but is not willing to attend, then this will be unpaid unless Trustees decide otherwise.</p> <p>The period of authorised unpaid leave will not be indefinite.</p>
Caring for a dependent child/children who are not able to attend their school due to a case of COVID-19	<p>If the school of a dependent child is closed following a case of COVID-19 within the school, staff may need to be absent to care for them.</p>	<p>Our Flexible Working policy provides for two paid carer days per academic year followed by authorised unpaid leave.</p> <p>In this instance only a further period of authorised paid leave can be agreed after the two paid carer days. For the further period of authorised paid leave to be agreed you will need to provide proof of closure and that the childcare is being shared where there are others with parental responsibility.</p>

Area	Position September 2020	Notes
<p>Other caring for dependents:</p> <p><i>Dependent children that are shielding</i></p> <p><i>Single parents</i></p> <p><i>Refusing to send older children to school because of public transport</i></p> <p><i>Children with disabilities</i></p>	<p>All staff who have caring responsibilities and who are required to be on-site from September must do so.</p> <p>See above for living with a clinically extremely vulnerable person.</p> <p>Staff who are required to be on-site must now attend.</p> <p>See below about the use of public transport.</p> <p>Parents of children with a disability have additional protections under the Equality Act 2010.</p> <p>Reasonable adjustments need to be put into place</p>	<p>Follow the latest government guidance.</p> <p>Our Flexible Working policy provides for two paid carer days per academic year followed by authorised unpaid leave</p> <p>The period of authorised unpaid leave will not be indefinite.</p> <p>After the two days, additional paid authorised paid leave to care for a dependent child may be agreed in exceptional circumstances. See the Head or line manager in the first instance.</p> <p>As above</p> <p>As above</p> <p>Discussion in the first instance with the head of site or line manager. Then as above.</p>
<p>Public transport</p>	<p>You must wear a face covering on public transport and in substantially enclosed areas of transport hubs in England. You will be breaking the law if you fail to do so and could be fined.</p> <p>Although public transport is available, staff should avoid using it</p>	<p>Local Oldham guidance and general government guidance</p> <p>If a member of staff is required to be on-site but is not willing to attend, then this will be unpaid unless Trustees decide otherwise.</p>

Area	Position September 2020	Notes
<p>Car Sharing</p>	<p>where possible. Instead they should walk, cycle, or drive.</p> <p>Staff who do use public transport should think carefully about the times, routes and ways they travel</p> <p>Taxi and private hire vehicle (for example minicab) can be used but will have to ensure social distancing is in place. When traveling in taxis or private hire vehicles staff should follow the advice of the driver. For example, sitting in the back-left hand seat if travelling alone. You may want to check with your taxi operator before travelling if they have put any additional measures in place.</p> <p>If staff normally share a vehicle with people from other households for essential journeys, they should try and find a different way to travel. For example, consider walking, cycling or using own vehicle if you can.</p> <p>If staff have to travel with people outside their household group, they should try to share the transport with the same people each time and keep to small groups of people at any one time. A face covering should be used.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>There are currently local restrictions in place for residents of Oldham due to the high infection rate. Staff can still use public transport and car share but it must be essential and social distancing must be followed along with the use of a face covering. The guidance for Oldham residents is as follows:</p>	<p>The period of authorised unpaid leave will not be indefinite.</p> <p>As above</p>

Area	Position September 2020	Notes
	https://www.gov.uk/guidance/black-burn-with-darwen-oldham-pendle-local-restrictions	
Annual leave	<p>Full year staff who had booked annual leave days but were unable to take the leave due to COVID 19 were able to have the leave credited.</p> <p>Full year teaching and learning staff were awarded additional paid authorised leave during the summer break. Two weeks of that was recorded as annual leave.</p> <p>All sites will need as much support as possible when they return in September. Therefore, it is hoped staff will keep annual leave requests to a minimum for the autumn term. Heads will authorise annual leave in line with the safe operation of the school.</p> <p>The government has introduced new regulations to allow staff to take more than the prescribed number of days from one annual leave year to the next. New Bridge MAT is 1 week.</p> <p>If it has not been reasonably practicable to take annual leave due to issues with COVID-19 a member of staff can take up to 4 weeks' holiday forward into the following 2 annual leave years.</p>	<p>When calculating how much holiday staff can carry forwards, heads must give staff the opportunity to take any leave that they cannot carry forward before the end of the leave year.</p>
TOIL	<p>The current TOIL scheme provides that staff are able to accrue up to two weeks of TOIL per academic year. They can take a maximum of one week per academic year.</p> <p>Staff who had booked TOIL but were unable to take the leave due to COVID 19 were able to have the leave credited.</p>	<p>Staff will be able to request TOIL days but it has also to be remembered that TOIL has to be authorised. Staff who have TOIL days may not have it authorised if it puts the safe operation of the school at risk.</p>

Area	Position September 2020	Notes
Furloughed / redundant	<p>Furlough and redundancy are two separate processes. Furlough allows the organisation to reclaim wages paid to furloughed staff back from the government. Currently there are four staff from our Guinness Partnership contract on furlough. The furlough scheme is due to end on 31st October 2020.</p> <p>Redundancy would be relevant if the financial pressures meant that we had to dismiss some staff. This is a process in its own right. We would normally try to avoid compulsory redundancies.</p>	The situation will be monitored.
Reduced working hours	If the organisation needs to work reduced hours as a step towards a full opening, staff will receive full pay.	If working hours were reduced and because of financial pressures the organisation wants to explore reducing pay, then this would need a consultation process and agreement from each member of staff affected. If agreement cannot be reached with any individual, then one option would be to dismiss and re-engage those individuals on new contractual terms.

Staff well-being

As a MAT we are very aware of the potential impact of COVID-19 on your health and well-being including your work–life balance. Any concerns you have around this area can be raised with your senior leaders or human resources advisor.

In order to support staff well-being, timetabling and rotas will include regular welfare breaks.

We also recognise that you may be home working or working on remote learning on any given day as this minimises the number of staff on site and can help lower transmission risks. If you are in this position you can expect a welfare call from your line manager on at least a weekly basis and you should raise any concerns you may have at that time.

All of our schools have access to counsellors to support staff and as good schools we will continue to provide opportunities for staff to discuss issues with either their colleagues or line managers.

We have also put a mental health policy in place, and this will be made available to all staff through the operations manual on FileMaker

Staff are reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Staff are advised to dry hands thoroughly after washing them and ensure paper towels are replenished in the bathrooms. If necessary, moisturise your hands to replenish the skin's natural oils.

Determining and managing capacity at all of our sites

Each of our sites has assessed how many people in total can be accommodated at any one time whilst allowing social distancing to be maintained. This is what we are referring to as a "capacity cap". This will continue to be assessed regularly throughout the COVID-19 pandemic.

The number of people that our sites can accommodate differs depending on its context. Capacity is worked out on a number of factors including layout of rooms, number and size of larger shared rooms (such as halls and canteens) and available outdoor space.

In addition, we will look to identify how capacity can potentially and safely be expanded in the longer term, such as additional spaces or other education environments.

Building principles re COVID-19

Hand sanitiser will be freely available and must be used at all entry / exit points at the time of exit and entry by everyone entering and exiting. Sufficient stocks of wipes and sanitisers will be available in all bubbles and it is staff responsibility to inform the site manager when supplies are running low.

Where possible, allocated bubbles will be accessed directly from outside and not through the reception area.

There must be no movement between bubbles unless these has been agreed with senior leaders.

Staff rooms as shared spaces are available for breaks etc. but health and safety protocols must be adhered to. You must bring your own crockery / cups etc. and take it home at the end of each day.

You must not use the site's knives, forks, plates, cutlery or leave any in a dishwasher as this puts others at risk.

Moving around school

Class groups will stay together and in the same room as much as possible minimising the need to move around school

Pupils are required to walk in single file around school and always supervised

Please follow the one-way system around school where possible to minimise congestion on the corridor, however the hall cannot be accessed when occupied.

