



HEDGEWOOD PRIMARY SPECIAL
SCHOOL



Epidemic and Pandemic Policy (Covid-19)

Statement of Intent)

This policy outlines our approach and key measures to minimise transmission risks of disease to all pupils, parents, staff and visitors. It details our coordinated response when pupils and staff display symptoms and who subsequently test positive for CV19. It is led by our Cross Contamination Risk Assessment coproduced by GB /SLT. It also details expected support from pupils, staff and parents.

Definitions and Acronyms

Epidemic – Widespread occurrence of an infectious disease in a community at a particular time.

Pandemic – Epidemic that spreads across countries or continents.

RA - Risk Assessment

SD – Social Distancing

PPE – Personal Protective Equipment

IA – Isolation Area

GB – Governing Body

DfE – Department for Education

PHE- Public Health England

GDPR- General Data Protection Regulation

References

Coronavirus Act 2020; Health and Safety at Work Act (1974); Equalities Act 2010; Health and Safety Executive (HSE); Government published information, Public Health England (PHE until replaced)) and World Health Organisation (WHO). Advice from but not limited to, The Secretary of States for Health and Education, The Chief Medical Officer, Local Authority (LA) and Department for Education (DfE) along with the detailed government advice published July2nd, and considered in detail by Hedgewood GB.

Aim of Policy

This Policy defines and assists the operating arrangements in place within the School that assures compliance to the Government and leading bodies requirements with relation to the outbreak of a pandemic such as Covid19. This information builds upon our current procedures for areas such as Safeguarding, Health & Safety (Duty of Care to staff), GDPR, Child Protection and Equality and Diversity including an Equality Impact Assessment in consultation with our BAME representative. However new practices may emerge as the situation continues and scientific advice is updated which will be included in the policy and considered responses may evolve and be built upon as the situation deepens and new precautionary measures have been introduced practices have been reflected upon. Advice from unions has been considered and included and school based union representatives have been consulted.

Method

Social distancing both in and out of class and our dedicated Social Bubbles optimise individual and group security and enable a rapid response to anyone displaying symptoms, is the

cornerstone of our mitigation practice. We implement and maintain, government recommended hygiene practices.

Mitigation Measures

- Maintaining personal (hand washing/cleansing) and respiratory hygiene (handwashing & catch it, kill it, bin it) both in and out of class.
- Ensuring cleanliness/cleansing of the indoor and outdoor environments (especially frequently touched surfaces)
- Minimising general contact and mixing (Limiting movement around school and working on staff to pupil ratio numbers in order to promote safety and learning)
- The provision and use of Protective and Personal Equipment (PPE)
- Testing for CV19 ...Track & Trace
- Operating class Bubbles to facilitate staggered breaks and lunchtimes
- Staggered pupil SD collection at the end of day.
- Straight to class Bubbles from drop off
- SD Breakfast club
- Ventilated learning areas
- Limiting on site visitors
- Minimised movement within school ...maximised movement externally
- Virtual staff meetings and staff training (Zoom)
- Virtual Assemblies (Zoom)
- Class group activities operated on a dispersed basis.
- Individual pencil/stationary wallets
- Individual cutlery packs
- Individual possessions box

Focus/ Areas of Consideration / Recommendations

Pupils

- We want all our pupils to attend school but only if they are symptom free. We will be asking parents contact the school promptly if there is anyone in their household with symptoms & therefore needing to self -isolate. A Parent /Carer letter in the first full week of term reminds parents of their obligations as well as our mitigation efforts.
- Shielding advice was suspended in August.2020
- We will be isolating and sending home pupils who have symptoms as well as requiring conformation of a negative test before returning to school.

