



Bluebell Park School

System of Controls



At a glance guide to meeting the Governments Systems of Control

There are 12 key areas that we are following:

Prevention				
1	2	3	4	5
Minimise contact with individuals are required to self-isolate by ensuring they do not attend the setting.	Ensure face coverings are used in recommended circumstances	Ensure everyone is advised to clean their hands thoroughly and more often than usual	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents
6	7	8	9	
Consider how to minimise contact and maintain social distancing wherever possible	Keep occupied spaces well ventilated	Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary	Promote and engage in asymptomatic testing, where available	
Response to any infection				
10	11	12	13	
Promote and engage with the NHS Test and Trace process	Manage confirmed cases of coronavirus (COVID-19)	Contain any outbreak by following PHE local health protection team advice	Admitting pupils, students and staff back to the setting	

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.



Prevention:

1) Minimise contact with individuals are required to self-isolate by ensuring they do not attend the setting.

When an individual develops coronavirus (COVID-19) symptoms or has a positive test

Pupils, students, staff and other adults must not come into the setting if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently travelled from certain other countries outside the Common Travel Area
- they have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they didn't have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

You must follow this process and ensure everyone onsite or visiting is aware of it.

Anyone told to isolate by NHS Test and Trace or by their public health protection team, has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.

If anyone in your setting develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:

- must send them home to begin isolation. The isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day



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symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating, they will need to restart the 10-day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

In non-residential settings, if a child or young person/student displays coronavirus (COVID-19) symptoms, or has a positive test, while at their setting they should avoid using public transport and wherever possible, be collected by a member of their family or household.

In exceptional circumstances, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.

If a pupil or student is awaiting collection:

- They should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil or student, with appropriate adult supervision if required.
- A window should be opened for fresh air for ventilation if it is safe to do so.
- If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- 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.
- Personal protective equipment (PPE) must be worn by staff caring for the child or young person while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or those with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings 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, unless advised to.

Public Health England (PHE) has good evidence that routinely taking the temperature of pupils and students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).



When an individual has had close contact with someone with coronavirus (COVID19) symptoms Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils [students] who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker programme

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See COVID-19: cleaning of non-healthcare settings guidance.

If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.

2) Ensure face coverings are used in recommended circumstances

Exemptions

Some individuals are exempt from wearing face coverings.

This applies to those who:

- * cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- * speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.

Those pupils from year 7 are recommended to wear a face covering and above may these if they are able and willing to do so.

Those who rely on visual signals for communication, or speak to or provide support to such individuals, are currently also exempt from any requirement to wear face coverings in schools or in public places.



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In our school we are recommending use of surgical grade masks for staff when moving around corridors.

As with all measures, we will keep it under review and update guidance in line with Government advice. In primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.

Transparent face coverings which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate can also be worn. There is currently limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be more effective in reducing the spread of coronavirus (COVID19) than not wearing a face covering at all.

Face visors or shields should not be worn as an **alternative** to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission. In an education setting environment they are unlikely to offer appropriate protection to the wearer.

Access to face coverings

Due to the increasing use of face coverings in wider society, staff and pupils and students are already likely to have access to face coverings.

PHE has also published guidance on how to make a simple face covering.

We have a small contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

We also provide surgical grade face coverings to all staff.

No pupil or student should be denied education on the grounds that they are not wearing a face covering.

Safe wearing and removal of face coverings

Single use face coverings should be disposed of correctly.

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use



Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.

Staff, pupils and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

Pupils and students must:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that pupils and students clean their hands regularly, including:

- when they arrive at school or college
- after breaks
- before and after eating

Pupils, students and staff will need to wash their hands and incorporate time for this in timetables or lessons.

Staff working with pupils and students who spit uncontrollably may want more opportunities to wash their hands than other staff.

Pupils and students who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands.

Continue to help pupils and students with complex needs to clean their hands properly.

We have handwash basins in or adjacent to classrooms, which can be used to maximise hand washing. Each class has a dedicated bathroom area in each hub. Staff had allocated toilet facilities.

Frequent and thorough hand cleaning is regular practice.



We have several hand sanitiser stations positioned around the school. These are in areas that minimise the risk of ingestion but some pupils will continue to require close supervision when passing these.

Hand sanitiser stations are positioned at the entry to each hub and in the upstairs and office area. One is positioned outside the testing station in the main corridor.

Anyone coming into the school must wash or sanitise their hands.

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important.

Tissues and bins are available to support pupils, students and staff to follow this routine. All bins are operated by a foot pedal to avoid having to touch any surfaces. We will ensure younger pupils and all those with complex needs are helped to get this right, and all pupils and students understand that this is now part of how the setting operates.

The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.

Some pupils and students with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. Risk assessments should reflect this too support these pupils and the staff working with them.

5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents

In line with the risk assessment and timetabling of the day, we have put in place and maintain an enhanced cleaning schedule.

Which includes:

- more frequent cleaning of rooms or shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- cleaning toilets regularly
- encouraging pupils and students to wash their hands thoroughly after using the toilet
- allocating different groups their own toilets



This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.

We have put in place a cleaning schedule that ensures cleaning is 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.

The cleaners are in school before, during and after the school day and maintain a continual cycle of cleaning throughout the school day.

6. Consider how to minimise contact and maintain social distancing wherever possible

Grouping Children

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). We are doing everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between pupils, students and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the:

- pupil and student's ability to distance
- layout of the building
- feasibility of keeping distinct groups separate while offering a broad curriculum or programme of learning

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 should not prevent us from delivering a broad and balanced curriculum offer.

