

Fivemiletown College



Return to School Protocols

Parent and Pupil Guidance

Version 1.0



Contents

1. Introduction	2
2. Safe Social Distancing	2
2.1 Morning Arrival	2
2.2 Six entry points	3
2.3 Movement about the corridor	3
2.4 Amended school day	Error! Bookmark not defined.
2.5 Break and lunch times	4
2.6 Self-contained cohorts (protective bubbles)	5
2.7 Classroom layout	5
2.8 Office area(s)	5
2.9 Visitors to the school	6
3. Hygiene and Physical Protection	6
3.1 Hand hygiene	6
3.2 Face coverings	6
3.3 School uniforms	7
3.4 Pupil behaviour	7
3.5 Pupil attendance	7
3.6 People who become symptomatic onsite	8
3.7 Test, Trace and Protect	9
3.8 StopCovidNI Proximity App	10



1. INTRODUCTION

This guidance document has been developed in line with the DENI publication *Northern Ireland Re-opening Schools Guidance – New School Day*, issued to schools on 13 August 2020.

It is essential that all members of our school community continue to adhere to these three overarching guidelines in terms of mitigating against the spread of COVID-19:

- We need to practise safe social distancing in line with government guidance where possible.
- All of us should be washing our hands thoroughly throughout the school day. □ We need to ‘catch it, kill it, bin it’ when we sneeze or cough.

More detailed instructions and guidance are provided in this document, with a view to providing a framework which promotes a safe and healthy school environment in Fivemiletown College.

2. SAFE SOCIAL DISTANCING

The DENI guidance indicates that schools should endeavour strenuously to implement as much social distancing as is practical where physical capacity and curriculum delivery permit. In general terms, adult to adult distancing should be maintained at 2 metres and adult to pupil distancing should also be maintained at 2 metres. Pupil to pupil distancing should be maximised within the space available, aiming for 1 metre distancing if at all possible.

In order to facilitate safe social distancing, a number of measures will be in place in Fivemiletown College, including (but not exclusive to) the following:

2.1 *Morning arrival*

Parents are advised to seek alternative means of transport for their children, rather than relying solely on a limited bus service. Such alternatives include active travel methods such as walking or cycling, where it is practicable and safe to do so.

Pupils are permitted to bring one schoolbag into school.

Pupils will be expected to adhere to the guidance on the mandatory wearing of face masks for all persons aged 13 and over on public transport, and will be reminded to sit with siblings / peers from their year group and face forward.

Each Year group will be designated a different point of entry to the school. Staff will be in place to ensure pupils are directed toward the appropriate entrance.



Upon arrival and after washing their hands, all pupils should proceed straight to their form class.

2.2 Six entry points

Pupils in Year 8-are to enter the school building via the side door in Block D

Pupils in Year 9-are to enter the school building via the door in Block C (beside the History and Geography rooms.

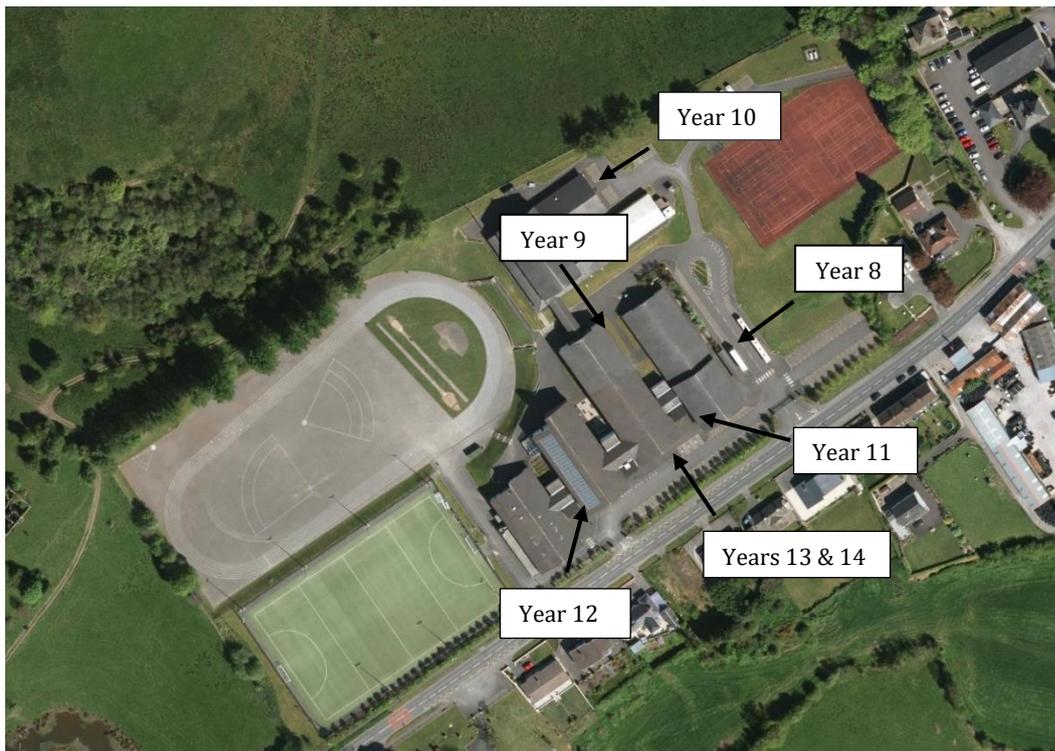
Pupils in Year 10-are to enter the school building via the door in Block E (Youth Annexe)

