



## School Procedure for Coronavirus (COVID-19)

This is a working document which will be updated as advice from the Department of Education and Public Health England changes.

### **Current situation**

The national policy as of 8th March 2021, is that all students are to be in onsite education. Most students in school will be tested in line with government advice, although the tests are optional.

At the Hanley school site, pupils will be divided into two bubbles although bubbles may be mixed for teaching sessions. This is to ensure all pupils have access to the full range of facilities at the school. The sixth form in Barnard's Green, will remain as one bubble due to its size. This does mean that trainees from different vocational areas will mix in some sessions or at break and lunch times. Whilst maintaining social distance between staff and pupils may be unrealistic on all occasions, pupils will be reminded to maintain safe distance from one another throughout the day.

Face coverings will be worn by staff as much as practical, and pupils are encouraged to wear face coverings where they can although we acknowledge they are all technically exempt from this requirement. Teaching areas will be arranged so as to mitigate the risk of spreading the virus as much as possible. Staff are expected to maintain social distancing from each other, and from pupils as much as possible.

For students working from home, teaching and learning will continue online in a format that pupils will be familiar with from the school setting. Equipment will be loaned out as required. Welfare calls will be made to all families weekly.

Some activities are now considered too risky in light of the new variant. Indoor exercise, singing and playing wind instruments are not recommended at this time. If singing is of significant benefit to a pupil, it could be considered one-to-one, if sufficient mitigations are in place (all windows open wide, staff and pupil wearing face coverings, greater than 2m between staff on pupil).

### **Consultation with staff**

C19 safety is an agenda item at team debriefs, and the C19 Risk Management Panel currently meets fortnightly during term time (see appendix). Risk assessments and associated paperwork are available on the shared drive. Staff from both sites attend the C19 Risk Management Panel on a termly rotation basis.

Government advice regarding the virus is constantly evolving. There is no certainty at the moment, for example, regarding transmission rates between children or why it affects some people more than others, and why some people take longer to recover. The new variant is a cause for concern and appears to spread more easily, including among younger people.

As a school we will do our best to maintain the safety guidelines we have been given. The aim is to reduce risk of transmission of the virus for pupils and staff, but the risk will never be zero. As a staff body we all have a responsibility to follow the guidance and to raise concerns in a timely manner.

### **Staff travelling to and from work**

Remember to wipe down car interior touch points and door handles with anti-virus wipes regularly. Wash your hands before leaving your house and when arriving at work.

Use gloves or thoroughly clean hands after refilling at petrol stations.

Do not give lifts to anyone in your car, outside of your own household.

### **Pupils travelling to and from school**

The local authority remains responsible for transporting children who are eligible for transport. The transport department should be in touch with parents/carers to confirm arrangements.

The local authority and taxi companies will risk assess and take necessary measures to mitigate.

Staff will park private cars away from the main building so that vehicles transporting pupils can approach near to the building and let pupils out when it is clear social distancing can be maintained.

Parents/carers transporting children privately must follow the guidelines above for staff.

Children displaying symptoms of Covid-19 at school must be transported home by a member of their household (see Appendix 2).

## **Safety procedures**

### **1. Communication of safety procedures and expectations**

Safety procedures and expectations will be communicated to pupils regularly throughout the day by staff; at Good Morning Bridge assembly (Hanley); discussions in lessons (BBC); and there are posters and reminders throughout the school.

Communication to parents and carers will be via regular emails home and the website.

Communication to staff will be verbal during the day and reviewed daily at team debriefs. C19 safety documentation, such as risk assessments and school procedure for C19, are available in the Policies folder, on the shared drive. Minutes from the C19 Risk Management Panel will also be shared with staff via Google Drive.

