



## Addendum to the Behaviour Policy (September 2020): protective measures

The following protective measures are informed by the Department for Education's [Guidance for full reopening – schools](#) published on 2<sup>nd</sup> July 2020. Whilst published to all stakeholders as of the 20<sup>th</sup> July, this may be subject to change depending on any changes to the guidance between July and September 2020.

The following details the systems of controls that will be applicable for all pupils, parents and staff as of the 1<sup>st</sup> September 2020. There is a clear expectation that all stakeholders will adhere to these protective measures.

This addendum to the school's behaviour policy sets out the standards of behaviour expected from pupils at Foxborough Primary School whilst protective measures are in place as a result of the coronavirus pandemic. It provides clear direction to pupils and families on the expectations for social distancing and behaviour to and from school and during the school day.

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, we have made the following changes to our behaviour policy to be enacted during the coronavirus pandemic.

### 1. Introduction

1.1 Following schools being closed to the majority of pupils and then a phased re-opening in the summer term, the Department for Education have announced a full reopening of schools from 1<sup>st</sup> September 2020.

1.2 To make it easy to read, this appendix talks about teachers. But when we use the word teachers, we also mean other staff with responsibility for pupils.

1.3 This policy addendum is informed by the Department for Education Guidance released in July 2020 regarding the re-opening of schools and other education establishments.

1.4 This policy addendum is specifically intended to:

- ensure the safety of every member of staff and pupil during this time
- encourage young people to take responsibility for their behaviour during this time
- tackle incidents/instances of poor behaviour effectively and fairly during this time
- allow teachers to feel safe and supported during this time
- foster an environment where all members of the school community respect and adhere to the social distancing guidance during this time

1.5 The information in this policy will be communicated:

- to pupils – in the letter sent home on Monday 20<sup>th</sup> July and on the first session held on pupils' first day of face-to-face sessions. It will be repeated weekly as a refresher for all.
- to teachers – in the training day on Monday 20<sup>th</sup> July and Tuesday 1<sup>st</sup> September, and in the relevant section of the school's website.
- To parents/carers – in the letter sent home on Monday 20<sup>th</sup> July and in the relevant section of the school's website. This information will also be communicated to parents/carers on Tuesday 1<sup>st</sup> September.
- NB: This may be subject to change between July and September in line with DfE guidance and any changes will be communicated in a timely manner.

### 2. What we expect our teachers to do during this time

2.1 Create a nurturing and supportive environment which supports children to behave and adhere to the measures set out in this addendum

2.2 Not come to work if they have coronavirus symptoms, or go home as soon as these develop and access a test as soon as possible. (See Appendix A.)



- 2.3 Clean their hands 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.
- 2.4 Use the 'catch it, bin it, kill it' approach.
- 2.5 Avoid touching their mouth, nose and eyes.
- 2.6 Clean frequently touched surfaces often using standard products, such as disinfectant wipes, where required outside of the planned cleaning schedule.
- 2.7 Think about ways to modify their teaching approach to keep a distance from children in their class 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).
- 2.8 Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- 2.9 Help their class(es) to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
- 2.10 Avoid the class from sharing equipment and resources (like stationery) where possible. Classroom based resources, such as books and games, can be used and shared within the bubble.
- 2.11 Keep the classroom door and windows open, if possible, for air flow. As the autumn progresses, this will be balanced with maintaining a comfortable classroom temperature.
- 2.12 Limit the number of children from the class using the toilet at any one time. Toilets should be used at specified times.
- 2.13 Limit their contact with other staff members, and not congregate in shared spaces, especially if they are small rooms.
- 2.14 Make sure they've read the school's updated behaviour policy and know what role in it they're being asked to take.
- 2.15 Address any behaviour that is unacceptable or breaks our school rules.
- 2.16 Where the behaviour of a pupil makes us worried that they are suffering, or are likely to suffer, significant harm, we expect our staff to follow our safeguarding policy.
- 2.17 To adhere to the face covering protocols as set out in appendix B.

