

Virus Control Policy

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Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required /undertaken	Action By & Date
Arriving to school	Pupils Staff Parents Others	<p>Inform New Parents of the entrance and exit points in advance of their child starting via website or other communication systems.</p> <p>2 metre rule to be encouraged at all times</p> <p>Parents will not be encouraged on to the school site at Flax Hill for drop off</p> <p>Parents wishing to talk to staff must make an appointment (first instance telephone conversation)</p>			<p>In place Sept 21</p> <p>Facemasks sometimes worn outside</p>
Children requiring using the toilet in lesson times	Children Staff	Inform the child of the importance of washing their hands after using the toilet and both schools toilets cleaned			Sept 21
Children bringing equipment into school	Staff Pupils Others	Pupils and Parents informed to keep items brought into school as a minimum			Sept 21
Classroom set up	Staff Pupils	Classroom well ventilated			Sept 21
Class / Year Groups	Staff Pupils	<p>Children are to be kept in their year group bubbles and do not to mix with other bubbles except for special events (school photos etc.).</p> <p>Only allowed in two-year group bubbles for special occasions and divided by a 2m distance</p>			Sept 21

		Lunches staggered so only two year groups in at any one time and kept apart			
Use of school resources in individual bubbles	Staff Pupils	Where possible keep the use of shared resources minimal Pupils should use their own pencils and pens and not share			Sept 21
Taking items/resources home	Staff Pupils	Unnecessary taking home of resources discouraged			Sept 21
Assemblies Collective Worship	Staff Pupils	Keep assemblies / worship separate to individual year groups or if room available keep year groups separated by at least 2 metres.			Sept 21
Educational Visits	Staff Pupils	No visits until Spring term 22 at earliest			No trips until Spring 22 earliest
Attendance in schools	Pupils	It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; Schools' responsibilities to record attendance and follow up absence The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct			ongoing
Use of Supply teachers and other staff	Staff Pupils	Where possible minimise their movement around school and keep them in the same bubbles			Internal used wherever possible

Before and After school clubs	Pupils Staff	Class grouped at FH and LH in year groups to prevent mixing LH children to be kept separate in Hall Arrange for same staff to deliver before and after care provision to reduce risk.			Year group grouped at FH to prevent mixing – LH children to be kept separate in Hall
Break times	Pupils	Staggered break times in Year group bubbles.		Year groups kept apart	Sept 21
Lunch breaks	Staff Pupils	Rota system in place for children to eat Lunches and sandwiches in Year groups in hall			Sept 21
First Aid – minor treatment	Staff Pupils	Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries. Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact		First aid to take place in class Any serious incidents parents called to clean child up	Sept 21
First Aid – Life threatening	Staff Pupils	In the event of a serious injury or incident call 999 immediately. Wear face covering and gloves when in close contact or dealing with bodily fluids ADULTS In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth			Sept 21

		<p>cover their mouth with a cloth. Use of a defib if available (one both sites). Always wash hands after contact CHILDREN In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. Use of a defib if available. Always wash hands after contact</p>			
First Aid & Medication	Staff Pupils Others	<p>First Aiders must always wear gloves when administering first aid procedures. It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) Any dressings used to be double bagged. Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)</p>			Sept 21
Intimate Care	Staff	<p>When staff are carrying out any intimate care they must: (as per their usual requirements) Wear gloves Wear an apron Wear a mask Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) Soiled clothes to be double bagged and given to Parents on collection of child. Staff must wash their hands once gloves and masks are removed A poster to be displayed of instructions which must be followed.</p>			Sept 21

		Record all intimate care carried out.			
Children with behavioural issues	Staff	Where possible allow the child to vent their frustrations Where possible allow child to be in a room on their own or outside If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear a face covering.			Sept 21
Children leaving at the end of the school day.	Staff Parents Others	One-way system in place (Flax Hill) – not possible Lark Hall without using indoor entry.			Sept 21
Children leaving at the end of the school day. Walking home alone or not being collected by Parent	Staff Parents Others	Pupils to be informed of the requirement to maintain social distancing when leaving school. Staff on duty outside to ensure pupils leave in a safe manner.			Sept 21
Parent wishing to talk to staff	Staff	Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed. Parents will be discouraged in congregating around the school site.		In staff and parent handbook	Sept 21
Testing positive	Staff Pupils Others	If someone tests positive for a virus, they should follow the latest guidance			Sept 21
Spread of infection	Staff Pupils Others	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell. Any child showing one of the three symptoms of		No trips taking place before Summer 21	Sept 21

		<p>covid must have a negative pcr test before they return to school</p> <p>Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</p> <p>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the head teacher, in liaison with the pupil's parents where necessary.</p>			
Poor management of infectious diseases	Staff Pupils Others	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</p> <p>Staff inform the headteacher when they plan to return to work after having coronavirus.</p>			Sept 21
Water fountains	Staff	All water fountains off – children bring in			Sept 21

	Pupils	refillable water bottle from home.			
Volunteers in school	Pupils	Allowed – must be double vaccinated and bring proof			Sept 21
Items children can bring in	Pupils	Water bottle, clothes suitable for weather – hat scarves etc., sanitary products, packed lunch Clothes for forest school wellies etc. No phones – No large bags except on Forest days (children wear appropriate clothes for activity days PE- Forest school) all day			Sept 21

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