Signage:

Clear relevant signage is displayed across our school site. This includes the main entrance to school (on the railings by the gate /on main reception door), key pinch points in school, toilets, corridors, photocopiers, doors to classrooms/playgrounds, inside classrooms, sinks,

staffroom, floor markings outside gates and in the playground. 2m distancing markers will be applied.

Social distancing must be maintained where possible between bubbles and staff.

Contractors on site

Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend. Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils/school staff e.g. roof leak, boiler failure etc. Contractors will sign in at reception and be met on arrival by site manager and reminded about hygiene and social distancing before commencing work.

Reception and school office

Only 4 persons to be in the main office at a time – 1 receptionist, 2 at desks + 1.

Staff must not enter the main office unless essential. Internal phones should be used as needed.

Maximum 2 people in the reception area at any one time.

Communication with parents

All contact with parents or other non-school staff is conducted via telephone or e-mail where possible. Staff are advised to not physically meet with parents. If there are extenuating circumstances, staff need to discuss with the Headteacher and only meet with parents if they and the Headteacher are satisfied that doing so is consistent with government advice. Staff are asked to not touch/shake hands with parents or other staff.

All essential meetings will be conducted by phone/electronically. Parents will not be invited into school for any events until further notice.

Dealing with visitors

Signage is in place to direct to the appropriate area and encourage social distancing. Screens are provided in the front reception area to protect all school staff.

Visitors will not be allowed on site unless essential. Visitors to sign in on the screen and use wipes provided. If Pens for signing in are needed they will be wiped after every use by the visitor. All visitors will receive site guidance on school protocols social distancing and hygiene on arrival. Hand sanitiser must be used before entering school.

Visitor lanyards will be cleaned between use or stored for 72 hours before further use. Separate storage tubs will be used that are clearly marked.

Supply staff /therapists/agency workers are allowed in school but must socially distance from staff where possible. There will be consistency of staff working in school to minimise the contacts with staff and pupils.

Arrangements for deliveries are in place (Site manager, main reception and kitchen)

Photocopier

Class staff to use copier on corridor. The shared copier room is for use by SLT and admin only but must not be entered if occupied by Aldwyn staff. Copiers are restricted to single user and no queuing – Signage above copier. Wipes are provided for use before and after using the photocopier – including any areas of contact after a paper jam. Wash/ sanitise hands after use.

Phones

Staff to use the phone in the staff room to contact parents. The intervention room phone may be used if the room is not in use. Wipes are to be used before and after use.

Allocated bubbles

To reduce the risk of transmission, we have allocated most staff a specific bubble to work in and will keep you in the same staff team. Some staff will work across bubbles due to their role in school.

Pupils and staff will stay in their bubbles for most things - learning, breaks, activities and meals. This helps minimise the risk of transmission between groups and limits the impact of any self-isolation required due to a staff member or a pupil testing positive under Test, Trace, Protect.

In your bubble you must ensure that seating arrangements, desk areas, computers, games and activities etc. take account of appropriate distancing and minimise physical contact.

Desks and tables must be positioned so that no-one is sitting face-to-face.

You should use the same desk/table and chair where possible. Where this is not possible the desk should be cleaned at the start and end of each occupancy by the occupant.

The use of allocated toilets is managed to allow social distancing, while ensuring everyone is as free as possible to use them. You must only use the toilet allocated to your specific bubble.

Pupils should be given as much opportunity as possible to learn and have breaks outdoors. This has clear learning and well-being benefits but also has important benefits during the COVID-19 outbreak as:

1. evidence indicates that the risk of infection is reduced outdoors
2. evidence suggests that the virus does not survive long for long periods in sunlight.
3. social distancing is easier to observe and maintain outside.

PPA Cover

All teachers will have timetabled PPA time. Cover will be provided by some specialist staff or senior TA's within the classroom.

General cleaning and disinfection

All of our buildings will be cleaned regularly throughout the day and at the end of day. Extra cleaning staff have been employed so there will be a cleaner on site for most of the day. Cleaners will liaise regularly with the site manager and class teachers as needed.

All allocated rooms will have a red / green tag on the door. Green will mean that room has been cleaned and no-one has entered it since.

The first person to enter that room should leave the tag on the door but turn the sign around to show red

There will be additional red/green tags allocated to each class as needed and staff in that bubble should place a red tag where extra care is needed re cleaning high-touch areas – eg. computer keyboard, certain objects or equipment. Alternatively, class staff will discuss cleaning needs with cleaning staff.

Once the area has been cleaned the cleaner will turn the tag to green.

This ensures that:

1. Cleaners are aware of areas that need to be cleaned and can avoid recleaning areas that maybe haven't been used
2. You have the confidence of knowing that much used areas have been made clean and safe ready for use.

Hard surfaces will be cleaned with warm soapy water or the normal cleaning products used.

Particular attention will be given to clean 'high-touch' areas and surfaces. These areas will be cleaned at least once a day and more frequently in high-use areas based on local assessment by our facilities team, including bathrooms, railings, tables, toys, equipment door handles, taps and hand sanitiser dispensers.

Cleaning staff will maintain social distancing from you, pupils and each other at all times.

All rubbish and waste will be disposed of in line with procedures laid down by our facilities team. It will be removed daily.

The medical room used to isolate pupils (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.

How you can minimise risk

Our site has identified the medical room as the area for housing suspected coronavirus cases or any child who is feeling unwell. The room has access to the toilet in reception. You must ensure that you know where this area is so that you can quickly and efficiently deal with any suspected cases of COVID-19 that may arise within your bubble.

You must follow procedure if you suspect the virus is present and ensure the senior person on site is immediately made aware.

The handling of objects between yourself, other staff, parents/carers and pupils, should be minimised.

Follow the red/green tag cleaning system thoroughly.

Be mindful of the physical environment you are in and how this can be managed to support health and well-being, for instance keeping windows open to let in fresh air and ensuring there is natural sunlight.

Premises teams will increase airflow and ventilation where this is possible.

Staff training & knowledge that keeps people safe and well

Training has been identified that supports the wellbeing and safety of everyone across our group. All staff must complete mandatory courses that inform and educate you about COVID-19 and how to deal with it. You will also need to have updated on training you may have completed previously to take account of any new guidelines.

All staff **must** complete the following IHASCO courses before returning on site in September. You will have received a link to this training

Assigned IHASCO Courses

1. Returning to Work (30 mins)
2. Coronavirus Awareness E Learning (8 mins)
3. [COVID 19](#) (2 mins)
4. COSHH
5. Fire Marshall (HOS nominated staff only)
6. Infection Control
7. PPE (HOS nominated staff in consultation with the Director of Care)

These notified courses are all compulsory and it is expected they will be completed.

Training Accreditation

Training accreditation specific to your role is being reviewed during this period. The everyone learning team continue to work with our partners (Team Teach/ First Aid/ Medical) to ensure accreditation remains valid. You are encouraged to contact the everyone learning team should you have any specific questions relating to this.

Over time, if the pandemic continues on its course, it is possible that pupils and staff become more likely to encounter instances of serious illness and/or bereavement. Training and counselling is in place to directly support any instances of this kind and you can speak to line managers or your HR advisor if you require any support at all.

Clothes /uniform/ dress code

Staff and pupils are advised to wear clean clothes daily- pupils must wear uniform.

All pupils should have spare clothes in school in case they are needed for any reason – accidents/soiling etc. All clothing should be clearly named.

Pupils should have an indoor PE kit in school – pumps/t shirt/shorts and an outdoor kit – tracksuit bottoms and trainers. PE Kit should be in a named bag. We can no longer provide spare kits due to health and safety.

Outdoor clothing should be available for all pupils to enable them to learn outside where possible. All pupils should have a waterproof coat, waterproof leggings and wellingtons in school. School can provide some outdoor clothing but this must be allocated to pupils and not shared.