### **3. What parents / carers need to know / do**

The following is essential to minimise adult to adult contact and to implement protective measures. It has been written using Government guidance on implementing protective measures in education and children settings.

- 3.1 No children, parents or carers are allowed to enter the school site if they are displaying any symptoms of coronavirus.
- 3.2 Wherever possible, only one parent should accompany the child to the school when dropping off and picking up.
- 3.3 Parents must use their allocated drop off and collection times and follow the one-way system maintaining a social distance from all other adults, pupils and members of staff.



- 3.4 Parents must not gather at entrance gates or doors, including outside the school gates.
- 3.5 Parents will not be allowed on site apart from drop-off and collection, or when collecting a child during the school day (e.g. if they are unwell or to attend an appointment)
- 3.6 Parents must use their allocated drop off and collection times and follow the one-way system maintaining 1 metre distance from all other adults, pupils and members of staff.
- 3.7 At collection time, teachers will bring pupils to the front of the school. Parents must wait for the staff member to call their child forward and must vacate the pick-up area as quickly as possible.
- 3.8 The front office is closed. Parents must phone the school or email. Appointments will be held over the phone.
- 3.9 Parents who have more than one child in the school must use the earliest drop off time. Children who are early must be dropped off at the breakfast club in the dining hall. Children who finish earlier than a sibling may use the after school club in the dining hall.
- 3.10 Parents are encouraged to avoid public transport for travelling to and from school with pupils.
- 3.11 Year 6 will be allowed to arrive and walk home by themselves if written permission has been given to the school.
- 3.12 Parents must ensure that their children understand the school's expectations on personal hygiene (see E-Bug resources available on the school website)
- 3.13 Pupils must not bring any items other than the following to school: coat, water bottle, packed lunch, reading book. On days where the child has PE, they should attend school wearing their full PE kit.
- 3.14 Pupils can bring a water bottle. The water bottle must be washed thoroughly every night following a school day.
- 3.15 Pupils need to wear uniform. Parents are encouraged to wash children's clothes after a day at school and to ensure that children wear clean clothes each day.
- 3.16 There is no need to take children's temperatures every morning as it is not a reliable method for identifying coronavirus.
- 3.17 Make sure they've read the school's updated behaviour policy and know what role in it they're being asked to take.

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This addendum will detail the following:

1. hierarchy of controls
2. any altered routines for arrival or departure including safer travel
3. school instructions on hygiene, such as handwashing and sanitising
4. instructions on who pupils can socialise with at school
5. moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
6. expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
7. how a child can tell an adult if they are experiencing symptoms of coronavirus
8. rules about sharing any equipment or other items including drinking bottles
9. amended expectations about breaks or play times, including where children may or may not play
10. use of toilets
11. clear rules about coughing or spitting at or towards any other person



12. clear rules for pupils at home about conduct in relation to remote education
13. rewards and sanction system where appropriate

## Prevention

### **1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.**

Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All stakeholders must follow this process.

See Appendix A: protocol if someone becomes unwell at school.

We will not be routinely taking the temperature of pupils as Public Health England is clear that this is an unreliable method for identifying coronavirus (COVID-19).

### **2. Clean hands thoroughly more often than usual**

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

- Hand sanitisers, tissues, disinfectant wipes and lidded bins will be provided in every classroom and workspace and social area, including the restaurant.
- Members of staff will supervise the use of hand sanitisers.
- Pupils with special educational needs will be supported to clean their hands if necessary.

### **3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

The 'catch it, bin it, kill it' approach continues to be very important. We will ensure that there are enough tissues and lidded bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.

All children will be taught how to practise good hygiene and hand washing habits. This should be done in an age-appropriate way such as games, songs, repetition etc.

- All children must thoroughly sanitize their hands at the following points:
  - on entry to school
  - before and after each break
  - before and after lunch
  - before collection
  - before and after going to the toilet, and
  - after sneezing, coughing etc.
- All children will sanitise their hands before moving around the school site such as before and after break and when transitioning to and from outdoor activities.
- Children will be discouraged from touching their mouth, eyes and nose.
- Children are expected to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- Help will be made available for children who have trouble washing their hands independently though we ask that parents / carers ensure that this is an established routine from home.



