



**Serenity School**

**Coronavirus (COVID-19)**

**School Opening**

**September 2020**

**Handbook for Employees & Agency  
Staff**

## Introduction & Welcome

The government has announced that educational settings can open to all pupils in September, provided that additional safety measures are put in place to minimise the risk of coronavirus transmission. In line with the government's direction, and following a robust risk assessment process, we are welcoming back all staff from **Tuesday 1<sup>st</sup> September 2020**.

Pupils will be returning on **Wednesday 2<sup>nd</sup> September 2020**

We are so pleased to welcome you back and to thank you all for your support, hard work and understanding during this coronavirus (COVID19) pandemic

We are doing all we can to ensure that all staff, pupils and visitors are kept safe, but we are aware that this is a very uncertain time and there are a lot of unknowns.

If you are feeling concerned or apprehensive about returning to school, we would encourage you to speak to the **Head Teacher or the Managing Director** to discuss the measures that have being put in place.

We have put together this handbook to provide you with all the details of the measures that are being put in place to ensure the safety of our school community as we fully open.

Guidance is changing frequently however we will keep you updated through **email updates, so please check your emails daily.**

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**All this guidance is current, but things are changing daily. If there is a spike in cases, we may have to go into a local lockdown and different controls may be implemented.**

## **1. Risk Assessment**

The Head Teacher / Governing Body have undertaken a robust risk assessment to identify all the risks and we have implemented control measures in line with the Government Guidance. You will each receive a copy of the latest risk assessment – **on the Autumn term INSET Day**

**A copy of our risk assessment can also be found on the school website**

## **2. Symptoms**

If you or anyone in your household becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must not come to the school and stay at home and follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

Please notify **the Headteacher via phone/text/email** as soon as possible if you or somebody in your household, is showing symptoms of coronavirus.

If you display symptoms whilst in school, you should notify **the Headteacher in the first instance or the Head of Primary/ Deputy Headteacher in their absence** immediately. You should collect your personal belongings and go home immediately. You should book a test as soon as possible and only leave home to attend the testing centre. (See below)

## **3. Testing**

All staff and members of your households will be able to access a test if you/ they display symptoms of coronavirus. We strongly advise that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

You can also call NHS 119

**Please ensure you inform **the Headteacher** in the school immediately of test results.**

You may also need to engage with the [NHS Test and Trace](#) programme, meaning that you need to be ready and willing to:

- Provide details of anyone you have been in close contact with if you test positive for coronavirus
- You may have to self-isolate if you have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
- The school will work with NHS Test and Trace to provide information of all the persons you may have come in contact with during the school day.

## **4. Social Distancing**

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect all staff to follow these rules. Staff must ensure they maintain social distancing from all adults including parents and visitors.

Some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs however staff where possible should keep their distance, work side on with a pupil and reduce the need to work face to face. (PPE may need to be worn)

In order to increase the possibility of staff and pupils being unable to maintain social distancing we have implemented:

- One-way systems – which is operational in some areas of the school
- Desks and chairs in all classrooms have been arranged to create space with all pupils seated forwards towards the IWB.
- Staggered lunch and break times – See Duty timetables – Pupils will be eating in their classrooms
- Assigned toilets to “bubbles” – Primary classes will use the toilets on the first floor; Secondary and Sixth Form classes will use the toilets on the second floor.
- Signage and floor markings to encourage social distancing – In areas around the school

## **5. Travelling to and from School**

Staff should walk or cycle to school where possible.

If you must use public transport to get to school, you should try to avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks / face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

If you drive to school and travel with any other staff members, please ensure you maintain social distancing and consider the use of face coverings.

**STAFF MUST ENTER THE SCHOOL IN SINGLE FILE AND REFRAIN FROM CONGREGATING WITH OTHERS ON THE WAY IN OR IN THE CAR PARK.**

## **6. Drop Off and Pick Up**

Drop off and pick up times for student coming to and leaving school by taxi will be staggered in order for us to adhere to social distancing guidelines as much as possible.

Parents / Carers will not be permitted to enter the school building or gather in groups within or outside of the school premises.

## **7. Bubble Arrangements**

From September, in order to reduce the risk of transmission in accordance with Government advice, each class will become or form part of a “bubble”.

