

## Cheney School Covid-19 Protocols - 2020

### September Opening

Link to the government guidance, released on July 2<sup>nd</sup> and updated subsequently:  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The critical issue for Cheney, and for all schools, is to balance the need to get our young people back into school, with the need to keep everyone safe, and to prevent a second wave of infections. Although we cannot guarantee absolute safety, the evidence now suggests very low risk for those of school age, and no heightened risk for adults working in schools. We fully acknowledge that there will be a small number of students, staff or families where the risk is much higher, and we will do everything we can to ensure that our students in that category get a full education.

**Overview:** The list of items on the following pages remain a 'work in progress' and will be subject to continual review. All of the information should be read in conjunction with the main **Cheney School (Covid-19) Risk Assessment**.

Changes to the protocols will be sent to all stakeholders and shared with students as they occur. All parents and staff will receive a copy of the most recent protocol document.

We are committed to ensuring that we have effective risk assessments in place in order to identify potential risks to staff and students so that steps can be taken to minimise such risks. In doing so, we will consider all reasonable concerns that are raised with regard to health and safety on site. Including by completing individual risk assessments.

Staff who think they may not be able to return in September have completed an online form setting out their reasons, followed by an Individual Risk Assessment with Site, HR and a member of SLT (with a follow up Risk Assessment in September). A discussion will then take place so that an informed decision can be made by SLT in terms of any staff absence and whether it should be authorised and, if so, paid or unpaid.

If you have questions that are not covered by the protocols or the risk assessment, please contact your line manager (for members of staff) or email [CHS-Covid19@cheney.oxon.sch.uk](mailto:CHS-Covid19@cheney.oxon.sch.uk)

Minimise contact between groups and maximise social distancing where possible: this is the main area where there will be major changes.

- Year groups will have their own designated area of the school for recreation times. From Monday 30 November, all classes will revert to specialist rooms. This will be kept under review. Please refer to the 'return to specialist rooms' letter for further information: <https://www.cheney.oxon.sch.uk/wp-content/uploads/2020/11/Return-to-Specialist-Classrooms-R-Pavey-17.11.2020.pdf>
- A clear 2 metre teaching space will be created at the front of every classroom, wherever possible. As it is teachers that are moving between groups and across years, teachers represent the biggest risk of spreading the virus throughout the whole school.
- Bubble areas (for recreation times): see site map at the end of the September re-opening letter:

<https://www.cheney.oxon.sch.uk/wp-content/uploads/2020/08/Reopening-Letter-RPavey-27.08.2020.pdf>

- Separate entrances and exits will be used as far as possible.
  - Y7 - W Block Science Corridor
  - Y8 - PE gate
  - Y9 - Assembly hall
  - Y10 - J block
  - Y11 - Student Attendance Gate
  - Sixth form - Sixth form turnstile
- Break and lunch times will be staggered to minimise crowding, and to allow cleaning between services.
- PE will continue but with reasonable adjustments to activities (no sports that have not given NGB guidance) and to uniform requirements so changing rooms are needed as little as possible. Students will come into school in PE kit rather than uniform on days when they have PE.
- In Years 7 and 8, lessons will be taught in tutor groups as far as possible to minimise mixing between groups. This will mean approximately 18 out of 25 lessons per week will be taught in the same group, thus drastically reducing the number of different people students come into close contact with during the day.
- The new start of lesson routine will involve cleaning desks and chairs with disinfectant wipes, whenever students have moved between rooms.
- Teachers will also disinfect shared surfaces like keyboards at the start and end of every lesson.
- Assessment and homework will be done electronically, where appropriate. This is both to minimise contact with shared surfaces, and also to prevent staff having to carry large stacks of books around all day.
- Students are encouraged to come to school on foot or by bike wherever possible to minimise crowding on public transport. We acknowledge that this is not possible for all students.
- Individual faculties are also looking at sensible adjustments to the way they teach and to their curriculum in order to support these measures.