2. **Total room occupancy (Further review Feb 2021 to accomodate students returning 08/03/21. Use the lower occupancy value stated wherever possible, the number in brackets is an allowable maximum, but not ideal.)**

Room	Total Occupancy	Comments
Woods	11 (13)	Keep windows open.
Main office	2/3	Tara and Judi are only permanent occupants of the main office now. One other visitor is permitted so long as they wear a face covering and do not pass the photocopier.  Three can be in the office, so long as the visitor does not pass the photocopier and is wearing a face covering.
Elm	5 (6)	Bubble room 2 for Bubble Riders
Cherry	2 (3)	Ventilation has been installed. See below for precautions to be taken in teaching areas.
Apple	4	
Hawthorn	3	For teaching, 4 acceptable for lunch / break Bubble room for Bubble Pop
Willow	3	Bubble room for Bubble Pop
Pine (formerly Jeff & Sarah A's office)	2	
Maple	2	Kath's office. One visitor at a time permitted, distanced and wearing a face covering. Window should be open.
Green room	1 (2)	Sue's office. Use HEPA filter
Blue room	1	No change.
Jungle	10 (13)	Bubble room for Bubble Riders.
Rowan	3 (4)	Ventilation and a window has been installed.
Ebony	3	
Eucalyptus	3	
Dogwood	1	Window should be open. Space out as far as practical.
Workshop	5	.
Yew	4	
Poplar	15	Outdoors, well ventilated.

Treetops	3	Spaced as far apart as possible, with windows open and all occupants wearing face coverings.
Sarah V's office	1 (2)	Spaced as far apart as possible, with windows open and all occupants wearing face coverings.
Acorn	3	Windows should be open
Forest	4	Although this is a relatively large room, there needs to be sufficient room for students to move around.
Bluebell (bus)	3	3 downstairs, upstairs currently unused
Ash	3	
Acer	5	
Aspen	2	

Room	Total Occupancy	Comments
Catering	8	A maximum of 5 in the kitchen area at any one time
Retail	5	
Manufacturing	4	
Meeting room	3	5 if partition opened into photocopy area
Small rooms	2	2 persons at a time but this must be sat at the furthest distance from one another
Staff office	4	3 desk spaces and a 4th standing near to the door
Eating area	5	8 if including the catering kitchen
Kitchen	2	Only staff allowed and they will make trainees drinks
Neil's office	2	Spaced as far apart as possible, with windows open and all occupants wearing face coverings.

### **3. Precautions to be taken in teaching areas by staff**

Each teaching area must have exactly the number of chairs stated by the total room occupancy number. The room occupancy number includes staff.

Chairs and tables must be positioned to ensure 2m social distancing.

HEPA filters should be in operation at all times, except in workshop and Forest, which are too dusty.

Keep the entry/exit clear of tables and chairs.

CO<sub>2</sub> monitors to be used as soon as available. If CO<sub>2</sub> is over 800ppm, action should be taken to reduce levels (e.g. open windows and doors, use a fan for forced ventilation if necessary).

Keep windows open if possible, to increase air circulation and ventilation.

Keep doors propped open if possible. This is to increase air circulation and ventilation and to reduce the necessity to touch door handles.

Pupils/students at both sites must have their own transparent pencil case (supplied by Bridge), fully stocked with equipment that is not shared with others. No pencil sharpeners allowed at the Hanley Site.

Sanitise equipment regularly; after each session if shared.

Where possible, remove all fabric or intricately moulded resources and toys that are difficult to sanitise.

Keep your room stocked with antiviral wipes and wipe all surfaces and touch points after every session. Sanitiser sprays will also be available in all classrooms.

Keep your room stocked with tissues and suitable disposal methods.

#### **4. Testing**

Following the announcement on the 22nd, all staff and students will receive twice weekly lateral flow testing (Three tests in the first week 08/03/21 for returning students). In the case of a positive LFT, pupils should isolate for 10 days. They may end the isolation period early if they have negative LFTs 24 hours apart on day 6 and 7, and share these results with the school. Positive LFTs as a result of asymptomatic testing do not currently require a confirmatory PCR test. Staff should report results to the via the NHS website and forward the resulting email to [hr@bridgeschoolmalvern.org](mailto:hr@bridgeschoolmalvern.org). If pupils take tests as home they should also report via the NHS website and forward the resulting email to [enquires@bridgeschoolmalvern.org](mailto:enquires@bridgeschoolmalvern.org) In case of a positive case in school, pupils and staff will LFT daily for 10 days.

