

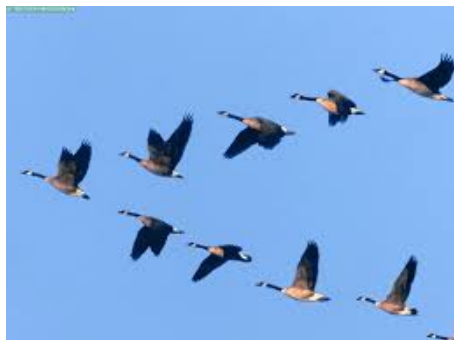


COVID-19 OPERATIONAL MANUAL/HANDBOOK TO REDUCE RISK AND KEEP OUR COMMUNITY AS
SAFE AS POSSIBLE – SEPTEMBER 2020.

NB: this document will be reviewed weekly 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 COVI-19 addendum), H&S 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.

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.

Staff INSET 1st & 2nd September in bubbles.

3rd September ½ class/bubble 4th September ½ class/bubble

7th September – ALL back.

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 daily 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 weekly and any changes communicated to staff and families.

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/1gEzWlHuWsk>

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 a virtual 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.
- All staff must fully engage with the trace and track service.

Bubble information

The school will be operating in six bubbles with a few staff and therapists taking extra precautions and operating across bubbles. These staff will have more specific and detailed information/training from SLT.

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

Staff must remain within their bubbles all day and only mix with staff from their bubbles. They will be given breaks within their bubble but mustn't mix with staff from other bubbles at this time. **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.

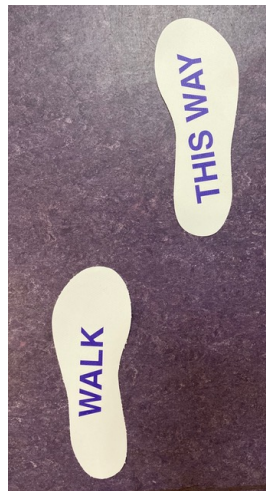
RISK ASSESSING – GENERAL

- **Buildings** - all sites will 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 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**
- **FIRE** – we will not have a fire drill whilst the COVID-19 alert level remains 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** – there will be no lettings of the premises until further notice.

RISK ASSESSING – PUPILS

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

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

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. **ALL STAFF (EXCEPT SITE STAFF) MUST LEAVE THE SCHOOL BUILDING BY 4PM AT THE LATEST TO ENSURE CLEANERS CAN CARRY OUT A THOROUGH CLEAN.**

How will pupils enter and exit the building?

There is no safe way to get pupils into and out of the building on mass as we have managed previously. We will work with this plan in the short term and review it weekly to ensure that it is the safest and most efficient and effective way of transitioning the whole 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 Headteacher. This means that you should not see any parents inside the compound or in school – staff will be supported to challenge parents.
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 – SOCIAL DISTANCING MUST BE ADHERED TO AND STAFF HAVE THE RIGHT TO REMIND PARENTS. SLT will support any staff with this.
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. PLEASE REMIND ESCORTS OF THIS.
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.

Class procedures

Bubble groups	Class name	Route to class if parents bring in /collect	Route to class if coming in on transport
4	Nursery	As per normal	Staff to collect from buses and bring through to class. Staff to take pupils to the transport at the end of the day
	Pine	As per normal	Staff to collect from buses and bring through to class. Staff to take pupils to the transport at the end of the day
	Oak	As per normal	Staff to collect from buses and bring through to class. Staff to take pupils to the transport at the end of the day
5	Maple	Parents to bring in / collect onto primary playground	staff to collect and enter through the fire exit behind Lyn Coles office and through to class. Staff to take pupils to the sports hall for transport at the end of the day
	Willow	Parents to bring in / collect onto primary playground	staff to collect and enter through the fire exit behind Lyn Coles office and

