



10.09.20

Dorset Council – School Risk Assessment Template: Managing emerging from lockdown September 2020- adapted for HSD

This document is based on the arrangements communicated to schools in the documents below. The definitive advice for schools remains the DFE guidance. Individual school level planning should take account of these, and not go beyond the requirements of these documents.

This document covers:

- Planning and organising
- Communicating your plans
- When open
- Cleaning and hygiene
- Social distancing
- Use of outdoor space
- For shared rooms
- Shared resources
- Transport

Following completion of this document maintained schools should return a copy of it to childrenc19@dorsetcouncil.gov.uk before 1st June. Academy schools and trusts may use this for guidance or use their own templates. Where this is so please send a copy of your template to the same email address so we can monitor provision across the council area.

Specific education advice and support is available through the childrenc19@dorsetcouncil.gov.uk email box or if urgent through calling Mark Blackman on **01305 228241**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

School Name:	Guidance	HSD Action	Lead responsible and date where applicable
<p>Harbour School Dorset</p>	<p>Planning and organising</p> <p>Covid-19 virus: General</p> <p>All staff are competent and instructed about the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance.</p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> ● Vulnerable member of staff and/or pupil who has received a Government shielded letter. ● Staff who have an extremely vulnerable household member. ● Staff who live with a vulnerable person 	<p>Staff have read RA prior to pupil arrival on the 7th of September, practiced safe procedures and updates shared during Staff INSET on September 3rd.</p> <p>SLT will ensure that parents and staff are contacted.</p> <p>No staff have received Government Shielding letter. Each member of staff that have individual circumstances of concern have informed HT and currently all requested allowances have been enabled.</p>	<p>SR – line managers on 3rd/4th September New staff within Induction</p> <p>SR, DB, HB</p>

	<p>Manager to regularly update and inform staff re government guidance regarding covid-9 controls required:</p> <ul style="list-style-type: none"> ● Gov.uk https://www.gov.uk/ ● Public Health England https://www.gov.uk/government/organisations/public-health-england ● Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school ● Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> ● HSE COVID19 latest information and advice ● HSE Working safely during the coronavirus guide ● Government guidance COVID-19: guidance for schools Covid-19 ● Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable ● Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable ● Government publication COVID-19: cleaning in non-healthcare settings ● Government publication Best Practice: how to hand wash ● Government guidance for food business on Coronavirus (Covid-19) 	<p>All key updates are shared with staff regularly. This is done via email and when in school via verbal feedback.</p>	<p>SR</p>
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	<ul style="list-style-type: none"> • Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask • <i>detail any other specific disposable PPE in use</i> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p>	<p>The required use of PPE changes frequently, currently masks are not required nor are face coverings but whilst these are provided by Dorset then these remain available for staff. There is one pupil where face shields remain at teacher professional judgement for staff working with pupil. These have been provided and staff are directed to wear them at times when pupil is dysregulated. Individual, washable masks are given to staff for this purpose.</p>	<p>Line managers – Teachers- DB</p> <p>Support Staff – HB</p> <p>Monitoring and ordering of supplies - MP</p>
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	<p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running</p>	<p>Pupils are welcome to wear face coverings provided by their parents/carers. If pupils do want to wear face coverings then parents must show their child how to wear them safely and provide bags such as freezer bags that can be sealed for face coverings to be stored when not used. Pupils wearing face coverings must wash/gel their hands before putting them on and after taking them off. HSD staff will also demonstrate to and support pupils with this.</p> <p>This is placed around HSD – signage that is adaptable to changes e.g. distance apart is used and updated as and when national guidelines change. This signage includes the number of pupils allowed in a room which can change from room to room.</p>	<p>Office staff directed by SR & supported by JT- in place by September 7th</p>
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	<p>Parents and Guardians kept informed via email bulletins etc. regarding changes to start finish times and any new local rules regarding drop of and pick up etc. Staff kept informed via email, online meetings etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p>	<p>FLO and teachers will keep parents updated via email.</p> <p>This is done daily.</p> <p>Demonstrated and regularly reminded. Social stories are also used.</p> <p>Signage is around school and regularly shown to pupils.</p> <p>Regularly reminded, tissues, bins, bags are available.</p> <p>Hygiene room.</p> <p>Regular updates sent and at least weekly contact from staff.</p>	<p>and updated as regulations change.</p> <p>FLO, Teachers</p> <p>Social stories JT</p> <p>SLT & Teachers</p>
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		Daily de-briefs are standard at HSD as well as individual support.	SLT
Ensure that all health and safety compliance checks have been undertaken before opening in respect of:	<ul style="list-style-type: none"> ● hot and cold-water systems ● gas safety ● fire safety ● kitchen equipment ● security including access control and intruder alarm systems ● ventilation 	<p>Hot and cold-water systems: -</p> <p>Flushed weekly and temp checked monthly as per legionella (all recorded),</p> <p>Gas safety:-</p> <p>N/A</p> <p>Fire safety:-</p> <p>Alarm checks, servicing and emergency lights checks are up to date.</p> <p>In the recent service of the lights 2 failed, will fix</p>	<p>Site Manager</p> <p>Up to date.</p>

		<p>ASAP,(they are in a group of 3 with one working, still safe IMO)</p> <p>Fire extinguisher service is behind, I'd arranged this before Covid-19 but was put on hold and haven't heard back, chase it up today.</p> <p>Fire Risk Assessment, before opening we had a FRA and implemented all recommendations. However it would be a good idea to get him back to do a current one with the recommendations in place . He suggested this at the time but the with the costs involved it seemed unnecessary.</p> <p>Kitchen equipment:-</p> <p>All pre-owned equipment is PAT tested, all new equipment</p>	
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		<p>will be tested in the summer holidays with the rest of the school, happy to do the kitchen now and again in the summer if it helps.</p> <p>Security:-</p> <p>The security system only requires an annual service so not due until sept.</p> <p>Ventilation:-</p> <p>Annual service is normal so wouldn't be due until Sept. However the system is very basic just extractor fans in windowless rooms (Cleaners, toilets, Hygiene room)all working.</p>	
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		The fire extinguisher service will be completed.	
Attendance - Staff	<p>Staffing - Workforce in Schools Sept 2020</p> <p>Guidance states that all staff are expected to be back at school from September 2020, but in discussion with individuals, staff deployment can change</p> <p>Shielding measures were paused 01/08/20</p> <p>Staff in the clinically extremely vulnerable category and staff in the clinically vulnerable can return to work if the school has implemented the systems of control and in line with the school's workplace risk assessment e.g. individual risk assessments (available from the POD)</p> <p>Discussion with individuals is encouraged to identify concerns/anxieties and establish if these can be mitigated to the extent necessary to bring staff back into the workplace</p> <p>Clinically extremely vulnerable and clinically vulnerable staff should practise frequent handwashing and cleansing of 'touched areas'.</p> <p>Clinically vulnerable staff should follow sector-specific guidance - pregnant women are classed clinically as vulnerable (specific guidance available) Staff with particular characteristics such as ethnicity, age, sex, deprivation, additional occupations etc. can return to work in September if the systems of control are in place</p>	All staff have been asked individually as to whether special circumstances are needed for their safety and for their confidence. Where some staff remain concerned over their or individuals at home vulnerability certain staff will not be asked to work with certain pupils this is predominantly around pupils that can be physically aggressive and or have poor hygiene management. It is also not considered reasonable for staff to be placed at increased risk and there is a clear expectation of all pupils to follow social distancing and hygiene rules.	SLT, Staff

