



## Secondary School Covid-19 Safety Procedures

Last updated: 5th March 2021

This guidance will be reviewed again at Easter.

### Contents

1. Overarching Government guidance
2. Briefing staff and pupils on these procedures.
3. Our priorities in reducing the risk of infection
4. Symptoms of Covid-19
5. Risk Assessments
6. Handwashing and hygiene
7. Face coverings
8. Enhanced cleaning and hygiene provision
9. Shielding vulnerable people
10. Travel, arrival and home-time
11. Clothing and bags
12. Attendance
13. Staff supervision and ratios
14. Distancing and use of rooms
15. Lessons and activities
16. Free School Meals
17. Low-level cleaning by teaching staff
18. Professional cleaning services
19. Breaks, lunchtimes and eating
20. Pupil behaviour and sanctions
21. Children with Special Educational Needs or Behavioural Needs
22. Visitors to school
23. School trips
24. When someone displays Covid-19 symptoms in school
25. Isolation and testing guidelines.
26. The Covid-19 testing centre
27. If one of our pupils or staff members tests positive
28. Adhering to the Test and Trace system
29. Home/School agreements.
30. Changes to emergency procedures: Fire evacuation
31. Letting of sites to third parties
32. Checking of safety procedures

Annex 1 – Site map and one-way system

**1. Overarching Government guidance:**

- [Coronavirus \(COVID-19\): Education, universities and childcare - GOV.UK \(www.gov.uk\)](#)
- [Actions for schools during the coronavirus outbreak](#)
- [NHS Test and Trace: how it works](#)
- [Mass asymptomatic testing: schools and colleges - GOV.UK \(www.gov.uk\)](#)

**2. Briefing staff and pupils on these procedures.** All staff and pupils should be briefed on the relevant parts of this guidance during their first day back on site. Key messages will need to be reinforced over the coming weeks. If in doubt, overcommunicate.

**3. Our priorities in reducing the risk of infection**

- **Handwashing and hygiene**
- **Distancing** where possible
- **Bubbles** (up to year groups) and minimal mixing of bubbles
- **Face coverings** in areas where distancing cannot be maintained.
- **Ventilation:** opening windows and doors where safe and practical in order increase airflow.

**4. Symptoms of Covid-19.** You must isolate for **10 days\*** if you develop either of these, and your household must isolate for 10 days. Book a [test](#) here immediately.

- Fever
- New continuous cough
- Loss of sense of smell or taste

*\*The **10-day** isolation period starts the day after:*

- *the first symptoms*
- *if there's no symptoms, then the date of the test*
- *for contacts, date of contact with the confirmed case*

*This means that if, for example, your 10-day isolation period starts on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th and you can return to your normal routine.*

**5. Risk Assessments.** Each school must regularly review its Covid-19 Risk Assessment, and ensure that it's posted online. This must be approved by school governors.

**6. Handwashing and hygiene.** Pupils must be regularly reminded of the following:

- **Extra handwashing facilities** to be made available at entry/exit points and other key locations.
  - **Hands must be washed for 20 seconds** or more with running water and soap, before being dried thoroughly. Children who require supervision when handwashing should be watched by an adult.
  - **'Catch it, Kill it, Bin it'**.
  - **Avoid touching your mouth, nose and eyes.**
  - **Posters** should be displayed to remind people of requirements. See [ebug](#) for resources.
- 7. Face coverings** should be worn in communal areas, and also in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.
- All staff and students will be expected to have a face covering with them in school (except those who cannot wear face coverings due to medical reasons).
  - Schools will have spare face coverings to give to students who forget to bring their own.
  - They do not need to be worn in designated break and eating areas.
  - They do not need to be worn in outdoor communal areas.
- 8. Enhanced cleaning provision**
- **Disinfectant spray and cloths** to be available to staff if requested, with safety instructions to avoid contact with eyes and skin.
  - **Disinfectant wipes.** Pupils will be asked to bring in their own pack of disinfectant wipes in order to wipe down desks and shared equipment at the start of each lesson. The school will hold some spares to be used if a child forgets their own. Pupils are to be supervised at all times and regularly reminded to avoid contact with eyes and skin.
  - **Hand sanitiser** at appropriate locations.
  - **Tissues** will be provided in each classroom.
  - **Lidded bins** to be placed in each room for used tissues.
  - **Extra day cleaners** will operate at each site to provide frequent cleaning of contact surfaces and communal areas
  - **PPE for staff**
    - i. **Gloves.** Gloves will be made available for staff to use when handling pupils' books if they choose to, or for when using cleaning products.

