



Heathland
Private School

Heathland School and Nursery: COVID19 policy updated as needed
Risk Procedures and Risk Assessment
Progression of restrictions / Staged Response

Response Stage	Trigger	Key Actions	Who	Notes
<p>STAGE 1 – General (everyday hygiene and phased return procedures)</p>	None	<ul style="list-style-type: none"> - General reminders for hygiene-posters in all areas - Effective hand washing facilities: soap dispensers, Hand sanitizer available at entry/ exit and classroom/nursery/KG room points/main entries - Follow absence periods for sickness as per govt directive - Adhere to 2m distancing rule - Floor markers and spaced learning areas. - Spaced dining areas /spaced learning areas - Face masks and gloves for close contact/face masks seniors and staff in hallways etc - Facemasks on school transport. Juniors separate from senior on transport - Access one way routes: front stairs up/down juniors : back stairs up/down snrs - Seniors entry /exit via back door. - Arrivals and departure split. Juniors finish earlier than seniors - Designated parking: parents use lower tier as well letters to remind parents to distance and not congregate at start and end times. - Playtime splits 1. Cage area 2. Terrace - Packed lunches for staff and pupils - No access to school building for parents or visitors unless in emergency. Then masks to worn and 2m distancing to be adhered to. - Marked 2m waiting areas on front terrace. - Daily temperature checks staff and students. - Reminders for clean uniform/clothing worn every day. - Reduce amount of non essential jewellery worn - Staff using the staffroom areas to disinfect appliances prior to and after use. - Maintain 2m distance in staffroom. - Ventilation – where ever possible (classroom windows must be kept open) 	All staff	

		<ul style="list-style-type: none"> - Children grouped in small groups, maintain same group and key workers throughout (no mixing of groups) - Regular disinfecting of toys - Children to have their own pencil cases/equipment no sharing 		
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> -Increased absence rates of pupils or staff -Local increases in sickness e.g. flu, gastric, coronavirus -Public health alerts -Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric) 	<ul style="list-style-type: none"> - Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before/after eating of food - Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. or 2 week isolation - Review Core Control Measures and make changes as necessary - Daily review of the situation 		
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - increased likelihood of cases - Public health advice for restrictions 	<ul style="list-style-type: none"> - Sending home any children with <i>any</i> symptoms expectations are for the child to be tested for Covid and school notified of result - Additional Cleaning including deeper cleans 		
STAGE 4 – Containment	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - Significance of danger of disease or illness/direct covid case 	<ul style="list-style-type: none"> - Part / full closures of site / classes/bubbles to be isolated along with staff/ mandatory testing - Deep cleans - Full closure and isolation of pupils/staff 		

Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – removal and testing advised - Isolation room, close toilet to other students 	DT JT	
Confirmed case in school	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England/ISA - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ - Student and primary contacts sent home to isolate 	DT JT	
Suspected or confirmed case in a family	<ul style="list-style-type: none"> - Children in the family to remain at home for 14 days - Deep clean of the classroom and school - Increased monitoring of pupils - Isolation of class group 		
Teacher shortage	<ul style="list-style-type: none"> - Where too many – partial closure for certain classes or part time / AM / PM classes 	JT	
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat - Discuss with parents the initial steps and agree key actions re. isolation/seclusion 	DT JT	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition - Consider working from home 	DT	
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice; discuss with SLT 		
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 		
Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through online resources, apps, Facebook, learning packs (TBC) and school website, Microsoft teams - Staff will provide work to go home with children – email (TBC) - Possible use of technology to deliver assemblies / stories etc. 	All staff	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Handwashing	1	<ul style="list-style-type: none"> - Classes to teach children hand washing techniques - Sanitisation of hands on arrival/departure - Children to wash hands before/after snack (classroom) and before/after eating dinner (classrooms/corridor toilets) - Access to foam sanitizer in all classes and on landings, entry exit points - Sanitisation on entry and exit of all rooms. 	All students/staff	
Tissues for Each Class	1	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to also self-replenish from stock - Children to use tissues once and dispose of, then wash hands 		
Alcohol based gel	1	<ul style="list-style-type: none"> - Additional dispenser by signing in book - Ensure dispensers and full from the start of each day - All children to use this (or have washed hands) before/after playtimes/ lunch - Ensure adequate stock levels - 70% alcohol content - All classrooms and nursery areas have antiviral spray for sanitising between lessons 		
Other users of the building	2, 3	<p>Contact every user and inform them of usage expectations:</p> <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of usage of areas - Masks to be worn by all staff and senior students in close contact areas, eg: corridors. 		
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> - Daily report to the office of number of absences and symptoms - Weekly summary data for each class to JD 	Class teacher JD	

