



COVID-19 Handbook

Original Version September 2020

Updated November 2020 (Updates in Red)

Updated November 23rd 2020 (Updates in Green)

Updated November 30th 2020 (Updates in Brown)

Updated January 4th 2021 (Updates in Purple)

Updated January 7th 2021 (Updates in Orange)

Updated March 3rd 2021 (Updates in Pink)

Updated March 30th 2021 (Updates in Blue)

Updated September 1st 2021 (Updates in Navy Blue)

Updated October 18th 2021 (Updates in Apple Green)

Updated November 16th 2021 (Updates in)

Updated March 3rd 2022 (Updates in blue-grey)

School Information and Risk Assessment

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1. Introduction

This document aims to outline the procedures to support the wider opening of Woodlands School, to ensure the risks are reduced as much as possible.

The risk assessment should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>
<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>
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>
<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

It is important to state, that implementing this guidance, will not alleviate ALL risk to pupils and staff, we aim to reduce the risk as much as possible to reduce transmission as much as possible.

The following key principles will be put in place at Woodlands from the 1st September, 2020, to support safe working for all. Updates have been included to reflect new guidance in November 2020. Updates have been included to reflect new guidance in January 2021. Updates have been included to reflect new guidance in March 2021. Updates have been included to reflect new guidance on March 30th 2021. Updates have been included to reflect new guidance on September 1st 2021. Updates have been included to reflect new guidance on September 1st 2021. Updates have been included to reflect new guidance February 2022

- There will be times when class staff need to move classes e.g. to support particular pupils or to cover absences, but this will be limited as much as possible.
- Any pupil who becomes unwell with COVID symptoms during the school day, should be collected immediately (travel time allowing) and should follow government guidance. Any staff members who become unwell, should leave immediately and arrange for a test as soon as possible. They are advised to inform the school of the result as soon as it is received.
- Staff and secondary pupils will be offered regular lateral flow tests as per guidance. Parents will be responsible for carrying out the testing of their own son/daughter in line with government guidance.
- PPE will continue to be provided for staff and visitors should they wish to use it. Staff will continue to follow policy and procedures for using PPE within school.

All staff are responsible for ensuring they follow the guidance in this document effectively to ensure the safety of themselves, their colleagues and the pupils. They should also remind and support others to do so where needed.

All parents and carers are responsible for ensuring they follow the pupil guidance to ensure their child has the relevant equipment and is well enough to come to school, to help us ensure the safety of the whole Woodlands team.

2. Awareness of and adherence to policies and procedures

School policies are all available for staff to read on 'Every' and relevant policies are available for parents and carers on the school website.

The Health and Safety Policy has been updated in light of the COVID-19 advice. All staff and volunteers need to be aware of all relevant policies, and procedures including, the following:

- Health and Safety Policy
- Infection Control Policy
- First Aid Policy

All staff should also be aware of the following:

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- DfE and PHE (2020) 'COVID-19: guidance for educational settings'

All staff must have completed their infection control training on 'Every' and will have had an update with the school nurses in addition to this.

It is every staff members' responsibility to make sure they are familiar with the above documents and to ensure any training on 'Every' is completed.

The school keeps up-to-date with advice issued by, but not limited to, the following:

- DfE; NHS; Department of Health and Social Care; PHE

Staff are made aware of the school's infection control procedures in relation to coronavirus through this document, training with the school nurses during the first week back, and through training completed on 'Every'.

Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are **advised not to** send their child to school if the child develops coronavirus symptoms **or test positive for COVID**. Parents/carers should call the school to inform the school.

Where possible, pupils are supported to follow infection control procedures and staff will monitor closely to look for signs of them becoming unwell.

The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.

3. Prevention

Minimise contact with individuals who are unwell with Covid 19 symptoms

Staff and other adults are **advised** not to come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive for COVID and anyone developing those symptoms during the school day is sent home **to test**.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are advised to follow **government guidance and take a PCR test to see if they have coronavirus (COVID-19) and avoid contact with others while they wait for the result**.

If a child with symptoms of coronavirus is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision. A window should be opened for ventilation where possible. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

Regular lateral flow tests will be offered to all staff and secondary aged pupils as per guideline schedules

Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

PPE (fluid resistant mask, face shield, gloves and apron) will be worn by staff caring for the child. More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home unless they develop symptoms themselves (in which case, they should arrange a PCR test)

The Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance to be followed to clean the area.

Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy

Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance

Good hand hygiene practice

All staff should use the hand sanitiser situated in the reception lobbies upon entering school buildings. Class staff will support pupils to clean their hands regularly, including when they arrive **and depart**, when they return from breaks, when they change rooms and before and after eating.

Class staff will consider what frequency of hand washing is best for which pupils and staff, and incorporate time for this in timetables or lesson plans. Pupils who struggle with hand washing, will be supported to use antibacterial wipes or hand sanitiser.

