

Recovery Plan and Risk Assessment



Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- ✓ minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- ✓ cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- ✓ ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- ✓ cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- ✓ minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- ✓ Engage with the NHS Test and Trace process.
- ✓ Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
- ✓ Contain any outbreak by following local health protection team advice.

Staff Expectations:

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing the Headteacher) and access a test as soon as possible. Tests are booked via <https://self-referral.test-for-coronavirus.service.gov.uk/> if you require further guidance you can email covid19testing@wirral.gov.uk
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach. Ask pupils to wipe their allocated desk before and after use in your teaching areas.
6. All staff can operate across different classes and year groups in order to facilitate the delivery of the timetable.
7. Modify your teaching approach to keep a distance from children in your class. Close face to face contact should be avoided at all times. However, on occasion close contact will be required. Support can be provided via the whiteboard or mini-whiteboards for pupils to reduce the need for close contact support.
8. Limit your contact with other staff members, taking in to account the need to social distance. Staff are strongly advised to stay away from colleagues / pupil where ever reasonably possible, at a distance of 2 meters. However this will not always be possible when carrying out your duties. In these cases it is advised to minimise the time spent within one meter of any pupil or colleague. At these times a 'side-on' approach should be adopted and limited to no more than 15 mins at any one time.
9. Do not call pupils to the front of the class or go to their desk to check on their work. Pupils should remain in their seats and not move around the room. Small group sizes will ensure that help and support can be delivered remotely from the front of the room.
10. Ensure that pupils follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. reminder posters will be displayed in each room to remind staff and pupils of the new way of working.
11. Prevent your class from sharing equipment and resources (like stationery). Each pupil will have their own equipment allocated; they should keep this with them as they transfer between lessons. Pupils must wipe their equipment at the end of the each school day ready for use the next day. Weighted blankets must not be shared. If a blanket needs to be used it must be stored safely away after use until it can be washed at the end of the day.
12. At the start and end of each lesson, pupils will use the wipes provided to clean their tables ready for the next group of pupils.
13. Keep your classroom door and windows open if possible, for air flow.
14. Ensure the furniture (tables/chairs/computers) remain in their designated spaces. These will be pre-arranged so that all tables and chairs are forward facing. Pupils are not to work in groups or placed face to face. This guidance also pertains to lunch times.
15. Limit the number of children from your class using the toilet at any one time. Communicate with duty to avoid pinch points during the school day.
16. Pupils will remain in their seats until directed to transition to their next lesson. Duty and SLT will facilitate the safe movement of pupils around the building.
17. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.
- 18.

