

Policy & Procedures

Covid-19 Addendums to Policies

Heathcote School and Science College



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Introduction

This addendum has been created following DfE guidance [Actions for schools during the coronavirus outbreak](#) and [Planning Guide for Primary Schools](#) and [Planning Guide for Secondary Schools](#) and applies to all schools, whether maintained, non-maintained or independent (including academies, academy trusts, free schools and alternative provision), maintained nursery schools and pupil referral units. Part of the attached addendum relates to the School's Behaviour Policy and must be read in conjunction with the Whole School Behaviour Policy.

There are some changes to the 'normal' statutory guidance around exclusions <https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak> but this is mostly procedural (such as advice about remote meetings) and so is not mentioned here in more detail. There is an additional Code of Conduct for Staff and Other Adults which is a new information as the school's 'normal' Code of Conduct for staff was in the process of being written prior to the pandemic. Currently staff are expected to adhere to the DfE Teacher Standards (<https://www.gov.uk/government/publications/teachers-standards>).

The school's key policies are published on the school website along with this addendum or on request and must be read and understood by all those individuals who come into contact with children and young people in the school, as well as key parts which need to be read and understood by pupils. Staff will ensure that all pupils that come into school understand the key changes via a variety of means e.g. posters, briefings etc. Parents are also asked to sign a declaration if their child is returning to school which includes signing to say they have read the risk assessment.

All staff have a responsibility to be aware of systems within their school which support safeguarding and any temporary amendment to these will be explained to them by the Senior Leadership Team and this is referenced in the risk assessment. This includes the school's Child Protection Policy and procedures, the Online Safety Policy, SEN Policy and Anti-Bullying Policy.

Context

From 20 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend. Schools and all childcare providers were asked to provide care for a limited number of children – those who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From 01 June 2020, schools are being asked to open to more pupils **in addition** to the children of key workers and those who are deemed vulnerable:

- **Primary schools** - nursery (where applicable), reception, year 1 and year 6 (with a **possible** phased return of all primary children before the end of the summer term if feasible).
- **Secondary schools** - to begin some face to face support with least a quarter of year 10 and 12 pupils from 15 June.
- **ALL schools and childcare providers** - to continue to offer places to the priority groups of children.

Despite the changes, the school's policies are fundamentally the same with this addendum setting out some of the important adjustments we are making in line with the changed arrangements in the school and following advice from government and local agencies.

Responsibilities

Staff are accountable for the way in which they exercise authority, manage risk, use resources and safeguard children.

All staff and other adults have a responsibility to keep pupils safe and protect them from abuse (sexual, physical and emotional) and neglect. Pupils have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and wellbeing.

In light of the need for children to behave differently when they return to school, and any new systems we have put in place to support that, the changes within this addendum will need to be communicated to pupils, parents and staff. Best practice suggests this includes:

- Proactively teaching new rules to staff, pupils and parents.
- Regularly and rigorously reinforcing behaviour throughout every day.
- Consistently imposing sanctions when rules are broken, in line with the Policy, as well as positively reinforcing well-executed rules through encouragement and rewards.

In addition to the responsibilities of individuals in the school outlined in the Whole School Behaviour Policy, the following additional responsibilities apply during the COVID-19 outbreak.

The Governing Body will:

- Promote the use of this addendum throughout their discussions with staff and parents in order to ensure that it is accurately and consistently enforced throughout the COVID-19 pandemic.

- Support the Headteacher and other staff in implementing this Addendum.

