

## **Joseph Clarke School - Systems to manage risk**

**All members of staff have a shared responsibility to follow this guidance**

### **Bubbles**

This system works on two levels – your class group and the whole school. We are a small school and as such can operate as a single bubble. You may also agree to work with one or two other classes to provide support as needed.

- Your class group is the place where you may not be able to keep 2m social distance at all times because of the children's needs. This will be a small group.
- Ideally you will only work directly with the children in that group and not 'help out' elsewhere. However you may set up a mini bubble with one or two other classes to help with staffing, behaviour support or supervision.
- Classes will be allocated toilets and playground spaces and staff will be assigned to either the staff room or the food tech room for their breaks.
- Therapists and mobility officers will work with children as required but maintain safe distancing and follow hygiene procedures.
- A senior member of staff will be available to advise, support and monitor safe practice.
- If you leave the building to smoke, please stand 2m apart from others
- Site services work across the Academy but will maintain social distance
- Members of SLT will need to move around the school. They will maintain social

distance and wear PPE as necessary

On arrival at school

To keep the bubble system going, staff should avoid staying in the staff room but go straight away to their classes in the morning.

Please wash / sanitise your hands when you arrive.

### **Basic hygiene**

The most important things to do are still

- washing hands regularly for 20 seconds – when you arrive in school, on coming

into the room, after working with a child, before putting on and after taking off gloves or mask, before and after eating or drinking, before going home, after using the toilet

- supporting children to wash their hands or use sanitiser when they arrive in school, before or after eating or drinking, when they come in from an activity outside, before going home, after using the toilet
- avoiding touching your face
- sneezing and coughing into a tissue and throwing it away immediately

## **Classroom arrangements**

### **In all classes**

- Be vigilant for any signs of illness in yourself, other adults or children and report immediately to SLT.
- Adults to wash their hands for 20 seconds on entering and leaving the room and at regular intervals during the day
- Adults to wash their hands between working with individual children or to use sanitiser regularly
- Children to wash their hands at the beginning and end of the day and before eating and drinking
- Wear PPE for intimate care (changing a pad, washing a child's private areas or changing a child's clothes when they are soiled or wet), and when feeding children – apron, gloves and disposable mask. Take it off and dispose of it immediately after use.
- If you wear PPE at other times, take it off after a block of activity and when soiled
- Watch this video <https://www.youtube.com/watch?v=ozY50PPmsvE&feature=youtu.be> and follow the guidance about putting on and taking off PPE.
- Keep the windows open
- Clean surfaces every hour, clean resources (including technology) straight after
  - use and always before the next child uses them
- Take cloths and disinfectant to playgrounds and the minibus and clean seats and other areas which children or staff have touched
- Only use blue roll or disposable cloths for cleaning and dispose of after use in a yellow bag.
- Only use resources with hard surfaces which can be cleaned or which can be washed
- Sand, water and clay should be used with one child only and disposed of immediately after use
- If children are using pencils, paintbrushes etc. they should each have their own set of equipment
- Leave surfaces clear for cleaning at the end of the day
- If your clothes are soiled with bodily fluids, change them straight away and put the soiled clothes in a bag to be washed at 60 degrees with pre wash
- If you wear a mask when travelling to school, put it inside a sealed bag during the day

### **To be considered depending on the needs of your class**

All classes are different and on the Development Days teams need to agree the specific measures to be used with their class to give the most robust way to minimise risk as far as you can

- Children to wash their hands between activities
- Wear aprons where there is a risk that your clothes will be contaminated

- Wear gloves where there is a risk that your hands will be contaminated by bodily fluids – but be aware that if you are working with several children you may pass on contamination and change them regularly.
- Use sanitiser to clean your hands and children's hands frequently (ask for a small bottle)
- Wear reusable facemasks to protect one another and the children from close contact within activities and disposable ones for personal care
- Wear face shields/ visors for close activities – visors are reusable and should be wiped with bacterial spray as necessary and stored in a plastic bag until needed again
- Wear non-medical facemasks and/or visors to protect yourself when working with children who may spit or when carrying out physical interventions
- Wear short sleeves so you can wash hands and arms – but weigh this against the risk of working with children who may scratch

**Some of our pupils may need prompting to keep socially distant from each other, as they may not see well enough to do so, but please continue to encourage independence when moving around the school.**

- Do not offer sighted guide routinely. Pupils who require assistance with mobility will have a plan considered by the class teacher and Habilitation Specialists. It may be that some pupils are supported by a symbol cane as a tether. Try to wear short sleeves so that you can wash your arm if you do need to offer sighted guide to a pupil.
- Use verbal explanations and directions to support pupils to move around the classroom.
- Some pupils may need time to explore the room before settling on the first day if they are in an unfamiliar environment.
- Please remind them and give them landmarks and prompts to help them, e.g. a place to stand (by the whiteboard) when waiting to leave the class for break.