Supervision of hand sanitiser use will take place due to risk around ingestion. All pupils will continue to be helped to clean their hands properly.

The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.

Most pupils at Woodlands should not wear face coverings, even on transport as they are not able to fully understand the procedures behind this. On rare occasions where it is deemed necessary for a pupil to wear a face covering and they are deemed able to do this safely, on arrival at school, they are instructed not to touch the front of their face covering when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on [safe working in education, childcare and children's social care](#) provides more advice.

Sufficient handwashing facilities are available in school. There are also hand sanitisers located around the building, including the entrances to both sites. All visitors to the site will be asked to sanitise their hands on entry.

Good respiratory hygiene

The 'Catch it, bin it, kill it' approach continues to be very important, with a suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. Staff will support pupils to follow this guidance at all times.

Risk assessments will be carried out to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant [who are COVID positive and attending school](#).

Enhanced cleaning

[Different groups do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.](#)

[The COVID-19: cleaning of non-healthcare settings guidance is followed. Outdoor playground equipment should be cleaned more frequently.](#)

Spillages of bodily fluids, e.g. respiratory and nasal discharges and vomit, are cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance

Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.

Enhanced cleaning will be undertaken where required in line with advice about enhanced cleaning protocols from the local health team.

The cleaning standards of school cleaning contractors will be monitored and any additional measures required will be discussed with regards to managing the spread of coronavirus. Please log any cleaning issues or concerns on 'Every' as soon as they arise.

Minimise contact

Information on groups can be found in COVID-19: Operational [Guidance](#)

Educational and care support will be provided for these pupils as normal, with increased hygiene protocols in place to minimise risk of transmission. [We will continue to provide PPE.](#)

[Assemblies will take place as per contingency plans](#)

The use of staff rooms and offices is staggered, through the use of lunch shifts

[Teachers can continue to take their PPA at home and cover lunch duties as required](#)

[Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and a record will be kept of all visitors. All visitors will be offered a mask](#)

Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;

Where necessary, wear PPE

PPE is advised and required:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and if a distance of 2 metres cannot be maintained.
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used (e.g. gloves for toileting)

- where a child or young person has a manual handling routine which requires close contact. Staff can choose to wear the additional PPE provided (aprons, sleeves, gloves, visors).
- When working with pupils who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only PPE that would be routinely worn, should be worn. This will be risk assessed on an individual basis for these pupils. Please discuss any concerns with a member of the SLT.

PPE (gloves, aprons, sleeves and visors) will be made available for all staff, who can choose to wear it if they wish.

Aerosol Generating Procedures

Careful consideration will be needed for ventilated pupils. Full PPE must be worn by staff carrying out aerosol generating procedures (e.g. cough assist and suctioning) in line with PHE advice. Individual advice must be sought by the child's respiratory team and the Woodlands nursing team. **Please see individual pupil risk assessments for more information.**

Ventilation and Air Circulation

Good ventilation is a key factor in decreasing the risk of Covid being passed between people. Windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air where safe to do so.

If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). Windows should be left open to provide constant ventilation in small occupied rooms, allowing air flow changes

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) by opening doors and windows as wide as possible, to get 'new' ventilation in the room
- rearranging furniture where possible to avoid direct drafts
- pupils and staff should wear suitable indoor items of clothing during the winter period in addition to the school's current uniform or dress code.

4. Response to Infection

Staff members and parents/carers understand that they should be ready and willing to:

book a test if they are displaying symptoms. Staff and pupils are advised not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5. Pupils will need to be helped by their parents/carers if using a home testing kit

A small number of **PCR** home testing kits are available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.

The school will ask parents and staff to inform them of the result of the test:

If someone tests negative, they can return to school as soon as they feel well enough.

If someone tests positive they should follow the government advice.

Managing confirmed case of COVID-19

A 3 week emergency education pack will be in place by the beginning of Autumn Term 2020 and updated termly as required for individual pupils or groups of pupils who are following the government advice to stay at home while COVID positive. There will be no pressure on parents to support with this learning but they will be given the activities as an option if they feel able to do this. We will work with families to deliver a broad and ambitious curriculum through the use of Teams, emailed activities and physical activity packs as appropriate for the individual pupils.

Contain any outbreaks

If there is an overall rise in confirmed COVID-19 cases, there may be an outbreak and the local health protection will advise on any additional action required.

The following extra actions will be taken if necessary

- Letter to parents/staff of the affected classes
- Class affected to act as a bubble
- Staff and pupil movement limited around the school to reduce mixing with others e.g. lunches and assembly in class
- Staff required to wear PPE unless exempt
- Frequency of Lateral Flow Testing to be increased
- Any meetings should revert to being held virtually and visitors to attend if absolutely necessary

Emergencies

All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.

Parents are contacted as soon as practicable in the event of an emergency.

Pupil alternative contacts are called where their primary emergency contact cannot be contacted.

The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.

Managing School Transport

Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).