



Halliford
School
SHEPPERTON

Response to the Coronavirus Policy

**Including changes in procedures and
adaptations to the Halliford School site
during the Coronavirus Pandemic**

March 2021

Contents

Introduction	3
Assumption	3
Over-riding Consideration.....	3
Purpose	3
Principles.....	3
Coronavirus Policy Statement.....	3
Responsibilities in Managing the Coronavirus.....	5
The Senior Management Team.....	5
Heads of Department	5
All Staff and Volunteers	6
Staff Wellbeing.....	6
Breaches of this Policy - Staff.....	6
Breaches of this Policy - Students.....	6
Attendance.....	6
Students who should not attend school	7
Shielded and clinically vulnerable staff.....	7
Welcoming Children Back to School	8
March 2020.....	8
June 2020	8
Autumn Term 2020	8
Spring Term 2021.....	8
Induction.....	10
Effective Infection Protection and Control	11
Cleaning Routines	12
Classrooms and Laboratories.....	12
Offices	13
Catering.....	14
Drinking Water.....	14
Lunch.....	14
Tuck Shop.....	14
Peripatetic Music and Drama Lessons	14
Personal Protective Equipment	14
Masks / Face Coverings.....	14
Safe Wearing and Removal of Masks / Face Coverings	14
Keeping Occupied Spaces Well Ventilated	16
Mass (Asymptomatic) Testing – Lateral Flow Devices.....	17

Engage with the NHS Test and Trace Process.....	18
Temperature Checking.....	18
Suspected Cases / Unwell Students.....	19
Supporting People with a Disability or Complex Needs	20
Visitors	20
Deliveries	20
Hours and Access to the School Site.....	20
School Transport.....	21
Movement Around the School Site.....	21
Student Arrival.....	21
Staff Arrival	21
Baker Building	21
Theatre.....	22
Dining Hall.....	22
G4.....	22
Cottage.....	22
Sports Hall and Changing Rooms	22
Peter Jones Building.....	22
Philip Cottam Centre.....	22
Sixth Form Café.....	23
PO1.....	23
Design Technology Workshop	23
Reception	23
Staff Room	23
Teaching Rooms within the House	23
School Site Plan Showing One-Way Systems.....	24
Contingency Planning for further Outbreaks.....	25
Appendix 1: Temperature Checking Guidelines for those conducting Temperature Checks.....	26
Appendix 2: Flow Chart in Case of Suspected Coronavirus Case.....	27
Appendix 3: Behaviour Policy - Appendix A – Social Distancing	28

Introduction

We are committed to fulfilling our duty of care to protect the health, safety and welfare of all students, employees, and visitors during the Coronavirus (COVID19) pandemic. This policy describes the measures that we have put in place to protect the school community from the risks of Coronavirus (Covid19) and the duties that fall upon us.

Assumption

This document is a practical guide which is taken from the working document - Coronavirus Risk Assessment March 2021 which is available from the Bursar.

The assumption is that the school will be offering full time teaching to all students onsite other than those who are self-isolating, who will be offered remote learning at this time.

Over-riding Consideration

The health and safety of our students and staff is paramount. All reasonable steps must be taken to minimise opportunities for cross infection whilst students and staff are on the site. Accordingly, we will be operating a strict social distancing protocol for all of those on the site including that people should not currently come within 2 metres of each other. (Please see social distancing measures below.)

Purpose

The purpose of this document is to summarise the actions taken and measures put in place to mitigate the risks involved in a return to the school site and buildings.

Government guidance

Please refer to government guidance on the reopening of schools at:

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551212/schools-coronavirus-operational-guidance.pdf)

[Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-coronavirus)

[What parents and carers need to know about early years providers, schools and colleges during COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19)

If in doubt as to which guidelines to follow, the Government guidance prevails and has been strictly followed in deciding upon the following adaptations.

Principles

The Governing Body have seen and approved all documents relating to the return to the school site. Copies of these documents, along with an accompanying letter have been sent to all parents in advance of their son's / daughter's return to the school site.

Coronavirus Policy Statement

The Governors and Senior Management Team at Halliford School recognise that they have a legal duty

of care towards protecting the health and safety of the School's students, employees, volunteers, parents and guardians, visitors, contractors, delivery services and others who may be affected by our activities during the Coronavirus pandemic.

In order to discharge our responsibilities, we will:

- Bring this Policy to the attention of all staff, students and parents;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of posed by the Coronavirus;
- Communicate and consult with our staff on matters affecting their health and safety and that of the students;
- Comply with relevant legal requirements and government guidance as far as reasonably practical;
- Minimise risks to health and safety where possible by co-operating fully with our specialist Health and Safety Advisors, Hettle Andrews;
- Encourage staff to identify and report hazards in relation to the Coronavirus so that we can all contribute towards improving safety;
- Ensure that emergency procedures are in place for dealing with any suspected outbreak of the Coronavirus at Halliford School;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide information, instruction, training and supervision for employees; and
- Regularly monitor and revise policies and procedures as guidance changes.

This Policy should be read in conjunction with the following documents and associated Government guidance:

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/531212/schools-coronavirus-covid-19-operational-guidance.pdf)

- Reopening school planning notes for staff and students;
- Coronavirus risk assessment;
- Specific risk assessments for Halliford School departments and activities; and
- Halliford School Health & Safety Policy.

This Policy will be reviewed and revised as necessary to reflect changes to the School's activities and any changes to legislation or government guidance. Any changes to the Policy will be brought to the attention of all employees, students and parents.

Responsibilities in Managing the Coronavirus

The overall responsibility for health and safety and management of the Coronavirus rests with the Governing Body and the Senior Management Team. However, it is the responsibility of every employee to be proactive and to cooperate in providing and maintaining a safe place of work.

It is important that everyone is aware of their responsibilities and has a clear understanding of their areas of accountability in controlling factors that could lead to ill health, injury or loss and the Coronavirus being spread.