**Attendance:** The school gates will open for students at 8:00am and tutor time will begin at 8:30am for all students. Before Tutor time the students will be allocated the below areas:

- Year 7 - W block playground
- Year 8 - Basketball courts
- Year 9 - Tennis courts
- Year 10 - Picnic Areas
- Year 11 - Inside BR block
- 6th form - L1 and L2

The school day will finish at the normal time. We will not be implementing staggered start and end times. Instead students will access and exit school via entrances and exits identified for each year group. The Department for Education is expecting all students to attend school and for schools to follow up on non-attendance vigorously using penalty notices and prosecutions where possible. We are implementing a more streamlined approach to attendance and will continue to support our families with attendance. Where appropriate we will follow the penalty notice and prosecution route, although we hope this is very much the last resort.

**Registers:** It is essential that all registers are taken promptly and accurately. If a student is late to a lesson the teacher must ensure that they are marked in as late and the number of minutes late is recorded. This is both a safeguarding and public health requirement. We must be able to account for the whereabouts of every student at all times. The need to comply with Track and Trace regulations make this a priority.

**Staff Arrival: All staff must ensure that they have washed their hands before leaving home. Upon arrival at the school site:**

- Staff should enter via main reception;
- Staff should use the hand sanitizer;
- Staff must wash their hands as soon as possible after they arrive in school and regularly use the hand sanitiser available.

**Student Arrival:**

- Students travelling to school should follow the guidance set out by the government with regard to using public transport and as evaluated in the Risk Assessment.
- Parents are discouraged from escorting their children to school, but if this is essential, parents will be directed not to enter the school grounds unless by prior arrangement.
- Students are encouraged to independently travel to school where possible. If a student must be accompanied it is recommended that they are escorted by one parent/carer.
- Where students are driven to school, parents/carers will be advised to drop their students safely and legally at some distance from the school gate. Parents/carers will be asked to be considerate to the local residents when doing so.
- Bikes should be stored safely within the bike sheds by students and not touched by staff.
- All students will be required to use hand sanitizer on arrival and regularly wash their hands.
- Students will go to their designated school zone on entry to the site.
- Students should bring in their own school equipment including; pens, pencils, exercise books etc.

**Face coverings:** Students and staff are expected to wear masks in corridors and communal areas where social distancing cannot be observed. This does not apply to students sitting in classrooms for lessons unless they opt to wear a mask. It does apply, for all, in:

- corridors
- stairwells and staircases
- shared areas such as the ground floor of BR block and L block
- the Canteen
- shared toilets and kitchen areas
- offices and meeting rooms where we cannot observe 2m distance

**Classroom Layouts:** Classrooms are being rearranged wherever possible so that students all face the front, rather than each other, which may help minimise transmission.

- Students will sit in the same seat wherever possible.

**Teaching, Learning and Resources:** We would like teaching and learning to be as normal as possible but please bear in mind that some standard practices will not be possible.

- If you are planning for students to work together please risk assess this dynamically. This means you must consider if the activity will increase the risk of infection. If in doubt please teach from the front. We do not recommend students work in groups because equipment

must not be shared and face to face contact should be kept to a minimum. However, students working in pairs as 'elbow partners' may well be possible.

- There can be no sharing of equipment; pens and pencils cannot be lent or borrowed in class. Again, this will require reinforcing through the detention system. All students will be required to have a working pen (this is in any event a normal, basic expectation).
- Where the students use other equipment such as reading/text books they will be isolated in a separate box then wiped with antiseptic wipes. The resources should not be used again for 72 hours.
- Photocopiers/Computers/Desks/Walkie-Talkies/Chromebooks etc. -
  - Staff should wipe down any equipment they have used such as photocopiers, computers, desks, walkie-talkies, Chromebooks. Staff should use an antibacterial wipe, or a clean, lint-free cloth sprayed once with Anti-Bac (Pink) spray. If using Anti-Bac spray, staff should allow the equipment to completely dry before using it. [Detailed cleaning guides are linked here.](#)
  - Staff should then gel their hands using hand sanitizer.
  - Staff should arrange for printed copies of resources to be completed through Reprographics. Staff should arrange for copies to be completed the week before they are needed (e.g. Friday for Monday use).

