

THE BISHOP OF LLANDAFF INCREASED OPERATIONS GUIDANCE



1. Introduction

- 1.1 The coronavirus (COVID-19) has presented a great number of challenges to the education community, across all schools and settings. As part of national social distancing measures to limit the spread of coronavirus (COVID-19), limited numbers of children and young people have attended educational and childcare settings, to ensure that students and staff attending could do so safely. That is why, since 23rd March 2020, education and childcare settings have only been open to priority groups. As well as offering face-to-face provision for those able to attend, the school has provided a significant amount to support the remote education of those who have remained at home.
- 1.2 On Wednesday 3rd June 2020, the Education Minister announced her intention for schools in Wales to increase operations following the period of forced school closure. The "[Check in; Catch up; Prepare](#)" phase will take effect from Monday 29th June 2020.
- 1.3 For the remainder of the academic year, the school will provide some face-to-face support to supplement the remote education for all students, especially those who are due to take key examinations next year, alongside the provision currently being offered to children of essential key workers, vulnerable students and those students within our specialist resource base. This increased face-to-face provision will supplement their remote education, which is likely to remain the predominant mode of education for some time.
- 1.4 It is recognised that a return to the physical school site will be difficult for some students and staff who may have experienced a range of challenges during the last few months. These challenges may have presented themselves as a result of 'lockdown'; social distancing; illness; and, in some cases, bereavement.

2. Scientific evidence

- 2.1 The approach is underpinned by the latest [understanding](#) of the science available to Welsh Government, which indicates the need for a phased approach to limit the risk of increasing the rate of transmission (often referred to as the R 'reproduction' value) above 1. The increased operation of the school is based on a stabilisation of the R value. Therefore, should this worsen then the school will adapt accordingly, in line with local authority and Welsh Government advice.
- 2.2 It is anticipated that students, parents/carers and staff may feel apprehensive about the risks. However, the provision will be made far safer through adherence to the published government guidelines. These include social distancing, hygiene and self-isolation of those showing symptoms, or living with someone showing symptoms. This will minimise the risk of transmission of infection.
- 2.3 In seeking to increase operations, the school has applied Welsh Government guidance to its own particular circumstances, and the broad parameters within which it needs to work during the COVID-19 outbreak.
- 2.4 There are a number of key considerations that have led to the decision to increase operations within school settings at this time. These include
 - the severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19);
 - the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19);
 - numbers of children going back – which needs to be limited initially then increased gradually as the science permits; and
 - systems to reduce the size of the groups coming into contact with each other – such as smaller class sizes spread out across settings.

3. Preparing for increased operations

- 3.1 In line with Welsh Government Guidance, the school has undertaken a risk assessment prior to increased operations (a copy of the risk assessment is outlined in Appendix 1). The assessment will directly address risks associated with coronavirus (COVID-19), so that sensible measures are put in place to control those risks for children and staff. All staff have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.
- 3.1 During the three weeks' notice period as a transition, the school will prepare for the increase of operations on the 29th June. During this time, a range of staff will attend the site for at least some of this time to ensure that the physical environment is prepared for increased operations. Between 24th and 26th June, it is nearly all staff, excluding those outlined in 3.3, will return to school for important training to support preparedness for the increased operations.
- 3.2 The number of students the school can accommodate is impacted by the physical space available, particularly during unstructured times. Our ambition is to provide provision for between 25%-30% of

the overall student population, at any one time. However, over the period before the summer holiday, the school will work closely with the local authority to build its capacity while assessing how many students can safely be accommodated on site whilst allowing social distancing to be maintained.

3.3 Capacity will also need to consider the number of staff available, accounting for those who cannot attend for health reasons. In line with Welsh Government Guidance, the school has considered the impact on the following groups as part of increased operations

3.3.1 Students of identified year groups/those receiving childcare as part of hub provision

Through publishing the appropriate steps taken to mitigate risk, the school seeks to work closely with families to achieve the confidence to support increased operations. However, the school does not expect families to send children to school against their will. The school will keep a record of attendance and families should notify their school if their child is unable to attend. This is to support the school in understanding any barriers to students returning to school and identify any further support needed. In line with national guidance, the school does not expect parents to be fined for non-attendance.

3.3.2 Those displaying symptoms of COVID-19

Under no circumstances should students or staff attend school if they

- feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days;
- live in a household with someone who has symptoms of COVID or has tested positive to COVID-19 in the past 14 days.

3.3.3 'Extremely vulnerable' or shielding staff or students

Extremely vulnerable individuals have long-term serious health conditions, whose immune systems are compromised as a result and who are therefore at high risk of serious illness if they are exposed to COVID-19. These individuals will have received a [shielding letter](#) from the Chief Medical Officer for Wales. Staff and students in this category **must not** attend school but should be supported to work or learn from home.

3.3.4 'Vulnerable' staff or students

In the context of COVID-19, vulnerable individuals are at greater than average risk from COVID-19. This category includes people aged over 70, those who are pregnant and those who have a range of chronic health conditions. Pregnant women are specifically advised to work from home after 28 weeks' gestation. People in this category can go out to work but they should work from home if possible. If staff or students do attend, they will adhere to social distancing guidelines. In the case of students, we would only expect these to attend where parents/carers consent to this. If in doubt about whether their health condition means they should be shielding, staff, parents/carers should take advice from their GP or hospital doctor.

