



Voyage
Learning
Campus

VLC Covid-19 Guidance for Staff & Visitors

September 2020

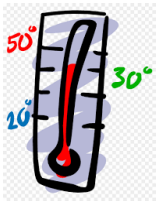
STAY ALERT , CONTROL THE VIRUS , SAVE LIVES



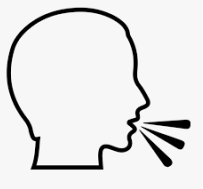
Reminder

If you, or someone in your household, shows any of the symptoms of Coronavirus you MUST NOT come into school. Do not come to school and wait to be sent home – let staff know ASAP that you will not be in.

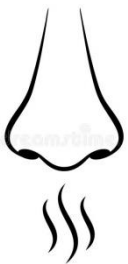
The symptoms are:



A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)



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 you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you are contacted under the Track and Trace system, follow guidance to self-isolate.

Get a test ASAP and let the school know your results as soon as you hear.

Part 1:

Daily Operational Guidance

Staff on arrival

- Enter through the main entrance
- Use hand sanitizer and observe recommended hygiene procedures (including washing hands)
- Sign in using your own pen

Students on arrival

- Oldmixon – students enter through normal entrance
- Milton:
 - Phase 1 students enter through atrium
 - Phase 3 students enter around the outside and through side door
- Taxi drivers to remain outside the building; when students are signed in staff to record taxi drivers for their numbers (drivers do not sign paperwork)
- Students to use hand sanitizer on entry into the building

In the classroom

- Ensure the room is well ventilated – doors/windows/fans as appropriate
- Keep a clear desk policy and minimise materials/resources on tables/desks
- Double check that there are tissues in the room for staff and students to use
- Ensure that the bin is easily accessible to dispose of tissues immediately after use
- When students have finished using computers/iPads, ask them to wipe down using towels and cleaner in the room
- Make sure students wash their hands regularly (after change of activity, coming in from outside, before eating); staff to do the same themselves
- At the end of your session, wipe down the desk and any computers you have used.
- Leave classrooms clean and tidy for the following day and easy for cleaners to clean

Use of common areas

- Staff to observe social distancing with each other throughout the school
- When coming in to the main building, ensure hand sanitizer is used every time
- Wash hands before and after using items in a common area e.g. in the kitchen area before and after using the kettle.
- Staff to use their own lidded mugs

Part 2:

What to do in the event of Covid-19 incident onsite

What do we do if someone presents with Covid -19 symptoms on site?

- If an employee or pupil develops Covid-19 symptoms whilst onsite, they will be sent home and advised to stay at home and self-isolate.
 - If a student feels unwell:
 - Milton - the member of staff should keep the student in the classroom and move other students to the main hall
 - Oldmixon – take the unwell student to the welfare room
 - Reception staff will contact home and request a parent/carer collect their child
 - If a member of staff feels unwell, they should alert reception. If well enough to drive, they should leave straight away. If too unwell to drive, they should go to the designated room whilst someone is called to collect them.
 - Other staff will supervise and support students.
 - At all times strict 2 metre social distancing should be adhered to
- Whilst awaiting collection, the individual is isolated, in a separate room with closed door.
 - At Milton, they should be kept in the classroom
 - At Oldmixon, they should be taken to the welfare room by the rec room
 - In both cases, the door can be closed and staff wait outside the room
 - If they need to use the toilet, that toilet should then be closed to others
- A fluid resistant surgical face mask worn by staff supervising the child while they await collection if a 2-metre distance cannot be maintained (e.g. a very young child or a child with special educational needs).
 - These are in the main reception areas with the First Aid kits
- If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.
- The area where symptom individual was isolated, their desk/ classroom, and any toilet used whilst waiting for collection, will be cleaned as per latest PHE guidelines. If the person tests positive, advice from local PHE team will be sought.



Part 3:

Infection protection and control measures

What is effective infection protection and control?

In the government guidance, '*Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)*' they set out a hierarchy of controls. These are:

1. Minimise contact with those who are unwell
2. Clean your hands often
 - Clean your hands more often than usual, particularly after arriving at your setting, touching your face, blowing your nose, sneezing or coughing, and before eating or handling food.
3. Respiratory hygiene (catch it, bin it, kill it)
 - Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use a hand sanitiser.
4. Clean surfaces that are touched frequently
 - When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.
5. Minimise contact and mixing
6. PPE
 - PPE is only needed in a very small number of cases:
 - 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
 - PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms

The full guidance can be found here:

<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>



How have we implemented effective infection protection and control?

