

Castlederg High School



Covid 19 - Health and Safety Policy and Procedures 2020 – 2021

Draft 1

Aims

1. To provide a safe and happy environment for all staff and pupils to work and learn
2. To minimise the risk of any spreading of the virus
3. To provide clear procedures that everyone understands, so that school can run as smoothly as possible, maintaining as much normality as possible

*This policy will be in place for the foreseeable future, will be reviewed regularly and will remain flexible responding to government guidelines.

New Safety Measure	Details
Social Distancing	All pupils will try to stay as far apart as possible in classrooms, corridors and at lunch and break. Pupils will sit at the same desk in every classroom they go in to. All Staff will endeavour where possible to stay 2 metres apart from each other and pupils. There will be no assemblies. Virtual/ Year assemblies may take place All pupils and staff are expected to take responsibility for distancing

	<p>Staff will be offered visors for protection if they wish and may wear their own mask if they so wish.</p> <p>Masks Pupils may wear masks in school if they wish. All pupils over 13 must wear masks on buses and we encourage all pupils to wear masks on buses.</p> <p>Risk Assessments Risk Assessments for certain staff and pupils who are clinically vulnerable or extremely clinically vulnerable or with family members in these categories will be carried out. Staff and parents must make this known to the Principal.</p>
One Way System	<p>A one way system is operating throughout the school. This must be adhered to at all times. This is clearly marked throughout the school and mostly follows a left to right direction – refer to the map.) Pupils will be using outside areas to adhere to this one way system. This will be explained in induction sessions to all.</p> <p>The movement of class is at the discretion of the teacher and there will be no bells. The teacher will look at the corridor and release the pupils one by one seeing the corridor is free. A soft changeover will take place with no bells as recommended in DE guidance. This reduces numbers of pupils meeting in the corridor.</p>

	Staff do not need to use the one way system but are asked to walk on the left of the corridor.
Hand Washing and Hand Sanitising	<p>All pupils and staff will wash their hands on arrival in school. Staff go directly to teaching classroom after washing their own hands on arrival. Pupils in form classes with sinks will wash hands in form room. Other pupils will be directed to wash their hands at the pupil entrances. Boys will enter the school near the boy's cloakrooms and the girls will enter near the central entrance to the school. A member of staff will ensure numbers into toilets are limited to a safe level for social distancing at this point in the day. Pupils will sanitise their hands on entrance to every classroom.</p> <p>Pupils will wash their hands before lunch where possible (in a classroom with a sink) or sanitise before they go to lunch. Doors will be kept open where possible – teacher will open and close door only and sanitise if required. At least one window will be open to allow for good ventilation in every room.</p> <p>Signing in and out – Staff and pupils must use their own pens/ pencils</p>
Desk Wiping	Pupils will wipe their own desk with anti bacterial wipes as they enter the classroom, placing wipes in bin.
Personal belongings	<p>Pupils will bring their own books, bags and equipment. They will not share. If a pupil has forgotten equipment, they are required to sanitise it with the desk wipe before they return it.</p> <p>Staff will be equipped with anti - bacterial wipes and disposable gloves to clean any</p>

	<p>equipment or desks they feel need addressed.</p> <p>Bags will stay in the room the pupils were in before break and lunch and will be collected before moving on.</p> <p>Lockers are not in use.</p> <p>Pupils whose parents bring in forgotten belongings, will be placed in a box in the foyer for the pupil to collect. Office staff will not be handling pupil equipment.</p>
Toilets	<p>Pupils will be given specified times of day to access toilets, unless a note is provided from home in special circumstances. Toilets will be cleaned at least four times a day to ensure cleanliness – after morning, break and lunch. Pupils must wash hands EVERY time they visit the toilet.</p> <p>Staff will be provided with sanitiser to clean toilet before use if they so wish.</p>
Illness	<p>Parents will NOT send ANY pupil to school if they are unwell at all.</p> <p>Parents must contact the school immediately if they feel their child is displaying symptoms and must get a test immediately – notifying school as soon as test outcome is confirmed.</p> <p>Parents should contact the school on the day the pupil is absent letting us know why they are absent.</p> <p>If any pupil is ill during the day, a parent will be contacted and expected to arrange to take the pupil home as soon as possible. The pupil will be waiting in a designated area away from other pupils.</p> <p>If a member of staff is ill they are to contact the principal and member of staff</p>