			through to class. Staff to take pupils to the transport at the end of the day
	Elm	Parents to bring in / collect onto primary playground	Staff to collect from bus and walk through to classroom. At end of day pupils to be supported to go straight to transport
	Yew	Parents to bring in / collect onto primary playground	Staff to collect from bus and walk through to classroom. At end of day pupils to be supported to go straight to transport
6	Cherry	Parents to walk round to the dinner hall and handover pupil at door 2. At end of day pupils to be taken to door 2 where parents will be.	Staff to collect from bus and walk through main doors to classroom. At end of day pupils to be supported to go to sports hall where the bus queues will be
	Ash	Parents to walk round to the dinner hall and handover pupil at door 2. At end of day pupils to be taken to door 2 where parents will be.	Staff to collect from bus and walk through main doors to classroom. At end of day pupils to be supported to go to sports hall where the bus queues will be
	Hazel	Parents to walk round to the dinner hall and handover pupil at door 2. At end of day pupils to be taken to door 2 where parents will be.	Staff to collect from bus and walk through main doors to classroom. At end of day pupils to be supported to go to sports hall where the bus queues will be
	Holly	Parents to walk round to the dinner hall and handover pupil at door 2. At end of day pupils to be taken to door 2 where parents will be.	Staff to collect from bus and walk through main doors to classroom. At end of day pupils to be supported to go to sports hall where the bus queues will be
3	7C	Parents to drop off at main gate and then pupil to walk to the secondary playground where pupils can enter classroom using the rear door	Staff to collect from bus and walk through to the rear of classroom . At end of day pupils to be supported to go to sports hall where the bus queues will be
	8AB	Parents to drop off at main gate and then pupil to walk to the secondary playground where pupils can enter classroom using the rear door	Staff to collect from bus and walk through to the rear of classroom . At end of day pupils to be supported to go to sports hall where the bus queues will be

	8H	Parents to drop off at main gate and then pupil to walk to the secondary playground where pupils can enter classroom using the rear door	Staff to collect from bus and walk through to the rear of classroom . At end of day pupils to be supported to go to sports hall where the bus queues will be
	9L	Parents to drop off at main gate and then pupil to walk to the secondary playground where pupils can enter classroom using the rear door	Staff to collect from bus and walk through to the rear of classroom . At end of day pupils to be supported to go to sports hall where the bus queues will be
	9PW	Parents to walk round to the dinner hall and handover pupil at door 1. At end of day pupils to be taken to door 1 where parents will be.	Staff to collect from buses and walk around the building and through the sports hall side door and up the stairs to the class . At end of day pupils to be supported to go to sports hall where the bus queues will be
	10P	Parents to walk round to the dinner hall and handover pupil at door 1. At end of day pupils to be taken to door 1 where parents will be.	Staff to collect from buses and walk around the building and through the sports hall side door and up the stairs to the class . At end of day pupils to be supported to go to sports hall where the bus queues will be
	10MF	Parents to walk round to the dinner hall and handover pupil at door 1. At end of day pupils to be taken to door 1 where parents will be.	Staff to collect from buses and walk around the building and through the sports hall side door and up the stairs to the class . At end of day pupils to be supported to go to sports hall where the bus queues will be
	The Bridge	Parents to drop off at main gate and then pupil to walk to the secondary playground where pupils can enter classroom using the rear door	Staff to collect and bring around to the rear door of the classroom. At end of day pupils to be supported to go to sports hall where the bus queues will be
1	Sixth form	Enter through the main front door and turn left and up staircase by the office	Staff to collect and enter through the main front door and turn left and up staircase by the office .
2	Woodlands	Parents to drop off at main gate and then staff to collect pupil at the main gate and walk to the secondary playground	Staff to collect and bring around to the rear door of the classroom. Staff to take pupils to the transport at the end of the day

	chestnut	Parents to drop off at main gate and staff to collect and enter through the fire exit behind Lyn Coles office and through to class from there	staff to collect and enter through the fire exit behind Lyn Coles office and through to class Staff to take pupils to the transport at the end of the day
	Birch	Parents to drop off at main gate and staff to collect and enter through the fire exit behind Lyn Coles office and through to class from there	staff to collect and enter through the fire exit behind Lyn Coles office and through to class. Staff to take pupils to the transport at the end of the day
	Beech	Parents to bring in / collect onto primary playground	Staff to collect from buses and bring through main front door to class. Staff to take pupils to the transport at the end of the day

Any issues with transport must reported to Brian Thomas Deputy Headteacher immediately.