The Senior Management Team

The SMT meet weekly, or more frequently as required, with minutes taken of all meetings. They discuss ongoing developments in relation to the pandemic, share up to date government guidance, identify any new matters arising, agree any changes required to the School's response and allocate actions to be implemented.

The main responsibilities are:

- Reading and assessing daily government, DfE, PHE and other relevant guidance;
- Identifying how key messages and information are to be communicated and to whom;
- Developing and implementing the Coronavirus (Covid-19) Risk Assessment and Policy;
- Communicating and consulting with Line Managers, Department Heads, other staff, students and parents on matters relating to the Coronavirus (Covid-19);
- Maintaining a record of relevant Coronavirus (Covid-19) documents and communications; Communicating with staff, pupils and parents to ensure new or revised measures are understood and implemented;
- Updating Safeguarding policies and emergency procedures to ensure staff and students feel safe; recording Coronavirus (Covid-19) incidents inside and outside of work;
- Investigating issues raised concerning safety and, when necessary, implementing further effective controls which are communicated to staff, students and parents; and
- Regularly reviewing associated risk assessments and health and safety procedures

Heads of Department

Heads of Department must ensure that:

- They implement and follow the Response to the Coronavirus Policy;
- They communicate and consult with their staff on issues relating to the Coronavirus, briefing staff on any new safety procedures;
- They supervise their staff to ensure that they work safely, providing increased supervision for any new, vulnerable or inexperienced members of staff;
- They encourage staff to report hazards and raise concerns;
- Any safety issues that cannot be dealt with are referred to the SMT for action;
- They liaise with the Premises Manager to ensure regular and effective cleaning takes place;
- Where appropriate they liaise with the Bursar to ensure relevant Personal Protective Equipment (PPE) is available and staff are aware of the correct use of this and the procedures for replacement; and
- In liaison with the HR Manager, they look to monitor workloads and offer additional support to any employees who are experiencing additional stress, whether inside or outside of work.

All Staff and Volunteers

All Staff and Volunteers must:

- Follow the Response to the Coronavirus Policy;
- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) and that of the students during the Coronavirus Pandemic;
- Raise any issues or concerns with their Line Manager or member of SMT where applicable;
- Take reasonable care of their own safety; and
- Take reasonable care of the safety of students and others affected by their actions.

Staff Wellbeing

We are committed to fulfilling our duty of care to protect the health, safety and wellbeing of our employees during the Coronavirus pandemic. We will keep our employees as up to date as we can with all current government guidance where this impacts on our activities. We recognise this is a unique situation and may cause some level of stress and anxiety. We will therefore look to provide information, guidance and instruction to support our employees' wellbeing.

We will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. Staff are reminded that they are able to seek support internally from the School's HR Manager or externally from our 24 hour, 365 day confidential counselling helpline service on 0117 933 0687.

Breaches of this Policy - Staff

Failure to comply with rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under the School's Disciplinary Policy and procedures.

Breaches of this Policy - Students

Failure to comply with rules and instructions or with the requirements of this policy will be dealt with under the School's Behaviour Policy

Attendance

Students and staff with recognised Coronavirus (Covid-19) symptoms should not attend our school premises for any reason.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Eligible students (including priority groups) will be encouraged to attend, unless they are self-isolating. For guidance on attendance, if students are clinically vulnerable/ extremely vulnerable or live with clinically vulnerable/ extremely vulnerable people, see below.

Families will be instructed to notify us as normal if their child is eligible to attend school but is not able to attend.

An attendance register will be taken and we will continue to complete the online Educational Setting Status form, which gives the Department for Education daily updates on how many students and staff are attending.

Students who should not attend school

In line with government guidance, if your child is “**Clinically Extremely Vulnerable**” and has received a letter from the NHS, your child should continue to self-isolate at home. If your child is “**Clinically Vulnerable**” you should seek individual medical advice about attending school. Please see the link below for further details of each of these categories:

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus>

Shielded and clinically vulnerable staff

The Government has strongly advised people who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from Coronavirus (COVID-19) and who have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position should inform the HR Manager of their condition and should not come into school until the Government advise that it is safe to do so.

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions) have been advised to take extra care in observing social distancing and should work from home where possible. We will endeavour to support this, if staff members feel happier working from home for example by asking these staff to support remote education, carry out lesson planning or other roles which can be done from home.

If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles to ensure that they can socially distance from others wherever possible, although the individual may choose to take on a role that does not allow for this if they prefer to do so. If they have to spend time within two metres of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Welcoming Children Back to School

March 2020

On 20 March 2020, the UK Government, in response to the coronavirus pandemic, introduced a lockdown of the working population (except for persons identified as key workers) as a medical control measure to reduce the spread of the virus, to protect the NHS and save lives. During this lockdown, the School remained open to provide care for the children of designated key workers and those children identified as vulnerable, with all other students being taught remotely from home. This resulted in a significant reduction in the occupation of the premises with the majority of staff working from home and teaching staff delivering remote learning to students. This period of partial use of the premises continued until 31 May 2020.

June 2020

As the situation improved, the Government began to consider how more children and young people could be brought back into schools and, from the week commencing 1 June 2020, the Government in England asked nurseries and early years settings to open to all children and for primary schools to welcome back pupils into Reception, Year 1 and Year 6. Secondary schools and colleges were also asked to offer some face-to-face support for children and young people in Years 10 and 12 from 15 June 2020 to supplement their remote education.

Autumn Term 2020

The Government subsequently advised schools that all students in all year groups were to return to school full time from the beginning of the Autumn Term with all schools required to follow the published guidance for re-opening. All students therefore returned to Halliford School for the start of term. On 31 October 2020, the Prime Minister announced new national restrictions, which came into force on 5 November 2020 until 2 December 2020, to control the spread of the Coronavirus (COVID-19). The Government announced that they would not be closing schools during this time and that it remained very important for children and young people to attend to support their education and wellbeing and help working parents and guardians. At the end of the second national lockdown on 2 December 2020, regions in the UK were subject to a local restriction tier system. Whilst schools remained open under all four tiers, children and young people were required to comply with the rules set out for the tier they were in and parents were asked to help ensure their children followed these rules. This particularly included those related to mixing with other households when not in school and when travelling to and from educational settings.