3.3.5 Living with a 'shielding' or clinically vulnerable person

If a student or member of staff lives in a household with someone who is vulnerable or extremely vulnerable, they should only attend a school or setting where they can adhere to social distancing and the student is able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. In those instances, we do not expect those students to attend and they should be supported to learn at home. Likewise, we would not expect any staff who are vulnerable and attending to be placed with students who cannot reasonably adhere to social distancing.

3.3.6 Specialist Resource Base (SRB) students

The school will work towards welcoming back as many children and young people as can be safely catered for at any one time. Prioritisation will be based on key transitions and the impact on life chances and development. Provision will be delivered on part-time attendance rotas, so that as many students as possible can benefit from attending their familiar setting. Specialist provision will work closely with the local authority and families to ensure decisions about attendance are informed by existing risk assessments for their children and young people, which will be kept up to date.

- 3.4 The schools will seek to stagger break and lunch times to ensure that movement and concentration of people is minimised. This is relevant not only for students and staff but for families. The school will also make parents/carers, students and staff aware of social distancing expectations during arrival and collection.
- 3.5 Where possible, parents/carers should transport their children to and from school. Where school transport is provided, the local authority will provide guidance to ensure safety and social distancing measures are maintained in accordance with the latest guidelines. Clear systems will be in place to ensure that students access the correct transport and are taken home safely.

4. School environment

- 4.1 The entrance and exit to the site will be controlled and visitors will be limited to essential only.
- 4.2 Where possible the school will seek to ensure there is good levels of air flow and ventilation, which includes opening of windows and using air conditioning where possible. Where classrooms are used, doors will remain open using appropriate 'stops' to prevent unnecessary repeated contact.
- 4.3 Rooms used will be large enough to ensure social distancing in line with guidance. Numbers in each room will reflect staff available and be kept as small as possible. Seating arrangements, games and activities will be remodelled to ensure appropriate distancing and to minimise physical contact. To help social distancing, staff will consider as many activities outside as practicable. This will require students to have weather-appropriate clothing available.
- 4.4 Wherever possible, using rooms for multiple groups of students will be avoided. Staff and students will use the same room for activities and, if deemed practical, for meals, or a room close by for the latter. This avoids risk of transmission from room to room and keeps the number of people each person comes into contact with to a minimum. If there is no option but to eat meals in a different shared space, mealtimes will be staggered to avoid overcrowding.
- 4.5 Where possible, spaces will be accessed directly from outside. Where spaces are accessed by corridors, schools and settings may wish to consider a one-way circulation system or markers to keep traffic of students separate where they have to move.
- 4.6 Similarly, schools will ensure toilets do not become too crowded whilst ensuring students are as free as possible to use toilets.
- 4.7 The transfer of possessions between the school and home will not occur unless absolutely necessary. The use of equipment which require tactile contact will be minimised or used differently so handling by multiple people without cleaning is avoided. Where used, it will be cleaned after each person handles it.
- 4.8 The building will be cleaned regularly and at least once a day. Hard surfaces will be cleaned with warm soapy water and then disinfected with the cleaning products normally used. Particular attention will be given to clean 'high-touch' areas and surfaces, which will be cleaned more frequently than normal, including bathrooms, railings, tables, equipment and door handles. An additional clean is required when student groups are changed within any area or classroom. This includes canteen facilities and staggered lunch breaks. Cleaning staff are expected to maintain social distancing from each other and from teaching staff and students at all times.
- 4.9 Tissues should be placed in a separate waste bin and disposed of safely. The school will double-bag waste in line with latest guidance and ensure it is removed daily.
If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it will be placed in a waste bag, held in a secure place for 72hrs then disposed of as other waste is. The Facilities Manager will ensure that the cleaning team fully understand the cleaning requirements and ensure that they have appropriate training, products and equipment being available in a timely manner.

5. Student and staff wellbeing

- 5.1 The school realises that the wellbeing of students and staff is paramount. During the coming weeks and months, students and staff are more likely to be anxious and their health and wellbeing is more likely to be impacted by changes of routine and the implications of lockdown. Over time, students and staff are also more likely to encounter instances of serious illness and bereavement. Therefore, to help cope with these additional pressures, a strong emphasis on health and wellbeing will form a significant part of the curriculum to provide the necessary support and guidance.
- 5.2 Staff will be alert to identify and support students who exhibit signs of distress. Pastoral care and bereavement support through a range of internal plans are in place. For students requiring more intensive and/or specialist support, the school will coordinate this via external services, such as the community based counselling; the work of Averse Childhood Experiences (ACE) and all-Wales Traumatic Stress Service.
- 5.3 It is important that students and staff have access to physical activity each day, ensuring social distancing is observed. This physical activity is especially important where students' activity will be limited due to lockdown. As part of the daily routine, the hub will follow @thebodycoach daily routine at 9.00am via the [YouTube Channel](#).
- 5.4 In addition to student wellbeing, the school will ensure suitable practices are in place to support the wellbeing of staff. As with students, the different experiences all staff members will have had at home will play a large part in how easily they adjust to school with phased increased operations. Given this, it

is natural that some staff may require more support than others during this period. During the transition period, staff will have an opportunity to make appointments with either the Executive Headteacher; Head of School; Corporate Wellbeing Lead/HR Advisor to discuss any support required. This may be as a result of any anxieties around returning to work and associated fears of contracting the virus at work; understanding aspects of the school's approach to keeping students and staff safe; and/or to discuss any issues arising from the long period at home. Where appropriate, a stress risk assessment may be implemented to address risks.