Staff and Other Adults

In addition to the general expectations of staff professional conduct as defined in the DfE Teacher Standards Document (<https://www.gov.uk/government/publications/teachers-standards>), staff and other adults are expected to:

- Ensure that they have read and understood the risk assessment as this provided extensive detail on the following points.
- Not to come to work if they have coronavirus symptoms, or anyone in their household has symptoms or is self-isolating, or go home as soon as these develop (informing their manager), and access a test as soon as possible ([Coronavirus \(Covid-19\) Getting tested- Essential Workers](#)). At present, the school has not been able to register to organise tests and await further guidance on this.
- Ensure their classrooms or work areas are de-cluttered so as to allow for better and easier cleaning throughout the day.
- Regularly reinforce with parents the arrangements for the start and end of the school day including, staggered start and finishing times and the need for social distancing outside the school.
- Supervise any queuing system following a process for staff to greet each child, ensuring they wash their hands immediately on arrival, and then go straight to their classroom.
- Clean their own hands more often than usual - with running water and liquid soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Use and promote the 'catch it, bin it, kill it' approach.
- Avoid touching their mouth, nose and eyes.
- Wipe or clean frequently touched surfaces often using anti-bac sprays or wipes as provided.
- Modify their teaching approach to keep a distance from children in their class/group as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- Avoid calling pupils to the front of the class or going to their desk to check on their work if this is not necessary.
- Remain in the taped area at the front of the class and ensure that the allocated desks are used.
- Explicitly teach and supervise health and hygiene arrangements, helping their class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating their classroom displays with posters.

- Apply consistently any sanctions required to pupils who deliberately or intentionally disobey the new rules, whilst emphasising the importance of them in an age-appropriate manner.
- Prevent them from sharing equipment and resources (like stationery) with other groups – where possible, individual equipment is provided by the school.
- Keep their classroom door and windows open if possible for air flow.
- Limit the number of children from their group using the toilet at any one time as per guidance in the risk assessment.
- Limit their contact with other staff members, and not congregate in shared spaces, especially if they are small rooms as per maximum occupancy guidance.
- Identify any reasonable adjustments that need to be made for pupils with more challenging behaviour and update Behaviour Management Plans/EHCP Plans as necessary.
- Ensure they read this addendum in detail and know what role in it they are being asked to take.
- Remain caring, sensitive and understanding of the difficulties that the new procedures may be for some pupils to adhere to. Remind pupils in a supportive manner as much as possible.
- Follow the Virtual School Procedure Guidance for all virtual learning – [N:\1.Heathcote 2019-20\21. Covid-19\Guidance](#)

Pupils

In addition to the general expectations laid out in the school's current Behaviour Policy, pupils are expected to:

- Ensure that where they travel to and from school independently on public transport they are aware of the precautions they must take in order to reduce the risk of transmission to themselves and others. Where this is totally necessary, this should not be during peak times. Pupils should bike or walk to school wherever possible. Pupils will need to watch a film produced by the school to ensure clarity.
- Ensure that they practice social distancing when walking or cycling to school independently.
- Follow any altered routines for arrival or departure, arriving at school at the advised allotted time, and entering the school via their designated route. At the end of the day, pupils will leave the building from their designated exit.
- Follow school instructions on hygiene such as handwashing and sanitising. Hands must be sanitise on arrival at school, after using the toilet facilities, before and after eating, before and after break times and before they leave for home.
- Socially distance (where they are old enough/able to understand) from their peers and adults in school and on the playground/field at all times. When pupils enter their classroom or space, they will be expected to go straight to their table and nowhere else in

the room. Pupils will be asked to put their hand up if they need an adult's support. Pupils must follow the seating plans given.

- Follow instructions on who they can socialise with at school, but must remain in their group/cohort/bubble at all times.
- Move around the school as per specific instructions and the Health and Safety Plan (for example, one-way systems, out of bounds areas, queuing).
- Follow instructions and expectations in relation to sneezing, coughing, tissues and disposal ('catch it, bin it, kill it', sneeze into the crook of your arm) and avoid touching their mouth, nose and eyes with hands prior to proper hand washing.
- Tell a member of staff/adult if they are experiencing symptoms of coronavirus or feeling unwell generally.
- Wear a mask at all times whilst inside the school building, unless exemption has been granted.
- Follow rules about sharing any equipment or other items including drinking bottles.
- Follow new rules in relation to breaks or play times, including where they may or may not play/socialise.
- Follow rules regarding the use of toilet and handwashing facilities.
- Follow the clear rules about intentionally coughing or spitting at or towards any other person.
- Follow the clear rules for pupils at home regarding conduct in relation to remote education.
- Understand the rewards and sanction system particularly in relation to breaking the amended school rules.
- Ensure that they do not socialise out of school with each other in groups unless this is with members of their own household.
- It is understood socially distancing may be more difficult for some pupils; they will be encouraged wherever possible to keep a distance from peers and adults, however, we understand this may not always be possible.
- Comply with testing procedures either at school or at home and inform the school of any positive results.