Spring Term 2021

On 15 December 2020, the UK Government announced that from January 2021, teachers and students (starting with secondary schools) would have access to rapid testing to help keep schools open throughout the Spring Term. In order to be able to prepare and test as many secondary pupils and staff as possible, schools were required to implement a phased start for years 7 to Upper Sixth, with all students learning remotely for at least the first week of term.

However, on the evening of 4 January 2021, the Government announced a third national lockdown. Whilst early years settings were able to remain open, primary and secondary schools were to shut to all students except vulnerable students and the children of keyworkers from 5 January 2021 until further notice. The Government asked all secondary schools to continue with a programme of lateral flow testing for any secondary aged students and staff on the school site during the lockdown and Halliford School set up an on-site testing centre to facilitate this. On 22 February 2021, the Government published a four-step roadmap to ease restrictions across England and provide a route back to a more

normal way of life. Each step is to be assessed against four tests before restrictions ease, starting with the return of schools on 8 March 2021.

The Government have stated that all students should attend school from 8 March 2021 but have given secondary schools flexibility during the first week back to ensure all secondary aged pupils can be tested before they resume face-to-face lessons. The Government have asked secondary schools to test all secondary age pupils three times (with 3 to 5 days between each test) before moving to twice weekly home testing. Schools have been asked to keep a small testing provision available for those pupils who are unable to carry out home-testing.

The Government have also asked schools to test all staff using home testing kits twice weekly at home.

Induction

All staff and students will be given a Coronavirus verbal induction as they enter school for the first time to include the following:

- Review and implementation of Response to the Coronavirus Policy and risk assessment;
- Signing in and visitor arrangements (including parents);
- New procedures for staff and students: social distancing, hygiene (handwashing etc.);
- How different areas of school are now being used: classrooms, toilets, lunches and break times;
- Site specific instructions: use of separate entrances, drop-off and pick-up, parking areas etc.;
- One-way systems and signage in place;
- Cleaning and PPE arrangements;
- Emergency arrangements: First aid and fire evacuation revised arrangements;
- What to do about Coronavirus symptoms and what are the quarantine and testing arrangements;
- Communications protocols and reporting procedures - Key Coronavirus contacts within school, support from line managers and the SMT;
- Staff and students to feedback on any improvements or new issues they identify;

Effective Infection Protection and Control

There are important actions that students, their parents and our staff can take during the Coronavirus Pandemic to help prevent the spread of the virus.

Although it is difficult to put some of these measures in place in schools, protective measures are still possible. Hygiene will continue to be very important in our school.

Preventing the spread of the Coronavirus (COVID-19) 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 approaches and actions will be employed to do this.

These can be seen as a **Hierarchy of Controls** that, when implemented, create an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising 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 our setting;
- Cleaning hands more often than usual. Staff and students should wash their hands thoroughly for 20 seconds before arriving at school, as they arrive at school, before they leave school and immediately after arriving home. Hands should be washed at every break, after all visits to the toilets and before/after meals;
- Hands should be washed thoroughly with running water and soap and then dried thoroughly using disposable hand towels, where possible.
- Where a sink is not nearby, we will provide hand sanitiser in or next to classrooms and other communal areas. Hand sanitiser should cover all parts of the hands;
- Ensuring good respiratory hygiene, promoting the 'catch it, bin it, kill it' approach;
- Staff and students will be encouraged not to touch their mouth, eyes and nose;
- Cleaning frequently touched surfaces often using standard products, such as detergent;
- Removing unnecessary items from classrooms and other learning environments where there is space to store items elsewhere;
- Removing soft furnishings, and equipment that is hard to clean (such as those with intricate parts);
- Limiting the amount of shared resources where possible and limiting the exchange of take-home resources between students and staff; and
- Minimising contact and mixing by altering, as much as possible:
 - the environment (such as classroom layout, working outdoors where possible, accessing rooms directly from outside where possible, making corridors one-way, limiting the number of students who use the toilets at any one time);
 - timetables, such as staggered break/lunch times and assembly groups; and
 - drop off and pick up arrangements/times.
- Notices and signage promoting infection control best practice will be displayed throughout our buildings.

Cleaning Routines

We will ensure that:

- Our cleaning staff wear disposable gloves and aprons whilst cleaning;
- We use disposable cloths, first cleaning hard surfaces with warm soapy water, then disinfecting these surfaces with normal cleaning products;
- We clean surfaces that students are touching (such as desks, chairs, doors, sinks, toilets, light switches and bannisters) more regularly than normal;
- Bins for tissues are emptied throughout the day;
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units;
- Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation;
- Following confirmation of a Coronavirus (COVID-19) positive test, we will clean traced areas with cleaning products to reduce the risk of passing the infection onto other people;
- Following confirmation of a Coronavirus (COVID-19) positive test, rubbish from traced areas will be double bagged, stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished;
- Where an area has been heavily contaminated from a person with Coronavirus (COVID-19), such as with visible bodily fluids, cleaning staff will use protection for the eyes, mouth and nose, as well as wearing gloves and an apron; and
- We will confirm to staff and parents that there is no need for anything other than normal personal hygiene and washing of clothes following a day in our setting.

Classrooms and Laboratories

All classrooms and laboratories will have a designated maximum number of students and staff allowed in them at any time. This will be displayed on a notice attached to the entrances to each room and should be strictly adhered to at all times. If in any doubt, students should remain outside a room until invited in.

Each classroom and laboratory has been fitted with a hygiene station containing the following items:

- Alcohol gel
- Blue paper towel roll
- Anti-bacterial spray
- Vinyl gloves
- Tissues

These items are for use within that room only and must not be removed.

Desks should be wiped down between lessons as appropriate, using the gloves, spray and paper towels.

Students attending the site will be advised which rooms have been allocated to them and must proceed there upon arrival.