	<p>Recruitment should continue as usual (but remotely over the summer period)</p> <p>Staff will need to be available for work from the start of term (and should plan in advance for potential 14-day quarantine following trips abroad)</p> <p>If a member of staff needs to quarantine in term time, working arrangements should be amended to allow them to work from home if possible.</p> <p>People living with individuals from all risk groups can return to school</p> <p>The legal obligations in respect of health and safety must be observed</p> <p>Employers are reminded of need to pay due regard to staff wellbeing and work-life balance (guidance for supporting mental health)</p> <p>Supply teachers and peripatetic staff can move between schools</p> <p>Volunteers may return to school in September</p> <p>All catering staff are expected to return in September</p>	<p>All expected controls are in place.</p> <p>Interviews completed via TEAMS.</p> <p>HT has not had any discretionary leave requests on this account.</p> <p>Staff will have on-going work re curriculum development and VLE offering.</p> <p>Staff and pupil wellbeing are crucial at HSD</p> <p>Aweigh School will continue to work at HSD</p> <p>Currently no volunteers.</p> <p>Food is brought in from catering providers.</p>	
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<p>Staff Expectations</p>	<p>Staff wellbeing is vital.</p>	<p>Staff must follow the expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.</p> <ol style="list-style-type: none"> 1. Only attend school if you and all members of your household do not have Covid-19 related symptoms and if you feel well. 2. Wear a mask or face covering if using public transport. <p>Staff must wear face coverings in corridors, reception and canteen area (when not eating) and are advised to use their professional judgement about face coverings in class.</p> <ol style="list-style-type: none"> 3. Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day. 4. Maintain social distancing at all times, avoid physical 	<p>Line managers and Staff</p>
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		<p>contact at all times. No hugs, shaking hands etc.</p> <p>5. Do not share belongings (stationery, food etc) with others.</p> <p>6. Wipe your keyboard and mouse at the start and end of each lesson.</p> <p>7. When teaching, avoid movement around the classroom and where possible, maintain distancing from students.</p> <p>8. When marking work, wait 48 hours before handling and returning.</p> <p>9. Where possible, keep doors and windows open at all times.</p> <p>10. Do not gather in one room. Stick to a reduced capacity of each room.</p> <p>11. Staff are invited to join in our CV-19 lateral flow testing programme.</p>	
Pupil Expectations	Pupil wellbeing is vital	When attending school, students must follow the rules and expectations outlined	Parents, Line Managers, staff, pupils

		<p>below. This will help to maintain the health and wellbeing of everyone in our school and wider community.</p> <ol style="list-style-type: none">1. Only attend school if you and all members of your household do not have Covid-19 related symptoms and feel well2. Follow the rules of Transport.3. Arrive to school and leave to go home at the designated time. Follow staff instructions and wait until staff have been told that you can go to the gate.4. Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.5. Use the school thermometer at school entrance – staff will facilitate this.	
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		<p>6. Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.</p> <p>7. In the classroom, do not move the table or chair. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use when asked to.</p> <p>8. At break and lunchtimes, go outside (if weather is good) or designated venue (if weather is poor). Maintain a safe distance from others.</p> <p>9. Do not share belongings (stationery, food etc) with others.</p> <p>10. Use your designated (on your floor level) toilets and wait outside at a safe distance until they are free.</p> <p>11. Pupils Y7 and above must wear face coverings in corridors, reception and canteen area (when not</p>	
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		<p>eating) and are encouraged to use face coverings in class.</p> <p>12. Where pupils will become more dysregulated due to wearing of face coverings then they do not need to but must follow all other guidance. Pupils under Y7 are encouraged to wear face coverings.</p> <p>13. Respect the right of staff and pupils to be safe.</p> <p>14. Pupils are invited to join in our CV-19 lateral flow testing programme.</p>	
<p>Pupil Attendance</p>	<p>School attendance will be mandatory in autumn and the usual rules on attendance will apply. That includes your responsibility to record attendance and follow up on absence.</p> <p>Since 1 August, the government paused its advice for vulnerable people to shield. This means that pupils affected by those rules should be able to return to school.</p> <p>However, some pupils may still be unable to attend because they are complying with clinical and/or public health advice given to them (e.g. if they are self-isolating and waiting for a test result).</p>	<p>HSD are preparing for ALL pupils to return to school in March.</p> <p>No HSD pupil currently has a shielding letter. Where parents are anxious and there are vulnerabilities within the household then HSD will work with parents to enable their children to attend school and if</p>	<p>Parents, Attendance Officer (FLO), pupils</p>

	<p>In that case, you should not penalise absence and are expected to offer them access to remote education.</p> <p>Sanctions, including fixed penalty notices can be issued</p> <p>Under usual circumstances "schools must meet for at least 380 sessions or 190 days during any school year to educate their pupils. If a school is prevented from meeting for one or more sessions because of an unavoidable event, it should find a practical way of holding extra sessions. If it cannot find a practical way of doing this, then it is not required to make up the lost sessions."</p> <p>Usual school processes apply in determining and changing term dates, but the length of the school day can be temporarily extended to make up time.</p> <p>Relevant guidance:</p>	<p>necessary, this will be done as an integration package.</p> <p>Our FLO will work extensively with families before fixed penalty notices are considered.</p> <p>All HSD students require transport to attend, they also need a great deal of additional support which is why they are with us. All pupils are ASC and are greatly affected by changes and most of them compartmentalise time and space as home or school and additional 'catch-up' will cause high levels of anxiety. Pupils will be encouraged to attend, supported by staff and as is always the case they will be given appropriate levels of work that challenges and motivates. This work will focus</p>	
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	<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818204/School_attendance_July_2019.pdf</p>	<p>on existing gaps in knowledge whether caused from covid-19 or other reasons for missed education. Pupils are invited to join in our CV-19 lateral flow testing programme. HSD do not encourage Serial Testing but prefer that pupils self-isolate.</p>	
Behaviour	<p>Schools should:</p> <p>Review and revise their behaviour policy - you have the usual powers but consider carefully and plan for pupils who may be extremely anxious or reluctant to engage</p> <p>Consider context and experiences (some may have experienced trauma and/or bereavement)</p> <p>Utilise reintegration programmes for some pupils</p> <p>Exclusion should only be used as last resort</p> <p>Focus on pupil and staff wellbeing</p>	<p>HSD have a very pupil supportive Behaviour Policy and is geared towards restoration and enabling pupils to move forward. Where possible, the next day is a new day and fresh start. Exclusions are used very sparingly and only when considering the wellbeing of pupils and staff.</p> <p>The most significant difference in this time of Covid-19 is that pupils are absolutely expected to follow social distancing and hygiene guidance for their safety and the safety of others. This is vital for the wellbeing of all and reducing the spread of</p>	SR, DB,HB, Parents, staff, pupils