Parents

In addition to the general expectations laid out in the school's current Behaviour Policy, parents are expected to:

- Not to come to school if they or **any** member of their household have coronavirus symptoms, and not to send their child to school if they have symptoms, and access a test as

soon as possible ([NHS: Ask for a test to check if you have coronavirus](#)) – the results of which must be shared with the school.

- Ensure the school is aware of the consent for lateral flow testing and undertake home testing as per the guidance and make the school aware of any test undertaken at home that is positive.
- Ensure your child has a clean mask daily and inform the school of reasons for mask exemption.
- Ensure pupil clothes are clean daily and follow guidance about washing clothes at the highest possible temperature for that item and ensure clothes are dry properly and ask for support if needed.
- Ensure the school has at least two **current** emergency contact details.
- Ensure arrangements for dropping off and collecting their child are communicated to the school particularly if the person who normally drops-off or collects the child has changed.
- Follow any altered routines for arrival or departure ensuring only one adult accompanies their child and drops the child off at the school gate.
- Not to gather in the playground or to enter the buildings to drop off or collect children and not to gather at the school gates to talk to other parents.
- Not to come into school buildings unless strictly necessary, by appointment, and ideally alone (unless for example, an interpreter or other support is required) following strict social distancing rules.
- Follow school instructions on hygiene such as handwashing and sanitising if they do need to enter the building.
- Reinforce good hand and respiratory hygiene with their children at home in relation to sneezing, coughing, tissues and disposal ('catch it, bin it, kill it', sneeze into the crook of your arm) and avoid touching their mouth, nose and eyes with hands.
- Follow the clear rules about coughing or spitting at or towards any other person and reinforce this rule to their child.
- Follow the clear rules for pupils at home regarding conduct in relation to remote education.
- Discourage their child from gathering in groups outside of school unless the group is made up of others who live in the same household or whatever the latest guidance is.
- Understand the rewards and sanction system particularly in relation to breaking the amended school rules.
- Ensure their child understands the behaviour school expects in relation to home learning.
- Ensure they read this addendum especially in relation to the Behaviour Policy and know what role in it they are being asked to take.

Pupils with Special Educational Needs and Disabilities (SEND)

We acknowledge that children will have had a range of different experiences during the lockdown period which may have an impact on their behaviour presentation upon return to school. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. end of term treats, school trip, etc.

Some children will return to school having been exposed to a range of adversity including bereavement and long term anxiety. This may lead to an increase in social, emotional and mental health (SEMH) concerns. Additionally, where children have special educational needs and disabilities (SEND), their provision may have been disrupted during partial school closure and there may be an impact on their behaviour. For children and young people with SEND, it will be especially important to teach new norms and routines around protective measures and personal hygiene clearly and accessibly.

For some children, including those with attachment concerns or SEN, and especially those with autism, the change in routines and lack of familiarity will require additional adjustment. We will undertake an individual risk assessment for the child and use reasonable endeavours to make the necessary adjustments to reduce the stimulus that may be triggering the challenging response. Once these adjustments are made we will apply the school policies.

Behaviour when Learning at Home

If interacting with other pupils or staff online, pupils must always be kind and respectful to each other, respectful and obedient to staff, remembering at all times that staff are not 'friends' with, or peers, to pupils.

Pupils must never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online will be taken very seriously. This is also the case of for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.

