

Covid-19 Operational Guidance for Brookfields School

Effective from 1st September 2021.



This document is designed to provide guidance in relation to areas that have been amended since March 2020. This guidance will be replaced by the schools Outbreak Management Plan in the event of national or local guidance changing for the school. All practice shall remain subject to change in local circumstances. Please note that the health and safety of staff will remain a priority and will lead all decisions on practice.

This guidance is based on the following school's guidance documentation published 6 July 2021 by DfE.

[Guidance for special schools and other specialist settings](#)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#tracing>

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance> (updated 08/21)

Version 1: 14.7.21

Version 2: 23.8.21

Aspect of school	Guidance	Additional notes
Staff attendance	<p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. Measures could include wearing additional PPE and minimising contacts outside of own class.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Vaccine take up is to be encouraged by all staff. Regular testing (twice weekly) using lateral flow kits to be undertaken by all staff (term time) until the end of September when this shall be reviewed. School shall provide kits to facilitate this.</p> <p>Confirmatory PCR tests Staff, pupils and students with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free polymerase chain reaction (PCR) test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to their setting, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Those with a negative LFD test result can also continue to attend school or college.</p>	
Pupil attendance	<p>School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>A small number of pupils and students will still be unable to attend in line with public health advice to self-isolate. Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</p> <p>All CEV pupils and students should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Pupils and students who live with someone who is CEV should continue to attend their education setting as normal.</p> <p>Where a CEV pupil or student is unable to attend their education setting because they are complying with clinical or public health advice, we expect education settings to be able to offer them access to high quality remote education.</p>	
School structure	<p>There will no longer be a bubble structure in place. The guidance states that children and staff can mix without restriction. We will be prepared to reintroduce 'bubbles' at very short notice if required in line with local /</p>	

	<p>national guidance as part of our Contingency planning – see full risk assessment.</p> <p>A word of caution though – please be mindful at all times of colleagues and the fact that Covid is still in our communities so a sensible approach must be taken at all times concerning safe contact with others particularly those not in your class. We shall be considering each activity / time of the day carefully and risk assessing to minimise risk.</p>	
Start and end of the school day	<p>The current system that is in place will not change. Buses and taxis will arrive on a timetable between 9-9:15am and 3-3:15pm. Staff to collect pupils from the vehicles.</p> <p>Parents to drop off and collect from Parent Zone handing over their child to a member of staff.</p> <p>There is not a requirement to wear masks to collect children although you may do so if you choose to and feel more comfortable doing so.</p>	<p>Timetable will be issued showing bus groups and times once we receive this from Transport.</p>
Corridors	<p>The one way system will remain.</p> <p>(We have to be ready at short notice to step up systems and our pupils would find it difficult to have this rule changing back and to).</p>	
Wearing of face coverings	<p>Face coverings are longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p> <p>This includes public transport and dedicated transport to school or college.</p> <p>We will be prepared to reintroduce 'face coverings' if required in line with local / national guidance. If you feel more comfortable to wear one in communal areas or at start / end of day that is equally acceptable.</p>	
Wearing of PPE	<p>Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine care needs that involve the use of PPE, the same PPE should continue to be used; for example when changing the use of gloves and aprons. PPE will continue to be available for all staff to access should they choose.</p> <p>Face visors should be readily available in classrooms for incidences of spitting behaviour. As with face coverings PPE will be available for all staff should they choose to wear it.</p> <p>The key message is that each individual feels as comfortable as possible so if you prefer to wear additional PPE then this is wholly acceptable.</p>	
Ventilation of classrooms and other areas	<p>It is important to ensure that classrooms and other areas are well ventilated and a comfortable teaching / working environment is maintained. Please ensure that windows are open and at times when it is safe to do so that doors are also open to allow air to circulate (e.g. before / after school and when children outside).</p>	
Hand Hygiene	<p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>You should also consider:</p>	

