

# Braywood CE First School



# Guidance on Keeping Safe

## Outline of Government Advice

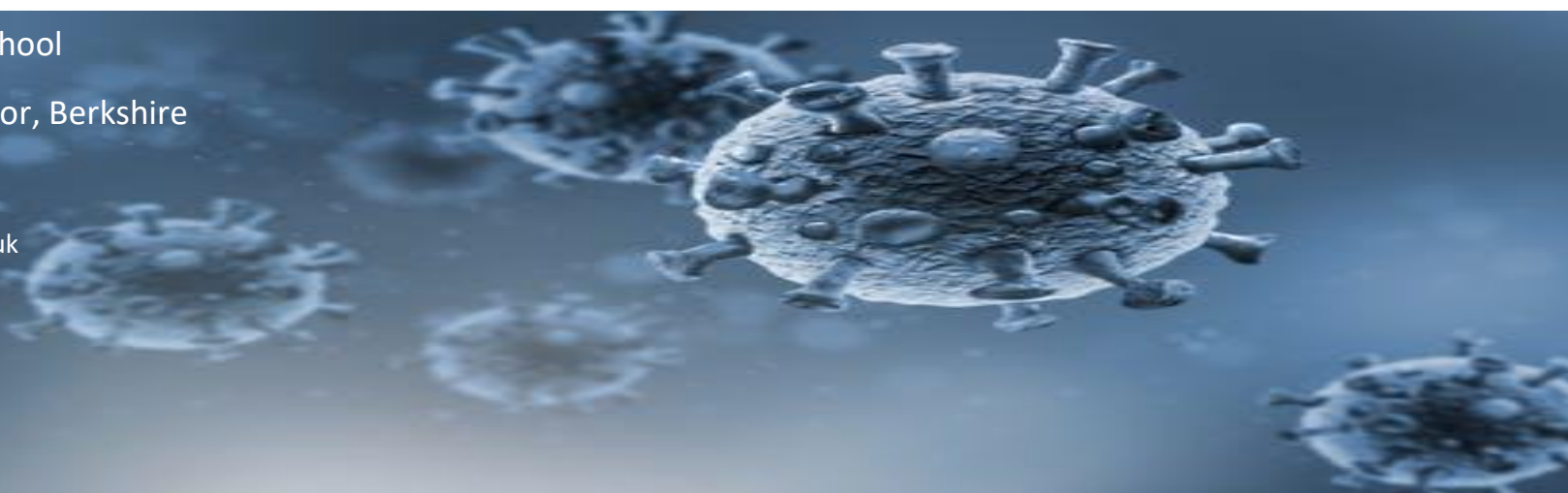
Braywood CE First School

Oakley Green, Windsor, Berkshire

SL6 1UH

[www.braywoodschool.co.uk](http://www.braywoodschool.co.uk)

[braywood@rbwm.org.uk](mailto:braywood@rbwm.org.uk)



# KEEPING SAFE IN A GLOBAL PANDEMIC



**1) PREVENTION:** *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*

## **Action on Displaying Symptoms** <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

- If anyone in school becomes unwell with a new and persistent 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
- Anyone developing those symptoms will be advised to arrange to have a test to see if they have coronavirus (COVID-19) and advised to follow '[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'
- Pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days

## **Test Results**

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. 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 10 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 10-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 10 days.

## **Self-Isolation at Home**

- They must self-isolate for at least 10 to 14 days
- Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

## **Isolation in School**

- Clear communication of school's expectations is found in the Flowchart - below.
- Children aware that if they are feeling ill to inform a staff member
- Staff know and follow guidelines through email communication including this Risk Assessment.
- Ensuring anyone developing COVID symptoms during the school day is sent home
- if anyone has a cough/temperature/feels unwell at school, they must be sent home. They will need to self-isolate for 10 days, or until tested negative.

## **Pupils displaying symptoms in school are isolated immediately**

If a child develops COVID symptoms:

- If a child is waiting to be collected, they, and any of their siblings in the school, should be brought to either the office lobby or outside seating
- PPE should be worn by staff working with children displaying symptoms. Resources are in the classroom and the medical area.
- Office to be informed to phone parents. Staff to observe the pupil from 2 metres. Parents to collect child through main entrance.
- If the child/adult needs to go to toilet before being collected, they should use the kitchen toilet. This area should then be marked 'Out of Order' and note placed it to be thoroughly cleaned/disinfected afterwards before anyone else can use it.
- Parent requested to book a Covid Test prior or handed home testing kits. Parents to inform school immediately of test result. If parent receive a negative test result is negative (email confirmation required) then the child can return to school. If positive, the family will have to self-isolate for 14 days. School to follow the advice from PHE or NHS Track and Trace regarding the implication for the school e.g. staff in the classroom.
- Names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus should not be released.

