

Staffing Arrangements and Protocols to reduce the spread of Covid-19 Virus (excluding cleaning procedures)

NB that this guidance is based on latest government guidance at time of writing. If guidance is updated, that government guidance takes precedent and may not be reflected in this document.

What are we doing now?	What else do we need to do?	Notes
Staff, self-risk assessments, signs of illness and when self-isolation is required		
<ul style="list-style-type: none"> <input type="checkbox"/> A Head of Site will be nominated for each day the school is open, and that person is responsible for implementing the actions in this risk assessment on a day to day basis with support from SLT and other members of staff who have responsibility for specific aspects. <input type="checkbox"/> Implement all government advice and communicate to pupils/parents, staff and contractors as appropriate, reasonable and practicable. Currently any person developing a new continual cough, experiencing loss of smell or taste, and/or a temperature in excess of 37.8°C whilst at work must be sent home and advice given re self-isolating in line with latest guidance <input type="checkbox"/> Staff will complete an “Individual Self-Assessment of At Risk Groups” form to identify to the school whether they are in clinically extremely vulnerable or clinically vulnerable groups and this information will be used to guide decisions on staffing and arrangements for individual members of staff <input type="checkbox"/> Any person who is considered clinically extremely vulnerable and shielding per the self-assessment should continue to shield and will not be expected to attend <input checked="" type="checkbox"/> Clinically vulnerable (but not clinically extremely vulnerable) people including pregnant women) as identified by the self-assessment should be advised to work from home. Staff in this category should take extra care in observing social distancing and should work from home where possible and agreed. We will endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2m away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2m of 	<p>Check guidance and confirm whether clinically vulnerable can work in school with appropriate medical certification and share information with staff as appropriate</p> <p>Signpost people working from home to the ‘home working protocol’ and continue to provide support, advice, guidance and equipment as is reasonably practicable.</p>	<p>Arrangements made with specific staff members for discussion, evidence and support as required.</p>

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<p>other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any child who lives in a household with someone who is extremely clinically vulnerable and shielding, should only attend if stringent social distancing can be adhered to and the child is able to understand and follow those instructions. We will pay particular regard to ‘young carers’ who may fall into this category. <input type="checkbox"/> Any person who lives with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance and including those who are pregnant, can attend. <input type="checkbox"/> Staff who live alone and have symptoms of coronavirus illness (COVID-19), however mild, will be directed to stay at home for 7 days from when their symptoms started. <input type="checkbox"/> Those living with others and they are the first in the household to have symptoms of coronavirus, then they will be directed to stay at home for 7 days, but 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 house became ill. <input type="checkbox"/> For anyone else in the household who starts displaying symptoms, that individual must stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period. 		
<p>If anyone becomes ill at school</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> If anyone becomes unwell with a new, continuous cough or a high temperature in the school or setting, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance <input type="checkbox"/> An isolation room will be set up at each school which contains appropriate stocks of PPE and other equipment necessary to support first aid and isolation of any individuals who become unwell at school. Rooms are Meeting Room (Solway) and Science Lab (Beacon Hill). <input type="checkbox"/> If a child who is unwell is awaiting collection, they will be moved to the Isolation Room and isolated behind a closed door. If adult supervision is immediately required that should be done from behind the closed door, or from a distance of more than 2m if in the same room. A window will be opened for ventilation. The adult in charge of the bubble the child belongs to is responsible for ensuring the child is moved as quickly as possible to the isolation room. The adult 	<p>All students or staff who require either general first aid or specific isolation will be taken in the first instance to the Isolation Room (Meeting Room at Solway, Science Lab at Beacon Hill) and staff dealing with those individuals will don appropriate PPE before coming into close contact (within 2m) of those individuals. If more than one person requires assistance or isolation at any one time, Head of Site will agree with first aider whether individuals can both safely be dealt with in the Isolation room, or whether a second room should be used (any other room for first aid where no symptoms of coronavirus are present, second isolation should be used (Science lab at both schools). Grab bags of additional PPE will be available at both sites. Outdoor spaces should be used wherever possible to aid safety and if appropriate.</p>	<p>Scenarios to be discussed with First Aid and Head of Site staff</p>