	<ul style="list-style-type: none"> • that pupils and staff will need to wash their hands regularly • that staff working with pupils who spit uncontrollably require more opportunities to wash their hands • that pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' need more opportunities to wash their hands • that many of our pupils require adult support to clean their hands properly 	
Respiratory Hygiene	The 'catch it, bin it, kill it' approach continues to be very important. As with hand cleaning, you should ensure that our children are helped to get this right.	
Cleaning	The school will be cleaned on a daily basis by the cleaning team. Each classroom will be provided with the same set of cleaning resources as you have been over last 18 months. Additionally in other areas such as bathrooms there will be antibacterial wipes /spray available.	
Home school communication	This will be completed by email. Teachers must be very mindful that there is no expectation to reply to parent emails during the evening / weekends. This expectation will be shared with families also.	
Timetables of indoor and outdoor areas	New timetables will be produced for the various indoor and outdoor spaces that we would have normally timetabled the use of pre-Covid. Playtime / lunchtime play will have increased flexibility with the ending of the bubble requirement. Mealtimes will return to standard time.	
Therapists into school	Specialists, therapists and other health professionals who will provide interventions as usual. From September we shall have our weekly visits from school commissioned SALT and OT, Chatterbugs, Music Therapy, Rebound Therapy and from October an Art Therapist (Chester Uni). Where children are not in school because they are following public health advice, multi-agency professionals should collaborate to agree how to meet their duties to deliver the provision set out in the EHC plan. This may include face-to-face visits to the home, or virtual support by means of video or telephone calls, or via email.	
Visitors into school	There are no restrictions to visitors coming into school. However this will be carefully managed. Please ensure that any planned visits are put onto Google Calendar so that we can monitor who is in and when. Please also record who the person is working with.	
Auxiliary Team / Lunch	There will be timetables issued showing which staff have been allocated to each classroom. This will be more flexible following the removal of bubbles.	
First Aiders	Each area in school will have an updated list of First Aiders. There are no longer restrictions on where First Aiders can go. PPE is available for these staff.	
PPA	There has been a new PPA timetable issued.	
Daily bulletin	This will continue to be shared electronically by email to class teachers and staff without cloud access and be on the cloud.	

Staff / teachers meetings	These will take a mixture of forms (face-face or online) depending on the content of the session. For example if we are having team meetings on a Wednesday and there is some key whole school information to share first then TEAMS will be used to ensure best use of time.	
Meetings / CPD	This will take a mixture of formats from face to face to online. This will depend on the provider. We shall have a booking system for the new meeting / therapy rooms.	
Educational Visits	These will resume mid-September once classes have had time to get to know their children and undertake relevant risk assessments and visit forms have been submitted / approved. Timetable for the bus will be completed and will be a 2 week rotation. This is an area that is extremely likely to be heavily subjected to restrictions as to where you can go. We must take a very sensible approach with this.	
Swimming	These will resume mid-September once classes have had time to get to know their children and undertake relevant risk assessments and visit forms have been submitted / approved.	
Assembly	Assemblies can resume now that restrictions on numbers getting together have lifted.	Guidance about new format and timings etc. will be circulated to classes.
Quarantine Room	We will still need to have a Quarantine Room. This will be the Resource Room due to its ease of access to the carpark.	
Lunch arrangements	Lunches will remain in class and will be brought to the entrance of the classroom. The kitchen will have a new heated trolley for this purpose. Standard timings to resume.	New guidance will be shared re meal choices (including wet/dry)
Staffroom	The staffroom can be used by all staff as restrictions on mixing and social distancing have been lifted. Please be considerate and use the cleaning materials and hand gel available. Staff can continue to use their alternative lunch arrangements. Additionally we will be opening our new secret 'staff garden' as an outdoor choice as soon as possible!	
Toilets / Changing rooms	Restrictions have lifted on the use of the toilets for both pupils and staff. Please be considerate of your colleagues. Usual cleaning products will be available in these spaces.	
Registers / office access	Children can return registers to the office. Please can we continue to maintain usual office guidance in regards to access keeping visits to a minimum.	
After school clubs	These will commence in October.	Planning meetings will take

		place in September.
Track and Trace and self-isolation	<p>From September we shall no longer be expected to undertake contact tracing. In exceptional circumstances we may be asked to help in the identifying of close contacts as we would be in managing other infectious diseases.</p> <p>NHS Test and Trace will work with the positive case to identify close contacts.</p> <p>This is an additional reason why we must use our google calendar to record all visitors into school so that we have a record of who has visited and when.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p>	
Positive case or symptoms	<p>When someone develops COVID-19 symptoms or has a positive test</p> <p>Pupils, students, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into their education setting if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or have a positive test).</p> <p>If anyone in your setting develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, the quarantine procedure must be used. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. See above.</p>	

In conclusion.....

Underpinning all of these guidance points is the expectation that all staff should behave with courtesy and respect for each other and adopt a common sense approach. We are all here with a shared goal and need to look after each other and keep each other and the children safe. Guidance on social distancing has ended but this is an example area where we can and must be especially considerate of colleagues.

As ever if anyone has any concerns your first action should be to speak to me so that they can be addressed.

Sara Ainsworth