The Government recognises that *'young pupils and those with complex needs will not be able to maintain social distance and it is acceptable for them not to distance within their group'* (P.28)

- we continue to support the provision of specialist teaching and therapies and have three allocated spaces for therapists to access. This enables them to work with pupils from a bubble. We



are carefully risk assessing the use of specialist areas such as the rebound room and DT room. Such areas are used on either a full or partial basis where safety measures can be adhered to and additional cleaning is in place to ensure each resource remains as Covid-safe as possible. We have to implement measures to minimise the number of interactions or changes wherever possible.

Measures in the classroom

It is not always possible to maintain a 2 metre social distance from others, particularly when working with children and young people with complex needs, or those who need close contact care. We continue to provide educational and care support for these pupils and students as normal, with other increased hygiene protocols in place to minimise the risk of transmission, including use of PPE.

Where possible, for example with older pupils and students with less complex needs who can self-regulate their behaviours without distress, they should also be supported to maintain distance and not touch staff and their peers. The Government recognise that this will not be possible for the youngest children, and some pupils and students with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will. When staff, pupils and students cannot maintain distancing, the risk can be reduced by keeping pupils and students in the smaller, class-sized groups.

Measures elsewhere

Large gatherings such as assemblies with more than one group will not take place in a physical space – we are using technology to enable assemblies to take place. We will risk assess the use of resource rooms such as the ball 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 class.

Transport

We work closely with the LA and transport provider to look at how best to transport pupils into school. Where possible, pupils will be grouped by hub bubble. Risk assessments and protocols for travel are overseen by the transport provider and LA.

Other considerations

Some pupils and students with SEND will need specific help and preparation for the changes to routine that these measures will involve.

Staff should plan to meet these needs, for example using social stories.

To make sure pupils and students with medical conditions are fully supported, we will work with:

- local authorities



- health professionals
- regional schools' commissioners
- other services

Use individual healthcare plans to help pupils and students receive an education in line with their peers. In some cases, the pupil's and student's medical needs will mean this is not possible, and educational support will require flexibility

Specialists, therapists, clinicians and other support staff for pupils and students with SEND should provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role.

We will not accept non-essential visitors to the site, such as contractors, and work with catering staff and deliveries, as well as cleaning staff on site who may be working throughout the setting and across different groups to ensure the risk assessment is adhered to.

Where visits can happen outside of school hours, they should. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.

As normal, we should engage with your local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with your settings control measures. These programmes are essential for pupil and student health and wellbeing and can also provide benefits for staff.

Equipment

For individual and very frequently used equipment, such as pencils and pens, staff, pupils and students should have their own items. Classroom or learning environment 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, arts, and science equipment should be cleaned frequently.

When sharing equipment between different bubbles, you should:

- clean it before it is moved between bubbles; or
- allow them to be left unused for a period of 48 hours (72 hours for plastics)

We will assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:



- restricted to one user
- left unused for a period of 48 hours (72 hours for plastics) between use by different individuals

Outdoor and playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out-of school settings providers.

Pupils and students should limit the amount of equipment they bring into the setting each day, including essentials such as:

- lunch boxes
- hats and coats

Bags are allowed. Pupils, students and staff can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Parent and carers pick-up/drop-offs

We have a one way system in operation with a dedicated parking area for parents. We ask that only one parent accompany their child into school. Staff are located at key areas to assist with this.

7. Keep occupied spaces well ventilated

Our school is a Pfl build and as such has a ventilation system that is operating on full fresh air setting.

- natural ventilation –Opening internal doors can also assist with creating a throughput of air
- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth. Most staff in schools and colleges will not require PPE beyond what they would normally need for their work. If a pupil or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil or student becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained



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- performing aerosol generating procedures (AGPs) When working with pupils and students who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.
- All staff have access to appropriate PPE and training has been given

9. Promote and engage in asymptomatic testing, where available

Rapid testing remains a vital part of our plan to suppress this virus. We follow advice for specialist settings to promote and engage fully in asymptomatic testing.

Response to any infection

10. Promote and engage with the NHS Test and Trace process

Staff members, pupil, students, parents and carers will need to:

- book a test if they or their child has symptoms – the main symptoms are:
 - o a high temperature
 - o a new continuous cough
 - o a loss or change to your sense of smell or taste
- self-isolate immediately and not come to the setting if:
 - o they develop symptoms o they have been in close contact with someone who tests positive for coronavirus (COVID-19)
 - o anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - o they are required to do so having recently travelled from certain other countries
 - o they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation.
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace Polymerase Chain Reactions (PCR) tests for symptomatic testing Booking a polymerase chain reaction (PCR) test Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, including students undertaking work placements in essential occupations, have priority access to testing. All pupils and students can be



tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit. Polymerase Chain Reaction tests (PCR) contingency supply

11. Manage confirmed cases of coronavirus (COVID-19)

We will take swift action when you become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of your setting.

The advice service (or PHE local health protection team if escalated) will work with us to guide you through the actions you need to take. Based on their advice, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual who tested positive.

Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - o face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - o been within 1 metre for 1 minute or longer without face-to-face contact o been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - o travelled in the same vehicle or a plane

The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days (which could mean the self-isolation ends before or after the original 10 day isolation period). Their household should self-



isolate starting from when the symptomatic person first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection.

12. Contain any outbreak by following PHE 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, you may have an outbreak. We will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils or students self-isolate at home as a precautionary measure. This could be the whole site, class, group or year group.

13. Admitting pupils, students and staff back to the setting

The pupil, student or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone.

If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. We will not request evidence of negative test results or other medical evidence before admitting pupils, students or staff or welcoming them back after a period of self-isolation. In the vast majority of cases, the student, parents and carers will be in agreement that those with symptoms should not attend the setting, given the potential risk to others. In the event that a parent, carer the student themselves insists on attending your setting, we can take the decision to refuse the pupil or student if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). Your decision would need to be carefully considered in the light of all the circumstances and current public health advice.



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