



COVID-19 RA – December 2021

Prevention		
DfE guidance	School Specific Issue	School Specific Measure
<p>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 the setting.</p>		
<p>Minimise contact with individuals who are unwell. Inform staff, students, parents, carers, visitors, suppliers, contractors etc. that they should not enter the setting if they, or members of their household “are showing symptoms of, coronavirus (a new continuous cough, or fever, or a loss of, or change in, your normal sense of taste or smell (anosmia))”. They should “be at home, in line with the guidance for households with possible coronavirus infection, and arrange to have a test”.</p>	<ul style="list-style-type: none"> • Many children not able to communicate to parents if they are unwell • Impact of pupils needs on family wellbeing may lead to children being sent to school anyway 	<ul style="list-style-type: none"> • Posters on entrances to this effect, these will be updated each time new guidance is published • Communicate this message to parents via ParentMail before pupils start as part. • Staff to be alert to pupils who present with coughs/temperatures and alert designated person to facilitate them being sent home • Ear thermometer available for children • Armpit thermometer available to staff • All staff to be familiar with annex 2 of the RA which is a flowchart showing procedures to follow if either staff or student displays symptoms. • Any pupils with symptoms should be sent home immediately, and should isolate in the ‘mouse room’ until collected • Full set of PPE has been made available to each class for use with pupils who is displaying symptoms. (See PPE annex) • For multiple cases, other rooms are available and decisions will be made if this were to occur • Parents have been asked to collect child quickly if unwell and it is expected that they will organise a test for their child and will cooperate with NHS Test and Trace procedures.



- A note will be sent home with parents when they collect detailing their next steps – reception have a stock of these notes to hand out and aware of the need to do so, but they can also be found on the server here: T:\BookerPark\admin\Covid-19\Risk Assessments and Health and Safety (called Next steps for parents after we send a child home)
- Any ill staff should leave immediately and should organize a test for themselves – if finding this difficult through 119 they should contact Sue H who can organize one through the critical workers scheme.
- Another member of staff will be contacted to keep staffing levels safe if deemed necessary by the member of SLT dealing with the situation.
- The environment they have been in should be cleaned immediately using in class pink spray.
- Everyone who has come into contact with the person who is unwell should wash their hands thoroughly for 20 seconds or use a hand sanitizer.
- Staff who do not attend school should follow the usual absence reporting procedures, making it very clear whether they are symptomatic or off with something else. Staff self-isolating while awaiting test results should continue to ring school every day, and then complete the relevant forms on return. A member of admin team will contact those staff members who do not give a reason for their absence to establish whether it is Covid-19 related.
- Staff members who have not been vaccinated and are not medically exempt will be asked to isolate if



		they've had close contact with someone who has tested positive for Covid-19.
2. Clean hands more thoroughly than usual		
<p>Clean hands more regularly – wash hands for at least 20 seconds with running water and soap, drying thoroughly. If no washing facilities available, then use hand sanitiser.</p>	<ul style="list-style-type: none"> • Majority of students will be able to wash their hands independently, those that can't, will be supported as appropriate • Many students are touch sensitive and may not cooperate with assisted hand washing or use of hand sanitiser. • Many students mouth objects and body parts frequently 	<ul style="list-style-type: none"> • Everyone is to clean hands on arrival • Sanitiser is kept near the signing in screen and should be used before and after signing in • All classrooms are equipped with sinks with warm running water • Hand washing routines displayed in classrooms • All classrooms have soap dispensers containing good quality soap. Two pumps of soap are needed for effective hand coverage and is more effective than hand sanitizer. • Frequent handwashing must become part of the daily routine and timetable with children actively being taught good hand washing techniques. • Hand washing at sinks is preferable for all children but might not always be possible If they cannot physically access sinks or have an aversion to running water or the soap. Hand sanitiser should be used in this instance but care should be taken to supervise the application of this, and monitoring while it dries to ensure it is not licked off by children. • All classrooms have paper towels for drying hands • Soap dispensers and paper towels are refilled daily by cleaning or site staff, if these are running low or run out, please use SMARTLOG to report to the site team • Any electric dryers should not be used and are turned off at the isolator switches