Staff must also ensure they have outdoor clothing and footwear as well as trainers for PE.

Hand washing, use of toilets/personal hygiene

Handwashing

Regular handwashing is mandatory for everyone and sufficient time must be allowed for this during the day. You must support pupils with effective handwashing and handwashing symbols must be used as part of the class daily timetable. We have uploaded recommended methods for handwashing to NewTube and this is also available on the ipad. Staff should regularly review guidance on hand washing and share new and fun ways to encourage thorough hand cleaning with the children.

Hands must be washed using soap and water for at least 20 seconds

- on arrival and leaving the site
- before and after handling food -snack/dinnertime
- after playtimes
- after outdoor play
- after using the toilet
- after blowing nose/sneezing or coughing
- after all direct contact with anyone
- after cleaning equipment and the environment.

Disposable paper towels for drying hands are provided as this is recommended rather than electric hand dryers.

Hand sanitizer is available in locations around the school and should be used in addition to hand washing. Use sanitizer in places where sinks are not available and follow H&S guidelines.

There will be sufficient supplies of toiletries, soap etc –it is staff responsibility to inform the site manager if supplies are running low.

Posters will be displayed in school to remind everyone of public health advice.

Promote govt advice for respiratory hygiene -Catch it, Bin it, Kill it approach – Wash hands immediately.

All used tissues to be put in class bins and emptied daily.

Pupils are regularly reminded not to touch their eyes, mouth and nose

Toilets /personal hygiene

Pupils must only use toilets allocated to their class/bubble and must be fully supervised by class staff at all times.

- Rowan to use the disabled toilet on the corridor near the class. There is a changing bed within this.
- Blossom/Elder to use toilets outside cookery room
- Elm to use the changing bed within the disabled toilet and the toilets outside the cookery room as needed

If pupils need the toilet at dinnertime/playtime/whilst in hall/cookery/outside areas, they must use the allocated toilets for their bubble, or in an emergency a toilet within their Bubble.

Pupils requiring personal care must use allocated changing beds.

Staff must wear PPE when changing pupils, wipe down bed after use and dispose of nappies following school procedures. PPE to be disposed of appropriately

Toilets/sinks to be cleaned by cleaners during the day

Hand sanitiser

Hand sanitiser will be freely available to everyone though pupils must be supervised when using. These sanitisers must not replace hand washing but be used as additional protection.

Hand sanitiser with at least 70 per cent alcohol will be used across the group to cover for areas where handwashing is not practicable – eg. school entrance areas.

Hand sanitiser will be readily available via the site manager.

Smoking

Smoking is not allowed anywhere on our school site and staff must not gather in numbers in any smoking area off-site. If you smoke, you must not arrange for anyone to go with you and you should remain 2 metres distance from any other person already in that smoking area.

Social distancing

It is important that social distancing is maintained at all times. To avoid the risk of transmission to you and your colleagues, you should ensure that you follow social distancing advice both in and outside the workplace (<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>):

1. Stay at least 2 metres away from everyone when you are not wearing PPE, where possible.
2. If you need to come within 2m of anyone at any time, please ensure that you put on PPE as per the guidelines, if appropriate
3. Try not to share transport with people from outside your house when travelling to and from work.
4. Try to avoid public transport, where possible.
5. Maintain social distancing when outside your home, staying at least 2 metres from people when in shops and other indoor and outdoor public places,

Following this guidance as far as is possible will keep everyone safe and well including your family. These measures help ensure that the chain of infection is broken.

In our schools, we recognise that it is not practicable to expect pupils to maintain consistent social distancing of two metres. Staff should however seek to ensure some distancing between pupils. This is based on medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower.

Staff arrival and departure

SLT to ensure side gate, main entrance door, classroom doors are accessible from outside for staff arrival.

Staff are asked to arrive no less than 10 minutes before the children are due to arrive on site.

Staff to enter into reception (main door will be supervised and propped open) and fob in without touching the screen. Staff who forget their fob must ask to be signed in by reception staff electronically.

Sycamore staff to fob in and then go over to class. Blossom/Rowan/Elder/Admin staff to enter through reception. Other staff to go out of reception and enter school via the side gate and use their classroom outside door.

Side door to be used for access to SLT rooms.

Wash hands on entering school.

First adult to enter the class must turn the green card to red. If the card on your class door is red when you first arrive do not enter as it needs cleaning. Please inform site manager Gary McCarthy asap. (The card will remain red during the day as the room is being used and therefore will need cleaning later)

Class Staff to ensure classroom is tidy ready for the next day and equipment that has been used has been thoroughly cleaned. Wash water bottles thoroughly.

Staff to exit the building after through their external doors/allocated exits and fob out at reception.

All staff to leave the building in enough time to allow for thorough cleaning.

Staff Travel

Face coverings are required at all times on public transport, but these must not be used in school unless recommended in a risk assessment

Staff are advised to avoid public transport where possible We recommend face coverings at all times when car sharing but these must not be used in school unless recommended in a risk assessment.

Onsite parking is limited. Please park considerately on the streets around school.

Pupil arrival and departure times

Site leaders will continue to risk assess safety and social distancing during arrival and collection times of pupils and social distancing regulations will also be in place in the school grounds.

We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting children.

We will attempt to stagger arrival and departure times to ensure that movement and concentration of staff and pupils is minimised.

This may mean a variation in the start or end time of your working day and if this is a matter of concern you should let SLT, head of site or human resources advisor know so that this can be accommodated where deemed appropriate.

Arrival and departure team:

D Fitton/J Sarno – supervision and signing in.

S Scott/P Coiffait – traffic management (wear High vis jackets)

C McCormick/ A Cottrell / A Whittaker – unloading/loading of buses

S Jones (Tue-Fri) – take messages from escorts. **J Robinson – cover S Jones Mondays**

Minibus arrival- entrance of pupils via Gate B on playground 1

- Tannoy announcement at 8.40 am to inform that staff need to be on playground 1 ready to greet pupils from minibuses. Stand in bubbles socially distanced from other bubbles with class symbol. SLT to supervise.
- Drivers and escorts will have received information about school procedures.
- Minibuses will arrive from 8.40am -9.00 am and will wait on chevron area. S Jones will speak to each bus and record messages for staff from escorts. Buses will wait until directed to drive to Gate B for unloading.
- SLT will allow safe unloading of pupils from minibuses at Gate B. AW/CMc/AC support pupils unloading

- Minibuses will be allocated a route number and route times will be recorded /signed in by SLT at the gate. SLT will announce the bus number and staff with pupils on that bus will come to meet and greet their pupils and escort to class.
- Sycamore pupils will go to class via Gate B. SLT will ensure safety crossing the service road
- No escorts /drivers to come through the gate.
- 2 members of staff must always remain in class to support pupils.
- Pupils are told not to bring toys or other non-essential items to school

Parent arrival - supervised by A&D team

Bubble 3 - 8.50 am Bubble 2 - 8.55 am Bubble 1 - 9.05 am

- Pupils to arrive on site with parents no earlier than 8.50 am and at their allocated time where possible.
- No pupils will be collected from the drop off zone due to health and safety.
- On arrival, parents will stop on the floor markings outside the gate and queue down the path, waiting socially distanced until their bubble is allowed to enter .
- Parents may take their child to the external class door but must not enter school. Parents to follow one-way system to exit the site.
- Sycamore staff will wait on the playground and collect pupils before escorting them to class.
- Parents asked to bring their children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reins to prevent that child from entering the school gates. Parents will be told not to loiter.
- S Jones to record any messages from parents.
- Staff waiting to collect pupils must be socially distanced within the playground.
- Pupils who arrive after A&D team have gone in must report to reception and a member of the A&D team will escort to class.

Departure of pupils

Sycamore pupils will enter the playground via Gate B, and corridor 1 before departure begins and wait in the hall. They will be escorted to minibuses in same way as other classes.

