



THE CONSORTIUM  
ACADEMY TRUST

# The Hesse Academy

## Penshurst Primary School



### **Operational Guidance** **during the Coronavirus Pandemic** (for staff, trainees, contractors and workers\*)

#### **Version 4**

Updated Page 3 - 14 September 2020

Updated Page 2, 3, 5, 7 08 November 2020

Updated Page 3,7 24 November 2020

Updated 6 January 2021

**Updated 1 March 2021**

\*for the purposes of this document, hereafter called staff

### **Purpose:**

- To establish clear guidelines for all staff working in the academy during the Coronavirus pandemic
- To ensure the health, safety and welfare of all staff and pupils
- To reduce the risk of infection from Coronavirus and promote the positive health, safety and well-being for all staff and pupils through the consistent implementation of this operational guidance

### **Policies and other related documents:**

This Operational Guidance has been written in accordance with the following key documents:

- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- Coronavirus Risk Assessment (Staff)
- Coronavirus Risk Assessment (Pupils)

### **Symptoms of Coronavirus Infection**

The main symptoms of Coronavirus infection are:

- **a high temperature** – this means you feel hot to touch on your chest or back
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means that you've noticed that you cannot smell or taste anything, or things smell or taste different to normal

### **General Guidance:**

All staff should:

- From 8 March, return to work in school as per your normal working pattern
- Staff members that are Clinically Extremely Vulnerable (CEV) should continue to work from home
- Be cognisant of the protocols and procedures set out in this and other relevant documents
- Stay up to date with other communications from Academy SLT
- Only access the rooms that are designated for your daily use and keep general movement to a minimum
- Operate a 'clean desk' policy ensuring that the teacher desk, work room surfaces and any other surface or zone that could present a transmission risk is kept free of any personal effects, including stationery, books, notes, etc.
- Avoid contact with people who show symptoms of Coronavirus infection both in and out of the academy
- Avoid non-essential work-related travel, where possible
- Where possible, stay at least 1 metre away from pupils and 2 metres apart from colleagues and other adults
- Where it is not possible to keep a distance from others, avoid conducting conversations face to face, avoid raising your voice, wear a face covering and keep the contact as brief as possible. The more mitigating factors that you can bring to any encounter, the safer it will be
- Wear a face covering at all times, with the following exceptions;
  - when teaching
  - when outside and not in close conversation with another adult
  - when eating or drinking
- Within classrooms, remain at the front of the room. Where it is necessary to approach students, wear a face covering, keep these contacts to a minimum and avoid face-to-face contact
- Within classrooms, remain within the designated area at the front of the room. Where it is necessary to approach students, keep these contacts to a minimum and avoid face-to-face contact
- Respect the one-way system in place throughout the academy and remind pupils to do the same
- Only use designated staff toilets
- Maintain good personal hand hygiene, washing hands with soap and water for at least 20 seconds at least six times a day, especially on arrival at the academy, during break / lunch times and after

using the toilet. Use hand sanitizer containing at least 60% alcohol if access to soap and water is not available

- Catch coughs and sneezes in a tissue and dispose of the tissue in a bin
- Regularly and thoroughly clean high-usage items during the day, using the wipes provided. This should include keyboard, mouse, telephone etc
- Meetings should be conducted remotely e.g. Google Meet or Zoom, wherever possible. If it is imperative that groups meet physically, the membership of these groups should be limited and team mixing minimised. If possible, hold these meetings outdoors
- Respect the usage limits of the staff room (maximum capacity - six people at any one time) and other workrooms which will be clearly indicated on the door and maintain adequate social distancing in all communal and social areas
- Where possible, refrain from using communal areas and equipment to prepare drinks and food, instead bring your own food and refreshments into the academy each day. If you do use communal equipment, use the cleaning equipment provided before and after use
- Unless it is essential, avoid inviting visitors into the academy. If it is possible to speak to parents over the phone, do so
- If it is possible to meet with parents online, do so. If it is essential to invite parents into school, staff should inform reception in advance of who is visiting and where the meeting will take place. Once the meeting is completed, reception should again be notified so that the area can be cleaned
- For internal communication, where possible, use email or other electronic forms of communication and also keep paper communications to a minimum
- When using the staffroom, offices or any other communal space, observe as many of the following mitigating factors as possible
  - Ensure that you are seated at least 2m from another person
  - Wear a face covering
  - If eating or drinking, do not face directly opposite anyone else
  - Keep the contact as brief as possible. Govt guidance now suggests any longer than a few minutes may pose risk
  - Sanitise your hands and anything that you touch before and after
- Where possible, when teaching, avoid the use of shared resources and equipment, including play items, reading books, sports equipment and art resources
- Where it is necessary for students to use specialist equipment, such as in ICT, PE, Art and Music, pupils should thoroughly sanitise hands on arrival to the classroom and at twenty minute intervals during the lesson
- It is mandatory for staff to wear face coverings indoors in school. The only exemptions will be;
  - when eating or drinking
  - in classrooms
  - in an office or staff room where 2m social distancing can be guaranteed and where the room is at or under the prescribed capacity
  - staff with valid medical exceptions
- Face coverings should be plain in colour or with a simple pattern
- Face coverings should be worn, not visors, unless permission is given in advance

