



Heltwate School

Staff Operational Guidance

September 2020

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1. Next phase; all learners return to school

We are following Government plan ‘that all children and young people, in all year groups and setting types, will return to education settings full time from the beginning of the autumn term.’ Staff will also be expected to fully return to work, unless there are individual exceptional circumstances that are agreed with the employer following individual risk assessment.

There is guidance that puts this plan into context for special schools and other specialist settings:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Special schools are expected to offer a place to all their pupils from the start of the autumn term. The above guidance states ‘There cannot be a ‘one size fits all’ approach where the system of controls describes every scenario. Education setting leaders will be best placed to understand the needs of their settings and communities, and to make informed judgements about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.’

We will be using the ‘extended bubble’ approach. Each bubble group will be a self-contained class without contact with other classes. Some classes will be part of an extended bubble, not having contact with other people but sharing some resources. We have safeguards in place to reduce the contact between staff and pupils within the limitations of our school premises and resources. We will continue with good hygiene for all learners, staff and visitors, cleaning regimes and maintaining

social distancing where possible.

In particular, Heltwate school will follow advice and guidance from the Government contained in:

- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#work-and-employment-for-those-who-are-shielding>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

2. Safer working practice and minimising risk

Shielding needs (taken from Government advice on shielding and protecting extremely vulnerable persons from Covid)

The guidance for the clinically extremely vulnerable is that shielding has been paused. This means:

- You do not need to follow previous shielding advice
- You can go to work, if your role means you cannot work from home, as long as the school is COVID-safe
- clinically extremely vulnerable children should attend education settings in line with the wider [guidance on reopening of schools](#) and [guidance for full opening: special schools and other specialist settings](#)
- you can go outside as much as you like but you should still try to keep your overall social interactions low
- you can visit businesses, such as supermarkets, pubs and shops, while keeping 2 metres away from others wherever possible or [1 metre, plus other precautions](#).
- you should continue to wash your hands carefully and more frequently than usual and that you maintain thorough cleaning of frequently touched areas in your home and/or workspace

The [guidance for the clinically extremely vulnerable](#) group remains advisory.

Therefore, we expect all pupils / staff to return to school / work in the autumn term, and to follow the social distancing within the extended bubble system.

To safeguard all, we will adopt the system of controls in the government guidance and explained within our Health and Safety Policy update for 1 September 2020.

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Preventative information and procedures

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend your setting

Ensuring that pupils, students, staff and other adults do not come into the School if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All staff must follow this process.

If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow '[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to the life skills or lower sensory room. St Georges will use the hall, near the pupil kitchen, where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move the pupil to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use the hygiene room (near the staffroom) if possible. St Georges site will use the toilet near reheat kitchen. The facilities must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of PPE guidance](#).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk and follow advice. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. .

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or with hand sanitiser. Staff should support pupils to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.

We will keep under review the frequency of hand washing. It is best for pupils, students and staff to incorporate time for this in timetables or lesson plans. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff. Children and young people

who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not. The school will typically use hand wash basins in or adjacent to classrooms, so maximise hand washing opportunities to reduce risks of transmission.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important. Ensure that enough tissues and bins are available to support pupils and staff to follow this routine. As with hand cleaning, staff within the school must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in the individual risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education or wider education experiences.

4. Additional Information;

Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

The school has put in place the following for cleaning the school;

- Bubble groups have been allocated communal facilities (i.e. toilets) and are expected to clean them after use, other groups to avoid using these areas
- Classroom staff have been allocated a cleaning kit and will carry out cleaning of surfaces and resources throughout the school
- Cleaning staff allocated during the school day to clean communal areas and surface contacts
- Contract cleaners to provide a deeper clean in the evening after school once staff have left.

Symptomatic person cleaning

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored in the garage. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

The current advice on cleaning is outlined in the [COVID-19: cleaning non-healthcare settings guidance](#).

5. Minimise contact between individuals and maintain social distancing wherever possible

We recognise that maintaining distance or forming bubbles could be difficult at times, particularly given the need for staff to administer care support and provide therapies to the children and young people attending. However, the average number of pupils or students attending a special school is much lower than the average number in a mainstream school, and this in itself, will help to limit the number and range of contacts for any individual.

At Heltwate school, we are adopting the 'bubble' approach **from arrival to departure**. Classes will operate in their own 'bubble', i.e. not mixing with other groups, not sharing spaces directly, and where shared spaces are used, staggering the timings of this. This is in recognition that our pupils will not be able to

socially distance in the strictest sense. The DfE acknowledges that many children with SEND, early years and primary age children cannot be expected to remain 2m apart from each other and staff. Many of our children will need personal care and will need to use some shared facilities. Wherever possible there will not be contact between the different bubbles, it is possible moving forward some bubbles may combine or get larger.

We will minimise contact ‘pupil to pupil’, staff to pupil’, ‘staff to staff’ and ‘staff/pupil to own family’ - using the following control measures. However, we recognise that for a significant number of our pupils, physical contact is needed.