INSIDE THE CLASSROOM

Pupils and staff will remain in their 'bubble' all day. **Staff need to 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.
- Social distancing – tables will need to be arranged to encourage social distancing wherever possible and carpet time not used.
- 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.

- 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**
- When bins are ¾ full radio the site team to empty them.

OUTSIDE THE CLASSROOM

All activities outside the classroom will need to be kept to an absolute minimum and where outdoor activities take place they need to be considered carefully.

Lunch Time & Break Time Plans September 2020 :

1. *Choosing lunches - Staff to gain pupil choices for all lunches before 9.30am and an adult take this to the kitchen.*
2. *Toast - Only adults to collect the toast from the hatch for break times.*
3. *The following bubbles to collect lunches from the hatch by either lunch time/care assistant or a member of staff from the bubble, see timetable below. 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.

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

- **Elm & Yew** 11.45am
- **Maple & Willow** 11.55am
- **Hazel & Holly** 12.05pm
- **Chestnut & Birch** 12.25pm

- **Beech** 12.30pm
- **Woodlands** 12.35pm
- **Oak & Pine & Nursery** delivered by kitchen staff

4. The following bubbles to eat in the dining hall. See plan and timings for arrival below. Staff to give pupils cutlery. Pupils to bring own water bottles up to lunch. Dirty plate/cutlery areas will be set up in each area.

*Once the **whole class** has finished, go as a group to your classroom. (See outside play rota for lunch break times)*

Main dining area;

Window space

Horse shoe seats 8 pupils.

14S at 12.15pm enter & exit through door by music corridor

Main space

4 rows of 4 tables each seating 16 pupils

Row 1. **11KS** at 12.15pm enter & exit through door by music corridor

Row 2. **8H** at 12.45pm enter & exit through main hall doors

Row 3 **12B** at 12.15pm enter & exit through door by music corridor

Row 4. **7C** at 12.45pm enter & exit through main hall doors

Hall

5 rows of 3 tables seats 60 pupils

Row 1. **9L** at 12.45pm enter & exit through door by music corridor

Row 2. **10MF** at 12.15pm enter & exit through main hall doors

Row 3 **9PW** at 12.45pm enter & exit through door by music corridor

Row 4. **10P** at 12.15pm enter & exit through main hall doors

Row 5. **8AB & The Bridge (2)** at 12.45pm

Drama/dance Studio

Entry and exit through Side Door, Main door to hall closed except one section for food collection

2 rows of 4 tables seats 16 pupils

Row 1 **Ash** at 12.30pm

Row 2 **Cherry** at 12.30pm

Lunch Break Rota:

****All staff to be allocated a 30 minute lunch break to be taken somewhere they can socially distance from others and not joining someone from another bubble. See separate rota (Sept 2020)**

	Bubble	Where	Times
1	Sixth Form	Balcony	12.45-1.15pm
2	Complex	Primary Playground	11.45-12.15pm
3	Middle & Upper	Secondary Playground & Cage	1.00-1.30pm
4	Early Years Hub	EYRS Playground	12.15-12.45pm
5	Early Years	Primary Cage	12.20-12.50pm
6	Lower School	Field/Bike Track & Gym Area	12.00-12.30pmLunch

You will need to stick to these times to ensure outside spaces can be used for PE Activities during the day (excluding Early Years Hub & Sixth Form)

- Soft play room will not be used initially as it is difficult to keep clean. If you can't clean what has been touched – don't use it.