- ii. **For helping people with Covid-19 symptoms.** Single-use face coverings, visors, gloves and aprons will be provided for staff who need to be within 2m of someone who is symptomatic. Staff must be reminded of how to correctly don and doff PPE (see 22),
- iii. **For first-aiders.** If the patient is capable then they should be asked to do things for themselves. If a first-aider needs to touch a patient then gloves should be worn. In the event that CPR needs to be performed, the first-aider should wear full PPE (see above) and not perform rescue breaths. All first aiders must know where PPE is stored.
- iv. **For staff working in Covid test centres.** PPE will be supplied and worn as per NHS test centre protocols and test centre training.

## 9. Shielding vulnerable people

- **Clinically vulnerable people.** Clinically vulnerable staff can physically attend work. Whilst in school you must follow the system of controls to minimise the risks of transmission (contained in question 12) and follow social distancing advice to reduce your chances of catching or spreading the virus. Further information follows: [Who's at higher risk from coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk)
- **Clinically extremely vulnerable people.** Clinically Extremely Vulnerable staff are strongly advised not to attend the workplace, even if they have had two vaccinations. Staff who are clinically extremely vulnerable will previously have received a letter from the NHS or their GP telling them this and if you have been recently identified by the NHS as being part of this group, you will have received a letter. We will continue to support staff that are Clinically Extremely Vulnerable to work from home so please make your Head Teacher aware that you are part of this group. If your usual role is not able to be easily worked from home, you may be asked to complete other, reasonable tasks from home. Full guidance follows: [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk). Your pay is unaffected if you Clinically Extremely Vulnerable and working from home.
- **Children who are anxious** about returning to school should be supported with the transition by the pastoral system, with the aim of having all healthy children back in school as soon as possible.

## 10. Travel, arrival and home-time

- **Avoid public transport where possible.** Consider walking or cycling to school. Schools are to review cycle storage arrangements to ensure pupils can distance when using them.
- **Face coverings must be worn if using public transport**, as mandated by the Government.
- **Arriving at school.** Parents and pupils must be informed of any one-way systems and queuing areas. Where necessary, senior staff should be on duty to supervise one-way systems and queues.

- **Entering the building.** Pupils must be directed straight to a handwash station and then to any designated play areas or classrooms. Face coverings must be worn when in the building. Mixing of bubbles should be minimised by staggering start and finish times.
- **Leaving the building.** People must wash hands on leaving the building, and leave via designated routes. Parents must wait in a designated area where there is space to be at least 2m apart.
- **Reporting of temperatures.** This is not required as testing is not a reliable indicator of Covid-19. However, people should look out for Covid-19 symptoms and isolate if they have either of these.

### 11. Clothing and bags

- **Normal school uniforms** are to be worn, though Headteachers may apply some discretion where families have not been able to purchase new uniforms during lockdown.
- **Pupils can bring bags to school**, though should bring in essential items only (ie. stationery, lunch, sports kit)
- **Dress code for staff** is as per normal school policies.

### 12. Pupil attendance

- Attendance is mandatory for all pupils, except where they are required to shield. Schools will monitor attendance as normal. In these cases, parents/carers should liaise with the Headteacher.

### 13. Staff supervision and ratios

- Minimum staff to child ratios still apply.

### 14. Distancing and use of rooms

- **Staff must remain 2 metres from pupils and other staff where possible.** This may not always be possible when working with children with complex needs, though time spent within 1 metre of a person should be minimised and face coverings should be worn in these instances.
- **Pupils should be reminded to maintain at least 1 metre distance where possible, and to not touch.** 1 metre distancing will often not be possible in classrooms but should be encouraged in corridors and communal areas. Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.
- **Desks** must be facing forward and spaced as far apart as possible. Pupils must not face each other across desks.