Measures will be in place to keep different cohorts of students separate from each other whilst on site.

All furniture which exceeds the maximum allocation in classrooms around the site will be removed and no furniture must be moved around at all during this period.

Where double desks are used, only one student must use this desk at any one time.

Windows and doors are to be kept open if possible, unless doors are marked as fire doors.

Lights are not to be switched on/off if possible. This will be done by the premises staff at the start and the end of the day.

Any books issued to students should be wiped down before being handed out.

Where exercise books are being handed in, these should be placed in a box by the teacher and only handled with gloves.

Where possible items should not be shared between students e.g. glue sticks etc. If these are used, they must be thoroughly cleaned before and after use.

In the Computer Suites, all keyboards and mice must be cleaned between sessions. Antibacterial wipes will be available in these areas.

In the Music rooms, all instruments, keyboards etc. must be cleaned between sessions. Antibacterial wipes will be available in these areas.

In the Art and Design Technology rooms, any equipment used by students must be cleaned between sessions.

In the Science Laboratories, any equipment used by students must be cleaned between sessions.

In the Sports Department, any equipment used by students must be cleaned between sessions. Students must not share any equipment at this stage and all National Governing Body guidelines must be followed for particular sports.

The multi-gym and climbing wall are out of use at this stage.

Offices

All offices will have a designated maximum number of staff allowed in them at any time. This will be displayed on a notice attached to the entrance to each office and should be strictly adhered to at all times.

Each office will be given a supply of the following items:

- Alcohol gel
- Tissues

These items are for use within that room only and must not be removed.

No students should access any staff offices.

Windows and doors are to be kept open if possible, unless doors are marked as fire doors.

Lights are not to be switched on/off if possible. This will be done by the premises staff at the start and the end of the day.

Catering

Drinking Water

Students and staff are asked to bring sufficient drinking water for use during the day. New facilities offering handsfree drinking water have been installed.

Lunch

- Students in Year 7 – 9 are catered for in the Dining Room
- Staff and Students in Year 10 are catered for in the Dining Room Marquee
- Students in Year 11 are catered for in the Sixth Form Café Marquee
- Students in the Sixth Form are catered for in the Sixth Form Café

Social Distancing rules must be observed at all times and queue marking spots have been provided to assist this process. .

Tuck Shop

Students in Years 7 – 9 are served from the Dining Room

Students in Years 10 – Upper Sixth are served from the Sixth Form Café

Peripatetic Music and Drama Lessons

These lessons are now being offered on site, with rooms subject to enhanced risk assessments are regular cleaning. All areas are also separated into the two student bubbles.

Personal Protective Equipment

Students and staff should bring in their own wipes, hand sanitiser etc. where possible, although supplies will be available for use around the school site.

Masks / Face Coverings

Masks / Face coverings should be worn by staff, students and other adults when moving around the school site, outside of classrooms, such as in corridors and communal areas. Masks / Face coverings do not need to be worn outdoors unless queuing to enter the dining facilities.

In addition, masks / face coverings should also be worn by students and staff in classrooms. This does not apply in situations where a mask / face covering would impact on the ability to take part in exercise or strenuous activity such as PE. The wearing of masks / face coverings by secondary age students in the classroom is an additional precautionary measure introduced by the Government for the return of students on 8 March 2021. This measure will be in place until Easter 2021 and will be reviewed at this point.

Safe Wearing and Removal of Masks / Face Coverings

The School has issued guidance for removing masks / face coverings safely. Safe wearing of masks / face coverings requires cleaning of hands before and after touching (including removing or putting them on) and the safe storage of them in individual, sealable plastic bags / boxes between uses.

Students and staff will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin or place reusable face coverings in a plastic bag. When a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

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

Further guidance on face coverings can be found at the following links:

[Face coverings in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/face-coverings-in-education)

[Safe working in education, childcare and children's social care - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/safe-working-in-education-childcare-and-childrens-social-care)

Keeping Occupied Spaces Well Ventilated

It is important to ensure the School is well ventilated and a comfortable teaching environment is maintained. This will be achieved by a variety of measures including:

- Mechanical ventilation systems: these will be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should will be adjusted to full fresh air or, if not, then systems will be operated as normal as long as they are within a single room and supplemented by an outdoor air supply); and
- Natural ventilation: windows will be opened as much as possible (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so).

Further advice on ventilation can be found in Health and Safety Executive guidance as follows:

[Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#)

[CIBSE - Coronavirus, SARS-CoV-2, COVID-19 and HVAC Systems](#)

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:

- Opening high level windows in preference to low level to reduce draughts;
- Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused);
- Providing flexibility to allow additional, suitable indoor clothing; and
- Rearranging furniture where possible to avoid direct drafts.

Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

Mass (Asymptomatic) Testing – Lateral Flow Devices

Rapid testing using Lateral Flow Devices (LFDs) remains a vital part of the Government's plan to suppress the virus by helping to identify people who are infectious but do not have any coronavirus symptoms.

The School will follow the Government guidance in relation to testing. This guidance can be found at:

[Coronavirus \(COVID-19\) asymptomatic testing in schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges)

The School's testing programme is summarised as follows:

- Students will be tested three times in the school testing facility from 8 March 2021 with 3-5 days in between each test;
- If the result of a student's test is negative, they will be able to resume face-to-face lessons.
- If the result of a student's test is positive, they will be isolated until they can be picked up by their parent or guardian and will be required to isolate for 10 days from the day after the positive test result was received. Members of their household and their close contacts will also be required to isolate for 10 days;
- After the first three tests in school, all students will then test twice a week at home;
- All staff will test twice a week at home;
- Home tests for students and all staff will be provided by school;
- Members of the households, support bubbles and childcare bubbles of all staff and all students are also now able to access home test kits. The following guidance details how to access these home test kits:
[Households and bubbles of pupils, students and staff of schools, nurseries and colleges: get rapid lateral flow tests - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/households-and-bubbles-of-pupils-students-and-staff-of-schools-nurseries-and-colleges-get-rapid-lateral-flow-tests)
- Staff and students must report the results of their home tests to NHS Test and Trace as soon as the test is completed, as per the instructions on the home test kit.
- Staff and students should also share their result, whether void, positive or negative, with the School to help with contact tracing;
- Staff and students with a positive home test result must self-isolate in line with the stay-at-home guidance and arrange for a PCR test to confirm the result;
- Those with a negative home test result can continue to attend school;
- The School will retain a small on-site testing facility so that testing can be offered to students who are unable or unwilling to test themselves at home.
- Staff and students will be asked to self-swab but assistance will be provided if needed;
- Testing (both in school and at home) is not compulsory, however we strongly recommend that everyone makes use of the testing provision to help keep everyone safe. For those who agree to take part in the testing, consent will be required from staff, students aged 16 and over and parents of students aged 15 and under.
- The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms, even if they have recently had a negative LFD test result, should still self-isolate immediately and arrange a PCR test.

Engage with the NHS Test and Trace Process

The School will ensure it understands the NHS Test and Trace process. The School will ensure that staff members and parents and carers understand that they will need to book a test if they or their child is displaying any one of the symptoms detailed in this policy.

The following links detail how a test can be accessed:

[Coronavirus \(COVID-19\): getting tested - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)

[Testing and tracing for coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-tracing)

Alternatively, tests can be ordered by telephone via NHS 119 for those without internet access.

Staff and students must not come into school if they have symptoms of coronavirus and the School will send staff and students home to self-isolate if they develop symptoms of coronavirus in school. All children can be tested but children aged 11 and under will need to be helped by their parents if using a home-testing kit.

The School will hold a small number of home testing kits provided by the Government but, in line with government guidance, these home test kits will be reserved for those who face significant barriers to accessing a test and would not otherwise get tested.

Students and staff do not need a test if they have a runny nose, are sneezing or feeling unwell but do not have a temperature, cough, or loss of or change in sense of smell or taste because these are not normally symptoms of coronavirus.

Self-isolate immediately and not come to school if:

- they or their child have developed symptoms and are waiting for the results of a test;
- they or their child have been in close contact with someone who tests positive for Covid-19;
- anyone in their household or support or childcare bubble develops symptoms of Covid-19 and are waiting for the results of a test or anyone in their household test positive;
- they are required to do so having recently travelled from certain other countries: [Entering the UK: Quarantining when you arrive in the UK - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/entering-the-uk-quarantining-when-you-arrive-in-the-uk)
- they have been advised to self-isolate by NHS Test and Trace or the PHE local health protection team, which is a legal obligation; or
- they have been asked to self-isolate by the School

All parents, staff and students must provide details of anyone they or their child have been in close contact with if they test positive for Covid-19 or if asked by NHS Test and Trace.

Temperature Checking

As one of the primary symptoms consistent with the Coronavirus is an elevated body temperature of above 38 degrees as part of our measures to protect members of the Halliford School Community, for the time being we will be conducting temperature checking for all students and members of staff.

Students will have their temperature checked upon arrival at school and again at lunchtime. These checks will be undertaken by a duty member of staff / Matron using an infrared thermometer which makes no contact with the individual having their temperature taken. No results will be recorded.

Should a student display a raised temperature of 38 degrees or above, they will be asked to wait to one

side two metres away from any other individuals and their temperature will then be taken again after 10 minutes.

If the temperature has not reduced then they will be asked to report to the Quarantine Area (G5 on the ground floor of the Cottage). Matron or a trained first aid member of staff will then attend to them and call parents to come and collect them and arrange for them to self-isolate and either be tested / seek further advice from NHS Direct.

Staff are asked to have their temperature checked upon arrival at reception. The above protocols would then also apply to all members of staff who displayed a raised temperature.

Suspected Cases / Unwell Students

Before any students / staff return to the school site they will be asked to confirm that they have not been suffering from any Coronavirus symptoms within the last 14 days and that the same is true for those people that they live with.

Should any students develop Coronavirus symptoms (a high temperature, a new, continuous cough or a loss or change to sense of smell or taste) during the school day, they will be asked to report to the Quarantine room (G5 on the ground floor of the Cottage) and Matron or a qualified First Aider will attend to them and call parents to come and collect them and arrange for them to self-isolate and either be tested / seek further advice from NHS Direct.

Should any members of staff develop Coronavirus symptoms (a high temperature, a new, continuous cough or a loss or change to sense of smell or taste) during the school day, they should immediately arrange to leave the site or to be collected by a member of their household and to then return home to self-isolate and either be tested / seek further advice from NHS Direct.

If any students / members of staff have symptoms of Coronavirus they will need to self-isolate for at least 7 days and will be asked not to return to the school site during this time.

If a member of your household has Coronavirus symptoms you are asked to contact the school and then arrange to self-isolate for a period of fourteen days.

What Happens if There is a Confirmed Case of COVID-19 in our Setting?

If a student / member of staff reports that they have tested positive for the Coronavirus, Halliford School will immediately contact Public Health England and follow their advice. This may involve having to close the school at short notice for immediate deep cleaning.

Our response based on current guidance is likely to be as follows:

When a student or staff member develops symptoms compatible with Coronavirus (COVID-19), they will be sent home and advised to self-isolate for seven days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending our setting will have access to a test if they display symptoms of Coronavirus (COVID-19) and are strongly encouraged to get tested in this scenario.

Where the student or staff member tests negative, they can return to our setting and the fellow household members can end their self-isolation.

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

As part of the national test and trace programme, if other cases are detected within the class, 'bubble' or in the wider setting, the local Health Protection Team (Local Authority) 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 students may be asked to self-isolate at home as a precautionary measure.

Supporting People with a Disability or Complex Needs

We will ensure that reasonable adjustments are made where possible to ensure that people with a disability (mobility, visual and hearing impairment, medical conditions and hidden disabilities) are protected in terms of hygiene solutions, and emergencies. We will also follow government guidance for managing students with education health and care plans, including those with complex needs where appropriate.