1.On Minibuses

- Buses will enter and park from 2.30 pm and wait on chevrons until directed to move to Gate B.
- A&D team will supervise buses doing double runs only from 2.30 pm. Staff to bring out pupils promptly. All other buses will collect pupils from 2.45pm. Pupils must be ready with bags and coats on for departure from 2.45pm.
- Bus numbers will be communicated to staff by Showbie group – staff will bring out pupils promptly using allocated exits.
- A&D staff will support pupils getting on buses and sign buses out.
- No driver/escorts to enter the school grounds

2. With parents

Pupil departure: Bubble 3 -2.50 pm Bubble 2 - 2.55 pm Bubble 1 - 3.05 pm

- A&D team supervise pupil collection.
- Parents given allocated pick up time for class bubbles.
- Gate A will be opened at 2.50 pm and Parents of Bubble 3 will enter. The gate will be closed after all parents have entered. Bubbles 2 and 1 will wait outside.
- Once Bubble 3 have departed, Bubble 2 parents will enter. Once Bubble 2 have exited, Bubble 1 will enter.
- Parents will be directed to wait socially distanced outside child's external classroom/corridor door. Rowan to exit via Corridor 2 door. Sycamore/Blossom/Elder to exit via Corridor 1 door
- 1 member of staff from class to stand and wait at class/corridor door to supervise pupil departure.
- Pupils handed over to parents and class staff sign them out in class book.
- **Safeguarding is essential.** Class passwords to be used as required – do not hand over a child if you do not recognise who is collecting them. Parents to inform staff of any change to normal collection arrangements.
- No parents allowed in any classroom. If parents need to speak urgently to class staff, they must wait socially distanced from other parents outside the class/corridor doors until all pupils have been collected. Class staff may then step outside and communicate with parents. Parents are advised to communicate in alternative ways with class staff where possible
- **Late collection of children** – we expect parents to be on time but in an emergency where a parent is going to be late, staff should be informed, and children will remain in class. If the gate is locked parents must report to the main reception and a message will be sent to class asking staff to bring the child to reception. Only one parent should enter the office and follow social distancing.

Pupil/staff attendance

- Pupil attendance is mandatory from September and normal rules on school attendance and recording will apply. All absences must be reported on the first day S Jones -Family Link worker will follow up any absences not reported.
- Medical evidence must be provided for any child who is shielding due to their own or a family members medical condition. Without this evidence the absence will be unauthorised.
- There may be anxieties about returning to school from parents and children and where this is the case, school will provide support as required.
- If a child or staff member is unable to attend school due to COVID-19 symptoms the following information is required: Symptoms, date of onset of symptoms. Isolation guidance and advice retesting will be given. SLT will then record the absence on the COVID -19 report form which will be passed to New Bridge for monitoring.
- Normal staff absence reporting procedures should be followed – Ring New Bridge absence line and Hawthorns. Contact your class team also
- If a child becomes unwell at school with COVID-19 symptoms they must be isolated in the medical room until they can be collected by parents and advised to follow government guidance.
- Staff members who become ill must go home immediately (See Staff/Pupil Illness section)
- Staff to take register to class in morning. S Jones to collect from the cupboard outside Elder at 9.30 am and return after checking.

- Welfare calls will be made weekly to ensure the wellbeing of pupils self-isolating and to follow up work sent home for pupils to complete. All calls will be recorded on CPOMS.

Activity, curriculum and classroom health and safety

The main focus when children return will be on supporting mental wellbeing and re-establishing key routines. Our Recovery Curriculum will help pupils settle back into school. We will fill our usual curriculum with the content we believe is best for our children and school community to support them with their mental health and wellbeing as they return to full time education. A recovery curriculum is not a stand-alone curriculum – it underpins, supports and supplements the fantastic work we already do and focuses on supporting our pupil’s mental health and wellbeing. Staff will plan fun, practical activities to support, nurture and help pupils to settle back in to school, providing the right amount of structure to embed new rules and routines, and focusing on relationships between staff and pupils. Pupils will also spend as much time outside as possible as per government advice.

School has risk assessed which activities can be taught safely.

Daily Sensory time in the hall will be for Bubble 3 only -equipment must be cleaned daily and not be used by any other class. Equipment to be tidied away after use.

Music – Singing will not take place in large groups and windows must be open. Instruments will be allocated for bubble/class use, cleaned before and after use and not shared across bubbles.

Outdoor Education -Specialist staff leading sessions will work across bubbles. Please read separate protocols for hygiene, health and safety and use of equipment. There is a timetable for use of outdoor areas/field/Forest School. Equipment will be used across the same bubble where possible and cleaned daily. Children will learn outside where practical and weather permitting – use of playground/field/Forest School is encouraged as much as possible but please liaise with other classes for space allocation.

PE will take place in the hall or preferably outside where possible. 1 specialist staff will teach allocated classes mainly in one bubble per day. Please read PE Protocols. Pupils to have indoor/outdoor PE kit – spare PE kits cannot be used due to health and safety. Full PE kit to be worn where session time allows - alternatively pumps/jumpers off. Use of equipment will be minimised and cleaned between bubbles and after class use. No team/contact sports. Class staff to teach extra PE outside where possible and to encourage as much physical activity as possible – e.g Daily Mile

Tameside Active Sports Coach will support 1 bubble (2 groups) Wed pm. Equipment shared between bubble – cleaned after use. No team sports. Coach will be socially distanced from pupils- class staff will support.

Educational offsite visits will not take place until further notice

After school clubs will not take place until further notice

Swimming will not take place until further notice

Whole school Assemblies and Singing will not take place until further notice. Collective worship will take place in classes as appropriate.

Cookery – 1 specialist staff will work across bubbles. Timetable for lessons allows for smaller groups and focus on health and safety. Room mainly used by one Bubble only during the day – thorough cleaning between sessions if used by two bubbles. Protocols in place for enhanced cleaning and hygiene. The washer can be used and will be supervised by the cookery specialist.

Starblazers will take place on Friday afternoons within classes or bubbles. The hall is allocated for use by Bubble 3 only for this time.

A Quiet Place – Bodywork /1-1 support for mental health. 1 staff to work across bubbles 1-1. Room used by same bubble during day where possible. Hygiene protocols followed. Soft furnishings minimised. Bodyworker 1-1 1day a week will work across bubbles as needed. Equipment will be cleaned between pupils and at end of day

1-day week. School counsellor – allocated space for working 1-1 with pupils across bubbles as required. Hygiene protocols in place.

Design and Technology 1 specialist staff allocated to one bubble outside. Health and Safety and hygiene protocols will be followed. Staff to maintain social distancing from specialist staff. Equipment cleaned before and after use.

Computer room – for use by IT technician and staff PPA. Computers and workspaces to be wiped by staff after use.

Agency support staff – SALT/OT/HI/VI will work in school as usual. They must be socially distanced from school staff and follow school protocols. Movement across bubbles will be minimised and the Intervention room will be used as a dedicated safe space. Seating will be side by side and any shared resources will be cleaned thoroughly.

Maximum number of people in any classroom at any one time will be determined by the total number of children and adults in the group +2.

Where possible Classrooms will be set out so sitting positions are socially distanced.

Pupils will be supported to use the same seat where possible, ideally not facing

Sufficient resources will be provided so pupils do not need to share pencils, books. Where appropriate, each pupil will have their own resource bag of pens, crayons, pencils, rubbers etc. Any resources obtained from shared areas must be cleaned thoroughly after use.

Windows will be open as much as possible. Doors can be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation

Clear desk policy to be adhered to by staff and pupils.

If light switches are used, hands need to be sanitized after use.

All unnecessary items and equipment to be covered/removed to allow more space and improved hygiene. Excess furniture, toys and soft furnishings that are difficult to clean will be removed

Ipads, white boards, computer keyboards, screens, toys used regularly during the day will be cleaned by class staff

Pupils should have a full set of waterproof outdoor clothing including wellingtons which must remain in class and be allocated to the child – no sharing clothes. When changing pupils due to accidents/soiling etc, please use spare clothes provided by parents and send home dirty clothes.