Aspect	Measures to Implement	DfE Guidance	Notes	Risk
Staffing & communications	<ul style="list-style-type: none"> ▪ Email school's RA and timetable to all staff ▪ Initial staff meetings (before and after the summer break) to disseminate new policies and procedures to ensure readiness for all pupils returning to school in September ▪ Coaching / supervision sessions between staff to manage anxiety and stress levels whilst at work. Sign post staff to the school's website where a range of support is available. ▪ Dynamic RA review during daily briefing will be shared with all staff via email ▪ Two SLT to remain on site at all times. ▪ All staff to return to their normal working hours. ▪ Staff will work in two main teams supporting pupils on-site and pupils on the FLP 	<p>Talk to staff about the plans (for example, safety measures, timetable changes and arrival and departure times), including discussing whether training would be helpful</p> <p>Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting</p>	<p>Clinically Vulnerable Group/carers are now safe to return to work.</p>	<p>H</p>
Pupils	<p>All pupils to return to the school site on 3rd September.</p> <ul style="list-style-type: none"> ▪ Pupils will arrive in normal taxis. They should aim to arrive by 8:45am. Staff will be outside by 8:40am as the arrival time is usually staggered. ▪ Pupils will wear masks in taxis to and from school. ▪ Pupils will continue to wear their masks until they have washed their hands and arrived at their form room. ▪ Staff will greet arriving taxis and facilitate handwashing and a staggered entrance to school as soon as the first taxi arrives to avoid pupils waiting in taxis. ▪ Pupils who arrive on public transport and are wearing face coverings must place these in a plastic bag for their return journey. To dispose of a face covering, pupils will place them in a plastic bag before placing in a lidded bin. ▪ All pupils must wash their hands on arrival to school. Portable wash sinks will be situated outside at the start of the school day. ▪ During registration, a member of staff will collect taxi bags, offer water and cereal bars to all pupils. Pupils will be told during registration, that the next available opportunity for a drink will be at break time. ▪ Pupils and staff will wear masks when transitioning between sessions on the corridor. ▪ On arrival to their next lesson pupils will remove their masks, place them in their pockets and use hand gel to sanitize their hands. ▪ As far as possible, pupils will be taught in split groups in years 7-10. Year 11 will remain as one group of 6. ▪ Some whole group teaching will take place in Rm. 1 where more pupils can be placed side by side but facing outwards. ▪ At lunchtime, pupils will remain in their year groups. Tables will be arranged forward facing. For bigger groups this will mean that pupils will be required to sit side by side at a double table. Pupils who share a desk should be advised to sit at the end of the desks to create more distance between them but must continue to avoid face to face contact. ▪ Lunchtime activities will be restricted to whiteboard entertainment e.g. Simpsons, epic win, quiz or paper activities no board games or cards. ▪ Break times: Pupils will remain in the lesson they are in prior to break to have their break time. They will be supported by the staff teaching them 	<p>How contacts are reduced will depend on the setting's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> • Grouping children and young people together in groups no bigger than 300 • avoiding contact between groups • arranging classrooms with forward facing desks • staff to maintain distance from pupils and other staff as much as possible 	<p>FLP pupils will be taught in the FLP base and will use the bottom toilet which will have external access. FLP pupils will not need to access the main building to use the toilet. Main site pupils/staff will not use FLP toilet facilities. FLP staff will have access to the toilets in the main building</p>	<p>H</p>