	<p>for cover and go home as soon as is possible, once approved by principal and member of staff for cover.</p>
<p>PE Classes and Practical Classes</p>	<p>Pupils will take part in PE – this will take place outside if at all possible and activities which help promote social distancing will be taught.</p> <p>Pupils will wear PE kit to school on the days they have PE as changing facilities are not conducive to minimising the risk of virus spread. PE staff will give further guidance in this area. Pupils can wear black or blue leggings or tracksuit bottoms and a school hoody or zip top or a black/ navy or red sweatshirt if possible. Year 8 may wear comfortable clothing for PE until the PE kit arrives in school.</p> <p>Practical Departments will create their own one page policy to define how pupils sanitise in each practical area – this will be well communicated to all pupils in the initial practical lessons.</p>
<p>School cleaning and sanitisation</p>	<p>School cleaning procedures have been heightened and all hard surfaces deep cleaned in the summer. Hard surfaces in classrooms, offices and all other areas will be cleaned thoroughly every afternoon with disinfectant.</p>
<p>Cases of Covid – 19</p>	<p>If a pupil or any member of staff becomes infected with Covid 19 the school will close for deep cleaning and a home learning strategy will be put into practice. This may change due to DE guidelines. Further detailed guidance will be given in this area.</p> <p>If a family member of any pupil or family member of any staff becomes infected,</p>

	<p>that pupil or staff member must self isolate for 14 days and school will support home learning/ provision of home learning etc.. as far as possible.</p> <p>If everyone with symptoms who was tested in their household receive a negative result, the member of staff/pupil can return to work/school providing they are well enough and have not had a fever for 48 hours.</p>
Photocopying	<p>Staff should aim to send photocopying 48 hours before it is required. Only one extra member of staff is permitted in the photocopying room additionally to Mr Miller and sanitiser must be used before and after use with wipes used to sanitise touch points on the photocopier.</p>

Parental Contact and Visitors to the School

- Parents will not be permitted to enter the school
- Parents who wish to have a meeting with staff, will be able to discuss issues in a phone call consultation unless the school see this as vital. Face to face meetings will not take place until this policy is reviewed.

- Parents' Meeting arrangements are to be decided in the following months.
- There will be no visitors to the school until this policy is reviewed. The school nursing team will be allowed entry for vaccinations and EA or external staff will be permitted who are performing necessary activities. They must adhere to the social distancing regulations for all staff.

The Office

The office area operates a one in one out policy for staff.

Sanitised pens will be available for use outside the office.

Classroom Procedures

- Pupils will sanitise their hands as they enter the room quietly and sit down at designated desk
- Pupils will not move around the room
- Pupils will not leave the classroom until the teacher signals for them to leave, one by one.
- Pupils use their own equipment and do not share
- Pupils will wipe down desk with provided wipes as they leave the classroom and place wipe in bin as they leave
- Pupils will wipe computers on arrival and will be provided with additional covering if they so wish.
- In subjects where pupils use school equipment, these will be washed or sanitised at the end of lesson.
- Pupils not adhering to social distancing to be reported to form teacher firstly who will give pupil a warning. If this continues form teacher refers matter to the Head of Year who will arrange isolation in school as a first step followed by Home Learning in the case of continual non compliance.
- Teachers will sanitise their hands regularly and their desk and computer regularly.
- Teachers can designate an area where pupils leave their books for marking. Teachers will wash hands before and after marking books.

Breaktime and Lunchtime procedures

Breaktime – *Provisional Arrangements* –

Year 8 and 6th Form will go to the canteen for break every day. Year 8 escorted by teacher.

Year 9 – 12 will have break delivered either to the classroom or at a designated area

Break arrangements will be revisited after one week once school is up and running

Lunchtime

- Staff will be accompanying year 8 classes to the canteen or assembly hall and ensure their hands are washed or sanitised before they leave the classroom taking pupils to the following places for lunch. Teaching staff will assist pupils to a seat. They will then be directed to collect their food. There will be no queuing anywhere. Other year groups go out to designated zone outside and are called in at appropriate time by supervisors/ lunch duty staff
- Lunches will be staggered in year groups-
- Year 8 – 11.55am
- Year9 – 12.15pm

- Year10 – 12.30pm
- Year 11 – 12.50pm
- Year 12 – 1.10pm

All year groups will be given designated zones to go to when not in the canteen. Pupils will not queue. Year 8 and 9 teachers will bring year 8 to the canteen and seat them.

Year 10 will be called in from their designated zone by a member of staff.

6th form can have lunch before 11.55am or after 1.30 pm. They will be permitted to leave the building providing they wash hands on entry and exit to the school.

*If every member of staff and pupil does their best to adhere to these procedures we have a very good chance of keeping the virus out and resuming normal school life as far as possible. Much of it's success depends on everyone working together. It is vital we all work together to keep us all safe and to stay in school.

This policy will be reviewed at least monthly by the senior team and when government guidance changes.

S Wilson 18th August 2020