

COVID-19 Infection Control Policy - Sept 2020

1. Intent

- 1.1. This covers the school's approach to infection control.
- 1.2. It is developed in consultation with governors, staff and follows the most recent government and Public health guidelines.

2. Definitions

- 2.1. Phase Bubbles - Pupils will mainly work within their class. Adults will mainly work between the classes within the phase bubbles. There will be some mixing of pupils for RWI and adults may need to move between phase bubbles for the purpose of cover.

Phase bubbles are:

Phase Bubble A	Phase Bubble B	Phase Bubble C
Nursery, Reception, Year 1 and 2	Willow, Year 3 and Year 4	Year 5 and Year 6

3. Risk Assessment

- 3.1. Senior leaders have completed a full risk assessment (approved by governing body) to ensure sensible measures are put in place to protect staff and pupils
- 3.2. The risk assessment will contain these items:
 - Minimise contact maintain social distance and activity risk reduction
 - Universal Hygiene Arrangements
 - Health needs
 - Communication and Involvement

4. Minimising contact, maintaining social distance and reducing risk from activity.

4.1. Phase Bubbles

- 4.1.1. All children will be expected to come into school. See attendance policy.
- 4.1.2. They will spend their school days working within their classes.
- 4.1.3. Breaks and lunches will be taken with only their classes.
- 4.1.4. Pupils will remain in these groups and not mix with children apart from those attending RWI within Phase Bubble A and Phase Bubble B.
- 4.1.5. In addition, some pupils, with consent from their parents will attend breakfast club and whilst sitting with members of their class will be in the hall with pupils from other bubbles.
- 4.1.6. Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.
- 4.1.7. Where a pupil attends more than one setting, both schools agree to notify the other if there is an outbreak in their school.

4.2. Staffing

- 4.2.1. Adults will work mainly within their phase bubble. There may be a few occasions where, for cover purposes, adults move between phase bubbles, but good hand hygiene will be observed.
- 4.2.2. The PE teacher will work with one phase bubble per day, not enter into classrooms and not re-use resources without cleaning or quarantining them.
- 4.2.3. For lunch purposes, classes will be assigned a consistent MSA.

4.2.4. Cover will be provided as much as possible by in-school staff. Where necessary, supply staff will only be used if there has been a period of 48 hours between working at another site.

4.3. Travelling to and from school

4.3.1. Children must arrive and be dropped off at their allocated times to avoid congestion and enable social distancing.

4.3.2. Apart from Nursery and Reception, adults are encouraged to drop their child at the gate, rather than entering the playground.

4.3.3. Children and adults must enter the premises via their allocated gates below, at their staggered start times:

Times	8:40	8:50	9:00
West Gate Ivory Road	Exit	Exit	Exit
North Gate Lovelace Road (Carpark)	Year 2	Year 4	Year 6
South Gate Wycliffe Road	Reception	Year 3	Year 5
	Year 1		
East Gate Lovelace Road, Willow Garden		Willow Class	
Table 2: Bubble entrances			

4.4.

4.4.1. Where parents are bringing siblings to school, they may choose one of the timings and drop all their children off at the same time, whilst understanding that a child that is dropped off earlier than their start time, will be allowed into the classroom and expected to read or complete early work, until their teaching time begins.

4.4.2. All children and parents must leave the premises via the West Gate on Ivory Road (See **Figure 1**).

4.4.3. The dotted arrows (See **Figure 1**) indicate the direction of travel through the premises.

4.4.4. It is essential that families must not congregate outside of the premises and this will be communicated to them prior to the term starting and reinforced by senior leaders each day.

4.4.5. Only one parent should accompany children to school and siblings, who are not attending school, should remain at home wherever possible.

4.4.6. Where possible, children are encouraged to walk or cycle to school. Phase bubbles will have a designated area of the bike sheds to use - these must be supervised before and after school.

4.5. Lunch and break times

4.5.1. Break times and lunch times will be spent in a designated area of the playground, as marked out by tape and signage.

4.5.2. Lunch will be eaten in classrooms, to avoid mixing of pupils in the hall. Or if weather permits, outside.

4.5.3. Nourse will provide a hot and packed lunch option. Hot meals will be delivered to the classroom, collected by an MSA on a trolley.

4.6. Staff social distancing

4.6.1. Staff must enter and exit the building via the staff entrance and ensure there is a safe distance kept at all times.

4.6.2. The staff room will have limited seating to discourage gatherings of staff. There will be a separate seating area set up in the hall.

4.6.3. Staggered breaks and lunch times should limit the number of staff needing to use the staff room at any one time.

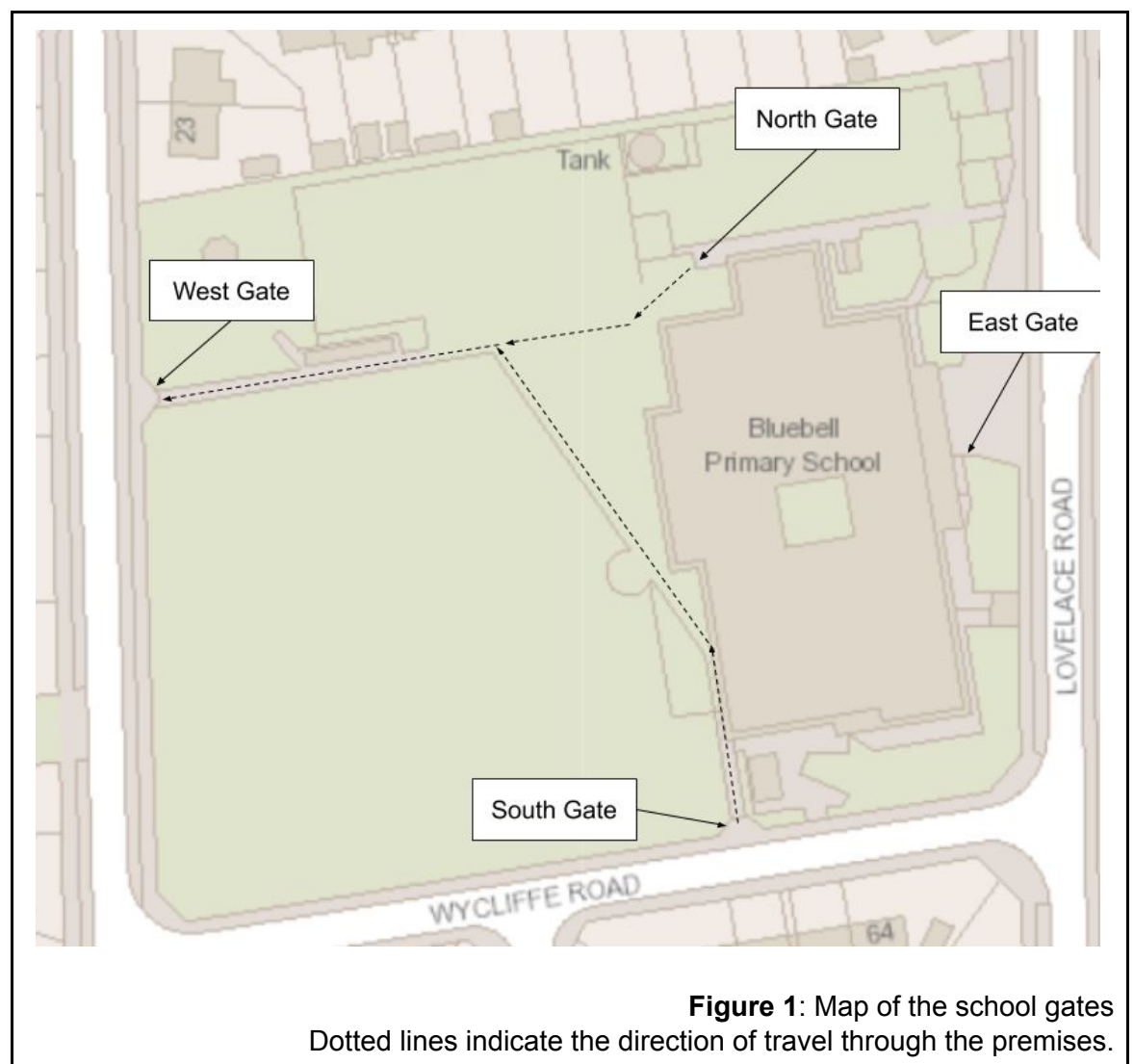
4.6.4. The staffroom should mainly be used for obtaining drinks and food from the staff fridge.

4.6.5. The member of staff using the kitchen facilities is responsible for cleaning surfaces before and after use.

4.6.6. Adults will be encouraged to take their PPA or leadership time at home.

4.6.7. Briefings and staff meetings will be held outside where possible, in smaller socially distanced groups if necessary to be in person or mainly online.

4.6.8. Clear signage and markings will be displayed around the school to aid social distancing.



4.7. Moving around the building

4.7.1. Staff and pupils will adhere to the one-way system put in place around the building.

4.7.2. There will be clear signage and markings put up around the building.

- 4.7.3. Planning for pupils to remain in their classrooms, and leave and enter school via the playground means there should not be mass movement around the school at any time.
- 4.7.4. Weather permitting, they will go out onto the playground for PE lessons via the classroom door.

4.8. Toilets

- 4.8.1. Individual toilet cubicles will be allocated to each bubble.

4.9. Assemblies

- 4.9.1. There will be no large gatherings. Senior leaders will deliver pre-recorded assemblies to individual bubbles.

4.10. Within the classroom:

- 4.10.1. Tables will be facing forward
- 4.10.2. There will be a marked area around the teacher's desk of 2 meters.
- 4.10.3. Adults will wear visors when having to work closer to a child and will not do so for more than fifteen minutes. Adults will also interact side to side rather than face to face.
- 4.10.4. Bags and coats will be hung where possible on the backs of chairs and under desks, as long as it does not feel unsafe to do so.
- 4.10.5. Equipment brought in by pupils will be kept to a minimum of school bag, weather appropriate clothing, lunch box, books and mobile phones.
- 4.10.6. Adults will not require pupils to share or swap resources, including no marking each others books
- 4.10.7. Adults will manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand

4.11. The playground:

- 4.11.1. Static equipment will remain out of use for now and marked off with tape.
- 4.11.2. Tables will be separated and maximum use signs stuck on.
- 4.11.3. Two outdoor hand washing stations will be set up, supplied with soap and water replenished each day.
- 4.11.4. Each class will have a bag of play equipment that the assigned MSA will be responsible for cleaning at the end of lunch.

4.12. Resources and equipment:

- 4.12.1. Pupils will be given an individual pack of stationery.
- 4.12.2. All other resources will be cleaned between use or put into quarantine for a period of time depending on the material. These shared resources will have a signing sheet with date and time of last use.
- 4.12.3. Teachers and associate staff are responsible for cleaning resources used in their classroom.
- 4.12.4. Each class will have a selection of library books, which pupils can choose from to read in school or at home. When a pupil has finished with a book it will be quarantined over the weekend before being returned to the class stock.
- 4.12.5. Where possible, any marking should be done in school to avoid teachers taking books home...

4.13. The curriculum:

- 4.13.1. Subject leaders are responsible for sharing with their colleagues the most up-to-date guidance for their subject.
- 4.13.2. Music
 - 4.13.2.1. Singing, wind and brass playing does not take place in large groups such as school choirs

- 4.13.2.2. Music lessons are restricted to using recorded music and not playing wind or brass instruments unless:
 - 4.13.2.3. lessons are for smaller groups not exceeding 15 people
 - 4.13.2.4. this is done outside or in well-ventilated space
 - 4.13.2.5. participants are positioned to maintain at least 2m distance (3 metres is preferable) with no-one directly facing another person.
 - 4.13.2.6. the teacher will stand 3 metres away where they need to face the group.
- 4.13.3. Drama and performances
 - 4.13.3.1. The following arrangements apply to all drama activities:
 - 4.13.3.2. Outside drama is planned as a first consideration
 - 4.13.3.3. Activities that involve raised voices do not take place.
 - 4.13.3.4. Smaller class sizes will operate where possible
 - 4.13.3.5. Back to back and side to side positioning is planned as much as possible
 - 4.13.3.6. Distancing is maintained as much as possible
- 4.13.4. Physical activity
 - 4.13.4.1. Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.
 - 4.13.4.2. Prioritisation of low impact activities is given over high impact
 - 4.13.4.3. Contact sports will not take place
 - 4.13.4.4. Distance between participants is maximised.
 - 4.13.4.5. The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses.
 - 4.13.4.6. External facilities will not be used.
 - 4.13.4.7. PE kits are worn on the day of the lessons.
- 4.13.5. Subjects involving practical activities •
 - 4.13.5.1. Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other.
 - 4.13.5.2. Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility
 - 4.13.5.3. Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.
 - 4.13.5.4. No educational visits are planned.

4.14. After School extra-curricular clubs

- 4.14.1. After School clubs will not take place.

4.15. Parents and visitors to the site:

- 4.15.1. Deliveries will be left in the front foyer - then collected once the delivery driver has gone.
- 4.15.2. Food deliveries - cook will follow NORSE guidelines
- 4.15.3. Kier will arrange and supervise all contractors and where possible they will attend once pupils have left school. If this is not possible, they will follow social distancing and hygiene measures.
- 4.15.4. Parents and visitors will attend by pre-arranged appointment only, unless for high-level safeguarding needs.
- 4.15.5. All visitors will be shown "Visitor Protocol" information sheet.
- 4.15.6. All visitors will be recorded.
- 4.15.7. All visitors will be asked if they are well on their arrival at school and asked to leave if they have any COVID 19 symptoms.
- 4.15.8. Only one person in reception at any time.

5. Universal Hygiene Measures

- 5.1. All staff will be briefed on what they can do to mitigate the risk of infection before children return to school by the Senior Leadership Team
- 5.2. Cleaning and hygiene protocols:
 - 5.2.1. Windows and doors must be open to aid ventilation.
 - 5.2.2. All staff:**
 - 5.2.2.1. Sanitise hands on arrival and on departure.
 - 5.2.2.2. Wash hands if moving between rooms, before and after eating.
 - 5.2.2.3. Wash hands if they have touched pupil's resources, books etc.
 - 5.2.2.4. Wash hands when they have had to use RPI.
 - 5.2.3. The staffroom:**
 - 5.2.3.1. For their own protection and that of their colleagues, anything touched in the staffroom should be washed down before and after use.
 - 5.2.3.2. Staff should bring their own plates and cutlery and take them home each day.
 - 5.2.4. In the classroom:**
 - 5.2.4.1. Each classroom will be provided with soap for the pupils to wash their hands with. This should live by the sink. Each class will also be provided with paper towels. Staff should let the school finance officer know if they are running low.
 - 5.2.4.2. Pupils should wash their hands at fixed points during the day, as detailed below.
 - 5.2.4.3. To prevent each child touching the tap, staff should turn the tap on at the start of handwash queue, and as it should move fairly swiftly, leave it running until the end.
 - 5.2.4.4. Each classroom is slightly different, but each teacher should design a queuing system from when the pupils enter the room, snake around it, to get to the sink. If there are two adults, one could be serving soap earlier in the queue, so they rub it in, ready to wash once they get to the sink.
 - 5.2.4.5. Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.
 - 5.2.4.6. Shared resources must be cleaned after they are used and before returning to any shared storage. Trays of warm water and soap can be used for most things.
 - 5.2.4.7. The PE instructor is attempting to plan PE sessions where there is little crossover between the types of sports being done, to lessen the sharing of equipment.
 - 5.2.4.8. There will be a selection of library books within the class for the children to pick from. When books are returned they should be put in a box in the classroom, left there over the weekend, then returned to the library, for a new selection to be picked out on Monday morning.
 - 5.2.4.9. ICT equipment will need to be wiped clean with wipes, or cloths, not sprayed directly onto the surface, after each use.
 - 5.2.4.10. We have purchased net bags for resources which staff might want to run through the washing machine.
 - 5.2.4.11. Each classroom will have a disinfectant spray to wipe down surfaces. Staff should make sure they leave it the right amount of time before wiping away. If their spray is running out, they should let the school finance officer know.
 - 5.2.4.12. Disinfectant wipes are also available.
 - 5.2.4.13. Tables should be cleaned at the beginning of the day, before lunch and at the end of the day.
 - 5.2.4.14. Within EYFS, the frequency of cleaning of surfaces touched by hands should be increased and decided as a team at the start of each day, dependent on how the curriculum will work that day.
 - 5.2.4.15. When pupils refill their water bottles from the tap in the classroom, this must be wiped clean after use. Therefore, it would be best if this was only done at selected times of the day.

- 5.2.4.16. Tissues are provided in classrooms and should be near the bin specifically for tissues.
- 5.2.4.17. Bins are emptied regularly throughout the day by Kier staff. Waste bags for tissues are double bagged for disposal
- 5.2.4.18. Bins and tissues are provided in the same place
- 5.2.4.19. Teachers and Associate staff should decide who will be responsible for each of the above.
- 5.2.4.20. When children go to the toilet, there will be a hand sanitising machine on the wall by the toilet entrance. Children must be trained to use this before and after using the toilets, as well as hand washing!
- 5.2.4.21. In the very very unlikely event that staff are asked to go and work in a different classroom to their normal phase bubble, they should wash their hands before entering the new classroom.

5.2.5. MSAs at lunch:

- 5.2.5.1. When possible, MSAs should take the pupils outside to each lunch, which is healthier and prevents having to clean the tables.
- 5.2.5.2. There are three water bottle washing stations that need to be put out at the start of lunchtime. Soap bottles will accompany them. They are for children to wash their hands with if they have touched another child or shared some equipment. There will be one in each section of the playground, sitting on a picnic table.
- 5.2.5.3. Hot dinners will need collecting on trolleys - one MSA per bubble will do this. The surfaces of the trolleys that are used will need a quick wipe once they've been used.
- 5.2.5.4. Any cutlery used for hot dinners will need to be returned to the kitchen for washing. Gloves should be worn when collecting anything like this up, or find a tray for pupils to put their own cutlery in, so MSAs don't need to touch it.
- 5.2.5.5. Norse will provide black bin bags for school staff to bag and bin waste from the disposable hot dinners. Kier to collect and bin.
- 5.2.5.6. Tables will need to be wiped down before and after children have finished eating. As a child finishes eating MSAs could send them to wash their hands whilst their table is wiped down.
- 5.2.5.7. The fitness instructor is ordering some outside play equipment for each class. Five minutes before the end of their outdoor session, please gather this up and give it a spray with the class disinfectant.
- 5.2.5.8. Wet play - please work with the class teacher to see what resources are in the classroom that could be used to entertain during wet play. Drawing, crosswords, colouring in etc.

5.2.6. Breakfast club:

- 5.2.6.1. Pupils will need to wash their hands on arrival at school, before sitting down at their allocated table.
- 5.2.6.2. Pupils will need to wash their hands before leaving the breakfast club to go to their classroom for the start of the day.
- 5.2.6.3. Tables will need to be disinfected after use with the spray.
- 5.2.6.4. Pupils will need to give the breakfast club team member their breakfast order and have it prepared for them. Unfortunately, there will be less independence in the making of their breakfast because this would mean sharing resources.
- 5.2.6.5. Breakfast club team members should consider a system where they are not sharing equipment too.
- 5.2.6.6. Only one member of the breakfast club team will be able to go into the kitchen with items that need washing. This is in agreement with the Norse team who wish to restrict the number of people going in and out of the kitchen.

5.2.7. Kier staff will:

- 5.2.7.1. Clean toilets after lunch.

- 5.2.7.2. Be responsible for wiping down touch points - door handles, light switches during the day.
- 5.2.7.3. Leaving paper towels in the toilets.
- 5.2.7.4. Collect bin bags of disposable lunch trays from each classroom.
- 5.2.7.5. Refill disinfectant spray bottles for each room.
- 5.2.7.6. Empty tissue bins and double bag these.
- 5.2.7.7. If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.

5.3. Handwashing:

- 5.3.1. Pupils will be required to wash their 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. This will happen at the minimum at:
 - 5.3.1.1. Arrival at school
 - 5.3.1.2. Before break time
 - 5.3.1.3. After break time
 - 5.3.1.4. Before lunch
 - 5.3.1.5. After lunch
 - 5.3.1.6. Before leaving school.
 - 5.3.1.7. Before PE
 - 5.3.1.8. After PE
 - 5.3.1.9. After using shared resources
- 5.3.2. Pupils will wash their hands at the classroom sink. They will be supervised by one of their class adults.
- 5.3.3. In addition, pupils will wash their hands after using the toilet and posters will be displayed to remind them in place of adult supervision.
- 5.3.4. Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.
- 5.3.5. Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.
- 5.3.6. Hand sanitisers are available at the staff and visitor entrances to school.
- 5.3.7. Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.
- 5.3.8. Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.
- 5.3.9. Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.

6. Health Needs

- 6.1. All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings.
- 6.2. Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).
- 6.3. Managing cases or suspected cases of infection:
- 6.4. Staff will go home as soon as they develop symptoms. If a member of staff or pupil shows symptoms of COVID-19 they must immediately self-isolate for 10 days and their household for 14 or until test results are confirmed negative.
- 6.5. They will get a test and alert school leaders to the results as soon as they receive them. They must contact the local provider via covidtesting@nnuh.nhs.uk or by phoning 01603 647900. Booking reference: S0228

- 6.6. They will also self-isolate and get a test if members of their household display symptoms.
- 6.7. Staff and pupils will be made aware of and reminded of the symptoms of COVID 19. Symptoms as [defined by the NHS](#) are: a high temperature; a new or continuous cough; or, a a loss of change in smell or taste.
- 6.8. Any pupils displaying symptoms will wait to be collected in the isolation area, through the Year 6 corridor. Their parent/career will be contacted immediately and will collect them via the external door. If a child needs the toilet they will use a staff toilet which will be closed off until it has been cleaned.
- 6.9. Staff dealing with the child must wear appropriate PPE.
- 6.10. Once the child has left the premises, the isolation area must be closed until it has been deep cleaned.
- 6.11. Their parents will need to get a test and alert the school to the results as soon as possible. Schools will have a small number of testing kits that they can use their discretion to distribute to families.
- 6.12. School leaders will follow local authority guidance on managing cases.
- 6.13. The pastoral team will use their resources, and seek external resources, to support pupils with their wellbeing.

7. Communication and wellbeing

- 7.1. Letters, emails, Class Dojo, the school website, Facebook, Twitter will be used to communicate with parents.
- 7.2. Key messages will be on display around the school and on the outside of the building, about entrances, exits, handwashing etc.
- 7.3. Case management template letters have been adjusted for the school.
- 7.4. Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms.
- 7.5. The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.
- 7.6. Staff will sign to say that they have read and agree to follow this policy, the Staff Handbook For Covid and the Risk Assessment before the beginning of the Autumn Term 2020.
- 7.7. The behaviour and safeguarding policy have been updated, agreed with governors and shared with staff.
- 7.8. Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed
- 7.9. Age-appropriate materials are used to educate pupils about disease control.
- 7.10. Fire procedures will be shared with the school ready for the fire drill in the first week.

7.11. Strategies in School

The following measures will be implemented across the school:

- 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 the school for 7 or 14 days.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces using standard products, such as detergents and bleach
- Minimising contact and mixing of pupils and staff by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered breaktimes)
- Limiting the number of shared resources that are taken home by staff and pupils
- Discouraging pupils from touching their faces or putting objects in their mouths
- Children and staff wear clean clothes each day in school.

8. Personal Protective Equipment

- 8.1. Reference to PPE in this section means:
 - Fluid-resistant surgical face masks.
 - Disposable gloves.
 - Disposable plastic aprons.
 - Eye protection, e.g. face visor or goggles.
- 8.2. The government has advised that the majority of school staff do not need to wear PPE beyond what they normally would for their work, even if they are not always able to maintain a distance of two metres from others.
- 8.3. In accordance with government guidance, PPE will be provided to staff in the following circumstances: Where staff are caring for pupils whose intimate care needs already require the use of PPE or when looking after a child who becomes unwell with symptoms of Coronavirus.
- 8.4. When using face masks, staff will ensure the masks:
 - Cover both the nose and mouth.
 - Do not dangle around the neck.
 - Are not touched once put on, except when carefully removed before disposal.
 - Are changed once they become moist or damaged.
 - Are only worn once and then discarded.
- 8.5. When using PPE, staff members will follow [DFE's guidelines](#) on putting on and taking off equipment. PHE's infographics will be displayed in areas of the school where PPE is likely to be used.
- 8.6. Where the wearer of PPE does not have coronavirus symptoms, the equipment will be placed in a refuse bag and be disposed of as normal domestic waste.
- 8.7. PPE that has been worn by, or near, someone with coronavirus symptoms will be disposed of by:
 - Putting it in a plastic rubbish bag and tying it when full.
 - Placing the rubbish bag in a second rubbish bag and tying it.
 - Putting it in an identified bin in the sprinkler compound and marked for storage for 72 hours.
- 8.8. Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours in the sprinkler compound.
- 8.9. We are awaiting guidance on 1st September about face masks in school and will inform stakeholders of government advice in line with this.

9. Supporting pupils

- 9.1. Staff are expected to appropriately educate children in how to adhere to this policy and the reasoning behind these measures.
- 9.2. The SENDCO will review EHC plans and risk assessments, with parents, to determine how to support the safe return of pupils to school.

10. Roles and Responsibilities

- 10.1. Children will:
 - Adhere to social distancing in the building - including the one-way system
 - Follow the behaviour policy
 - Wash their hands at all directed times.
 - Limit the equipment they bring into school.
 - Arrive during their staggered start times.
 - Where they are able to, share if they have symptoms.
- 10.2. Parents will:
 - Adhere to social distancing in the playground
 - Ensure children come to school in clean clothes each day
 - Bring and collect children at allocated times
 - Enter and leave the premises through the designated gates

- Send children with a packed lunch or order school dinners, following the instructions for how to pay.
- Notify the school if their children are displaying the symptoms of COVID-19 and follow government guidelines.
- Arrange a test for anyone in their household and inform the school as soon as possible of the result.
- Support the school with the behaviour policy.

10.3. Staff will:

- Share concerns and seek support from senior leaders regarding any anxieties or worries they may have.
- Be sensitive, understanding and supportive to other staff members and pupils and being mindful of others' mental health and wellbeing following lockdown and isolation as this will have affected everybody differently.
- Adhere to social distancing in the building - including the one-way system - and congregating in social spaces or mixing with other bubbles
- Take responsibility for ensuring infection control measures are adhered to within their bubbles.
- Come to school in clean clothes every day
- Be role models to the children to support them in their learning
- Sign to say that they have read and understood both this policy and the Staff Handbook.

10.4. Senior Leaders will:

- Support the mental health and wellbeing of all members of the school community
- Communicate with staff, parents and children regularly on how the school is preventing the spread of infection.
- Monitor infection control procedures
- Review the risk assessment and associated policies regularly and communicate any changes at the earliest opportunity.

10.5. Governors will:

- Review and authorise the risk assessment and related policies regularly
- Support the school in ensuring policies are in place and being adhered to.

11. Monitoring and Review

11.1. This policy will be reviewed weekly and after the release of government guidelines

11.2. All updates will be communicated to staff by senior leaders

12. Extenuating circumstances

12.1. Extenuating circumstances refer to serious incidents such as a child is in immediate danger to themselves or others (e.g. in the event of a fire, medical emergency or serious behaviour incident).

Appendix A

Strategies for infection control from the British Medical Journal

Categories of recommended behaviours	Enabling behaviours
1. Maintaining hygiene	
a. Cleaning hands	<ul style="list-style-type: none"> ● Ensure ready access to soap and water or alcohol-based (60%+) sanitiser at all times. ● Carry moisturiser if you are concerned about dry hands. ● Learn how to wash hands effectively for 20 seconds, soaping backs of your hands, between your fingers, and under your nails. ● Learn when to wash hands and use clearly specified 'if-then' plans to carry this out, e.g. 'If I touch a potentially contaminated surface, I will wash my hands as soon as possible afterwards'.
b. Using and disposing of tissues	<ul style="list-style-type: none"> ● Make sure you always have clean tissues easily available. ● Identify places to dispose of tissues immediately or as soon as possible. ● Train yourself to cough or sneeze into tissues (or crook of elbow if not available), <i>not your hands</i>.
c. Cleaning surfaces	<ul style="list-style-type: none"> ● Watch out for surfaces that could be contaminated. ● Use household disinfectant to wipe at-risk surfaces.
2. Avoiding touching	
a. Avoiding touching nose, mouth and eyes	<ul style="list-style-type: none"> ● Make sure to keep hands below shoulder level except when e.g. hair brushing. ● When acceptable, ask for and give feedback when you or others are touching nose/mouth/eyes.
b. Avoiding close contact greetings	<ul style="list-style-type: none"> ● Develop and use alternative greetings, e.g. elbow bumping, head bowing. ● Explain why you are not engaging in close contact greeting to make it normal and acceptable.
c. Avoid touching surfaces at risk of contamination	<ul style="list-style-type: none"> ● Develop strategies for avoiding commonly touched surfaces where possible, e.g. door handles. ● Avoid handling other people's personal objects, e.g. mobile phones.
3. Social distancing	
a. Avoiding crowds	<ul style="list-style-type: none"> ● Plan work, travel or recreational activities that do not involve physical social gatherings e.g. online social games and events. ● Develop explanations to give to people as to why you are avoiding social gatherings.
b. Maintaining personal distance	<ul style="list-style-type: none"> ● Avoid standing or sitting close to people who are showing signs of infection.
c. Isolating (if advised to)	<ul style="list-style-type: none"> ● Plan activities to minimise boredom and frustration in case of possible isolation. ● Plan for practicalities of maintaining everyday life, e.g. medicines, food, communications. ● Plan for financial and social support during possible isolation.