Visitors

For the time being, we will be minimising any visitors to the school site. Only those with a prior appointment and who have completed a declaration saying that they have not had or been in contact with anyone with Coronavirus symptoms over the last 14 days will be considered for access to the school site. Only the Headmaster / Bursar will be able to grant permission for visitors to the school site.

Deliveries

No deliveries will be able to have access to the school site during this time. Arrangements will be put in place for a member of staff to receive deliveries at the school gate.

Hours and Access to the School Site

The School site will be open at 8am and will close to all students at 4pm and to all staff at 5pm. Hours may vary but all staff and students will be informed in advance. No students or staff will be permitted on site outside these hours without the prior agreement of the Headmaster / Bursar.

School Transport

School Transport is now being offered as usual.

Students must adhere to the following:

- 1) Do not leave home if you have any symptoms.
- 2) Arrive at the stop 5 minutes before the arrival time and maintain a 2-metre distance from others at the bus stop.
- 3) When the coach arrives, the driver will disembark allowing students to enter. All students are required to wear a face covering whilst on board and must use the hand sanitiser provided on the coach.
- 4) Students are not permitted to use the storage under the coach.
- 5) Students must sit in their year group bubble and seats are colour coded. A seating plan will be sent to parents. The driver will also have a seating plan. Students are requested to not move around the coach.
- 6) On arrival at school, the driver will disembark and students must leave the coach in an orderly manner from the front.
- 7) Students must keep their face coverings on as they enter the site using the appropriate gate for their year group and use the new handwashing facilities on site or hand sanitisers.

Falcon Coaches will use the same driver and coach each day for the same route and coaches will be deep cleaned daily. Deep cleaning will include fogging of the coach.

Movement Around the School Site

The attached plan shows the entry and exit points for each building. Where possible one-way systems will be in place within buildings to limit the flow of people. These must be strictly adhered to at all times. Signage showing the status of doorways will be displayed outside and must be followed at all times. Within buildings, signage will show the flow of one-way systems.

Student Arrival

Students should arrive via the student gate which will only be open during the times allocated to students. A member of staff will be present to greet students and temperature checks will be conducted. A table with hand gel will be available and all students will be asked to sanitise their hands before entering onto the school site.

Staff Arrival

Staff should enter via the main gates to the school during the allocated times. They must immediately go to reception where they will be asked to sign in and temperature checks will be performed. Hand gel will be available and staff will be asked to sanitise their hands before entering onto the school site.

Baker Building

Entry to the Baker building will be through the main doors from the courtyard.

Exit from the Baker Building will be through the doors at the far end of the building adjacent to the playing fields.

There will be a one-way system in place from the entrance to the exit doors.

Entry to the first floor will be via the staircase at the entry point. This staircase must only be used for movement up inside the building.

To exit the first floor, students and staff will need to carefully move via the Chemistry Laboratories (Laboratories 5 & 4) and down the staircase adjacent to the exit doors. This staircase must only be used for movement down inside the building.

Students needing to access Laboratories 3 & 6 should do so through Laboratories 5 & 4

Theatre

Entry to the Theatre will be via the door and staircase closest to the Dining Room.

Exit from the Theatre will be via the fire exit doors closest to the Stage Area.

Dining Hall

Entry to the Dining Hall will be via the rear doors adjacent to the Student Entrance gate. Strict social distancing will be in place for all staff and students using the Dining Hall and they are asked to wait on the designated spots marked on the ground.

Exit from the Dining Hall will be via the doors adjacent to the Courtyard.

G4

Entry and Exit to this classroom will be via the one door. Students should wait outside the classroom until asked to enter by the member of staff. Only one group of students must be in this area at any one time.

Cottage

Entry and Exit to the classrooms within the Cottage will be via the one door. Students should wait outside the classroom until asked to enter by the member of staff. Only one group of students must be in this area at any one time.

Sports Hall and Changing Rooms

Entry to the Sports Hall and Changing Rooms will be via the doors from the Courtyard. A strict one way system will be in place on the ground floor area.

Exit from these areas will be via the doors leading out on to the School Fields.

Peter Jones Building

Entry to the rooms within this building, including the Library, RS, Business Studies and Economics and Geography will be via the door and staircase adjacent to the Courtyard. This staircase must only be used for movement up inside the building.

Exit from the rooms within this building will be via the staircase and door adjacent to the Sports Hall. This staircase must only be used for movement down inside the building.

Philip Cottam Centre

Entry to the rooms within this building will be via the doors adjacent to the Courtyard. The staircase adjacent to this entry door must only be used for movement up inside the building.

Exit from this building will be via the staircase and doors to the rear of the building adjacent to the Design Technology Workshop. This staircase must only be used for movement down inside the building.

Sixth Form Café

Entry to the Sixth Form Café will be from the ground floor corridor. A strict one-way system will be in place and those using the Café are asked to wait and observe appropriate social distancing measures.

Exit from the Sixth Form Café will be via the doors onto the terrace and school fields.

PO1

Entry and Exit to this classroom will be via the one door. Students should wait outside the classroom until asked to enter by the member of staff. Only one group of students must be in this area at any one time.

Design Technology Workshop

Entry and Exit to the Design Technology Workshop will be via the one door. Students should wait outside the Workshop until asked to enter by the member of staff. Only one group of students must be in this area at any one time.

Reception

Entry to reception will be via the main front door to the House. There will be no entry to reception through the doors from the hallway.

Exit from reception will be via the Hallway and out into the Courtyard.

Staff Room

Entry to the staff room will be via the Deliveries Entrance.

Exit from the staff room will be via the rear door to the House from the Reception area.

