



Symphony Learning
TRUST

COVID-19 MITIGATION PROCEDURES v10

<p>School: Glen Hills Primary School</p>	<p>Date of Assessment:</p> <ol style="list-style-type: none">1. July 20202. July 20203. July 20204. July 20205. September 9th Review6. September 16th Review7. September 18th Review8. December 10th Review9. January 8th Review (new lockdown)10. February 25th Review (in light of reopening guidance)
<p>Assessed by (name): Amy Smith</p> <p>Approved by (name): Rebecca Wesley </p> <p>Tim Sutcliffe (CEO) </p>	<p>Date of Review: Ongoing as needed</p> <p>Red text is Trust wording</p>

Risk Type	Issue/Hazard	Measures to Minimise Risk	Actions and comments
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Classroom	Pupils, staff, visitors	<ul style="list-style-type: none"> • Ensure year group bubbles are organised into classrooms to ensure there is minimal contact between year group bubbles and allow social distancing to be managed effectively. • Keep pupils at their desks, all facing the front, in Years 1 to 6 (as much as classroom space and class numbers allow - horseshoe formation can be used if needed in Year 1 and 2 but social distancing must be maintained in formation). Children to be seated next to each other but not face to face or opposite their peers where possible. Remove furniture as necessary. • Staff and pupils to stay 2m apart as much as possible. It is acceptable for younger children not to distance within their year group . For children old enough, staff will support them to maintain their distance and ensure they don't touch staff and their peers where possible. Where staff cannot easily socially distance from children, they should wear a mask. • Avoid any group activities within the classroom that requires pupils to be in close physical contact with each other. • No shared resources where possible. Any shared resources such as art, science or sport resources will need frequent and meticulous cleaning (always between groups) or rotated use so they can be unused and out of reach for 48 hours (72 for plastics) • Children in Year 1 to 6 to bring in their own pencil case to use. 4+ children to be provided with their own resources. • Minimal movement of essential resources only between school and home (e.g. reading books can go home but must be put in a book box and emptied once a week after a weekend). • Children to enter and exit via fire exits or exterior cloakrooms as much as possible. • Children to stay in the same seats each day where possible. • Children to wash hands using classroom sinks. Supervision for those children who require it due to age or SEN. Washing resources will be monitored regularly. • One way systems to be put in place for when children need to leave classrooms to use toilets in order to prevent close proximity in corridors. • All soft furnishings, toys with intricate parts and unnecessary items to be removed from classrooms. • Classroom sink areas to be kept clear to allow for ease of cleaning. 	<p>SMT to coordinate room assessment and identify space use requirements.</p> <p>SMT to share staff protocol with measures in place for classroom and lesson management.</p> <p>SMT to advise visiting teachers and coaches of the control measures in place.</p>
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		<ul style="list-style-type: none">● Classrooms will be well ventilated with open windows and doors (as long as they are not fire doors). Rooms to be purged of air at appropriate times, such as break and lunch times, when draughts are not an issue.● Reduced number of pupils in after school clubs to allow for social distancing in the hall.● Where possible, children in different year group bubbles are separated in Breakfast and After School Clubs.● Peripatetic teachers and Sports Coaches will have Staff Protocol shared with them to ensure they are aware of the control measures in place at GH. Children will be grouped as much as possible into year groups for music lessons. Sharing of instruments will be minimised and cleaning before and after use will be put into place where this is inevitable, such as during piano lessons. Staff to stay 2m away from children as much as possible. Outside agencies/Peripatetic teachers provide school with their own risk assessments. Counselling risk assessment put into place.● No large gatherings to take place such as assemblies. Assemblies can happen in year group bases or virtually.● Singing can take place in bubbles outside with children back to back or side by side. A group of children from the same bubble can sing, socially distanced, in the hall with windows and internal doors opened.● Visitors kept to a minimum.	
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<p>Break and lunchtime arrangements</p>	<p>Pupils, staff, visitors</p>	<ul style="list-style-type: none"> ● Staggered lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering. Lunch time will consist of children having time in their classroom to eat and time in a designated area to play within their year group bubble. ● Kitchen is open with enhanced cleaning protocols in place. ● Kitchen staff to wear masks when delivering food to bubbles in classroom bases. ● Year group bubble timetables and play areas have been arranged to ensure year groups do not come into contact with each other. ● Year 1 to Year 6 children to eat in classrooms. 4+ children use the hall. ● Staff lunch times to be staggered where possible and meeting rooms to be used where social distancing cannot be achieved in staff areas. ● Avoid any group activities that require pupils to be in close physical contact with each other, such as certain sports and playground games. No use of shared equipment that cannot easily be cleaned – climbing wall, adventure playground, outdoor chess sets. 	<p>SMT to issue directives to staff.</p> <p>SMT to organise staggered times and areas to allow for year groups to have minimal contact during break and lunchtimes.</p> <p>SMT to assign Midday Supervisors to each year group bubble to ensure cover, 1:1 support and First Aid is covered.</p>
		<ul style="list-style-type: none"> ● Outside playgrounds to be split into distinct areas for each group of children to use to ensure social distancing as much as possible (including field). ● First Aid at lunchtime to take place in the year group base where possible. If treatment of a child needs to use a First Aid room, room to be cleaned down before and after use. ● At break and lunch times, children exit and enter classrooms via exterior doors only. ● Each year group bubble to be assigned Midday Supervisors that cover supervision, 1:1 support and First Aid. ● Midday Supervisors to clean tables in the classroom down after eating in Year 1 to Year 6. ● Staff must wear coverings at all times in communal areas such as the staff room and in corridors when moving around school. Staff can remove face covering only while directly eating. Face shields and visors do not offer enough protection according to current research (Feb 21) and are not to be used to a face covering. A face covering includes masks but not visors or face shields. ● Staff to stay 2m apart at all times during break and lunchtimes. ● Extra seating areas made available (space permitting) for meal times. 	

		<ul style="list-style-type: none"> • Staff to follow social distancing guidelines whilst in communal areas and when using the staff kitchen. 	
Toilets and washing facilities	Pupils, staff, visitors	<ul style="list-style-type: none"> • Only one pupil at a time to access toilet facilities. • Staff to be assigned designated toilets. • One way systems to be put in place in corridors around staff and pupil toilets to prevent close proximity and passing in narrow spaces. • Toilets organised to be used by Year group bubbles where possible. In any shared toilets (such as the Juniors boys and girls that will need to be shared between Year 3, 4 and 5), each year group will be assigned a cubicle to use with clear signage. • Visitors to be assigned toilets upon entering the building. 	SMT to issue directives to staff such as organise signage for toilet doors.
First Aid and caring for a child with symptoms of Covid-19 awaiting collection	Pupils, staff, visitors	<ul style="list-style-type: none"> • First Aid staff to wear appropriate PPE if available when treating staff and pupils in close proximity who present symptoms of Covid-19. • First Aid staff can choose to wear appropriate PPE when treating basic first aid if available. • Surgical grade PPE masks, when available, are kept outside AS office. Where students presents symptoms of Covid-19, they should be moved to the room identified (Hall extension next to fire door) at each setting where sick pupils 	<p>Appropriate PPE.</p> <p>Headteacher to issue directives to staff.</p>

		<p>can be kept in until parents or carers come to collect them (and any siblings) from exterior door, ideally with:</p> <ul style="list-style-type: none"> o A door you can close(hall has folding doors across hall extension) o A window you can open for ventilation o A separate toilet (individual male staff toilet opposite staff room) they can use which is nearby. Signage on door and markings on the floor. Cleaning of this toilet will follow government guidance. o Sign will be put up when room/area in use o Management will ensure cleaning team are made aware when this room has been in use from suspected Covid 19 <ul style="list-style-type: none"> ● PPE should be worn by staff caring for the child while they await collection if needed, including surgical face mask if available. If 2m cannot be maintained, staff must wear a surgical face mask if available. If contact is necessary, gloves, and apron and a surgical face mask should be worn. If there is a risk of fluids entering the eye (from coughing/spitting/vomiting) eye protection should also be worn. ● TA must only administer basic First Aid for their year group bubble of pupils (e.g. after falling over). If available,PPE provided if staff wish to wear it, even if the child is not showing symptoms of Covid-19. ● Basic First Aid to be delivered in year group bases. If a First Aid room is needed (e.g. for privacy), staff to ensure it is cleaned before and afternoon use. ● Fully First Aid trained staff will be assigned to year groups for serious First Aid incidents. ● Cloth coverings will not be used for ice packs. Instead paper towels will be used when applying ice packs to the skin. ● GH will ask that children are not given Calpol prior to school as this can mask temperatures. ● Staff members must wash hands thoroughly for 20seconds with soap and running water (or using gel) after giving any form of First Aid within school. 	
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<p>Managing suspected cases of Covid-19</p>	<p>Pupils, staff, visitors</p>	<p>Suspected Cases with Covid symptoms</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members (including child care bubble and support bubbles) should self-isolate for 10 full days (updated 10th Dec). The first full day of isolation starts the next day after symptoms occur. All staff and students who are attending an education</p>	<p>If any member of the group presents with symptoms of COVID-19, the individual should arrange to have a test asap. They will need to</p>
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		<p>or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. If there is no test available due to local supply, isolation must continue for 10 full days from the onset of symptoms. If a child is kept off school with Covid symptoms that have developed during the night, any sibling should remain at home until a test result has been received.</p> <p>The rest of their group within their childcare or education setting can remain in school until the results of the test are confirmed. If the result of the test is positive, see the section 'Managing confirmed Cases' below.</p> <p><u>Cleaning protocol – To be managed by Premises Team.</u></p> <p><u>Refer to Gov.uk guidance – Covid-19: cleaning in non-healthcare settings</u></p> <p>If a parent/carer insists on a symptomatic child attending school, school can take the decision to refuse the child if in their reasonable judgement it is needed to protect the pupils and staff from possible infection.</p> <p>Negative Tests</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. If a child, who has had Covid symptoms, and is a confirmed contact of a positive case, tests negative, they must continue their 10 day (updated 10th Dec) isolation period, regardless of a negative test result.</p> <p>School will not ask for evidence of negative test results.</p> <p>Cleaning an area with a chlorine based disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</p> <p>Wherever possible, wear disposable or washing-up gloves and 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.</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products at the specification advised in the</p>	<p>isolate until the results are confirmed.</p> <p>As per the school protocol, parents will be informed accordingly.</p> <p>Thermometers purchased (head).</p> <p>Appropriate PPE obtained.</p> <p>Obtain relevant disposable cleaning equipment.</p> <p>Obtain either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine OR a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.</p> <p>The name of the person with the suspected case should</p>
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		<p>guidance. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</p> <p>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly.</p>	<p>not be disclosed unless absolutely necessary.</p>
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<p>Managing confirmed cases of Covid-19</p>	<p>Pupils, staff, visitors</p>	<p>All positive test results must be communicated to the school, immediately via call to the management team or for parents via the school phone and email to the school office. Parents will be asked to communicate immediately, including outside school hours.</p> <p>Tests on individuals with symptoms</p> <p>When a child, young person or staff member has had a confirmed Covid-19 result (and they had symptoms) they must self-isolate for 10 full days following the test date. Their fellow household members (including support and childcare bubbles) should self-isolate for 10 full days (updated 10th Dec).</p> <p>Tests on individuals without symptoms</p> <p>If an individual tests positive, without any symptoms, the person must isolate for 10 days from the date the test was taken. If symptoms develop after a positive test, an individual should isolate for 10 full days after the symptoms develop.</p> <p>The rest of their group within their childcare or education setting could be sent home and advised to self-isolate for 10 full days (updated 10th Dec). This will depend on the level of contact between the infected person and other pupils in a "bubble" - and health protection teams will provide advice. In a smaller "bubble", such as a single class, all the pupils might have to be sent home to isolate. For a bigger bubble, such as an entire year group, there is the option to send home all the other pupils, but it could be limited to those who were in direct contact or close proximity or who had travelled with</p>	<p>If any member of the group has a confirmed case of COVID-19, the whole group should self-isolate for 14 days.</p> <p>Thermometers purchased (head).</p> <p>Appropriate PPE obtained.</p> <p>Obtain relevant disposable cleaning equipment.</p> <p>Obtain either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine OR a household detergent followed by disinfection (1000 ppm av.cl.).</p>
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		<p>a pupil with the virus. 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.</p> <p>A member of senior leadership team will inform the relevant public body (following government guidance at the time of positive case). <u>Refer to Gov.uk guidance - what to do if a pupil tests positive for coronavirus.</u></p> <p>Advice on the definition of Direct Close and Proximity contacts should be distributed to the wider staff and they should inform SLT if they meet the criteria as a contact. They should then also isolate for 10 full days (updated 10th Dec).</p> <p>Cleaning protocol – To be managed by Premises Team <u>Refer to Gov.uk guidance – Covid-19: cleaning in non-healthcare settings</u></p> <p>When informed of a possible or confirmed case by NHS Test and Trace, school must contact educationeffectiveness@leics.gov.uk . or an updated, relevant public body at the time of the positive case.</p> <p>Cleaning an area with a chlorine based cleaner after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</p> <p>Cleaning staff must wear disposable gloves and 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.</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products at the specification advised in the guidance. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>If an area has been heavily contaminated, such as with visible bodily fluids, from a</p>	<p>Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.</p> <p>Follow instructions of PHE.</p> <p>The name of the person with the confirmed case should not be disclosed unless absolutely necessary.</p>
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		person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.	
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		Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly.	
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Contact with coronavirus when getting to and from school	Parents, pupils and staff	<p>All will be encouraged to walk or cycle to school and asked to avoid taking public transport during peak times, if possible.</p> <p>Parents/carers requested to wear face covering (from Sept 16th) during drop off and collections.</p> <p>Staff must wear face coverings during drop off and collections.</p> <p>Staggered start and finish times set up for every bubble to prevent mixing of bubbles outside of the building and on the pavements where possible.</p> <p>Use of all school entrances and exits to move individuals around school in a socially distanced manner, including using as many boundary gates as possible.</p> <p>Clear messages and signage for parents to direct them around grounds.</p> <p>Markings on the floor/fences to direct parents, help maintain social distancing and formation of queues.</p> <p>Ask for only one parent/carer to drop off and pick up to reduce numbers around school.</p> <p>Remind parents not to gather at entrance gates or doors.</p> <p>Send reminder messages/letters out to parents/carers to remind them, when needed, about how best to move around the school premises and roads outside of the boundary safely in order to maintain social distancing.</p>	<p>Reminder letters to parents from HT.</p> <p>Clear signage and markings to direct individuals around grounds.</p> <p>HT to organise staggered start and finish times.</p>
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<p>Introducing virus into School environments from outside</p>	<p>Visitors to reception areas</p>	<ul style="list-style-type: none"> • Rearrange any non-essential appointments - ask that parents and carers make arrangements for any meetings required via phone or email. • Request that individuals communicate with them via telephone or email. • Maintain a distance of 2m where possible. • Ensure good ventilation of office type environments. Open windows at top of windows if possible to prevent draughts. Purge offices of air when appropriate. • Ensure minimal numbers of staff enter office areas. • Clear signage and instructions on entry and/or website. • Visitors and all staff to use hand sanitizer before entering the GH building. 	<p>Visitors not permitted unless essential.</p> <p>Visitor checklist in use.</p> <p>Signage on office doors.</p> <p>Ensure appropriate supplies of hand gel</p>
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		<ul style="list-style-type: none"> • No parents/siblings to be allowed entry to the building for use of facilities unless essential and prearranged. • Parents/carers to drop pupils off at gates and doors. • Only one parent or carer to drop off and collect on school grounds to reduce numbers of individuals on site as much as possible. • Staggered start and finish times of day for different year groups will ensure parents/carers don't congregate at the same time on the school premises. GH will ask parents/carers not to use shared vehicles or public transport, where possible, on the school run each day. • Parents/carers will be directed around premises, using different gates, to ensure minimal contact between parents. • Ground markings and signage will remind parents and carers of social distancing. 	<p>available in offices and at entrance to GH.</p>
	<p>Visitors for meetings</p>	<ul style="list-style-type: none"> • Consider how to use technology for meetings e.g. video / teleconference facilities. • Rearrange any non-essential meetings. • Where you need to meet maintain a distance of 2m where possible and ensure areas are cleaned meticulously before and after. • Individual 'Visitor' risk assessment will be followed. • Music teachers have their own risk assessment dependent on the type of instrument taught and room taught in. • All music teachers wear face masks when moving around school. All music teachers wear visors during lessons. • All visitors must wear face coverings throughout time in school unless they are working with children in a way that a face covering would impact on their role - such as facial expression recognition or speech therapy. 	<p>Remote meetings in use.</p>

Deliveries	<ul style="list-style-type: none"> ● Stop orders being made for all but essential items. ● Any essential deliveries to be dropped outside the door, where possible. ● Individual 'Visitor' risk assessment will be followed. 	Purchasing essential items only.
Volunteers	<ul style="list-style-type: none"> ● Brief volunteers on essential safety information. ● Volunteers to be kept to a minimum. ● Volunteers to socially distance from all staff and pupils. ● Ensure volunteers remain with only one year group bubble where possible. ● Stop all non-essential services/activities. ● Hold any meetings via video / teleconference facilities, where possible. ● Ensure Health Visitors followed guidelines set out by DfE in regards to the wearing of PPE. ● Individual 'Visitor' risk assessment will be followed. 	<p>Board member meetings held remotely</p> <p>Ensure volunteers are briefed accordingly.</p>
Staff	<ul style="list-style-type: none"> ● Wash hands regularly for at least 20 seconds. Catch coughs/sneezes in a tissue and wash your hands again. ● Touch only necessary surfaces in communal areas - frequently touched surfaces to be cleaned regularly and meticulously. ● Maintain a 2-metre distance from colleagues/members of the public. ● Use one way systems around corridors at all times. ● Staff informed not to congregate in communal areas (such as staff rooms) unnecessarily. ● Staff informed not to enter rooms (such as reprographic room) if person already in them – but to wait at door to allow for safe movement in and out of room. ● Keep up to date with government guidance at https://www.gov.uk/coronavirus. ● Limit on number of staff in various areas around school (maximum number of staff in kitchen area). ● Staff must wear face coverings (not including shields/visors) in communal areas and corridors unless exempt for government reasons. ● Staff to remain 2m away from children where possible. Where this is not possible, face coverings are advised within the classroom. ● Majority of staff taking part in 2 weekly LFD tests from January 21 onwards. See LFD test Staff Protocol for further information. 	<p>Guidance issued to staff</p> <p>Ensure supply of tissues and lidded bins.</p> <p>Staff homeworking</p> <p>Ensure signage displayed on numbers of staff in areas at one point.</p>

	Cleaning	<ul style="list-style-type: none"> • Increase enhanced cleaning regimes of regularly contacted areas e.g. door handles, desks, toilets etc. • Document enhanced cleaning of areas using Covid cleaning sheets. SMT to do multiple weekly spot checks. • Ensure thorough cleaning of buildings before September 2020. • Ensure compliance with infection control guidance around cleaning regimes. • Clean down room if staffing changes during the course of the day. • Areas used by different year bubbles to be cleaned daily - such as ICT suite that is used by a different year bubble each day. • All classroom bases to be supplied with cleaning clothes and fluid. Checked by Site Manager daily. 	<p>Cleaning increased and appropriate protocols in place.</p> <p>Ensure appropriate cleaning supplies in place and available.</p>
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Spreading the virus within buildings	Virus passed to others on hands	<ul style="list-style-type: none"> • On entering the workplace, use hand sanitiser immediately at entrance to school before signing in and opening the door using keycode. • Follow the numbered floor markings (2m apart) when entering Glen Hills' reception area.. • Immediately, wash hands with soap and water for at least 20 seconds. • Screen at reception to be kept closed whenever possible. 	Guidance issued to staff and protocols in place
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		<ul style="list-style-type: none"> • Wash hands on a regular basis. • Office doors to be kept open - staff to not enter office when in use by someone else. • STOP floor signs at office entrances and outside reception screen. • Phones to be handsfree (where possible) and avoid sharing office phones where possible. Phones to be disinfected before and after use if appropriate. • Where possible, avoid sharing stationery and other equipment. • Build in regular healthy practice of hand washing with children in schools and settings. • Avoid hot desking where possible. If you hot desk, wipe the area before and after use with a detergent wipe. • If you work in the community ensure you have a supply of hand sanitiser (or equivalent) of at least 60% alcohol content and personal protective equipment as required if it is relevant to your role. 	
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	<ul style="list-style-type: none"> Resources in schools should be limited for pupils accessing the childcare provision and where possible sterilised after use. In the event of children attending a childcare provision, a reduction in items entering the building and exiting the building should be implemented, e.g. work/activities produced, reading books from home etc. Buildings should be limited to designated areas for usage when not fully accessed, so that all those working in them keep a 2m distance when at all possible, supporting the thorough cleaning regime required. Staff must wear face coverings when social distancing difficult to maintain in communal areas (such as staff room, photocopier rooms, corridors). Enhanced cleaning checks and regimes in place for all offices and communal areas. 	
Virus passed to others with a sneeze or cough	<ul style="list-style-type: none"> Catch any coughs or sneezes in a tissue, bin it and wash your hands (or in your elbow if you have no tissue and then wash hands, etc.). Posters up around school to encourage this behaviour. Regular reminders to children. Try not to touch your face and eyes. Classroom bins to be emptied daily. Year group bases to have lidded bins for tissues to be put into. 	Guidance issued to staff and protocols in place
	<ul style="list-style-type: none"> Wash hands regularly for at least 20 seconds. Catch coughs / sneezes in a tissue and wash your hands again. Tissues to be put in lidded bins. Maintain a 2-metre distance from colleagues/members of the public. Keep up to date with government guidance at https://www.gov.uk/coronavirus. 	
Staff	<ul style="list-style-type: none"> Regularly clean your work area including phones, keyboards and mouse. Named office phones for those working in reception and offices. Shared phones to be wiped down before and after use. 'Hands - free' to be used where possible. 	Guidance issued to staff and protocols in place

Spreading the virus from the office into the Community	Spread of germs	<ul style="list-style-type: none"> • Wash hands before leaving the office/school. • Hand sanitizer to be used before signing out. • Follow Government advice. • Ensure minimal movement of only essential items between home and school. • Ensure all visitors/sport coaches/peripatetic staff are advised as to the control measures in place at GH. • Risk assessments completed for members of the community who work in school (such as sport coaches etc). • Individual 'Visitor' risk assessment will be followed . This is displayed in the reception area and visitors must read statements prior to entering the building. 	Guidance issued to staff and protocols in place
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Illness/ symptoms identified	Staff member/pupil or household member becoming ill	<ul style="list-style-type: none"> • In the event of a pupil, staff member or member of their household becoming ill the school line manager must be contacted and informed. • Individuals must arrange to have a test done asap from the onset of symptoms. • Individuals must isolate until the results of a test have been confirmed. • Individuals must isolate for 10 days if a test cannot be obtained. • A 10-day isolation period for individuals who have had a positive test result. • A 10-day isolation period from the date of test if the individual has no symptoms. • A 10-day isolation period from the date of first symptom onset if symptoms develop after a positive test result. • A direct contact who has had covid symptoms (even if the symptoms are no longer present), with a negative test result, must complete a full isolation period. • Any other member of the household (including child care and support bubbles) must self-isolate for 10-days (updated 10th Dec) following a positive test result (see table and flowchart). • Keep up date with the latest government guideline: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance. • In line with HR procedures, all staffing absences including self-isolating staff should be shared with the school. • Where possible and appropriate keep in touch with staff members who are in self-isolation and include them in communications. See isolation flowchart. 	Guidance issued to staff and protocols in place
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		<ul style="list-style-type: none"> • Staff members, parents or pupils identity may need to be disclosed to the NHS as part of the Track and Trace service, if a case of Covid-19 is confirmed and contact is confirmed. All individuals made aware of this. 	
	Premises Staff	<ul style="list-style-type: none"> • 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. • Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be disposed of securely. • 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 bathrooms, grab-rails in corridors and stairwells and door handles. • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly. • Refer to Gov.uk guidance – Covid-19: cleaning in non-healthcare settings. 	Headteacher requested to notify appropriate colleagues of all suspected cases so the protocols in the column to the left can take place (staff and children)



Staff member/pupil re-entering the work place/school after period of self-isolation	Staff member/pupils	<ul style="list-style-type: none"> • A 10-day isolation period for individuals who have been symptomatic from the first onset of symptoms. • A 10-day isolation period from the date of the test for individuals who have had a positive test but no symptoms. • A 10-day (updated 10th Dec) isolation period for individuals who are a direct contact of a positive case, but who have had symptoms that have passed. Any other member of the household must self-isolate for 10-days (updated 10th Dec) (see table and flowchart). • Keep up date with the latest government guideline: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 	Guidance issued to staff and protocols in place
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<p>Vulnerable groups at risk</p>	<p>Children with safeguarding and welfare needs, including children with a child in need plan or child protection plan children with special guardianship orders) and child arrangement orders</p> <p>Looked after children (LAC)</p> <p>Young carers (young people who are caring for a parent who may be disabled or a sibling))</p> <p>Other vulnerable individuals in the school</p>	<ul style="list-style-type: none"> • All pupils from these groups are eligible for a childcare place so as to ensure more support to families and to ensure protection for these vulnerable children. • FSM (hot or cold lunch) should be provided for those pupils attending the childcare settings. • For those children who are being supported by children’s social care and have to isolate, support and continue to liaise with families, including undertaking necessary visits whilst taking appropriate infection control measures. In reference to guidelines, all planned and required meetings take place as appropriate. • Child Protection Conferences continue to run with participation from partners, the child and the family. • All planned visits are expected to be followed, though adaptations will be made because of these exceptional circumstances. The purpose of these visits remains to ensure the child is safe and social workers need to assure themselves of this. • Social workers will continue to work with vulnerable children in this difficult period and should support these children to access provision. • Schools daily submit individual child registration data to the LA. • Welfare calls will be made by SenCo (DDSL) to vulnerable, EHCP, LAC, PLAC, CIN pupils not in school. • School Counsellor will continue Welfare Calls to pupils both in and out of school. • Specialist teachers/clinicians etc will be able to visit, 2m distance must be maintained as much as possible and visitors must be introduced to any control measures put in place at GH. • EHC reviews may be delayed. Parents to be notified of this. • A minority of children will be granted permission from Head to wear a mask/visor. Guidelines stipulated clearly in the Parent and Pupil Protocol on the safe wearing of masks will be followed at all times. • Individual risk assessments carried out for other vulnerable individuals in the school (e.g. pregnant staff members). 	<p>Guidance issued to staff and protocols in place</p>
<p>Low morale</p>	<p>Reduced well-being of staff</p>	<ul style="list-style-type: none"> • Inform all staff of the current situation on a regular basis. • Peer support for staff, employee healthcare and school wellbeing service. • School leaders to draw up rotas with consultation and sensitivity. • Staff to immediately inform the manager if unwell, any symptoms are shown. 	<p>Guidance issued to staff and protocols in place</p>

		<ul style="list-style-type: none"> • Where staff have agreed to take on additional duties and responsibilities, support them in their new roles. Ensure staff are happy to take on any new roles required or asked of them. • Maintain regular contact with staff who might be working from home or self-isolating. • Staff to work from home during PPA time if they wish. • Ensure staff meeting time given for staff to complete tasks. 	
SLT reputation	Lack of communication	<ul style="list-style-type: none"> • Communication to provide regular updates on the Internet and via other appropriate media streams and methods. 	Communication in place
	Reduction in service	<ul style="list-style-type: none"> • If working from home, ensure you take all your equipment home each day and check all necessary systems are enabled (managers will direct if you can work from home) . • There are some simple steps you can take to reduce the risks from display screen work: <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by ensuring regular breaks from screen time • check the Intranet/Schools Heads-up for regular updates on the situation. 	Guidance issued to staff and protocols in place