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<p>in charge of the bubble should then arrange for supervision in the first instance, then promptly inform the Head of Site who will arrange for ongoing supervision and first aid for the individual isolating and will arrange for contact to be made with parents / next of kin</p> <ul style="list-style-type: none"> <input type="checkbox"/> If it is not possible to isolate them, the child will be moved to an area which is at least 2m away from other people. <input type="checkbox"/> If the individual needs to go to the toilet while waiting to be collected or prior to them leaving for home, they will be directed to use a separate toilet if possible (Meeting Room toilet at Solway and Disabled Toilet at Beacon Hill). The toilet area will then be cleaned and disinfected using standard cleaning products before being used by anyone else. This should be arranged by the Head of Site. <input type="checkbox"/> If a child needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn. <input type="checkbox"/> In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. <input type="checkbox"/> If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see below). The staff member will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. <input type="checkbox"/> If a child starts displaying coronavirus symptoms while at their school or setting they should, wherever possible, be collected by a member of their family or household. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home we will do one of the following: <ul style="list-style-type: none"> - use a vehicle with a bulkhead - the driver and passenger should maintain a distance of 2 metres from each other 	<p>On call cleaner should be informed that cleaning will be required if individual has used the toilet, and general surface cleaning of spaces within the isolation room if necessary. If the isolation room is contaminated with known or suspected Covid-19 fluids, the room shall be taken out of action immediately and the second Isolation room used instead, until a deep clean can be carried out</p>	
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the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so		
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There is a confirmed case of coronavirus in the school

<ul style="list-style-type: none"> <input type="checkbox"/> When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members will be advised to self-isolate for 14 days. All staff and pupils who are attending the school or setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. <input type="checkbox"/> Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. <input type="checkbox"/> Where the child or staff member tests positive, the rest of their class or group within their school or setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. <input type="checkbox"/> 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 rapid investigation and will advise the setting on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. 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. 		
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Staffing Ratios and Supervision of Children

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<ul style="list-style-type: none"> <input type="checkbox"/> To calculate staff ratios, consider: <ul style="list-style-type: none"> - How many staff do you have available to work in school? - How many teachers do you have available to work in school? - How many support staff including teaching assistants do you have available for work in school? - Do you have a head or deputy available for work in school? - Do you have at least one person with first aid training available for work in school? - Do you have at least one person with up to date Designated Safeguarding Lead (DSL) training available to work in school? - Do you have your special educational needs coordinator available for work, or an alternative staff member who could take on this role? - Do you have a caretaker and/or cleaning staff, and if necessary at least one office staff member available during the school day? <input type="checkbox"/> If the answer to questions 4, 5, 6, 7 or 8 is no, then you should try to find a solution to this before going further. You should speak to your local authority and/or trust who may be able to provide a suitable person temporarily to cover 5, 6, 7 or 8. In some cases, staff members may be prepared to undertake a different role to their normal role temporarily. Keep your staffing arrangements as consistent as possible. In instances where you do need to use staff from other schools, ensure cover is agreed on a weekly basis, not daily, to limit contacts. <input type="checkbox"/> Possible approaches to managing a shortfall in staffing include: <ul style="list-style-type: none"> - bringing additional teachers in to help, who may be supply teachers, teachers on temporary agreed loan from other schools, or teachers provided by your trust or LA; - asking suitably experienced teaching assistants who are willing to do so to work with groups under the supervision of a teacher; - using some senior leadership time to cover groups, although you the Head teacher consider their own workload and that of their senior colleagues to make sure this is manageable and you have sufficient leadership time remaining. <input type="checkbox"/> Key telephone numbers of all available DSL's/deputies to be displayed in school. 	<p>Number of staff and students on site at any one time kept under constant review.</p>	
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<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the contact details of the Safeguarding Hub/Early Help Team/LADO are available to all staff on duty. <input type="checkbox"/> Ensure sufficient competent staff on duty to administer or supervise the administration of medication. Wherever possible, children to self-administer, witnessed by staff. Where not possible (age, SEND etc.) social distancing cannot be maintained – think about how this can be done safely – PPE, vigilant personal hygiene etc. 		
Visitors		
<ul style="list-style-type: none"> <input type="checkbox"/> Visitors to the premises will be discouraged. Visitors will be by appointment only. <input type="checkbox"/> Access to contractors/external maintenance personnel will only be granted by arrangement for essential maintenance / statutory inspection needs only (guidance on what statutory inspections must take place is available here) – see also ‘Maintenance’ – Part 2 below. <input type="checkbox"/> In an emergency situation where access is required urgently to undertake maintenance - appropriate hygiene and social distancing arrangements must be followed. <input type="checkbox"/> Create a signing in sheet – with name; where in the building you are going to be for the majority of the time; time in; time out. Don’t leave a pen available – visitors should use their own. <input type="checkbox"/> Make it clear on the sheet or via a notice on the inner door that all visitors to the school must wash their hands as soon as they enter the building. Ensure that any keypads or electronic entry systems are regularly sanitised throughout the day. <input type="checkbox"/> Lettings (private hire) should be put on hold for the time being. 		