Classrooms must be tidied, and equipment cleaned at the end of the day

Cleaning staff are working extra hours so toilets and key areas will be cleaned during the day as well as before and after school.

Snack

Toast for all classes except Sycamore **will be made by 1 member of staff from each bubble from 8.45 am.** Gloves and apron will be worn. Toast will be covered and put on the side outside the cookery room . Class staff to prepare fruit in class using chopping board and knife and to wash all equipment thoroughly. PPE to be worn for preparation. Any snack plates to be washed and returned to snack area daily.

Snack and milk will be put outside the cookery room for bubbles to collect from 9.30am. Individual named class water bottles to be used and washed thoroughly daily. Ensure tops do not get mixed up.

The water dispenser on the corridor can be used by staff but must be wiped before and after use.

Eat in the classroom and wipe tables before and after.

Playtimes

Playtimes will be staggered, and bubbles will play out supervised by bubble staff

Equipment used will be for bubble use only, stored separately and cleared away after bubble use. Fixed play equipment must be spray cleaned after use before next bubble comes out.

In the event of wet play, pupils will remain in their designated classrooms – digital and class-based resources may be used as normal

Classes to enter and exit playground via allocated external door. Children to only use allocated class toilets. Bubbles to be clear of the playground before the next Bubble comes out.

Small equipment must be kept in a separate bag/box for each class daily use and needs to be cleaned at the end of each day.

Use sanitiser after play when entering school. **Wash hands when back in class.**

	Bubble 1	Bubble 2	Bubble 3
<u>Morning playtime</u> 15 mins play then 10 mins clear/clean equipment	10.15– 10.30am Playground 3	10.40 – 10.55am Playground 3	10.15–10.30am Playground 1 10.40 – 10.55am Playground 1
<u>Dinnertime play</u> 30 mins then 10 mins clear /clean equipment	Playground 3 12. 20 -12.50pm	Playground 3 1.00 -1.30pm	Playground 1 Buds/Elm/Rowan 12. 20- 12.50pm Playground 1 Cherry/Elder /Blossom 1:00-1:30pm

Dinnertime

Hot meals will be provided by our kitchen or pupils may bring a packed lunch. Daily menu will be provided to enable some pupils eating in class to choose their food before dinner.

Staff to record dinner numbers /choices on dinner slips during registration. Slips, packed lunches (for pupils eating in the hall) and registers to be returned to the cupboard outside Elder for collection by S Jones at 9.30am. Lunchboxes will be taken to Gail Phillips in the kitchen and stored on named bubble shelf in cooler. Bubble staff to remove as needed. Packed lunches for classes eating in class to be stored in cool part of class.

Gail will not come into classrooms Any changes to dinners, please phone the kitchen direct **07970321289**

Eating in the Dining room

Government and local guidelines followed to protect kitchen and school staff and pupils

Hand washing before and after touching/eating food is essential. Hand Sanitiser for use in hall. Cleaning cupboard kept well stocked with PPE/cleaning products

- There will be a modified daily menu with some changes to suit our pupils.
- SLT will oversee the dining room
- Tables - Max 5 or 6 around table so not facing each other
- Children will enter hall, wait quietly and say dinner prayer before sitting.
- SLT and class staff will supervise pupils coming to hatch to choose and collect dinner.
- Bubble classes eating in class will be served first - staff to ensure social distancing if queuing in the hall with a different bubble.
- No salad bar out in hall- kitchen staff will serve at hatch

- Cutlery given out by staff serving dinner at hatch
- Jugs to be touched only by school staff. When empty – take back to hatch. Don't leave on trolley. Cups will be given out to staff at the hatch.
- Packed lunches will be removed from cooler by bubble staff.
- Children return plates to hatch, cutlery/cups in trays on side. Staff to monitor numbers of pupils moving around hall.
- SLT/Class staff to wipe and disinfect tables after use – cleaning resources available in hall
- Children will leave the hall quietly and return to class with staff

Eating in class

- Hand hygiene procedures to be followed by staff and pupils
- Where possible following bubble allocation, pupils will access hall to choose own dinner and return to class. Younger pupils will choose from the menu in the morning and dinners will be prepared for collection by staff. Class staff will support using trolleys as needed. **Cloths available to cover trolleys to protect food when returning to outside mobiles.**
- Staff to organise cutlery, drinks etc. Ensure that tables are removed of clutter, disinfected, and are visually clean before lunch is eaten. Wipe tables and trolleys before and after use. Staff to return plates etc to kitchen after use.

	Bubble 1	Bubble 2	Bubble 3
<u>Dinner</u> 30 mins then 10 mins clear/clean hall	11.40 -12.10 pm Ash/Oak Eat in Class Holly/Beech Eat in Hall	12.20 -12. 50pm Willow Eat in Class Sycamore/Maple /Chestnut Eat in Hall	11.40 – 12.10 pm Buds/Elm/Rowan Eat in Class 12.20-12:50pm Cherry /Elder /Blossom Eat in class
Staff space allocated	Staffroom	Staffroom	Parents room

Staff food and drinks/Use of staffroom

- Staffroom and Parents room will be allocated to bubbles during break/lunchtime (see above). The staffroom will be cleaned between Bubble 1 and 2 use.
- Staff to bring own plates,cups and cutlery. Use of shared equipment – fridge/microwave/boiler /coffee/tea/milk can be used but hygiene protocols must be followed at all times.
- Dishwasher must not be used. Please wash all pots etc after use.
- Staff to sit socially distanced in the staffroom.
- If staffrooms are full, staff must use their judgement and take their break elsewhere
- Hot drinks taken to classrooms must be kept out of reach of children.

Staff meetings

Face to face Staff meetings will be kept to a minimum during the Autumn term. Where meetings have to be held social distancing should be followed and where this is not possible meetings will be held remotely over Microsoft Teams.

Meetings will only be held when necessary to enable staff development /consistent practice so as not to add to unnecessary workload.

Fire Procedures

Evacuation procedures have been adjusted to reflect social distancing rules. Please ensure you have read the fire evacuation procedures in the staff handbook,

A Fire Drill will be planned asap to update staff on new arrangements

Policy updates

Some school/Trust policies have been updated to reflect Covid 19 related incidents and guidance -Behaviour Policy/Physical Intervention/Safeguarding/Staff Code of Conduct/Attendance. These are available on File maker and in the Staff Handbook

All staff will receive updated site-specific safeguarding guidance by email and will sign to say they have read the site Safeguarding advice.

Key information will be communicated to parents, staff and visitors.

Personal protective equipment (PPE)

There is generally no need to use personal protective equipment (PPE) when undertaking routine educational activities at any of our sites.

On all our sites PPE should be worn as usual for situations in which it would usually be worn. We will ensure sufficient stock is always available –masks ,visors, aprons, gloves, tissues, sanitiser, but it is staff responsibility to inform the site manager when stock is running low.

The role of PPE is to provide additional protection to people from the transmission of infection, over and above standard hygiene measures.

PPE cannot be expected to give a guarantee of full protection against COVID-19; additionally, if incorrectly used it can give a level of false reassurance and increased risk.

Therefore, it is essential that all staff using PPE appropriate training in putting on (“donning”) and taking off (“doffing”) of PPE using the [posters and video found here as](#) well as through accessing the compulsory online ‘Returning to Work’ training offer.

In addition, although it is not required at all times it is appreciated that risk assessments may indicate that PPE would be safest in specific situations. A tailored risk assessment has been

undertaken for each young person in our MAT that covers measures that can be put in place to enable staff to care for each pupil in the safest way. PPE will be provided for use with any pupil following specific risk assessments.

PPE will also be provided in the unlikely event of a pupil becoming unwell on site and a staff member needing to be within 2 metres of them.

