

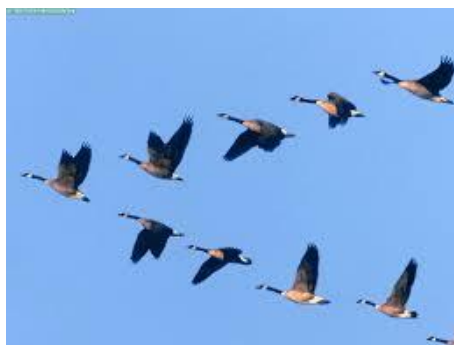


COVID-19 OPERATIONAL MANUAL/HANDBOOK TO REDUCE RISK AND KEEP OUR COMMUNITY AS SAFE AS POSSIBLE.

NB: this document will be reviewed regularly and any advice/guidance that is relevant from government and/or unions will be acted on. It is to be read in conjunction with the following policies; safeguarding & child protection (including the COVID-19 addendum), H&S Policy, Remote Learning Policy, Safer Recruitment Policy, Staff handbook/code of conduct, behaviour & positive engagement policy, fire drills, lockdown procedures, critical incident plan that can be found on the website <https://www.wfs.worcs.sch.uk/page/?title=Policies&pid=16> . Intimate care plans, care plans and behaviour plans must also be adhered to.

This document needs to be read in conjunction with 'COVID-19 Worcestershire Implementing Public Health protective measures guidance for Special Schools'.

At Wyre Forest School our priority is to keep pupils and staff safe.



REMEMBER – our lessons from geese!

WFS – honking together.

Updated 27.1.22

EXPLANATION OF THIS DOCUMENT

In order to reassure parents, pupils and staff and to meet Health & Safety requirements during the covid-19 pandemic, this document will outline the risk assessing that have been undertaken across Wyre Forest School and the resulting measures that will be put in place for the return of pupils & staff and until further notice.

This document can be regarded as an addendum to the service Health & Safety Policy and the staff handbook/code of conduct. All H&S compliance checks have continued as per the requirements as Wyre Forest School has remained open and operational throughout the COVID-19 pandemic.

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

This document is not optional for staff. There are clear expectations that need to be put in place daily and in all the situations outlined until further notice. Staff have been kept up to date with weekly briefings from the Headteacher – Rebecca Garratt, which has included government guidance

The Covid-19 Standard operating procedures and flowcharts will be strictly adhered to by all.

COVID-19 Standard operating procedures

Suspected Cases - Flowchart

Confirmed Cases - Flowchart

Being a member of WFS staff and working in school to support our learners/families, you are agreeing to adhere to this document. You will take note of any updates and act as directed to keep you as safe as possible.

These guidelines are applicable to the EYFS hub, Russell House, science lab (Baxter), vocational hub and holiday club. We know that social distancing at WFS for pupils will be extremely difficult and for some pupils impossible but **wherever possible we must try and adhere to it. As staff we need to try and socially distance wherever possible.** The document will talk about ‘bubbles’ and how we can try and keep as safe as possible.

The document will be reviewed as new guidance is introduced or discussions with LORT UKSHA and any changes communicated to staff and families.

Any issues with these protocols must be relayed to SLT immediately so we can make necessary changes.

Some pupils due to their extreme medical conditions will not be returning until their consultant has agreed it. Where families are anxious about returning we will work with them

to get the children back in as quickly as possible, whilst maintaining the excellent relationships we have with parents.

The alert levels are:

- level 1: COVID-19 is not known to be present in the UK
- level 2: COVID-19 is present in UK, but the number of cases and transmission is low
- level 3: a COVID-19 epidemic is in general circulation
- level 4: a COVID-19 epidemic is in general circulation; transmission is high and pressure on healthcare services is widespread and substantial or rising
- level 5: as level 4 and there is a material risk of healthcare services being overwhelmed

GENERAL

These are anxious times for everyone and several members of our school community have been affected by COVID-19, including bereavement. All staff have received bereavement training <https://youtu.be/1gEzWIHuWsk>

www.strichards.org.uk/online-training-for-schools-on-supporting-children-through-covid-19

Where we know of a bereavement the relevant staff will be informed on a need to know basis.

