



CORONAVIRUS (COVID 19) Protocols for Pupils and Adults

September 2020
Updated March 2021

At Fulford School, we have created protocols for safer working to seek to minimise the risk from Covid-19. This guidance outlines procedures to follow including those which should be followed if there has been any known exposure or suspected exposure to this infection.

Current evidence suggests that children and young people are less affected than other age groups however, **all people** must, where possible, follow the safe working guidance in operation in this school.

We know that COVID-19 has an incubation period of 2 – 10 days.
The initial symptoms can include:

- a cough – new and continuous
- headache
- difficulty in breathing
- fever – you feel hot to touch on your chest or back
- loss of taste or smell – you can not smell or taste anything, or things smell and taste differently
- Some people display no symptoms despite testing positive for the virus.

More severe symptoms can develop in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, and chronic lung disease.

Pupils, parents, or staff who feel unwell with related symptoms must stay at home and not come to school.

We thank you for reading through this document and for playing your part in keeping our community safe.

What safety measures are being taken to keep everyone safe?

- We have assessed the risk to pupils and staff very carefully
- We have followed government advice very carefully
- We have limited the number of pupils and staff that are in close contact.
- We have ensured that pupils are restricted to year group bubbles in school.
- We have re-organised our classroom spaces to ensure that we can keep year groups separate from each other.
- We have made adjustments to entrance and exiting procedures
- We have implemented circulation routes that limit contact.
- We are offering lunchtime and breaktime provision in designated year groups.
- We have limited access to our buildings and the site for parents, contractors, governors and members of the public. Access is by prior appointment only.
- Our operating hours have been reduced to 6:00am to 6:00pm
- Whenever possible meetings will be held remotely e.g. Governors meeting

- We will review our risk assessment and procedures regularly to ensure that they remain fit for purpose.

BEFORE ARRIVAL AT SCHOOL:

Thorough hand washing using soap and water for at least 20 seconds should be observed before leaving home and hands washed or sanitised on arrival at school. Pupils will be directed to do this by a member of staff.

School uniform must be worn. Clothes worn to school and any water bottles carried should be washed regularly.

Face coverings must be worn by all pupils using public or school transport on the way to school. Pupils are responsible for providing their own face coverings. For school buses a seating plan will be put in place to minimise contact between pupils in different year group bubbles. When a face covering is being removed it should be stored in a clear plastic bag. Hands should be washed or sanitised when face coverings are put on or taken off. Advice also suggests the washing of face-coverings before repeat use, to limit any potential spread of infection. Pupils should avoid touching the face cover whilst it is worn or stored.

The Government have announced that it is expected that face coverings will be work in classrooms as well as in indoor communal spaces. We support this expectation as a measure to protect everyone in school.

Any pupils and adults with exemptions from wearing coverings or with difficulties as a result of the change in protocols will be supported and adjustments will be made dependent on the specific need.

What should we bring into school?

Pupils should bring the following equipment into school:

- a pen
- a pencil
- a ruler
- a rubber
- a pencil sharpener
- a small set of coloured pencils
- a calculator
- a plastic bag for storing a face-covering
- a water bottle
- a spare face covering

It is understood that pupils may need to bring personal items related to hygiene and wellbeing. These should be kept to a minimum.

Pupils will work in exercise books. These may be taken home but movement should be minimized. Textbooks will be used within bubbles. They will not be used between bubbles unless there have been left unused for 48 hours.

Pupils should bring in a clean PE kit for any days it is needed.

Pupils bringing in a packed lunch should use a hard plastic container that may be wiped down if needed.

Food or equipment must not be shared between pupils.

ON ARRIVAL AT SCHOOL:

We ask you all to respect the social distancing measures advised by the Government, as well as the ones we have put in place. We are working within year group bubbles and strict social distancing should occur between bubbles and school staff and pupils.

Pupils will occupy specific areas of the school. Movement within these areas will be closely monitored and will occur when needed to support effective education of pupils. Movement outside of the designated area for that year group will only happen when accessing specialist accommodation that is needed to fulfil the curriculum. We will seek to keep rooms well ventilated.

Pupils should arrive as closely as possible to the start time of the school day to minimize contact with pupils outside of their bubble. Pupils arriving before 8:40 should congregate in the following areas:

Year 7 – Quad Area near Canteen and T block. Entered via basketball courts.

Year 8 – Tennis courts (half nearest school). Entered via gates by the Youth Centre.

Year 9 – Tennis courts (half furthest from the school). Entered via gates by the Youth Centre.

Year 10 – Area in front of H block and field side of H block down to doors by the language department. Entered via basketball court.

Year 11- Basketball Court

Year 12 and 13- H block common room. Entered via basketball court.

Pupils arriving between 8:40 and 8:55 should go straight to their classrooms via the designated entry points. Pupils arriving after 8:55am and before 9:15am will enter the school via the basket ball court, and their names will be registered through 'late gate'. Pupils arriving later than 9:15am will need to enter the school via the main reception.