You should speak with your head of site or line manager if you have any queries at all regarding PPE.

Please remember that PPE is only effective when combined with thorough, regular hand washing; respiratory hygiene; avoiding touching your face with your hands; and regular cleaning of surfaces.

Routine activities- No PPE is required when undertaking routine educational activities in bubbles.

The list below is a guide to when PPE **may** be required:

1.Suspected coronavirus (COVID-19)

Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.

Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.

Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.

2.Intimate care

Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.

Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.

Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction

Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.

If PPE is assessed as being necessary then this is not an option, it must be worn if recommended.

The use of PPE within our sites is based on a clear assessment of risk, taking into account each individual setting and the needs of the individual young person. We already have risk assessment processes in place which will continue be used to identify the need for the use of

PPE. Following any risk assessment, where the need for PPE has been identified, it will be readily available and provided.

3.First Aid treatment (see separate section)

Use of face coverings for health purposes

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission

They are not a replacement for far more effective measures such as social distancing and hand hygiene.

Some of our young people or staff may not be able to handle face coverings and the wearing of them may inadvertently increase the risk of transmission.

The impact of wearing a face mask for any deaf people could also be a detriment as communication for many of them relies in part on being able to see someone's face clearly.

A member of staff may request to wear a face mask/visor due to a specific medical condition and in discussion with Head of Site and HR .This will be a temporary measure only for the duration of the individuals' temporary medical condition.

Safeguarding

Pupils will have encountered different experiences and home environments during lockdown, and you should ensure you continue to follow full safeguarding duties within the statutory safeguarding guidance for education settings. Some policy addendums have been put in place to deal with situations specifically related to COVID-19 and are available on the operations manual on FileMaker. They are:

1. Safeguarding Addendum COVID -19
2. Behaviour Addendum COVID-19
3. Online safety and acceptable use COVID 19

Please ensure you are able to access CPOMS.

First Aid

A First Aid needs assessment has been completed to determine first aid provision based on the school setting, pupils and the hazards and risks that may be present in school.

Paediatric first aiders will be on site every day.

Medicines /healthcare plans will be available as normal in the classroom. Medicines will be administered by Paediatric First Aider following normal school procedures

When responding to incidents, PPE (stored in class) should be worn by staff if contact is necessary. Staff to follow the govt guidance in correct use of PPE

The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.

After contact with injured persons, first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity.

First Aid should be recorded in the accident book as normal. Each bubble will have an accident book.

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing.

It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person, but similar viruses are spread in cough droplets. **Refer to online training module 'Coronavirus Awareness'**

1. Keep yourself safe

- a. In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.
- b. The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website..
- c. Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.
- d. Wear gloves or cover hands when dealing with open wounds
- e. Cover cuts and grazes on your hands with waterproof dressing
- f. Dispose of all waste safely
- g. Do not touch a wound with your bare hand
- h. Do not touch any part of a dressing that will come in contact with a wound.

2. Give early treatment

- a. The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

3. Keep yourself informed and updated

- a. As this is a new disease this is an ever-changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.
- b. Click [here](#) to visit NHS 111
- c. Click [here](#) to visit Gov.uk
- d. Click [here](#) to visit Resuscitation Council

4. Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.

Use of the NHS Covid-19 app

The NHS COVID-19 APP <https://covid19.nhs.uk/pdf/introducing-the-app.pdf> is available to download for anyone aged 16 or over and will be promoted to staff and parents. Follow the link below for full guidance.

<https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-school-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>

School will continue to engage with NHS test and Trace along-side the app being used.

All school staff will be made aware of the features of the app and the processes to follow within school in regard to the app and any notifications received by themselves or a parent.

- Trace – alerts the individual if they were in close contact with a confirmed case
- Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter
- Check in – allows the individual to check in to locations via the app and official NHS QR codes
- Symptoms – allows the individual to check symptoms against government guidance and to get advice
- Test – allows the individual to order a free test and to receive results and advice via the app
- Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice
- Bluetooth must be enabled for the app to work
- If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted.
- The tracing function can be paused
- A reminder can be set to switch the app back on

- The app does not work if the phone is switched off

The use of the app does not replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for covid. Escalation processes remain the same.

The use of the app does not replace the requirement for social distancing

Individuals must still report a positive case to the school setting

Staff members receiving a notification via the app must still notify an appropriate person at the school setting before leaving to self-isolate

Under 16's

The app is available to over 16's but it may happen that a younger student has downloaded the app.

In this instance if they inform you of a notification you should follow your usual procedures.

What happens if there is a COVID-19 suspected case or outbreak at one of our sites?

We have put stringent procedures in place that must be adhered to if a case of COVID-19 is suspected. This process is :

1. Immediately move the suspected infected person to the designated area reserved for this scenario – the medical room in reception.
2. Get a message to the senior person on-site.
3. The senior person on site will:
 - a. set the process in place to notify parents/family etc and will arrange for the pick-up of the sick person.
 - b. arrange for all areas used by the suspected person to be locked off for cleaning.
 - c. ensure premises staff are aware of areas where a clean down is required before re-opening.
 - d. complete a “COVID-19 Case” form:
 - e. ensure track and trace is fulfilled where appropriate
 - f. ensure tests are arranged where necessary

If there are multiple cases of COVID-19 at any of our sites we will work with experts from across the NHS and local government to work together to prevent ongoing transmission. This will involve identifying those exposed, any person who is at increased risk and provide tailored infection control advice.

If any person shows symptoms of COVID-19...	
If a child or staff member is unable to attend school	1. Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should

If any person shows symptoms of COVID-19...

because they have COVID-19 symptoms

immediately self-isolate. They should not attend school and should follow the steps below.

- a. Parent/Carer or staff member should notify the school of their absence by phone
- b. School should record and keep minimum dataset (see suggested template in Appendix 1): Reason for absence, date of onset of symptoms, symptoms, class etc.
- c. Direct to Stay at home guidance for isolation advice for child/staff member and their households. The person with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days.

2. Advise that the child/staff member should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

3. There is no further action required by the school at this time

4. School has a limited supply of home testing kits which may be given out at the headteacher's discretion to parents or staff whose personal and family circumstances prevent them from accessing a test..This may be linked to children's vulnerability, communication and processing difficulties, sensory issues, medical conditions or personal circumstances . All tests given out must be signed for.

If someone becomes unwell at an educational or childcare setting.

1. If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the stay at home guidance:

2. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

3. [COVID-19: guidance for households with possible coronavirus infection](#)

4. If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, the clear medical

If any person shows symptoms of COVID-19...

advice is to immediately self-isolate at home for at least 10 days from when your symptoms started. Do not go to a GP surgery, pharmacy or hospital. You should arrange to have a test to see if you have COVID-19 - go to [testing](#) to arrange.

5. Consider alerting the people that you have had close contact with in the last 48 hours to let them know you have symptoms of coronavirus COVID-19.
6. Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts
7. After 10 days, or longer, if you still have symptoms **other** than cough or loss of sense of smell/taste, you must continue to self-isolate until you feel better.
8. You do not need to self-isolate if you **only** have a cough or loss of sense of smell/taste after 10 days, as these symptoms can last for several weeks after the infection has gone.
9. If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 10 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill.
10. Staying at home for 14 days will greatly reduce the overall amount of infection that people in your household could pass on to others in the community.
11. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appeared, regardless of what day they are on in their original 14-day isolation period.
12. If you have symptoms, you should stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you continue to share a household.
13. Reduce the spread of infection in your home by washing your hands regularly for 20 seconds using soap and water, or use hand sanitiser, and cover coughs and sneezes.
14. If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get

If any person shows symptoms of COVID-19...

