



HOPE VIEW SCHOOL

COVID19 SYSTEMS AND PROCEDURES SEPTEMBER 2020

This document is written with reference to the Government Guidance, “*Education and Childcare during coronavirus*,” (<https://www.gov.uk/coronavirus-taxon/education-and-childcare>); “*Guidance for full opening: special schools and other specialist settings*.” (2 July 2020) (<https://www.gov.uk/government/organisations/department-for-education>)

The System of Controls: protective measures

This is the set of actions education settings will take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

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 the setting.

- Pupils, staff, visitors and other adults will not come on site if they have coronavirus or have tested positive in the last 7 days.
- Anyone showing signs of symptoms will be sent home, self-isolate for 7 days and arrange to have a test. Other members of the household will self-isolate for 14 days.
- Where a pupil develop symptoms they will be moved to the appropriate medical room and isolated with the door closed and the window open. The First Aider or other member of staff supervising the child will wear PPE or keep 2 metres away. The office will be asked to contact parents/carer as soon as staff are aware that the child is unwell. HT will contact Health Protection Team for advice.
- 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.
- Taking temperatures is not required.

Clean hands thoroughly more often than usual.

- **Pupils are expected to wash their hands throughout the day on a regular basis using soap and water or hand sanitizer and without exception as follows:**
- On arrival – when pupils arrive on site they will go directly to their classrooms where they will be expected to sanitize their hands before entering the room.
- Moving into another classroom/room – pupils will sanitize their hands when moving from room to room.
- Toilet Use – pupils will wash their hands using soap and water after visiting the toilet.

- Break/Lunch/Eating – pupils will use hand sanitizer or, in rooms where sinks are available, wash their hands at the end of these sessions and before eating their lunch. Food will not be shared between pupils under any circumstances.
- Return from practical activities – pupils will use hand sanitizer or wash their hands upon return from off site activities such as PE, Forest School or being out on a walk etc before entering their classroom or designated area.

Before leaving at the end of the day.

Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

- “Catch it, bin it, kill it.”
- Classroom or work area bin, with a lid, used specifically for the disposal of tissues.
- There should be a box of tissues available in each work area which pupils should be encouraged to use.
- We do not require our staff or pupils to wear face masks. Many pupils are already extremely anxious and this could exacerbate things if they can’t see faces.
- Transport providers are responsible for enforcing/following guidance in relation to their settings are the wearing of masks.
- It is mandatory for masks to be worn on public transport, i.e. in the case of any pupil who may catch the train to school.
- For those pupils who do wear masks on transport – staff to supervise removal/disposal
- Staff who travel to work via public transport are legally required to wear a face covering.

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

- Both sites have been deep cleaned over the summer holidays.
- Classroom desks will be wiped down at the end of every lesson where a different class will be entering the room.
- Office and reception areas will also be wiped down regularly by staff working in those areas. Office desks, computers, telephones etc will only be used by the designated member of staff.
- Toilet use will be supervised to ensure that only one pupil at a time enters the toilet. Staff will use the school’s radio system to facilitate.

Class Groups and Social Distancing

- Pupils will return to school in their normal class base.
- Upper School pupils will move lessons as usual with staff ensuring the above hygiene measure are being followed. Lower School pupils will remain in their usual classrooms except for practical lessons.
- During break and lunch times, pupils will remain in their class groups and will be allocated certain areas of the playground.
- Whole school assemblies/falling in will not take place.

- Desks in classrooms will face forward, be 2 metres apart and will not be moved. Pupils will always sit at the same desk.
- Staff will do their best to maintain distance from pupils and each other.
- Taxi routines should ensure that pupils are not entering or leaving the buildings en masse at the start and end of each day. Pupils will go straight to their classrooms on arrival and should not be wandering around the building or looking for staff.
- Equipment and resources – classrooms will not be overcrowded with these items and only those needed for use during lessons will be available.
- Parents/carers have been asked to ensure their child has their own pencil case and stationery in the US.
- Lunches will be kept in bags
- Books and resources may be shared in a bubble but if shared between classes, e.g. science equipment, should be cleaned between bubbles or unused for 48 hours (72 hours for plastics).
- Mobile phones and electronic devices – can be placed in the boxes as normal but pupils are responsible for putting their own device in the box and taking it out again at the end of the day.
- Pupils are permitted to bring bags into school but will not bring any other items from home.
- Physical intervention will be used if required.
- Visitors on site by permission of HT or Assistant HT and strictly by appointment

We will do our utmost to:

- Provide a broad and balanced curriculum
- Reduce anxieties and settle pupils in
- Assess and catch up pupils.
- Re-establish routines as well as the “new normal”