- **Use of other rooms for teaching / activities.** Other rooms should be re-purposed for teaching where necessary. Larger rooms/halls can be partitioned / marked with tape if required.
- **Corridors.** Movement through corridors must be controlled to reduce crowding. Use staggered timings and one-way systems to ensure people can distance appropriately and that mixing of bubbles is minimised.
- **Use of other communal spaces such as dining halls** should be staggered to ensure that people can distance appropriately and that mixing of bubbles is minimised.
- **Outdoor spaces.** Distancing and bubbles must be in place. Consider allocating group zones.
- **Office spaces.** Social distancing should be followed as far as possible in all office spaces. Staff should aim to keep 2 metres apart. If this is not viable, keeping 1 metre apart with extra precautions is acceptable. These precautions might include:
  - i. Office staff should work from home where possible.
  - ii. Sitting side by side, not facing each other.
  - iii. Use of screens to create a barrier between workspaces.
  - iv. Reducing the number of people working in close proximity, and ensure that this work 'bubble' has limited interaction with other staff. If one team member becomes ill with Covid-19 then ensure that all of the team follow self-isolation guidance.
  - v. Minimising hot desking and sharing of equipment, and ensure that desks and equipment are cleaned thoroughly if they've been used by somebody else.
- **Kitchens.** Only Independent Catering staff should enter kitchens. If estates staff or contractors require access then they should liaise with the catering team and do so safely.
- **Toilets.** Schools are to ensure that measures are used to avoid crowding in toilets, outside of toilets and in handwash areas. These can include one-in-one out signage, staff supervision of queues where required, 'do not use' signage to create gaps between urinals and sinks. Also consider allocating toilets to particular bubbles or groups
- **Staff rooms.** Staff rooms are to be used only if appropriate distancing can be observed. There should be a limit on numbers of people if distancing is difficult. Any surfaces and shared equipment (eg. kettles) must be wiped with disinfectant spray after use. Soft-furnished chairs are to be temporarily replaced with hard chairs.
- **Ventilation.** Windows and doors should be left open as much as possible, unless it would pose a safeguarding / safety risk.

## 15. Lessons and activities

- **Personal equipment (eg. stationery).** Pupils are not to share any personal equipment.
- **Sharing equipment within bubbles (eg. books, science equipment,).** Any shared equipment should be cleaned daily with anti-bacterial spray or wipes to reduce the risk of transmission within the bubble.
- **Sharing equipment between bubbles.** Any equipment or resources that are to be used by more than one bubble must either be:
  - Cleaned/wiped before being used by the next bubble
  - Left untouched for a 48-hour (72-hour for plastics) quarantine
- **Marking of work**
  - i. Teachers must not be within 2 metres of pupils and so there can be no ‘over the shoulder’ marking in lessons.
  - ii. Marking of books should be used less frequently, and teachers may choose to wear gloves when handling books.
  - iii. School must find solutions to enable effective assessment for learning, to include use of visualisers in classrooms to view work.
  - iv. Work to be assessed can also be completed on paper which is then quarantined for 48 hours before teachers mark it, and then again before being given back to pupils.
- **End of lesson routines.** Extra time should be allocated to allow for safe movement around the class and cleaning of any shared equipment. Pupils should maintain 1 metre distance when moving out of rooms and along corridors. Staff should maintain 2 metre distancing at all times.
- **Assemblies.** You should avoid large gatherings such as assemblies or collective worship with more than one bubble.
- **Outdoor Sport** should be encouraged. Playing of, and the safety precautions, of various sports should be informed by that sports national governing body. Any balls or other sports equipment should be wiped down afterwards.
- **Indoor Sport** can take place but areas and equipment must be thoroughly cleaned between being used by different bubbles. Contact surfaces and equipment must be wiped down.
- **After-school sports and clubs** can take place where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil’s wider education and training. In these cases, extra care should be taken to ensure safety measures and pupils should be kept in consistent groups.
- **Music lessons** can recommence, however the following precautions must be taken:

- i. No sharing of instruments except keyboards/pianos, which must be cleaned between each user
  - ii. Distancing of 2 metres to be observed for any orchestras or group practice
  - iii. Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained.
- **Home learning** may be required in the event of a lockdown, if a bubble is sent home to isolate, or if an individual pupil cannot attend school because they have been told not to by a doctor. Schools must ensure that home-learning provision is ready to be implemented across each of these scenarios, and the home learning plans are available on their websites.

#### **16. Free School Meals (FSM)**

- Where children entitled to FSM are required to isolate due to a Covid-19 case within their bubble at school, the family will be provided with supermarket vouchers covering any school days within that period.
- Where a family entitled to FSM is required to isolate as a whole, due to a case within their household, schools will endeavour to provide families with food parcels for the FSM-eligible children for any school days during that period.

#### **17. Low-level cleaning by teaching staff**

- **Disinfectant spray and cloths** will be supplied to schools and will be given to staff who request to use them. These must be used by staff to wipe down any shared equipment. Pupils are not use disinfectant sprays.
- **Lidded bins** will be supplied to schools and should be placed in each room. These should be used for any tissues or used cleaning cloths.

#### **18. Professional cleaning services.** Our usual contractor, Aqua Blue, will be providing the services below.

- **Day cleaning** staff will be available in each school to conduct extra cleaning of key areas (toilets, corridors etc) and to respond to any incidents.
- **Evening cleaning** will take place as normal, but with particular attention paid to frequently touched surfaces and handles, and emptying of bins.
- **Response to a confirmed case of Covid-19.** If one of our staff or pupils tests positive for Covid-19, their group space and any other offices or toilets they have used will be deep cleaned within 24 hours. The space will be out of bounds until that has happened.