Teaching Rooms within the House

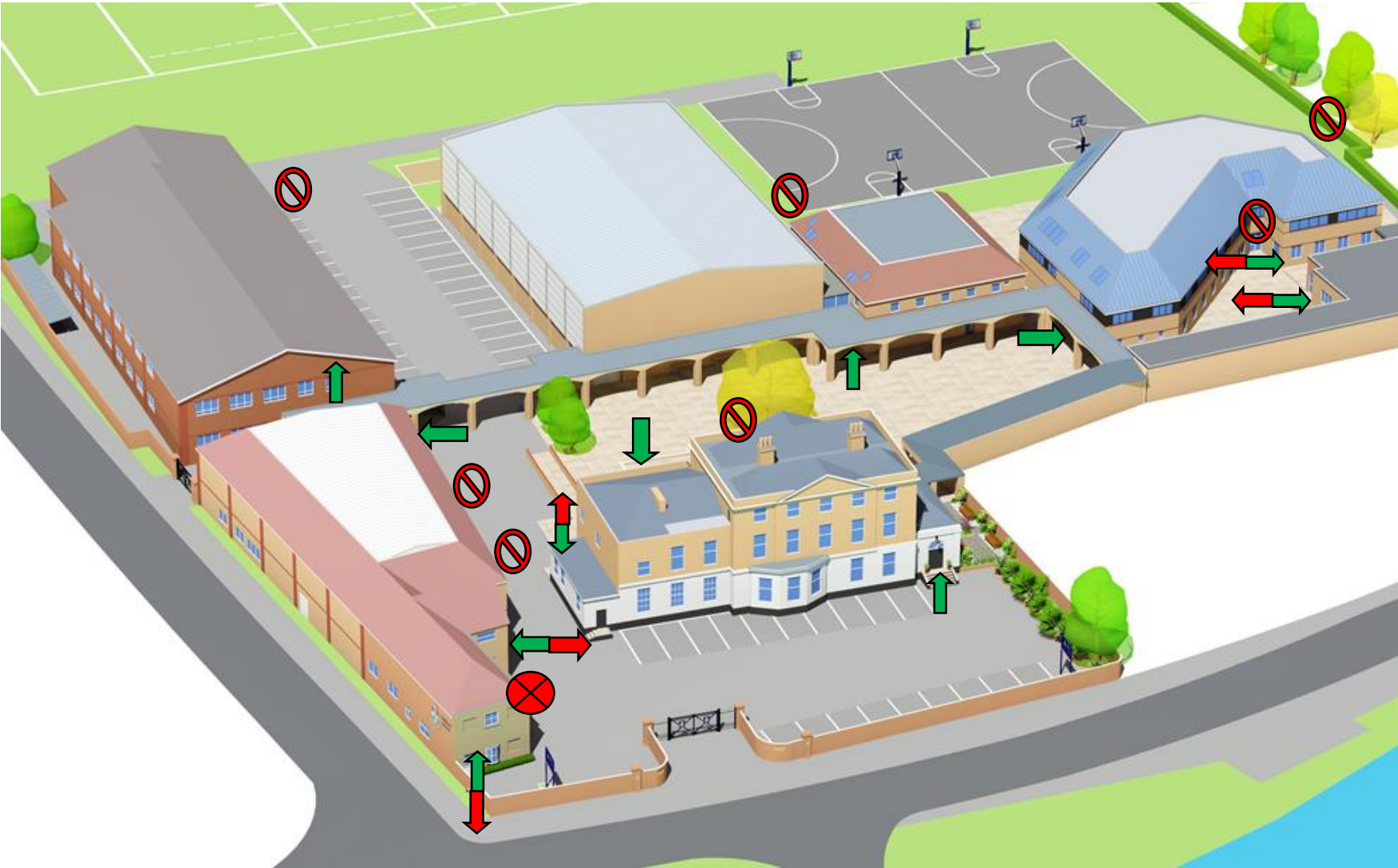
Entry to these rooms will be via the Deliveries Entrance and up the stairs adjacent to the Bursary.

Exit from these rooms will be via the main staircase.

School Site Plan Showing One-Way Systems



Halliford School
SHEPPERTON



- ↑ Entrance
- ⊘ Exit Only
- ↑↓ Entrance and Exit
Wait until invited to enter.
- ⊗ No entry

Contingency Planning for further Outbreaks

If the local area sees a spike in infection rates that is resulting in localised community spread, the appropriate government authorities will decide which measures to implement to help contain the spread.

The Department of Education will be involved in decisions at a local and national level and will support the School to follow the health advice. In the event of a local outbreak, the Public Health England protection team or local authority may advise the School to close temporarily.

If the School is advised to close temporarily, the School will immediately switch to remote education.

Appendix 1: Temperature Checking Guidelines for those conducting Temperature Checks

Rationale

As one of the primary symptoms consistent with the Coronavirus is an elevated body temperature of above 38 degrees, as part of our measures to protect members of the Halliford School Community, for the time being we will be conducting temperature checking for all students and members of staff.

Students will have their temperature checked upon arrival at school and again at lunchtime. These checks will be undertaken by a duty member of staff / Matron using an infrared thermometer which makes no contact with the individual having their temperature taken. No results will be recorded.

Staff Permitted to take Temperature Checks

Only those staff who are trained to a First Aid at Work level may be asked to conduct temperature checks and must willingly agree to take part in this process.

PPE

Staff conducting temperature checks must wear a face mask (provided by the School) and disposable gloves.

Protocol

Staff conducting temperature checks should ask each individual if they may take their temperature and then discretely hold the infrared thermometer at arm's length and at a distance of 5cm – 8cm to the middle of the individual's forehead. The thermometer must never touch the individual.