Sanctions and Disciplinary Action

If a child's behaviour is deemed low risk, such as low level classroom behaviour, the following strategies could be used:

- Conversation(s) with pupil(s) which could include a verbal warning, moving seats if logistically possible and other behaviour management strategies in line with our current behaviour policy.
- Once all appropriate behaviour management strategies have been exhausted, contact will be made with pupil's parent/carer.
- As pupils do not statutorily have to be in school, staff will endeavour to raise potential issues early as it may be that a preventative measure of reducing the pupil's time in school or the pupil no longer attending (assuming that child is safe at home) may need to be considered to minimise risk to all and avoid potentially inevitable sanctions.

If a child's behaviour is persistently poor or high risk, for example, refusing to adhere to safety measures, such as, **wearing a mask**, hand washing, social distancing, remaining in their group/cohort/bubble or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people, the following sanctions and disciplinary procedures will be used:

- If the health and safety of other pupils and staff members are put at risk by the pupil/s not adhering to the relevant addendums to the Behaviour Policy, then the parent/carer will be expected to collect the pupil and an appropriate sanction may apply. This could include a fixed term (or in a very serious case, permanent) exclusion which will be applied in line with exclusion guidance.
- Refusing to wear a mask, without pre-agreed exemption may result in your child being refused entry to the school or to lessons. The Governors have proposed a draft letter which can be used in the event of pupils not complying with mask wearing.
- Pupils who do not bring mask will be given them but their accounts will be charged £1, except in the case of financial hardship.

Exclusions

The disciplinary powers that schools currently have, including exclusion, remain in place, although there is further procedural guidance in place, mostly focused on processes such as GDCs and how they can be conducted in these circumstances - <https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak> .

We are aware that the current circumstances can affect the mental health of pupils we cannot tolerate any behaviour that contravenes our school policy. Parents and pupils will need to understand that the rewards and sanction system particularly in relation to breaking the amended school rules and that any breaches of the amended rules will be considered in line with the School Behaviour Policy.

Headteachers retain the power to exclude pupils on disciplinary grounds. Any decision to exclude will be lawful (with respect to the legislation relating directly to exclusions and a school's wider legal duties, including the European Convention on Human Rights and the Equality Act 2010); rational; reasonable; fair; and proportionate. Permanent exclusion will only ever be used as a last resort, in response to a serious breach, or persistent breaches of the school's Behaviour Policy, and where allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Schools who have permanently excluded a pupil are expected to work with parents or carers and the local authority to arrange a place at an alternative educational setting as soon as possible so as to minimise any further breaks in education provision. Where the child in question is vulnerable, we will notify the local authority/social worker immediately and work with the local authority to ensure that the child is found a place in another educational setting quickly. During any gap in provision, education providers, social workers, local authorities and other professionals will need to work together to ensure adequate and appropriate arrangements are in place to keep in touch with vulnerable children and young people.

The coronavirus is affecting governing boards' duties to consider reinstatement of excluded pupils, and the process for independent review panels (IRPs). The timeframes set out in the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 remain in force. This applies to all exclusions, including those that were issued before 23 March.

The government appreciates that it may not be possible to meet the timeframes set out in regulations for review meetings and IRPs, due to the disruption caused by the coronavirus outbreak and the health risks of holding meetings. The Regulations themselves envisage that the timeframes may not always be met, which is why they specify that meetings and panel hearings must still go ahead even if the relevant deadline has been missed. It is for the governing board or arranging authority to assess the facts of the case and decide whether the statutory deadlines are achievable or whether, in the circumstances, the meeting has to be delayed. Governing boards and arranging authorities should continue to take reasonable steps to ensure meetings are arranged for a time when all parties are able to attend.

