

## **Whitefield Schools - 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 your building. 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 will probably not be able to keep 2m social distance 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.
- Each building is also a 'bubble'. You must come directly to that building in the morning and stay there. Children come straight to that building. People in each building use the toilets, staff room, playgrounds, hall space and quiet room for that building.
- Therapists and specialist teachers will be assigned to one bubble, though they may offer online lessons or support in other parts of the school
- Hall spaces – NCSS Studio, MBS Sports Hall, RGC RGC Hall
- A senior member of staff will be based in each building to advise, support and monitor safe practice.
- The Adventure Playground and other playgrounds will be timetabled by building – to be circulated
- If you leave the building to smoke, please stand 2m apart from others
- If finance, HR or admin staff need to speak to class based staff and vice versa please use the phone or email. If you need to speak face to face please do this at the beginning or end of the day.
  
- Site services work across the site but will maintain social distance
  
- Members of SLT will need to move around the site. They will maintain social distance and wear PPE as necessary

### Ways into school

To keep the bubble system going, staff should only come into school via reception if they are based in the main building

Admin, site, HR, finance – via Reception

Staff based in EY – straight to EY building

Staff based in MBS – either via Hale End Road entrance and main door to MBS or through the door into the small hall and past the sports hall

Staff based in NCS – either via Hale End Road entrance and main door to NCS or through the door into the small hall and past the drama studio

Staff based in RGC – via the Macdonald Road entrance and past the Adventure playground

Staff based in R & DC – via the Macdonald Road entrance and straight to R & DC

## 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 a first aider and to the school leader in your 'bubble'
- 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), for suctioning 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
- 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 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

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), suctioning 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 pupils who are prone to cough, splutter during activities or when being spoon fed.

There will be monitors in each building to collect PPE and cleaning supplies from the site team and leave them in a set place. Please collect the supplies you need before 9.15 and let the monitors know in good time if stocks in your building are running low.

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 building and keep 2m distance or as far as you can as you pass other people
- 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 bubbles
- 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**

- The member of the leadership team, or a first aider, in each building takes and records temperatures for children at the beginning of the day
- Pigeonholes will only be in use for staff based in the main building and R & DC. For other classes PAs will give documents to the school leader in each . 'bubble' Please use email if you can.
- 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 the senior member of staff in your 'bubble' know if you have any concerns around the standards of cleaning

### **Transport**

Buses will arrive at both entrances. Any bus could have children from any number of 'bubbles'.

Parents have been asked to bring children to the entrance nearest to their 'bubble'  
 Parents who drive to school have been asked to wait in their cars for staff to arrive  
 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 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.

Staff waiting for the buses will allow space and avoid mixing with staff and children from other bubbles.

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

### **Routes to and from buses**

#### From Macdonald Road

To NCSS and MBS – through the small hall (or via Reception and the lift for children using wheelchairs)

To PTP – via Reception

To RGC – past the Adventure Playground

#### From Hale End Road

To NCSS and MBS – through the main doors to those buildings

To RGC –down the slope

To PTP – either down the slope or down the steps beside NCSS

### **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.

There are no staff lunches at present but we hope to resolve this soon.