#### **Toilet Arrangements:**

##### **For students:**

- Students will use the designated toilet for each area.
- Only one pupil will go to the toilet area at a time from each classroom. Lead staff in the area will need to communicate to ensure this it is adhered to as closely as possible.
- Students will require a one-use toilet exit pass.
- Students will be expected to wash their hands before entering the toilet cubicle and after they have used the toilet.

##### **For staff:**

- Staff will use the staff toilet, ensuring that the cleaning protocols are followed and it is used one person at a time. It is advised that staff working in HR/Finance area, library, use R Block disabled toilets, toilets by the Assembly Hall, Community Hall toilet; staff working in BR block use R block disabled toilets; staff working in C block use toilets in Exams/Comms area; staff in J block use disabled toilets in J block.
- Staff will be expected to wash their hands before entering the toilet cubicle and after they have used the toilet.
- Staff will be advised to also use hand sanitizer if they have had to open the main toilet door.

#### **Breaktimes and Lunchtimes:**

- Break and lunchtimes will be staggered, to ensure groups remain separate at all times. These times will be adhered to closely to avoid any situation where the groups may cross over.
- On timetables, lessons before and after break/lunch will be shown as 1 hour and 30 minute sessions to account for staggered times but will be 1 hour long in practice.
- The catering system will move from a biometric fingerprint system to a touch card system. We encourage all parents to top up accounts online, but the cash-loaders in school will also be adjusted to take touch cards. We hope this will be a short-term solution, as it is possible to lose a card in a way that is much harder with your finger.

- **Food Service Areas:** All counters in the dining hall will be used as well as the sandwich pod in the playground.

**Outdoor Activities:** At break and lunch times, as well as any other point that students are outside, activities will be directed by a member of staff. Activities will not involve any shared resources and will be designed to ensure that social-distancing can be maintained.

**Student Collection:** Parents will be discouraged from collecting their children from school. If they must collect a child they will need to remain outside the school grounds and not enter the building unless by prior arrangement.

**Infection Control/Social Distancing:** Everyone who attends the school (staff and students) will follow the protocols below that are designed using the government guidance and the 'hierarchy' of priorities for infection control:

- Students or staff displaying symptoms: no-one who is ill should come to school, and anyone who becomes ill when in school will be moved immediately to an area where the infection cannot spread and the appropriate care can be given.
- Increased hand washing and sanitising: we are increasing the number of areas where students and staff can wash, and hand sanitiser will be provided in all classrooms and at other key points. Staff will reinforce this constantly.
- Respiratory hygiene: tissues will be provided in all classrooms, and 'catch it, bin it, kill it' will be strictly enforced by all staff.
- Enhanced cleaning: the facilities staff will be carrying out additional cleaning and disinfection of common areas, and items like door handles which are likely transmission hot spots. In addition, all classrooms will have disinfectant wipes and sprays for students and staff to use at the start of lessons.
- Enhanced ventilation: classrooms and offices should have their doors left open whenever possible, windows should also be kept open as frequently as possible with students being permitted to wear jumpers and coats if it is cold in the classroom as a result.

We would ask all parents to support the School with our measures by preparing their child as much as possible in advance: this can be done by discussing the measures or practising at home.

The guidance is very clear that schools are not being expected to maintain 2 metre gaps between people and we want to be up front from the start that it is likely to be extremely challenging to do this at all times (especially for those working closely with students, such as TAs). A 'no physical contact' rule will be introduced. It is not possible to enforce social distancing, but it is possible to enforce a rule which requires students to keep their hands to themselves. This will need to be reinforced through the behaviour system, and we hope that both students and parents will understand the reason for any detentions arising because of this, and will support the school in keeping all members of our community safe.

- **Symptoms:** Any pupil or member of staff who displays Covid-like symptoms will be sent home. If the only symptom displayed is a cough, we will send the child home and liaise with the parents to see if it persists. If there is a persistent cough and/or a temperature,

children will have to be tested and will not be able to return to school until they have been cleared or have gone through the subsequent isolation period.