Pupils in Year 11 are to enter the school building via the door adjacent to the Assembly Hall entrance in Block D

Pupils in Year 12 are to enter the school building via the door beside the Technology department in Block A.

Pupils in Years 13 and 14 are to enter the school building via the main front entrance (at Reception).

At 3.20pm, pupils should leave the building via their designated entry/exit point and not congregate in the school grounds.



2.3 Movement about the corridor

Strict adherence to bell times should be observed with pupils encouraged to move in a prompt manner to their next room. Pupils will be allowed to enter the classroom, rather than wait in the corridors. The layout of the school and the width of the corridors negates the need for a one-way system in school.



Pupils and staff should keep to the left of the corridor at all times and remain in single file.

2.4 Amended School Day (Sixth form only)

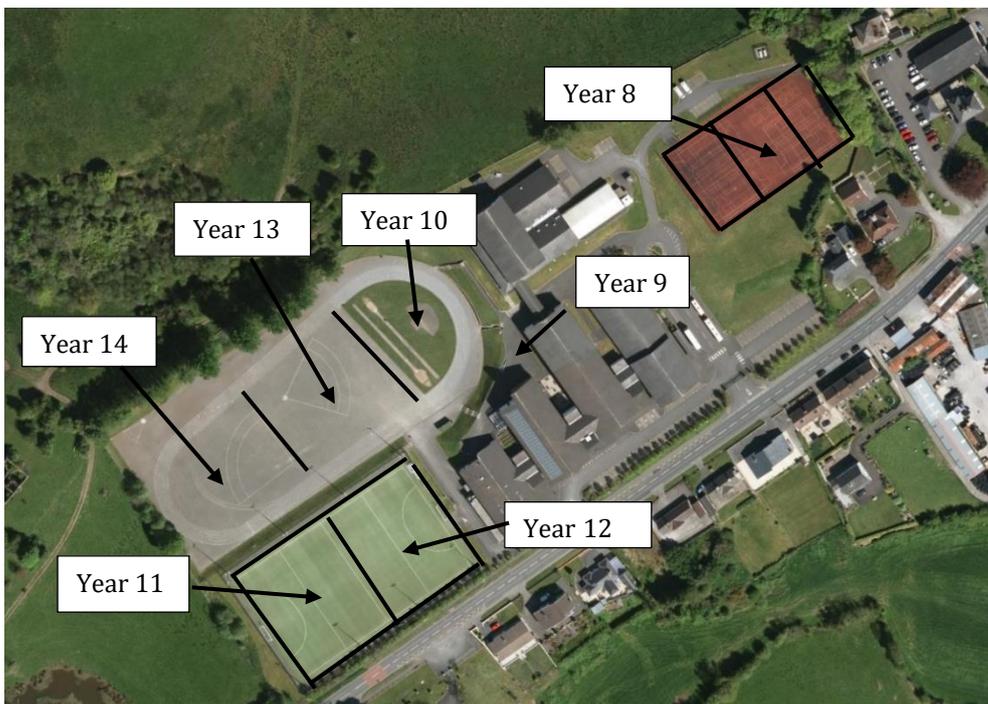
Pupils in Year 13 and 14 are permitted to attend school for morning or afternoon sessions as their timetable permits. If a pupil is timetabled for classes which finish before the end of the school day, they are permitted to leave as long as a parent has signed the required consent forms. Also, if a pupil has classes timetabled only for the afternoon they are permitted to come into school in time for the commencement of these classes. Pupils must sign in and out with Mrs Wilson at the reception desk.

2.5 Break and lunch times

The Canteen will not be serving food at break time. Pupils should bring their own snack with them and designated areas will be assigned to each year group.

Lunch time is already scheduled over two sessions and the canteen will be offering a skeleton menu. Years 8 – 10 will be able to pre-order food at the beginning of each week and it will be delivered to their designated classroom area for consumption. Years 11 – 14 will be able to utilise the Canteen at lunch time and must sit in designated seating areas.

