****

**Papplewick Coronavirus Policy – June 2020**

**Effective infection protection and control**

Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of preventative approaches and actions are employed at Papplewick which include:

* minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school.
* cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
* ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
* cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
* minimising contact and mixing by altering, as much as possible, the environment, class sizes, class interaction, and timings.

## **Class Sizes**

The government states that, unlike older children and adults, primary age children cannot be expected to remain 2 metres apart from each other and staff, and this has been taken into account in their decision to bring more children back to school.

It is still important to reduce contact between people as much as possible, so boys and staff where possible, should only mix in a small, consistent group and each small group should stay away from other people and groups. Where possible, boys within each group should still try to stay 2 metres away from each other.

Each group only has fifteen or fewer boys in it. Each group only has two members of staff assigned to it, one for the morning, and one for the afternoon. The members of staff remain the same throughout the week.

**Environment**

Each group works in only one classroom in the school.Within each classroom, wherever possible, resources which are not easily washable or wipeable are removed.

Common Rooms are out of bounds, as are other classrooms.

In order to try to reduce possible contact between different groups of children, and between adults, the corridor to the dining operates a one-way system. All corridors also have 2m tape lines marked on the floors.

**Timings, Meals, and Breaks**

Lunch times are staggered to avoid contact between groups. Each group also has a separate designated area within which to eat. Meals are taken outside where possible.

Each group has a separate designated area within which to play at break times, and separate snack arrangements. Breaks should be taken outside unless not possible due to poor weather.

Each group has separate designated toilet facilities.

**Cleaning and hygiene**

All frequently touched surfaces, equipment, door handles and toilets used during the day are cleaned thoroughly each day.

Soap and hot water is provided in every toilet facility.

Hand sanitiser stations are available at a large number of points about the school and are replenished regularly. Hand sanitiser is also available in the classrooms in which the boys are studying.

Lidded bins are available in classrooms and in other key locations around the site for the disposal of tissues and any other waste.

A good supply of disposable tissues is available to implement the ‘catch it, bin it, kill it’ approach in each classroom and are regularly topped up.

Each computer terminal and each head set used by the boys are cleaned on a daily basis.

All classrooms are cleaned thoroughly each day.

**Behaviour principles for boys**

In light of the need for boys to behave differently when they return to school, and new systems being in place to support that, boys will be informed of the following additional behaviour principles:

* they must follow any altered routines for arrival or departure
* they must follow school instructions on hygiene, such as handwashing and sanitising
* they must follow instructions on who they can socialise with at school
* they must move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
* they must action the School’s expectations about sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’) and must avoid touching their mouth, nose and eyes with hands
* they must tell an adult if they are experiencing symptoms of coronavirus
* they must action any rules about sharing any equipment or other items including drinking bottles
* they must amend their expectations about breaks or play times, including where they may or may not play
* they must only use the toilet facilities which they are directed to use
* they must follow clear rules about never coughing or spitting at or towards any other person
* they must continue to follow the clear rules for pupils at home about their conduct in relation to remote education
* they must understand that the normal rewards and sanctions system still apply to them

**Principles for staff to follow**

* Staff should not come to work if they have coronavirus symptoms. They should also go home as soon any symptoms develop, and access a test as soon as possible.
* Staff should clean their hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
* Staff should use the ‘catch it, bin it, kill it’ approach.
* Staff should avoid touching their mouth, nose and eyes.
* Cleaning staff should clean frequently touched surfaces often using standard products, such as detergents and bleach.
* Staff should think about ways to modify their teaching approach to keep a distance from children in their class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
* Staff should consider avoiding calling boys to the front of the class or going to their desk to check on their work if not necessary.
* Staff should help their class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including the use of displays with posters.
* Staff should prevent their class from sharing equipment and resources (like stationery).
* Staff should keep their classroom door and windows open if possible for air flow.
* Staff should limit the number of boys from their class using the toilet at any one time.
* Staff should limit their contact with other staff members, and should not congregate in shared spaces, especially if they are small rooms.
* Staff should be aware of the behaviour principles for boys above and know the role they are being asked to take to implement them.

**School transport**

* + Boys should not sit in a seat immediately adjacent to another boy on a minibus.
  + If numbers allow, boys should sit in a row without other boys in it.
  + If numbers allow, boys should not sit directly behind or in front of another boy.
* Drivers should not work if they or a member of their household are displaying any symptoms of coronavirus.
* Drivers should follow all hygiene rules and try to keep their distance from the boys.
* Boys and drivers should wear masks on the minibuses.

**Drop-off and Pick-up**

Parents must remain in their cars at either drop-off or pick-up.

Boys should arrive at their designated time, and then report to their supervising member of staff to sign-in and have their temperature taken.

Boys will be signed-out by their supervising member of staff at their designated time once their parents have arrived to collect them.

**Sport**

Boys should wear Papplewick sports kit throughout the day to avoid the need for changing.

Boys should bring their own sports equipment if available and not lend it to any other boys.

Sports staff will be following AfPE Guidance on Interpreting Government Guidelines in PESSPA.

Sports being played are tennis, cricket and athletics following guidelines as above.

Boys play sport in the same group or ‘bubble’ as for their lessons, each supervised by the same member of staff each day. The Director of Sport may advise any group if he is outside and 2m away from any other person. Each bubble will play a separate sport in a separate area of the grounds.

Members of staff remind boys of, and supervise, good hygiene practice before and after sports sessions.

**Safeguarding**

Safeguarding the boys remains our highest priority at Papplewick. The School’s amended Safeguarding Policy reflecting both the remote learning programme and the phased return to school may be read on the school website at <https://www.papplewick.org.uk/parent-info/school-policies.html>

**Visitors**

Any visitor or contractor to the school should sign-in at the front office as normal. Face to face meetings with parents or other visitors are not being held, with Skype meetings taking their place.

**Staff and Pupil Well-being**

The welfare of pupils is being constantly monitored by staff and information shared in daily whole staff briefing meetings. With a large number of staff teaching on site, staff welfare at school is being monitored by the Headmaster and his Deputy. The Headmaster is monitoring the welfare of staff living off site.

**Personal protective equipment (PPE) including face coverings and face masks**

The government do not recommend wearing a face covering or face mask in schools and state that the majority of staff in schools will not require PPE even if they are not always able to maintain a distance of 2 metres from others. The School Nurse will wear PPE when taking the boys’ temperatures in the morning.

Apart from the above, PPE is only needed in a very small number of cases including if a boy becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should then be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

**If a boy becomes unwell at school**

If a boy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).

If a boy is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. This will in all likelihood be sick bay.

If a boy needs to go to the bathroom while waiting to be collected, he should use a separate bathroom if possible, and in all likelihood this will be the sick bay bathroom. The bathroom used should then be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

In an emergency, 999 should be called if the boy is seriously ill or injured or their life is at risk. A GP, pharmacy, urgent care centre or a hospital should not be visited.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

**Steps to be taken if there is a confirmed case of coronavirus at Papplewick**

When a boy or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending Papplewick will have access to a test if they display symptoms of coronavirus.

Where the boy or staff member tests positive, the rest of their class/group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the boy or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected at Papplewick, Public Health England’s local Health Protection Teams will conduct a rapid investigation and will advise the School on the most appropriate action to take. In some cases, a larger number of other boys may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.

Tom Bunbury

17th June 2020