6. Hygiene

6.1 The school will ensure that all staff and students understand the importance of regularly washing their hands and that these facilities are in place. They should be washed with soap and water for at least 20 seconds. Staff will also ensure students are reminded of effective handwashing techniques. These will be displayed around the school on plasma screens, and as posters for clarity. Regular handwashing should include

- on arrival at and when leaving the school;
- before and after handling food;
- before and after handling objects and equipment that may have been used by others;
- where there has been any physical contact; and
- after people blow their nose, sneeze or cough.

6.2 Handwashing is preferable to the use of hand sanitizers. Hand sanitizers with at least 60% alcohol may need to be installed if handwashing is not practicable. This could be for instance at entrances to the school or hub. When positioning sanitizer, this will consider students' safety.

6.3 Students and staff should cough into their elbow. Insofar as it is possible, students and staff will be encouraged not to touch their face, especially when using a tissue or elbow to cough.

6.4 For the remainder of the academic year, students will not be required to wear school uniform. In line with health advice, students should wear something that is comfortable and **easily washable**. Where possible, parents/carers should be encouraged to provide clean clothes for students every day.

7. Identifying and managing students/staff with symptoms

7.1 Anyone displaying symptoms should stay at home for seven days. Anyone who lives with someone displaying symptoms but remains well should stay at home for 14 days from the day the first person became ill. Public Health Wales provides detailed information relating to [COVID-19](#). However, the most common symptoms since the onset of the virus are

- new continuous cough;
- high temperature; and/or
- loss of taste and/or smell.

7.2 The present advice is that it is not necessary to screen temperatures. This is because screening will not identify all cases of COVID-19 and the means of checking temperature may put staff and students at greater risk of transmission. However, there is an expectation that parents/carers check their child's suitability for attendance at school prior to their departure from home.

7.3 Staff at school will be vigilant for changes to students' temperatures and signs of fever. No student with symptoms should be sent to school at all and it is vital that parents/carers are encouraged to act accordingly. Where a student or member of staff begin to show symptoms on site, the medical room will be used as a safe isolation area, where they will remain until they can be safely collected. This allows anyone showing symptoms to have access to separate toilet facilities and done so without creating stigma.

7.4 Where there is need for clinical advice, the member of staff or the student's parent/carer should go online to [111 Wales](#) (or call 111 if there is no internet access). In an emergency, 999 should be called in an event where a student or member of staff is taken seriously ill or injured or their life is at risk.

7.5 In the event of a member of staff or student displaying symptoms and accessing the medical room, it will be disinfected, in line with government advice, prior to being used by anyone else. Surfaces that children or staff with symptoms have come in contact with will be carefully cleaned. [Guidance](#) sets out that gloves and an apron should be used when cleaning areas where a person suspected of having COVID-19 has been.

8. Social distancing

8.1 As part of the preparations for increased operations, the school has ensured that [social distancing](#) and hygiene arrangements are in place and supported across operations. Staff must have regard to the guidance in this section on social distancing which gives guidance for schools and settings on their duty to ensure social distancing under the Coronavirus Regulations.

- 8.2 Social distancing, hygiene and self-isolation of those showing symptoms or living with someone showing symptoms will minimise the risk of transmission of infection. While staff may feel apprehensive about the risks, it is important to remember that, with adherence to guidelines, provision can be made far safer.
- 8.3 To reduce the risk of transmission, where possible the same staff will interact with the same group of students over time. This helps minimise the risk of transmission between groups and limits the impact of any self-isolation required due to a staff member or student testing positive under Test, Trace, Protect (see 10).
- 8.4 Wherever possible, students and staff will seek to ensure social distancing of 2 metres. This is more important for older students. Wherever possible, students will remain in the same room and avoid moving from room to room as they normally would. Students will of course be given as much opportunity to learn and have breaks outdoors as possible. Staff will also seek to minimise their movement between rooms.

9. Rotating students and staff

- 9.1 The school's approach is designed to consider the potential impacts on the health and well-being of staff and students, including work-life balance.
- 9.2 To support increased operation, students will be reintroduced in smaller cohorts. In light of social distancing expectations, each student will be placed in a 'bubble' which will be placed in a designated zone within the school. Each 'bubble' will contain no more than 10 students. The school day will be split into three extended sessions. Appropriate breaks, which will be staggered, will ensure health and safety regulations are met.
- 9.3 To prioritise student and staff wellbeing, timetables and staff rotas are designed to the wellbeing of all. This also ensures staff receive welfare breaks.
- 9.4 The use of a rotational approach recognises that staff are not all necessarily required on site, not only for those who are unable to attend for health reasons, but also those staff working on remote learning on any given day. In line with current guidance, minimising the number of staff on site will help lower transmission risks.
- 9.5 The school understands the need to provide staff with an opportunity to reflect in order to deal with and process the often stressful, uncomfortable and sometimes painful experiences of working with children, young people, their families and the systems around them. Similarly, it is natural that some staff may require more support than others during this period of increased operations. Any concerns by staff can be discussed with their line manager; chaplain; HR Officer; Head of School. For example, staff may
- have found the long period at home hard to manage and who have concerns over having to deal with students' well-being issues in the classroom with a lack of support;
 - have developed anxieties related to the virus and their own health and wellbeing (ie. fears of contracting the virus in the classroom);
 - have pre-existing issues that may have increased as a result of the COVID-19 pandemic; and
 - have experienced bereavement.
- 9.6 Staff will be aware of the Education Workforce Council's [Code of Professional Conduct and Practice](#) and may wish to draw on their good practice guides.