If the medical room is used, PPE **must** be worn by staff caring for the child while they await collection as a distance of 2 metres may not be maintained

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

## **Staff presenting symptoms**

Staff who have provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms need to follow the PSE or NHS guidance. even if wearing a face covering. This is the case if:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should arrange to have a test)
- the symptomatic person subsequently tests positive
- they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)

If we have a case of coronavirus in school, we will further scrutinise the hygiene processes e.g. wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. Clean the area around the person with symptoms must be cleaned with normal household bleach/antiviral solution 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](#).

## Intimate Care

- Gloves and face masks should also be used by staff that are supervising children intimately or with children that are ill/showing symptoms in school while waiting for parents to collect. Isolate from others in safe area hopefully outside.

## Staff taking leave involving foreign travel

Staff will be made aware that the government has set a requirement for people returning from some countries to quarantine for 10 days on their return.

- Staff will also be reminded there may be risk of return travel being disrupted by COVID-19.
- Staff will need to be available to work in school according to their contract and should be mindful of this potential reduction to their paid working hours

## Emergency Services

- **Call 999** if someone is seriously ill or injured or their life is at risk.

Anyone with coronavirus (COVID-19) symptoms should be advised not visit the GP, pharmacy, urgent care centre or a hospital but rather to call NHS 111 if they require medical help <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control>

The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.

**NB: Families taking leave involving foreign travel:** Families should be aware that the government has set a requirement for people returning from some countries to quarantine for 10 days on their return.

**2) The use of face covering in schools:** <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care> <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

- Face coverings will be worn by staff when they leave their class bubbles – in corridors, staff room, reception areas and all communal areas.
- Face coverings will be worn by staff if entering a bubble that is not their own i.e. secretary delivering a message
- Face coverings will not be worn by pupils
- Face coverings will be worn by all parents/carers dropping off or collecting their child/ren whilst on the school grounds

- Face coverings will be worn by all visitors entering the school reception office.

Please Note: Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between uses. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully

### Exemptions

- The school will be sensitive to the needs of individuals who are exempt from wearing face coverings, including those who:
  - Cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
  - Need to speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

### Safe Wearing and Removal of Face Coverings

a prescribed process to staff and pupils for when face coverings are worn at school in certain circumstances. Most staff are using face shields.

- The cleaning of hands before and after touching face coverings
- Safe storage of them in individual, sealable plastic bags between use or face coverings to be carefully replaced if they become damp
- Not touching the front of face coverings during use or during removal
- Disposing of temporary face coverings into 'black bag' waste bins or placing reusable face coverings in a plastic bag they can take home

**3) 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.*

- Ensure sufficient soap and water or hand sanitiser is provided. Sanitizers available in the entrance, in the courtyard, dining hall KS2 entrance and KS2 upstairs. Hand containers are kept in every classroom. Supervision of handwashing is preferred due to the harsh effects frequent use of sanitizer has on children's skin.
- Use of sanitiser by young pupils is supervised to mitigate ingestion risk
- Pupils wash their hands regularly, including: - on arrival, return from breaks, before / after eating and before they go home.
- Small children and pupils with complex needs are helped to clean their hands properly
- Hand washing regime is built into the school day (class timetable), supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.

- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach:** Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) Increased ventilation across the whole school**

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

[https://e-bug.eu/eng\\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)

- Sufficient supplies of tissues are available. Children encouraged to have tissues in school.
- Sufficient lidded bins in all classes
- Careful disposal of contents of waste bins
- Pupils instructed, encouraged and supported to follow this routine (Small children and pupils with complex needs continue to be helped to follow this routine)
- Lessons to be taught and revisited e.g. [e-Bug](#) has produced a series of helpful coronavirus posters: [Horrid hands](#), [Super sneezes](#), [Hand hygiene](#), [Respiratory hygiene](#), [Microbe mania](#)

**Ventilation:**

- The children will wear the Winter Uniform during the Spring Term. Remind parents that the classrooms will be colder than usual as the windows and doors will be open: the children will need warm/thermal underwear.

- 6) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**

[COVID-19: cleaning non-healthcare settings guidance.](#)

Cleaning schedule that ensures cleaning is generally enhanced and includes:

- School to be left empty of staff whilst cleaners are in operation.
- School cleaners to clean every used classroom environment every morning using anti-bacterial materials
- All communally used door handles, surfaces will be wiped throughout the day.
- Different groups allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.

- Care is taken for staff and cleaners not to touch waste without the correct PPE. Every teaching area to be provided with cleaning tools and materials i.e. cloths and disinfectant for door handles, doors, desks and surfaces so that toilets, desks and surfaces. Double bagging of potential contaminated contents of waste bins in line with guidance

**7) minimise contact between individuals and maintain social distancing wherever possible:** 'Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff.'