		<ul style="list-style-type: none"> • People using sign language should wash their hands more frequently as they will touch their faces more
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach		
<p>'Catch it, bin it, kill it'. Ensure bins are emptied during the day.</p>	<ul style="list-style-type: none"> • Majority of children will not be able to understand and action this. • Some students are not aware of good hygiene and may need support when blowing noses, covering mouth when coughing etc. 	<ul style="list-style-type: none"> • Pink spray to be available in all classrooms and kept out of reach of students • Staff should ensure they wash their hands immediately if they have assisted a child to wipe their nose. • Tissues and lidded bins available in all classrooms • Staff or student to wash hands immediately after sneezing or coughing • Any potentially infected waste should be double bagged, stored in a secure place for 72 hours then put in normal waste collection service • Children should to taught how to use tissues to 'catch it, bin it, kill it' as far as possible (although some will not understand).
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces, often using standard products such as detergent and bleach		
<p>Enhanced cleaning - classrooms</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • All resources used in the day should be cleaned before and after use by classroom staff (using hot soapy water or 'pink spray'). Class lead will decide if this should be done during/end of the day • Laptops should not be shared by staff • In groups where there is more bodily fluid, staff should increase frequency of pink spraying tables and hand washing of all staff and students in group • Ideally, only easy to wipe clean equipment should be used. • Time given to staff to facilitate cleaning of resources within hours



		<ul style="list-style-type: none"> • Class lead to judge if hard to clean items are necessary for particular students, unnecessary items to be stored • Blankets, beanbags and other soft furnishings should be used within one class only and not shared across classes • Hard to clean items can be dedicated to specific students if they are bagged, named and put away for only that student to handle e.g. playdough • At a minimum the tables, trays which attach to chairs, sinks and door handles should be cleaned by 'pink spray' by classroom staff over lunchtime • Where children are dribbling/drooling etc. cleaning should happen more frequently • Wheelchair handles and other equipment (e.g. standing frames) which may be used by children should also be cleaned with pink spray regularly • Screen wipes to be used for monitors and interactive whiteboards • All classrooms should ensure that there is a good supply of washing up liquid and 'pink spray' in their classroom, and that orders for replacements are done in a timely manner (Orders via amay@thevalefederation.com) • Door plates and handles are cleaned by members of the site team during the middle of the school day and at the end of the school day
<p>Enhanced cleaning - shared resources such as therapy equipment/PE equipment</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Equipment should be cleaned before and after use • Where at all possible, therapy equipment should be cleanable. This equipment should be cleaned (with pink spray or hot soapy water) at the end of the day along with the classroom resources.



		<ul style="list-style-type: none"> • Equipment which is not possible to frequently clean (e.g. weighted blankets/bear hugs/lap pads) should be assigned to an individual child or class.
Enhanced cleaning – routine cleaning by the site team/cleaning team	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Site team have implemented enhanced cleaning routines • At the end of the day staff should offer to leave the classroom/offices if members of the cleaning team to need to enter to clean.
<p>5. Minimise contact between individuals and maintain social distancing wherever possible</p>		
Minimising contact between people – visitors/general	<ul style="list-style-type: none"> • Contractors may need to come on site 	<ul style="list-style-type: none"> • No one other than school staff to enter the building unless absolutely necessary. • External meetings to be carried out virtually where possible. If not possible then to be carried out after 3.30. Meetings should only take place during the school day if there is no other alternative e.g. annual reviews or meetings where a signing interpreter needs to be provided or a parent does not have access to the technology to engage in a remote meeting. • External reps (for e.g. equipment used by pupils) should also be encouraged to come after school. • If any meeting/visit has to happen during the school day, the person organising the meeting should ensure that a member of SLT is aware of the meeting, that it is put on the school calendar/itinerary, and is responsible for ensuring the visitor has little to no contact with staff or pupils and follows social distancing measures. • Majority of essential contactors will be on site before the start of the school day, or after pupils have left. If they need to be onsite while pupils are



		<p>in they will always be accompanied by a member of the site team.</p> <ul style="list-style-type: none"> • Visitors on site are encouraged to wear face coverings around the school unless this impairs their ability to support a child they are working with.
<p>Minimising contact between people – within the classroom</p>	<ul style="list-style-type: none"> • Most children require close physical support at all times – adults close by • Many children need hands on physical support for communication, engagement in activity, safety • Many children require medical intervention or intimate care which would could not be done without physical contact • Many children need high level of adult support to be available, including 1:1 and 2:1 Many children travel in Local Authority (LA) home-school transport – usually in mixed groups which school have no control over 	<ul style="list-style-type: none"> • Wash/sanitise hands before and after holding hands with student • Designated classroom resources should be kept in the classroom and not be shared with other groups • Shared resources such as PE resources should be cleaned both before and after use. • Class resources should ideally not to be shared with other groups, if they are they should be cleaned (as much as possible) before being used, and again before being returned. • Clean resources before putting them away • Demonstrate excellent hygiene levels
<p>Minimising contact between people - lunchtimes</p>		<ul style="list-style-type: none"> • All groups to eat in their classrooms. Lunches will be delivered to EYFS, Wren and Raven. All other classes are to send a nominated person to collect the meals from the servery/kitchen at 11.45-12 (first sitting) or 12.10-12.25 (second sitting) and return them to the classroom. Kitchen staff will collect plates from the classrooms at the end of the lunch period. • Staff are welcome to continue to use the memory garden to eat lunch, or go off site if they choose (as long as they return within their allotted time) • Only clearly labelled milk to be left overnight in staffroom fridge