**Some pupils will find it difficult to understand that they need to be 2m away from others.**

**Measures to reduce risk with children who cannot be 2m away from an adult.**

- expecting those children who can to maintain some distance
- work outside the classroom
- separate the group at times by taking half outside/ to the hall/ off site
- think about how independent children can be – e.g. if they are used to moving around the school alone how likely are they to break bubbles or interact closely with others?
- work individually with children in different parts of the room
- discourage children from staying too close for extended periods of time
- plan activities so children need less close support
- arrange seating differently
- work next to children or just behind them rather than face to face
- plan adult seating so they are not too close to one another

## **PPE summary**

- Aprons, gloves and **disposable** facemasks always for intimate care (changing pads, changing children who have soiled or wet themselves, very close support in the toilet) and spoon feeding children
- Aprons, gloves and **reusable** facemasks as your team judges to be necessary
- Visors and possibly reusable or disposable facemasks when working with children who may spit or bite or with whom you are working very closely
- Visors for when working with pupils who are prone to cough, splutter during activities or when being spoon fed.

**Please let site services know the day before, if you are running low on PPE.**

We don't expect any children or young people to wear face coverings but if any children wish to do so the class teacher will have a discussion with them and their parent and agree when they should wear a face covering.

**We have ample PPE and a reliable supplier**

**Hygiene – for people who are not class based**

- Wash your hands for 20 seconds on entering and leaving the room and at regular intervals during the day
- Keep the windows open
- Arrange furniture so that you are 2m away from colleagues
- Keep 2m distance as you move around – this is really challenging
- Make sure chairs are 2m apart for meetings – or use ZOOM/ Teams
- Use resources with hard surfaces
- Clean surfaces every hour, including technology e.g. keyboards, shredders
- Leave surfaces clear for cleaning at the end of the day
- Have your own set of equipment. If you need to share equipment (e.g. the phone

at Reception) then clean it with disinfectant between users.

- Be vigilant for any signs of illness in yourself, other adults or children and report to a first aider and your line manager
- If you wear a mask when travelling to school, put it inside a sealed bag during the day

## **Expectations – around the site**

- Inside, stay in your own classroom and keep 2m distance or as far as you can as you pass other people and children.
- Use the entrance for your own building via the roads or the paths around the school
- Outside, keep 2m distance and don't stop to chat with people from other classes.
- Smile at the children you know, say hello and show them that you care, but don't

make physical contact unless they are in your class group

## **Other arrangements**

- Each class will be responsible for taking the children's temperature when they arrive and will have their own thermometer.
- Cleaners will clean rooms and bathrooms at the beginning of each day, including door handles.
- Cleaners will come in the middle of the day to clean bathrooms and general areas, including door handles.
- Please let a senior member of staff know if you have any concerns around the standards of cleaning

## **Transport**

Buses and taxis will arrive at both entrances. Any bus could have children from any number of classes.

The areas at both 'ends' of the school will be crowded – please be as quick and efficient as you can to reduce crowding.

### **Morning routine:**

Staff will be ready to meet children from 8.50.

Collect one or two children from your class and take them back to class – don't wait for any more children.

Staff picking up the children from buses will wait after each child has got off the bus before they go to pick up another child.

### **Afternoon routine:**

Staff will take one or two children each at a time – start with the buses/ parents who are likely to arrive first.

Wait with your children in the hall or playground until you are called to the bus/taxi by the member of staff on duty at the gate/rear entrance.

Staff will allow time and space for each child to get on the bus before taking the next child to the door.

## **Lunches**

Lunches will be provided by the Catering Team and collected by the MDAs.

The children will eat their lunch in their classrooms or in the hall within their bubble.