- All school policies must continue to be adhered to, including the code of conduct & staff handbook.
- The Headteacher will keep the Local Authority up to date with emergency numbers
- We will be using no external volunteers in the school until further notice.
- New staff will be following an induction and all appropriate checks carried out as per the safer recruitment policy.
- ALL staff have a responsibility to ensure their life outside of WFS does not compromise the health and safety of their colleagues or pupils.
- Any pupils on a split placement or at Alternative Provision will have an individual risk assessment completed. Our protocols and their protocols will be shared in order to ensure high standards. Wherever possible the pupil should spend the whole day at our school or the AP, rather than attend two provisions in one day.
- Parents as a rule will not be allowed into the school building unless first agreed by RG OR it is a medical emergency other than COVID related. For both reasons, staff and parents should wear face coverings and socially distance. It is imperative that we are made fully aware of parents in the building, and they should sign in wherever

possible so we can trace them if required. **Where possible fact to face meetings should be carried out in Russell House to allow for ventilation.**

Bubble information

Although we no longer have to have ‘bubbles’ we have taken the decision to try and protect our vulnerable learners further, that we will continue this where ever possible – however in order to ensure the curriculum is not compromised, some staff will work across ‘bubbles’.

Where ANY staff enter a classroom or any room, they must antibac their hands, and when leaving the room. This is to limit the spread of the virus on touch points.

Bubble 1	6 th Form	Balcony
Bubble 2	Complex & Sensory	Primary Playground
Bubble 3	Secondary including The Bridge (Y7 – Y11)	Secondary Playground & cage
Bubble 4	EYFS Hub	EYFS Hub playground
Bubble 5	Elm/Yew/Maple/Willow	Primary cage
Bubble 6	Cherry/Ash/Hazel/Holly	Field & Bike Track
Bubble 7	Russell House	

The bubble will be a strategy for reducing the potential spread of the virus and allows us to ‘lockdown’ bubbles within the school community.

Each bubble will be given an outdoor space which they can use either as a class or as a whole bubble.

Within the bubble it is vital that;

1. **HANDWASHING** is a priority and scheduled throughout the day – more than you think
2. **RESPIRATORY HYGIENE** is taught and adhered to
3. Adults (and children where they can) observe **SOCIAL DISTANCING 1m+**
4. **CLEANING ROUTINES** are established and adhered to throughout the school day

It is the responsibility of ALL staff to challenge anybody – including SLT – if we are not following these simple principles.

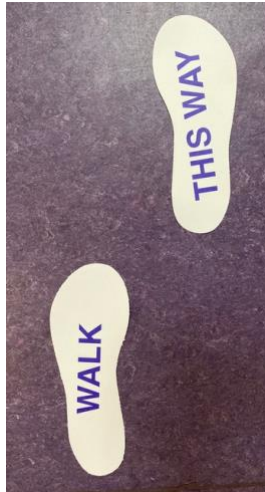
In order to ensure safe staffing at Russell House, there may be occasions where staff that work in a bubble in school may have to work in Russell House.

RISK ASSESSING – GENERAL

- **Buildings** - all sites have been risk assessed before opening to more pupils. The normal daily risk assessments eg: playgrounds, Russell House garden etc must continue daily
- Social-distancing markers have been placed both inside and outside the buildings to coach people into keeping the distance. **These need to be adhered to where possible by staff.**



- Corridors have been redesigned for staff and pupils to walk on the left-hand side following a one way system– please view plan and follow this even if you are the only member of staff around.



- Where staircases have been made one way to encourage social distancing please adhere to it.
- Lifts should only be used for those pupils or staff who need to.
- Classrooms are fobbed (where they have one) to stop pupils from mixing with other pupils and staff – it will be taken as a given that parents agreeing to send their children back also agree that the classroom door will be fobbed.
- Staff on entry to classrooms must open window vents/windows to allow ventilation and use CO2 monitors to monitor the air levels within the classroom and act when needed. When out to play, other lessons etc open windows to air the room.
- Air cleaning system will be deployed where there are large incidences of COVID and/or where individual risk assessments deem it necessary.
- All staff who work for long periods within their office, must have a ventilated space to work in
- **FIRE** – we will not have a fire drill when the COVID-19 alert level is 3+. If the fire drill sounds you need to assume it is a real fire and proceed as normal. The threat of fire supersedes this advice, but once outside social distancing needs to try and take place.

