

Protocol for School for Inspiring Talents - How to implement social distancing and keep students and staff safe in our schools V3.

Since Monday 20th April, School for Inspiring Talents has been open for a number of students, and over the coming weeks we hope to have all students back into school unless they are shielding. This is in response to Government policy which now requires us to be open for all students that have social workers or for whom we hold welfare concerns.

The latest Government Guidance and Information can be viewed at:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Based on this our Protocol has been updated – we should:

- tell students, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)
- consider how children arrive at our schools, and reduce any unnecessary travel other than the public transport they arrive and leave school in.
- We will have “**Bubbles**” across our entire organisation, for staff and students, office staff and MDT. Bubbles will never exceed 15, and your line managers will inform you of which Bubble you are in, and which students are also in that Bubble. Bubbles will remain separate from each other.
- follow the [social distancing guidelines](#) being 2 metres apart if possible.
- Lunch times will be staggered and each Bubble will be given a slot of the rota, this will also include break times, and the movement of pupils around the school, to reduce groups of children gathering.
- Children will need to stay within Bubbles wherever possible and we will [implement a range of protective measures](#) including increased cleaning.
- We will reduce ‘pinch points’, such as at drop off and pick up at the start and end of day, entering and leaving all buildings.
- Staff and students in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting. Those who are clinically vulnerable, or are living with someone who is, should follow our [protective measures guidance](#).
- If a child or staff member feels unwell with any symptoms please direct them to the nearest exit or medical room, and if it can be avoided keep as much distance as possible from others. (further detail in the RA100 COVID-19 risk assessment)

- Discourage parents from gathering at school entrances, or coming into contact with any other students, staff or parents.

Social distancing both in School and outdoors will be a priority. Class rooms should be set up with desks 2m apart. Where needed place 2meter markers on floors to help students and staff understand the distance they should keep from others. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.

Even during the Covid-19 pandemic, our priority is to keep ourselves and our students safe, even if they become dysregulated. Staff must use Pivotal MAPA de-escalation techniques as a priority to help reduce the need for physical interventions. Where necessary Pivotal MAPA physical intervention skills may have to be used and staff must ensure they are least restrictive, for the least amount of time and are only used as a last resort.

We are asking staff:

Think about how the above can be implemented in your individual school settings, both indoors and outside.

- make sure anyone who is feeling ill stays at home.
- ensure all staff and children stay in their designated Bubbles, and do not mix with other Bubbles.
- on entry, students leave their taxis and are met by one member of staff and escorted into the building
- as they enter the school, a member of staff directs them to wash their hands
- ask each student every morning how they are feeling. We have developed a poster which can help them identify how they are feeling. Please ensure that if they describe or display any symptoms that this is recorded and communicated daily to each HoS.
- wash their hands with soap and water for 20 seconds frequently throughout the day. In particular before and after breaks and lunch
- put posters up in toilets, and classrooms and corridors which provide reminders of hand hygiene
- are encouraged not to touch their faces if at all possible
- use a tissue or elbow to cough or sneeze and use bins for tissue waste
- ensure help is available for children and young people who have trouble washing their hands
- If a student or member of staff feels overly hot or thinks they may have a fever, infra-red thermometers have been provided to each HoS. We will seek consent from parents and carers to check temperatures non-evasively if needed.
- at the end of the day, students are escorted out of the building by one member of staff and placed in their taxi
- inform parents and communities about the measures that you are taking and get their help to implement them
- increase cleaning of surfaces in classrooms, including desks and handles, and within toilet blocks and changing rooms, adhering to [guidance on cleaning of non-healthcare settings](#)
- for children and young people with an EHC plan, work with the local authority as well as with parents to decide how best to continue supporting these children and young people to stay healthy.

Under Department for Education guidance we have also purchased PPE - masks, gloves, handwash and anti-bacterial sprays for each school for those staff that would like additional protection. This can be used in discretion of the individuals. Please contact your HoS for more information.

There will be **no swimming sessions** until further notice due to Covid- 19.

What parents and carers can do:

- talk to their children about coronavirus (COVID-19), social distancing and handwashing
- follow [guidance for households with possible coronavirus infection](#)

- model social distancing so that their children learn good practice

What happens if we have a confirmed COVID-19 case amongst a student or staff member?

- If there is a positive case of COVID-19 of a student or staff member that has been in one of our schools – we will take the necessary precautions to close buildings to allow time for a deep clean before re-opening and have a plan which is:

If a student or staff member tests positive and has been in school within the last 72 hours we will:

- All other Students and Staff in that Bubble will be informed as soon as possible and will need to self isolate for 14 days. We will then follow advise from Public Health England if we have a positive case and to get best advice as to all next steps and procedures, such as full school closing.
- We should strongly recommend that when available use the NHS Track and Trace app if they test positive.
- Inform Parents and Carers immediately (HoS to make phone call) School administrator to email all parents / carers the approved letter, and also send an SMS.
- School Administrator or ExP to call Devon / Torbay transport to request Taxi's as matter of urgency.
- COO / Premises Manager contacts Cleaners and arranges for them to come in for Deep Clean.
- Local Authority Informed by ExP.
- SLT Team leads to identify all those who have been in contact with the effected person.
- Update on website.
- Send all concerned staff, students and carers the link for CO-VID19 test if they have any symptoms.
- Aim is to re-open school after 3-5 days if possible and safe to do so, and prioritise the return for those who have had a recent test that is negative. If you are not able to have a test then you will need to stay at home and isolate for 14 days.
- Staff will be required to arrange their test and inform their line manager of result.
- Daily communication provided to staff, students, carers and stakeholders until business as usual resumes.