External Support for SEND and Behaviour

Schools may normally work with external agencies to support pupils with special educational needs and disability (SEND) or with behaviour or other issues. The Head teacher will check with the Local Authority (LA) or other providers of such support services to ascertain whether or when such services will be available. For pupils with Education Health and Care (EHC) plans, it may not be possible to provide the full range of provision set out in the plan, and it may be necessary to make different

arrangements if some of the support services are not available in their usual form. If this is the case we will work with the LA and parents, and confirm what special provision can reasonably be provided (refer to Conducting a SEND risk assessment during the coronavirus outbreak).

The Head teacher will also be aware that there may be additional pupils, including those with SEND, who display symptoms of stress or anxiety and additional support may be needed for them. The school will check with LA on their capacity to support with this.

SEND

Young children and children with special educational needs or disabilities may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.

Where this is the case we will conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in each classroom or learning area.

As far as possible, small groups of children will be consistently staffed, and groups should remain as stable as possible throughout the outbreak.

Alternative Provision (AP)

AP settings are being asked to follow the same principles and guidance as mainstream schools. The behaviour policy for the school and AP provision will still apply to those who are attending AP as it would if we were in full attendance.

From 15 June, AP providers will contact parents to offer some face to face support for pupils in year 10 and year 11 to supplement their remote education, as they are approaching key transition points. APs with secondary provision should have a quarter of the year 10 and year 11 cohort in school at any one time, and aim to keep pupils in small groups as set out in our guidance. Please contact the AP provider or the Hawkswood Group (<https://www.hawkswoodgroup.org.uk/page/?title=Contact+Information&pid=2>) for further guidance.

Attendance

Attendance will be mandatory from 8 March 2021 and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

All children must attend their educational setting, unless they are self-isolating, shielding or they are clinically extremely vulnerable. If shielding has been advised nationally or in a local area by DHSC or PHE, then pupils who are clinically extremely vulnerable are advised not to attend school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

We will contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that pupils can return to school. Code X should not be used for sessions after the pupil has been advised to return to school.

No one with symptoms should attend a setting for any reason. If someone in their household is extremely clinically vulnerable, children should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. Parents should notify us if their child requires a risk assessment due to medical concerns.

In circumstances where a parent does not want their child to attend school and their child is considered vulnerable, the social worker (where appropriate) and school may explore the reasons for this, directly with the parent. Where parents are concerned about the risk of the child contracting the virus, the school or social worker should talk through these concerns with the parent following the advice set out by [Public Health England](#). Heathcote School will notify the child's social worker (where relevant) where the child does not attend school.

Pupils who are required by legislation to self-isolate as part of a period of quarantine.

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.

Remote Education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will offer them access to remote education via Google Classroom.

Travel to School

Parents and children should be encouraged to walk or cycle to school where possible, and avoid public transport at peak times. Guidance around travel to and from school is in line with [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the [guidance on cleaning for non-healthcare settings](#).

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer outside of the gate and double bagged that the wearer has brought with them in order to take it home. The wearer must then clean their hands. Posters will provide this information at the school gate, as well as in the travel safely film and the receptionist will check with all pupils on entry.

Home to school transport provided or organised by schools or local authorities varies widely. The school and local authorities will work together with relevant transport providers to put in place arrangements which fit the local circumstances, including the measures being put in place to reduce contact between people.

Mid-Year Admissions

Once we have been allocated a pupil we will contact parents to let them know we have received the application. As soon as is reasonably possible, we will complete any subsequent paperwork required and admit the pupil.

Admission Appeals

We accept that the coronavirus outbreak means local authorities cannot carry out admission appeals in the usual way. On 14 April, it was announced that there will be regulatory changes that, subject to

legislation, came into force on 24 April 2020. The new regulation's relaxed some of the current requirements set out in the School Admission Appeals Code 2012 and enabled admission authorities to proceed with their admission appeals. In particular, the new regulations dis-apply the requirement that appeals panels must be held in person and instead give flexibility for panel hearings to take place either in person, by telephone, video conference or through a paper-based appeal where all parties can make representations in writing. We will not however be removing any of the clerking duties for admission appeals. Clerks carry out a key role in relation to appeal hearings and provide advice on admissions law as well as keeping an accurate record of proceedings. The new regulations and accompanying guidance will be published later this month. This is unlikely to affect Heathcote at the present time.