Control Measure	Control Stage	Notes / Action	Who	Review
Social distancing	2,3	<ul style="list-style-type: none"> - Keep 2m away from others at all times - Keep pupils 2m apart when working inside and outside the school Including at lunch time Staff to keep 2m from pupils wherever possible In the case of staff needing to get close to a child or an object belonging to a child or when first aid needed, staff should wear disposable gloves, cover mouth and nose and dispose of gloves immediately - All classes have emergency PPE boxes. 	All staff	
Reducing contact point activities	2,3	<p>Please only use your designated classroom in school</p> <p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting – avoid these activities <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics - NO SINGING to take place or wind instrument lessons - Limit people in rooms - Lockers provided for personal belongings <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - Cease the use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure children have water bottles in school. - Dishwasher to be used for washing cups – 60 degrees – where possible if necessary - Staff have own mugs. - Non Fire doors left open to reduce contact and increase ventilation - 	All staff	

Control Measure	Control Stage	Notes / Action	Who	Review
Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, before going home and when they get home. - Classes to teach children hand washing techniques - Children to wash hands before snack (classroom) and before eating dinner (classrooms/corridor toilets)between classes - Clean uniform to worn daily <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters 	DT JT JD	
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with cleaning staff to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?) - Twice daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary - Classes to be disinfected with spray and paper towel wipe downs following EACH lesson where new students are entering the room. Done by class teacher 	AB DT CM	daily
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day - Chair backs - Bathroom facilities 	AB GA	daily
Mental health and well being	2,3	<ul style="list-style-type: none"> - Regular meetings of bubbles, distanced under 15 mins or via Teams - Talk openly to staff about possibility of infection and tell them what to do to raise concerns - Involve staff in risk assessments - Keep staff update so they feel reassured and involved - Share information with staff and students on maintain good mental health and well being - Support for students with well being worry boxes. 	All staff SLT	
Vulnerable staff/pupils/families	2,3	<ul style="list-style-type: none"> - Identify students, their families and staff who fall into vulnerable category - Clinically extremely vulnerable 	SLT	

Control Measure	Control Stage	Notes / Action	Who	Review
		<ul style="list-style-type: none"> - Self isolating categorise eg pregnant/chemotherapy treatments - Discuss with employees what their personal risks are - Identify how we will protect them - Follow guidelines on NHS test and trace 		
School visitors and site users	2, 3	<ul style="list-style-type: none"> - Compulsory handwashing on entry into school; avoid entry, use foyer - Welfare facilities in outdoor washroom - Cleaning routine regime for high traffic areas 	JD DT	
School transport	3	<ul style="list-style-type: none"> - Buses to be sanitised after each run - Drivers assigned to own bus Masks to be worn by staff and ALL students Juniors to sit at front, seniors at back Windows to be opened for ventilation 	Bus drivers DT	
Absence policy	2, 3	<ul style="list-style-type: none"> - Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea) 	SlT JD	
Support for families	2, 3	<ul style="list-style-type: none"> - Communicate to parents and staff to contact school if they require support; - Regular contact with affected families and staff – wellbeing checks. - Identify students and staff who live together and group if possible. 	SLT	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"> - Purchase hand held non-contact thermometer. - Contact parent and send home - High temp: isolation/request testing and negative result prior to consent for return. Follow nhs directive if symptomatic. - Temperatures are done daily 	DT Class teachers	

It is advisable to wash all clothes you have been wearing at work/school as soon as you get home and shower.

Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 2 - PREVENTION

We currently increased precautions in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



Don't

X do not touch your eyes, nose or mouth

If you think you might have coronavirus, or have been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 3 - MITIGATE/ DELAY

We currently increased precautions in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell



Don't

- X do not touch your eyes, nose or mouth if your hands are not clean**
- X enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).**

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

Updates to policy 5th November2020
England is in lockdown.

There are strict government rulings in place until 2nd December.

We strongly urge parents to follow these directives and not break the law. Failure to do so can have a huge impact on your own family, and on other families in school.

We appreciate how difficult these times are. Not adhering to government directives /legal requirements could result in failure to safeguard as you are potentially putting your own children and other children, families and staff in the school setting at risk from harm.