

# Ferndown Upper School COVID Prevention and Outbreak Policy

## Outbreak Control

If there is a confirmed case, the school will use its knowledge of the school bubbles (see A-Z Guide) that the student has had contact with to evaluate who will be requested to self-isolate.

Close contact is defined as being:

- face to face contact from under 1m (this will mean duty team staff assessing who the student has interacted with during social times),
- over 15 minutes contact within 1 to 2m (see above),
- whilst traveling e.g. on the school bus or
- anyone the student has sat beside at a school desk (and the school will use the Go4Schools seating plan function to support this).

The school will operate a safety first policy and this may require entire 'curriculum map bands' to be asked to self-isolate or even whole year groups if this is deemed necessary.

## Prevention and Self-Isolation

The following general "handwashing and respiratory hygiene" precautions should be taken to help prevent spreading the virus:

- cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it, Bin it, Kill it)
- put used tissues in the bin straight away
- wash hands with soap and water often — wash for 20 seconds and use hand sanitiser gel if soap and water are not available
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch eyes, nose or mouth if hands are not clean

In addition, staff, students or parents must "self-isolate" if they have symptoms or if they have been tested and are found to be infected. This means staying at home and not leaving their house for 10 days from when the symptoms started. Those that live in a household with others should stay at home for 14 days from the day when the first person in the house became ill.

## PHE

This school will keep up to date with the latest public health and government information about the risk of coronavirus in the UK. The senior leadership team and Headteacher will maintain close links with local health protection teams and will be responsible for circulating essential information to staff, pupils and parents. Staff will do all they can to combat misinformation.

## Social Distancing

The "1 metre plus" rule means that wherever a distance of 2 metres between people cannot be achieved an additional risk reduction measure must be adopted, such as wearing a mask or face-covering or not facing each other or spending less than 15 minutes together. Being closer than 1m should be avoided at all times.

# School Safety Measures

This school will fully implement all official guidance from the Department for Education (DfE) and Public Health England (PHE) relevant to minimising the transmission of the Covid-19 virus and ensuring the safety of pupils and staff.

All staff should make themselves familiar with the guidance which includes:

- [Guidance for full opening: schools](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [Face coverings in education](#)

Controls will be based upon a risk assessment carried out by the senior leadership team and regularly updated after consultation from governors, health and safety leads and staff representatives.

In this school three key infection control measures will be applied:

- a requirement that children or staff who are ill stay at home
- robust measures covering hand and respiratory hygiene
- enhanced cleaning arrangements

The controls will be supported by a wide range of further measures including:

- active engagement with the NHS Test and Trace system via Go4Schools seating plans
- reasonable measures to reduce contacts between pupils, staff and visitors, wherever possible, and maximising "social distancing"
- the appropriate use of face masks
- effective school transport arrangements
- additional support for SEND pupils

Details of the risk assessment and control measures (A-Z Guide) has been disseminated to all staff.

## Staff and Pupil Sickness

In this school:

- staff who are unwell with suspected Covid-19 or who have come into contact with an infected individual or who share a household with someone who is unwell should not come to work but must comply with the latest government advice about self-isolating themselves in their home
- pupils who are unwell should stay at home
- pupils or staff who become unwell while on the school site with a new, **continuous** cough or a high temperature or loss of sense of taste or smell should be sent home.

An unwell pupil should be isolated in the medical room while waiting to be picked up. The door should be closed and a window opened for ventilation. Staff looking after them while they wait should keep 2m distance or if this is not possible wear appropriate personal protective equipment as advised in *Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)*.

If clinical advice is required, the pupil (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they do not have internet access). In an emergency, 999 should be called if they are seriously ill or injured or their life is at risk.

## Reducing Contact

This school will make appropriate arrangements, as indicated in the risk assessment and A-Z Guide, to enable staff and pupils to manage their face-to-face contacts and maintain safe social distancing, wherever possible. The purpose is to reduce transfer of the virus between individuals.

Methods used will be informed by DfE and PHE advice, including *Guidance for full opening: schools*.

Arrangements will include:

- grouping pupils together into cohorts at social times
- keeping groups apart to avoid contact between them
- reducing movement around the school
- introducing a one way system to minimise the possibility of face to face contact between students
- staff maintaining distance from pupils and other staff as much as possible
- parent/teacher face-to-face contact will be minimised by asking parents to communicate with teachers, where possible, by phone or by email – any face-to-face contacts will be conducted with appropriate social distancing

As an upper school more emphasis is placed upon on social distancing and personal responsibility to comply with public health messages.

## Wearing Face Masks in School

In this school face masks or coverings may be worn at their own discretion.

If a future risk assessment suggests that effective safe distancing between pupil groups cannot be maintained face masks will then be required and in such circumstances parents will be informed and pupils requested to bring their own coverings.

DfE guidance, [Face coverings in education](#), will inform any mask use.