1. Minimise contact with those who are unwell
 - Reminder posters on site
 - Checks when students come into the building
 - Reminders sent home and updates on social media
2. Clean your hands often
 - Hand sanitiser on entry to the school buildings
 - Soap and towels in classrooms with sinks, or hand sanitiser if there is no sink
 - Soap and paper towels in toilets with daily checks
 - Posters in toilets/by sinks
3. Respiratory hygiene (catch it, bin it, kill it)
 - Tissues in all classrooms
 - Lidded bins
 - Posters on display around the school
4. Clean surfaces that are touched frequently
 - Daily Covid cleaning by trained cleaning staff
 - Cleaners on site during the school day
 - Wipes/detergents provided in all classrooms for regular wiping down during the day by staff and students (sensible hygiene practices)
 - Clear desk policy in classrooms
5. Minimise contact and mixing
 - No whole school staff meetings
 - Each phase to be an individual bubble
6. PPE
 - PPE packs sourced by the school and with the First Aid kits should they be needed
 - Face masks available for staff who travel to school on public transport
 - Staff permitted to wear their own face coverings in school. They should note this does not provide additional protection to the wearer.

If staff choose to wear PPE, they are recommended to a the following information:

<https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video>



Part 4:

Risk Assessment

Section 1:

Contamination/ spread of Coronavirus (surfaces)

- 'Clean as you go' to support additional cleaning provided of hand-contact surfaces within the school, such as doors, chairs, desks, bannisters, sinks, toilets, light switches, gates, external railings. All classrooms to have cleaning wipes/ items for staff and students to use.
- More frequent cleaning of toys and educational equipment where possible. Staff and students directed to clean hands after use.
- Sharing of stationery and other equipment restricted to phase bubbles. Students provided with pencil cases and key equipment
- Pupils are asked to only bring in essential equipment into school e.g. lunch boxes, hats, coats, books, stationery and mobile phones (bags are allowed).
- Classroom based resources such as books and games only used by students and staff within each phase bubble. Any staff moving between each phase will avoid using classroom-based resources to prevent any possible cross contamination.
- Shared resources e.g. library books, can be taken home although unnecessary sharing will be avoided. Any books taken home will not be returned to the library for 48 hours.
- Where extra bins are needed for tissues additional lidded bins are provided, and all bins emptied frequently.
- Doors propped open to reduce the need for direct contact, where possible (e.g. where not a fire door and not needed for safeguarding reasons).
- New cleaning rotas in place to have cleaners in school on both sites during the working day to provide on-site cleaning of toilets and high frequency use areas such as doors
- Staff to sign in and out using own pens. Staff will confirm that they have no symptoms when they sign in.
- Disposable hand towels available in all toilets. Hand driers will not be in use to prevent droplets spreading.



Section 2:

Contamination / spread of Coronavirus (person to person)

- Staff to wear PPE in following circumstances:
 - children, young people and students 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 (COVID-19) while in their setting and needs direct personal care until they can return home.
- PPE kits will be provided to all first aiders with additional kits kept in both reception areas for easy access.
- Staff permitted to wear face coverings in school if they choose to do so.
- Good personal hygiene promoted with posters displayed in classrooms, toilets and public areas.
- All classrooms and workspaces have tissues within easy reach for staff and students to use. Lidded bins in classrooms for safe disposal.
- Regular reminders of good hygiene practices. Visual cues (including social stories) used in communication with students and parents/carers.
- All classrooms have hand wash or hand sanitiser if there is no sink; all students will use on entry into the classroom.
- Behaviour policy updated to reflect new hygiene routines; micro scripts provided to support staff in reinforcing expectations and routines with students. Clear escalation of responses if students do not meet expectations.
- Minimise contact between staff working in each phase, using Teams for staff meetings; identified staff who work across each bubble will maintain social distancing.
- School to be kept well ventilated e.g. open windows where possible. Doors propped open where possible to aide ventilation (e.g. where not a fire door and not needed for safeguarding reasons).
- Fans provided for classrooms; these must be directed away from staff and students



Section 3:

Social distancing measures -lesson time

- Phase 1 – students will be kept apart from students in Phase 3. Staff within Phase 1 will work with all of the students (this number is unlikely to exceed 15). Social distancing encouraged where possible.
- Phase 2 and 3 – students will be encouraged to maintain distance where this is possible e.g. where space allows. Desks/ seating spread out as much as possible within classrooms and arranged forward facing and side-by-side. Classrooms will be kept as clear as possible to facilitate space in the rooms
- Within classrooms adults should maintain 2 metre distance when circumstances allow and avoid close face to face contact and minimise time spent when within 1 metre of anyone. This may not be possible with younger pupils in Phase 1 and pupils in Phase 2 & 3 with complex needs; educational and care support should be provided as normal
- Lessons/ activities reviewed by teachers and any activities encouraging/ requiring students to be particularly close to each other for extended periods reduced/ stopped.
- Opportunities for outdoor learning/ sport should be prioritised where possible and when weather allow



Section 4:

Contamination / spread of virus from home visits or external meetings

- External meetings to be attended via remote access (e.g. Teams, conference calls).
- Tuition in the home to be suspended and replaced with remote learning via Teams
- Any staff making home visits will not enter the house and will talk to parents/carers from the door step maintaining a distance of 2 metres. Face coverings will be worn.

Section 5:

Contamination/ spread of Coronavirus during music lessons

- These lessons do not feature as part of the VLC curriculum.
- The school does have some musical equipment that students may use – guitars and keyboards. If these are used, students will wash their hands before and after use and the equipment cleaned.
- Students will not sit next to each other or share a keyboard.



Section 6:

Social distancing measures – outside of lesson time

- Staggered use of dining hall at Milton for lunchtime in Phase 1 and 3. Staggered use of outside area; if necessary Phase 3 students will use the side area directly outside the Phase 3 entrance at break/lunchtimes.
- Outside play equipment in Milton will only be used by students in the Phase 1 bubble. Students will wash their hands after breaktime.
- Phase 2 – improvement to outside areas to encourage students to be outside at break/lunchtimes. Change of rules so that students are no longer allowed to congregate outside the school gate during break or lunchtime.
- Sofas removed from the rec room and replaced with tables and chairs.
- Any meetings will take place in rooms large enough to allow for 2 metre social distancing.
- Milton site:
 - Only 1 person to use the Principal and Lead Teacher (Phase 1) offices at any one time
 - Only 1 person in reception office ; staff/students/visitors to use the hatch to speak to office staff
 - Only maximum of 2 staff at any one time in the staff workroom/kitchen (Phase 1)
 - Only 2 workstations in the Phase 3 office for staff to use at any one time (all staff provided laptops to allow for working in classrooms)
 - Use of large art room for tea and coffee facilities at break/lunch times
- Oldmixon site:
 - Only maximum of 2 staff in reception
 - Staff/students /visitors to use the hatch to communicate with office staff
 - Staffroom laid out to allow for 2 metre social distancing; one way system in and out of the staff room in place
- Food suppliers to have full Covid risk assessments in place
- Avoid overcrowding in toilets/ hand washing areas:
 - Staff toilets – only one person at a time
 - Student toilets:
 - Phase 3 – single use
 - Phase 1 – monitored by staff
 - Phase 2 – single use or 2 students maximum in upstairs toilets
- Floor markings and reminders of social distancing in place. Use of social stories to regularly reinforce their understanding of these



Section 7:

Social distancing measures – pick up and drop off time

- Students in Phase 1 and Phase 3 will be directed to different entrances.
- Phase 3 students mainly start later than Phase 1 students, so starts are generally staggered.
- Parents/ guardians advised to adhere to social distancing apart from people outside their household when collecting/ dropping off pupils and that coming on to site without an appointment is not allowed
- Parents encouraged to come alone, rather than with partners/ other children where possible.

Section 8:

Clinically vulnerable staff/pupils or those with other risk factors e.g. BAME

- Staff and students that are extremely clinically vulnerable and were 'shielding' can return to school from 1 August
- Those that are clinically vulnerable should maintain social distancing as much as possible; this will be supported by measures already outlined
- Students who are clinically vulnerable may have lessons continue via Teams with a mix of onsite and home learning.