#### **19. Breaks, lunchtimes and eating**

- **Staggered timings.** Any time spent outside of group classrooms should be staggered to maintain at least 1 metre spacing and minimise the risk mixing of groups.

- **Designated zones** should be used when more than one group is using a space.
- **School meals** should be available to all where practical, and certainly to those entitled to Free School Meals.

**20. Pupil behaviour and sanctions.** Pupils must be fully briefed on the safety procedures during their first day back at school. Any pupils who do not follow the procedures should be behaviour managed as per normal school systems, with escalations made (to include exclusion where applicable) for repeated disregard for the procedures.

**21. Children with Special Educational Needs or Behavioural Needs** must receive face-to-face provision as normal. Any personal risk assessments must be reviewed before the pupil returns to school, and any additional

**22. Visitors to school.**

- **Only visits that are absolutely necessary should take place.** Parental visits should take place only in exceptional circumstances and always by appointment, and will ordinarily be held virtually.
- **Sports coaches, music teachers and other teaching staff** can move between schools enter sites. All must wash their hands on entry and exit, and be briefed at reception on distancing measures.
- **Parents** should only to come onto site with an appointment or in event of a medical emergency.
- **Other visits, including contractors,** should happen outside of teaching hours where possible. They must also wash hands on entry and exit, and be briefed on distancing measures.

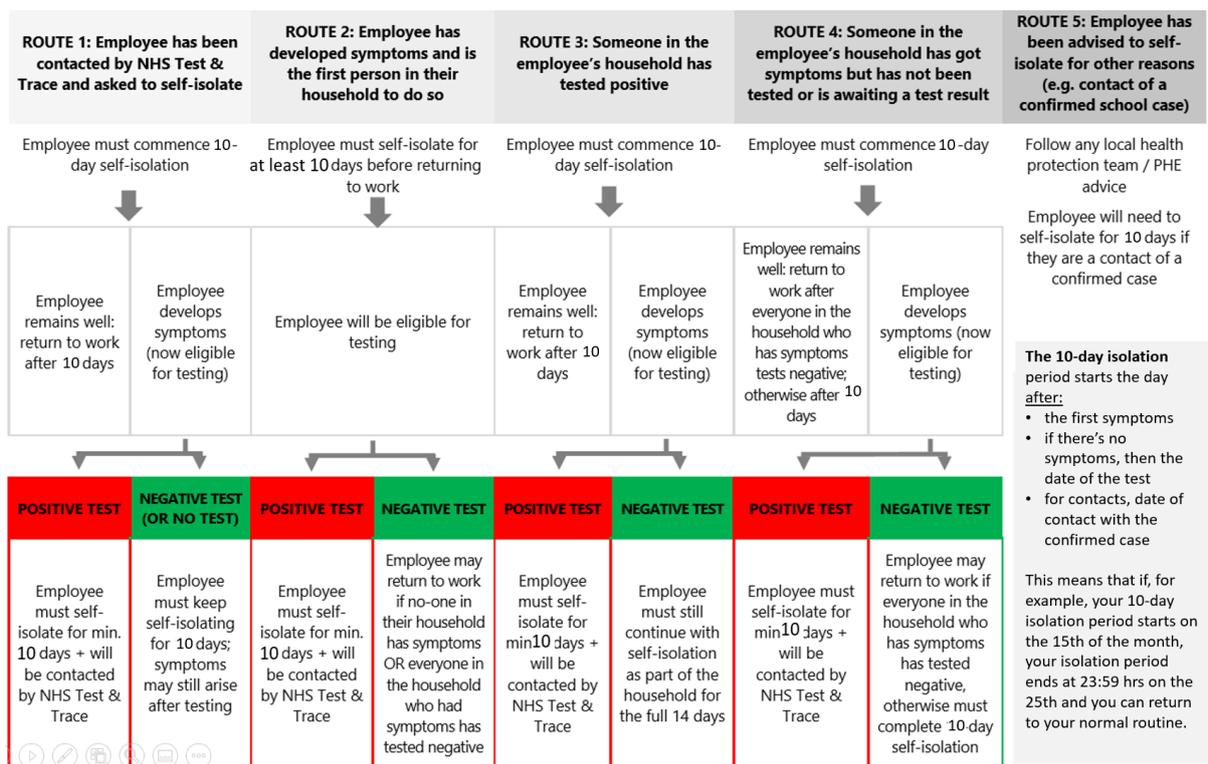
**23. School trips.** There will be no school trips during the national lockdown, and any trips scheduled to take place in the summer term should be kept under review