If you have symptoms of covid that are not normal for you, you should get a PCR test if this is possible. Both positive and negative test results must be copied to the Headteacher. If it is not possible to get a PCR test, you should lateral flow test every morning that you have symptoms, report the result to the NHS website, and forward your results by email to school. Your temperature will be checked on arrival at school.

If staff have cold symptoms but have not been anywhere where they could be in contact with covid, they should attend work, but lateral flow test every morning that they have symptoms and temperature check on arrival at school. We are relying on staff to take some personal responsibility to keep themselves and each other safe.

A copy of NHS letters requesting staff to self-isolate, or shield themselves for health reasons, must also be given to the headteacher. Clinically Extremely Vulnerable staff will remain shielded until 31st March. Other staff who are vulnerable will return to work on 8th March. CEV staff have been given the opportunity to work at home (summer term 2021)

Track-and-trace methods will then be used to prevent the virus from spreading. Visitors to the site must register mobile numbers and email addresses for this purpose. All visitors to

the site (including regular volunteers) should also complete the COVID declaration on every visit. Visitors will be offered a LFT, asked to temperature test and asked to wait until the LFT test is confirmed negative before entering the building.

If you have [symptoms](#) of COVID-19 however mild, self-isolate in line with the current government guidelines and for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to [testing](#) to arrange. Do not go to a GP surgery, pharmacy or hospital.

If you are not experiencing symptoms but have tested positive for COVID-19 (LFT or PCR test), follow the latest government guidelines and self-isolate for at least 10 days, starting from the day the test was taken. You may end the isolation period early if you have negative LFTs 24 hours apart on day 6 and 7, and share these results with the school. If you develop symptoms during this isolation period, restart your isolation from the day you developed symptoms.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.

If you have [symptoms](#), try and stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you share a household.

The school encourages close contacts not to attend school, however pupils may continue to attend school if they have a reason not to self isolate. If however, they have a positive test result or develop symptoms, then self isolation will become mandatory.

Staff should work from home if they have young children who have tested positive, but may attend school if an adult or teenage child has tested positive. This is because it is expected that adults and teenagers within a household are able to isolate adequately from each other. Cases will be considered on a case by case basis, following discussion with Sue. During this time, staff attending school must wear a face mask at all times in school.

### **5. Social distancing**

Whilst maintaining social distance between staff and pupils is unrealistic even with a reduced number of pupils on site, pupils will be reminded to maintain safe distance from one another throughout the day.

Teaching areas will be arranged so as to mitigate the risk of spreading the virus as much as possible.

Staff are expected to maintain social distancing from each other, and from pupils as much as possible.

Two meter markers are placed throughout the buildings.

Coaches can expect their session times to be shorter to allow more time for movement around the building.

Persistent and flagrant abuse of health and safety guidance will result in a pupil needing to work remotely. This is even more important in the light of the new variant.

## **6. Entering the buildings**

### **Hanley site**

Staff are to park cars away from the area in front of school to allow plenty of space for taxis and parent/carers to drop children at appropriate social distance to one another.

Bubble pastoral leads will meet and greet in the car park, collect contraband and sign children in and then send them directly to their zone room, where staff will be waiting to supervise them.

2m markers will be painted on the ramp. Pupils will need to enter the building one at a time, at 2m distance through the appropriate entrance for their bubble.

A staff member will be on duty at the door to ensure compliance Parents/carers will be requested to ensure their children bring as few belongings/bags and coats with them as possible.

If necessary, phones and other contraband will be placed in plastic boxes for storage in the main office.

Coats and bags will be stored in the child's zone room.

Pupils will sanitise hands before going to their zone room.

### **BBC site**

There are a number of staff who need to drop their own children at school in the mornings. Some of these schools are planning to open at a later time so this has a knock on for them getting to the BBC on time. Because of this, we are planning to start sessions at the later time of 9.15 so would like students to arrive on site at approx 9.00.

On the first day, procedures will be explained to students outside. They will then be brought in with their tutor directly to their work rooms.

Pupils will need to enter the building one at a time with their tutor, at 2m distance.

A staff member will be on duty at the door to ensure compliance (standing behind the open door).



Staff will sign all staff and pupils in and out to avoid contaminating the pen/register.