• All children will be taught about good personal hygiene when they return to school using the E-bug materials which will cover the following rules

Do:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately
- wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available
- try to avoid close contact with people who are unwell

Don't:

- do not touch your eyes, nose or mouth if your hands are not clean.

Any pupils with complex needs will have a risk assessment in place to support these pupils and the staff working with them.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. Face masks are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

Face coverings are required at all times on public transport (for children, over the age of 11). Please see guidance on [safer travel](#).

#### **4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach**

We have in place an enhanced cleaning schedule. Please see risk assessment on the school website.

#### **5. Minimise contact between individuals and maintain social distancing wherever possible**

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).

We have planned for the reopening of schools applying the DfE's overarching principle by reducing the number of contacts between children and staff. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. We have sought to balance these measures taking into consideration:

- children's ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

#### **How pupils will be grouped**

Pupils will be grouped in class sized bubbles, no larger than 30. Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

In order to provide the full range of school provision, there will be exceptions where pupils will mix beyond their bubble, such as for Breakfast club, after school clubs and the school minibuses. In these situations, pupils will be advised to stay within their bubble groups and to socially distance from children in other Year group bubbles.

#### **Measures within a classroom**



Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.

- Teachers will seek to maintain a 2 metre distance from each other and from children.
- Where this is not possible, teachers will avoid close face to face contact and minimise time spent within 1 metre of anyone.
- Any pupils with complex needs will have a risk assessment in place to support these pupils and the staff working with them.
- For pupils who are old enough, they will be supported to maintain a distance and not touch teachers or their peers where possible.
- Seating plans will be in place for all classes that the pupils attend to minimise the number of close contacts for pupils.
- Wherever possible, pupils will be seated side by side and facing forward and any unnecessary furniture will be removed from classrooms to allow for more space.

## Measures elsewhere

Groups will be kept apart, meaning that we will avoid large gatherings such as assemblies.

When timetabling, we have ensured that groups will be kept apart, as far as possible, and movement around the school site kept to a minimum. Passing briefly in the corridor or playground is low risk, however, we have taken the following measures to avoid creating busy corridors, entrances and exits:

- Staggered break and lunch times
- Class bubbles have been allocated use of different playgrounds so that they will not mix
- Pupil will use different halls for eating lunch
- Pupils and staff are encouraged to walk on the left hand side of pathways and corridors
- Staff, pupils and parents are encouraged to use the one way system as much as possible for moving around the school site.

Break and lunch times will also be staggered. Please see below the arrangements for the timings of the school day and the spaces that have been allocated for break and lunch.

## Timetable

Class	Start time:	Break:	Zone:	Lunch session:	Area:	Lunch play:	Lunch play zone:	Collection time:	Weds finish:
Nursery Butterflies	8.30	Free flow	EYFS A					11.30	
Reception Badgers	8.15	Free flow	EYFS B	11.45-12.05	Dining Hall	12.05-12.30	KS1	2.50	1.50
1 Hedgehog	8.30	10.30-10.45	KS1	11.55-12.15	KS1 Hall	12.15-12.40	KS2 A	3.05	2.05
2 Porcupine	8.45	10.45-11.00	KS1	12.15-12.30	Dining Hall	12.30-1.00	KS1	3.20	2.20
3 Robin	8.45	10.45-11.00	KS2	12.50-1.05	KS1 Hall	1.05-1.35	KS1	3.20	2.20
4 Woodpecker	9.00	11.00-11.15	KS1	1.15-1.30	KS1 Hall	1.30-2.00	KS2 B	3.35	2.35
5 Kingfisher	9.00	11.00-11.15	KS2	1.05-1.20	Dining Hall	1.20-1.50	KS2 A	3.35	2.35
6 Red Kite	8.15	10.15-10.30	KS2	12.25-12.40	KS1 Hall	12.40-1.10	KS2 A	2.50	1.50