**24. When someone displays Covid-19 symptoms in school**

- **Emergencies.** If a person becomes seriously ill then dial 999 immediately.
- **Isolation room and use of toilets.** The person must wait in a designated isolation room until they can go home. Windows and doors should be opened for ventilation, and if there is more than one symptomatic person then they must stay 2m apart. The isolation room must be clearly marked and cleaned daily. If the ill person uses a toilet then this must be out of bounds until cleaned.
- **Use of PPE.** PPE should only be used if you are helping a symptomatic person **and** you have reason to be closer than 2m to them. This must include gloves, face covering, face visor and apron as provided. All items are single use and must be disposed off in the designated lidded bin after use.

- **Correct use of PPE.** All staff must be shown the instructions below on how to properly put on and remove PPE. These instructions should also be printed and left with the equipment.  
  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/877658/Quick\\_guide\\_to\\_donning\\_doffing\\_standard\\_PPE\\_health\\_and\\_social\\_care\\_poster\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf)
- **Cleaning if someone with symptoms has coughed, sneezed or been sick.** This must be cleaned as soon as possible by a member of our estates team or contract cleaning team.
- **Waste from people with Covid-19 symptoms** and waste from cleaning areas where they have been (including cleaning cloths):
  - should be put in a plastic rubbish bag and tied when full
  - the plastic bag should then be placed in a second bin bag and tied
  - it should be put in a suitable and secure place and marked for storage for 72 hours before being disposed of by cleaning staff

**25. Isolation and testing guidelines.** Schools must follow the flowchart below.



**26. Covid-19 testing.**

- **For staff.** All school staff will be provided with Lateral Flow Device (LFD) tests to use at home twice a week. These are not mandatory. If they receive a positive result then they must isolate immediately, inform the school and book a confirmatory PCR test at an NHS

test centre. The school should immediately trace contacts and advise them to isolate for 10 days; these people can come out of isolation if the case's confirmatory PCR is negative.

- **For pupils.** All pupils will be offered three LFD tests at the school's test centre on their return to school. Each tests will be 3-5 days apart. These are not mandatory. If someone receives a positive result from a test centre then they must isolate immediately and there is no need for a confirmatory PCR test. After the first three tests, pupils will be provided with LFD tests to use at home, and should then follow the procedure detailed for staff above.
- **Close contact is defined as:**
  - i. face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
  - ii. been within 1 metre for 1 minute or longer without face-to-face contact
  - iii. sexual contacts
  - iv. been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - v. travelled in the same vehicle

**27. If one of our pupils or staff members tests positive:**

- **Contact tracing within school.** Schools will ensure that close contacts within schools are traced and notified so that they can self-isolate. Anyone who moves between bubbles (ie. subject teachers) must have their movements timetabled or recorded so that tracing of contacts can be completed in the event of a confirmed case.
- **Deep Cleaning:** the person's class space, toilet spaces, and any other spaces as required, will be deep cleaned by the school's contract cleaners as soon as possible. Those spaces will be out of bounds until deep cleaned.
- **If the school requires further advice, or has two or more confirmed cases within 14 days,** it will contact the DfE's Covid-19 Helpline on **0800 046 8687** (Mon-Fri 8am to 6pm, Sat-Sun 10am-4pm).

**28. Adhering to the Test and Trace system.** If any pupil or member of staff is contacted by the NHS Test and Trace system and is told to self-isolate, they must notify the school immediately and self-isolate as per Test and Trace guidance.

**29. Home/School agreements.** Parents/carers of returning pupils are to sign revised home/school agreements containing expectations around following self-isolation rules and responding appropriately to the Track and Trace system.

**30. Changes to emergency procedures: Fire evacuation.** In the event of an evacuation, staff should remind children to remain 1 metre apart when exiting the building. However, this may need to

be discarded in an emergency situation. Pupils should be 1 metre apart where possible and face forward when queuing at the fire assembly point. Each school must conduct a fire drill to rehearse this at some point in the autumn term.

- 31. Letting of sites to third parties.** Lettings for any activity other than wraparound care will be paused until further notice, as per Government guidance on the pausing of sports, leisure and social activities.
- 32. Checking safety procedures.** Each site should be walked daily by a member of SLT, who is to check for adherence to Covid-19 safety procedures. Any failure to properly adhere to the safety procedures should be addressed at the appropriate level.

END OF DOCUMENT