10. 'Test, Trace, Protect'

- 10.1 The new [Test, Trace, Protect strategy](#) came into effect in Wales from 1st June. This strategy sets out the next phase of the Welsh Government's approach to tackling coronavirus.
- 10.2 Testing people with symptoms in the community, tracing those who have come into close contact with people who have tested positive for coronavirus, and protecting family, friends and our community by self-isolating.

11. Personal protective equipment (PPE)

- 11.1 It is important to remember that physical distancing, hand hygiene and respiratory hygiene (catching a cough or sneeze in a tissue or covering the mouth and nose with an elbow or sleeve) remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus.
- 11.2 Hand hygiene is critical before and after all direct contact with a child or young person, and after cleaning equipment and the environment. There is therefore no need to use personal protective equipment (PPE) when undertaking routine educational activities in classroom/school settings.

The list below covers when PPE may be required

Routine activities

No PPE is required when undertaking routine educational activities in classroom or school settings.

Suspected coronavirus (COVID-19)

- **Gloves, aprons and a fluid-resistant surgical mask** should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care;
- **Eye protection** should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting;
- **Gloves and aprons** should be used when cleaning the areas where a person suspected of having COVID-19 has been.

Intimate care

- **Gloves and aprons** should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding;
- **Fluid-resistant surgical mask and eye protection** should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting;
- **Gloves, fluid repellent gown, FFP3 mask and eye protection** are indicated when undertaking aerosol generating procedures such as suction;
- **Gloves and aprons** should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.

- 11.3 [Guidance](#) also sets out that gloves and an apron should be used when cleaning areas where a person suspected of having COVID-19 has been.
- 11.4 In any case, hand washing will always be practiced before putting on and after removing PPE. The use of PPE by staff within education settings will be based on a clear assessment of risk, taking into account each individual setting and the needs of the individual student. Schools, settings and local authorities already have risk assessments processes in place which will be used to identify the need for the use of PPE. Following any risk assessment, where the need for PPE has been identified, it will be readily available and provided. Further information has been provided by the [Health and Safety Executive](#).
- 11.5 All staff will understand how to put on or remove PPE in the right order, safely dispose of the waste and use correct hand hygiene steps to reduce the risk of onward transmission of infection. Further guidance is available via the [Infection Prevention and Control for Childcare Settings Guidance](#).
- 11.6 The school will work closely with the local authority to obtain the necessary PPE to cover the above. Training will be provided to staff to ensure they understand how to put on/remove PPE in order to reduce the risk of onward transmission of infection. Further guidance is available via the [Infection Prevention and Control for Childcare Settings Guidance](#).

12. Use of face coverings for health purposes

- 12.1 The Chief Medical Officer for Wales has published guidance on [face coverings for the purpose of COVID-19](#). The advice recommends that it is a matter of personal choice to wear face coverings for the purpose of COVID-19 whenever they leave home. However, the guidance is clear that it is not compulsory to wear them.
- 12.2 In light of the most recent guidance, PPE (including face coverings) will only be expected, as directed above. However, where a student and/or member of staff wishes to wear a face covering then the school will permit this.
- 12.3 No student or member of staff, who may not be able to handle face coverings as directed (eg. those with special educational needs or disabilities), will wear them since it may inadvertently increase the risk of transmission.

13. Emergencies, accidents and first aid

- 13.1 Increased operation of the school is supported by appropriate risk assessment, considering appropriate contingencies in case of emergencies. Staff will be fully aware of emergency and evacuation procedures.
- 13.2 There are a number of named members of staff qualified in first aid. A qualified first aider will always be present on site. In the event of an accident at school, the same procedures will apply. However, PPE will be available for staff to administer first aid.

14. Safeguarding

- 14.1 Students will have encountered different experiences and home environments during lockdown and all staff will be reminded of their safeguarding duties within the statutory safeguarding guidance for education settings [Keeping Learners Safe](#) and with the [Wales Safeguarding Procedures](#).
- 14.2 Safeguarding procedures remain the same. In the event of a safeguarding concern, then please follow the usual procedures.

14.3 Where there is a safeguarding concern, please contact Ellen Kettlewell, Assistant Head (Designated Senior Person) immediately; alternatively Jo Thomas, Assistant Head (Deputy Designated Senior Person).

15. Communication with parents/carers

15.1 Throughout the period of forced closure and repurposed education, the school has maintained communication with parents/carers via email and the dedicated webpage on the school website. Throughout the coming period of increased operation, this will continue to support effective lines of communication between school and home.