		<p>the virus. It also gives confidence to pupils, parents and staff that they can attend HSD. Consequently, pupils who do not follow this guidance will need to be collected by parents and taken home. This is not an exclusion as the pupil will be asked to work at home on tasks their teacher sets them on our VLE. The pupil is welcome to return to school the following day with assurances from their parent/guardian that they have discussed ways to follow the guidance once they come back to school.</p> <p>Where pupil behaviour would receive an exclusion under normal circumstances then this will happen as before Covid-19.</p>	
Contingency Plans	HSD is planning for full opening in March 8 and will follow this risk assessment.		SR

	<p>However, the debate around reopening is constantly changing and so HSD needs to remain flexible. There are many variables and combinations and the following 3 are considered to cover these.</p> <p>Contingency Arrangements</p> <ol style="list-style-type: none"> 1. Full Opening (Tier 1) 2. Not enough staff due to Covid-19 fears, Trace/Track rules, Flu-like symptoms due to winter & Local Lockdown – Tier 2. This is aimed at Secondary pupils, Primary School remain open. 3. National (Tier 4)/Local Lockdown (Tier 3 – see above) 	<p>Follow this RA</p> <p>Working as one bubble allows us to share staff and where numbers allow put pupils in other classes. Where appropriate, use supply staff. Many pupils at HSD will only respond to certain staff and other staff affect their anxiety levels and wellbeing, many of these pupils will also not work in different spaces and with different pupils, where this is the case: On an individual basis pupil parents will be contacted to discuss possibilities and if needed then pupils will not come to school but receive their education remotely (see below).</p>	
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	<p>Remote learning</p> <p>The Government expects schools to have the capacity to offer immediate remote education, where a class, group or small number of pupils need to self-isolate, or there is a local lockdown.</p>	<p>HSD will operate in line with this risk assessment with the addition of weekly staff availability checks and pupil vulnerability risk discussions as pre-summer break. HSD will work towards being open for those pupils who have social workers and are better off in school than at home along with pupils who have at least one parent who is a keyworker with parental responsibility.</p> <p>HSD will follow LA guidance in liaison with Dorset and Government direction.</p> <p>During the initial 'lockdown' HSD have set up a VLE through TEAMS. This is where appropriate tasks are set to encourage participation of pupils.</p>	<p>SR</p> <p>DB</p> <p>DB</p>
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	<p>Schools are expected to have strong contingency plans in place for remote education provision by the end of September 2020</p> <p>HSD has a Remote Learning Statement that is placed on our website and can be made available to parents upon request.</p> <p>Wrap-around provision from other schools</p>	<p>During September, developments will included, specific curriculum-based tasks and TEAMS video of live class where appropriate and needed.</p> <p>It is important to note that HSD students do rely heavily on direct staff support and encouragement and so this option is a last resort for pupils that cannot engage within school. The live classes are also only available where staff can attend school themselves.</p> <p>Many HSD staff are parents of school age children. Staff have informed me that most schools are not offering their usual before and after school clubs. This results in several staff not being able to arrive and leave HSD at normal times. It does appear at this stage that HSD will be able to</p>	<p>SR,DB,HB</p>
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		cover pupils at their normal start and end times, but we will be short staffed. If this proves to be too difficult, then affected pupils will have to start/finish at different times. Discussions with parents and transport will ensure that minimal time in school is lost.	
Catch-up support	<p>Grant funding will be received to support catch-up activities during 2020/21 Headteachers can decide how the money is spent but EEF Guidance is available</p> <p>National Tutoring Programme will deliver tuition to the most disadvantaged and vulnerable young people</p>	<p>All HSD students require transport to attend, they also need a great deal of additional support which is why they are with us. All pupils are ASC and are greatly affected by changes and most of them compartmentalise time and space as home or school and additional 'catch-up' will cause high levels of anxiety. Pupils will be encouraged to attend, supported by staff and as is always the case they will be given appropriate levels of work that challenges and motivates. This work will focus on existing gaps in knowledge whether caused from covid-19</p>	<p>SLT, Line Managers and ML, Teachers</p>

		<p>or other reasons for missed education.</p> <p>Curriculum Recovery Planning This will be offered on a one by one and priority students will be those who did not attend between March 23rd and July 17th & Jan 4th – March 8th.</p> <p>Where pupils do not attend, nor are they able to engage with VLE then HSD will offer blended learning work packs regular reviewed in accordance to pupil RA.</p> <p>COVID-19 Catch-up fund is used to purchase staffing and resources to implement additional reading programme for all our pupils. See COVID-19-Catch up statement on website.</p>	
Uniform	Schools are encouraged to resume their normal school uniform expectations (uniforms do not require additional/or more frequent cleaning).	HSD will continue with usual school uniform. For many pupils it has been a source of	Whole School Parents Pupils

	<p>There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided.</p> <p>You will want to think about leeway for any child who has grown out of any parts of their uniform since March but whose parents cannot currently replace it.</p>	<p>pride and for others a long journey to comply and any changes would unsettle this progress.</p>	<p>Ordering of Uniform – FLO/Admin</p>
<p>Social Distancing & Prevention</p>	<p>All schools must:</p> <ol style="list-style-type: none"> 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 2) Clean hands thoroughly and more often 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) Introduce enhanced cleaning <p>All schools should:</p> <ol style="list-style-type: none"> 5) Minimise contact between individuals and maintain social distancing wherever possible 	<p>HSD will comply with ALL recommendations for Social Distancing & Prevention. Specific steps can be seen following this block.</p>	<p>Line managers will ensure that Social Distancing and hygiene rules are followed with reminders throughout the day and through supervision meetings.</p>