- **LOCKDOWN** procedures – remain in place during the COVID-19 pandemic and staff need to ensure they know what to do.
- **LETTINGS** – will take place after the school community has left and after a full risk assessment/cleaning plan has been implemented.

RISK ASSESSING – PUPILS & STAFF

Class teams have produced risk assessments for individual pupils who may pose a potential risk for COVID-19 spread eg: mouthing, spitting etc

All staff deemed clinically vulnerable who have been shielding have had a risk assessment completed. Staff must inform SLT of any medical changes that may need a change to their risk assessment or a risk assessment completing. Where staff are CEV, if the 'work from home' guidance is introduced, they will be required to work from home.

It is our duty to mitigate risks to keep everyone safe, whilst providing an education and meeting needs of EHCP.

We have a small number of pupils that require aerosol generating procedures. These pupils require a detailed risk assessment completed by health and school combined. Staff who are with these pupils when AGP is carried out will be 'fit tested' for a mask. Where a room has been designated for this procedure to take place, it is imperative that it is left for at least 1 hour before anyone re-enters. There will be a clear sign on the door with the date and time the AGP was last administered.

ENTRY & EXIT TO WYRE FOREST SCHOOL

- **Staff:** at the beginning and end of the school day staff will be able to leave through the vehicular gate to ensure social distancing. When queuing to swipe in and out of school a **1m+ gap** must be maintained. Staff must swipe in and out of school or Russell House for both attendance and for fire registers. It is staff responsibility to remind each other of social distancing and apply it where ever possible – no member of staff will take offence. On arrival staff will use the anti-bacterial gel and then proceed to wash their hands in their classrooms or toilet washbasins (making sure numbers in rooms are adhered to). On leaving the building staff must use the anti-bacterial gel and then wash hands when they get home.

How will pupils enter and exit the building?

There is no safe way to get pupils into and out of the building en mass as we have managed previously. We will work with this plan in the short term and review it regularly as an SLT to ensure that it is the safest and most efficient and effective way of transitioning 300 pupils per day into and outside of the school.

KEY INFORMATION

1. The school day will be 8.45 - 3.00 for pupils although pupils who are brought in by parents will be asked to arrive at 9.00am so that we can get the pupils on buses offloaded first.
2. Parents are not allowed through the main gates of the school unless they have a pre-arranged appointment approved by Bec. This means that you should not see any parents inside the compound or in school
3. Handover of pupils to staff and then back to parents in the evening will be quick and efficient with no opportunity for discussion. Any parents that wish to speak with a teacher have already (and will continue to be told) that they have to either telephone or email or make an appointment. Face to face communication is to be discouraged at this time
4. Escorts are currently instructed to stay with the buses to minimise cross contamination and so classes will have to consider how they can collect the pupils from buses and also facilitate a parent handover too.
5. Where pupils have demonstrated that they can manage themselves safely in transitioning to the classroom they can then be allowed to move to the classroom independently BUT it is everyone's responsibility to ensure that ALL pupils, staff and adults are maintaining good Covid 19 practice and alerting phase leaders or SLT if this guidance is breached
6. Pupils coming in independently ie, not on transport and also not with parents should enter via the main gate and then come through reception.
7. There will be a member of SLT at the pedestrian entrance gates who will manage the parents as they arrive. In addition, SLT will be positioned in the compound and entrance area to support effective social distancing. This also includes staff who are waiting for the buses to arrive who need to social distance whilst waiting.
8. We can no longer use the sports hall at the end of the day due to cross contamination of bubbles and so pupils will need to leave from their classrooms to get on the bus. There needs to be a minimum of one member of staff left in class whilst the remaining team members support the pupils outside.
9. Non class based staff should liaise with staff within their bubble and support a group where the need for help is greatest.
10. Year 7 pupils and above can leave for their transport at 2.50pm so this reduces the number of pupils moving at once. This may mean that some pupils are sat on the bus for approx 15-20mins before departure. If you have pupils where this may be an issue then they can stay with the member of staff in class until 3pm.

Pupils attending Russell House to have both handovers in the main dining room (i.e. with hatch) and to leave from the fobbed door.

Any issues with transport must reported to Alison Hopkins Deputy Headteacher immediately

INSIDE THE CLASSROOM/PATHWAY

Pupils and staff will remain in their 'bubble' all day. Staff need to try and remain in their bubble all day – the bubble will be a strategy for reducing the potential spread of the virus.