6 Sparrow Hawk	8.30	10.30-10.45	KS2	12.40-12.55	Dining Hall	12.55-1.25	KS2 B	3.05	2.05
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Staff are encouraged to avoid shared staff spaces and to distance from each other. The staff and APP rooms are out of bounds to all staff. Staff are encouraged to reduce their time on site as much as possible by taking their APP time from home; the CPD room is available for staff wishing to work at school. Staff have access to an allocated kitchen and photocopiers as set out below:

Staff	Area
Admin staff, SLT, Pastoral team	Front office kitchen
UKS2	KS2 facilities
EYFS/KS1/LKS2	Nurture room kitchen

Staff	Area
Admin staff, SLT, Pastoral team	Front office kitchen
UKS2	KS2 photocopier
EYFS/KS1/LKS2	Outside Nurture room

## Measures for arriving at and leaving school

We have considered the use of staggered start and finish times. Please see below the arrangements for the start and finish times for the school day and the arrangements for drop off and pick up.

- The staggered start and finish times will not reduce the amount of overall teaching time.
- Gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.
- Pupils must remove any face coverings when they arrive at school making sure not to touch the front of their face covering during use or when removing them. Any temporary face coverings must be disposed of in a lidded bin (available at the front gates) and any reusable face coverings must be placed in a plastic bag that the pupil must take home with them.
- There will be sanitising stations and lidded bins at the entrance to the school / classroom that must be used immediately on arrival.

## Other considerations

### Resources

- Pupils will be provided with their own pack of resources, e.g. pens, pencils, for their sole use.
- Books and games can be shared between pupils within their bubble and will be cleaned regularly, along with all frequently touched surfaces.
- Resources will be shared between bubbles, e.g. for sport, art and science. These will be cleaned frequently and meticulously or rotated to allow them to be unused and out of reach for a period of 48 hours (72 for plastics).
- Outdoor playground equipment will be cleaned more frequently. This will include any resources used for wraparound care.
- Pupils should continue to limit the amount of equipment they bring into school each day to just the essentials: such as lunch boxes, hats, coats, books and stationery. Bags are allowed.
- Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.
- The same rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.

### Pupils with SEND

- We will ensure that pupils with SEND will have specific help and preparation for the changes to routine that is involved, for example using social stories.



- Any pupils with complex needs will have a risk assessment in place to support these pupils and the staff working with them.

## Visitors

- Supply teachers, peripatetic teachers, as well as, specialists, therapists, clinicians and other support staff for pupils with SEND may be moving between schools. They will ensure that they have read and understood this addendum.
- We have clear procedures in place to manage other visitors to site, e.g. contractors, and will ensure that they follow our guidance on physical distancing and hygiene. This will be explained to visitors on or before arrival. Where these visits can happen outside of school hours, they will. A record of all visitors will be kept.

## 6. Personal protective equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. Face masks are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

Face coverings are required at all times on public transport (for children, over the age of 11). Please see guidance on [safer travel](#).

## Response to any infection

### 7. Engage with the NHS Test and Trace process

All parents / carers and teachers must be ready and willing to:

- **book a test if they are displaying symptoms.** Teachers and pupils must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- **provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace**
- **self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)**

Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

By the autumn term, the DfE has indicated that all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Parents / carers must inform the school immediately of the results of a test:

- **if someone tests negative.** If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still



best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

- **if someone tests positive.** They should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

## 8. Managing confirmed cases of coronavirus (COVID-19) amongst the school community

We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This will be done using the registers and seating plans in place.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.