Pupils will wash or sanitise hands before going to their work room.

Coats and bags will be stored in the pupil's allocated locker or safely in their work area within their room.

## **7. Leaving the building**

### **Hanley site**

Pupils will exit the building via the appropriate door for their bubble.

At 2pm Bubble leads will let individual pupil's know when their taxi/parent/carer has arrived for them, return their personal belongings and sign them out of school.

Bubble leads will ensure 2m distancing; children have face coverings if going home in a taxi; and that they sanitise their hands before leaving.

### **BBC site**

At the end of the day, staff will take their pupils out to walk home or be collected by car as usual.

## **8. Lunch and break times**

### **Hanley site**

Drinks will be prepared and served to pupils by staff.

Staff serving food and drink will wear face coverings.

Cold drinks will be served from lidded jugs.

Pupils can eat outside (preferable); or in their zone room. Persistent and flagrant abuse of the rules will result in a pupil having to work remotely.

### **BBC site**

Pupils can go out to Barnard's Green at break times but must wear face coverings in shops and be respectful of other people, ie standing apart from others and following the rules.

Pupils and Staff serving food and drink will wear face coverings.

Cold drinks will be served from lidded jugs. Staff will continue to provide drinks for pupils as the small kitchen will be accessible by staff only.

Persistent and flagrant abuse of the rules will result in a pupil having to work at home.

## **9. Furniture**

### **Hanley site**

To facilitate mitigating factors around the building, excess furniture will be stored.

Weighted blankets need to be quarantined for 72 hours and if needed before that they should be sprayed with antiviral spray.

### **BBC site**

To facilitate mitigating factors around the building, excess furniture will be stored in the manufacturing storeroom.

## **10. PPE**

Staff should wear face coverings as much is practical, and definitely in communal areas and for food service and where 2m distancing is not possible. Face coverings are not required outdoors, provided social distancing is observed. This is for staff, masks are optional for pupils as all are exempt. Pupils may choose to wear a face covering. The Bridge will provide face coverings for staff, including FFP2 rated masks which can be worn if staff wish. Pupils will provide their own. The Bridge will provide face coverings for families on income support, if required. Face coverings are not PPE, since they do not provide protection to the wearer, but protection for others from possible contamination from the wearer.

Staff dealing with pupils who are displaying symptoms of the coronavirus will need additional PPE. See below – ‘What happens if someone becomes unwell whilst attending the school?’ PPE for first aiders will be available at both sites.

PPE worn in vocational areas should, where possible, be assigned to specific pupils/students. Where not possible, eg, safety wellies for animal care, it should be sanitized after use.

### **11. Hand washing**

Frequent hand cleaning and good respiratory hygiene practices are key to preventing the spread of the virus.

Hand washing facilities at Hanley: In the toilets; Hawthorne; Woods; Apple, Yew and Jungle.

Hand washing facilities at BBC: In toilets, kitchen and catering kitchen.

Staff must ensure that their hand washing facility is adequately stocked with soap, hot water and blue disposable towels. Advise Judi (Hanley) or Diane (BBC) before stock runs out.

Tissues that have been used for coughing/sneezing will be double bagged before binning.

Bins at both sites will be emptied daily.

### **12. Visitors**

In light of the new variant, visitors to school should be kept to an absolute minimum, with essential visitors only (i.e. visitors that are essential for the progress or well being of staff / child/ren including transition students, or essential maintenance of the building.).

Refer to the current Coronavirus Risk Assessment.

Refer to the current Prospective and Transitioning Pupils Visits Risk Assessment and Transitioning Students Procedure (Appendix 5 & 6).

### **13. Staff meetings**

Staff are required to maintain 2m social distances from each other and adhere to the room occupancy, so debriefs and team meetings will take place via Google Meet at Hanley and in the open space upstairs at the BBC.