	<p>6) In specific circumstances, wear appropriate personal protective equipment</p> <p>Response to any infection</p> <p>All schools must:</p> <p>7) Engage with NHS Test and Trace process</p> <p>8) Manage confirmed cases of COVID-19 amongst the school community</p> <p>9) Contain any outbreak by following local health protection team advice</p>	<p>An email to parents will inform them that HSD will comply with NHS Test & Trace so that reported incidents of Covid-19 will trigger contact details being shared with NHS Test and Trace.</p>	<p>SR – by September 7th</p>
<p>Stagger drop-off and collection times</p>	<p>Consider how to arrange drop off and collection to best socially distance groups and parents. Remember transport implications for those travelling</p>	<p>Pupils wait in transport until they are supported entry into school. Numbers currently do not require staggering.</p>	<p>Gate duty staff – typically SLT</p>
<p>Plan parents’ drop-off and pick-up protocols that minimise adult to adult contact</p>	<p>Parents outside gates, not on the premises. Wide areas set aside. Possible use of playing fields</p>	<p>Parents currently wait in cars until pupil is allowed in – they then approach the gate which separates staff and parents. Floor markings to be placed outside gates to inform parents where to stand if they wish to engage with staff member at the gate and signs</p>	<p>Gate duty staff – typically SLT</p>

		on gate will ask parents not to enter the school.	
Bubbles	<p>Schools must do everything possible to minimise contacts and mixing whilst delivering a broad and balanced curriculum</p> <p>Schools should maintain both 'bubbles' and distance between individuals (some separation is better than none)</p> <p>'Bubbles' are likely to increase in size to facilitate the full curriculum offer</p> <p>Limit the number of staff and pupil contacts and use small groups if this can be achieved</p> <p>Younger children do not have to socially distance when operating in their 'bubble'</p> <p>All staff can operate across different classes to facilitate delivery of the school timetable</p> <p>Supply teachers, peripatetic teachers and other temporary staff can move between schools</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as before</p>	<p>HSD is a small school with a current maximum of 30 pupils in total. Class sizes are small with a maximum of 5 pupils in classes that can manage socially and smaller classes where this is difficult. Classes can accommodate pupils from other classes on a temporary basis, this is to avoid sending pupils home when there is a shortage of teachers and when classes need to merge briefly – social distancing must always take priority on this decision. Many other schools have bubbles that contain hundreds of pupils and so HSD has chosen to operate as one bubble. We believe the numbers of pupil's support this safely. We previously operated two bubbles with fewer pupils but this put us under constant pressure to consider asking pupils not to</p>	SR and Line managers

		<p>attend as the staff that they could work with was in a different bubble or having to shield.</p> <p>HSD believe that staff will often have to shield to comply with NHS Test and Trace and so without being able to share staff we would constantly face closing. If we operate as one bubble, then procedures will be in operation for all staff to work this way.</p>	
<p>Organise small class groups, as described in the 'class or group sizes' section above</p>	<p>Maximum of 15 students in each class – smaller may be appropriate Staff deployment to achieve this Minimise contact across groups of children and staff Classroom systems need to support Covid-19 actions.</p> <p>Additional Guidance since March 8th 2021:</p> <p>The Government also recommends that the use of face coverings in Higher Education, Further Education and secondary schools is extended for a limited period to all indoor environments - including classrooms - unless 2m social distancing can be maintained. Face coverings are now also recommended in early years and primary schools for staff and</p>	<p>HSD classes will be usually 5 with a max of 7 students and 2 staff in classes. Education Brief for HSD Free School bid was based on 5 students per class whilst based in temporary accommodation and this allows 2m separation for some classes. This is important for HSD pupils as very few are willing or able to wear masks in lessons. The choice to increase class numbers to a maximum of 7 is for temporary</p>	<p>SR, DB</p>

	<p>adult visitors in situations where social distancing between adults is not possible, for example, when moving around in corridors and communal areas. All children will once again be expected to attend school, as they were in the autumn term.</p>	<p>circumstances only such as staff shortage or merging of pupils – social distancing guidance takes a priority. Where is not possible then pupils must wear masks. Currently, there are very few pupils in HSD that agree to wear masks in school.</p> <p>Pupils and staff based in their classrooms Students and staff will use hand sanitizer on entering each lesson within the day.</p> <ul style="list-style-type: none"> • Teachers will wipe the keyboard and mouse at the start of each lesson. • Students must wipe their keyboard and mouse at the start of each lesson. • All classroom doors will be kept open • When giving out resources in lesson (e.g. textbooks, papers, pool cue), these may be shared within the class. <p>However, such resources will</p>	
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		<p>not be shared with students in other classes until and unless they are disinfected, or they are left for a period of 48 hours (72 hours for plastic). We are using disinfection as our control.</p> <ul style="list-style-type: none"> • For marking of student work or assessments, teachers will wait 48 hours before handling(unless fogged). Student books will be placed in a plastic box (for the teacher) and retained in school for 48 hours before being marked. The same approach will be taken to return marked scripts. Teachers will disinfect hands before and after marking. Where possible, staff will directly disinfect all work. • All classrooms will have socially distant fixed seating where possible and students must sit in the same place at 	
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		<p>all times. Desks and chairs must not be moved from their location.</p> <ul style="list-style-type: none"> • When teaching, teachers should be at least 2m from students, avoid movement and stay near the screen. • Windows should be left open during the lesson unless it disrupts the learning. • Group activities and any close contact between individuals must be avoided. • Stationery and equipment is not to be shared. <ul style="list-style-type: none"> • Staff and Secondary age pupils are advised to wear masks in class as of the 8th March. 	
<p>Organise classrooms maintaining space between seats and desks where possible</p>	<p>Specific layout issues / challenges</p>	<p>Tables placed against walls, unnecessary equipment moved out of key areas, no use of central table, pupils have individual trays at desks and these contain necessary learning resources</p>	<p>SR, DB, HB, Middle leaders and teachers.</p>

<p>Decide which lessons or activities will be delivered</p>	<p>Restricted access to practical activities given the need for cleanliness</p> <p>Specific Subject Considerations:</p> <p>Secondary Social</p> <p>Science</p>	<p>Most lessons can occur within classrooms</p> <p>Breaks can occur outside when weather is nice. Care to ensure social distancing and that outside play equipment can be used with staff ensuring that pupil clean hands before and after use.</p> <p>Dining area can accommodate one class at a time as it is bigger than classrooms and can be used for 1:1 or group work where a larger space may be needed.</p> <p>This can occur outside or in the dining area where the increased numbers can be managed to enable social distancing.</p> <p>- A lab will be allocated for specialist science practical. The lab will need to be booked. A period of 48 hours (72</p>	<p>SR, DB</p> <p>MP – Science Lead</p>
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	<p>PSHE</p> <p>Music and Drama clubs</p> <p>Sports/Aweigh School Club/Forest School</p>	<p>hours for plastic) is needed for apparatus to disinfect before it is used by students from another class.</p> <ul style="list-style-type: none"> - The science lab touch areas used for practical will be disinfected before and after use. - In some cases, if adequate resources are not available and it is necessary for the same practical experiment to be studied by class, a teacher demonstration will be used rather than students undertaking the practical. <p>The teaching of mental health and wellbeing will be prioritised during the first term</p> <p>Choral singing must be avoided.</p> <ul style="list-style-type: none"> - Where possible sports should be undertaken in outdoor spaces. 	<p>DB, JT, KB,</p> <p>DB</p> <p>DB, JC</p>
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	<p>Library</p> <p>Educational Visits</p>	<ul style="list-style-type: none"> - Contact sports must be avoided. - Activities must be re-sequenced to ensure that students from different year classes do not use the same specialist equipment. A period of 48 hours (72 hours for plastic) is needed for specialist equipment unless disinfected before it is used/exchanged by students. <p>The library will be closed. No students are permitted to congregate in the library. The school will communicate the books available in the library to all students who will be able to request a book to be loaned to them.</p> <p>All educational visits must be approved by HSD's Educational Visits Coordinator (EVC).</p>	<p>DB,KB</p> <p>SR, MT</p>
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		<p>- Day trips are only permitted with current AP where RA have been completed by the AP centre and approved by the Educational Visits lead.</p> <p>Aweigh School is an exception to this, and they must follow their own guidelines provided to HSD.</p> <p>- When planning trips:</p> <ol style="list-style-type: none">1. All bookings must be made such that they can be cancelled in the event of a lockdown or other COVID-related circumstance with a full refund.2. The risk of infection – and how this will be mitigated – will be included in the risk assessment. This includes guidance from any external transport that is booked.3. The trip leader will enquire whether other school parties are likely to be present	<p>MT</p> <p>SR,JT,FLO,Admin</p>
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	Supporting Signage around classroom.	<p>and whether social distancing from such groups will be possible. If not, the trip cannot not go ahead</p> <p>Appropriate signage and social distancing markers is to be used around school.</p>	
Support in the classroom	Social Distancing and Hygiene rules should be applied unless it is for the wellbeing of the pupil that contact with the pupil is needed.	<p>Supporting in the classroom will maintain as much social distancing from the pupils they support as possible whilst maintaining effective support</p> <ul style="list-style-type: none"> - Sit side by side with the student, both facing the front. - Avoid facing the student they support unless this is needed for hearing impairment. - Avoid physical contact with the student. - Ensure that they do not share stationery or contact the same surfaces. - Check regularly whether the students they support are symptomatic. 	Line managers, Teachers/LM