15.2 The school will provide clear communications to ensure parents/carers understand the expectations of them in order to support the health and wellbeing of all members of the school community. This includes an expectation of

- advance notice from parents/carers on whether they will be sending their children to school;
- advise parents to declare that their children haven't shown symptoms of COVID-19;
- clarity on transport arrangements to and from schools site, this will also include drop off and pick up;
- timing of school day– particularly if school is staggering start times;
- school entrance and exit points, where this may differ to "normal" arrangements;
- eating arrangements;
- personal hygiene expectations;
- procedures if a student falls ill during time in school; and
- arrangements for groups of students throughout the school day.

**Appendix 1
Control Measures for COVID-19
Risk Assessment
June 2020**

The school is required by health and safety legislation to, 'so far as is reasonably practicable', protect the health and safety of employees by removing or reducing workplace risks. This applies to COVID-19 in the same way as it would to any other hazard. Coronavirus can and does cause fatalities in all groups of people. Therefore, this is the guiding issue on the arrangements made in the planning for increased operations. Consequently, activities which are part of 'normal' school practice may not be possible until the science and medical advice available deems it safe to do so.

While the school has undertaken an exhaustive assessment of the risks and, identified control measures to 'remove or reduce' these, it is **essential** that all staff adhere to the actions designed to safeguard themselves and others.

Post Control Measure Risk

Green	Low Risk No further actions required. Reviewed in line with guidance
Amber	Medium Risk Controls required to reduce the risk rating. If not possible to lower risk further, then consideration of risk versus benefit. Monitor risk assessment at this rating more regularly
Red	High Risk This activity must not take place at all. Further controls required to reduce risk rating

Identified risk	Person(s) at risk	Control measures	Post CMR	Responsibility	Date
Awareness of procedural actions and protocols to minimise risk	Staff Students Contractors Visitors	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by local authority and Welsh Government; School ensures necessary steps are taken to remove or reduce workplace risks so reopening is effectively planned, to protect the health and safety of employees 'so far as is reasonably practicable' in line with trade union checklists Parents informed of the procedures put in place to help keep the students safe in school. Stay at home guidance is made available for parents and staff to refer to and accessible on school's website; Students made aware of rules for staying safe in school and what to do if they feel unwell; Any cases of illness, including COVID-19 are to be treated with confidentiality. 		Leadership Team Facilities Manager Premises Team All Staff	Ongoing
Contact with someone suffering with COVID-19	Staff Students Contractors Visitors	<ul style="list-style-type: none"> Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, eg. a persistent dry cough, difficulty in breathing; loss of taste and/or smell; and high temperature, and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home'; Any student or member of staff who displays symptoms will be sent home immediately. Students displaying symptoms of coronavirus do not come in contact with other students and as few staff as possible, while ensuring the student remains safe until collection; 		All Staff	Ongoing

		<ul style="list-style-type: none"> • If symptomatic student is waiting to go home, they must use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be deep cleaned immediately after use; • In the case of a symptomatic student who requires supervision prior to collection <ul style="list-style-type: none"> a) Supervising staff will wear a fluid-resistant surgical mask; b) Where contact is necessary, supervising staff will also wear disposable gloves and a disposable apron; and c) If there is a risk of splashing to the eyes, such as from coughing, spitting and/or vomiting, supervising staff will also wear eye protection. • Supervising staff will wash their hands thoroughly for 20 seconds, after the student has been collected; • Only in exceptional circumstances will a member of staff take symptomatic students home themselves. In this very rare case, one of the following steps will be taken <ul style="list-style-type: none"> a) Use of a vehicle with a bulkhead (ie. the driver is in a separate compartment to any passengers); or b) The driver and passenger will be able to maintain a 2m distance from each other; or c) The driver will use PPE (as described when supervising a symptomatic student, as explained above), which includes the student also wearing a face-mask. • All areas used by a symptomatic student will require a deep clean once vacated; • If a member of staff displays symptoms of COVID-19, they will report to the Head of School before returning home. Symptomatic staff are to follow advice given; • Where a member of staff or child receives a positive test for COVID-19, all students and members of staff in that group will need to self-isolate for 14 days; • If other cases are detected at the school, the local health protection team from Public Health Wales will contact to take appropriate steps to reduce risk of reproduction of the virus. This may include requiring further individuals to self-isolate. 			
<p>Contact with coronavirus while travelling to and from school</p>	<p>Staff Students Contractors Visitors</p>	<ul style="list-style-type: none"> • Parents, students and young people are encouraged to walk or cycle to school, while avoiding public transport during peak times; • For anyone who requires public transport, they will be referred to the local authority and/or government guidance; • Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if/where applicable); • Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if/where applicable); • Transport staff eg. driver to remain on vehicle while transporting students to and from school; • For students who are transported by parents/carers, the school will communicate collection times, with different groups arriving at staggered periods to minimise the traffic upon entry 		<p>Business Manager Local Authority Administrative Team</p>	<p>Ongoing</p>