Where face coverings are required it is vital that they are worn correctly. In this school:

- clear instructions must be provided by staff to pupils on how to put on, remove, store and dispose of face coverings to avoid inadvertently increasing the risks of transmission
- a small contingency supply of masks should be kept for pupils who are struggling to access one
- no-one will be excluded from education on the grounds that they are not wearing a face covering
- some individuals may be exempt from wearing face coverings, e.g. people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability

Examples of where masks may be required includes areas such as corridors where the layout makes distancing difficult.

## Supporting Respiratory and Hand-Hygiene

Effective hand hygiene is known to reduce the chance of the Covid-19 virus being passed on indirectly by touch. Staff and pupils should be encouraged to clean their hands regularly during the day, including when they arrive in school.

Respiratory hygiene refers to catching coughs and sneezes in tissues and then disposing of these in an appropriate manner. Tissues and bins will be made available throughout the school. Bins will be regularly emptied.

# Providing a Covid-Safe School Environment

The school will make appropriate adjustments to its premises to enable staff and pupils to maintain social distancing and comply with high standards of respiratory and hand hygiene.

Adjustments include:

- classrooms will be arranged with well-spaced and forward facing desks
- adequate space will be left between front desks and the area where the teacher would normally stand
- “group” table arrangements will not be used
- “one-way” routes in corridors and stairways
- placement of floor markings and signage to remind pupils, visitors and staff to social distance in areas such as reception and dining area queues
- adequate hand hygiene facilities will be in place for all classes and groups, including suitable hand washing facilities and/or hand sanitiser
- dedicated bubble facilities may be required to avoid over-crowding in wash areas

Staff should comply fully with hand sanitisation policies and procedures. Teachers will ensure the provision of appropriate hand sanitiser gels.

## Enhanced School Site Cleaning

Enhanced school cleaning schedules will be in place throughout the pandemic. These will be managed in collaboration with the cleaning team.

Frequently touched surfaces will be cleaned on a more regular basis. Such surfaces will include:

- toilet and handwashing areas
- flush levers and taps
- door handles
- handrails
- table tops
- computers, mice and computer keyboards
- electronic devices (such as phones)

Cleaners should use standard detergents and bleach for routine cleaning. These are known to be effective in removing the Covid-19 virus on surfaces.

If a person with suspected or confirmed Covid-19 infection has been present in the school, or in the case of an outbreak, additional “deep clean” arrangements should be implemented using appropriate disinfectant, as advised in [COVID-19: cleaning in non-healthcare settings outside the home](#) published by PHE. In an outbreak situation the school will work closely with local public health protection experts and arrange for enhanced cleaning as advised.

## School Transport, Drop-Off and Pick-Up Adjustments

In this school:

- the Headteacher will liaise with school transport providers to ensure the safety of pupils while travelling to school
- parents will be asked not to gather at the school gates
- face coverings must be worn by pupils on school and public transport
- arrangements will be in place for pupils to take their face coverings off on arrival at the school and wash their hands - reusable coverings should be kept in plastic bags until home time

Pupils should be asked to travel by foot, bike or car and to avoid public transport as much as possible. They should be accompanied by just one parent or carer.

## Support for Home Learning

This school is aware that some pupils may not be able to attend school at some times, particularly if local lockdown measures are introduced or if pupils or their families are infected with Covid-19 and have to self-isolate. In such cases the school will expect staff to do all they can to support remote home learning as they did during the lockdown. In all cases staff should use secure digital learning support platforms supported by the school and be mindful of online safety requirements.

## School Trips

Government advice is that certain day trips and educational visits should be safe to resume as long as the site or venue visited has suitable Covid-safe arrangements in place and appropriate Covid-safe transport is arranged. This school understands that this limits the scope of any visits at this stage to small groups and precludes any overnight or overseas educational visits or use of public transport. In all cases appropriate risk assessments should be completed and permissions sought according to established school trip planning procedures.

## Anti-Social Behaviour Associated with Coronavirus

This school asks its staff, pupils and their parents to comply with its coronavirus safety measures at all times. This is considered the best way to keep everybody safe.

Parents who have concerns and wish to discuss measures will be encouraged to talk to an appropriate member of staff.

The school behaviour policy will be amended to include coronavirus associated anti-social behaviour, such as deliberately coughing over other pupils or staff. This type of behaviour is unacceptable and will not be tolerated.

## Testing, Tracking and Tracing

A nasal/throat swab test is available to confirm the presence of the virus. Tests can be performed in regional drive through centres or via home testing kits. Anyone who experiences any coronavirus symptoms can get a free test, including all pupils, teachers, and school staff.

This school will fully support testing and tracing and will use seating plans, including on the school buses, to support this. Further information can be found from the online document, [NHS Test and Trace: how it works](#).

## Staff Health and Wellbeing

This school will make every effort to support its staff and their health and wellbeing is a key priority. Every effort should be made to consult with staff, and with staff representatives, and keep people safe and informed.