<p>Consider which lessons or classroom activities could take place outdoors</p>	<p>Remembering that outdoor equipment will be difficult to clean and should be avoided. This includes seated/table areas.</p> <p>Equipment can be now be used provided adequate cleaning takes place between use.</p>	<p>Exercise and fresh air breaks can occur as pupil numbers does allow social distancing. A football could be used as this can be cleaned at the end of the session.</p> <p>Outside play equipment is now able to be used and staff must ensure that hand hygiene is followed.</p>	<p>DB, ML, Teachers</p> <p>SR- before Sept 7th</p>
<p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</p>	<p>Try to preserve a clean area should a classroom be needed as a decamp space following an outbreak of C19</p>	<p>HSD operates on a primary model – groups will stay in their classes. Where there are more than 7 pupils in a class or that risk assessment judges that the number in a class needs to be less than 7 then pupils will attend on different days but this will only be needed where there is a shortage of staff and classes are merged.</p>	<p>SR,DB</p>
<p>Stagger assembly groups</p>	<p>Avoid bringing groups of children into contact with other groups of children</p>	<p>All assembly style lessons are carried out in classroom.</p>	<p>NA</p>

		HSD will introduce whole school assembly/celebration day via TEAMS.	SR, DB-operational
Stagger break times (including lunch), so that all children are not moving around the school at the same time	Discuss with catering providers how this may be achieved. Consider staff breaks Consider allocation of different spaces to groups	Lunch food is in classrooms, provide as packed lunches or by Local Food Link. Staff will collect food for their class from the dining hall. Lunch and break times can be in class and/or outside. Numbers will allow social distancing. Pupils will need to be released to breaks one at a time.	SR, DB, HB
First Aid and Medical Room	First Aid needs to be available and maintain social distancing and hygiene where possible.	<ul style="list-style-type: none"> • Any student or member of staff who falls ill or is hurt in school will go home. • A student who is unwell will wait in a separate area (usually the room next to HT office or opposite reception) before being collected by a parent. • There will be a First Aid resource in reception. Students and staff will self-administer first aid if possible – guided by first-aider.	School first aiders

		<ul style="list-style-type: none"> • First aiders will follow the school's established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, staff will wear face masks, gloves and aprons. Eye protection will also be needed if splashing from bodily fluids is likely to occur. • Medication for specific students will be stored securely within reception. Such medication must be self-administered if possible. 	
School reception and offices	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards will be suspended.</p> <p>Waiting areas is to be in small room opposite reception.</p> <p>Glass screens are utilised at reception.</p>	<p>Staff can only use offices or staffrooms if they are able to socially distance themselves from each other.</p> <ul style="list-style-type: none"> • All meetings outside of school hours will be undertaken virtually where possible. • In staffrooms and offices, hotdesking on PCs will be 	Line managers are responsible for ensuring their staff follow guidance.

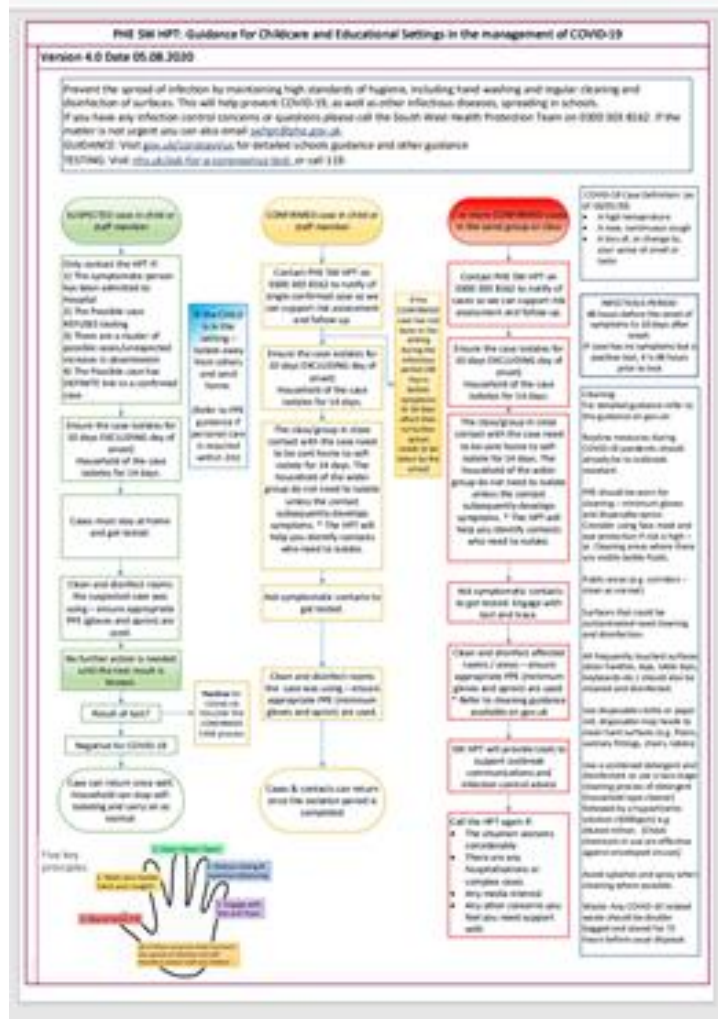
	<p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken. Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use. Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available</p>	<p>avoided. Where this is not possible, staff should clean keyboards before and after use. DHT/AHT should only use their computers in their office to minimize staffroom computer use.</p> <ul style="list-style-type: none"> • The telephone should also be wiped after use and hands should be sanitised afterwards. • Staff must use a hand sanitizer when entering and leaving the staffroom and/or office. 	<p>SR</p> <p>SR,DB,HB</p> <p>SR,DB,HB</p>
<p>Consider how children and young people</p>	<p>Discuss needs for transport with parents.</p>	<p>Most pupils arrive by taxi – where pupils usually share a</p>	<p>Dorset/Transport to operate</p>