### **14. Safeguarding**

Staff may deliver teaching sessions and mentoring via Google Meet or other digital means. They will need to take measures to safeguard themselves and their pupils. Google Meet sessions conducted by staff from home will be recorded. Parental permission will be sought. *Linked document: Data Protection Policy.*

### **15. Test and Trace**

Staff and pupils are expected to comply with the national test and trace programme. If you are told by the NHS that you have been in contact with a person who has C19, you must forward a copy of the notification to the office: [enquiries@bridgeschoolmalvern.org](mailto:enquiries@bridgeschoolmalvern.org)

Hanley: 01684 311632 contact Tara or Judi

BBC: 01684 778400 contact Diane or Vicky

For advice on what to do if you are contacted by the test and trace programme, go to

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

#### **16. What happens if someone becomes unwell whilst attending the school?**

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the 'COVID-19: guidance for households with possible coronavirus infection guidance'.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The child should be provided with a face covering. If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE, including a FFP2 face mask, must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. Appropriate PPE will be available from the main office (Hanley) or from Vicky (BBC).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

### **17. What happens if there is a confirmed case of coronavirus at school?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate. Their fellow household members are recommended to self-isolate for 10 days. All staff and students who are attending an education or childcare setting will LFT daily for 10 days. If they display symptoms of coronavirus and they should be encouraged to have a PCR test. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. However, if they have symptoms that are consistent with covid they should LFT for the duration of the symptoms.

As part of the national test and trace programme, if other cases are detected within the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. However, the SLT will have to take safe staff/pupil ratios into account and make a decision based on safety.

### **18. Preventing spread of infection**

Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces and aerosols). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- minimising contact by altering, as much as possible, timetables and classroom layout etc.
- Wearing face coverings (staff).

The key safety measures to be observed at all times are:

- ventilation of spaces and use of HEPA filters
- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices

- avoid touching mouth, eyes and nose
- regular cleaning of the work area/site

It is incumbent on all staff to follow their hygiene advice and to actively encourage pupils/students at both sites to do the same.

## Face Coverings

In light of the omicron variant, staff should wear face coverings as much is practical, and definitely in communal areas, where 2m distancing is not possible and for food service. Staff may choose to wear FFP2 rated face masks. Face coverings are not required outdoors, provided social distancing is observed. This is for staff, masks are optional for pupils as they are exempt, but we encourage them to wear them where possible. Face coverings must be worn and removed correctly:

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not touch the covering; if you do, wash or sanitise your hands immediately.

To remove your face covering:

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Dispose of temporary face coverings in a covered bin or place in a tied plastic bag; place reusable face coverings in a plastic bag and keep it on you at all times.
- Be careful not to touch your eyes, nose, and mouth when removing and wash or sanitise hands immediately after removing.

Only essential visitors are allowed. Visitors should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND may provide interventions as usual subject to risk assessment and current guidance. A record must be kept of all visitors, including a mobile number for track and trace and sign the declaration. Visitors will be offered a LFT, temperature tested and asked to wait until the LFT test is confirmed negative before entering the building.

## Further guidance

Information in this report is taken from

DfE guidance document: Coronavirus (Covid-19): Implementing Protective Measures in Education and Childcare Settings. Updated 12 May 2020

Gov.uk document: Actions for Education and Childcare Settings to Prepare for Wider Opening From 1 June 2020

Gov.uk document: COVID-19: cleaning of non-healthcare settings guidance

Further information can be found at the following address

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

### **Department for Education Coronavirus helpline**

Staff, parents and young people can contact the helpline: Phone: 0800 046 8687

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm, Monday to Friday.

### **Public Health England Local Health Protection Team (Kidderminster)**

Telephone 03442253560.

### **NHS Test and Trace**

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

### **Associated Policies:**

This policy relates to the following policies which have been updated in response to the Coronavirus pandemic:

[Safe touch](#)

[First Aid](#)

[Educational Visits](#)

[Visitors](#)

[Transporting students in private car](#)

[Home working](#)

[Health and Safety](#)

[Cleaning](#)



## Appendix 1 (Page 1 of 2)

### C19 RISK MANAGEMENT PANEL

This is a voluntary group that will support the SLT in keeping up to date with ongoing developments regarding the safety of staff and pupils during the coronavirus pandemic.

