

Covid-19 Operational Guidance for Brookfields School

Effective from 1st September 2021.

Updated on 3.1.22



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.

Please follow these links for the latest DfE guidance.

[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

Version 3: 28.11.21

Version 4: 3.1.22

Aspect of school	Guidance	Additional notes
Staff attendance	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</p> <p>In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, any concerns must be raised and discussed so that measures can be put into place to provide staff with confidence. Employers will need to follow the specific guidance for pregnant employees and this contains further advice on vaccination. The workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>Vaccine take up is strongly encouraged by all staff. This includes the booster.</p> <p>Regular testing (at least twice weekly) using lateral flow kits to be undertaken by all staff. 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> <p><i>For further testing /isolation information see later section.</i></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>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>	

	Where a CEV pupil or student is unable to attend their education setting because they are complying with clinical or public health advice, we shall offer them access to high quality remote education.	
School structure	<p>The guidance does not state that there needs to 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 / 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 very much 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> <p>The latest guidance included in the Secretary of State for Education's letter talks about 'flexible delivery' with the emphasis on keeping children in school and any remote delivery to be a last resort.</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>Please wear a face covering at this time.</p>	
Corridors	The one way system will remain.	
Wearing of face coverings	<p>Face coverings to be worn at all times in communal areas. Additionally please note the guidance extends to public transport and dedicated transport to school or college.</p> <p>We shall be asking visitors to wear a face covering when they are on the site / in the building.</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>FFP2 face masks are available for staff who have previously been classed as having a higher vulnerability.</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	It is critical 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). Monitoring using the CO2 monitors will continue.	

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	<p>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 throughout the pandemic. Additionally in other areas such as bathrooms there will be antibacterial wipes /spray available.</p> <p>Please leave surfaces clear at the end of the day to ensure a thorough clean can take place.</p>	
Home school communication	<p>This will be completed by email.</p> <p>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.</p>	
Timetables of indoor and outdoor areas	Autumn Term timetables to continue.	
Therapists into school	<p>Specialists, therapists and other health professionals will provide interventions as usual.</p> <p>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.</p>	
Visitors into school	<p>There are currently 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. There will be the expectation for face coverings to be worn at all times by visitors.</p>	
Auxiliary Team / Lunch	Autumn term timetable to continue.	
First Aiders	Each area in school will have an updated list of First Aiders. There are no restrictions on where First Aiders can go. PPE is available for these staff.	
PPA	<p>Autumn term timetable to continue.</p> <p>PPA commences w.b. 10.1.22</p>	
Daily bulletin	This will continue to be shared electronically by email to class teachers and staff without cloud access and be on the cloud. Please ensure that you check this daily.	

Staff / teachers meetings	These will take a mixture of forms (face-face or online) depending on the current situation / content of the session. This information will be shared weekly.	
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	This is an area that is extremely heavily subjected to restrictions as to where you can go. We must take a very sensible approach with this and discuss each possible visit. This is additionally impacted by the increased terror threat so all towns / cities to be avoided.	
Swimming	Swimming sessions are currently on hold.	
Assembly	Collective worship to remain in classrooms.	
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.	
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! Please also take advantage of other spaces in school to keep spread out including your own classroom area.	
Toilets / Changing rooms	Usual cleaning products will be available in these spaces. Restriction back in place for main ladies toilet near kitchen. Restriction to 1 person at a time please.	
Registers / office access	Please can we continue to maintain usual office guidance in regards to access keeping visits to a minimum. Please do not send children to the office	
After school clubs	These are currently on hold.	
Track and Trace and self-isolation	From September we are no longer 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. NHS Test and Trace will work with the positive case to identify close contacts. 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. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as	

	<p>normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</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 as long as they have no symptoms.</p>	
Positive case or symptoms	<p>When someone develops COVID-19 symptoms or has a positive test https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</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, they will be sent 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>See latest guidance on ending isolation earlier than 10 days (follow link above – this also contains a really useful image showing the isolation changes).</p> <p>You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result.</p> <p>Report your LFD test results after taking each test</p> <p>You should not take an LFD test before the sixth day of your isolation period, and you should only end your self-isolation after you have had 2 consecutive negative LFD tests which should be taken at least 24 hours apart. You should stop testing after you have had 2 consecutive negative test results.</p>	

	This guidance also applies to children and young people who usually attend an education or childcare setting.	
<p>In conclusion.....</p> <p>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.</p> <p>As ever if anyone has any concerns your first action should be to speak to me so that they can be addressed.</p> <p>Sara Ainsworth</p>		