	<p>prior to break until staff are released for their own break. Break activities can include pen and paper activities or entertainment viewed via the smartboard, pupils will need to remain sitting forward facing and in their own seats. Tuck will come round to each room. Toilets breaks will be managed by duty staff.</p> <ul style="list-style-type: none"> ▪ Socials: Numbers of pupils opting for the same social will need to be managed – max 10 pupils in Rm1, Xbox will need to be accessed in a room on its own with a max of 4 pupils. Rm8 (chill) will be permitted, however pupils will need to remain forward facing with no face to face activities permitted. There will be restrictions on pupil numbers and type of activities allowed for physical games – both in the gym and outside. Off-site activities can take place following a dynamic risk assessment; however, these will need to be accessed within walking distance. Staff transport and minibus transport will not be available to transport pupils, unless in an emergency whereby a pupil needs to leave site and be returned home. ▪ All enrichment/curriculum/reward trips will be postponed unless they are within walking distance and risk assessed against social distancing guidelines. 			
<p>Behaviour Policy</p>	<p>Changes to the school day will be discussed with parents, carers and pupils prior to and upon a return to school (email and post).</p> <ul style="list-style-type: none"> ▪ Clear reminders will be displayed in each teaching area of the expectations for pupils e.g. only use your own equipment, stay in your seat and ask for permission to leave the room ▪ Children who do not follow rules that ensure the safety of others will be given a clear warning. If they continue to disobey / disregard the strict rules on social distancing and or hygiene routines, then the leadership team will contact parents and that pupil will be sent home. These pupils may require a CBRA before they return to school. <u>If any pupil poses a significant risk to other pupils or staff we will consult with the local authority to determine whether it is safe for that pupil to continue to attend the school site.</u> ▪ New systems will be in place for arrival, departure, moving around the school, classroom expectations and meeting the basic needs of pupils e.g. toileting and lunch. ▪ See addendum to the behaviour policy for Kilgarth School September 2020. Parents, carers and pupils will be made aware of these expectations before pupil's transition back to school. ▪ RPI is currently suspended in our setting due to the transmission risk of COVID-19. 	<p>In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you'll need to make changes to your behaviour policy. Behaviour policy changes will also need to be communicated to pupils, parents and staff.</p> <p>Identify any reasonable adjustments that need to be made for students with more challenging behaviours. For example, pupils that cannot maintain social distancing, pupils may bite or spit at staff or pupils with a history of ground recovery.</p>	<p>RPI needs close contact to make it effective. RPI is currently suspended as it requires close contact and is not in line with current government advice and guidance.</p> <p>Kilgarth staff will follow the minimum requirements to shout 'stop!' and seek to keep pupil and staff safe until assistance can be sought.</p> <p>PPE equipment is available in school to protect staff during RPI if it is absolutely necessary e.g. in a situation where there is a serious threat of someone being harmed.</p> <p>Parents must guarantee that they are available to attend school in a crisis and escort pupils home.</p>	<p>M</p>
<p>Actions / Barriers:</p> <ul style="list-style-type: none"> ▪ School timetable reviewed to split groups as much as reasonably possible ▪ Expectations shared with parents, carers and pupils before recommencing education ▪ Implement new systems to ensure the basic needs of pupils are met safely e.g. safe toileting, pupil property storage and dinner/break times – ensure that staff are well briefed prior to reopening ▪ Pupils will be asked to limit items brought to school to limit storage of items during the day 				