Bubbles may be made up of pupils in the same year group or across two year groups to a maximum of 6 pupils per class.

The main objective is to reduce the risk of pupils and staff from a “bubble” coming into contact with pupils and staff from another “bubble”.

Each “bubble” will have a checklist which will give you details and information of

- Fire evacuation procedure / route

- First aid provision – who are your first aiders / where the kit is located
- Pupils with medical conditions / EHC Plans – where their medications are stored.
- Breaktimes and outside learning lessons
- Cleaning times – scheduled times of cleaning and areas to be sanitised
- Names of pupils that may form part of another “bubble”

Each “bubble” will have their own classrooms, learning areas and designated outdoor areas for breaktimes and PE lessons.

Each bubble will have their own outdoor resources allocated to them.

Resources will not be shared with other bubbles where possible. These resources will be frequently cleaned.

Any equipment or resources that are shared with other bubbles will be thoroughly cleaned or taken out of use (for the 72 hours) before being used by another bubble. – **This will be done by labelling items up and storing them away appropriately for a three-day period**

Furniture has been arranged to maintain where possible social distancing – tables / chairs / furniture should not be moved without prior permission from **the Headteacher/Head of Primary/Deputy Headteacher**

**All Primary, Secondary and Sixth Form classes** have been issued with their own stationery sets and may not be shared.

**There will be occasions when staff have to move between bubbles to deliver a full curriculum, assist classroom staff, deal with an emergency situation, to provide cover etc. however social distancing must be maintained and robust hand washing procedures adhered to.**

## **8. Masks and Face Coverings**

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence **will be kept under** review. They are not required in schools as pupils and staff are mixing in consistent “bubble” groups, and because misuse may inadvertently increase the risk of the virus.

**If you wear a mask / face covering to school, you should wash your hands, remove the mask / covering when you arrive, and place it in a plastic bag. This should be stored in a secure place. If you wear a disposable mask, a bin will be available in the Medical room for you to dispose of it. You should then wash your hands again.**

**If you feel you are at an increased risk of contracting the virus and feel you need to wear a face mask / visor during the school day, please raise this with the Headteacher**

## **9. Staff / Rest Room(s)**

Staff should practice social distancing in the staff / rest room (s) and kitchen areas. It is important to try to avoid crowding round tea urns, kettles, and fridges and to maintain social distancing.

**Classrooms and communal rooms / areas (including any outside areas) have been identified for staff to take breaks with a maximum of 4 staff members for each space.**

All staff should wash / sanitise their hands on arrival. All staff should wipe down surfaces and contact points after use and dispose of the wipes / paper towels in the bin provided.

The furniture in **the Conference room** has been arranged to ensure social distancing is maintained. You must not move tables / chairs.

## **10. Infection Control**

Strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in our school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

Handwashing stations are available – **around the school site** and in every toilet.

Staff should wash hands / sanitise any time they change rooms or before and after they go into another “bubble”

Each “bubble” will have access to a hand sanitiser and hand washing facilities.

Tissues and lidded bins will be available for each class. To ensure good respiratory hygiene by promoting the “catch it – bin it – kill it” approach.

Staff should work with pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Premises staff have now introduced enhanced cleaning regimes to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc).

**THE PREMISES MANAGER IS RESPONSIBLE FOR ENSURING THAT THESE AREAS OF CLEANING AND SANITISING ARE MAINTAINED THROUGHOUT THE DAY ON BOTH SITES**

## **11. Food and Drink**

Arrangements will be put in place to ensure adults from different “bubbles” are not meeting during lunch and break times.

**ALL FOOD SHOULD BE STORED IN THE CLASSROOM SO THAT PACKED LUNCHES ARE READILY AVAILABLE AT LUNCH TIME TO AVOID UNCESSARY MOVEMENT. IT IS IMPORTANT TO KEEP HYDRATED BY BRINGING IN A SEALED WATER BOTTLE. HOT DRINKS CAN BE MADE IN THE KITCHEN AREAS ON THE FIRST AND SECOND FLOORS BUT THERE IS TO BE NO SHARING OF UTENSILS OR CUPS/MUGS. KITCHEN AREAS ARE RESTRICTED TO 2 STAFF MEMBERS AT A TIME.**

## **12. School Office & Visitors**

To ensure the staff within the school office are not exposed to the virus due to the lack of social distancing from staff and visitors we will be restricting access into the school office.