		<p>to the school site;</p> <ul style="list-style-type: none"> Parents/carers will not be permitted to gather at the entrance of the school, or enter the site unless they have a prior arranged appointment; Anyone wearing a non-disposable face covering when arriving to school will be expected to bring a plastic bag to store this throughout the school day. 			
Spreading infection due to touch, sneeze and coughs	<p>Staff Students Contractors Visitors</p>	<ul style="list-style-type: none"> All adults and students are expected to follow NHS guidelines on hygiene measures <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly; clean their hands on arrival at school, before and after eating, and after sneezing or coughing; avoid touching their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Students are encouraged to learn and practise these habits through activity and repetition; Students and staff should cough and/or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in designated waste disposal units; Students wash their hands after they have coughed or sneezed; Support will be available for any students who have trouble cleaning their hands independently. Where necessary, some students may be supervised during hand washing to maintain routines; Supplies for soap, hand sanitizer and disposable paper towels and tissues will be maintained and monitored regularly to make sure there is sufficient stock; The school to follow Chief Medical Officer for Wales guidance on the use of face coverings for the purpose of COVID-19. The school will not supply face coverings beyond when PPE is required, as described in 11.2 of the guidance. However, students and staff may wear face covering if this supports their wellbeing and confidence. 		All Staff	Ongoing
Spreading infection owing to school environment, including contact with coronavirus on surfaces	<p>Staff Students Contractors Visitors</p>	<ul style="list-style-type: none"> The cleaning of non-healthcare settings guidance is understood by relevant staff and followed at all times. For example, all staff wash hands following any cleaning activity; where cleaning products are used, staff to wear appropriate PPE (eg. vinyl or nitrile gloves and aprons); staff should wear goggles if decanting chemicals where there is a risk to splashing in the eyes; Business Manager and Facilities/Site Manager undertake a daily checklist of supplies and site security/health and safety to ensure compliance with latest guidance; Business Manager and Facilities/Site Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local authority. Weekly review of stock to ensure the school is not short of cleaning product supplies; Any areas presenting increased risk to students and/or staff to be isolated; Furniture removed from individual classrooms to enable social distancing to be stored in a central space and/or located in unused classrooms (within close proximity to minimise 		<p>Business Manager Facilities/Site Manager Premises Team All Staff</p>	Ongoing

		<p>need for lifting);</p> <ul style="list-style-type: none"> • Floor marking used to define transit routes and no-go spaces within identified classrooms and/or areas; • Lock all required doors including chemical/cleaning storage, electrical distribution cupboards and high risk areas/rooms isolated; • All outdoor building maintenance to be coordinated with the Business Manager/Facilities Manager so that segregation from students and staff can be ensured (eg. grass cutting); • All contractors to report to reception prior to the start of any work, which is separate to student entrance; • Facilities Manager to develop a hygiene 'check list' of essential 'clean-down' of frequently touched surfaces that will be cleaned using designated materials. These include <ul style="list-style-type: none"> a) Bannisters and/or balustrades; b) Classroom desks and tables; c) Toilet facilities; d) Door and window handles; e) Furniture; f) Light switches; g) Reception desks; h) Computer equipment; i) Sports equipment; j) Telephones; k) Biometric scanners, where used. <ul style="list-style-type: none"> • Facilities Manager to develop a hygiene 'check list' of essential 'clean-down' surfaces used within each 'bubble' during break and lunch time, where there is a potential change of staffing. For example, antibacterial wipe of any communal computer and/or telephone used by staff; • All classroom doors which are in use should be kept open to reduce the need to touch regularly; • Sufficient handwashing facilities are to be available throughout the day, with 'bubbles' allocated appropriate areas within each zone. Where a sink is not nearby, provide hand sanitizers in classrooms, other learning environments and fixed-wall hand santizers in communal areas (which are checked daily for supply); • Where necessary, install protective screens as a physical barrier between staff, students and visitors eg. canteen servery; • All physical post will be quarantined in a designated space for 48 hours and, handled by staff with PPE (ie. gloves) to avoid risk of transmission; • The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; • Play equipment is cleaned between uses and not used simultaneously by different groups; • The amount of shared resources that are taken and brought in from home is limited; • All spaces are well ventilated using natural ventilation (opening windows) or ventilation 			
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		<p>units where possible;</p> <ul style="list-style-type: none"> • Doors to remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the school and on plasma screens reminding students and staff to wash their hands, eg. before entering and leaving the school; • Additional alcohol-based sanitizer (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to; • Sufficient amounts of soap (or hand sanitizer where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Bar soap is not used – liquid soap dispensers are installed and used instead; • Tissues should be placed in a separate waste bin and disposed of safely. School will double-bag all waste in line with latest guidance and ensure it is removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of; • Spillages of bodily fluids, eg. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; • Areas of the school (identified classroom 'bubbles' within the four designated zones) that are used by students/staff will be cleaned thoroughly at the end of the day; • Areas of the school not in use will be shut off to make cleaning more manageable. Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed and placed in these used areas; • Shared rooms, such as halls and dining areas, will be cleaned between different groups using them; • Staff will wash their hands and surfaces before and after handling students' work eg. exercise books. Students and/or staff, as much as is practicable, should not take work home which has been in contact with other students and/or staff; • 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>Spreading infection due to excessive contact and mixing with others</p>	<p>Staff Students Contractors Visitors</p>	<ul style="list-style-type: none"> • The latest guidance on implementing protective measures in educational settings is made available to staff so that it is followed at all times; • The timetable is revised to implement where possible <ul style="list-style-type: none"> a) plan for lessons or activities which limit movement between areas eg. extended lessons and/or staff rotations as opposed to students; b) maximum number of students within a class adhered to (dependent on room capacity but no more than 10 per class; and 4-5 students within SRB to support social distancing measures); c) maximum number of lessons or classroom activities possible to take place outdoors; d) break and lunch times staggered so that all students are not moving around the school at the same time (identified groups at a time, within 30 minute intervals); e) drop-off and collection times are staggered, where possible, to support limited numbers of students coming into contact with each other; 		<p>Leadership Team All Staff</p>	<p>Ongoing</p>