To support social distancing, we have made the following changes for arrival and departure at school:

- Social distancing must be observed on approach to the school, in the school grounds and must also be observed on the way out of the school site.
- No groups of pupils and/or parents should congregate either on the route to school or on Fulfordgate at the start or end of the school day.
- Some pupils will travel to school with parents or carers. Pupils should be dropped off prior to entering Fulfordgate.
- Cars should not come into Fulfordgate or onto the school site.
- Once on the school site pupils will gather in their allotted bubble area.
- Staff will be on duty to receive pupils and ensure social distancing.
- Before pupils enter their classrooms, they will be directed to hand washing facilities or will be expected to sanitise their hands.
- No adults, other than staff, should enter the building unless in an emergency or for a pre-arranged appointment with staff.
- Social distancing will be observed throughout any visit on site and a face covering should be worn.
- We ask that no person crosses another on any staircase within the buildings and that you respectfully wait and take turns to go up or down the stairs if necessary. Please give way to those going down the stairs.
- Staff will enter and exit the school via the main entrance. They will wash their hands or use hand sanitiser on each entry.
- Staff must not congregate in large groups whilst entering.

Please follow government advice and walk or cycle to school where possible to minimise use of public transport. Social distancing should be observed when entering or leaving vehicles.

IN - SCHOOL PROCEDURES:

Pupils will be based in the following areas of the school:

Year 7- B Block and T Block

Year 8- A Block and B Block

Year 9- A Block

Year 10- H Block

Year 11 – G Block and H Block

Year 12 and 13- N Block and H Block

A designated senior leader, head of year and assistant head of year will have an overview of each bubble.

The following areas will be used at break and lunchtime

Year Bubble	Break time	Lunch time	Wet lunch times
7	Quad area by T block	Basketball courts	Main corridor, B8 and Hall (if available)
8	Tennis Court (near school). Area between A and B blocks from A6/7 to B8 and B10	Area between A and B blocks from A6/7 to B8 and B10	A2, A7, B4 and B11 classrooms and corridor in A/B block by stairs near A7
9	Tennis Court (furthest from school). Field side of A block.	Field side of A Block.	A3, A4, A5 and A6 classrooms and downstairs by A5
10	Area in front of H block and field side of H block down to doors by the language department. Entered via basketball court.	Area in front of H block and field side of H block down to doors by the language department. Entered via basketball court.	Open areas of H block and H3, H4 and MFL rooms. Main corridor, B8 and Hall (if available)
11	Basketball courts	Basketball courts	G block – rooms G2 to G5
12-13	H block	H Block	H Block

At the end of the school day pupils will exit in the following way. They should leave the site or board buses straight away.

Year Bubble	Time	Exit
7	3:15pm	Via doors in B block into the quad and then the basketball courts
8	3:15pm	Via doors by A1 and then out through gate by the youth centre
9	3:10pm	Via doors at A5 and then out through gate by the youth centre
10	3:10pm	Via doors by H3 H5 and then across basketball courts
11	3:20pm	Via basketball courts
12-13	3:20pm	Via basketball courts

- We will operate a daily review of the operation of our risk assessments and operating protocols to ensure we optimise the health and safety of those on site.
- We will share our operating arrangements with staff, parents, pupils, and governors and will seek to answer any queries arising.
- We will also explain that we will aim to observe the 2 metre social distancing outside of the year bubbles.
- We will follow the recommendations of the Director of Public Health for York by expecting all pupils and staff who can wear face coverings to do so in indoor communal areas outside of the classroom.
- We do not expect pupils or staff to wear face coverings within the classroom. However, if either pupils or staff wish to wear them, they may.
- We will conduct regular hand washing and hand sanitising. This will always be on arrival at school, when pupils change classroom and after toilet breaks.
- Visitors will be asked to use the hand sanitizers at our main doors before coming into the main site.
- When possible, site visitors should attend the school outside of normal operating hours.
- We use an alcohol-based sanitiser as only this type of product will kill the COVID-19 virus.
- Hand sanitiser and tissues will be available in classrooms.
- Staff will regularly remind pupils about respiratory hygiene; that they must cover any cough or sneeze with a tissue, then throw the tissue in a bin in line with **Catch it, Bin it, Kill it**.
- Signage to support social distancing will be in use throughout the site and public health messages will be on prominent display throughout the school
- We will provide hot food and year groups will enter and exit the canteen within their bubbles
- There will be a short break (transition period) between teaching activities as adults and/or pupils may need to move to different teaching spaces.
- There will be no unsupervised movement of pupils around school buildings or the wider site.
- We will explain to pupils that they should not share any equipment (pens, pencils, ruler).
- Pupils, parents, or staff must avoid close contact with people who are unwell.
- We are always vigilant about the health of our pupils and staff and we react quickly if we note any fever or changes in behaviours.
- We will advise pupils about not touching their eyes, nose, and mouth with their hands and we ask parents/carers to repeat this advice at home.
- Pupils will be told to inform staff if they feel unwell and we will respond accordingly.
- We will always have first aid trained personnel available on site
- We are stocked with PPE and will continue to use it as dictated by the latest DfE guidance.
- We will always have a designated safeguarding lead on site.
- There will always be a school leader available on site
- If we are expecting your child to attend and they do not arrive in school, a member of the school pastoral team will telephone to enquire about the whereabouts of your child.