A whole school risk assessment has been shared with staff and individual staff risk assessments (where needed) will be produced. The table below is for guidance and only covers some of the more general guidance. Staff should bear the principles in mind and apply them where they can; it should not be to the detriment of the young person. If any individual within a bubble tests positive for COVID 19, all members of the bubble must self isolate for 14 days.

Entry and exit to school (inc. staff)	Class groups and activities	Using physical spaces
Ensure that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school	Creating consistent groupings (bubbles) which stay the same each day (numbers per classroom and staffing ratios to be based on risk assessment)	Staggering break and lunch times to prevent overlap with other groups. Where possible separate outdoor areas identified. Use of specialist areas will not be permitted e.g. sensory rooms, dinner hall, library etc.
Hand washing or hand gel for everybody upon arrival. Temperature checks will be available but is not an expectation of all each day and is not reliable.	Staff will work with the same group throughout the day and use the same rooms, minimise the use of staff working across the school.	Reducing transitions and movements within the building, class risk assessments will need to include access to toilets, photo copier, staff room etc.
Stay on transport until collected by class staff. (Ideally, pupils will be collected within their class bubbles).	Consider activities and where possible avoid games/activities that involve close contact	Plan activities that use the outside spaces we have where possible. Being outside reduces the risk of contamination
Pupils enter the building through designated entry points one at a time	Equipment should not be shared between groups, and where possible, not between individuals	Specified toilets for each class group. Communal toilet blocks – 1 pupil to use at a time.
Staggered times for pupil drop off	Avoid the use of soft toys and soft furnishings if possible	Staff room will stay in use and maintain high levels of personal hygiene. (This will break the bubble and staff room use is not recommended) Preferred that breaks and lunch are managed by the class teams, and staff requiring a break go off site.

Movement around the school only for the use of communal areas. Face coverings to be used for those aged 11 years and over.	First aider based in each group where at all possible	No use of small, enclosed rooms, e.g. first aid room
	If the fire alarm sounds, groups to muster as usual. 2m distancing to be maintained..	

If a pupil has behaviours (including a likely need for physical intervention, spitting for sensory or behavioural needs) or care/medical needs the expectation is that the pupil attends unless they display symptoms. Their individual risk assessments may need review, and the ways of working with behaviour that challenges, or sensory needs changed. Physical intervention will be used where reasonable proportionate and necessary, as per School behaviour policy. However, if the young person is displaying symptoms, then the pupil is to be sent home for a test as any other young person and strategies used to prevent the use of any physical Intervention.

In addition to the risk reduction measures in the above table, the following measures will be in place:

- Cleaning packs will be provided to be used in each bubble class group. These are not to be shared with any other bubble.
- Regular cleaning of surfaces and equipment will take place and everybody will have to take responsibility for cleaning in their own area. It would be part of their statutory duty of care.
- Handwashing facilities will be allocated and access to hand washing with soap and water or sanitiser in classrooms and other school environments.
- Cleaning hands thoroughly and more often than usual, following guidance from Public Health England and ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it', approach are essential.
- All areas will be well ventilated including toilets where possible.
- Pupils will eat their lunch in their own classroom "bubbles" to avoid larger group contact. If lunches are provided these are to be plated up and transported to classes on a staggered basis, used crockery will be returned in the same way.
- Laptops and ipads should be cleaned **before** and **after** use with a **damp**, disinfectant soaked cloth
- Increased cleaning routines to disinfect all surfaces and objects in the room
- Where safeguarding allows please pin doors open (unless these are fire doors) to minimise use of handles and contact transmission
- Specialist rooms and areas will be rotated between "bubbles" on different days or cleaned between sessions. They will be thoroughly cleaned after each day's use in addition.
- Try not to touch hard surfaces unnecessarily - use your elbow or cuff over your hand
- Advice is that staff shower when you get home. Wash your clothes and wear clean clothes each day.
- Regular cleaning of high traffic/touch areas such as door handles, telephones and touch screens

Measures within the classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. We know that this is not always possible, particularly when working with children and young people with complex needs, or those who need close contact care. Educational

and care support should be provided for these children and young people as normal, with other increased hygiene protocols in place (as set out above as a control) to minimise risk of transmission.

Where possible, children with less complex needs who are able to self-regulate their behaviour without distress, should be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest children and some children with complex needs and if not feasible where space does not allow.

small adaptations should be made to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.

Measures elsewhere

Groups should be kept apart, meaning avoid large gatherings such as assemblies or collective worship with more than one group. Virtual assemblies online may be a suitable alternative as staff adapt and work differently to achieve the same aims.

Groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground it is low risk, avoid creating busy corridors or potential gatherings especially for entrances and exits. Where possible staggered break times and lunch times will be adopted.

Other considerations

Some children and young people with SEND will need specific help and preparation for the changes to routine. Staff should plan to meet these needs, for example using social stories.

Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual from September. Supply teachers, peripatetic teachers or other temporary staff can move between settings if they follow the school operational guidance. They should ensure they minimise contact and maintain as much distance as possible from other staff. The school will manage visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival and departure. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors and named contacts.

The guidance explains that in circumstances where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special school, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child or young person. Pupils can now attend both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contacts.

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers (After School Club). It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch

boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

6. Where necessary, wear appropriate personal protective equipment (PPE)

Facemasks

Whilst in classrooms facemasks are not required, for those aged 11 and over where appropriate facemasks should be worn in communal areas (corridors, toilets, etc). Pupils and staff are to provide their own face coverings (emergency supply available from school if needed). Facemasks are to be placed in individual sealable plastic bags when not in use.

Staff and pupils will be provided with a video on [how to put on, remove, store and dispose of face coverings](#) in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.

PPE

The majority of staff will not require PPE beyond what they would normally need for their work even if they are not always able to maintain a distance of 2 meters from others. PPE is only needed where:

- Pupils' care routinely involves the use of PPE (gloves and aprons) due to their intimate care needs. This should continue in the same way, following protocols for best practice.
- In a few cases risk assessment for medical tasks may mean additional PPE is required following medical care plan and risk assessment (for example suctioning) Presently there are no Heltwate children requiring these procedures
- A pupil becomes unwell with the symptoms of coronavirus while in their setting and needs care until they can return home. Staff member should wear a face mask, gloves and apron.
- When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only PPE that would be worn as part of their care and treatment, should be worn.

The school has a procedure and risk assessment that outlines the above in more detail.

Response to any infection

7. Engage with the NHS Test and Trace process

We will ensure that staff members and parents and carers understand that they will need to be ready and willing (where at all possible) to:

- book a test if they are displaying symptoms - staff and pupils must not come into school if they have symptoms, and must be sent home to self-isolate if they develop them when at school - all children and young people can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or advised by NHS Test and Trace in case of any Coronavirus (Covid -19) outbreak.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test (where at all possible). Tests can be booked online through the [NHS website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing and results are swift.

Parents and staff should inform the school immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating (they could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better - other members of their household can stop self-isolating)
- if someone tests positive, they should follow the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone - the 10-day period starts from the day when they first became ill - if they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 14 days).

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school and college community

The school must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The school should contact the local health protection team (PHE)/ This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact and proximity with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, settings must send home those people who have been in close contact and proximity with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case
- travelling in a small vehicle, like a car, with an infected person.

The health protection team will provide definitive advice on who must be sent home and how the school may proceed to handle the critical incident. To support them in doing so, the school will provide a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section below for more on grouping pupils). This should be a proportionate recording process but capture all proximity contacts to enable the school to

contain the transmission. The school will not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff as required for Public Health. The school will not share the names or details of people tested positive for coronavirus (COVID-19) unless essential as requirement to protect others for public health reasons as this overrides the GDPR duty.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms or a member of the household begins symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period - this is because they could still develop the coronavirus (COVID-19) and become unwell within the remaining days.
- if the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period) - their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

The school shall not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation as this information is stored with NHS test and Trace.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

9. Contain any outbreak by following local health protection team advice

If The School has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not be necessary, and should not be considered except on the advice of health protection team.

In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.

3. Staff continued working expectations

From September it is expected that all staff can return to work as normal. Those in clinically vulnerable groups will be asked to review their individual risk assessments on the training days in September, which may identify if any further control measures may need to be put in place.

Home and school based learning

In the event of a local outbreak, the school may be advised to close. In the event of a school closure, there would be an expectation to provide home learning.

Teachers, HLTAs and staff leading.

Staff responsible for working face to face with students will be responsible for planning and delivering lesson content. There may be a need to provide home learning for students not yet accessing school provision.

Home Learning

Home learning for pupils not at school should have work set for a minimum offer of 2 hours per day. It is up to parents if they take this up, though we would encourage this.

- Staff will assess and feedback to students as appropriate, and work with parents to support learning.

The relevant class teacher is responsible for their pupils' safe and well checks, Complete safe and well checks at least once weekly for each one of the pupils not in school, unless they are on a CP plan and then it needs to be 3 times a week. Safeguarding records must be kept and any issues that can't be dealt with passed on to Welfare Manager as a logged concern.

Working with parents:

Remember that many of our parents will be working in extremely challenging environments, their home situation included; - this may mean that they are rude or emotional – don't take it personally.

If anybody needs an answer to something you are not sure about, refer them to Welfare Manager or a member of SLT

Parents may turn up late - this may well be due to demands at work, or at home – Don't be judgmental.

Parents who collect their children are to adhere to 2m social distancing guidelines where possible in collection of pupils.

Staff Absence

Must be reported by 7.30am to the class teacher and Deputy Head Teacher.

Additional information and resources

- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#work-and-employment-for-those-who-are-shielding>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#)
- [testing and tracing for coronavirus \(COVID-19\)](#)
- [safe working in education, childcare and children's social care settings, including the use of PPE guidance.](#)
- [coronavirus \(COVID-19\) symptoms](#)
- <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>