	<p>better after 10 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.</p> <p>15. If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you must follow the same guidance on self-isolation again.</p>
<p>Considering other children/staff in the assigned group where someone has become unwell.</p>	<ol style="list-style-type: none"> 1. If a child has become unwell (see below for action required for symptomatic child), at this stage, children in the assigned group can remain on school premises and remain within their assigned group where possible. 2. A letter should be prepared and sent to the parents of other children within the assigned group. 3. If a staff member has become unwell, arrangements should be made to replace the staff member to cover the assigned group. 4. A letter should be prepared and sent to the employee and the parents of the children within the assigned group 5. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. 6. Advise that the child/staff member should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. 7. If any staff contact develops symptoms then they can apply for a test via https://www.gov.uk/apply-coronavirus-test-essential-workers.
<p>If a symptomatic child is awaiting collection.</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p>	<ol style="list-style-type: none"> 1. If a child appears unwell or not their usual self, and cannot tell you how they are feeling, it would be sensible to ask them to remain off school for 7 days as a precaution. 2. If a symptomatic child is awaiting collection, they should be moved if possible, to the medical room where they can be isolated, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window/door 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. No resources should be taken in the room.

If any person shows symptoms of COVID-19...

	<ol style="list-style-type: none"> 3. If they need to go to the bathroom while waiting to be collected, they should use the bathroom in reception if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 4. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Please visit: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care 5. The school should record and keep the details of the incident in case it is needed for future case or outbreak management (see suggested template in Appendix 1) 6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
<p>If a member of staff has helped someone with symptoms.</p>	<ol style="list-style-type: none"> 1. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). If the member of staff comes into close proximity of someone with symptoms, and that person subsequently tests positive, they would not be considered a 'close contact' or need to self-isolate as long as they wore appropriate PPE while in contact with that person. 2. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person?utm_source=3154fbc7-602f-48ad-8d76-e5daa1648235&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#history

<p>Cleaning an area after someone with suspected coronavirus (COVID-19) has left.</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance</p>	<ol style="list-style-type: none"> 1. Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. 2. Wear disposable gloves and plastic aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. 3. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as
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	<p>bathrooms, grab-rails in corridors and stairwells and door handles.</p> <ol style="list-style-type: none"> 4. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. 5. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
<p>Use of PPE for cleaning an area when there has been a possible or confirmed coronavirus (COVID-19) case</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance</p> <p>See the COVID-19: guidance on isolation for residential educational settings</p>	<ol style="list-style-type: none"> 1. The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. 2. If a risk assessment of the setting indicates that a higher level of virus may be present or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner’s eyes, mouth and nose might be necessary. 3. Staff in educational settings should be trained in the correct use of PPE including wearing a Fluid Resistant Surgical mask (FRSM), to protect themselves against other people’s potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.
<p>Cleaning of public areas where a symptomatic individual has passed through and spent minimal time.</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance</p>	<ol style="list-style-type: none"> 1. 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. 2. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ol style="list-style-type: none"> a. Objects which are visibly contaminated with body fluids; b. All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells. 3. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: <ol style="list-style-type: none"> a. Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. <li style="text-align: center;">or b. A household detergent followed by disinfection (1000 ppm av.cl.). c. Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants.

	<p style="text-align: center;">or</p> <p>d. If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</p> <ol style="list-style-type: none"> 4. Avoid creating splashes and spray when cleaning. 5. Any cloths and mop heads used must be disposed of and should be put into waste bags. 6. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. 7. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
<p>Dealing with waste.</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance</p>	<ol style="list-style-type: none"> 1. Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ol style="list-style-type: none"> 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. 2. It should be put in a suitable and secure place and marked for storage for 72 hours and then place into the normal waste stream.

If there has been a confirmed case of COVID-19 in an education or childcare setting	
<p>Child/employee tests positive.</p> <p>Link to Guidance: Guidance for contacts of people with possible or confirmed coronavirus (COVID-19) infection who do not live with the person</p> <p>COVID-19: guidance for households with possible coronavirus infection guidance</p>	<p>Where the child, young person or staff member tests positive, the rest of their class or assigned group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.</p> <ul style="list-style-type: none"> • The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. • See guidance for Contacts of people with possible or confirmed coronavirus who do not live with the person. • A letter should be prepared and sent to make the relevant people aware of next steps if any.

Test and trace.

If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then the school will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team.

The headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the classmates and teacher of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.

Direct contact without PPE:

- being coughed on, or
- having a face-to-face conversation within 1 metre, or
- having unprotected skin-to-skin physical contact, or
- travel in a small vehicle with the case, or
- any contact within 1 metre for 1 minute or longer without face-to-face contact

Close contact without PPE:

- Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

All direct and close contacts will be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14 day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

The contact tracer can provide a standard letter to the school containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts.

Contacts will not be tested unless they develop symptoms (contact tracer may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a

	<p>rapid investigation and will advise schools and other settings on the most appropriate action to take.</p> <p>Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>
Child/Employee tests negative.	<p>When the child, young person or staff member tests negative, they can return to their setting providing they have been well and fever free for 48 hours and the fellow household members can end their self-isolation.</p> <p>Where the employee tests negative the relevant model template can be used to make contact.</p>
Arrangements for management of a possible outbreak	<p>If there are more confirmed cases linked to the school the local Health Protection Team will investigate and will advise the school on any other actions that may be required.</p> <p>If a school has come across two or more confirmed cases, or there is a high reported absence which is suspected to be COVID-19 related, then the local health protection team or the local authority public health team should be notified promptly (see front page).</p> <p>However, it is probable that some outbreaks will be identified by either the local health protection team or the local authority public health team and the school will then be contacted by one of these teams.</p>

LOCAL AREA KEY CONTACTS

For COVID-19 queries related to educational settings

Public Health:

Debbie Watson, Assistant Director of Population Health -
debbie.watson@tameside.gov.uk
 Tel: 07970456338

Sarah Exall, Consultant in Public Health
Sarah.exall@tameside.gov.uk
 Tel: 07971547980

James Mallion, Consultant in Public Health
James.mallion@tameside.gov.uk
 Tel: 07970946485

Out of hours contact: Covid-19@tameside.gov.uk

Tameside & Glossop Infection Prevention and Control Team:
0161 922 6194 (9-5pm – out of hours please call PHE contact)

Health and Safety:

Alison Glover, Health and Safety Manager

Alison.glover@tameside.gov.uk

Tel: 07866912709

For any matter related to health and safety please contact

healthandsafety@tameside.gov.uk

To notify suspected outbreaks Public Health England North West Health Protection Team

Monday – Friday (0900 – 1700)

0344 225 0562

Out of Hours PHE Contact:

Public Health England first on call via the Contact People

0151 434 4819

Staff: What to do? Pupil Scenarios, Appendix A

What to do if.....	Action Needed By Staff	Action Needed by Parents	Back to School
<p>A child in my class displays the following symptoms:</p> <ul style="list-style-type: none"> • A high temperature • A new continuous cough • A loss of or change to sense of taste or smell 	<ul style="list-style-type: none"> • Isolate the child immediately following school protocols, including informing SLT • Inform SLT and ensure that this information is logged • Ensure the classroom is cleaned • Phone parents/carers to come and collect the child immediately 	<ul style="list-style-type: none"> • Child shouldn't attend school • Child should get a test* • Whole household self-isolates while waiting for test result • Inform school immediately about test results 	<p>...when child's test comes back negative provided they have been fever free for the 48 hours before returning to school, and feel well OR</p> <p>.....when they have received medical advice stating that they do not require a test and they have been fever free for the 48 hours before returning to school, and feel well</p>
<p>A child has been sent home with Covid symptoms but returned to school one or two days later.</p>	<ul style="list-style-type: none"> • Isolate the child following school protocols, including informing SLT • Phone parents/carers: <ul style="list-style-type: none"> - Ask if they have phoned 111/119 - If they have rung 111 or GP follow the medical guidance they have been given. - If they have not rung 111 or GP ask them to come and pick the pupil up and explain the action needed. 	<ul style="list-style-type: none"> • Child shouldn't attend school • Child should get a test* • Whole household self-isolates while waiting for test result • Inform school immediately about test results 	<p>...when child's test comes back negative provided they have been fever free for the 48 hours before returning to school, and feel well OR</p> <p>.....when they have received medical advice stating that they do not require a test and they have been fever free for the 48 hours before returning to school, and feel well</p>
<p>A child in my class has a family member who has been identified as a contact.</p>	<ul style="list-style-type: none"> • The pupil is safe to come to school unless the identified contact starts to show symptoms. Be vigilant about information from parents and 	<ul style="list-style-type: none"> • Parents should keep school informed about whether or not the contact is showing symptoms. If the contact starts to show symptoms contact should get a test. 	<p>...when child has completed 14 days of self-isolation, even if they test negative during the 14 days</p>

