

COVID-19 Operational Policy & Social Distancing

Bideford College

Year 10 and 12 students will be educated about the importance of adhering to the social distancing guidelines whilst they are at school. All students will be briefed about expectations for arrival to and departure from college, how to move around safely during the day and how to respond to events such as fire drills. This information will be clearly signposted around the college site and on the TV screens inside the building.

Staff, parents and carers should implement the recommended measures as far as they are able, whilst ensuring students are kept safe and well cared for. In light of this, Bideford College has adapted its arrival and departure routines and are preventing parents/carers and visitors from entering the building. If a student displays symptoms of coronavirus (COVID-19), they should not come to the setting, or should be sent home with their parents/carers if symptoms arise during the day.

Staff should care for students as normal, although increasing the frequency of their handwashing (and always doing so before and after, for example, eating lunch). Students will be organised into small groups. Bubble groups could contain a maximum of 20 students and will be subdivided into smaller cohorts of no more than 10 for lessons. They must stay in their bubble group throughout the day with the same key staff all day, within their rooms and allocated outdoor space. They must not mix with other groups during the day. The staff should use age and developmentally appropriate ways to encourage students to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their students.

As much as possible, Bideford College will prevent the sharing of food, drink, utensils, equipment and resources. Equipment, resources and surfaces should be cleaned and disinfected more frequently. This includes tables, chairs, door handles, toilet flushes, light switches, keyboards etc. If a student displays symptoms of coronavirus (COVID-19) at school, staff should follow the Public Health England guidance on cleaning for non-healthcare settings.

In response to COVID-19, Bideford College will endeavour to review and implement all Government guidance that is specific to our settings. The child protection and safeguarding policy will be kept under review as circumstances continue to evolve.

ARRIVALS & DEPARTURES FROM SCHOOL

To ensure social distancing measures are adhered to Bideford College will implement the following procedures:

- At the present time, parents and carers are not allowed inside the school building. Our schools are restricting the number of people on-site to essential staff only.
- Our schools have adopted a 'non-essential visitor approach'. Visitors will only be permitted if essential, e.g. to attend to a student's specific medical needs.
- Arrivals and departures are staggered so we only omit one student at a time. Only one adult may accompany the student to their designated entrance.
- The usual one-way system is in operation in the carpark. Please do not congregate in the car park and depart quickly.
- Parents and carers **MUST** ensure students wash their hands thoroughly at home before arrival at school.
- Parents and carers must remain outside the building.

HANDWASHING AND HYGIENE

There is guidance that Bideford College will follow to help prevent the spread of respiratory viruses, which include:

- washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food.
- avoid touching your eyes, nose, and mouth with unwashed hands.
- avoid close contact with people who have symptoms.
- cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Catch it, bin it, kill it.
- clean and disinfect frequently touched objects and surfaces in the home and at school.

STUDENTS' WELFARE

The students are at the centre of everything we do and it is so important that we can support, safeguard and co-regulate their feelings during this time of uncertainty. Although, school is a familiar place, there are changes in routines.

- Students with symptoms (temperature 37.8, new persistent cough) need to stay home for 7 days. Students who come to school with symptoms will be sent home immediately.
- On arrival and throughout the day, staff will supervise students to ensure they wash their hands for 20 seconds with soap and water and catch coughs and sneezes in tissues.
- Students must be organised into small bubble groups.
- The use of the outdoor areas as well as the classrooms will be timetabled so **bubble groups** can access these areas with key staff. The student will only socialise with other students from their bubble.
- All students need to be self-sufficient for the entire day bringing their equipment, packed lunch, drinks bottle and any other items they may need to their lessons.
- School lunch provision will follow government guidelines.
- Lunch times and break times will be staggered and the movement of students around the school monitored, to reduce large groups of students gathering.

SAFEGUARDING

We will continue to follow our Child Protection and Safeguarding Policy and this will be kept under review.

- With regard to safeguarding, the best interests of the student must always continue to come first.
- If anyone in the school has a safeguarding concern about any student or member of staff they should continue to act and act immediately.
- Designated safeguarding leads: It is important to have a trained DSL on site during opening times. It is recognised this may not be possible, and where this is the case a trained DSL can be available to be contacted via phone or online video - for example working from home. All staff are aware of safeguarding procedures and will signpost concerns appropriately.

VULNERABLE CHILDREN & SEN

Some young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

- In relation to vulnerable students, the continued importance for our college staff to work with and support children's social workers and the local authority for looked-after children will be adhered to.
- Where a student has a variety of outside agencies involved, our staff will facilitate virtual meetings where face to face meetings or visits within the setting cannot take place.

STAFF WELFARE

Staff should pay particular attention to handwashing before and after supporting children who need help with toileting or eating, as well as avoiding touching their own face whilst at work. We are aware that the guidance currently suggests that PPE is only required for medical and care professionals providing specific close contact care or procedures that create airborne risk, such as suctioning and physiotherapy, to people with a possible or confirmed case of coronavirus covid-19. The use of PPE will continually be under review.

- All staff will have completed Covid 19 online training and read all associated policies and the college risk assessment.
- Staff are limited to working within one bubble group, unless cover is a necessity, based on statutory ratio requirements.
- Limit resources are available to the students. Resources where possible should be washable. All resources used to be cleaned at the end of each day,
- Staff will be updated on how they can access tests for coronavirus.

PROCEDURES IF STAFF OR A CHILD START TO DEVELOP SYMPTOMS

If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home immediately and advised to follow the staying at home guidance. The student or staff member would not be able to return to school for 7 days and must self-isolate at home. In situations where there has been a suspected or confirmed case, Bideford College will follow the following guidance: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

STAFF DISPLAYING SYMPTOMS

- If a member of staff displays symptoms, they should go home immediately and follow the government's self-isolation guidance.
- As Key Workers, the staff member should seek to be tested for Covid-19 by accessing the following site <https://www.gov.uk/apply-coronavirus-test> tests should be carried out within the first 5 days of showing symptoms. Staff members that test negative for Covid-19 may return to work.
- Any member of staff who has been supervising a student with suspected symptoms should immediately wash their hands in line with current guidance. they do not need to go home. The room that a student has used in this circumstance (including bathrooms) should be fully cleaned before anyone else uses them.

A STUDENT DISPLAYING SYMPTOMS

If a student displays symptoms, they should be immediately isolated from other students. The school should contact parents and request they collect the student from the school immediately.

- If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the student and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Staff should also

try to ensure they remain two metres away while still aiming to provide the reassurance and care some students will need.

- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- Students will not be able to return to school unless a test for COVID-19 has shown a negative result.

CLEANING

Public Health England guidance on cleaning for non-healthcare settings would be followed.

- Cleaning routines will take account of the guidance on cleaning of non-healthcare settings. It is recommended that surfaces in classrooms, including desks and handles, and within toilet areas are cleaned twice a day, paying attention to frequently touched areas and surfaces.
- Wear disposable or washing-up gloves and aprons for cleaning. If a case of coronavirus (COVID-19) is suspected, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. If coronavirus (COVID-19) is not suspected, cleaning equipment should be disposed of in the normal way, or in the regular rubbish.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use.
- Bins for tissues and paper towels should be emptied throughout the day.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.