Registers must be completed by 9.15am. Staff to inform the office (by classroom telephone) of any absences. The office team will then phone home and seek explanation/clarification – this will be recorded on ScholarPack and CPOMS.

- Shared resources within the classroom (and outside of the classroom) should be kept to a minimum where possible and wiped regularly eg: scissors, pens. Classrooms will need to have many resources put away so that children cannot independently access resources without staff knowledge. Soft toys and soft furnishings must be removed. The sharing of resources across bubbles is not allowed. The virus can last up to 72 hours on plastic and stainless steel, and up to 24 hours on cardboard. This is why it is vital to limit sharing of resources, clean resources and wash your hands.
- Resources from our friend Professor Barry Carpenter – Professor of Mental Health in Education at Oxford Brookes University will be used <https://barrycarpentereducation.com/2020/04/23/the-recovery-curriculum/> alongside our own resources which we have been putting on the shared area.
- Fobbed doors – all doors (where they can) will be fobbed to ensure pupils do not leave the classroom without staff knowledge and mix with other pupils/staff. Pupils will not be allowed out of the class on their own.
- Windows/window vents should be open to allow as much ventilation as possible and CO2 monitors used where they are positioned.
- For the classrooms where the play areas are not shared by another ‘bubble’ external doors can remain open.
- Handwashing needs to be built in regularly and supervised.
- Cough like batman and catch it bin it kill it mantras used and enforced.
- Children, where they are able to, should be encouraged not to touch their mouth, eyes and nose. Where they are cognitively able to a clear explanation needs to be given
- If fans are used, careful consideration is required to make sure that the air is not blowing across pupils or staff.

Management of Behaviour:

If a pupil displays extreme or dangerous behaviour please use the alarm.

A Covid related addendum to the behaviour policy has been distributed.

OUTSIDE THE CLASSROOM

Choosing lunches - Staff to gain pupil choices for all lunches before 9.30am, adult take this to the kitchen. Collect food and cutlery using the trollies, spray and wipe before use. Leave plated food in the classroom, spray and wipe the trolley and return immediately to the kitchen area for another team to use. After the food is finished return dirty plates and cutlery

to the kitchen straight away, or we will not have enough for all the pupils during that lunch period.

1. Toast - Only adults to collect the toast from the hatch for break time

Enter by music room corridor and leave through hall doors back to classes. (See outside play rota for lunch break times)

- Outside resources eg: bicycles, swings, slide – if classes access the outside area which has been determined for them (and this is encouraged) any resources need to be wiped down after use and any activities must be mindful of social distancing for pupils and staff. On return to the classroom hands must be washed.
- Adults only to use water fountains and please wipe down before and after use.
- When using lifts please wash hands as soon as possible and/or wipe down button panel. Cleaners will wipe this down every night.

VISITS, IN SCHOOL EVENTS AND USE OF THE MINIBUSES

- Assemblies will not take place at WFS until further notice. Any classes wishing to produce a class assembly in their own classroom may and can video for parents – taking into consideration the usual permission information.
- Productions will not take place at WFS until further notice.
- Offsite visits will take place after risk assessments have been approved and dependent upon Government advice.
- No external visitors will be allowed into the school building unless they form part of the EHCP eg: music therapy, physio etc and then it must be agreed by Headteacher or Deputy Headteacher and these visitors will have to follow these guidelines.
- Where they are essential to the running of the school eg: contractors, this will occur after the pupils have left the building wherever possible and the same protocols followed.

CLEANING & GENERAL HYGIENE

There is plenty of antibacterial hand-wash, soap, spray, paper towels, toilet roll, gloves and aprons. There is absolutely no reason to hoard these items in classrooms. We need to keep them in a central location so we can make sure we can reorder in plenty of time. If you require any of these items please ask.

SLT will monitor the standards of cleaning throughout the day and will act appropriately if there are any concerns or issues.