Request to remain be educated in a year group other than the one indicated by age.

It is for the Headteacher to decide how best to educate pupils in the school. This may, on occasion, include deciding that a child should be educated in a year group other than the one indicated by their age. Such decisions should be based on sound educational reasons and in consultation with parents and are only made in exceptional circumstances. We do not currently anticipate that children and young people will need to repeat a school year as a consequence of the coronavirus outbreak. We continue to look at all options to make sure children and young people get the support they need to continue their education during the coronavirus outbreak and make up for time spent out of school.

However, it remains possible for Headteachers to agree this in individual cases, if they think it is appropriate

Free School Meals (FSM)

Any families whose financial situation may have changed can apply for FSM to the local authority. Support and guidance for this can be found on the school website or by contacting dmills@heathcote.waltham.sch.uk.

Medical

As is the case with normal Heathcote School will always have at least one trained First Aider on site whenever the school is open to pupils. This member of staff is to be identified each day so as all personnel are aware of their role in the school and who to contact if first aid or medical assistance is required. Any pupil with an Individual Medical Health Care Plan or with current underlying conditions must be highlighted to all supervising staff with explicit direction/guidance for the First Aider

available in the event of a medical situation occurring. The designated first aider will deal with any medical issues that occur that day. They will be provided with:

- fluid-resistant surgical face masks
- disposable gloves
- disposable plastic aprons
- eye protection (for example a face visor or goggles)

Where PPE is recommended, this means that:

- a facemask should be worn if a distance of 2 meters cannot be maintained from someone with symptoms of coronavirus
- if contact is necessary, then gloves, an apron and a facemask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used and discarded appropriately. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions (droplets) containing the virus are likely to be the most important means of transmission; these are produced when an infected person coughs or sneezes.

There are 2 common routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
2. It is possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as shaking hands or touching door knobs then touching own face).

The best way to protect yourself and others is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment, using standard household cleaning and disinfection products, is recommended. See risk assessment for further details.

After contact with any member of the school community, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum 2 metre social distancing was maintained.

Avoid touching your mouth, eyes and nose.

Medical Intervention/Incidents

In the event of a situation occurring which requires medical attention, the first aider is to be contacted immediately by the nearest staff member to the incident. This is most likely to be done via the school radios or by the lead teacher on duty.

Wherever possible, the person requiring medical attention will be removed from the vicinity of others and escorted by the first aider to an appropriate treatment area, in most cases the medical room in the main school building.

In the event of any Covid-19 related symptoms being displayed or disclosed the First Aider is to escort the pupil to the nearest external area to avoid any further contamination of internal areas. Throughout this process the First Aider is to remain reassuring and fully cooperative with the pupil and explain the reasons for the actions. Once further diagnosis and discussions have taken place in an external area with the pupil/staff member, the family member or emergency contact is to be informed immediately that the pupil requires collecting and escorting home.

The pupil is then to be escorted to a secure location within the school grounds but remaining outside of the school building. The pupil must remain supervised throughout this process, with staff maintaining a sufficiently safe distance which enables some verbal interaction. A member of the school safeguarding team (DSL) and a member of the Senior Leadership Team (SLT) must also be notified immediately to assist the first aider and enable contact home to be established. This response is to be dealt with sensitively whilst maintaining dialogue with the young person throughout the period of time prior to them being collected by a family member. If the situation requires the first aider to locate themselves with the patient/s in a public area, all other personnel will need to remain distanced

at least two metres, with all pupils relocated to a sterilised, safe location. It is recommended that the first aider remains at a distance of 2 metres throughout their period of supervision unless the patient requires physical intervention such as CPR. A first aider must always have access to appropriate PPE to enable them to carry out the necessary first aid, this includes a minimum requirement of protective face covering, gloves and eye protection (if required).

