

Dear Parents, Carers and Staff

Full Reopening of Clifton Hill School – Protective Management and Risk Assessment Plan

As we prepare for the return of our children to school we are working to ensure protective measures are in place to safeguard our school community. Some of the information in this document you will have seen before. However, some of this information has been updated to bring it in line with the government directive to be fully open to all students in September 2020. Please do take the time to read this document so you have the latest information on what school will look like in September.

This plan has been developed using the latest guidance from Surrey CC and the checklist provided by the Unions that are informed by Public Health England and DfE.

I appreciate that this is a worrying time for us all but I hope this plan will reassure you that we have robust and comprehensive safety measures in place.

Pupils getting to and from school

- For more information on home to school transport, please refer to [SCC guidance in safer working for home to school transport](#).
- A member of staff will be in the car park – wearing a high visibility jacket. They will instruct you where to park and contact your child’s team to let them know they have arrived.
- Staff members will come and collect students from their vehicles – we ask all drivers, escorts and parents to remain in their vehicles
- Students will enter the building via the closest entrance to their classroom and go straight to their classrooms where they will be supported to wash their hands
- At the end of the day students will wait in their classrooms until their transport has arrived. They will be escorted by staff straight to their vehicles. Again we ask that parents remain in their cars
- We ask that pupils only bring the essentials into school from home. No soft toys or ‘chewy’ toys.
- Students who arrive at school on foot should arrive at or after 9.10 and report to the front entrance from where they will be collected by a member of their class staff. Parents collecting on foot should arrive after 15:20

The School Bubbles

The average number of pupils attending a special school is much lower than the average number in a mainstream school, and this in itself, will help to limit the number of contacts for any individual. As we are fully opening to all students it is important that we maintain a balance between following COVID 19 safe practices without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists.

- For the vast majority of time in school students and staff will stay in their class group.
- Some classes will form a ‘double bubble’ with another class, this will allow students to share the playground/hall for break and lunch times and staff will be able to move within their ‘double bubble’ in the event of staff absence.
- Each ‘double bubble’ will still be a smaller number of people than the average size of a mainstream class.

- Each child coming into school will have an individual risk assessment.
- Each class will have their own allocation of hand soap, sanitisers and PPE for staff for use during personal care.
- Each class will have their own allocation of cleaning products to enable staff to clean the interior areas of the classroom that are frequently being touched by students and staff. This will minimise the risk to the Site Manager/cleaners so that they do not have to enter any bubbles while the students/staff are present.
- Different classes do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils will be encouraged and supported to clean their hands thoroughly after using the toilet.
- Each bubble will have a rota for when they can access the playground, outdoor gym and specialist rooms. The gym equipment and specialist rooms will be cleaned after each use.

How lunchtimes will work

Our kitchen will be open and will provide our usual varied menu and special diet meals in September. Some 'double bubbles' will eat together in the hall. Others will continue to eat in their classrooms for the time being. Those who are eating in their classroom will have their lunches delivered to them; their meal choices will be made weekly to facilitate smooth running of the lunch service.

PREVENTION- supporting respiratory and hand hygiene

- We will support pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms, use the toilet and before and after eating.
- Supervision of hand sanitiser use will take place due to risk around ingestion.
- The school will build hand washing routines into school culture.
- Sufficient handwashing facilities are available. Where a sink is not nearby, we will provide hand sanitisers in classrooms and other learning environments.
- 'Catch it, bin it, kill it' approach continues to be very important. Tissues and bins are available in the school to support pupils and staff to follow this routine. Students will be helped to follow this.

Risk assessments will identify pupils with complex needs who struggle to maintain good respiratory hygiene

Managing health in our community

Minimising contact with individuals who are unwell with COVID 19

Managing the health in our community is paramount. We all need to work together to ensure the continuity of provision and to minimise risk to those around us.

Please **do not** send your child to school if they are feeling poorly 'or not quite right'.

On the first day of absence, please telephone the school after 8 am, or send an email to info@clifton-hill.surrey.sch.uk to advise us of the situation.

- Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone developing those symptoms during the school day is sent home.
- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If a child become unwell while they are at school, their parent/carer will need to come immediately to school and collect them. If a child become unwell at school do not take them to the school nurses office. Please take them to the **art room** and call our school nurse who will meet you there. A member of the school nurse team and SMT will meet you there in full PPE and take over.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#).
- In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.
- The Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance to be followed to clean the area.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and [Cleaning in non-healthcare settings](#) guidance

Contain any outbreaks

- **If a case is confirmed** or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.
- **In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance.** This means that symptomatic staff or pupils will be asked to self-isolate in their homes for 10 days and 14 days for household members.

- We will follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.
- In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.

Thank you for taking the time to read and understand this document. I want to thank you all for your ongoing support during this challenging time and I know that we can all support each other to be safe and well if we follow this guidance and work together.

Lucy Wijsveld