Section 9:

Individuals living in a household with a 'clinically extremely vulnerable' individual or clinically vulnerable individual

- People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Section 10: Covid-19 infection- symptomatic individuals

- Individuals displaying or who have someone in their household who has any of the symptoms of Covid-19 instructed to stay at home and self-isolate, following the latest government guidance. Staff and parents frequently reminded of this via posters, social media and communication home.
- If an employee or pupil develops Covid-19 symptoms whilst onsite, they are sent home and told to stay at home and self-isolate for at least 10 days from the onset of symptoms and only return if they do not have symptoms other than a cough or loss of sense of smell/taste. Keep self-isolating if temperature is still high. Other members of their household should continue self-isolating for the full 14 days.
- All students/staff asked on entry if they have any symptoms. If they answer yes, they will not be allowed further into the building and procedures below are followed.
 - Phase 2 - Whilst awaiting collection, young person or member of staff (if they require a lift) is isolated in the Wellbeing Room (ensuring appropriate supervision).
 - Phase 1 & 3 – member of staff or student will remain in the room where the symptomatic person is at the time. Others will be moved into the hall.
 - If the person requires the toilet whilst waiting for collection, the toilet area used will be closed until appropriate cleaning can be undertaken.
- A fluid resistant surgical facemask worn by staff supervising the child while they await collection if a 2-metre distance cannot be Everyone must wash his or her hands thoroughly after contact with someone that is unwell.
- If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.
- The area where the symptomatic individual was isolated, their desk/ classroom, and any toilet used whilst waiting for collection, will be cleaned as per latest PHE guidelines. Used PPE and other waste generated will be disposed of in line with PHE guidelines i.e. double bagged and stored securely for 72 hours before disposing of in line with normal waste collection from site.
- Individuals with symptoms will have access to testing. Should the test result be positive, then the rest of that class/ group or anyone who has had close contact with that person will be sent home to self-isolate for 14 days.
- Household members of those contacts sent home do not need to self-isolate themselves unless the contact themselves then develops symptoms, in which case will need to get tested and if negative remain isolates for the remainder of the 14 days or if positive inform the school and isolate for 10 days from the onset of symptoms
- Covid-19 confirmed cases in school will be reported immediately to Public Health England's local health protection team who will investigate/ advise accordingly. Tel 0300 303 8162 (option 1 then option 2)

Section 11:

Travel to and from site

- Parents and pupils encouraged to walk or cycle where possible
- Ongoing liaison with ITU to ensure students can be transported in line with their agreed timetables.
- Face coverings worn by students aged 11 or over – Apple will not transport any students of appropriate age who will not cover their face.
- All students will use hand sanitiser or hand wash on entering the school. Students must dispose face covering in covered bin or if reusable in a plastic bag and wash their hands again (if applicable) before going to their classroom.
- Families using public transport will be directed to the following gov guidance via social media and communication home <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Section 12:

First Aid Cover

- First aid cover is continually monitored to ensure adequate cover and First Aid needs Assessment reviewed if necessary, e.g. if shortage of first aid trained staff due to self-isolation.
- First Aid boxes stored in reception, kitchens and staff work areas.
- Children requiring first aid to be dealt with by first aiders within their group/ bubble wherever possible.
- Activity of first aiders reviewed and they act in line with Covid-19 government guidance for first responders where applicable, e.g. when dealing with a visitor/ parent requiring first aid, where the first aider is unable to ascertain if the patient is symptom free and they are unable to maintain social distancing.
- Rescue breaths will not be given to adults – chest compressions only.



Section 13:

Non-essential meetings

- Non-essential group gatherings avoided – Teams used where appropriate.
- There will be no whole staff meetings; these will be limited to phase bubbles. Teams will be used for whole staff meetings instead.
- Where face-to-face meetings are necessary then extra space (2 metres distance where possible) maintained between individuals. These will only involve staff from within the phase bubble. Identified staff working across bubbles will be a minimum of 2m away from others.
- Checks made to establish that external attendees are not exhibiting symptoms. Records of visitors to site maintained.

Section 14:

Visitors coming to site

- Where possible face-to-face talks are discouraged and if they do occur by appointment only, at least 2 metres distance maintained. Records of visitors to site maintained.
- Alternative communication e.g. letters home, emails, telephone, doorstep visits encouraged.
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- Contact details (telephone numbers/ email addresses) will be checked in September



Section 15:

School trips

- Non-overnight domestic educational visits can resume, but in line with protective measures e.g. children stay in their group/bubble and Covid secure measures are in place at destination.
- The following Gov advice should be used when considering visits:
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Section 16:

Statutory building compliance testing

- Contractors:
- Frequent liaisons with compliance contractor to ensure critical inspection/ testing checks continue.
- Arrangements put in place to ensure contractors follow social distancing measures wherever possible and contractors reminded of need for good hygiene practices. Appropriate handwashing facilities on site made available to them, and where possible visits are arranged outside of school hours. A record of all visitors to site is kept.
- Internal:
- If individuals that normally carry out internal inspections/ checks are not in work, essential functions (e.g. weekly testing of the fire alarm system) are carried out by others, following appropriate instruction/ briefing.
- All required compliance tasks/ inspections carried out before parts of the site reopened, as advised by the school's compliance contractor and in line with Department of Education's advice on Managing school premises, during the Coronavirus outbreak to ensure risks such as legionella are adequately controlled.