		<ul style="list-style-type: none"> • Dirty cups, plates, cutlery etc. should not be left, place them in the dishwasher or immediately wash (with hot water and washing up liquid), dry and put away • Staff are encouraged to wear face coverings in communal areas around the school unless this impairs their ability to support a child they are working with.
Minimising contact between people – corridors		<ul style="list-style-type: none"> • People should keep to the left when moving down the corridors in the main building • Minimise unnecessary journeys through the corridors • Staff are encouraged to wear face coverings when moving around the school unless this impairs their ability to support a child they are working with.
Minimising contact between people - toilets		<ul style="list-style-type: none"> • Class groups are all designated a toilet area • Curtains or screens can be used in sluices as appropriate • If a student has soiled themselves correct PPE should be worn as usual and soiled items bagged and sealed, if there is any potentially Covid infected waste, it should be double bagged and stored for 72 hours • Staff are encouraged to wear face coverings in communal areas around the school unless this impairs their ability to support a child they are working with.
Minimising contact between people – arriving at and leaving the setting	Staggered start and end times is likely to be untenable on a long term basis – there are a large number of staff that would not be able to work later than their	<ul style="list-style-type: none"> • All entrances of the school will be used from September.



	<p>usual working hours which would mean classes could be unsafely staffed.</p> <p>Many families rely on transport provided by the local authority. It has proven difficult for some providers to accommodate the staggered start times for those pupils who travel from outside of Aylesbury which has meant that some pupils are on site before the staff in their bubble are. These pupils have had to sit at reception to await their staff which isn't appropriate in the current climate.</p>	<ul style="list-style-type: none"> • Children who arrive at school by home-school transport should remain in their vehicle until staff approach to collect. • Children should enter the school via the main entrance if based in the main corridor/Wren/Raven, East Wing door if based there, or EYFS door if an EY pupil. • All pupils to remain in their classes at the end of the school day and pupils will be contacted using the walkie talkies when they need to come to reception to get on their taxi. • EYFS children will be dismissed through the EYFS door using usual methods. • Staff who leave school at the same time as pupil hometime, should avoid exiting the building via the same doors that children are leaving through to avoid a bottle neck – please exit via less well used doors such as the back doors at the far end of the CLD corridor or the fire doors under the stairs (if there's no other options for you then please use your usual exit, but be mindful of others and maintaining social distance. • Parents and staff are strongly encouraged to wear face coverings at these times.
<p>Minimising contact between people – shared resources between home and school</p>		<ul style="list-style-type: none"> • No school resources should go home without discussion between the person wanting to send it home, and a member of SLT. • Ensure that home/school resources (communication aids and medication) are cleaned upon entrance to BP and on exit



		<ul style="list-style-type: none"> • PE kits and a set of spare clothes should be sent to school on the first day – being returned home when soiled.
<p>6. Where necessary, wear appropriate personal, protective equipment (PPE) – see PPE annex</p>		
<p>Response to any infection</p>		
<p>7. Engage with NHS Test and Trace Process</p>		
<p>All members of staff, and parents/carers should be ready and willing to:</p> <ul style="list-style-type: none"> • Not attend school if they are displaying symptoms • Book a test if they are displaying symptoms and self-isolate with their households until a negative test result is received • Provide details of anyone they have been in close contact with if they test positive and engage in the NHS Test and Trace process • Self-isolate if they have been in close contact* with someone who tests positive for Covid-19 unless they are double vaccinated or under 18. <p>*Close contact means: Direct close contact – face to face for any length of time, within 1m, including being coughed on, a face to face conversation or unprotected physical contact (skin to skin) Proximity contact – extended close contact (within 1-2m for more than 15 minutes) Travelling in a small vehicle (car) with an infected person</p> <ul style="list-style-type: none"> • 		
<p>8. Manage confirmed cases of covid-19 amongst the school community</p>		
<p>Schools are no longer expected to be involved in the Track and Trace process (but may occasionally be contacted to support in this process)</p>	<ul style="list-style-type: none"> • Class registers, staff attendance information and transport information will allow the school to monitor who may have had close contact with the infected person • Therapists and internal visitors to classes will be asked to ‘sign in’ to classrooms so a record of who has been in each class can be viewed quickly if there is a confirmed case • External visitors will continue to sign in at reception stating who they are here to see and either leave a telephone number on which they can be contacted 	
<p>9. Contain any outbreak by following local health protection team advice</p>		
<p>If a setting has several confirmed cases within 14 days or an overall rise in sickness absence where covid-19 is suspected, they 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.</p>		



