



Woodbridge Park
Guidance for a full, safe return of
all pupils and staff

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In order to reassure parents, pupils and staff, and to meet Health & Safety requirements for a return of all pupils and staff, this document will outline the risk assessing processes that have been undertaken across Woodbridge Park Education Service and the resulting measures that will be put in place for a full return of pupils and until further notice and from 1st September 2020. Previous guidance issued in May 2020 may be put back into force at any time should local or national guidance change.

This document follows the latest government guidance, which in itself, follows the latest scientific evidence and data. This document can be regarded as an addendum to the service Health & Safety Policy. It is also the result of extensive risk assessment and consideration of different elements of WPES service offer, to minimise direct and indirect transmission of coronavirus (Covid-19).

The WPES Protective Bubble - From September 2020 and until further notice, each WPES site will be considered a protective, secure bubble.

The site as a protective bubble is safe because:

- **A consistent team of staff and a consistent cohort of learners will be in the same building**
- **No one will attend a site if they have any covid-19 symptoms**
- **Meetings, visitors and offsite opportunities will be limited**
- **We will follow test and trace and Public Health Measures on reactions to positive covid-19 tests strictly and without delay**
- **We have a robust series of measures and guidance in place for staff, pupils and parents**
- **There will be no cross-site working during the same day for staff which puts them in contact with staff from another site (except for members of ELT / SLTO)**

This document takes latest government guidance into account and seeks to prevent unnecessary risks by:

- **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 childcare settings, schools or colleges

- **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 - promote the 'catch it, bin it, kill it' approach**
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising unnecessary contact and mixing**

The Governors of Woodbridge Park have a legal responsibility to put measures in place to maintain a healthy and safe working environment for pupils, staff and all visitors to sites.

The guidelines are not optional for staff. They are clear expectations that need to be put in place daily and in all the situations outlined until further notice.

Information provided to parents and pupils

We will write to parents and carers in advance of any full return to clearly outline the actions we are taking and what we need them to talk to their child(ren) about before coming back to school.

We have also updated a lesson powerpoint that parents can use at home and that is to be used by staff at school regularly to remind pupils of the need for appropriate hand washing and other positive, safe behaviours.

1. Risk Assessing

WPES risk assessing takes into account the need to prevent the spread of coronavirus between people in our settings. This means assessing what action is required in the WPES context to prevent:

- **direct transmission** (for instance, when in close contact with those sneezing and coughing)
- **and indirect transmission** (touching things that others have touched)

- **Buildings** - all sites will have been risk assessed before opening to more pupils.

- The Risk Assessment for a full opening, will determine:
 - Numbers of any people allowed in a foyer / reception area at any one time
 - Numbers of any people allowed in staff spaces at any one time
 - Numbers of any people allowed in office spaces at any one time
 - Sensible measures to be put in place in classrooms and other learning environments
 - The management of external visitors, meetings and people from outside of the site 'bubble'
 - Where social-distancing marker lines need to be placed both inside and outside the buildings to coach people into keeping the distance

- **Entry and exit from the building / use of the buildings**
 - Hand sanitising requirements will continue to be put in place for all pupils and visitors entering the sites. It is advisable that pupils and visitors hand sanitise as they leave the sites.

 - Unnecessary visitors should be avoided and communication should continue to be arranged remotely.

 - All **meetings, involving cross-site staff or external visitors** need to take into account the space available for the number of people - if social distancing cannot be acceptably maintained, then the meeting should take place remotely. It will be for the person organising the meeting to take responsibility for making this decision.

 - Temperature checking – any pupils or visitor who have signs of a fever are not to attend our sites. Parents and carers will be asked to check for this symptom regularly. A first aider on each site may check pupils' temperature as they come into the site as an additional precaution. A pupil with a temperature at 37.8* or over will not be allowed into the building – home will be contacted to collect the pupil. **Staff will be expected to be responsible and to be aware of signs of having a fever before leaving for work.**

The government is recommending the use of **face coverings** outside of classrooms for Year 7 upwards and all staff (unless exempt) in areas of concern. Unless PH Hounslow or the UK government inform WPES otherwise, PPE and face coverings will only be mandatory in very limited circumstances (close-proximity first aid scenarios for someone with covid-like symptoms / personal care). It is preferred that staff do not

wear personal face masks at work, **personal gloves are acceptable** if an individual feels that they require them. **WPES will only purchase limited PPE for first aid purposes and to ensure ALL pupils can access centres should Tier 2-4 restrictions be implemented (see appendix on 4 Tiered Approach)**, unless further use is recommended by the government. Should staff or pupils wish to wear an appropriate face mask - although not preferred or recommended, individuals will not be judged at present.

- **Activities inside the classroom** - it will be necessary for staff to ensure that all activities are carefully considered with respect to:
 - Sharing items
 - Numbers of adults required in a learning environment
 - Avoiding people physically touching each other
 - Enabling staff to keep as safe a distance as is possible from children and from each other
 - This means not planning lesson activities that encourage people being too close to each other. **Staff are responsible for conducting a paper risk assessment for any learning activity that they are concerned or doubtful about. The relevant Head of Centre will approve any risk assessment.**

- **Numbers of pupils in classrooms on each site:**

Class sizes can be as normal, as each site is considered a protective bubble.

Heads of Centre should not have more adults in a learning environment than is absolutely necessary. It is better to have additional staff available if required, and on stand-by, to remove a learner for 1:1 work as opposed to having too many adults in a room. It is for Heads of Centre to determine this.

- Science lessons - careful consideration needs to be given to avoiding sharing objects and avoiding the need for staff to be very close to students or other adults for more than is absolutely necessary
- Cooking lessons - careful consideration needs to be given to how many people can be around a cooker / piece of kitchen equipment at any given time and the sharing of objects
- DT lessons - careful consideration needs to be given to how many people can be around any given piece of equipment at any given time and the sharing of objects

- Demonstrations to pupils - staff should ensure that any demonstrations to pupils, do not encourage pupils to gather together around something so that they are forced to be too close

- **Ventilating rooms**

Government advises that rooms should be as well-ventilated as possible. During appropriate weather, windows should be open if it is safe to do so. Fire doors cannot be left or propped open as this will breach legal fire regulations which remain in force.

- **Activities outside of the classroom** - it will be necessary to reconsider the virus transmission risks of any activity planned for outside of the classroom, such as sport, breaks and lunchtimes and off-site visits.
- If a minibus is to be used for any activity, bubbles cannot be mixed in a minibus. Only the students from a specific bubble can travel together on a minibus. Everyone is to hand sanitise before and after being on the bus, and windows should be opened slightly to enable a flow of air.
- Sports activities chosen for sport lessons will need to limit the need for physical contact. It is the responsibility of the teacher to risk assess all lesson activities and to conduct a paper risk assessment if there is any concern or doubt over risks. All paper risk assessments need approving by the appropriate Head of Centre.
- Sport 'off-site' can only happen if it is within specific bubble of students. All offsite sports activities outside of the WPES estate and all external visits require a risk assessment to be approved at least 1 month in advance by the Head of Service. The RA needs to show that the venue is covid-secure and indicate actions to be taken to minimise risks. Sports activities using the WPES estate require a risk assessment at least 2 weeks in advance. **It is preferred that off site sports activities use other WPES sites and facilities as opposed to external venues.**

In all learning situations, pupils and staff should be hand washing before and afterwards if any shared equipment are used.

The use of Microsoft Teams for remote, virtual learning - as and when required and in line with WPES contingency planning, two staff together can provide remote

learning using Microsoft Teams to children, as long as the following protocol can be rigidly adhered to:

- The online session is cleared with the relevant Head of Centre
- It is using Microsoft Teams
- There are two members of staff present in the online session for the full session
- Pupils are told not to use the video function but pupils only use the audio function
- There is no recording of the session by service staff

The lead member of staff can end the online session should pupils not stick to the 'pupils-not-using-video-function' rule.

Where different WPES sites make provision to similar ages or Year Groups, Heads of Centre need to liaise to ensure that there is not unnecessary duplication of work and preparation across the service.

2. Fire Regulations - doors

Many internal doors are fire doors. This means that they cannot be left or propped open. It is essential that legal fire regulations are adhered to.

If you are unsure, please speak with your Head of Centre who will liaise with the Business Manager and risk assess any situation or section of a building to advise on whether doors can be propped open or not.

3. Reducing direct transmission

- **Catch it, bin it, kill it** – parents, carers, pupils, staff and visitors need to be reminded frequently about the need for good respiratory hygiene. There will be a greater supply of tissues available on sites and people should get into the habit of carrying some at all times.
- **Shared staff spaces** – each shared staff space and office will have a clear notice on each door specifying the total number of people permitted safely in the room at any given time. **This is to be followed strictly by everyone.**
- **Timetabling and pupil movement** – **where possible**, pupil movement around the building should be minimised with staff moving to teach pupils as opposed to pupils moving. Pupils should remain together as the same group each day, except for option subjects.

- **Staggering breaks and lunches** – where possible, there should be staggered breaks and at least 2 lunch sittings to prevent unnecessary close contact. This to further minimise the risks to staff.
- **Careful management of pupil entry and exit to buildings at start and end of the day** – Heads of Centres and other staff need to plan the entry and exit of pupils into buildings carefully. This cannot include reducing the day down for pupils. It might mean using the ‘non-lesson-based’ period at the start of the day to support a staggered start. Lesson time should not be impeded by this.
- **Corridors** – scientific advice indicates that brief close contact when passing people in a corridor is very low risk for transmission purposes. Nonetheless, it is important with narrow corridors that movement around buildings is minimized and carefully managed - for instance a staggered lesson changeover.

4. Reducing indirect transmission

- **Stationery and sharing objects** – Staff and pupils should avoid sharing any stationery or basic equipment – if pupils are given pens and other equipment, this ideally should be labelled and retained for their sole use to minimize the need to pass used objects to others. WPES has purchased stationery zip wallets and some basic stationery for each pupil for their sole use.
- **Reducing general passing of items between people** – activities and other opportunities for sharing items need to be reduced, if not removed entirely.
- **Soft toys, soft furnishings** – all items that cannot be regularly cleaned and could be picked up by children, used and shared, need to be removed from rooms and stored away out of sight and safely.
- **Shared outdoor equipment** – if outdoor equipment cannot be adequately cleaned daily, the equipment should not be used at all and should be out of bounds for all pupils.

5. Risk Assessing Pupils – Pupils repeatedly unable to follow social distancing

Some pupils who attend Woodbridge Park display extreme behaviours. Some of these behaviours are now a health risk to other pupils and staff. Some might not be able to follow social distancing easily – we need to be patient, calm and give reminders. It is the responsibility of Heads of Centre to ensure that ALL pupils have a clear Individual

Support Plan and an attached Risk Assessment if usual behaviours will now pose a risk to the safety and health of others.

Any pupil who has a history of displaying the following, will require a personalised risk assessment OR amended risk assessment by the relevant Head of Centre to show what / if any measures can be put in place to minimise the risk to the health of others:

- Spitting
- Regular need for physical restraint
- Expecting regular physical contact from others

Any pupil who is repeatedly unable to follow social distancing in classrooms, the dining hall, or breaches reasonable personal space boundaries, needs to be discussed with the Head of Centre:

- Parents / carers need contacting for their support
- One-2-one support sessions need to be in place to remind the pupil
- Eventually a risk assessment needs to be carried out to put additional support measures in place

All risk assessments for such pupils should have an interim measure in place which parents agree with, that, for Medical and Health reasons, parents need to agree to being contacted and coming to collect their child when behaviour is putting others at risk OR is escalating to the point of doing so. Should parents / carers not be contactable and the risky behaviours do not diminish, Heads of Centre need to consider the judgment to contact the emergency services.

In very rare circumstances, Heads of Centres can consider an application to the Head of Service for a short-term reduced timetable. The current Reduced Timetable Policy will need to be strictly followed.

6. If a member of staff or pupil falls ill with symptoms during the day / positive covid-19 tests

If someone falls ill with covid-like symptoms during the school day, they are to be placed in an empty, well-ventilated room, preferably near the main building entrance. If a member of staff is well-enough to go home on their own, they should do so and then book online for a coronavirus test locally. If the test is negative, the staff member can return to work if they feel well enough to do so. If positive, the staff member needs to self-isolate in line with current government guidelines.

Home needs to be contacted for a pupil and they are to be collected and taken home. Staff should provide guidance to the parent / carer on how to access any locally available coronavirus test. If the test is negative, the pupil can return to school if they feel well enough. If the test is positive, the pupil and family need to self-isolate in line with current government guidelines and those pupils from the same class need to self-isolate in line with current government. In both staff and pupil 'positive test' result scenario, the current government advice should be followed with respect to test and trace.

Once someone is identified as displaying covid-like symptoms:

- The suspected case is to be removed from other people and isolated in a well-ventilated room near to the main building entrance
- Supporting adults are to remain at least 2 metres away from the suspected case
- Once the person is removed from the building, the room they were isolated in needs to be closed off to others until it is deep-cleaned
- Other people who came into close contact with the suspected case should seek guidance from the service Business Manager on the next steps.

If the suspected case is confirmed as Covid 19 through testing :-

Who do you need to send home from school when there is a positive case identified?

- Schools must send home those people who have been in close contact with the person who has tested positive. These people should self isolate for 14 days since last close contact with the affected person

What does close contact mean?

Direct close contact means face-to-face contact with an infected individual 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 to 2 metres for more than 15 minutes) with an infected individual

Travelling in a small vehicle, like a car, with an infected person

Please note the local health protection team will provide definite advice on who must be sent home.

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. 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 [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) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should 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 [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

When a pupil or staff member tests positive for covid-19, the Business Manager or Head Teacher will make contact with the local Public Health Team and further advice and guidance will be provided and strictly followed.

When there are two confirmed positive test results for pupils or staff on a specific site, current government guidance will be followed along with a clear steer from the local Public Health Team. In some cases, this could mean closure of a site, enabling staff and pupils to get tested.

7. Cleaning and general hygiene

All staff need to mobilise with respect to cleanliness and hygiene within their designated rooms and shared spaces. All staff are responsible for Health & Safety. Staff will be provided with a supply of hand sanitiser and cleaning wipes. Regularly; and after a change of pupil group, staff members need to ensure that door handles are wiped over, along with light switches and other regularly touched items / objects. It is recommended that staff pass a wipe to each pupil, who wipes down their table and chair before leaving the room.

Office-based staff should regularly wipe down telephones, keyboards and other regularly used items.

Staff should always carry their own pen and avoid sharing pens.

Reception staff should not leave pens out for sharing by staff.

More regularly than before 23rd March 2020, cleaners are thoroughly cleaning surfaces frequently touched by people. Particular attention will be paid to door handles and stair rails and computer keyboards, mice and telephones, as part of their general cleaning. Cleaning regimes will be kept under review should more pupils and staff begin attending sites each day.

- **Hand washing** - all pupils and staff need to regularly wash or sanitise their hands, in particular: **immediately** on entry to the building, at break and lunch time, after using frequently shared pieces of equipment such as computers, after using the toilet and after eating
- **Plates, cutlery, cups and glasses** - staff need to take even greater responsibility for the crockery and cutlery they use during the day. Staff should not leave anything lying around that they have used. Everything is to be washed and put away at the earliest possible convenience OR placed straight into the dishwasher so that a minimal number of other people have to touch the plate, cup, glass, etc.
- **Before and after being out in the minibus** - staff should wash their hands
- **Telephones** – Heads of Centre will alert centre staff to which telephone they are nominated to use on site. Telephones will be cleaned daily.
- **Toilets** – As long as everyone is adhering to good hand hygiene, the sharing of toilets is not an issue. Toilets will be cleaned daily and thoroughly. Coronavirus is not transmitted from sitting on a toilet seat. Pupils and staff need to wash their hands thoroughly for 20 seconds with soap and water after using the toilet. Coronavirus is transmitted by touching an item with hands and then touching the mouth, eyes or nose. It is sensible to use a tissue to switch a tap on or off to minimize direct contact and it is good habit forming to avoid touching the face area. **As an additional protective measure and after use of a toilet, available cleaning wipes can be used to wipe down the toilet seat, the flush handle and the taps. Everyone needs to wash their hands thoroughly after doing this.**
- **Administering First Aid** – Trained First Aiders should use their skills and knowledge to risk assess a situation and decide on the best course of action. If everyone is responsible, not attending for school with symptoms, following appropriate

hygiene guidance, the risks of transmitting coronavirus are minimised and administering basic First Aid should not be a cause for concern. In the very rare circumstances where very close proximity to a person with suspected C-19 symptoms, a seriously injured or unconscious person, is required, a small amount of PPE is being sourced on each site for such scenarios. **First Aiders have been issued with clearer guidance on this by the Service Business Manager.**

8. Visits, trips and use of the minibus

All visits offsite (unless to another WPES site) need to have a risk assessment presented to the Head of Service at least 1 month before the visit.

No visit will get any approval UNLESS:

- NO LESS than 1 month notice is provided to the Head of Service
- The Risk Assessment includes an assessment of the social distancing measures in place at the external venue
- The Risk Assessment takes into account how certain pupils behaviour might be problematic when taking social distancing into account
- The Risk Assessment includes a clear statement on Covid-19 and all the measures put in place by WPES staff to minimise the risk of transmission such as: numbers on the trip, hand-washing, etc
- There is only 1 single class of students on the visit. There is no mixing of groups.

9. Home visits, school visits, attending external meetings

- Service staff can visit family homes, but they cannot enter the premises. Staff can attend, remain outside the property and maintain an appropriate distance from the family. A member of staff should avoid taking objects or paperwork off a family member unless they have personal hand sanitiser to use after touching them.
- School visits cannot take place at present, unless it is statutory attendance at a child protection conference. Any visit will need to be cleared by the relevant Head of Centre and information needs to be presented about how the school is operating within social distancing expectations

- Attending external meetings again needs to be cleared by the relevant Head of Centre. If a meeting can take place remotely, it should, and most external partners are likely to have software that they are using such as SKYPE, ZOOM or Microsoft Teams. Social Care Meetings are the only meetings which are likely to be approved during a period of social distancing. **It is essential that the member of staff asked to attend any external meeting expresses clearly to the relevant Head of Centre how the external venue is ensuring that appropriate social distancing measures are in place**

10. Services to other providers and schools

During a period of social distancing, it is important to risk assess any service which requires:

- Pupils from other schools to temporarily attend a WPES site with the aim of returning to their mainstream school (on a preventative programme)
- Staff to attend other organisations and venues during the school day and then attend a WPES site

The services which might not be able to operate OR operate as usual during a period of social distancing are:

• Gateway

Should Gateway remain open to external pupils, it is clear that there can be no more than 3 pupils attending on any given day in the main teaching room, with only 1 other in the small room. There should ONLY be 1 staff member in each room. Gateway students cannot access any of the rooms in the main KS3 building and must only access the Gateway external yard.

• Pathways

It is clearly problematic when Pathways staff need to be visiting external venues during the school day. Although social distancing measures will be in place at external venues, any unnecessary travel creates a risk of transmission. It is likely that Pathways in terms of outreach cannot continue at present.

• Commissioned Roll

The Commissioned Roll requires consideration as it usually involves staff attending the homes of students and other venues on a daily basis. These activities place further risks on staff. After Consideration with the relevant Head of Centre, it might be decided that commissioned roll students should attend for a weekly meeting on site to see a member of staff so that their wellbeing and welfare can be assessed. Commissioned Roll staff can attend family homes as long as the guidance above is adhered to in relation to home visits.

11. Hospital School

The relevant Head of Centre, along with the Business Manager, will keep in regular contact with the Lead Hospital Teacher as to whether it is safe for staff to be working in the hospital classroom and at the bedside. This will include ongoing risk assessments following hospital guidance, particularly around infection control. New infection control guidelines will be regularly reviewed and updated as required.

Hospital teachers can prepare work packs which can be delivered to the relevant member of clinical staff on the children's ward for students who remain in isolation.

Currently the hospital classroom can only be used for preparation and planning by the hospital teachers and not face to face teaching with students. Any 1-2-1 teaching will take place at the bedside with the appropriate PPE. 1-2-1 teaching in the classroom to 1-2-2 teaching in the classroom will only happen when safe for staff to do so, guided by clinical staff and WPES leadership.

12. Home Medical Tuition

As with other services that require staff to attend the homes of pupils or meet them in other locations, Home Medical Tuition needs to continue remotely until the Head of Centre, Business Manager and Head of Service risk assess otherwise. The Home Medical provision can continue; where there are pupils requiring the provision, with staff making telephone and email contact and using their allocated working hours to prepare and mark work. There will only be available work for tutors for paid hours to match the hours required to meet the needs of the current learners requiring this provision.

13. New pupil induction into service

It is essential that key health information and behavioural history needs to be captured by staff conducting any induction meeting for a new Permanent Exclusion, offsite intervention or CATE referral.

We need to know:

- Has the child been hospitalised and tested for covid-19 and recovered?
- Has the child displayed a high fever and / or a new persistent cough within the last 14 days?
- Does the child have any health conditions which put them or others at greater risk from covid-19 infection?
- Only 1 parent / carer can attend a meeting on site and other supporting agencies should be invited to attend remotely using Microsoft Teams.

It is for the relevant Head of Centre to risk assess any concerns. It might be that it is advisable that the pupil works remotely at home for a period of time before they begin attending one of the WPES sites.

14. Routines

Re-establishing routines and expectations is essential. Our pupils need structure and clear expectations that are re-enforced through our positive relationships with them.

Uniform

Pupils who would usually wear a uniform will wear this on any return to normal. Expectations need to be clear here.

Mobile phones, personal devices, etc

These are not allowed across the service during the school day. As usual, these are to be handed in to staff, safely as pupils enter the building. **Staff need to consider a way of continuing this without the need to handle the phone / device.**

Lesson delivery

Lessons will be properly planned and delivered in line with service expectations and will follow a curriculum. Staff might need to consider what pupils need to catch-up

AND /OR what can be left to enable the curriculum to move on. This is a decision for Subject Leaders and their teams.

Meeting SEND needs

It is very important that we do not forget the SEND and other needs of our learners. These needs will continue to be met as normal, in lessons and through the intervention and support they would usually receive.

Pupil Mental Health and Anxiety

Many pupils are likely to be highly affected by the coronavirus outbreak. They might be anxious and this anxiety could display itself in a variety of ways through their behaviour and / or their ability to engage with others. Staff need to be mindful of this and enable discussion and conversation about the coronavirus situation.

15. Meetings

Internal meetings, which require people to travel across site, will need to take place using remote technology until further notice. Meetings will take place as calendared, and on the exact date, day and time. Only Microsoft Teams is to be used as an online platform for remote meetings and conference calls.

Meetings that involve external visitors attending a site, need to be convened with social distancing and protective measures in place. Meetings should take place in well-ventilated rooms which enable people to be spaced out and sat 2 metres away from each other. It is advised that external meetings take place remotely. All remote meetings need to take place using Microsoft Teams. From September 2020, Zoom is not to be used as an online meeting platform.

Where parents / carers are attending meetings, only 1 parent or carer is allowed to attend any given meeting – this needs to be explained to parents in advance of any meeting.

16. Child Protection and Safeguarding

Procedures continue as normal. Staff need to be vigilant following the period of lockdown and log any minor concerns directly onto MY CONCERN, alerting the Form Tutor.

Any priority concerns / disclosures, etc need to be verbally passed in the first instance to the Designated Safeguarding Lead AND then backed up that same day with written details on MY CONCERN that are to be sent directly to the Safeguarding Lead.

It is very likely that some of our pupils have faced adversity and safeguarding issues while out of school for a long period of time.

17. Staff Wellbeing, Staff briefings

As a staff team, our wellbeing matters now more than ever. We need to support each other come to terms with the fact that we could be living with some degree of restriction for some time. Some staff will be extremely anxious and we all need to be alert to this, listen and be supportive.

- Line Management should focus as much on staff wellbeing as service functions. Staff wellbeing needs to be on every agenda and discussed accordingly.
- Staff briefings need to be conducted in an appropriate space to enable safe distancing between staff. Briefings will be as much about staff wellbeing and listening as service functions.
- Calendared team meetings will be conducted remotely and virtually to prevent the need for unnecessary travel across different sites. These meetings need to be as much about staff wellbeing and human contact as service functions. Subject Leaders need to have their team morale and wellbeing as a central concern.

18. Staff use of public transport to attend for work

School staff are essential workers and should expect to use public transport to attend for work, following any specific government guidance on face coverings. Where a member of staff is concerned about a long journey on public transport during a busy period, they should discuss their personal concerns with the Business Manager. However, as Covid-19 is likely to be with us for many months to come, staff are required to make adjustments to be able to attend for work. For some staff, it might be possible to enable a slightly delayed start and a slightly earlier finish. This is a decision to be made by the Business Manager and will be subject to regular review and monitoring. Staff will have to make arrangements to complete any work or duties at home due to the missed working time.

NOTE FOR OFFICE DOORS/ ROOMS

**A maximum
of _____
people are
allowed in
this room at
any one time.**

Before entry

**Please
sanitise
your hands**

Risk Assessment of buildings for a full return (sites as bubbles)

BUILDING: _____

Assessment of room sizes, layout of building:

| Area / space | Capacity permitted at any one time for safe social distancing |
|---------------------------------|---|
| Main entrance reception / foyer | |
| Main reception office | |
| Hall | |
| Average office | |

Have all offices and spaces for staff got a clear notice on the door stating the total permitted capacity at any one time? YES / NO

Are there clear markers down in all corridors, in the hall, in the main reception area and strategically in outside spaces? YES / NO

Have all learning spaces been considered to reflect the need for an appropriate distance between staff and pupils? YES / NO

Entry and exit from the building:

| Requirement | YES | NO |
|---|-----|----|
| Is there a clear notice in the main reception asking visitors and pupils to sanitise their hands on entry? | | |
| Have reception staff been briefed about how to manage and address visitors and what to do if they have a concern? | | |

Signed by: _____ (HEAD OF CENTRE) ____ / ____ / ____

_____ (BUSINESS MANAGER). ____ / ____ / ____

_____ (HEAD OF SERVICE). ____ / ____ / ____

Specific Risk Assessment for _____

| Risk Area | General measures in place | Risk Rating | Additional measures | Residual Risk Assessment |
|---|--|-------------|--|--------------------------|
| Risk of infection for staff and pupils in vulnerable categories | <ul style="list-style-type: none"> · Staff and pupils will not be attending sites unless government and / or local guidance specifies that it is safe to do so | Low | | |
| Risk of an infected person attending site | <ul style="list-style-type: none"> · Clear guidance to all staff, parents, carers, pupils and visitors - do not attend site if unwell with Covid-like symptoms · Strict adherence to government guidelines on isolation for symptomatic staff and pupils | Medium | <ul style="list-style-type: none"> · Hand sanitising on entry to the building · Opportunity to take pupil and staff temperatures if in doubt and on entry · Clear protocol for dealing with a person with Covid-like symptoms · Clear protocols on visitors and meetings | Low |

| | | | | |
|--|---|---------------|--|---------------|
| <p>Direct person-2-person contact - direct transmission through respiratory droplets from an infected person</p> | <ul style="list-style-type: none"> · Staff and pupils not attending sites if they have symptoms · Guidance on good respiratory hygiene · Clear guidance published to staff, parents, carers, pupils and visitors | <p>Medium</p> | <ul style="list-style-type: none"> · Appropriate distancing measures in place where possible on sites · Heads of centre working to ensure an appropriate distance between staff, and between staff and pupils in classrooms · Minimising staff numbers in office spaces · Staff briefings in halls · Minimising pupil movement where possible · Staggered start times, breaks, lunches · Signage around buildings and in corridors · Preventing visitors, parents and taxis from congregating in numbers outside the building, in reception area | <p>Low</p> |
| <p>Indirect transmission through touch</p> | <ul style="list-style-type: none"> · Clear guidance to parents, carers, pupils and staff and visitors · Presentation to pupils regularly · Enabling regular hand sanitising and washing for staff and pupils · Daily enhanced cleaning in place | <p>High</p> | <ul style="list-style-type: none"> · Limiting the passing of objects · Removing unnecessary objects that children can touch and share · Limiting sharing of stationary and objects · Guidance on the management of extreme behaviours · Individual pupil risk assessments | <p>Medium</p> |

| | | | | |
|--|--|---------------------------------|---|---------------|
| Direct and indirect transmission - extreme pupil behaviour | <ul style="list-style-type: none"> · Clear guidance to staff and leaders on risk assessing pupils. | High - medium depending on site | <ul style="list-style-type: none"> · Clarity on what to do should a pupil begin to regularly engage in unsafe and unhygienic behaviours · Enhanced pupil risk assessments and guidance · Staff on duty availability to ensure that a distressed pupil is not left to roam the site unchecked and to support staff in classes | Medium to low |
| Direct and indirect transmission between pupils at breaks and lunchtimes | <ul style="list-style-type: none"> · Sites can stagger breaks and lunchtimes · Distancing markers in halls for queuing | High - medium depending on site | <ul style="list-style-type: none"> · Specifying specific areas at breaks and lunchtimes that specific pupils can use · Ensuring at least 1 seat space between people at dining tables · Individual pupil risk assessments | Medium to low |
| Direct and indirect transmission - risk areas of buildings and sites | | | | |
| OTHER SITE SPECIFIC ISSUE: | | | | |

| | | | | |
|---|---|--------|--|-----|
| Direct and indirect transmission from regular transient visitors, employees | <ul style="list-style-type: none"> • Clear guidance provided to all visitors to site • Guidance on safe school-school, home-school staff visits • Catering, cleaning and contracting staff being clear on expectations when they are unwell with Covid-like symptoms and on hand hygiene and social distancing | Medium | <ul style="list-style-type: none"> • Enhanced cleaning regime in place • Heads of Centre and Business Manager being aware of all changes in transient workers and on all visitors / meetings on site on any given day • Specific guidance on meetings | Low |
| Direct and indirect transmission - staff moving sites | <ul style="list-style-type: none"> • No site changes during a day for non-leadership staff • Robust cleaning and hygiene protocols in place • All cross-site meetings to take place remotely using IT | Low | | |

Appendix – 28.8.20 – Following UK Governments 4 Tiered Approach to increasing protective measures and restrictions

Woodbridge Park will adhere to the government's 4 Tier approach to increasing restrictions in the event of a localised / national 'significant increase in c-19 cases' scenario. It is noted that the only difference to Woodbridge Park for Tiers 1-3 is that face coverings are to be worn by Year 7 upwards and all staff (unless exempt) outside of classrooms. All pupils should attend unless there is a centre-based situation and WPES is following local Public Health advice on partial or full closure.

Tiers of restrictions

Tier 1

The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as 'tier 1'. There are no changes to childcare, and **the only difference in education settings is that where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.**

All nurseries, childminders, schools, colleges and other educational establishments should remain open and continue to allow all their children and young people to attend, on site, with no other restrictions in place.

Tier 2

Early years settings, primary schools and alternative provision (AP) providers, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time. Further education (FE) providers should adopt similar principles with discretion to decide on a model that limits numbers on site but works for each individual setting.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in

corridors and communal areas where social distancing cannot easily be maintained.

Tier 3

Childcare, nurseries, primary schools, AP, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools, FE colleges and other educational establishments would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 4

All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. AP, special schools and other specialist settings will allow for full-time on-site attendance of all pupils. Remote education to be provided for all other pupils.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.



Appendix

Safety advice for visitors to Woodbridge Park

Please read this information carefully.

For safety reasons, we expect everyone to follow it while on our sites.

1. **Do not attend site at all if you feel unwell and have any coronavirus-like symptoms.**
2. Sanitise your hands before entering the main building
3. Please use a tissue should you sneeze, bin it immediately, and then go wash your hands for soap and water for at least 20 seconds
4. Cough into your elbow and away from other people
5. Keep 2 metres apart from other people
6. After using the toilet, wash your hands with soap and water for at least 20 seconds
7. Avoid passing things to other people if you can help it
8. You can wear your own face mask if this makes you feel safer