If a member of the school community shows symptoms of Covid-19 while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the first aider if a distance of 2 metres 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 should 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 should also be worn.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination.

If anyone in an education, childcare or non-residential children social care 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, they must be sent home and advised to follow the [guidance for households with possible coronavirus infection](#).

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 if required depending on the age of the child. 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 meters 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 should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 meters cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care center or a hospital.

If a member of staff has helped someone with symptoms 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 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.

Read [guidance about cleaning non-healthcare settings](#).

As per the risk assessment, any test results implemented as a result of the above must be shown to the Headteacher before a return to school is allowed.

Cardiopulmonary Resuscitation (CPR)

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct an effective swift risk assessment and adopt appropriate precautions for infection control. In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).

Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the [NHS website](#).

Cleaning and disinfection

Any clinical waste, including PPE will need to be bagged up and placed in the clinical waste disposal in the medical room in the main school building. This will subsequently be collected by our clinical waste contractor.

Cleaning and Disinfection

As soon as we have any suspected COVID-19 cases all waste associated with the asymptomatic individual must be collected and a clinical waste collection booked immediately.

Any unrelated or related cleaning will depend on where assistance was provided. The Headteacher or School Business Manager will liaise with Kier or the school's Site Services Officer to ensure that the following is implemented.

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use 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

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. All site staff are aware of the guidance and risk assessment.

If there has been a Blood or Body-fluid Spill

Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided by your employer/organisation and following the instructions provided with the spill-kit. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive.

PPE and Equipment Waste

Any face coverings that staff, pupils or visitors or are wearing when they arrive at their setting must be removed by the wearer and double-bagged in plastic bags that the wearer has brought with them in order to take it home. The wearer must then wash their hands. Another face covering must be used when leaving the school site if needed for the next stage of the journey.

After wiping tables and equipment pupils will place this rubbish into the lidded bins.

To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:

- put it in a plastic rubbish bag and tie it when full
- place the plastic bag in a second bin bag and tie it
- put it in a suitable and secure place marked for storage for 72 hours

Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.

In the case of a suspected or confirmed outbreak, the Headteacher will work closely with the site management to ensure that risk is appropriately minimised and the school may be closed for a period of time. We await further guidance from the LA about sending other pupils home in the case of a suspected outbreak prior to and after testing, depending on the outcome.

Home Visits

Social workers, other children's social care staff and anyone else considering the need for a home visit should follow the [children's social care services guidance](#) and make a judgement about visiting which balances considerations of the:

- risks to children and young people
- risks to families
- risks to the workforce
- national guidance on social distancing and hygiene
- statutory responsibilities, including safeguarding

Staff and their managers are best placed to make professional judgements of risk in each case and decide what form of contact they need.

There are many ways to keep in touch with a child, young person or family without physical face-to-face contact. It is expected that these will be utilised appropriately and proportionately, including in response to any risk assessment undertaken for the child on a case by case basis.

Staff undertaking welfare visits should always try to give parents / carers advance warning unless there is good reason not to; e.g. because the visit has been prompted by safeguarding concerns and / or is at the request of children's social care. In these cases, one of the staff undertaking the visit should be a Designated safeguarding lead or deputy safeguarding person. The purpose of the visit should be clarified and staff should be aware of the circumstances in which emergency services or partner agencies should be contacted.

Prior to undertaking a visit, an attempt should be made to ascertain whether any member of the household is suffering from symptoms of coronavirus. An initial [risk assessment](#), where possible, should take place by telephone.

Where households report no coronavirus symptoms, no PPE is required, but a distance of 2 meters should be maintained where possible. Where this is not possible, you should undertake a [risk assessment](#). Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching your face during the visit.

Where households are reporting coronavirus symptoms, PPE should be worn if a distance of 2 meters cannot be maintained.

Where it is not possible to ascertain whether any member of the household is suffering from symptoms of coronavirus prior to face to face contact, steps should be taken where practical, to mitigate risk.