		<ul style="list-style-type: none"> f) parents'/carers' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; g) small groups of students are together throughout the day (contained within 'bubbles') to avoid social mixing with larger groups of students and/or staff; h) students remain in the same classroom, at the same desk, throughout the days in attendance, wherever possible. <ul style="list-style-type: none"> • Small class groups (referred to as 'bubbles') are organised as described in the class or group sizes in line with published Welsh Government guidelines; • Cohorts are kept together where possible and students remain in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days; • Classrooms and other learning environments are organised to maintain space between seats and desks where possible (2m); • Students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day and are seated at the same desk; • Floor markings to be added to key areas to support 'social distancing' eg. entrance; main hall; communal areas and corridors; • The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; • Mixing between staff and groups of students in school is minimised by <ul style="list-style-type: none"> a) accessing rooms directly from outside, where possible; b) where possible, considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; c) staggering break and lunch times, students cleaning their hands beforehand and entering in the groups they are already in or students are brought their lunch/refreshments in their classrooms; d) limiting the number of students using the toilet at any one time; e) limiting the use of shared space, such as halls and there is cleaning between use by different groups; • Use of staff rooms and/or departmental workrooms are staggered to limit occupancy, or where possible, other rooms in school are utilised as break rooms for staff. Social distancing must be maintained when entering or exiting the school site. Parents/carers must be instructed to maintain social distancing while waiting to drop off or collect students from school; • Where students require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; goggles and/or face-shield) whilst administering treatment; • Any staff who administer first aid or have direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed; 			
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		<ul style="list-style-type: none"> • Students do not share re-usable cutlery, cups or food; • All utensils are thoroughly cleaned before and after use; • School to publish 'virtual meeting' guidance to safeguard students and staff, while supporting the management of infectious diseases; • School to communicate that all parent/carer meetings should only take place virtually (following published 'Virtual Meeting' guidance) unless this is not possible. In these cases, parents/carers are aware that only one parent can attend to minimise transmission and the pre-arranged meeting takes place in an environment where strict social distancing measures can be maintained; • Parents/carers are informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact. For example, which entrance to use; • Parents/carers are informed that they cannot gather at entrance gates and/or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 			
<p>Individuals vulnerable to serious infection coming into school</p>	<p>Staff Students Contractors Visitors</p>	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; • Staff are vigilant and report concerns about a student's symptoms to the designated member of staff/first aider, where appropriate equipment, such as digital thermometers are available to assess; • Staff apply a consistent approach to the management of suspected and confirmed cases of coronavirus; • 'Social distancing' measures are implemented as so far as is possible and practicable; • There are plans in place for the movement of students around the school (as above); • The timetable is adapted to stagger break and lunch times (as above); • The Business Manager/Facilities Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; • In determining capacity and safety of attendance, consider the impact of COVID-19 on the following groups as part of increased operations <p>a) Those displaying symptoms of COVID-19 Under no circumstances will students or staff attend schools/setting if they feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days; live in a household with someone who has symptoms of COVID or has tested positive to COVID-19 in the past 14 days;</p> <p>b) 'Extremely vulnerable' or shielding staff or students Extremely vulnerable individuals have long-term serious health conditions, whose immune systems are compromised as a result and who are therefore at high risk of serious illness if they are exposed to COVID-19. These individuals will have received a shielding letter from the Chief Medical Officer for Wales. Staff and students in this category must not attend school but will be supported to work or learn from home;</p>		<p>Leadership Team</p>	<p>Ongoing</p>