### 9. Containing any outbreak by following local health protection team advice

If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may constitute an outbreak. We will work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. As we will be implementing controls as dictated by in the DfE guidance, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

### 10. Use of toilets

Pupils will be allocated toilet cubicles that are to be used exclusively for children in their bubble. Only 1 pupil per Year group bubble will be allowed to use the toilet at one time. Pupils will have access to the following facilities during the school day:

<u>Class</u>	<u>Toilets</u>
Nursery Butterflies	Nursery toilets
Reception Badgers	Reception toilets
1 Hedgehog	KS1/LKS2 block girls (unisex) – Cubicles 1 & 2
2 Porcupine	KS1/LKS2 block girls (unisex) – Cubicles 3 & 4
3 Robin	Hall toilets girls
4 Woodpecker	KS1/LKS2 block boys (unisex)
5 Kingfisher	KS2 block girls (unisex) – Cubicles 1 & 2
6 Sparrow Hawk	KS2 block girls (unisex) – Cubicles 3 & 4
6 Red Kite	KS2 block boys (unisex)
Breakfast Club	KS1 to use Reception pupil toilets KS2 to use Hall toilets boys



**Appendix A: protocol if someone becomes unwell at school**

If anyone in the school 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 will be sent home and 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 7 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 a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window will be opened for ventilation. If it is not possible to isolate them, we will move the child to an area which is at least 2 metres away from other people.

A separate bathroom will be provided if they need to go to the bathroom while waiting to be collected. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection.

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.

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 & Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

<b>1<sup>st</sup> Aid requirement</b>	<b>COVID-19 related</b>	<b>COVID-19 Toilet</b>	<b>How to notify 1<sup>st</sup> Aid (COVID &amp; emergency)</b>	<b>General 1<sup>st</sup> Aid Room</b>	<b>Daily Administration of Medication</b>
<b>Room</b>	Staff Room	Accessible toilet by staffroom	Staff make a phone call to reception	PPA Room if required, but treat on location if able	Reception



## Appendix B: Trust protocol for face coverings in school

The World Health Organisation published a new statement on the 21<sup>st</sup> August on when children should wear face coverings. They now advise that 'children aged 12 and over should wear a mask under the same conditions as adults.' As a result, the government is revising its guidance on face coverings for staff and children and year 7 and above. While the government is not recommending face coverings are necessary, schools 'will have the discretion to require face coverings in communal areas if they believe that it is right in their particular circumstances.'

- **Staff** in all Pioneer schools can choose to wear a face covering when in school. If a member of staff decides to wear a face covering in school, we ask that that member of staff wears a visor (rather than a mask) when teaching or undertaking pupil-facing work. Other face coverings, e.g. masks, can be worn at other times.
  - Where a member of staff has a medical condition that may require additional PPE to be worn, they need to provide the head in the school with a letter from a medical professional to detail what is required.
  - We have a reasonable number of visors available. These will be prioritised for those who indicated during their individual risk assessment that they would welcome the use of a visor. Once these are in the member of staff's possession, they will be responsible for its maintenance.
  - We ask that all colleagues make sure to wear their lanyards, and, especially for new staff, that should they be asked to remove their mask for identification purposes, this is done without any offence being taken.
  - Should they wish to wear a mask or gloves (for example) when not teaching, they will need to provide these.
  - *NOTE: PPE for administering first aid will be provided as already agreed and arranged.*
- In line with the WHO statement, **pupils in KS2, KS1 and Early Years** are not to wear face coverings in school.
- In line with the WHO statement, **pupils in KS3, KS4 and KS5** can wear a face covering when moving around the school and in communal areas (e.g. Study Centre).
  - When in a classroom (during a lesson) and any dining areas, face coverings are to be removed.
  - When collecting lunch and moving to a table, a face covering can be worn.
  - Where a pupil has a medical condition that may require additional PPE to be worn, they will be asked to provide a letter from their medical professional to detail what is required. Where this is the case, that information will be provided to the staff who work with that individual.

## Access to face coverings

It is assumed that staff and young people will provide their own face coverings. Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school will have a small contingency supply available to meet such needs.

As face coverings are not compulsory, no-one will be excluded from education on the grounds that they are not wearing a face covering.



### Safe wearing and removal of face coverings

Face coverings are not compulsory. Where they are used, the following process is to be followed.

- The user must clean / sanitise their hands before and after touching their face covering. This includes removing or putting the face covering on.
- Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
- The user must not touch the front of their face covering during use or when removing it.
- Temporary face coverings must be disposed of in a 'black bag' waste bin (not a recycling bin).
- Reusable face coverings must be placed in a plastic bag and taken home.