You will not be permitted to walk into the office. If you require assistance, please – **Email the Office Administrator who will inform you of a convenient time in which they are able to deal with your query.**

Visitors will not be permitted on site without a prior appointment so please ensure you inform the office if you are expecting anyone.

Guidance will be sent to all visitors to inform them of our arrangements in **the Coronavirus (COVID-19) School Opening September 2020 Handbook for Parents/ Carers**

All visitors will be expected to provide the school with their contact details to assist in Test & Trace.

Meetings will only be held where absolutely necessary and ensuring social distancing can be maintained.

All school deliveries will be stored for 24 hours to reduce the spread of the virus on packaging. They will then be dropped off to staff / classes

The office staff will not be accepting staff's personal packages or deliveries.

### **13. First Aid / Intimate Care**

There have been significant changes to our first aid and intimate care procedures to ensure we have effective hygiene controls in place.

Additional personal protective equipment (PPE) has been issued to staff that undertake first aid or intimate care procedures.

Any areas affected by bodily fluids after intimate care / first aid procedures, will be cleaned as per the Government guidance.

The accident / incident reporting procedure will remain unchanged.

If a child is unwell or suffers an injury and needs to go home – The pupil will be asked to self-isolate in the Medical Room and will be supervised by a staff member whilst waiting to be collected. The pupil will be brought to the Main Entrance when their parent/carer has arrived to collect them. A well-being phone call will be made by the Office Staff the next day.

### **14. School Trips**

The government has advised that school trips abroad and other overnight trips do not go ahead until further notice.

We are not currently planning or arranging any new school trips at this time.

### **15. Assemblies / Gatherings / Events**

The government has advised that school do not hold full school assemblies at this time.

We may hold year group / bubble assemblies, but no parents / carers will be invited.

We will not be organising any events or gatherings for the foreseeable future this includes ANY PTA EVENTS

### **16. Curriculum**

It is important that as a school we sharpen our focus on supporting pupils "health and wellbeing" and help them back into school life successfully.

We will:

- Increased outdoor learning, where possible
- Continue with PE lessons – non-contact sport and in groups from their bubble
- Music – in the form of music technology and not with instruments
- IT – using laptops and Kindles

### **17. Behaviour**

For our school to remain safe for pupils and staff to return, we have implemented additional rules with regards to social distancing and infection control.

Pupils will be expected to follow these rules however we understand that they may be difficult for the young pupils or those with additional educational / behavioural needs, so each situation will be considered individually.

We will expect staff to:

- Maintain social distancing where possible.
- Use PPE if there is no increased risk to yourself wearing it
- Call for assistance from SLT if required.
- Bring to the Headteacher any individual pupil concerns you have.

## **18. Toilets / Washrooms**

Staff within "bubbles" will be allocated toilets. These are:

- On the first floor next to the Medical Room

We would ask staff to use the sanitiser to wipe down contact points after use and dispose of the towels in the bin provided.

Staff should ensure social distancing is maintained whilst entering and leaving the toilets.

## **19. PPE – Personal Protective Equipment**

PPE will be supplied by the school and will be available:

- With each first aid kit
- In the area identified as a holding area for a pupil displaying the symptoms of the virus
- School office
- You should all read the guidance (which will be given to staff on the INSET Day) provided giving clear instructions on the safe way to wear and remove PPE effectively.
- If you feel that you require any additional PPE please speak to the Headteacher.

## **20. Clinically Vulnerable**

If you have been considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or live with somebody who was shielding, you are **now** able to return to school.

If you still consider yourself clinically vulnerable or clinically extremely vulnerable, you should contact your GP to discuss whether additional safety measures need to be put in place to ensure it is safe for you to return to school.

Please speak to the Headteacher/Managing Director if you have any concerns

## **21. Further Infections & Lockdowns**

Our School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).

We will contact our Health Protection Team. This team will also contact our school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by **NHS Test and Trace**.



The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

If the R rate rises significantly in our area, the Council may impose restrictions again. We are unsure of how this will look as we are awaiting further guidance from the Government. We will keep you updated.