<p>In case of an outbreak (school or local), previous system of bubbles can be reinstated quickly.</p>		
<p>School Specific Issues</p>		
	<p>Bodily Fluids/Personal Care</p> <ul style="list-style-type: none"> • Several children at the school dribble, vomit, spit etc. • Staff will be in close contact with students frequently • Some students may need personal support or intimate care and feeding 	<ul style="list-style-type: none"> • In groups where there is more bodily fluid, staff should increase frequency of pink spraying tables and hand washing of all staff and students in group • Staff to have access to appropriate PPE for specific jobs – see PPE annex • Guidance will be shared on the correct way to don and doff PPE • Demonstrate excellent hygiene levels • Gloves are available, and should be worn when dealing with any bodily fluids • Anti-bac spray available in all classrooms • Risk assessments will be written for each individual child
	<p>Cleaning in Specific rooms - responsibilities</p>	<ul style="list-style-type: none"> • Every time computer room is used, the desks should be 'pink sprayed' and wiped by staff on every exit • Computer screens, keyboards and mice should be wiped down with screen wipes • Sluice beds should be sprayed and wiped after each use • Classrooms should be left clean at the end of the day – this includes mess on carpets etc. from messy play • Tables and chairs should be sprayed with pink spray by class staff • Small rooms used by therapy teams will be stocked with antibacterial wipes



	<p>Use of cleaning products</p>	<ul style="list-style-type: none"> • ‘Pink Spray’ used in classrooms is not considered a harmful product, but may cause skin irritation, respiratory irritation and eye irritation (generally only if used excessively). If irritation occurs, wash hands, eyes and take in fresh air outside. • If irritation occurs, it is the responsibility of the staff member affected to inform their immediate team (so someone else can take over cleaning) and SLT • Cleaning to take place as often as possible when students are not in the room
	<p>Safeguarding</p>	<ul style="list-style-type: none"> • Safeguarding concerns should be recorded on CPOMS as soon as practicable during the school day and on a school device • You will still be able to discuss your concerns with a DSL on site, or by contacting a DSL via mobile phone • It is critical that DSLs are able to receive and deal with concerns as they arise, regardless of the staffing levels or if the school is closed and therefore if you are off work and you have a concern, please contact a DSL to discuss your concern on the school phone number or a DSL mobile number (see below) • If you are concerned that a pupil is in immediate danger because of an issue/incident outside of school, please do not wait, you should consider calling 101 or 999. Follow this up by contacting a DSL as soon as practicable (via CPOMS or by telephone) • Where you have a safeguarding concern about a member of staff, please refer to the ‘What to do if a child or staff member makes an allegation about another member of staff?’ flow chart



	<p>Emergency medical procedures Children across the school may require emergency medical procedures which generate aerosol projection. An APG is: “An aerosol generating procedure (AGP) is a medical procedure that can result in the release of airborne particles (aerosols) from the respiratory tract when treating someone who is suspected or known to be suffering from an infectious agent transmitted wholly or partly by the airborne or droplet route.” https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-infection-prevention-and-control-guidance-aerosol-generating-procedures</p>	<ul style="list-style-type: none"> • Pupils will not attend school if they are suspected or known to be suffering from Covid-19, therefore the risk is minimal. • Individual risk assessment for identified children will include information about safe use of these procedures .
	<p>Therapists, Specialist Teachers and School Leaders Therapists, Specialist teachers (internal and external) and school leaders will need to pop bubbles in order to be able to carry out their job roles and ensure that children are receiving the input they are entitled to.</p>	<ul style="list-style-type: none"> • Non class based staff should ‘sign in’ on the classroom door before entering • On entering any classroom, hands should be washed before interacting with pupils/staff.