Physical Distancing/grouping

- Pupils will remain in their class groups/bubbles as defined by our Room Risk Assessment (RA) and Cross Contamination RA (attached) as well as being engaged with and supported by the mitigation measures above. Pupils will be operating in designated areas within the classroom setting. Delivery of key activities eg Bucket Time will be adapted (dispersed as above) to comply with the room RA. Use of outdoor areas will be timetabled to avoid 'bubble overlap,' to minimise contact and thereby reduce risk of infection. **We expect all staff to fully comply with and support all mitigation measures throughout the day to ensure high standards of safety for all pupils and staff and ensure that school protocols are kept.**
- In all cases, except when pupil safety might be compromised by staff absence, pupils will have the same staff team to limit the amount of people coming into contact with each other and thereby reduce cross contamination (see CCRA).
- These measures will be reviewed and amended as necessary.

- Pupil care routines including, washing hands and all aspects of intimate care is arranged within the groups.
- Pupils within their groups will have social/snack times, in the classroom, and also eat lunch within the classroom. Social distancing measures within classrooms ensure pupils eat within designated areas within the classroom to comply with the room RA.
- When sunblock is needed it should be applied by the parents / carers before the child arrives at the school.

Wellbeing and education

- Pupils are supported to understand the changes in the way their classroom is set up, the structure of the day (Breaks in Bubbles), the reason for handwashing and sanitising.
- We will explain the revised classroom set ups to minimise any potential distress.
- Pupils should be supported in appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing, using tissues and following a catch it, kill it, bin it regime which will support the more intensive premises cleaning as well our learning bubbles. (Government steps 1-5)
- Pupils will be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of pupil's attachments to friends in other classes and their need for emotional support at this time as well as organising Zoom class link-ups..
- Quality learning will continue to be delivered.

Workforce

Attendance

- Staff should attend school if they are symptom free or, having had symptoms have promptly attended a test centre and had negative test result.
- After a period of SI staff can return to work if the temperature has subsided even though the cough or the temporary loss of taste or sense of smell remain as these may take time to settle.
- BAME staff have a BAME representative and an EIA has been completed and shared and are accorded extra consideration because of their increased vulnerability

Physical distancing/ grouping / safety

- Staff have been kept fully informed of measures in place and contribute to the raising of safety standards for all.
- Staff should remain with their group/bubble of pupils, and avoid contact with other groups.
PPE should be worn as usual for intimate care (face mask, disposable gloves and apron if completing one to one care). If supporting a sick a pupil in the IA then a face mask and visor are available along with wipes and a lidded waste bin.
- All PPE should be removed and disposed of following current government guidelines and the staff member should then wash their hands for at least 20 seconds. The area will be immediately cleansed by the premises team.
- Social distancing must be maintained during staff lunch breaks.

- Staff members should avoid physical contact.
- Staff advised to wear fresh, clean clothes for each day.

Training

- All meetings and training sessions are conducted through virtual conferencing.
- All staff members have received appropriate advice infection control and are required to adhere to the adjusted protocols.

Parents

Physical distancing

We are grateful for our parent/carer support for the following adjustments to contact protocols.

We realise that

- No parent will be permitted to enter the setting
- Parents will be encouraged to drop off ideally without siblings and only one parent per family, this is to minimise any 'pinch points'.
- Parents will be given a collection time where possible, to avoid a queue forming. School staff will facilitate a prompt and calm hand over at the end of each day.
- When parents are waiting to drop off or collect their child, physical distancing staff will support social distancing protocols. A chat bay is provided for short essential message exchange.
- The gates will remain open so parents have no need to touch them. Regular disinfecting of the gate buzzer and pin pad will be carried out by the cleaning team throughout the day.
- The school is developing further capacity to support pupils, families and staff through extended periods of difficulty

Communications

- Parents will receive clear communication regarding the role they play in our safe operating procedure and that all possible measures are being taken to ensure the safety of their children and families.

Visitors

- Attendance to the setting should be restricted to only pupils and staff as far as practically possible. Visitors should not be permitted to the school unless essential to school functioning or H&S.
- Where essential visits are required these should be made outside of the usual School operational hours where possible.
- Any permitted visitor to the school will have a temperature check on arrival.