#### **Purpose of the panel**

- To review advisory documents and guidelines from Government bodies
- To review advisory documents and guidelines from unions
- To monitor the effectiveness of control measures on a day to day basis
- To review internal risk assessments and procedures
- To implement new guidance
- To communicate changes to the staff team

#### **Who will be on the panel**

- Headteacher or CEO
- One - two governors
- One member of staff from the BBC
- One member of staff from Hanley

Staff can take membership of the panel in turns, monthly.

Membership of the panel is voluntary and does not attract additional responsibility points or hours.

#### **How often will the group meet**

Frequency of meetings will vary as the pandemic progresses. Initially one meeting a week, whilst initial measures are put in place and in need of review. However, any unnecessary risks must be dealt with immediately and not left for discussion at the risk management meeting. Risks and concerns regarding staff and pupil safety must be taken to the Headteacher or CEO.

#### **How and when will the group meet**

Initially the group will meet via Google Meet on Wednesdays at 4.00pm for a maximum of one hour.

The meeting will be chaired by a governor who will keep a record of the meeting and distribute to all staff and governors.



## Appendix 2

### Parents/carers letter regarding transport home

Dear parents and carers

In the event of pupils displaying symptoms of Covid-19 whilst at school, they will need to be transported home by a member of **their own household**. **Staff and taxi drivers will be unable to transport children displaying symptoms.**

Children will need to be collected from school **immediately** in order to protect other pupils and staff on site.

Please complete the form below and return it to school by return. Alternatively, you may photograph this letter and email to [taraspaul@bridgeschoolmalvern.org](mailto:taraspaul@bridgeschoolmalvern.org) or [diancock@bridgeschoolmalvern.org](mailto:diancock@bridgeschoolmalvern.org)

In the event of ..... (name of pupil) displaying Covid-19 symptoms whilst at school, please contact the following household members to come and take them home straight away

	Name	Relationship	Mobile number	Landline no.
Contact 1				
Contact 2				

Signed: .....

Date: .....

It is very important that your child does not come to school if they are unwell. Please contact the school office if your child, or anyone in your household, develops coronavirus symptoms. If in doubt, contact 111 for advice, before sending your child to school.

Anyone who develops symptoms must have a test within 5 days. Those with a positive test must self-isolate for 10 days. Everyone else in that household must self-isolate for 10 days. Lessons will be carried out remotely where possible.

#### Symptoms

High temperature; new, continuous cough and/or loss or change to your sense of smell or taste and diarrhoea and vomiting in children. Most people with Coronavirus will have at least one of these.

#### What to do

Call 111 or 119 or advice and to help you get a test if you need one. Do not go to places like a GP surgery, hospital or pharmacy. Do not send your child to school.

## Appendix 3

### Parents/carers confirmation that pupil is displaying C19 symptoms.

Dear Parent/Carer

Your child is being sent home because they have been displaying symptoms of Coronavirus at school. Specifically.....

You must arrange for them to have a test **within 5 days** and forward the result, either positive or negative, to the Bridge office as soon as it is available.

If the test is positive, your child will have to self-isolate for 10 days. Everyone else in your household will need to self-isolate for 10 days. Lessons will be carried out remotely where possible.

If the test is negative, they can return to school so long as the result has been forwarded to the school.

We have provided a test for you to administer at home.

You can book tests through the NHS website: <https://www.nhs.uk/>

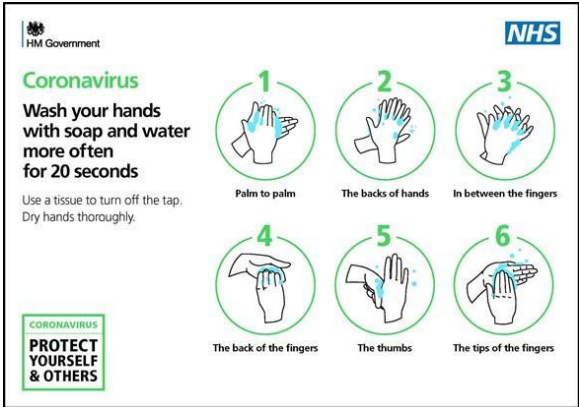
Do not go to places like a GP surgery, hospital or pharmacy. Do not send your child to school unless the test result is negative.