Section 17: Fire Safety

- Ensure adequate to staff on site to assist in an evacuation.
- Roles of key staff reviewed, and minimum adequate cover maintained in the event of any staff shortages e.g. due to self-isolation. Designated person(s) to act as Fire Safety Co-ordinator in an emergency.
- Any repositioning of desks etc done in a way so as not to obstruct exit routes.
- Any existing PEEPS for staff or children reviewed to ensure any required assistance is available and it is safe for them to be on site
- Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources. Storage of hand sanitiser stocks kept in a suitable location, away from ignition sources, not in higher risk rooms e.g. boiler rooms, stock kept to sensible volume.
- Staff reminded to let sanitiser fully evaporate/ dry before continuing work and particular care taken if involved in tasks involving naked flames e.g. lighting worship candles in assemblies and using hobs in food tech - wash hands rather than using hand sanitiser before such activities.
- Fire safety arrangements reviewed. Consideration given to emergency evacuations and fire assembly point e.g. groups staying together/ kept adequately separate from other groups where safe to do so.



Section 18:

Concerns from all parties on the changing situation

- Regular communication to all parties following latest government advice and provide reassurance if needed of the measures in place to reduce the risk in school. School website and social media updated regularly.
- Whole staff emails at least once per week. Use of phase team meetings each week to communicate key messages.
- Department of Education Coronavirus helpline is available to staff Parents and young people where appropriate. Telephone number is: 0800 046 8687
- Staff and pupils given support and resources to promote good mental health and wellbeing. e.g. Anna Freud,
- <https://www.nhs.uk/oneyou/every-mind-matters/>
- Regular signposting for staff of support from PAM Assist and free resources e.g.
 - <https://www.educationsupport.org.uk/>
 - Somerset Mindline (operated by Somerset Mind) - helpline number 01823 276 892.
- There will be regular supervision meetings for staff to provide an opportunity to discuss concerns and wellbeing

Section 19:

Breakfast club provision

- In Phase 2 Breakfast Club will be supervised by staff within the Phase 2 bubble.
- Staff and students will be reminded to wash hands and follow hygiene procedures.
- All staff complete food hygiene course



Section 20:

External Deliveries

- Unnecessary contact avoided and 2 metre distancing wherever possible. Safe delivery point arranged.
- Hand washing after handling collections

Section 21:

Site Maintenance

- Existing core functions e.g. external visual checks on play areas, unlocking/ locking of gates maintained.
- Where these aren't part of someone's normal roles, it is ensured that staff have the required competencies and are briefed on safe techniques, etc.
- Work carried out in quiet times wherever possible and unnecessary contact with others avoided.
- Regular hand washing carried out
- Site walk arounds/ visual checks undertaken to identify potential hazards, paying particular attention to areas that have been out of regular use during lockdown.
- Compliance check take place as needed



Section 22:

Reduced staff numbers on site due to isolation/ working from home

- Where numbers of staff are affected particularly those with critical roles staff levels are reviewed to ensure minimum safe supervision levels are being maintained.
- Roles of staff are reviewed/ monitored to ensure all required core functions can be maintained e.g. relating to safeguarding, fire safety, first aid, senior leadership/ financial/ admin tasks, building compliance/ caretaking duties.
- Additional instruction/ information/ training given where needed to those covering changes to roles.

Section 23:

Pupils with existing education, health and care (EHC) plans/ individual risk assessments

- Education, health and care (EHC) plans and individual risk assessments for pupils are reviewed to determine the best place for the pupil, whether it be home or school. Associated discussions should include the parent/ carer, school staff, local authority staff, social workers where applicable.
- For pupils in school, staff will familiarise themselves with individual risk assessments/ care plans if they are supporting children they don't normally support.
- If different staff or pupils are present, then staff (e.g. catering staff) familiarise themselves with any allergies of individuals.
- Where close personal care is needed, this is done following the EHC plan and the standard infection control precautions required for the task. Arrangements for obtaining/ maintaining PPE stocks for these instances put in place.