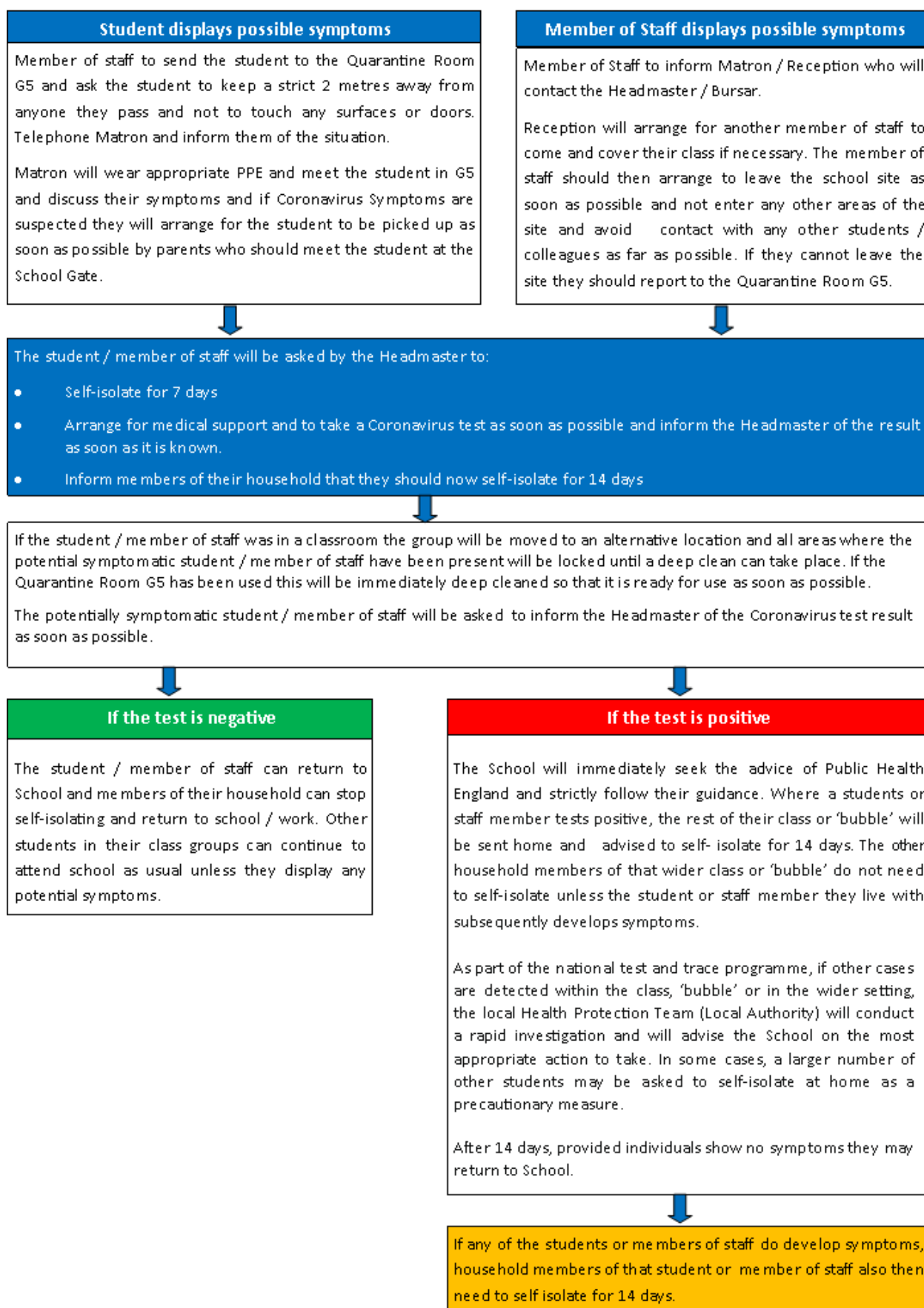
Click the button on the thermometer and within a few seconds a reading of the temperature will take place. Provided the temperature is within a normal range, the display will show green and the individual may enter onto the school site.

Should a student display a raised temperature of 38 degrees or above, they will be asked to wait to one side two metres away from any other individuals and their temperature will then be taken again after 10 minutes.

If the temperature has not reduced then they will be asked to report to the Quarantine Area (G5 on the ground floor of the cottage). Matron or a trained first aid member of staff will then attend to them and call parents to come and collect them and arrange for them to self – isolate and either be tested / seek further advice from NHS Direct.

Staff are asked to have their temperature checked upon arrival at reception. The above protocols would then also apply to all members of staff who displayed a raised temperature.

Appendix 2: Flow Chart in Case of Suspected Coronavirus Case



Appendix 3: Behaviour Policy - Appendix A – Social Distancing

It is important for schools to be calm and disciplined environments, where everyone follows the rules. Before reopening, an updated Behaviour Policy Annex has been created to reflect the new protective measures and new rules and routines of the School. This includes appropriate consequences (such as sanctions), so that staff can ensure students understand them and can enforce them rigorously. The disciplinary powers that Halliford currently has, including exclusion, remain in place. The School is aware that the current circumstances can affect the mental health of students and their parents in a way that affects behaviour. The School understands how mental health issues can bring about changes in a young person's behaviour or emotional state and these are reflected within the approach to behaviour set out below.

The Headmaster retains the power to exclude students on disciplinary grounds. Any decision to exclude should be lawful (with respect to the legislation relating directly to exclusions and a school's wider legal duties, including the European Convention on Human Rights and the Equality Act 2010), rational, reasonable, fair and proportionate.

During the period of time where Halliford remains in specific measures relating to social distancing, the following points on student behaviour will act concurrently with the School's behaviour policy:

Minor Offences

- Unintentionally not maintaining the correct social distance from peers or staff members
- Unintentionally not ensuring hygiene measures are adhered to
- Making unkind jokes or comments about the Coronavirus

The School will adopt a one-strike rule on unintentional breaches of the guidance above, where a warning will be issued and any repeat will be viewed as a serious offence

Serious Offences

- A repeat of an unintentional act as outlined above
- Intentionally not maintaining the correct social distance from peers or staff members
- Intentionally not ensuring hygiene measures are adhered to
- Not following the School's rules on flow of movement, including one-way corridors and access to specific buildings
- Frequenting areas of the School that are deemed out of bounds to the student
- Spitting, or purposefully making surfaces unhygienic through bodily contact
- Using the Coronavirus in any way as a form of intimidation, either physical, verbally or online
- Spreading malicious rumours or scaremongering, relating to the Coronavirus
- Doing anything that puts at undue risk the health of the School community
- Tampering with and/or removing PPE from its location within school