With best wishes

Bridge School Malvern

# Appendix 4

## Examples of posters on display in school



## Appendix 5

### Transitioning and Prospective Pupils

The Bridge recognises the importance of transitioning new pupils to help them become familiar with the setting and meet key pastoral staff. In order to do this whilst complying with our Coronavirus safe practices, the following procedure shall be followed.

1. Parents/carers will be invited to bring their child to visit the site and for taster sessions **by appointment only** and with a specified member of staff.
2. Parents/carers are advised to read our precautionary measures and risk assessment on Coronavirus on the school website:  
<https://www.bridgeschoolmalvern.org/>

#### 3. Travelling to the School

Children should only be transported in by members of their own household.

#### 4. Arrival on site

- Visitors will be offered a LFT and asked to wait until the test is confirmed negative before entering the building. They will also have their temperature taken using a contactless thermometer upon entry
- Please adhere to the distancing measures in place on arrival. 2m markers are painted on the ramp.
- Reception will sign visitors in.
- Visitors will sanitise hands
- Visitors will adhere to the social distancing measures when being shown around by the staff member
- Where a young person is undertaking a taster session, parents/carers will be requested to ensure their child bring as few belongings/bags and coats with them as possible.
- Parents/carers are asked then to return to their cars for the duration of the taster session until it is time to collect their child.
- If necessary, phones will be placed in plastic boxes for storage in the main office.
- If necessary, coats and bags will be stored on a moveable rail in Maple at the Hanley site or in the office at the BBC.

- The prospective pupil will be escorted by a staff member to the Coach leading the taster session. The Coach will be responsible for ensuring the young person complies with all safety measures.

### **5. Assessing Risk**

Whilst the risk of contracting or spreading the virus is low, it is not risk free. We have a responsibility to mitigate the risks of spreading it and therefore we are to ensure only low risk visits are allowed – see Prospective and Transitioning Pupil Risk Assessment. Parents/Carers will be required to sign the declaration at the bottom of this document.

It is important that visits and taster sessions do not take place if the child is unwell.

#### **Symptoms**

- high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

Most people with Coronavirus will have at least one of these.

If you or your child have any of these symptoms, you should call 111 for advice and to help you get a test if you need one. Do not go to places like a GP surgery, hospital or pharmacy. Do not send your child to school or visit the Bridge.

## Appendix 6

### Visits Risk Assessment - Prospective and Transitioning Pupils

Last reviewed: 23 June 2020

Created by: Kath Barclay

Hazard	Level of Risk	Mitigation of Risk	Further action
Transmission from Bridge to visitor	Low	<p>Staff and pupils to follow School Procedures for Coronavirus in place (social distancing, handwashing, room occupancy etc)</p> <p>Visitors to be informed of procedures prior to visit to ensure they are aware and feel comfortable with measures in place.</p> <p>Visitors to provide mobile phone number and email address for test and trace.</p> <p>See School Procedure for Coronavirus and C19 Risk Assessment documents.</p>	All Kath
Transmission from visitor to Bridge	Low	<p>Visitors will be offered a LFT and asked to wait until the test is confirmed negative before entering the building.</p> <p>Keep visitors to a minimum, ie only one adult per child.</p> <p>Check with visitor on the day, that they, and the child they are accompanying, are not currently experiencing any COVID-19 symptoms, and that no one in their household is displaying symptoms (cough, high temperature, loss of sense of taste or smell); that they have not been in contact with anyone who has COVID-19 symptoms or who has tested positive; that they</p>	Parent/Carer Kath

		have not been advised to isolate. See declaration below.	
--	--	--	--

## Declaration

I am not currently experiencing any COVID-19 symptoms (cough, high temperature, loss of sense of taste or smell).

No one in my household is experiencing any COVID-19 symptoms.

Within the last fourteen days, I have not been in contact with anyone who has COVID-19 symptoms or who has tested positive.

I have not been advised to isolate.

I will contact the Bridge School immediately if I experience symptoms of COVID-19 within the next 10 days, and then will communicate the outcome of my test to them.

I expect to be contacted promptly by the Bridge School if anyone at the site tests positive for COVID-19 within 10 days of my visit.

\_\_\_\_\_ (Visitor)

\_\_\_\_\_ (Date)