Expectations for pupil behavior

We expect pupils to uphold the highest standards of behaviour and cooperation whilst on site during their sessions of face to face support. We have adapted our behaviour policy to reflect these clear expectations. **(Fulford School Coronavirus (Covid-19) Behaviour Policy)**. Please ensure that this has been read and understood.

Pupil Support

We understand that pupils experience during the pandemic will have been very different. Pupils will have a lived experience which may lead them to become upset or find it difficult to settle back into school. We will have pastoral support in place for pupils in school.

If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment.

A coronavirus test can be booked here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

CLEANING PROCEDURES:

Our cleaning staff, and school staff, are on a continuous cycle of cleaning and disinfecting the setting in line with PHE guidance for non-healthcare settings and DfE guidance. We pay particular attention to items such as phones, keyboards, door handles, banister rails, toilet flush handles etc.

- All bins are emptied at least twice a day, with food bins always emptied after meals.
- Tablets, devices, and phones used by our staff are cleaned before and after use

USE OF PPE:

DfE guidance states that PPE is only needed in a very small number of cases where:

- children, young people, and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- **Close contact testing through lateral flow tests will be done on site. Adults involved in the testing will wear the appropriate PPE dependent on their role. Any person being tested on site using the lateral flow device will be expected to wear a mask to the test centre and will be asked to remove it for the purpose of the test and to replace before leaving the swabbing station.**

PUBLIC HEALTH ENGLAND (PHE) GUIDELINES

Our risk assessment of this virus extends from the pupils here, to their families, our staff and our visitors. Our assessment includes anyone who shares a house with those using our school site.

If a person is self-isolating for Coronavirus and has children who are dependent, the child/children must also remain self-isolated in order for that to be fully effective.

If a child or staff member is known to have returned from a country assessed by the Government as one which is hazardous/unsafe, we will require you and your child to quarantine for **10** days, in line with current government guidance, and to return to school after this point providing no symptoms have developed.

Please remember that it is the Headteacher's decision whether or not a child is well enough to stay in school.

What we will do if children or staff become unwell and we/they believe they have been exposed to COVID-19 (either through travel to a [specified country or area](#) or contact with a confirmed case):

We will call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), and if appropriate, explain which country they have returned from in the last **10** days. Whilst we wait for advice from NHS 111 or an ambulance to arrive, we will keep that person sitting somewhere safe and at least 2 metres away from other people, isolated from others. Parents will be contacted at the earliest opportunity. Staff dealing with this pupil, once referred, will wear PPE in line with government guidance. We will clean the room once the pupil leaves according to PHE guidelines.

What we will do if a case of COVID-19 (pupil or staff) is suspected in our school:

We do not need to close or send other pupils home. The pupil must be tested and, while we wait to hear about results, we will clean any area he/she has been in and dispose of any waste as advised by PHE. The pupil or staff member that develops the symptoms compatible with coronavirus, are advised to self-isolate for 10 days. Their fellow household members should self-isolate for **10** days. If the test results are negative, they can return to their setting and the fellow household members can end their self-isolation.

What we will do if a case of COVID-19 (pupil or staff) is confirmed in our school:

We will be contacted by the local PHE Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of the school will be undertaken by the PHE Protection Team with relevant staff and advice given on cleaning rooms and toilets. We will be advised if any of the contacts of the pupil or staff member need to self isolate. This will usually be the bubble.

PHE say that "in most cases, closure of the childcare or education setting will be unnecessary but this will be a local decision."

What we will do if pupils or staff are contacts of a confirmed case of COVID-19 who was symptomatic whilst attending school where contact is defined as:

- any pupil or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic

- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any pupil or staff member living in the same household as a confirmed case, or equivalent setting

Contacts are not considered cases and, if they are well, they are very unlikely to have spread the infection to others. However:

- they will be asked to self-isolate at home for 10 days from the last time they had contact with the confirmed case
- they will be actively followed up by the PHE Protection Team and should provide information to support track and trace
- if they develop any symptoms within their 10-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
- if they are unwell at any time within their 10-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending school, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

PHE say that “outside those that are defined as close contacts, the rest of the setting does not need to take any precautions or make any changes to their own activities, unless they become unwell. If they become unwell they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and pupils in the rest of the school who are not in a close group. The decision as to whether pupils and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the school and the family. Advice should be given as follows:

- if individuals become unwell with a cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if individuals are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

INTERNAL USE ONLY

Signed by the Headteacher	Signed by Chair of the Local Governing Body	Date disseminated to staff