<p>arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses, or public transport where possible (guidance will shortly be published on safe travel)</p>		<p>taxi and transport cannot offer additional transport then parents/guardians will be asked to bring their child to school and if this is not possible then pupils will attend different days. HSD will do all that it can to avoid this. If unavoidable, then pupils at home will receive an education on those days by our VLE.</p>	<p>within Government Guidance.</p>
<p>Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</p>	<p>Reduce the volume of equipment in use Plan 72 hours between equipment swaps Do not rota equipment or spaces</p>	<p>Use of outside play equipment is controlled by class teacher who must ensure cleaning of equipment and appropriate hand hygiene</p> <p>Where equipment has been used by a pupil sent home due to CV-19 symptoms then the play equipment will be disinfected. Small equipment will be wiped, larger equipment (swings etc) will be 'fogged' by a fogger.</p>	<p>DB, Teachers</p> <p>Staff in charge of group using equipment.</p> <p>MT</p>

		Friday Sports Club will need to ensure that it has its own equipment as for class teachers.	
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	Storage on semi-permanent basis for some items may be appropriate	Currently the library and storage areas are available for equipment that is out of use. If this is not enough space then an onsite shed will be ordered and erected.	SR, Site Manager
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Minimise the use of soft areas, such as reading corners or shared spaces.	Soft furnishings will be removed from POD areas. Regular breaks will be done by use of computers and or outside space.	SR, Teachers/LM
Dining		Dining will be done in classrooms. Food collected by staff and brought to rooms.	SR, DB, HB
Meetings	Should be kept to a minimum, virtual where possible. In person meetings must adhere to social distancing and hygiene guidance.	In-person meetings will be avoided whenever and wherever possible. Staff will use other means of remote communication to host meetings where facilities are	SR, DB, HB

		<p>readily available: TEAMS should be used for most meetings.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room/dining area capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms must be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users are not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users must wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all</p>	
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		<p>meeting rooms for use by staff and replenished as required. Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	
<p>Pupils and staff who become symptomatic during the school day</p>	<p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil:</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p>	<p>School will contact PHE and Mark Blackman, Director of Education.</p> <p>Staff and pupils are monitored for a high temperature – 37.8C. If someone has a high temperature they are tested again as there can be errors. After a second recording of a high temperature the person is isolated and wait quietly for 15 minutes whilst areas of contact are cleaned. After 15 minutes temperature is taken again. If the temperature remains high then they must go home and follow the procedure for a suspected CV-19 case.</p>	<p>SR</p>



Staff and pupils are also monitored for a continuous new cough – where this is defined as coughing for more than 1 hour or having three or more coughing fits in a day.

Staff and pupils are also monitored for loss of taste and smell.

Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate.

Where pupils sent home are FSM then vouchers will be made available for their meals during their absence.

If staff are unable to maintain 2m social distancing from an

		<p>isolated pupil, appropriate PPE must be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with will be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff must engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms like coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they must follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10-day period starts from the 	
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		<p>day they first became ill. If they still have a high temperature, they must keep self-isolating until temperature returns to normal.</p> <p>If necessary, the 'bubble' (whole school) will be sent home and advised to isolate in line with guidance</p>	
Vulnerable staff and students	Plan around the vulnerabilities to minimise risk to individuals Specific actions in respect of specific staff	HSD has been liaising with all current staff in this regard. New staff starting will have a meeting to ascertain this information and the use of any supply staff will start with a similar discussion as part of their induction.	SR, FLO DB
Communicating your plans			
Parents Evenings/Meetings/Family Friday	<ul style="list-style-type: none"> • Meetings with individual parents are permitted, providing: <ul style="list-style-type: none"> - Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked at reception. - Parents sanitise their hands before and after the meeting. - All care is taken to avoid parents coming into proximity with any student other than their own child. - Social distancing is maintained during the meeting. 	Parents will be invited as and when needed if face to face is required. Most meetings to be held virtually where appropriate. All social distancing and hygiene guidance to be followed.	SR, DB, HB, FLO

	<ul style="list-style-type: none"> • Parents' evenings, where there is a large gathering of parents, should be avoided during the first term. Instead, the school will make appointments with parents of targeted pupils when needed. • Information events for parents, such as curriculum guidance evenings, will be delivered virtually. • Performance Review Meetings will continue in line with the guidance outlined above, to mitigate the risk of infection. 	<p>Family Fridays will not take place until at least the summer term but where there are any specific concerns about a pupil then video meetings or individual parent meetings will take place.</p> <p>Parents TEAM meetings arranged on INDET May 5th.</p> <p>Curriculum guidance will take place virtually with parents and 1:1 with pupils. Where parents are keen to be a part of the pupil meeting then they will take place in a room where social distancing can be carried out and will be after or before school starts.</p>	
<p>Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any</p>	<p>Clear notices for parents Electronic communication Reminders on a regular basis</p>	<p>Notices to displayed in school and on gates.</p> <p>Email to parents.</p> <p>Pupils updated daily in school and regularly by VLE.</p>	<p>SR,DB,HB</p> <p>FLO</p> <p>Line Managers, Teachers</p>

<p>symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>Deliveries</p>		<ul style="list-style-type: none"> • All visitors should be approved by SLT beforehand and unnecessary visitors to be avoided. • All visitors who wish to spend time in school will be asked at the school reception if they have had COVID-19 symptoms in the past 7 days. If so, they should be refused entry and advised to isolate themselves at home and get tested. . All visitors will have their temperature taken. • Visitors arriving at HSD will be asked to maintain social distancing if waiting to be seen. • Visitors entering school must use the hand sanitiser. • Visitors will be inducted on safety and hygiene measures if they are spending time in school. 	<p>SR, DB,HB</p> <p>FLO</p> <p>FLO</p> <p>FLO</p> <p>FLO</p> <p>FLO</p> <p>FLO</p>
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		<p>. All visitors must leave contact details for NHS Test & Trace purposes</p> <ul style="list-style-type: none"> • All deliveries should be handled with gloves and fogged. 	FLO
Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Be clear with parents around other siblings who are not currently attending.	This is the usual situation for all our pupils.	SR, DB, HB, FLO,
Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Communicate this in multiple ways to avoid parents missing the message	Email to parents All pupils are driven to school. The numbers of pupils mean that they can remain in their transport until brought in by duty staff. This will be done in a staggered and manageable manner and so no specific change of times is necessary.	Family Liaison & Teachers
Make clear to parents that they cannot gather at entrance gates or doors, or	Specified areas for parental waiting Clear guidance on how to contact staff about issues	Directed by Office Staff Signs on gates. Duty staff can remind parents if necessary.	SR