- Visitors including parents will not be allowed into the building initially to ensure we can limit the chance of infection. This will be regularly reviewed and where it is required will need agreement by the Headteacher.
- Pupils will need to be escorted to the toilet and made to wash hands as well as when they re-enter the classroom.
- 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.
- Toilet external doors (including staff toilets) will have an engaged/vacant sign to prevent staff being too close to each other when entering/exiting or washing hands.

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. We will review this at October half term but even then, it is highly likely that the Nativity will be filmed for parents.
- Offsite visits will not take place at WFS until further notice – this includes where it is relevant to the curriculum, therefore minibuses will not be in use. The site staff may use the buses to keep the batteries & maintenance up. This will have an impact on our curriculum, particularly Upper School and 6th Form.
- 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.

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. *John Caldwell, Steve Withers and Jo Kehoe are in charge of stock and will keep a clear overview of this.*

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.
 - 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.
 - 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 Lyn Cole via email asap so the matters can be addressed.
- Staff must have left the premises by 4pm at the latest to allow them to clean properly – this is without exception (site staff to remain to lock the premises).**

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

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 Brian Thomas 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.

COVID-19 Standard operating procedures

Suspected Cases - Flowchart

Confirmed Cases - Flowchart

- Staff will need to go home and be tested, parents will need to collect pupil immediately and be tested. Headteacher will follow DfE COVID-19 protocols. 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 – although they still need to be offsite by 4pm
- Any staff wanting a wash bag to put clothes in to go into the washing machine can have one – Rebecca Garratt has a supply of wash bags.
- 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 – should not be shared 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.
- Deliveries – any deliveries will be left for 72 hours before boxes are opened and items distributed.
- Post must be opened and hands washed immediately.
- There will be no Tesco orders as there will be no cooking. Bread for toast will come through AIP.
- 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.
- Offsite meetings by staff needs agreeing by HT.
- Staff need to maintain contact with families through telephone, text or email
- Parents will not be allowed to talk to staff directly unless prior permission has been made by Headteacher or Deputy Headteacher and the 1m+ social distancing is applied and the discussion takes place outside.

NEW PUPIL INDUCTION

- September 2020 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/UC5qshpb6v7Z0O1TSs6lhmBQ/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)
- Initially we will be unable to use the pool or changing rooms so no swimming or PE
- Staff should wear gloves and/or wash their hands after taking items from a child's bag

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). NO staff should be emailing after 5pm. If you need to write an email, save it to drafts and send when you get to work. 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. ALL staff need to abide by this including staff teams. This also goes for texts and WhatsApp etc – anything that intrudes into the personal life.
- Briefings will remain via email - Monday (phase), Wednesday & Friday – all staff (staff to write in briefing book anything they need communicating to whole staff).
- PDMs & class time will not be able to happen fully due to social distancing and the need to vacate the building by 4.00pm.

Therefore Monday & Wednesday staff will leave at 4pm and Tuesday, Thursday 3.20pm and Friday 3.10pm. This will take place from September until we review at October half term. Until September the rota system will remain and will be reviewed weekly.

- Performance Management – it is assumed that all staff will have passed their performance management for 2019 – 2020 (the vast majority have gone above and beyond). The performance management cycle for 2020 -2021 will be a collective whole school responsibility in ensuring the well-being of our pupils, families and each other.
- Illness –you must follow the normal procedures for reporting absence.
- 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

SAS
Health & Wellbeing Services

Physiotherapy
Counselling
Weight Management
Nurse Support Service
Menopause Support
Pupil Wellbeing Services
GP Phone & Video Consultations
Cancer & Chronic Illness Support
Private Medical Operations
Health Screening Days

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.
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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 Maies Way, South Normanton, Derbyshire, DE95 2DS
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RUSSELL HOUSE

- Russell House reopens 7th September
- 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 or child presents with any symptoms the headteacher must be notified by telephone immediately in order to start the protocols.

GOVERNORS

Governors continue to meet via zoom and Chair of Governors is fully involved in the information and decision making.