	<p>any signs of symptoms in the child attending school.</p>	<ul style="list-style-type: none"> • Whole household self-isolates for 14 days from day when symptoms started (or from day of test if no symptoms) - <i>even if someone tests negative during those 14 days</i> • Inform school immediately about test results 	
<p>I am told that a family member of a child in my class is displaying symptoms or having a Covid test</p>	<ul style="list-style-type: none"> • Isolate the child immediately following school protocols • Inform SLT and ensure that this information is logged • Ensure the classroom is cleaned • As long as the child from your class is not showing symptoms they are able to complete work from home. Whilst they are self-isolating work should be sent home which replicates that of the class setting. (more detail on this to follow) 	<ul style="list-style-type: none"> • Child shouldn't attend school • Household member with symptoms should get a test • Whole household self-isolates while waiting for test result • Inform school immediately 	<p>...when household member test is negative, and child does not have COVID-19 symptoms</p>
<p>I am made aware by parents that a pupil in my class has tested positive for Covid</p>	<ul style="list-style-type: none"> • Usually this information would come to SLT from the track and trace team. Immediately check with SLT that they are aware of this information. • Support SLT with their contact tracing process. • Only share this information with SLT who will control communication with all stakeholders following approved protocols. 	<ul style="list-style-type: none"> • Child shouldn't attend school • Child self-isolates for at least 10 days from when symptoms* started (or from day of test if no symptoms) • Inform school immediately about test results • Whole household self-isolates for 14 days from day when symptoms* started (or from day of test if no symptoms) -<i>even if someone tests negative during those 14 days</i> 	<p>...after 10 days, once child feels better, and has been fever-free for at least 48 hours</p> <p>They can return to school after 10 days even if they have a cough or loss of smell / taste. These symptoms can last for several weeks once the infection is gone.</p>

<p>I receive a message from transport passenger assistant that a pupil in my class is ill.</p>	<ul style="list-style-type: none"> • Inform the Attendance team that the pupil has been identified as ill. The Attendance Team will investigate the specific nature of the illness for recording and tracking purposes 	<ul style="list-style-type: none"> • Parents/carers should provide full information to school about the nature of any illnesses 	<p>...once the nature of the illness has been established and all Covid-safe protocols have been adhered to and the child is well.</p>
<p>I know a child in my class has travelled and has to self-isolate as part of a period of quarantine</p>	<ul style="list-style-type: none"> • If the child comes into school during the quarantine period, isolate the child immediately following school protocols • Inform SLT and ensure that this information is logged • Ensure the classroom is cleaned • Contact parents/carers to pick the child up immediately 	<ul style="list-style-type: none"> • Child shouldn't attend school • Whole household self-isolates for 14 days – even if they test negative during those 14 days (If it is a family member and not the child that has travelled, then only the family member would have to self-isolate and not the whole household) 	<p>...when the quarantine period of 14 days has been completed for the child, even if they test negative during those 14 days</p>

*unless medical advice from 111 or their GP indicates that they do not need one as the illness is not Covid related

Staff: What to do? Personal Scenarios, Appendix B

What to do if.....	Action Needed By Staff	Back to School
<p>I display the following symptoms at home:</p> <ul style="list-style-type: none"> • A high temperature • A new continuous cough • A loss of or change to sense of taste or smell 	<ul style="list-style-type: none"> • Do not attend school, phone the absence line before 8:15am to report your absence. • Get a test: • Continue to phone the absence line and report absence by 2:30pm everyday • Whole household self-isolates while waiting for test result • Inform school immediately about test results and continue to inform absence line about date of return to school. 	<p>...when test comes back negative provided you have been fever free for the 48 hours before returning to school, and feel well OR</p> <p>If you test positive</p> <p>....after 10 days, once you feel better, and have been fever-free for at least 48 hours</p> <p>You can return to school after 10 days even if you have a cough or loss of smell / taste. These symptoms can last for several weeks once the infection is gone.</p>
<p>I display the following symptoms when I am at school:</p> <ul style="list-style-type: none"> • A high temperature • A new continuous cough • A loss of or change to sense of taste or smell 	<ul style="list-style-type: none"> • Isolate yourself immediately and inform SLT about your symptoms and where you have been in school. SLT should arrange for these areas to be cleaned. • Go home immediately and self-isolate • Phone the absence line to report your absence. • Get a test: • Continue to phone the absence line and report absence • Whole household self-isolates while waiting for test result • Inform school immediately about test results and continue to inform absence line about date of return to school. 	<p>...when test comes back negative provided you have been fever free for the 48 hours before returning to school, and feel well OR</p> <p>If you test positive</p> <p>....after 10 days, once you feel better, and have been fever-free for at least 48 hours</p> <p>You can return to school after 10 days even if you have a cough or loss of smell / taste. These symptoms can last for several weeks once the infection is gone.</p>
<p>A member of my household displays Covid symptoms</p>	<ul style="list-style-type: none"> • Do not attend school, phone the absence line before 8:15am to report your absence. • Household member with symptoms should get a test • Whole household self-isolates while waiting for test result • Staff member can be available to work from home – contact line manager for advice about what tasks to complete if you are unsure. • Inform school immediately about test results & phone absence line to report date of return to school. 	<p>...when household member test is negative, and does not have COVID-19 symptoms</p>

<p>A member of my household tests positive for Covid</p>	<ul style="list-style-type: none"> • Do not attend school, continue to phone the absence line before 8:15am to report your absence. • Whole household self-isolates for 14 days from day when symptoms started (or from day of test if no symptoms) - <i>even if someone tests negative during those 14 days</i> • Staff member can be available to work from home – contact line manager for advice about what tasks to complete if you are unsure. 	<p>...when you have completed 14 days of self-isolation, even if you test negative during the 14 days</p>
<p>NHS Test and Trace has identified a member of my household as a ‘close contact’ of a confirmed COVID-19 (coronavirus) case</p>	<ul style="list-style-type: none"> • You are fine to attend school as long as the contact is not displaying Covid-19 symptoms. • The contact self-isolates for 14 days (as advised by NHS Test and Trace)—even if they test negative during those 14 days • Rest of household does not need to self-isolate, unless the contact displays symptoms (if they do, please follow above advice for a member of your household displaying symptoms) • If the identified contact is your dependant and you have no other means of care, please phone the absence line to report your absence and explain the circumstances of the absence. Inform HR about the period of the contacts self-isolation and when you will return to school. 	<p>.....fine to be in school as long as the contact is not showing symptoms or you are required to provide care for the contact.</p>
<p>NHS Test and Trace has identified me as a ‘close contact’ of a confirmed COVID-19 (coronavirus) case (this could either be in school or outside of school)</p>	<ul style="list-style-type: none"> • You need to self-isolate for 14 days (as advised by NHS Test and Trace)—even if you test negative during those 14 days • Rest of household does not need to self-isolate, unless you display symptoms • Unless you start displaying symptoms, you can be available to work from home – contact line manager for advice about what tasks to complete if you are unsure. • If you are a teacher self-isolating with your class you should provide work as directed by SLT. 	<p>...when you have completed 14 days of self-isolation, even if you test negative during the 14 days</p>