These steps include but are not restricted to:

- knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 meters in adherence to social distancing guidelines
- taking PPE as a precautionary measure

Child Protection

Heathcote School will endeavor to have an experienced DSL on site to deal with any urgent child protection/safeguarding concerns that occur or are brought to the school's attention. In the rare event that the schools DSL or DDSL is not available in person they will be contactable via phone or email.

There will be **always** be a member of staff who is trained and will stand in for the DSL where they are not available.

Staff are to make referrals via the normal channels, via the LA Multi Agency Safeguarding Hub, inform the DSL through the schools' *'Safeguard'* platform or contacting the DSL/DDSL directly in person or via email. If there is an emergency staff will need to call the school reception where they will be directed to the DSL.

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report any such incident to a member of the schools Senior Leadership Team (SLT). This is also relevant in the 'online' world as it is in the classroom; any staff members engaging with pupils and / or parents online have a responsibility to model safe practice at all times. Further guidance is available in the Virtual School Procedure Document – [N:\1.Heathcote 2019-20\21. Covid-19\Guidance\Virtual School Procedure Issued.pdf](#)

Staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake; this also applies to online or virtual teaching or when working with small groups on site (in the case of schools who remain open to vulnerable children or those of critical workers). It is expected that clothing worn by staff whilst completing online learning engagements is similar to the clothing they would wear on a normal school day.

Working One to One

Staff are discouraged from working one to one with a child and this should take place only where absolutely necessary and with the knowledge and consent of senior leaders and parents/carers.

There may be a need for an individual pupil to have one to one learning opportunities if there is a specific educational need for instance. If this is the case, then the following applies

- be aware of relevant be aware of relevant risk assessments, policies and procedures
- ensure that wherever possible there is visual access and/or an open door in one to one situations

- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a pupil becomes distressed, anxious or angry
- consider the needs

Safeguarding and Online Learning

We will endeavor to support pupils attending school as well as those remaining at home, making use of the available remote education, through Show my Homework and other platforms such as Google Classroom and Educake. Leaders within the school will monitor pupils who are expected to be learning remotely and further guidance has been made available to staff as well as regular meetings for leaders in this area.

Staff need to follow the Virtual School Procedure guidance set out for working safely on online platforms - [N:\1.Heathcote 2019-20\21. Covid-19\Guidance\Virtual School Procedure Issued.pdf](#).

Whistleblowing

Staff should be reminded of the routes for raising concerns during school closure or part closure, including how to escalate their concern if the normal routes for whistleblowing are impeded by the absence / illness of senior managers.

Changes to Exams and Results procedures due to Covid-19

As announced by the UK government on March 18th all external exams are to be cancelled due to the Covid-19 outbreak. Further policies will and details of processes will be published as per DfE and JCQ guidance.

Pupil Grades

Pupil's final results for all GCSE, A-Level and vocational courses are to be determined by teacher assessed grades (TAGs) that are to be supplied to the relevant exam boards by Friday 18th of June.

Sixth Form

In addition to adhering to the guidelines for pupils outlined above, the following additional guidelines for the Sixth Form need to be adhered to:

- Where applicable, pupils must stay on the school site during lunchtime to maintain social bubbles and reduce cross contamination in the community.
- Maintain clear social distancing when working in the Learning Resource Centre (LRC) during independent study periods. After using a study area in the LRC should clean the work station with disinfectant wipes and spray.
- When working independently outside of lessons, pupils need to follow the online learning guidelines and maintain distancing.

UCAS/Apprenticeship Guidance

- As part of the wider-reopening, UCAS and apprenticeship information will be available for all pupils face to face as part of a socially distanced guidance session from Ms Tobia. This will also be shared via Show My Homework as well as the weekly bulletin sent out by Ms Burnett with opportunities for virtual work experience and employability sessions. Pupils are encouraged to actively take up opportunities like virtual Open Days and University Webinars to help them prepare. From September the Tutorial programme will also give further advice and guidance for pupils to make their final decisions.