- Staff during the day – will need to use the antibacterial spray to wipe down surfaces, frequently touched surfaces and resources at regular intervals including, after a task, before eating, after eating. Any resources that have been mouthed will need removing and washing at the end of the day. After cleaning staff must wash hands for at least 20 seconds as per good hand washing hygiene.
- The sharing of resources across bubbles is to be kept to a minimum. The virus can last up to 72 hours on plastic and stainless steel, and up to 24 hours on cardboard. This is why it is vital to limit sharing of resources, clean resources and wash your hands.
- Pupils and staff – will need to stop for regular handwashing, especially when entering the classroom, after the toilet, before eating and before going home. Handwashing should be even more often than you think! Cough like bat man, catch it bin it kill it mantras should be used. Encourage everyone not to touch their mouth, eyes and nose.
- **Testing should be twice weekly for 12years + and daily for staff.**
- Clearview cleaners – will concentrate on cleaning touch surfaces, desks, chairs, bannisters, switches, lift panel, door handles and toilet areas. Any issues with cleaning should be sent to Elaine Griffin via email asap so the matters can be addressed.

PPE – currently full PPE is only required if someone presents with COVID-19 symptoms.

Any children or staff wearing a face mask should remove it properly and put into a sealed bag, which we have plenty of. <https://vimeo.com/420349195>

If anyone presents with COVID-19 symptoms they must go to the medical room straight away, and SLT contacted immediately – Rebecca Garratt, Jo Kehoe or Alison Hopkins will wear the full PPE and wait with the child. Parents will be told to meet the child from the doors by the hall. The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

The UK Health Security Agency (UKHSA) has announced temporary changes to confirmatory PCR tests. From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus

(COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test. This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19.

Changes to the self-isolation period for individuals who test positive for COVID-19

Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation.

The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 6.

- All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID -19, will be required to take daily contact testing (LFT) as soon as possible as an alternative to self-isolation for contacts who are fully vaccinated or under the age of 18 years and 6 months.
- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 if;
 - * they are fully vaccinated
 - * they are below the age of 18 years 6 months
 - * they have taken part in, or are currently part of, an approved COVID-19 vaccine trial

HOWEVER, when the COVID Level is 3+ at WFS we will do the following to try and prevent an outbreak;

1. If there is a suspected case of COVID-19 (LFT), the class/team who have been in close contact will be informed by text to be more vigilant for symptoms – staff to continue to test daily.
2. Where classes have to close not due to COVID but due to unsafe staffing learning will go to remote (see remote learning policy) and vouchers given to FSM pupils.

COVID-19 Standard operating procedures

Suspected Cases - Flowchart

Confirmed Cases - Flowchart

- Staff who feel more confident wearing gloves can, however touching your face with gloves is the same as your hand. Handwashing is the best way to reduce spread as well as limited touching your face.
- Nails need to be kept short to enable thorough handwashing.
- Staff wanting to use showers before leaving the premises can.
- Personal care – gloves and aprons need to be worn and although we have been told that face masks aren't required, any staff wanting to wear masks will have them provided for school use. We continue to follow the gold standard expectation of WFS for personal care and follow individual plans/risk assessments.
- Resources – sharing should be limited amongst staff eg; iPads, laptops, pens and try to encourage pupils not to share resources. Any resources from outside of the classroom will need to be sourced before pupils arrive and with a regard to social distancing. When staff bring a resource into the classroom, if it can be wiped it should be. Staff should also wash their hands when handling a resource. Staff should not bring in resources from home to reduce contamination. They should also use what we have in school to reduce the need to order items and deliveries being made.
- Telephones – in offices should only be used by the person who's phone it is. **In classrooms one person should be nominated to use the telephone in the day and this will need to be wiped at the end of the day. Everyone should wipe down their telephone and radio before going home.** Antibac spray and blue roll will be in every room.
- **Radios – should only be with the person they belong to. Communal radios should be limited and wiped down before returning.** Antibac spray and blue roll will be in every room.
- Post must be opened and hands washed immediately.
- All fruit must be thoroughly washed in the classroom before pupils and staff eat it.
- The breadman will be turned away until further notice to reduce plastic packaging into the school.
- **In the event of a bodily fluid spillage these must be cleaned using the spillage kit and wearing apron, gloves, mask and visor.**

MEETINGS & COMMUNICATION

- Onsite meetings will only take place when agreed by Headteacher or Deputy headteacher. Meetings should continue to be via telephone or virtual including PEPs and annual reviews where possible. Where onsite meetings take place all involved need to wear at least a face covering and attendees should be asked to complete a LFT before attending.
- Offsite meetings by staff needs agreeing by HT.
- Staff need to maintain contact with families through telephone, text or email

NEW PUPIL INDUCTION

- New starters will receive virtual transition information including a video and booklets
- Class teams will contact the families

ROUTINES

- Uniform, children will be expected to wear uniform, however if the transition back to school life is easier without uniform that is fine, unless what they wear poses a H&S risk
- The routines that we will have to establish will not be like the routines the pupils are used to so this will be communicated at the appropriate level to pupils and families prior to returning. This is communicated through our You Tube channel <https://www.youtube.com/channel/UC5qshpb6v7Z001TSs6lhmBQ/videos> through social stories which have been personalised, through videos and as part of the curriculum on return.

CHILD PROTECTION & SAFEGUARDING

- The protection of children remains our number one priority and our policy remains. All staff have a responsibility for safeguarding and must adhere to the policy, including the use of CPOMS.
- The updated safeguarding policy (COVID-19 addendum) must be adhere to <https://www.wfs.worcs.sch.uk/site/data/files/policies/A08624D0C74A26E30C4F7CE43EB10FE7.pdf>
<https://www.wfs.worcs.sch.uk/site/data/files/policies/FA5FCD073C92D8A59069D4A68F0E68E3.pdf>
- The school continues to have weekly safeguarding meetings
- There is always a DSL/SLT member on site
- Any concerns about a member of staff should be reported directly to the headteacher who will then contact the LADO
- Any concerns about the headteacher they should be reported directly to the Chair of Governors.
- Staff have maintained and will continue to maintain communication with social workers.
- PEPs continue to take place.

ITEMS THAT COME FROM HOME

- Pupils that bring packed lunches will need to do so in a wipeable container
- Pupils will all need to bring their own drinks bottle

- No pens, pencil cases, toys, etc should be sent in – they will not be allowed into classrooms and must remain in bags on pegs
- Mobile phones will be dropped into a container in the front office and collected at the end of the day
- Spare clothes, pads etc will need to be sent in a bag
- School will not be sending home reading books or home school diaries or other resources until at least September and possible beyond that (communication will be via telephone/text/email/video conferencing)

STAFF WELL-BEING, STAFF BRIEFINGS, MEETINGS, COMMUNICATION, LINE MANAGEMENT

- Emails are a key way of communicating to site staff, admin etc BUT it is also the ideal opportunity to reinforce work life balance and what is important to us (hopefully one of the few good things that has come out of COVID-19). There is nothing that cannot wait – if it is so serious it warrants informing SLT you can ring the headteacher – every member of staff has her personal mobile number.
- Briefings will remain via email - Monday (all staff), Wednesday (Pathway leaders)
- Illness –you must follow the normal procedures for reporting absence and if you are self-isolating you must call in everyday so we can monitor progress for a test or any development of symptoms.
- A spreadsheet of isolation will be kept for staff and pupils.
- <https://www.educationsupport.org.uk/helping-you/coronavirus-supporting-education-staff>
- *See leaflet below – we pay for this so use it!*



SAS
Schools Advisory Service

Your Medical & Wellbeing Support
Available from SAS under your Staff Absence Insurance



How to Access

Download the Wellbeing App now at schooladvice.co.uk or via the Apple/Android store. Once downloaded click onto the relevant service you require to access more information.

Download our app from...

GET IT ON Google play | Download on the App Store

Medical Operations Enquiries - 01773 814403
Cancer & Nurse Support Service - 01773 814404
Counselling - 01773 814402
Physiotherapy - 01773 814403
24 hour GP helpline - 0845 4031037
Pupil Wellbeing Services - 01773 851043

Trigg House, 11 Malsies Way, South Normanton, Derbyshire, DE55 2DS

Schools Advisory Service is a trading name of Sovereign Risk Management Limited (Registered in England No 03475998) FCA Registration Number: 309701 | SAS167 V4

Terms and conditions apply.
Contact SAS for more details

RUSSELL HOUSE

- Russell House staff are a bubble and handovers must ensure that social distancing occurs between the adults.
- Russell House will observe all the protocols in this handbook.

HOLIDAY CLUB

The same instructions will be adhered to for holiday club and will be overseen by Lotte Tvede. It is essential that the level of rigour regards social distancing, hand washing and wiping down of surfaces is adhered to. If a staff member of child presents with any symptoms the headteacher must be notified by telephone immediately in order to start the protocols.

GOVERNORS

Governors are meeting face to face.