		<p>c) 'Vulnerable' staff or students 'Vulnerable' individuals are at greater than average risk from COVID-19. This category includes people aged over 70, those who are pregnant and those who have a range of chronic health conditions. Pregnant women are specifically advised to work from home after 28 weeks' gestation. People in this category can go out to work but they should work from home if possible. If staff or students do attend, they will adhere to social distancing guidelines. In the case of students, we would only expect these to attend where parents/carers consent to this. If in doubt about whether their health condition means they should be shielding, staff, parents/carers should take advice from their GP or hospital doctor;</p> <p>d) Living with a 'shielding' or clinically vulnerable person If a student or member of staff lives in a household with someone who is vulnerable or extremely vulnerable, they will only attend a school or setting where they can adhere to social distancing and the student is able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. In those instances, we do not expect those children to attend and they will be supported to learn at home. Likewise, we would not expect any staff who are vulnerable and attending to be placed with children who cannot reasonably adhere to social distancing; and</p> <p>e) Specialist Resource Base (SRB) students The school will work towards welcoming back as many children and young people as can be safely catered for at any one time. Prioritisation will be based on key transitions and the impact on life chances and development. Provision will be delivered on part-time attendance rotas, so that as many children as possible can benefit from attending their familiar setting. Specialist provision will work closely with the local authority and families to ensure decisions about attendance are informed by existing risk assessments for their children and young people, which will be kept up to date.</p> <ul style="list-style-type: none"> The school will work with staff through the completion of the local authority workforce assessment tool, to help determine which staff may be, outside of those identified as 'extremely vulnerable' and/or 'vulnerable', more at risk. 			
<p>Messages regarding the health and safety steps and 'recovery' phase to be communicated effectively</p>	<p>Staff Students Contractors Visitors</p>	<ul style="list-style-type: none"> School communicates clearly the messages regarding the phased increased operations and limits the physical presence of visitors, contractors, governors, parents/carers on site, until the government advises it is safer to do so. This includes <ul style="list-style-type: none"> a) Promoting the use of 'virtual' meetings via Microsoft Teams. The only exception to this is where families do not have equipment; b) Students, staff, parents/carers or any visitors to the school site are informed not to enter the school if they are displaying any symptoms of coronavirus; c) School keep students and parents adequately updated about any changes to infection control procedures as necessary; 		<p>Leadership Team</p>	<p>Ongoing</p>

		<p>d) There is early communication with contractors and suppliers that will need to prepare to support plans for opening. For example, cleaning; catering; food supplies; hygiene suppliers;</p> <p>e) Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.</p> <ul style="list-style-type: none"> • The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic; • Students working from home are assigned work to complete to a timeframe set by their teacher; • Executive Headteacher maintains plan for students' continued education during partial school closure to ensure there is minimal disruption to students' learning – this includes their plan to monitor students' learning while not in school; • Clear reinforced messages about student behaviour expectations are made visible and adhered to at all times, even while working remotely; • Deputy Head ensures all students have access to schoolwork and the necessary reading materials at home; • Head of School works with the Designated Senior Person to ensure that all technology used is accessible to all students – alternative arrangements are put in place where required. 			
Continuity of remote learning to support student progress	Staff Students	<ul style="list-style-type: none"> • The school to produce and publish Distance Learning guidance to all staff, which applies latest Welsh Government guidance; • The school to update Homeworking guidance to all staff, especially those who are working remotely; • The school to ensure that all teaching staff have a school-issued device to support distance learning; • Allocated training provided to support staff in preparation and delivery of (asynchronous and synchronous) distance learning; • Clear expectations are established for asynchronous and synchronous learning and all staff are expected to follow these for their own safeguarding; • E-Learning courses and/or virtual training can support delivery of distance learning for students and/or staff; • Staff working remotely will play a greater role in the delivery of distance learning to ensure equity in delivery of learning in the short-to-medium term; • Line managers to ensure regular contact with staff who are working remotely to support wellbeing and management of work streams. 		Leadership Team Middle Leaders All Staff	Ongoing
Ensuring the safety of students and staff as a result of poor behaviour	Staff Students	<ul style="list-style-type: none"> • The school to revise behaviour for learning policy in light of COVID-19; • The school to consider the impact of poor behaviour, including failing to follow safe practices eg. social distancing etc; bullying, or abuse of another child or a member of staff, and are clear with parents/carers on action to take in response to this; • Revision of school behaviour policy to consider impact of COVID-19 on management of misbehaviour and/or serious misbehaviour; • Standard procedures to be observed during lessons and during unstructured times; 		Leadership Team First Aid Staff All Staff	Ongoing

		<ul style="list-style-type: none"> • Adequate supervision levels in place to support staff in the management of behaviour, this includes the allocation of designated pastoral and leadership team members to each zone (ie. collection of classroom 'bubbles'); • Groups organised so that staff are familiar with students where possible to minimise incidents of poor behaviour; • Consideration of appropriate placement of student for their care, or to meet their needs; • Clear classroom expectations shared with students, staff, parents/carers around the safe practices and consequences of failure to adhere to these. 			
Safeguarding students and staff during the school day	Staff Students Contractors Visitors	<ul style="list-style-type: none"> • The school to revise child protection policy, in line with local authority, in light of COVID-19; • The school will provide refresher training in relation to standard safeguarding procedures prior to increased operations. All staff will be expected to observe these; • The school will make appropriate security arrangements on-site; • Staff rota and levels to take account for security arrangements; • Ensure students are not allowed out of the school during the day; • All staff/volunteers/supervisors to have valid DBS clearance. 		Designated Senior Person (DSP) Deputy DSP	29 th June Ongoing
Emergencies and first aid	Staff Students Contractors Visitors	<ul style="list-style-type: none"> • The school to revise health and safety policy, in light of COVID-19; • The school will ensure there are suitable arrangements in place for first aid support and availability; • The school will account for availability of trained first aiders or emergency personnel in the development of work patterns for staff; • All first aid equipment and provisions will be fully stocked and monitored on a weekly basis; • All necessary accident forms will be completed, as required, in line with the standard procedures; • The school will ensure all students' emergency contact details are up-to-date, including alternative emergency contact details, where required; • Students' parents/carers are contacted as soon as practicable in the event of an emergency; • Students' alternative contacts are called where their primary emergency contact cannot be contacted. 		Corporate Wellbeing Lead Administrative Team	Ongoing