As of 14th December 2021:

A return to the bubble approach - classes will be bubbles with one or two other classes. When we have high levels of staff absence we will move staff within the bubbles, but not across, in order to minimise the risk of staff transmitting anything from one bubble to another.

Classes should not use the large shared playgrounds, but should revert to using the smaller classroom playgrounds.

Sluice areas should only be used by one class at a time, so please return to checking the sluice is available before going in.

Corridors - use the one-way system in the East Wing again, and stick to walking on the left every-where else.



Do not walk out of the immediate area of your class when on sensory/MOVE walks e.g. pupils from EYFS/East Wing/PMLD classes should not walk in the main corridor.

Do not go to offices/classrooms if a phone call or an email would suffice.

Therapists and senior leaders will continue to be able to pop in and out of classes as needed to be able to do their roles.

Masks should be worn in communal areas unless exempt.

Staff should take children from all classes at the start of the day, but should remember to wash their hands thoroughly on return to class.

Vaccinated close contacts of positive cases (pupils and staff) will be informed to carry out daily LFTs for 7 days from the date of their last contact.

Bubbles are:

1 - EYFS classes

2 - Wren, Raven and Nightingale

3 - Jackdaw, Penguin and Kingfisher

4 - Swan, Blackbird and Swift

5 - Chaffinch, Bluebird & Jay

6 - Firecrest & Red Kite

7 - Hummingbird & Magpie

8 - Goldfinch & Robin

9 - Owl & Dove

10 - Skylark

11 - Puffin & Parrot



Annex 1 – PPE

This table shows the situations in which PPE is appropriate and PPE will only be supplied for the following. We discourage wearing gloves throughout the day as mentioned above, and Public Health England recommend not using face coverings in schools – these could increase physical contact from students. It is the responsibility of the staff using the PPE to ensure good supplies, including ordering more supplies in good time from Annette May (amay@thevalefederation) when supplies run low.

Activity	Advised PPE	Where PPE will be stored	How should it be disposed
Intimate care	Gloves and plastic aprons	Sluice	In normal bins
Feeding a child on a one-to-one basis	Gloves and plastic aprons - clean set for each individual child supported.	In classrooms	In normal bin
Any medical care such as delivering emergency medication or feeding via tube.	As above. One person should lead on this with supporting adults remaining at a distance.	In the location the care is provided	In normal bin
Children who spit	Face shield/goggles, disposable mask, apron and gloves, to be changed at lunchtimes and when ceasing to work with that individual. See individual risk assessments.	To be stored in the classroom the individual child is based in.	Reusable shields should be washed using washing up liquid under running water. Disposable shields, masks and gloves should be discarded in the normal bin.
When supporting a child who is displaying symptoms of Covid-19	Gloves, plastic apron, face mask and disposable face shield.	One set stored in each classroom (to facilitate one staff member to support the child to the isolation room) Additional sets stored at reception.	Clinical waste bin now provided in the isolation room for this purpose.
First Aid including vomiting	Gloves, plastic apron	With the first aid kit at reception.	Waste should be bagged and tied for the site team to collect

***In the event where a student has a hearing impairment and will use a form of sign language or lip reading, face shields are to be worn instead of masks**



Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.


- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.


- 3 Put on your eye protection if there is a risk of splashing.


- 4 Put on non-sterile nitrile gloves.


- 5 You are now ready to enter the patient area.



Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.


- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 3 Snap or unfasten apron ties the neck and allow to fall forward.



Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

- 4 Once outside the patient room. Remove eye protection.


- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 6 Remove surgical mask.


- 7 Now wash your hands with soap and water.