<p>▪ Challenging behaviour risk assessment will be completed as and when required by ML or SLT</p>				
<p>PPE</p>	<ul style="list-style-type: none"> ▪ All staff to wear PPE if they are required to be closer than 2 meters to colleagues or pupils e.g. in a first aid emergency or supervising a child with COVID-19 symptoms. ▪ Staff and pupils to have training about safe removal and application of PPE masks and other equipment. Information given about how to store masks when not in use. ▪ Kitchen staff to wear a face shield when serving food as this will be face to face at a distance less than 2 meters but greater than 1 meter. ▪ Cleaning equipment will be available in each room e.g. disinfectant spray, paper towels, and hand gel dispensers. Additional bins, with lids, will be in place in all rooms to allow pupils to safely dispose of tissues and wipes without walking around the room. 	<ul style="list-style-type: none"> ▪ Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. ▪ The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> ▪ children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way ▪ if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a 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 	<p>PPE kits are available in the DHT office.</p>	<p>H</p>
<p>Actions / Barriers:</p> <ul style="list-style-type: none"> ▪ SLT to ensure that an adequate supply of PPE is available in school to protect all stakeholders e.g. gloves, aprons, face shields and masks ● SLT to ensure that staff, parents/carers and pupils are aware of new systems and policies. 				

Class Size and Groups	<ul style="list-style-type: none"> ▪ Social distancing applies at all times in our environment. ▪ Pupils will be taught in year groups. As far as possible, pupils will be taught in split groups in years 7-10. Year 11 will remain as one group of 6. Some whole group teaching will take place in Rm. 1 where more pupils can be placed side by side but facing outwards. ▪ Rooms will be set up appropriately with yellow floor tape to remind staff and pupils to remain socially distant. ▪ Time out spaces will be managed in the hub in conjunction with duty staff. 	<ul style="list-style-type: none"> ▪ If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. ▪ Desks should be spaced as far apart as possible. 		M
Actions / Barriers:				
<ul style="list-style-type: none"> • Year groups have been split as far as reasonably possible to support social distancing. 				
Teaching Teams	<ul style="list-style-type: none"> ▪ The school will operate as near to the normal timetable as possible to enable our pupils to have predictable experiences and self-manage their behaviours. 	<p>Pupils should be taught in bubbles no more than 300 pupils in size. Staff are permitted to work between groups of children.</p>		M
Actions / Barriers:				
<ul style="list-style-type: none"> • School timetable reviewed to split groups as much as reasonably possible 				
Physical Building	<p>Teaching Classrooms:</p> <ul style="list-style-type: none"> ▪ Classrooms will be set up prior to opening with excess furniture removed and yellow tape on the floor to remind staff / pupils about social distancing. ▪ Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. ▪ Windows to be open at all times to allow good ventilation in all areas. <p>Property Storage:</p> <ul style="list-style-type: none"> ▪ Pupil property & lunches will be stored as usual, in property bags to limit transmission from surfaces. Pupils will be discouraged from bringing anything from home that is unnecessary. <p>Corridor:</p> <ul style="list-style-type: none"> ▪ Corridors to be marked to support social distancing - always walk on the left. ▪ Duty staff will carefully manage any transition of pupils between rooms. <p>Staff Room:</p> <ul style="list-style-type: none"> ▪ All non-essential items removed from the room. ▪ Cleaning equipment available for staff to wipe down surfaces before 	<ul style="list-style-type: none"> ▪ Desks should be spaced as far apart as possible. ▪ Cleaning of the rooms at the end of the day <p>Use of outdoor will be used when possible:</p> <ul style="list-style-type: none"> ▪ for exercise and breaks ▪ outdoor equipment can be used however this must be cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. 	<ul style="list-style-type: none"> ▪ 	M

	<p>and after uses. Staff to use their own drinking cups and place in dishwasher with other used crockery, to sanitise.</p> <ul style="list-style-type: none"> ▪ Staff lunch – tables have been placed to allow for a maximum of 6 staff to eat in the staffroom at any one time. These spaces can be used to denote safely where 6 staff can be in the staffroom at other times of the day. ▪ <u>Only one member of staff can occupy the kitchen area at any one time.</u> ▪ <u>Staff will not make drinks for other staff.</u> <p>Office spaces:</p> <ul style="list-style-type: none"> ▪ Office staff to use the same computer area and telephones throughout the day. Clean thoroughly after use and at the end of each day. ▪ Desks should be clear of personal belongings to prevent contact with these by others utilising the workspace. ▪ Where colleagues need to share a telephone, this must be cleaned thoroughly after each use. ▪ Windows to be open at all times to allow good ventilation in all areas. <p>Outdoor Spaces:</p> <ul style="list-style-type: none"> ▪ Where lessons and weather permit, learning is to take place outside; teachers should use outdoor education wherever possible. Duty staff will carefully manage any transition of pupils between inside and outside of the building at all times of the day. ▪ Outdoor or sports equipment, however, should not be used unless sufficient cleaning of the equipment can be completed after any activity. <p>Signage:</p> <ul style="list-style-type: none"> ▪ Signage to remind all of social distancing including yellow floor tape. ▪ Hand sanitiser posters / hand washing posters will be displayed outside / inside toilets and near sinks. Hand sanitiser will be available in all classrooms. 			
<p>Teaching, Learning and Curriculum</p>	<ul style="list-style-type: none"> ▪ Staff will plan for more didactic lessons that allow pupils to remain in their seat as much as reasonably possible. ▪ Oral feedback from teachers will be the main assessment method alongside effective questioning. Pupils can demonstrate their learning on mini-whiteboards or by emailing work to staff. Pupils can use the interactive smart board during the lesson as long as they sanitise hands before and after use. ▪ Marking to be done by children in pencil when reviewing completed activities. Other remote methods such as mini-whiteboards and email will be used for feedback. ▪ Staff can mark pupils work / books according to social distancing but must sanitise hands before and after. ▪ Pupils will have personal equipment to use when in the building. They will be responsible for cleaning this at the start and end of each session. ▪ Pupils are assigned a laptop – only they will use this machine thereby limiting transmission. 	<ul style="list-style-type: none"> • Teaching outdoors should be used whenever appropriate. 		<p>M</p>