### **To safeguard the health & wellbeing of staff, children and their families at all times**

During lockdown (or in classes) children work in a safe work group.

- Classes are split into smaller groups (of 10 children during lockdown and 15 in classes) wherever possible and remain in their class or key stage bubble. This will help maintain social distancing (1m distance between desks).
- Pupils will be repeatedly reminded to observe social distancing and not to touch staff or their peers where possible This is enforced by all staff
- All class bubbles will have clearly designated class, toilet and play items.
- Children should be provided with their own named water bottle which should be sanitised at home each evening. Children have their own individual pencil case with essential items i.e. pencil, eraser, whiteboard pen & cloth, colouring pencils, felt tip pens.
- No whole school/ Key Stage or mixed class/bubble assemblies will take place in school buildings. Class Worship will continue.
- Circulations routes in place and signed to minimise contact. All classes to use external door to enter classroom
- All rooms, including staff offices and staff rooms, must have a maximum capacity set and socialising is kept to class bubbles.
- Chairs and other furniture must be re-arranged to reflect social distancing and capacity.

### **Organise classrooms/ learning environments – measures within the class bubbles**

- Unnecessary items in classrooms removed and stored
- Each child to have own desks/work area. Children seated side by side and facing forwards, rather than face to face or side on
- Moving unnecessary furniture out of classrooms to make more space
- Ventilation: internal doors propped-open using door guards, windows open.
- Lidded bins in classrooms and key locations
- Tissues/toilet roll available in all classrooms and each classroom has their own first aid kit.
- When working in close proximity to younger children staff to avoid close face to face contact and minimise time spent within 1m. Face shields used in the classroom.

**Supervision: Break Time & Lunch Time:**

- Teachers and TA stay with their own class for break time and lunch time. Personal breaks are built into the timetable.
- Lunchtime Staff remain at a safe distance wherever possible. If an accident occurs, then one of the adults from the class must deal with the injury.

**Curriculum - Music:**

Singing, wind and brass playing should not take place inside and in larger groups i.e. ensembles, or school assemblies. School Assemblies will be outside or taken place in the classroom. We will not host a performance with an audience, they will be recorded and then shared with parents in line with GDPR.

**Physical Education:** All outdoor PE lessons are taking place. In Tier 1, 2 and 3 the WSSP is coming on site. They have a comprehensive risk assessment. Contact sport is avoided, and PE equipment is prioritised for the individual/class or is cleaned afterwards. Children may wear PE kits to school on their PE days.

**Resources:**

- Equipment and resources are integral to education in schools may be used and should remain with the year group.
- Children have their own items that are not shared i.e. labelled water bottle, tissues, coat, lunch boxes carried in a backpack. This acts as the base for their belongings.
- Teachers strongly advised not to take books and other shared resources home. If this cannot be avoided, then the 48/72-hour delay on reuse will apply once returned to school.
- Resources that are shared between classes or bubbles, such as PE, Art, ICT and Science equipment should be cleaned frequently and meticulously or apply the 48/72 hours.

**Staff Room:**

- All adults to sanitize or wash their hands before using staff room facilities.
- No shared cups etc. staff bring in their own water bottles etc. No use of common utensils etc.
- Reduced adults in staff room at any one time and they eat and have their break in their classroom.

**9) Response to any Infection: engage with the NHS Test and Trace process:** *“Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#).”*

Schools will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- Book a PCR test if they or their child are displaying symptoms.  
The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste.
- Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.



- All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit
- Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test. PCR 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. Essential workers, which includes anyone involved in education or childcare, have priority access to PCR testing. The government will ensure that it is as easy as possible to get a PCR test through a wide range of routes that are locally accessible, fast and convenient.

The PCR test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these test kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19).

Schools should ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow this guidance.

1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.
2. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 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 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.

#### **NHS COVID-19 app**

- The school is displaying the app and its QR code in the main entrance for use by visitors
- The school uses booking in details in addition to when visitors download the app

**10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community:** *“Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).”*

Braywood will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. We will follow the advice below. We will seek support on the action we should take to respond to a positive case by contacting the dedicated advice service DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Advice will also be sought from the local authority.

Further advice and clarification may be sought from Public Health England (PHE), delivered by the NHS Business Services Authority. The advice service (or PHE local health protection team if escalated) will work with our school and based on their advice, Braywood must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual tested positive.

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 advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.

**Confidentiality:**

We aim to balance transparency with an individual’s confidentiality. 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 the 10-days from the day after contact with the individual tested positive should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.

They should get a test, and:

- if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10

days from when the symptomatic person first symptoms had, following guidance for households with possible or confirmed coronavirus (COVID-19) infection

In the event that a parent or guardian insists a child attends school, we reserve the right to take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). If we have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak and must continue to 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

In consultation with the local Director of Public Health, where an outbreak in Braywood 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.