



**Prevention:**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.**

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19

If a child or adult displays symptoms in school they must be sent home and follow the '[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.

On receipt of a negative test (proof required) an adult or child can return to school the next day following confirmation with the school.

If a child is awaiting collection they will wait in a safe area supervised by a member of staff who will be required to wear PPE if a distance of 2m cannot be maintained. The parent will be directed to pick the pupil up using the outdoor route.

- 2) Clean hands thoroughly more often than usual.**

We will continue to build routines and habits that encourage regular handwashing. Some pupils will need to be supported to do this.

All classes have access to hand washing facilities.

- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.**

We will continue to encourage the 'catch it, bin it, kill it' approach. Where that is not possible a risk assessment will take into account individual needs, for instance, for those who use saliva as a sensory stimulant.

- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.**

We have put in place a cleaning schedule that ensures cleaning is generally enhanced and includes



- a. more frequent cleaning of rooms or shared areas that are used by different groups
- b. frequently touched surfaces being cleaned more often than normal

Each hub area will have access to their own toilets with most classes having adjoining toilets and/or hygiene rooms which will be cleaned more often than normal.

**5) Minimise contact between individuals and maintain social distancing wherever possible.**

**Grouping Children**

We will group children in their class groups firstly and then as part of their hub area (which consists of 8 classes). Each hub area (lower, upper and post 16) are separated by corridors and electronically controlled doors and classes will be expected to remain in their hubs. The only exceptions will be tightly controlled and based on a risk assessment. These changes will not prevent us from delivering a broad and balanced curriculum offer.

The government recognise that *'younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group'*. We will endeavour to help pupils social distance to the best of their ability.

**Measures within the classroom**

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. We know that this is not always possible, particularly when working with children and young people with complex needs, or those who need close contact care. Educational and care support will be provided for these children and young people as normal, with other increased hygiene protocols in place (as set out above) to minimise risk of transmission

Where possible, for example with older children with less complex needs who are able to self-regulate their behaviours without distress, children and young people should also be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some settings where space does not allow. Settings doing this where they can, and even doing this some of the time will help.

**Measures elsewhere**

Groups will be kept apart and there will be no large group gatherings such as assemblies. We will have some rooms out of use at present including the ball pool and at present the swimming and hydro pool.

Class groups will stagger their break times to ensure they use their own outdoor area. Each class has access to their own outdoor area which supports this. Lunches will be served from each hub area and will be eaten in classes.

**Measures for arriving and leaving the school**



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We will be utilising all three entrances of the school. Pupils who are in lower school will access through the lower school entrance, post 16 through the main entrance and upper school through the upper school entrance. The pupils will leave via these exits as well. Buses and taxis will be allocated parking areas and we will allow an increased time to get on and off buses safely. Parents who are bringing their pupils in will park in the allocated bays in front of the main office.

We will not be able to have parents or visitors on the school site unless this has been arranged through a prior appointment.

### **Other considerations**

Some pupils will be supported through use of social stories or routines with these measures.

Therapists and clinicians will be supported to provide interventions as usual, within the bounds of their organisation's guidance. Supply teachers and support staff can move between settings, minimising contact with others. Contractors will only be on site to carry out essential work during school hours. Non essential will take place outside of school hours. Contractors will report and sign in with the site manager. All visitors will be requested to leave contact details to support track and trace.

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.

We will work with therapy services to make an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.

Outdoor playground equipment should be more frequently cleaned. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats. Bags are allowed.

### **6) Where necessary, wear appropriate PPE.**

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained



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- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, the Government advise that only any PPE that would be worn as part of their care and treatment, should be worn. However, staff may choose to wear PPE in such situations.

**Numbers 1 to 4 must be in place in all settings, all the time.**

**Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.**

**Number 6 applies in specific circumstances.**

### **Response to any infection:**

#### **7) Engage with the NHS Test and Trace process.**

Staff and pupils must not come into school if they have symptoms.

- book a test if they are displaying symptoms - staff and pupils must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them when at the setting - all children and young people can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the [NHS website](#), or ordered by telephone via NHS 119 for those without access to the internet.

You will be required to provide results of the test to school.

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating (they could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better - other members of their household can stop self-isolating)
- if someone tests positive, they should follow the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must self-isolate for at



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least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone - the 10-day period starts from the day when they first became ill - if they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 14 days)

### **8) Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.**

We will take swift action should there be confirmed cases within school. We will work with the local health protection team and follow their guidance. The health protection team will provide definitive advice on who must be sent home.

### **9) Contain any outbreak by following local health protection team advice.**

- If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak, and we will continue to work with their local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or hub area bubble. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.
- In consultation with the local Director of Public Health, where an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their hub area bubble, then the whole setting if necessary, in line with routine public health outbreak control practice.

**Numbers 7 to 9 must be followed in every case where they are relevant.**



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At a glance guide to meeting the Governments Systems of Control

There are 9 key areas that we are following:

<b>Prevention</b>					
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.</b>	<b>Clean hands thoroughly more often than usual.</b>	<b>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</b>	<b>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</b>	<b>Minimise contact between individuals and maintain social distancing wherever possible.</b>	<b>Where necessary, wear appropriate PPE.</b>
<b>Response to any infection</b>					
<b>7</b>		<b>8</b>		<b>9</b>	
<b>Engage with the NHS Test and Trace process.</b>		<b>Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.</b>		<b>Contain any outbreak by following local health protection team advice.</b>	

We will support your child to become familiar with any changes to procedures and routines.

Groups – pupils will be in class 'bubbles' which will then use their hub 'bubbles'. We have three hub bubbles – lower hub, post 16 hub and upper hub. Each have their own entrance, toilets and outdoor areas.

All classes have access to their own outside play area.

We will be limiting visitors to pre-arranged visits and these will only be for essential matters.