<p>enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>		<p>Unless necessary – parents are not able to come on site.</p>	
<p>On-line learning. Also think about engaging parents and children in education resources such as e-bug and PHE schools resources</p>	<p>Encourage parents to reinforce messages at home</p>	<p>TEAMS: All pupils have been given individual login to our On-Line TEAMS Learning Environment. Staff are responsible for ensuring that pupils within their class have appropriate contact and work placed on the VLE. Where necessary, staff will enable TEAMS video of their lessons for pupils unable to attend.</p> <p>Staff respond to pupil work daily.</p> <p>Information can be shared on VLE where appropriate.</p>	<p>DB & Middle Leaders</p> <p>ML</p> <p>DB</p>
<p>Ensure parents and young people are aware of recommendations on</p>	<p>Work with travel providers to ensure compliance while travelling</p>	<p>Contained in guidelines emailed to parents.</p>	<p>Dorset Transport</p>

<p>transport to and from education or childcare setting (including avoiding peak times). Guidance will shortly be published on safe travel</p>			
<p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</p>	<p>Involve staff at all levels in the development of working practice.</p>	<p>Staff will be sent HSD actions and guidelines and shared in their supervision meetings.</p> <p>Staff to have copies of HT emails to parents and Governors.</p>	<p>SR, DB,HB</p>
<p>Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</p>	<p>Specialist contractors will be busy and statutory inspections are necessary for some items. Particular vigilance around water contamination.</p>	<p>School has remained open and usual checks in place.</p>	<p>Site Manager</p>
<p>Hygiene</p>			

<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</p>	<p>Covid 19 funds may be deployed to this. Reference https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Cleaning will need to be increased to reflect additional days. – an increased of 1 hour daily cleaning agreed along with emphasis on touch areas.</p>	<p>Site Manager</p>
<p>For cleaning and hygiene: follow the COVID-19: cleaning of non-healthcare settings guidance</p>	<p>Mark A Foxwell m.a.foxwell@dorsetcc.gov.uk Can advise on specific issues.</p>	<p>Noted- send to cleaning agency.</p>	<p>Site Manager</p>
<p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p>	<p>Guidance on provision of soap and procurement is available in the linked documents. Hand sanitiser should be alcohol based where this is used, bacterial hand soap does not affect C19.</p>	<p>Hygiene station by front door. Every room to have hand sanitiser, staff to ensure that pupils use this. Appropriate handwashing to continue and regulated by staff.</p>	<p>FLO Teachers Teachers</p>
<p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light</p>	<p>Consider how cleaning staff can be deployed to minimise cross contamination of areas. Cleaning of resources</p>	<p>As well as cleaning staff – HSD staff will do this throughout the day and at the end of the day – prompted by the named staff member for this and bag disposal daily.</p>	<p>SR, DB, HB</p>

switches, bannisters, more regularly than normal			
Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning	Set up daily routines	Pupils to clean hands upon entry to school – sanitiser. Wash/Sanitise hands at the end of each session/lesson and before eating, after toileting and after each break.	Classroom Teacher Classroom Teacher
Clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing	Plan for how to manage this in the day Use of tissues and their disposal	See above	Classroom Teachers
Are encouraged not to touch their mouth, eyes, and nose	Develop routines with children and staff	Posters and regular prompts/reminders from staff. Posters are supported by use of symbols/visuals	Classroom Teachers
Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')		Posters and reminders and tissues available in each classroom. Posters are supported by use of symbols/visuals	Classroom Teachers
Ensure that help is available for children	Provide advice to staff on modelling behaviours	Staff / Pupil arrangement allow this.	HB, JT

and young people who have trouble cleaning their hands independently	encourage young children to learn and practise these habits through games, songs and repetition		
For those children in the youngest age groups who may have toileting issues, consider safe approaches	Availability of gloves and hand washing regimes. Availability of appropriate toilet cleaning materials Consideration of disposal and or storage of soiled clothes	All hygiene and PPE equipment Guidelines for waste disposal and soiled clothing are followed.	HB, JT Admin – monitor and order PPE stocks.
Ensure that bins for tissues are emptied throughout the day	Consider disposal routes, double bag and leave for 72 hours	As above	FLO
Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Remember to minimise the risk of falls from height, window restrictors should not be removed.	Windows and doors left open – site remains secure due to outside fencing and gate. Window restrictors remain.	SR, DB, HB
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Safe ventilation Do not increase fire risks Carefully consider evacuation routes may need to change	As described.	SR, DB, HB
Get in touch with public sector buying		Currently provided by Dorset	FLO, admin

organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed		Stock and orders checked weekly. Additional national supply is also accessed.	
Discuss with staff that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting	Advise staff	As above HSD will make more than this available as staff confidence is vital.	SR, DB, HB – Thursday 3 rd Inset.
Consider measures to support staff mental health and well being	Additional resources are available through Dorset Healthcare – see link. https://www.dorsethealthcare.nhs.uk/coronavirus-1/mental-healthwellbeing-advice	Continued staff supervision programme – remotely else in room with appropriate spacing – staff choice. On-line CPD on well-being is offered by Sigma Training.	SR, DB, HB – Sept 3 rd Inset
Accessing rooms directly from outside where possible	Consider safe access routes and do not compromise site safety	Staff arrive and wait until safe to enter building i.e. social distancing around entrance is possible.	SR, DB, HB

Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	Plan sensible route around the building, use outside to help develop these where possible.	Staff can see length of corridors and can step into recesses to allow safe passage. Markings on floors indicate 2m distancing.	SR, DB, HB
Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	Consider the cleaning of toilets more regularly Consider access arrangements for toilets Maintain adult and children as separate toilet facilities	Numbers of children mean that toilets are never cued for and they are single occupancy.	SR, DB, HB
Specific measures for some children and young people who will need additional support to follow these measures	Specific approaches for specific individuals Intimate care planning and PPE	Where pupils need support using toilets, they already have care plans. New care plans for appropriate pupils starting in September required – this is done a part of transition with pupil, parents and staff.	HB, JT
Use outside space			

for exercise and breaks:			
Consider outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff	Plan outdoor time in the curriculum for children	Aweigh School may have to do activities on school site to follow government guidance.	DB
For shared rooms:			
Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in	Carefully consider the rota arrangements for children in the school day.	<p>Only dining area, science and activities room are shared. Activities room times are agreed daily. Activities room can only be used when a member of staff is willing to disinfect afterwards otherwise this rooms use is discouraged.</p> <p>Dining area can be used for activities – agreed daily at briefing.</p> <p>Science room is to be timetabled and a booking system in place outside of timetable.</p>	<p>SR, DB, HB</p> <p>SR, DB, HB</p> <p>MP- Sept 7th</p>

place, following the COVID-19: cleaning of non-healthcare settings guidance			
Reduce the use of shared resources:			
Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff	Revise marking arrangements so staff do not take work home Manage workload with staff to ensure staff have downtime outside of the school day	This is HSD mode of operandi generally.	SR, DB, HB
Seek to prevent the sharing of stationery and other equipment where possible.	Purchase more resources where necessary to support classes. Shared materials and surfaces should be cleaned and disinfected more frequently	Staff to keep their resources in their room. Cleaning regularly used surfaces has been described. Pupils will be provided with their own stationery which will be kept in trays at school.	Line Managers
Practical lessons	Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts	Staff will be made aware.	SR, DB, HB & ML – Sept 7th