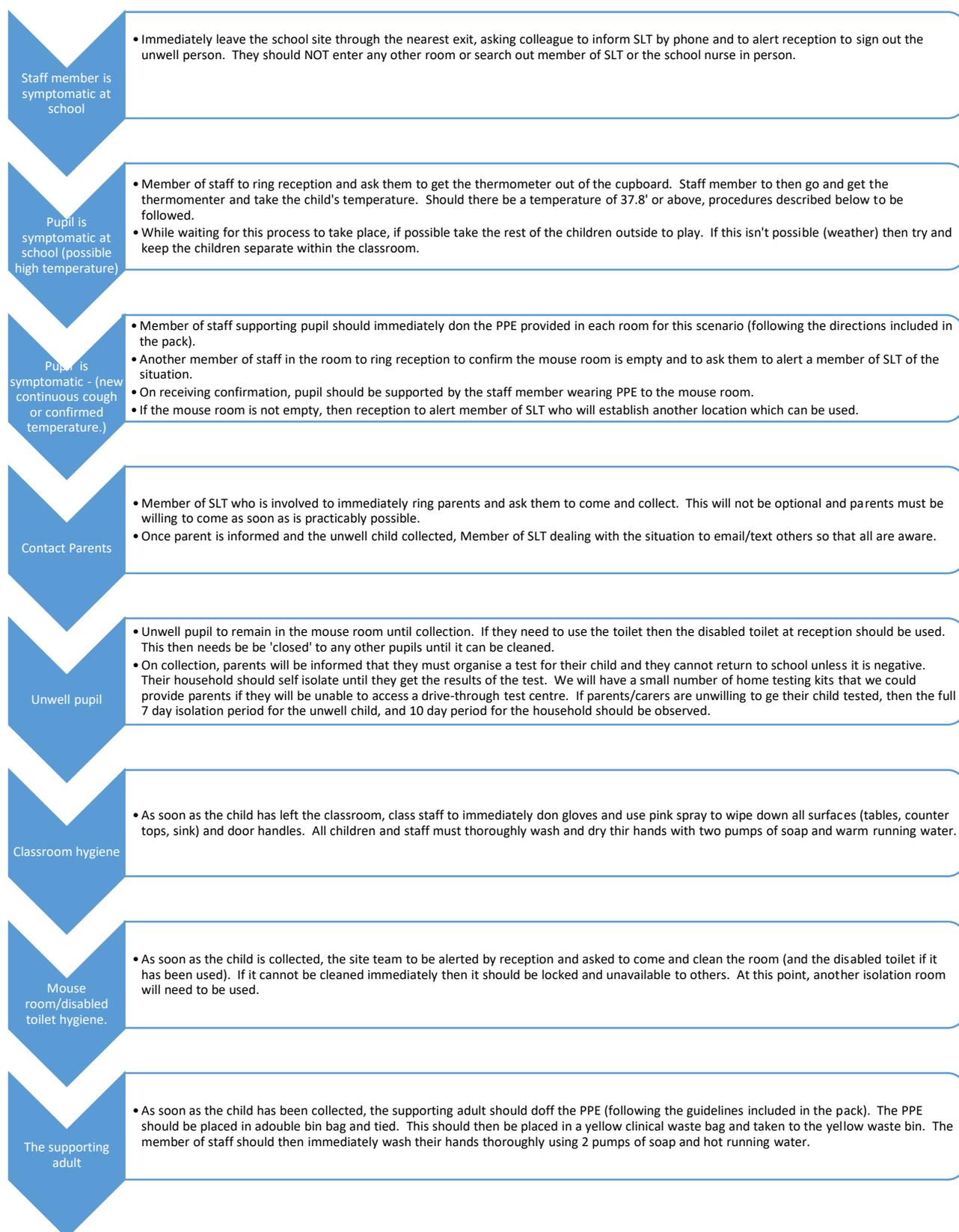
Please refer to the **PHE standard PPE video** in the **COVID-19 guidance collection**:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the **PPE for aerosol generating procedures (AGPs)** please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

Annex 2 - Managing symptomatic people at school



Annex 5 – September 2021 – Fire Assembly Points and Assigned Toilet Areas

Classes	Fire assembly point	Toilets
---------	---------------------	---------

EYFS (x3)	Back car park - 11	As normal
Jackdaw	EW assembly point	Toilets to revert to being 'male' and 'female' with the changing area being unisex.
Penguin		
Kingfisher		
Blackbird		
Seagull		
Swift		
Swan		
Chaffinch	Back car park - 9	Sluice 1 for changes, reception disabled toilet for using the toilet
Puffin	Back car park - 3	Sluice 1
Parrot	Back car park - 3	Sluice 1
Jay	Back car park - 2	Sluice 1
Bluebird	Back car park - 2	Sluice 1
Firecrest	Back car park - 4	Firecrest 1
Hummingbird	Back car park - 10	Sluice 2
Skylark	Back car park - 5	Sluice 2
Starling	Back car park - 5	Sluice 2
Red Kite	Back car park - 4	Sluice 2
Magpie	Back car park - 10	Sluice 2
Dove	Back car park - 6	Sluice 3
Owl	Back car park - 6	Sluice 3
Goldfinch	Back car park - 8	Sluice 3/N'gale
Nightingale	Back car park - 8	Sluice 3/N'gale
Wren	Back car park 7	Class
Raven	Back car park 7	Class
Robin	Back car park 1	Sluice 3