Actions / Barriers:				
<ul style="list-style-type: none"> ▪ Daily briefings to take place ensure that policies and procedures are followed by all colleagues as set out in this RA. ▪ Prep time will be required to prepare the school/ teaching area prior to pupils returning. 				
Lunchtimes	<ul style="list-style-type: none"> ▪ Pupils will wash hands before eating their lunch. ▪ Lunch to be eaten in allocated year group rooms. ▪ Packed lunch bags will be taken to pupils by duty staff. ▪ New systems will be implemented to order lunches more efficiently to reduce the time spent at the servery. 	<ul style="list-style-type: none"> ▪ staggering lunch breaks - children should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms 	Pupils can order lunches as normal.	M
Movement-Children	<ul style="list-style-type: none"> ▪ Duty will co-ordinate the movement of pupils on the corridor at pinch points e.g. toileting, hand washing and timeouts ▪ Directional signage will be placed on the floor to remind pupils to walk on the left hand side. Additional signage will be used to prompt social distancing and hand washing. ▪ Classroom spaces to have teacher zones at the front of the room clearly marked by yellow tape. ▪ Pupil spaces will be clearly marked and will take account of social distancing and safe entry and exit. There will be no excess furniture in the room to allow safe movement of all persons present. ▪ Clear expectations will have been set during induction of pupils back to school. 	<ul style="list-style-type: none"> ▪ accessing rooms directly from outside where possible, stairs to be used only by the staff and pupils who need to access classrooms ▪ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors 	The corridor will need to be clearly marked with signs directing staff and pupils to walk on the left hand side.	M
Movement-Parents / Escorts	<ul style="list-style-type: none"> ▪ Parents should only enter the school building when this has been prearranged or when requested to do so by SL. ▪ Escorts should only enter the school building when requested to do by a member of SLT. They can enter the reception area if required to share information with the admin team. ▪ Only one parent should drop off and collect children if not on transport. ▪ Parents should wait in vehicles when picking up their children, if on foot meeting points for these pupils will be established on the school yard. ▪ No go zone for teachers to stand to supervise pupils as they arrive and depart. 	<ul style="list-style-type: none"> ▪ encouraging parents and children and young people to walk or cycle to their education setting where possible 	Staff, parents and pupils will require induction to systems and processes as they transition back to school.	L
Premises checks	These will continue in line with the normal running of the school.	<ul style="list-style-type: none"> ▪ During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. See DfE Good Estate Management for Schools Health and Safety page - https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety <p>For reference, use the Approved Code of Practice & HSG 274 for hot water.</p>	These are already in place at school and school has remained open throughout the lockdown.	M
Toilet facilities	<ul style="list-style-type: none"> ▪ Pupils should only use the toilet one at a time, there are two pupil toilets available in the building. Pupil toilets and sinks can be sprayed with detergent by duty after use. ▪ Duty staff will accompany a pupil to toilet and on their exit, and support management of hand washing. 	<ul style="list-style-type: none"> ▪ ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time ▪ possible time slots for toilet for classes ▪ classes to only use set toilets 	Our pupil toilets do not have windows for ventilation.	H

	<ul style="list-style-type: none"> Caretaker and cleaner to check soap supply is adequate on a daily basis, a deep clean of all toilets will take place each day. 			
First Aid	<ul style="list-style-type: none"> PPE should be worn (gloves and masks) when dealing with a serious first aid incident that requires staff to be closer than 2 meters. Serious incident packs containing masks, face shields, gloves and plastic aprons will be available to staff should it be required. Resuscitation e.g. rescue breaths will not be administered, chest compressions can be carried out if the person's mouth is covered loosely; an AED can be used in conjunction with PPE. An ambulance should be called immediately if any person falls significantly ill. Duty staff will be the nominated first aider. Minor issues e.g. applying a plaster can be directed from a distance. Duty can seek supervision for more serious injuries if required from staff in the main office. Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Pupils and staff should move to another location if possible or sent home. 	<ul style="list-style-type: none"> 	<p>PPE pack will be kept with the first aid kit and with the AED.</p> <p>First aid should happen in the corridor / hub administered by duty staff. For more serious incidents pupils should be taken to the DHT office or main school office.</p>	H
Cleaning	<p>Cleaning</p> <ul style="list-style-type: none"> Toilets will be deep cleaned at the end of each day. Sinks will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent. Tables and contact points must be cleaned regularly. Cleaning materials will be in all classrooms for pupils to wipe equipment. Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected. Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over. Tablets should be wiped several times daily and between use. Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used. Bins liners must be removed from bins tied and disposed of before they are full and at least once daily. Bin and bin lids should then be sanitised before replacing a clean bin bag. Cleaner to wear long gloves when emptying bins as they may contain dirty tissues. Bleach or a suitable alternative to be used to clean items which cannot be done with soap which then is removed by water into a sink. <p>Classrooms</p> <ul style="list-style-type: none"> Malleable resources, such as white-tac, should not be shared and consideration should be given to their safe use, depending on circumstances. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and where possible, children should be discouraged from sharing these. Any objects the children touch should be disinfected once use has finished. 	<ul style="list-style-type: none"> discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this follow the COVID-19: cleaning of non-healthcare settings guidance ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal cleaning box of supplies in each classroom 	<p>COSHH rules regarding bleach will be taken into account; however, this will only be used in toilets at the end of the day to limit the possible release of chlorine gas.</p>	H

Actions / Barriers: <ul style="list-style-type: none"> ▪ Purchase pedal bins and associated PPE items. ▪ Ensure supply chains for cleaning products ▪ Cleaning checklist will be established with the premises staff. 				
Procedures for medical care, isolation and confirmed cases	<ul style="list-style-type: none"> ▪ Use of isolation booth if symptoms are apparent – this will happen in the main office area. This will be managed by a member of SLT. ▪ Parents to be called and children to be sent home as soon as possible if they develop symptoms. They must access a test. ▪ If the child needs 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. ▪ Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. ▪ If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. ▪ If an employee is told by the NHS Test and Trace service that they have been in contact with a person who has coronavirus (COVID-19), the employee should stay at home (self-isolate) for 14 days from the day they were last in contact with the person. If the employee gets any symptoms of coronavirus, they should get a test. If the test is negative, the employee should keep self-isolating for 14 days from when they were last in contact with the person who has coronavirus. If the test is positive, the employee should self-isolate for at least 10 days from when the symptoms started – even if it means self-isolating for longer than 14 days. ▪ As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. 	<ul style="list-style-type: none"> ▪ If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 		H
Visitors	<ul style="list-style-type: none"> ▪ Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They should ensure they minimise contact and maintain as much distance as possible from other staff. ▪ Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. ▪ Kilgarth Outreach staff should adhere to the risk assessments of the 		<p>JW and SP will require personal computers and internet access that facilitates this for professionals meetings.</p>	L

	<p>school they are visiting (this will be checked by the headteacher of Kilgarth prior to them attending). In addition to the guidance stipulated within the risk assessments of these schools, Kilgarth staff will ensure they take extra precautions by wearing masks whilst moving through the building, these can be removed once they have arrived at the designated work room and during the 1:1 session with the students. Staff will also carry hand gel and wipes to clean their working areas. Kilgarth staff should ensure they minimise contact and maintain as much distance as possible from other staff and students (2 metres at all times where possible).</p> <ul style="list-style-type: none"> ▪ Staff that provide 1:1 home tuition will be provided with sanitizer wipes and hand gel. They must ensure they remain 2m apart from pupils and adults in the family home. When providing home tuition, staff and pupils must position themselves so that they are not facing each other and remain 2m apart. 1:1 home tuition staff will provide pupils with their own pens etc which will be cleaned after use and kept in a named pencil case which staff will keep until their next session. The RA for keeping staff and families safe during home tuition will be shared with parents and pupils. ▪ Other visitors to the site should adhere to site guidance on physical distancing and hygiene. This should be explained to visitors on or before arrival. ▪ Where visits can happen outside of school hours, they should. ▪ A record should be kept of all visitors. 			
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