Chaffinch Brook Lower

CBL - Covid RA 2021

CBL Summer Term Plan 2021

The plan below sets out the measures to be taken and maintained for a a full return to school for all children.. It includes additional mitigation steps set out in the case of another lockdown whether that is school, local or national. The plan takes into account the most recent government guidance below:

- https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance
- https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-operational-guidance-coronavirus-covid-19

The plan is a live document that will be updated according to new guidance and practical feedback from managing day to day operations on the site.

	Plan	Concerns	Who?
Staff	• Ensuring that staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. • Manage staff workloads across the terms to ensure well-being and encourage staff not to work late in school. • Therapists and other support staff for pupils should provide interventions as usual with cleaning in between sessions and social distancing where possible. • PPE available for staff in classrooms and stored centrally.	Ensure we follow the guidance as set out in the Public Health flow chart. **Share updated flow chart with all staff, so all aware of the processes if displaying symptoms.** **Staff can come back after a negative test if**	Staff to obtain tests via NHS website or 119 PCR home test kits available for staff

	● Staff may choose whether they use face coverings in class but government guidance states that this should be avoided due to negative impact on teaching and communication. Face shields may be more suitable for the classroom but staff can chose to wear face coverings. ● All staff to bring a clean change of clothing to school to be changed into if necessary. ● Staff to have daily temperature checks ● All staff offered Covid Vaccine ● All staff have access to twice weekly lateral flow home test kits As a school we must: ● Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community. ● Contain any outbreak by following local health protection team advice. ● Have a requirement that people who are ill should stay at home ● Have robust hand and respiratory hygiene ● Introduce enhanced cleaning arrangements ● Actively engage with NHS Test and Trace ● Consider how to reduce contacts and maximise distancing between those in school and wherever possible minimise potential for contamination so far as is reasonably practicable ● Staff travelling to a different site need to have read the RA for the site they are visiting. They should avoid face to face contact with members of the school community (PHE define this as "for more than 15 minutes from a distance of less than 2 metres'). These staff should also limit where they go in the school and keep movement to a minimum - please use video conferencing where possible. ● Staff will not go on home visits to pupils unless permitted in line with local or national restrictions.	**they are no longer experiencing symptoms.**	
Parents/carers	● Must ensure their child does not come into school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days.	Some parents will need support with the guidance.	

responsibilities	● If anyone in the setting 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. They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. ● Parents encouraged to check their child's temperature if they are feeling unwell. ● If a pupil develops symptoms during the day, parents/carers will be contacted and should collect their child as soon as possible. ● If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision. Ideally, a window 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. ● If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. ● PPE must 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). ● Parents should attend school by appointment only. ● Parents should wear a face mask if attending an appointment on site. ● Parents encouraged to walk if they can rather than take public transport. ● All pupil risk assessments completed with parents in September are up to date and continue to be updated as necessary. Any high risk behaviours including spitting/dangerous behaviours requiring daily physical intervention will be reviewed with SLT and parents/carers.	**Share updated flow chart with all parents, so all aware of the processes if displaying symptoms.**	

Self-isolation	● Where a pupil, group or whole school bubble need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will aim to offer immediate remote education via google classroom and google meet.		
Timetables and activities	● All children to be able to attend in their usual class groups. ● Pupils to have their temperatures checked daily in morning nurture time by HOS/AS. ● Taking in to account guidance and overall numbers, pupils and staff will stay in **class groups** as far as is possible but due to the need to move around school to different shared areas and the need to support colleagues and pupils spontaneously, we will consider all pupils and staff to be in a **'whole school bubble'.** ● **Even though we will be considered as a whole school bubble, all staff should minimise contact between individuals and maintain social distancing wherever possible.** ● Reduced pupil movements around the site for activities like cooking- adults bring equipment to classes and then take upstairs to ovens.		HOS/AH – timetables + local changes made in conjunction with AV and IA. Caretaker to support cleaning areas throughout the day. Review cleaning as enhanced cleaning required downstairs so that classrooms can be cleaned thoroughly each day and other shared areas can also be

	● PE lessons to take place outside where possible. ● Staggered break times with different classes using different areas making use of separate spaces on site through a rota e.g. big playground split in half, side playground+ Captain Mannering. ● Sensory room to be disinfected before use. ● Soft play room and Captain Mannering to be cleaned daily and only used as timetabled. ● Keep the spaces for swimming and horse-riding on the timetable but do not access them until full RA is undertaken and the venues have capacity for schools. This is not currently the case as the number of people swimming in lanes etc. is restricted. ● Social stories or guides for children to explain the changes to school day and interactions. ● All resources including books to be stored in trays prior to lessons. ● Marking- verbal feedback and stamping only (if possible with social distancing). ● Pupils to have own water bottles. ● Visuals for pupils: -rules- present in all classrooms -expectations- present in all classrooms ● Children and staff should wear clean clothes daily. School uniform is encouraged but clean clothes preferable so some pupils may not be able to wear uniform every day and so can wear their own clean clothes. ● Windows to be opened to increase ventilation, back door may be propped open if safe to do so. ● Outdoor learning to be considered for activities if appropriate on patio area outside own classrooms. ● Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. ● Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. ● We will build hygiene routines into school culture, supported by behaviour expectations and helping ensure younger children and those	Teachers/TAs bring equipment to their classes and disinfect before use. Seek alternative manageable outdoor activities e.g. woodland walks, Frylands, use of the bikes around the site to fill the gaps left by	cleaned including soft play room and sensory rooms.

	with complex needs understand the need to follow them in a supportive way. ● Classroom based resources, such as books and games, can be used and shared within the same classroom; these should be cleaned regularly. ● Resources that are shared between classes, such as sports, art and science equipment should be cleaned meticulously before use ● Offsite trips to outdoor places encouraged e.g. park trips, forest skills, Frylands woods etc	swimming whilst still offering students engaging activities outside.	
Classroom organisation	● Ensure all pupils and staff have easy access to hand cleaning gel / hand washing facilities and that this is part of the regular daily routine, on arrival, during transitions, before/after eating. ● Identify computers that children will regularly use and where possible stick to them. ● Remove unnecessary furniture and store unnecessary items in cupboards/drawers to reduce cleaning surfaces. ● Keep markings in classroom around the computers and other spaces where students are closer to each other.	Cleaning pack needed in each of the classrooms this should contain materials to complete the clean down tables, keyboards and touch points. This is particularly relevant for areas which are shared e.g. toilets, cooking room, hall, sensory room etc.	Ensure class teachers aware of expectations. Staff to complete cleaning / wipe down operation throughout the day in classrooms, group rooms and shared spaces around school DF – ensure we have sufficient PPE in place.

	• Frequent wiping of surfaces, handles and other touch points. • Push open fobbed doors with elbows rather than hands. • Tell pupils to wash their hands frequently and for how long. Supervise. • Wipe clean all computer keyboards after use. Keep same computers for same children. • Frequently used resources to be stored in individual class cupboards to avoid unnecessary movement around school to collect equipment. • Cleaning of shared PE equipment/outdoor equipment. • ASD/Pupil friendly posters reminding pupils of the rules	PPE - gloves, apron, masks, some Face shield easily available in all classrooms.	
Therapy	• Therapists and other support staff for pupils should provide interventions as usual with cleaning in between sessions and social distancing where possible. • Therapists and SLT to make an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.		Therapists to keep therapy items in storage boxes so that used items can be cleaned between use. PPE + cleaning packs in therapy rooms

Virtual learning – return to lockdown (class, school, local or national)	● All google classrooms are maintained so that teachers can quickly return to remote teaching if necessary. ● Passwords / logins all stored centrally on accessible drives so that class teachers can easily share these with pupils + parents/carers. ● Returned Chromebooks are labelled and stored safely on site so they can be easily redistributed should the need arise. ● Chromebooks will be sent back home to pupils rather than being stored at school.		IA to check google classroom layout with children allocated to their new classes.
Meetings	● Staff briefings/debriefs will take place on google meet or outside on playground (weather permitting) ● Some training may take place in hall to allow for social distancing. ● EHCP reviews/core group/ PEP meetings can happen through online video platform/MS Teams.		
Challenging behaviours and sensory needs	● If pupils display behaviour which involve spreading bodily fluids, such as spitting, biting, licking areas or urinating, their IBSP/individual risk assessment will need careful reviewing with options for how best to support them considered by class team in conjunction with SLT. ● All staff will need to be able to physically intervene as part of their daily duties unless on amended duties. This must be the very last resort and be thoroughly reviewed following an incident. ● Staff working with children who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' will need more opportunities to wash their hands than children and young people who do not. ● Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers. This should be considered in IBSPs in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education.	Staff will inevitably have to manage PI as part of the reasonable adjustments we make to meet the needs of our students.	

	● In the case of physical intervention, staff should have opportunity to change clothes/shower if necessary.		
Pupil transport	● Some pupils may need support to get from/to their taxi to get to/from their classroom safely. Avoid this if child is able to walk safely, but ensure children who require this support are supported by holding hands. All adults and children must wash hands on arrival. ● When removing face coverings students must be instructed not to touch ● the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for everyone) dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands.	Pupils will need guidance on how to wear mask effectively and the reasons why.	Teachers to communicate with parents about the wearing of masks in taxis.
Site issues	● Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. ● Hand sanitizer stations at key entrances to the school, e.g. in reception ● Ensure enough PPE on site and distributed between classrooms ● Extra deep cleans to be scheduled regularly ● Printing must be completed prior to the sessions staff shouldn't be going during session times. Use the sanitizer wipes between printing for the screen. ● Thermometers for temperature checking available in school office.	Settings should clean and disinfect equipment, toys and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches and bannisters.	Additional cleaning downstairs so that classrooms can be cleaned thoroughly each day. (DF)

	● Corridor office to be closed and not used as a walk through. (It is now a resource storage area). ● PPE required on site: a stock of gloves, masks, face shields and aprons. ● PPE to be stored in individual class cupboards. ● Enhanced cleaning in place daily, supported by all staff in school cleaning throughout day. ● If first aid is required from staff outside of class bubble, first aiders should wear full PPE to administer first aid.	Ensure staff leave areas promptly to ensure cleaning teams can properly access all areas after school. Ensure first aiders have access to hand held temperature monitors.	
Staff guidance Parents guidance Pupil guidance Visitor guidance	See do's and don'ts below, to be updated with any new advice	IBSP + Covid RA's to be reviewed	All pupils to have updated Risk Assessment.

Do's and Dont's: Children

DO	DON'T
● Keep your distance ● Wash your hands with soap and water for 20 seconds frequently ● Use a tissue or elbow to cough or sneeze and use bins for tissue waste	● Don't touch your face ● Don't touch others ● Eat/drink without washing your hands

• Follow adult instructions first time. • Be where the adults ask you to be, when they ask you to be/go there. • Follow all the school/class rules • Be kind to each other • Ask permission to leave the classroom so the staff can help keep you safe • Do keep your mask on at all times when travelling to school on public transport.	

Do's and Dont's: Staff

DO	DON'T
• Look after each other • wash hands immediately on arrival to school and regularly whilst on site or use sanitiser if you need to be quicker. • use a tissue or elbow to cough or sneeze and use bins for tissue waste • sign in/out with clean hands • Adhere to social distancing as much as possible • Wear a face covering when making planned journeys within school. • Where appropriate, use PPE when working with the pupils and staff. • Report any issues or causes for concern asap to the SLT	• Don't touch your face • Don't eat or drink without washing your hands • Don't shame the pupils if they fail to follow the instructions, please teach them the importance of doing so. • Don't neglect to exercise our duty of care to help safeguard and keep the pupils and ourselves safe, including PI if and when necessary as a last resort.

• Be kind and thoughtful to your colleagues, many of whom will be anxious and experiencing frustration and difficulties away from work. • Clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products • Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues • posters and lesson plans on general hand hygiene can be found on the eBug website • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not go to pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.	

Do's and Don'ts: Parents

DO	DON'T

• wash your hands with soap and water for 20 seconds frequently • use a tissue or elbow to cough or sneeze and use bins for tissue waste • contact the school office with any queries • support your children with google classroom • remind children about social distancing • If there is any urgent reason to come to the school, if possible talk to staff on the intercom and if this is not possible, wash your hands on entry and keep social distance. • Only attend school if you have an appointment • Wear a face covering if attending an appointment in school	• Don't touch your face • don't send your child to school if they have symptoms • don't come to the school site if you can call instead

Do's and Dont's: Visitors

DO	DON'T
• wash your hands with soap and water for 20 seconds frequently • use a tissue or elbow to cough or sneeze and use bins for tissue waste • keep social distance when visiting the school • wear a face covering when visiting the school • ask us questions about anything you are concerned about	• touch doors, handles and bannisters as much as is possible

End of Document