



S. Peter's Collegiate School

A Church of England Academy

		<p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection • <p>Supervising staff MUST wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If a student or a staff member working with students tests positive for coronavirus, the rest of their student group will be sent home and advised to self-isolate for 10 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p> <p>A WHOLE SITE DEEP CLEAN IS ARRANGED FOR 21 DECEMBER 2020</p>	<p>All are available in Medical Room and with the B&FM to be taken to the Conservatory</p> <p>Cleaning Team</p> <p>Advice sought by SLT/B&FM</p> <p>B&FM</p>	<p>October 2020 - ongoing</p>	<p>This PPE is available from the First Aid Office</p> <p>October 2020 - ongoing</p>
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				Completed 21/12/20	All completed
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>If home to school transport will be running (i.e. buses), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>For students that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different student groups being given different times • The protocols for minimising adult to adult contact – staff to enter school via the gate leading from the staff car park adjacent to Millennium Block (NOT the Visitor Car Park) • all staff MUST handwash or hand sanitise upon entering any of the school buildings 	<p>Staff member on duty monitoring outside of school</p> <p>Parents must drop off via the Turning Circle area ONLY (unless student has a medical condition, and pre-arranged with B&FM)</p>	<p>15th JUNE 2020</p> <p>Posters displayed in school reminding all of the importance of “hands, face, space”</p> <p>October 2020 - ongoing</p>	<p>Communication to Parents by 15th June</p> <p>Regular updates to parents are to be available</p>



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		<ul style="list-style-type: none"> • Parents are NOT to gather at entrance gates or doors <p>Students/staff are required to wear face masks when indoors ie corridors and toilets. Students are also required to wear masks in lessons. Students to keep masks with them throughout the school day.</p> <p>Students can be identified with white in badges of medical exemption from wearing face masks.</p>	<p>Students are responsible for having face masks. Additional masks will be available. Staff are asked to re-inforce rule</p>	<p style="text-align: center;">IMMEDIATELY</p>	
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities are located in each Teaching Block.</p> <p>Hand sanitiser will be available in each classroom.</p> <p>Students attending school will be located in separate teaching blocks - where appropriate and use the WC facilities in contained in their block.</p> <p>Anti-bacterial solution and paper towels will be available in each designated Teaching Classroom and hand sanitizer will be located at the entrance to each of these rooms.</p> <p>'Catch it bin it kill it'</p> <p>Bins will be placed in classrooms on arrival for use with tissues and wipes.</p> <p>Students/Staff MUST hand sanitize BEFORE entering the classroom.</p>	<p>Staff on duty during the day</p> <p>ALL</p> <p>ALL</p>	<p style="text-align: center;">IMMEDIATELY</p> <p style="text-align: center;">All are in place</p> <p style="text-align: center;">All directional signage is in place</p>	



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		<p>The one-way system MUST be followed by students and staff in order to avoid cross-over points.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practice these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>All bins will be emptied every night.</p>	<p>ALL</p> <p>Cleaning Team</p> <p>Site Staff</p>	<p>October 2020 - ongoing</p>	
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles 	<p>Cleaning Team, overseen by B&FM</p> <p>(All teaching blocks have</p>	<p>IMMEDIATELY</p> <p>Incorporated into the daily/weekly cleaning cycle</p>	



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		<ul style="list-style-type: none"> ● Furniture ● Light switches ● Reception desks ● Teaching and learning aids ● Computer equipment (including keyboards and mouse) ● Telephones ● Fingerprint scanners (are out of use to all) <p>Items that need laundering (e.g. tea towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between washes.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p>	<p>received a thorough deep clean during the week</p> <p>Cleaning Team</p> <p>Cleaning Team</p> <p>Staff to check with B&FM</p> <p>Anti-bacterial wipes are available in each designated teaching room</p>	<p>and already in place</p> <p>As part of the cleaning rota duties</p>	
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		<p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p> <p>Whole School Deep Clean being undertaken</p>	Cleaning Team	21st December 2020	Completed
Spreading infection due to excessive contact and mixing between students and staff in classrooms		<p>Students will be organised into year Group bubbles to reduce mixing between students.</p> <p>ALL STUDENTS AND STAFF WILL ADHERE TO THE FOLLOWING:</p> <p>Space will be maintained between students, 1m apart where possible, with seats and desks arranged to allow this, and all forward facing.</p> <p>Students are not permitted within the Teacher Zone at the front of each classroom.</p> <p>The amount of take-home resources will be limited, Students will be required to bring their own stationery and equipment to school.</p> <p>In the event of a student forgetting to bring in equipment, a pen/pencil will be provided and not required to be handed back in.</p> <p>Teachers submit any changes to seating plans to SJ, and ensure that students sit in the nominated position.</p>	<p>Assistant Principal for Teaching & Learning</p> <p>SMT/designated rota staff to supervise</p> <p>Teaching Staff (Antibacterial Spray and paper towels are available for changeover times)</p>	October 2020 - ongoing	



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		<p>Teachers may need to switch between groups/classrooms if subject specialism is needed.</p> <p>Teaching Desks in designated classrooms have been cleared and cleaned and MUST be maintained as a clean desk policy.</p>			
<p>Spreading infection due to excessive contact and mixing between students and staff around the school</p>		<p>Students will be kept in the same small groups at all times each day.</p> <p>Student groups will have staggered timetables, including for break and lunch times, to avoid too many students being in one place at the same time.</p> <p>Students will need to bring their own food and drink to school for the morning sessions, as canteen facilities are NOT available.</p> <p>Students will stay in the same classroom at the same desk throughout the day wherever possible.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and corridors have a one-way circulation route in order to keep groups apart.</p> <p>Toilet use will be managed to avoid crowding with students having different break times for using these facilities.</p> <p>Staff use of staff rooms and offices will be reconfigured.</p>	<p>Staff on duty</p>	<p>October 2020 - ongoing</p>	