Designated eating areas will be assigned for Years 11 – 14 in the Canteen. When pupils are not having lunch, they will be encouraged to go outside and specific designated areas will be assigned to each year group. These areas are indicated in the photograph:





The Canteen will run a limited service from 1 September, with at least one hot meal being provided. Parents are advised that it may be preferable for pupils to bring their own packed lunch.

2.6 Self-contained cohorts (protective bubbles)

Every effort will be made to support young people to continue to observe social distancing.

Years 8-10 will have a designated room in which they will have the majority of their lessons. As per the updated guidance, they will be able to move to other areas of the school for PE / Games.

Designated areas will also be used at break and lunchtimes for all year groups (both inside the school building and in the playground).

Pupils will not have access to school lockers.

2.7 Classroom layout

Where practicable, all pupil desks have been organised to be forward facing.

A strict seating plan will be in operation for every lesson.

Staff and pupils are asked to observe the 2-metre distancing guidelines.

The opening of doors and windows will be encouraged to increase natural ventilation and also to reduce contact with door handles. However, propping open of doors into corridors, external doors, security access systems and any other fire safety doors will be prohibited.

Staff members have already cleared classroom areas to remove extraneous materials and we will continue to encourage this practice.

Boxes of tissues will be available in each classroom. However, we would ask pupils to bring tissues with them to ensure compliance with the 'catch it, kill it, bin it' policy.

2.8 Office area(s)

Entry to the main school office is restricted to office staff members, designated technicians and the Senior Leadership Team only. Pupils, staff and visitors should make enquiries via the Reception Desk. Staff and pupils will not be permitted to leave belongings in the Main Office.

Pupils should also be vigilant when seeking to enter any other office space, as the occupant(s) will rely on the visitor's adherence to social distancing. This may mean that pupils are asked to remain just outside the office door (e.g. Main Office, SLT offices) to ensure that everyone is at a safe distance.



2.9 Visitors to the school

Parents will not be permitted to enter the school without a prior appointment.

Meetings with members of staff will be severely restricted and will be strictly by appointment only.

All visitors to the school will be required to wear a face covering.

3. HYGIENE AND PHYSICAL PROTECTION

3.1 Hand hygiene

Posters are displayed throughout the school, reminding staff and pupils of the need to follow good handwashing routines. This will be covered in pupil induction and parents should reinforce this message with their children.

All pupils will be asked to wash their hands as soon as possible on arriving at school and as often as possible throughout the school day. The school will be using 6 entrance points, which have immediate access to hand washing facilities.

Hand sanitisers will be placed at appropriate points in the Canteen.

Pupils and staff are encouraged to bring their own hand gel. However, it should be noted that hand sanitising is only a support mechanism for hand hygiene and does not negate the need to wash hands.

3.2 Face coverings

The PHA has published guidance to support safe working in educational settings in Northern Ireland. This advises that routine use of PPE within education settings is not required other than for certain tasks deemed to be of higher risk of transmission.

The PHA recommends that face coverings are used in particular circumstances - short periods in enclosed spaces where social distancing is not possible.

Masks should be of an appropriate design, preferably plain. The School reserves the right to ask pupils to remove a mask which is deemed inappropriate in design.

Given the risk mitigations in place in schools to limit and contain the spread of COVID19, face coverings are not generally recommended for routine use in schools. Staff and pupils may wish to use them during the routine school day and this is acceptable. Some persons (including children u13) are exempt from wearing face coverings.

We would strongly encourage all pupils and staff members to carry with them a face mask in the event that they are faced with a situation that entails large numbers of staff or pupils within an enclosed space where social distancing is not possible.

Where practicable, face coverings must be worn during adult to adult meetings lasting more than 15 minutes and by adults visiting the school site.

There is a clear distinction between PPE and face coverings. PPE is specialist medical grade equipment that has been and will continue to be used when working with some



pupils whose hygiene or care needs involve the possible spread of liquids or aerosol dispersion such as vomiting or spitting. The guidance on the use of PPE is led by the underlying health need of the pupil.

Hygiene packs are readily available from the medical room in case of emergencies, when medication and/or first aid are being administered.

Pupils and parents are reminded that it is mandatory for all pupils aged 13 and over to wear a face covering on public transport. It is also strongly recommended that all pupils, regardless of age, should wear a face covering on all buses or taxis for the journey to school where it is appropriate for them to do so and they are able to handle them as directed.

3.3 School Uniforms

Normal school uniform should be worn by all pupils. As the guidance states, schools are not a high risk environment and while young people should be encouraged to wear clean uniform or fresh clothes each day, this is not essential.