### **Whole School Roles**

The roles of Assistant SENDCo, Safeguarding Officer and Sports Coach encompass every year group.

Extra measures have been put in place to ensure that these roles can operate safely:

- Safeguarding Officer and Assistant SENDCo to have meetings with agencies remotely via Teams
- Safeguarding Officer to see referred children socially distanced in the hall rather than the Rainbow Room
- Assistant SENDCo to only visit urgent referrals and remain socially distanced; where possible recordings will be made instead of behaviours within the classroom
- Sports Coach will resume PPA PE cover which will take place outside and will remain socially distanced
- PE will not include contact sports
- TA's will supervise changing so that Sports Coach does not have to enter classrooms

### **Measures to promote Year Group Bubbles**

- They should continue to use separate entrances and designated classrooms as directed
- We will continue to operate a 'self-staggered' start and end to the day as well as staggered breaks and lunchtimes
- The use of zoned areas at break and lunch will also continue
- Enhanced cleaning will take place in toilets and in the dining hall between uses

### **Measures at Start of Day - arrival**

- Gates will open ten minutes early at 8:30 to provide a 20 minute window for parents and children to arrive
- Parents will be encouraged to patiently 'self-stagger' as they approach the school
- This enables parents to choose the most appropriate arrival time and is more convenient when bringing siblings into school. SLT will be on hand to ensure that the arrival is staggered on approach to the school
- Sanitising stations are in operation at each entrance and exit, and parents have been informed that only one parent can accompany their children onto the school site

The reverse of this will operate at the end of the school day with parents collecting children from the same zones from 3pm to 3.20pm.

### **Break and lunch (pupils)**

- Pupils will take lunch at 12pm
- All year groups will remain in class for lunches
- Classrooms will be cleaned after lunch ready for the afternoon learning. See Appendix 1: Staggered break and lunchtime for more details (pps tab)
- SLT, support staff and lunchtime supervisors will monitor children on the playground in their respective year group zones and will walk pupils to the lunch hall for hot dinners and monitor those with packed lunches in the classroom. See Appendix 2: September Bubbles.

### **Break and lunch (staff)**

- Staffroom use should be kept to a minimum and used mainly to prepare meals and drinks, PPA or photocopying. The maximum number of people allowed in the staffroom is limited to six
- Provision will be made in the main hall for staff to use over break and lunch where distancing can be achieved more easily
- Use of microwave and kettle will be made available in this space to avoid congestion in the main staffroom; dishes and cups must be returned to the staffroom following lunch to be placed in the dishwasher and must not be left in the hall
- All pupils will retain individual packs of resources for commonly used items such as pencils and pens; however year groups will also have a set of shared resources that can be used but must be cleaned regularly, such as multilink, paints and Science equipment. Pupils must not bring anything into school beyond the required water bottle, PE Kit and Packed Lunch
- Any extra resources required for lessons from community areas must be checked with SLT and cleaned thoroughly / put in quarantine for 48 hours
- The Government guidance does not prevent staff from handling student work although it advises that this should be kept to a minimum. Staff will therefore be able to handle, assess and mark, pupil work from September providing that other measures are in place, including;
  - sanitise hands before and after handling books and do not touch your face while handling student books
  - keep the movement of books to a minimum and, where possible, mark them in school
  - if books are taken home, follow sensible precautions, keeping them in one place and cleaning before and after use

### **Working with Pupils**

When working with pupils, please ensure that the following guidance is applied:

- Supervise all pupils into the classroom maintaining as much as distance as possible
- Do not leave any coats or outside clothing in corridors. This should all be taken into classrooms and left under desks
- Open all windows and, where possible, doors to maximise natural air flow
- Keep visitors to your room to a minimum and ensure that your year group 'bubble' remains intact and does not mix with staff or pupils from a different 'bubble'
- Give pupils clear instructions at the start of each session, reminding pupils of safety requirements
- Try to keep at the front of the room as much as possible. If you have to approach a pupil's desk, **wear a face covering**, keep as much distance as possible and do not speak to them face-to-face. Try to stand alongside and face away from the pupil where possible
- Instruct pupils to wash their hands for at least 20 seconds with soap and water, at least six times each day, particularly on arrival at the academy, following break and lunchtimes and after toilet visits
- Pupils are reminded to catch coughs and sneezes in a tissue and place the used tissue in the bin provided
- Do not attempt to handle the contents of the bin; seek support from the member of facilities staff on duty
- Remind pupils of the need to maintain social distancing once outside the academy and not walk home in groups or with friends
- Teacher should escort pupils out of the classroom and to the designated pick up area
- Pupils in nappies should be changed in the FS1 toilets and staff will be provided with appropriate PPE (gloves and mask)

### **Close Proximity Working**

If close proximity interaction is unavoidable, all staff must:

- Work facing away from each other and pupils or side-by-side, where possible, instead of face-to-face
- Minimise the frequency and duration of close proximity interactions as far as possible; preferably no more than a few minutes

### **Pupil Non-compliance and Physical Altercations**

- In the unlikely event that there is an example of non-compliance with the measures above, the behaviour policy should be followed as normal
- If incidents persist, parents should be contacted and a place in school may be removed for these pupils

**We all have a responsibility to look out for the signs and symptoms of a Covid-19 infection amongst our pupils and our colleagues. In the event of any member of staff becoming unwell and exhibiting symptoms of a Coronavirus infection (see above), the following steps must be taken:**

#### **Pupil**

- Inform First Aid immediately by email, clearly stating the pupil's name and location
- The pupil will be moved to another, safe area of the academy and their parents / carers will be contacted to collect them and given the instruction to contact 111 and get a Covid-19 test
- If the incident is an isolated one, normal operating procedures will continue. If the test is positive, the Academy will respond as per the prevailing guidance from Public Health England

#### **Staff**

- Inform First Aid immediately, clearly stating your name and location
- First Aid will attend and a member of SLT will support the dismissal of your pupils
- You will be supported to contact 111 and get a Covid-19 test
- If the incident is an isolated one, normal operating procedures will continue. If the test is positive, the Academy will respond as per the prevailing guidance from Public Health England

Separate instructions will be provided to all trained First Aiders on how to handle notifications/PPE

## **Fire and Emergency Evacuation Procedures**

Staff are expected to:

- Check the assembly point for the room they are working in at the start of the day. This is clearly marked on the back of each door.
- Identify the quickest and safest exit route, including the use of designated emergency escapes.

In the event of an emergency evacuation, staff must:

- Perform a headcount
- Instruct pupils to leave their belongings in the room
- Lead the pupils to the designated assembly point ensuring that they do not come into contact with children in other year groups. It may not be possible to follow the one-way system in an emergency situation but all close proximity interactions should be avoided as far as reasonably possible.
- Instruct pupils to line up while you perform a headcount and, once registers arrive, check that all pupils are present. NB pupils will line up with their classes, not their tutor groups.
- Instruct the group to stand in silence until further instructions are given by a member of the Senior Leadership Team.
- If allowed back into the building, lead the group back to their designated classroom following the one-way system
- Ensure all pupils wash their hands on their return.

# Stop the Spread



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Throw tissues  
into closable bin  
immediately  
after use.

If you cough or sneeze use a tissue  
or flexed elbow (not your hand).

Regularly wash your  
hands with soap and  
warm water for at  
least 20 seconds.



If soap and water are not available,  
use an alcohol-based hand  
sanitizer that contains at least 60%  
alcohol, and wash with soap and  
water as soon as you can.



Avoid touching  
your face.

Need more advice? Go online at:

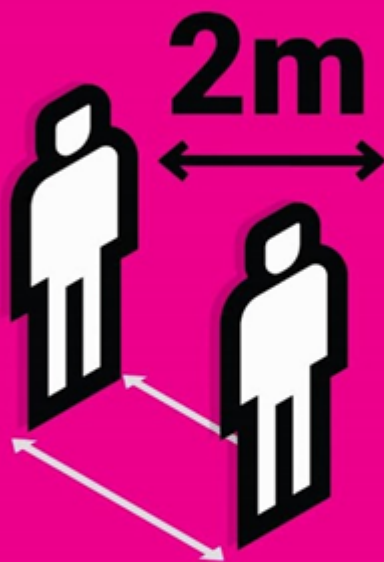
**111.nhs.uk**

# Social Distancing



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PLEASE FOLLOW THESE GUIDELINES WHILST YOU ARE IN THE ACADEMY.



Observe the 2 metre markers that have been placed around the Academy.



Please keep a 2 metre distance between all pupils and staff.



Go up the left hand side of the staircase.