	<p>Plan for specific activities with sufficient time for cleaning of resources</p> <p>Allow 72 hours between re use windows</p>		
Lateral Flow Testing	<p>On a voluntary basis, schools have been requested to operate Lateral Flow testing within schools. Schools will need to identify staff and train them to carry out the tests.</p> <p>HSD has been operating LFT since wc 11th January</p> <p>From March 8th 21 -</p> <p>In addition to the already established rapid testing regime and regular testing of staff, there will be twice-weekly testing of secondary school and college pupils, initially with on-site testing and then home testing.</p> <p>Students in Year 7 and Above</p> <p>Home testing is being introduced for secondary age pupils (11+) and college students. It is important that pupils and students are initially supervised whilst swabbing to make sure they are doing it correctly. This is why testing will initially take place on-site, at an asymptomatic test site (ATS). Secondary schools and colleges should offer students 3 tests on-site, 3 to 5 days apart (min 3 days), upon their return. Testing on-site (via an ATS) initially is a condition of being able to transition pupils and students to test at home.</p>	<p>Pupil's currently attending HSD will be offered testing twice weekly in school.</p> <p>Pupils who start on or later than the 8th March will be tested prior to entry into the school for 3 occasions in their first week. If Home Testing kits are available, they will be given a kit for testing a fourth time that week but done at home.</p> <p>After the first week, all pupils will be given home testing kits to test twice a week at home.</p> <p>HSD will maintain the capacity to test where pupils are unable to test at home and are wanting to be tested in school.</p>	<p>SR, DB 8th March 21</p>

	<p>You have the flexibility to consider how best to deliver testing on a phased basis from Monday 8 March (but not before), depending on your circumstances and local arrangements, but you should prioritise vulnerable children and children of critical workers, and year groups 10 to 13. Pupils should return to face-to-face education following their first negative test result. Pupils not undergoing testing should attend school in line with your phased return arrangements. Testing is voluntary; however, we would encourage everyone to participate in the asymptomatic testing programme to help break transmission links by identifying those who may be carrying the virus unknowingly.</p> <p>Staff Testing</p> <p>All staff will now be able to conduct their tests at home and will be asked to continue testing twice a week. Test at home kits for staff will start becoming available from Thursday 25 February and all staff should be using them by Monday 8 March. Staff will need to report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone in line with the instructions in the home test kit. A positive confirmatory polymerase chain reaction (PCR) test will be required for all positive cases. Whilst you await your delivery of test at home kits, staff should continue to be offered twice weekly testing at your school or college test site.</p>	<p>Staff: Testing will continue in school until the arrival of home testing kits. Staff will then be provided with home testing kits to enable testing twice a week where they agree to do so.</p> <p>Results: HSD will follow DfE guidance regarding test results. However, we encourage staff and pupils to self-isolate rather than operate serial testing – this is supported by DPH.</p> <p>Local Authorities, including Dorset have set up LFT centres for public testing. Each LA tests people according to their own criteria.</p>	
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	<p>Schools and colleges should retain a small ATS (1 to 3 bays, depending on the size of the school or college) on site so they can offer testing to students who are unable or unwilling to test themselves at home.</p>		
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	<p>All households with school children, members of their support and childcare bubbles, and those in related occupations will also be encouraged to get tested regularly.</p>		
<p>Encouraging parents and children and young people to walk or cycle to their education setting where possible</p>	<p>In a rural setting this may not be possible. Encourage parents to use their own vehicle and not lift share with other families in different groups</p>	<p>We are in a rural setting and all students are brought into school. Mostly by taxi as described and a few by parents, also described.</p>	<p>Dorset Transport</p>
<p>Schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required</p>	<p>Work with transport providers on this – guidance to follow</p>		<p>Dorset Transport</p>

Ensuring that transport arrangements cater for any changes to start and finish times	Where required this will involve liaison with the county transport team. Multiple journeys in rural locations may not be available	Good communication with parents who will communicate with transport. HSD staff will assist with transport discussions where appropriate.	Dorset
Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus	Dorset travel will ensure that transport providers are aware of this requirement.		Dorset
Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers	Dorset travel will ensure that transport providers are aware of this requirement.		Dorset
Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the	Transport arrangement for those with particular needs can be discussed with the Dorset travel team.		Dorset

vehicle or fasten seatbelts			
Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)		Described above.	HSD to transport FLO/Admin Transport in liaison arrangements with parents
Emergency Evacuation	Normal evacuation routines remain with an emphasis on trying to maintain social distancing.	<ul style="list-style-type: none"> • On hearing the fire alarm, students must be instructed to leave the building in single file and in a calm, orderly manner whilst exercising as much social distancing as possible. • The person in charge of each class must indicate the exit route to be used and everyone must be directed to the predetermined Assembly Point. • The Assembly Point remains the same. 	Fire Marshalls/ SR, DB, HB



		<ul style="list-style-type: none">• Once everyone has left the classroom or office, staff must lock the door.• Specific arrangements must be made for students with physical disabilities or complex needs to ensure that they are assisted during evacuation. In such circumstances, staff should wear a mask if social distancing is not possible.• All bags, coats and classroom materials must be left in the classroom.• As staff move to the evacuation point:<ul style="list-style-type: none">- Staff should maintain social distancing from colleagues and other students.- Students should be encouraged to move quickly and staff should model this.• Any visitors to school must be directed to follow the students out of the nearest exit.	
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		<ul style="list-style-type: none">• Anyone who is not in class when the alarm sounds must report to the assembly point.• If the evacuation is necessary during break or lunchtime periods, students and staff should evacuate immediately and report to the meeting point.• Admin staff will bring the visitor signing-in log and completed registers for each class to the assembly point.• It may not be possible for students to avoid proximity to students whilst evacuating the building – however, students will be instructed to avoid all physical contact on their way to the Assembly Point.• At the Assembly Point:<ul style="list-style-type: none">- All students should maximise the distance between others.- All students should line up in their classes and be registered by their teacher.	
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		<ul style="list-style-type: none">• Upon re-entry into the lesson, students should use a hand sanitiser.	
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Additional factors that are important on a local level may be added to this template: