

# **HADRIAN SCHOOL**

## ***Safe Practice Guidelines***

**18.09.20**

*Please ensure you have read and familiarised yourself with these guidelines. They will be updated and changed as and when necessary in line with current advice.*

*Let a member of the Leadership Team know if you have any concerns or worries about anything in this document.*

**PLEASE DO NOT COME INTO SCHOOL IF YOU  
SUSPECT YOU HAVE ANY COVID 19 SYMPTOMS**



# HADRIAN SCHOOL



## Safe Practice Guidelines



### AREA - Symptoms & Self Isolation

*Please do not come into school if you suspect you, or anyone with whom you have had close contact, may have any Covid 19 symptoms:*

- ◇ *A high temperature - this means you feel hot to touch on your chest or back*
- ◇ *A new continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours*
- ◇ *A loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.*

*If you have had a Coronavirus Test you must provide the SLT with evidence of the test results whether it be positive or negative.*

*If you are self isolating because you have had close contact with someone who has tested positive you must provide the SLT with evidence of their test result.*

# **HADRIAN SCHOOL**



## **Safe Practice Guidelines**



**AREA -**

### **On Entry into Building**

- ◆ ***Sanitise Hands***
- ◆ ***Sanitise Keypad***
- ◆ ***Do not enter the building before 7.45am every Wednesday as it will be being fogged***
- ◆ ***Maintain social distancing in corridors at all times***
- ◆ ***All visitors and Parents/Carers must wear a face mask, sign in and leave a contact telephone number***

***Please respect the Admin and Leadership Team Bubble***

# HADRIAN SCHOOL



## Safe Practice Guidelines



### AREA - Use of the School Building

**These areas are out of use until further notice:**

- ◆ **Medical Room and Nurse's Toilets**
- ◆ **Hydrotherapy Pool**  
*(we hope this may be back in use from Monday 28th September)*
- ◆ **Ball Pool**
- ◆ **Staff Room (other than for MDS and Cleaning Team)**
- ◆ **Library**

**(As the Library is being used as a breakout space for staff at lunchtimes, please do not take the children into this area. Staff may go in to collect books and return cleaned books)**

**Please minimise footfall along the Reception/Leadership Team corridor - use phone or email whenever possible**

**Areas around school, eg. Library, PPA Room, can be used for break/lunch times but only with people from your own class bubble**



# HADRIAN SCHOOL



## Safe Practice Guidelines



### AREA - **Staff Communication**

**All staff must:**

- ◆ **Wear clean clothes every day to school ( Leave a spare set in school)**
- ◆ **Bring any issues to the attention of the Leadership Team on discovery**
- ◆ **Not approach Reception staff without permission.  
Information should be sought via telephone or email to Reception or the Leadership Team**
- ◆ **Send a maximum of two staff from each class to attend the Monday morning briefing in the School Hall**
- ◆ **Regularly check emails, school website, CPOMS, Teachers WhatsApp, etc. where appropriate**

# **HADRIAN SCHOOL**



## **Safe Practice Guidelines**



### **AREA - Staff Communication**

- ◆ *On hearing the fire alarm follow Fire Drill Plan as normal*
- ◆ *Ensure your class has emergency contact details safely stored and use class phone, STLA Office, PPA Room or Training Suite to call Parents. (All classroom phones can now be used for outside, school related calls)*
- ◆ *Regularly clean Objects of Reference and Symbols and avoid touching your face when using Makaton Signs*

*If you and your class have to quarantine at home you will need to provide online support and learning for your children as you did last term. Obviously, if you have tested positive for Covid 19 and are poorly, we will make other online arrangements for your children*

# **HADRIAN SCHOOL**



## **Safe Practice Guidelines**



**AREA -**

### **Arrival of Children**

**Staff must pick up children in their own Bubble from transport and must socially distance at all times from staff in other class bubbles and from transport staff.**

- 1. Coralie, Phil, Tracy, Nadia and Jess's classes - enter via Nursery Play Area**
  - 2. Sharon, Dave, June/Babs and John's classes - enter via Main Reception**
  - 3. Marc, Antonia, Ellen, Loveday and Rachael's classes - enter via Nurses Door**
  - 4. Scott's class - enter via Scott's Door**
- Transport/Parents to remain in designated areas in carpark or vestibule until staff collect children**



# HADRIAN SCHOOL



## Safe Practice Guidelines



AREA -

### Arrival of Children

- ◆ *All bus escorts and any drivers who are carrying children with AGP (Aerosol Generating Procedures) must wear face masks - let SLT know if they aren't wearing any*
- ◆ *Please check that escorts/drivers are leaving bus windows/sun roof open for ventilation*
- ◆ *Remember to pick up any medication from transport/parents*
- ◆ *Angela, Scott and Shannon will direct buses/cars and monitor the gate*
- ◆ *Children and staff to wash hands at start of day*
- ◆ *Reception will phone classes to confirm numbers and lunches. Please bring lunch money to Reception asap*

# HADRIAN SCHOOL



## Safe Practice Guidelines



AREA -

## Classroom Bubbles

- ◆ *No parents are allowed into classrooms without permission sought from SLT*
- ◆ *For your safety you need to remain in Class Bubbles throughout the school day.*
- ◆ *Nadia and Jess's classes will become one Bubble*
- ◆ *Rob will only support Coralie and John's classes for Rebound Therapy. Don't ask him to help out anywhere else*
- ◆ *If you are asked for whatever reason to cover in a different bubble to your own, you must wear a mask/visor the whole time*
- ◆ *Socially distance as much as possible and spend as much time as possible in Outdoor Learning*

# HADRIAN SCHOOL



## Safe Practice Guidelines



**AREA -**

### **Classroom Bubbles**

- ◆ *Be vigilant of any changes in the children's presentation - if concerned take temperature, seek advice and, if necessary, take child to the Isolation Room (Consultant's Room). Use toilet opposite Equals' Office if needed and ensure it is disinfected afterwards*
- ◆ *Please adhere to individual medication plans. Where school staff are administering medications please ensure this is recorded and witnessed. David has copies of the necessary forms*
- ◆ *Staff to use walkie-talkies to arrange use of shared spaces*
- ◆ *All locations must be ventilated - windows opened and doors closed*

# HADRIAN SCHOOL



## Safe Practice Guidelines



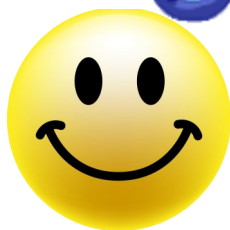
**AREA -**

### **Classroom Bubbles**

- ◆ *Bubbles must use designated play areas unless you have made prior arrangements to use an alternative space*
- ◆ *Used resources must be cleaned and left for a period of time before reuse (according to the material they are made from)*
- ◆ *Only lidded bins must be used for general classroom waste and must be emptied regularly*
- ◆ *Regularly rotate resources*
- ◆ *If fabric items are used they must be isolated and laundered at the end of the school day or week*
- ◆ *Messy play must be confined to your own classroom*
- ◆ *No woodwind instruments may be used until further notice*



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## Safe Practice Guidelines



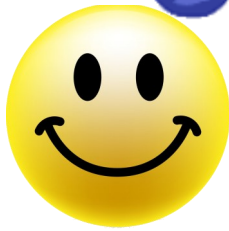
AREA -

### Classroom Bubbles

- ◆ *Where possible allocate toys/items to individual children*
- ◆ *Staff please adhere to lunchtime routines and personal hygiene after lunch*
- ◆ *Staff are required to clean spaces of shared resources before/after use. If you are concerned that the space you are about to use has not been cleaned, then please clean it.*  
*Disinfectant for cleaning the Internal Quad is stored in the Soft Play Room cupboard. Disinfectant for cleaning EYFS Play Area is stored in the Outside Storage cupboard by Tracy's classroom. Disinfectant for the Sports Hall is stored in the cupboard in the main corridor opposite the television.*



# HADRIAN SCHOOL



## Safe Practice Guidelines



AREA -

### Classroom Bubbles

- ◆ Remember to carry your orange buckets wherever you go in school. The buckets should contain hand sanitiser, disinfectant, cloths, blue roll and gloves
- ◆ Table top sand and water play to be encouraged but no paddling pools, immersing fully in water or outdoor sand pits until further notice
- ◆ No classroom resources to be brought in from home
- ◆ Any items brought into school by the children must remain in school bags and be returned home
- ◆ Please respect and support our additional cleaning regime and make the cleaning team aware of any cleaning needs
- ◆ Do not roam corridors unnecessarily - stay in your own rooms

# HADRIAN SCHOOL



## Safe Practice Guidelines



AREA -

### Classroom Bubbles

- ◆ *Do not go into other classrooms. The risk of the virus spreading is minimal for children but is significant for staff if you do not socially distance*
- ◆ *Socially distance at all times when talking to staff outside your own Bubble whether you are in the corridor or in an outside space. You should not be within 2 meters of another adult outside your Bubble unless wearing PPE*
- ◆ *If supporting vulnerable children who are not in your Bubble at play/lunchtimes please wear gloves and a visor*
- ◆ *Please be aware that hands must be thoroughly dry after using alcohol based sanitisers before contact with any sources of ignition*

# **HADRIAN SCHOOL**



## **Safe Practice Guidelines**



### **AREA - Home Time Routine**

**Exiting the building:**

**Please check that escorts/drivers are leaving bus windows/sun roof open for ventilation**

- 1. Scott's class - via Scott's Door**
- 2. Marc, Antonia, Ellen, Loveday and Rachael's classes - via Nurse's Door**
- 3. Sharon, Dave, June/Babs and John's classes - via Main Reception. These staff should re-enter the building via the door by the Music Therapy Room and not the main door**
- 4. Coralie, Phil, Tracy, Nadia and Jess's classes - via Nursery Play Area**

**Pass on key information to transport/parents/class teachers where appropriate**

# HADRIAN SCHOOL



## Safe Practice Guidelines



### AREA - Home Time Routine

*Please make sure you have:*

- ◆ *Cleaned and sanitised resources*
- ◆ *Cleared all surfaces so they can be easily cleaned by the Cleaning Team. If you need to leave equipment out, spray it with disinfectant and leave overnight*
- ◆ *Returned to any shared spaces and ensured they are cleaned and as you found them*
- ◆ *Checked your responsibility areas daily or reported any issues to subject coordinators asap*
- ◆ *Sanitised your hands*

# HADRIAN SCHOOL



## Safe Practice Guidelines



### AREA - Maintaining High Cleaning Standards

- ◆ *Wash hands regularly throughout the day*
- ◆ *Spray equipment every day*
- ◆ *All touch points must be regularly cleaned, in particular:*
  - ⇒ *VOCAs*
  - ⇒ *Door handles, Light switches, etc.*
  - ⇒ *Touch screens, iPads, keyboards, phones*
  - ⇒ *Hand rails*
  - ⇒ *Entry keypads*
  - ⇒ *Outdoor play resources*
  - ⇒ *Classroom equipment*



# HADRIAN SCHOOL



## Safe Practice Guidelines



AREA -

### Maintaining High Cleaning Standards

- ⇒ *Kitchen resources, eg. kettles, microwaves, cups, washing bowls, etc.*
- ⇒ *Classroom tables and chairs*
- ⇒ *Individual children's equipment, including their slings, trays and wheelchairs*
- ⇒ *Books, pencils, pens, paint brushes, etc.*

*If you use large pieces of equipment in the Sports Hall, eg. for Jabadao, please tell Andy and he will fog the equipment after your session before the next Bubble uses it.*

# HADRIAN SCHOOL



## Safe Practice Guidelines



### AREA - **Rebound Therapy Centre**

*This area will be cleaned daily by the cleaning team, however, please bear in mind the following:*

- ◆ *Before using trampolines please check that they are safely erected*
- ◆ *Please ensure a Rebound Therapy trained coach is present*
- ◆ *Please ensure you know the equipment and resources have been disinfected before use and then please ensure you disinfect the trampolines and resources before the next group uses them. If in doubt please clean before use*

# HADRIAN SCHOOL



## Safe Practice Guidelines



### AREA - **Rebound Therapy Centre**

- ◆ *The Sports Hall/Rebound Centre changing areas are available to use but please remember to clean everything thoroughly after use. Disinfectant for Sports Hall is stored in the cupboard in the main corridor opposite the television.*
- ◆ *Please note there are additional hand sanitisers located in the Sports Hall entrance, the Rebound Therapy entrance and the HEADS Training Centre.*

# HADRIAN SCHOOL



## Safe Practice Guidelines



AREA -

### **Thrive Support**

- ◆ Remember to read the children's Behaviour Support/Thrive Plans and act on the advice given. Seek advice and support from the class team and/or Thrive Practitioners
- ◆ Where possible keep the children in their same routines using the same structures and supports that we know work. Remember to give children space and time
- ◆ If children are dysregulated use all appropriate de-escalating strategies, eg. change of adult, space and time, avoid all negative language
- ◆ Try not to say 'No' or confront, ask for support, where possible do not physically intervene
- ◆ If the child is spitting, scratching or biting ask a colleague to step in wearing appropriate PPE

# HADRIAN SCHOOL



## Safe Practice Guidelines



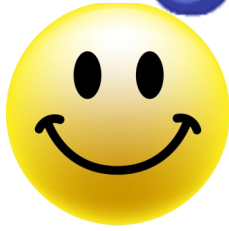
AREA -

### Use of PPE

- ◆ *Training will continue to be updated where necessary for the use of PPE. Please watch the Public Health England video again for the correct donning and doffing of PPE*
- ◆ *All staff will use full PPE (aprons, gloves and face masks/visors) for intimate care, gastro feeds, suctioning, personal hygiene requirements and any AGPs*
- ◆ *Reusable visors will be allocated to individual staff and it is their responsibility to label and disinfect them after each use.  
Never swap visors*
- ◆ *Gloves must be worn when dealing with any First Aid issues, dealing with any bodily fluids or applying sun cream on children*



# HADRIAN SCHOOL



## Safe Practice Guidelines



AREA -

### Use of PPE

- ◆ Please ensure good hand hygiene when handling laundry
- ◆ Gloves must be worn to dispose of rubbish or hygiene waste
- ◆ All PPE must be disposed of after each use in the double bagged, lidded bins
- ◆ All bins must be emptied when necessary, ie. do not have overflowing bins in classrooms and keep the lids on
- ◆ Remember good hand hygiene at all times. Wash hands before and after wearing gloves. Ensure the principle of BBE is in place - Bare Below the Elbow - and ensure thorough hand washing and drying. Avoid touching your eyes, nose and mouth with unwashed hands.

# HADRIAN SCHOOL



## Safe Practice Guidelines



AREA -

### Use of PPE

- ◆ *Personal face coverings should not be worn in school by staff. Those wishing to wear a face mask must use a new disposable one provided by school*
- ◆ *If your face mask gets dirty, wet or damaged or, if you touch the outside of it, you should change to a new one. When you take it off to eat or drink you should dispose of the old mask, wash or sanitise your hands and replace it with a new one*
- ◆ *You must use a new mask every time. Do not reuse one previously worn*
- ◆ *Gloves must be removed and binned in the area in which they have been used - do not leave the room wearing the same gloves*

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## Safe Practice Guidelines



AREA -

### Use of PPE

- ◆ You should bring a change of clothes each day (leave a spare set in school) in case your clothes come into contact with any bodily fluids, etc. There are showers all around the building for staff to use.
- ◆ Please remember wearing a face mask does not replace good personal hygiene and social distancing
- ◆ Once a face mask is placed on your face do not retouch it

# HADRIAN SCHOOL



## Safe Practice Guidelines



**AREA -**

### **Use of PPE**

**When to wear PPE at Hadrian School:**

- ◆ **When carrying out any intimate personal care, i.e. changing clothes, personal hygiene, soiled clothing, etc.**
- ◆ **When supporting some pupils with eating and drinking**
- ◆ **When applying sun cream**
- ◆ **When dealing with any First Aid issues**
- ◆ **When being asked to cover in a Bubble other than your own**
- ◆ **When dealing with nose bleeds, sickness or any bodily fluids**
- ◆ **For any gastro feeds or medical interventions**

# HADRIAN SCHOOL



## Safe Practice Guidelines



### AREA -

## Use of PPE

### What NOT to do!

- ◆ Do NOT use you own gloves or face mask from home. We will supply them
- ◆ Do NOT wear PPE while moving around the building
- ◆ Do NOT continue wearing PPE after a session of care/support or when any intervention has finished
- ◆ Do NOT wear the same PPE all day, discard after use
- ◆ Do NOT leave mask hanging around your neck
- ◆ Do NOT wear PPE whilst taking a break
- ◆ Do NOT touch your PPE or face. Once the face mask is in place leave it alone, do not readjust

Watch official guidance videos again if you are unclear of the correct procedures for using PPE



# HADRIAN SCHOOL



## Safe Practice Guidelines



### AREA - **Response to Suspected Cases of Covid 19 in School**

- ◆ *Child or staff member isolates immediately in Isolation Room located in the Consultant's Room. Arrangements will be made to get child/staff home as soon as possible. If the child/adult needs to use the toilet during isolation, use the one opposite the Equals Office and ensure it is thoroughly cleaned afterwards*
- ◆ *Staff should then self isolate and arrange a test as soon as possible and notify school of the result. If positive, continue to self isolate for 10 days, if negative return to work on the next working day.*

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## Safe Practice Guidelines



### AREA - Response to Suspected Cases of Covid 19 in School

- ◆ *Tell parents to inform school of child's test result as soon as possible. If negative, child can return to school next school day. If positive tell them to follow current guidance.*
- ◆ *If you have been in close contact with someone who has tested positive for Covid 19 you must inform school immediately and self isolate for 14 days*
- ◆ *All teaching staff should check that SLT have completed a SPoC form for every suspected COVID case*
- ◆ *If you need clarity on whether of not your own child has a regular cold/cough or a COVID related cough, please check directly with NHS 111*

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## Safe Practice Guidelines



***For anyone requiring further information or clarification these are useful websites which explain procedures clearly:***

Stay at home guidance for households with possible Coronavirus infection:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Guidance for contacts of people with possible or confirmed Coronavirus infection:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

[www.hadrian.newcastle.sch.uk](http://www.hadrian.newcastle.sch.uk)

# **HADRIAN SCHOOL**



## **Safe Practice Guidelines**



***If at any stage you cannot cope with your symptoms, or your condition gets worse, or your symptoms do not get better after 7 days, Gov.UK recommends the following website for information***

<https://111.nhs.uk/COVID-19>

If you do not have internet access, call NHS 111.

In a medical emergency, dial 999.

***All 'Letters to Parents' from Chris are available to view on the school website***

***'A Quick Reference Guide for Parents' and the previously mentioned websites are also available to view on the school website***

[www.hadrian.newcastle.sch.uk](http://www.hadrian.newcastle.sch.uk)