On days when pupils have PE or Games, they are permitted to wear their PE kit into school

3.4 Pupil Behaviour

The School's *Positive Behaviour Policy* has been reviewed to ensure that it covers COVID-19 related incidents, and as a means to prevent flagrant abuse of the COVID -19 risks. It makes provision for the School to be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.

3.5 Pupil Attendance

Section 7 of the DENI guidance refers to specific issues regarding pupil attendance. Parents are asked to inform the school of any relevant information to allow us to put the guidance into practice. The School will proceed at all times in line with the current PHA advice. The following provides a brief summary of the categories:

Pupils who are clinically vulnerable

The School will follow the latest guidance on attendance for children and young people who have health conditions, who live with people with health conditions or who are pregnant.

There will be a small number of children where medical guidance would be to refrain from school. Clear evidence should be provided by the family that the pupil is shielding due to underlying medical conditions. If this is not possible then an unauthorised absence should be recorded.

Pupils Who Live with Someone Who is Clinically Vulnerable



If a child or young person lives with someone who is clinically vulnerable (but not clinically extremely vulnerable as above), including those who are pregnant, they can attend school. If in doubt, advice should be sought from the Hospital Consultant or GP of the clinically vulnerable person.

Pupils Who Were Shielding (clinically extremely vulnerable people)

Advice with regard to shielding eased over time and as of 1 August 2020 'shielding' has been paused. Pupil should follow the guidance of their hospital consultant or GP if in doubt about school attendance.

Pupils Who Are Living with Someone Who Was Shielding

Pupils who have household members who were considered clinically extremely vulnerable (at high risk of severe illness and requiring 'shielding'). These restrictions eased over time and from 1 August 2020 'shielding' has been paused. Such children will have an individual risk assessment conducted before the most appropriate place of care is determined

3.6 People who become symptomatic onsite

If anyone becomes unwell with:

- (a) a new, continuous cough or
- (b) a high temperature/fever or
- (c) anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste)

They and any members of their household within our school setting will be sent home and advised to follow the PHA guidance for households with possible coronavirus infection.

A full record of such actions will be kept and we will request that a parent / carer / guardian records their acknowledgement of this action.

A child awaiting collection will be moved, if possible, to the Designated Covid Room (Medical Room.) The child can be isolated behind a closed door. Appropriate adult supervision will be provided and a window will be opened for ventilation.

If it is not possible to fully isolate the child, he or she will be moved to an area which is at least 2m away from other people and most likely at the front of school. Our risk assessment includes the full documentation of this process to ensure a record is held of who made the decision, who was contacted, who provided supervision and who picked up the child.

If the child needs to go to the bathroom while waiting to be collected, he/she will use a separate bathroom if possible. The bathroom will be cleaned and disinfected before being used by anyone else. PPE will be worn by staff caring for the child while he/she awaits collection if direct personal care is needed and a distance of 2 metres cannot be maintained. If the child is seriously ill or injured or their life is at risk, 999 will be



called. Staff will not visit the GP, pharmacy, urgent care centre or a hospital with a pupil.

If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with a new, continuous cough or a high temperature or loss of taste/smell, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who has developed symptoms. Cleaning the affected area with available cleaning products, followed by disinfection after someone with symptoms has left will reduce the risk of passing the infection on to other people.

3.7 Test, Trace and Protect

Staff members must take the register for every class, as it is vital that records are kept accurately as part of our track and trace system

Pupils and staff who exhibit any symptoms associated with COVID-19 should not attend school. The N.I. Executive has rolled out a Test and Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic staff are expected to follow the advice and obtain a test for COVID-19.

Where an individual has had a negative result, it is important to still apply caution. If everyone with symptoms who was tested in their household receive a negative result, the pupil or member of staff can return to work providing they are well enough and have not had a fever for 48 hours.

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency, and will need to share information about their recent interactions. This could include household members, people with whom you have been in direct contact, or been within 2 metres for more than 15 minutes. Passing in corridors and short periods of contact does not therefore present a significant risk to staff or pupils. All household members should follow PHA isolation guidance which currently requires everyone in the house to stay at home. Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire class or 'bubble' being instructed to self-isolate at home.

The current guidance is as follows:

- if you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days;
- if you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms;
- however, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period);
- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep



self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone;

- if you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period;

It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

Enhanced cleaning will be carried out within any classroom in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus.

Pupils or members of staff can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission to those staff/pupils and will also assist in protecting the wider community.

3.8 StopCovidNI Proximity App

The StopCOVID NI Proximity App was released in July 2020 to assist in stopping the spread of COVID-19 in Northern Ireland, by anonymously contacting people who have been in close contact with someone who has tested positive for COVID-19. All staff and pupils over 18 are encouraged to download this free application to help reduce the spread of COVID-19.