Travel

- Pupils travelling on Home –School transport are closely monitored and organised in a SD manner on arrival and departure
- Passenger assistants remain on their transport and pupils are delivered to each transport.
- A staggered end to the day further reduces congestion.
- Parents arriving and departing are directed to use the SD one-way system.

Hygiene and Health & Safety

Hand Washing

- All pupils and staff must wash their hands upon arrival and on every re-entry to class for at least 20 seconds.
- Pupils and staff members are encouraged to wash their hands frequently, this includes before and after eating food, after visiting the toilet or playing outdoors, after sneezing, blowing their nose or coughing into their hand. Flex and therapy staff will need to ensure that they follow the hand wash protocol on every class entry.
- Sanitiser is available at multiple points on the playground, offices, reception, toilets, class bases, the servery, the hall and on the entrance walkway.
- Soap is available in all toilet areas and class bases.

Cleaning

- An enhanced cleaning schedule has been implemented (February 20) and sustained that includes furniture, surfaces and pupils' toys and equipment. Staff are supportive with disinfecting (wipes, sprays etc) in their classrooms and other areas including tricycles & play equipment after play sessions.
- Communal area, touch points and hand washing facilities are cleaned and sanitised regularly and cleaned thoroughly every night.

Waste disposal

- All CV19 related waste is disposed of in a hygienic and safe manner following government guidelines.
- Tissues must be immediately disposed of and placed in a bin with a lid
- Bodily fluids must be double bagged and disposed of in a bin with a bag and lid.

Risk assessment

All classes and working areas of the school have been RA

PPE

- Government guidance is that PPE is not required for general use in school to protect against COVID-19 transmission. Staff have been provided with PPE.
- PPE should continue to be worn and disposed of as normal for intimate care and the administration of first aid.
- If a child shows symptoms, supporting staff supporting in the isolation area should wear a face mask, visor, disposable gloves and apron and maintain a 2-metre distance at all times

Premises Building

- Keep windows open where possible to ensure good levels of ventilation.

Resources

- All resources required for play and learning experiences of pupils should be regularly washed and/or sterilized. Any resources which are difficult to clean should be removed.
- Equipment used by staff such as stationary, tablets etc. should be cleaned regularly.

Supplies Procurement & Covid19 Protocol

All deliveries are accepted outside the main gate. The Reception Team **do not** allow access and this includes the post-person.

- A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it to meet the operational needs of the setting.

Responding to a suspected case

- In the event of a child developing suspected coronavirus symptoms, parents will be immediately contacted to collect as soon as possible and isolate at home in line with the current NHS guidance. Parents must arrange the soonest possible test day for their child. The results must be shared rapidly with the school to inform our next steps.
- Whilst waiting for the child to be collected, they will be isolated from others in our identified ventilated, isolation area. The staff member responsible for the child during this time should be a staff member from their class for whom full PPE is available
- The area will be thoroughly cleaned, immediately by the premises team.
- In the event of a staff member developing suspected coronavirus symptoms whilst working they will be sent home immediately and isolate at home in line with the NHS guidance. Government isolation direction will be provided for staff They should also follow current testing advice for themselves and as Key Workers they should be given priority in arranging a test (that day if possible) and the results to be communicated to SLT immediately.
- If the test is negative the member of staff can return to work straight away. If positive the member of staff will need to SI for seven days and inform us of any recent contacts in school. The affected class bubble will isolate for 14 days.

Virtual platform

- The school is developing further capacity to deliver learning on-line via Microsoft 365

Safeguarding

- RAs will be applied when needed. A pro forma exemplar is attached as Appendix 1
- Safeguarding CV19 adjusted

Co-working

- Effective on line consultation with social care colleagues has been developed and will be maintained
- The Vulnerable pupil portfolio will change with circumstances such as phase transfer and the arrival of new pupils.
- Our DSL team will update the VP list by October half term
- Any critical medical pupil issues will be noted and support responses identified.

Document Reviewed by SLT/GB annually or in response to changed government advice.

Readers are: staff, parents, governors, others

Authorised by GB in Autumn Term 2020