- We will use the identified spaces (Small counsellors rooms in W block, near the attendance office - W12) for isolation purposes and parents will be able to pick up from main reception. We will consider the needs of every person who may need to be isolated.
- If the identified space is occupied with another student, take the student to the second medical space (WG11). If there is a meeting taking place in WG11, ask the group to leave and ask Site staff to come and clean the room before entering. Please stand outside with the student until the room has been cleaned.
- Parents will be expected to ensure that there is never a time that there will not be an adult available to collect a child within 45 minutes of receiving a call from the school.
- Please let ASH know asap if you have/ or sent home a suspected covid student.
- Response to any infection. Registers for every lesson and class seating plans will help the Public Health England teams identify students or staff who need to self-isolate in the event of a confirmed case in school. As soon as a case is identified, we will follow the instructions and guidance given by our local health protection team and we will inform any students and parents who need to self-isolate. We do not anticipate needing to close the whole school, or even sending a whole year group home if a single case is identified, but we will follow the advice at the time. We should also have a number of home testing kits in school, which we can give to staff who have been in close contact with a confirmed case.
- A coronavirus test can be booked here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Essential workers in England, Scotland or Northern Ireland, can apply for priority testing through GOV.UK: <https://www.gov.uk/apply-coronavirus-test-essential-workers>

**Medication:** Existing regular medication such as inhalers will be kept in the year offices:

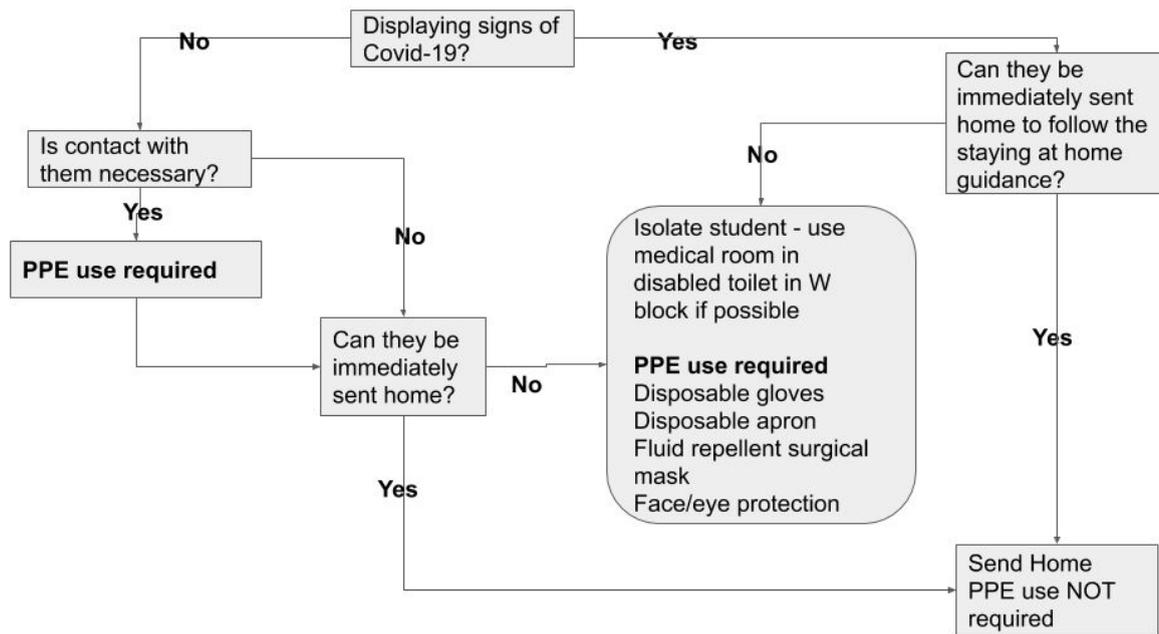
- Where a request is made to administer medicine, forms will need to be completed at home and sent in with the pupil.
- If a pupil needs medication for a condition such as hay fever, we would ask that this is administered before arriving at school.
- If any medical condition risks the safety of others e.g. regular sneezing through hay fever, we may need to ask parents to keep their child at home until those symptoms have abated.

**Behaviour Management:** We introduced a revised Respect for Learning Policy in September. The new policy also takes into account suitable measures to address the dynamic context in relation to Covid-19. It sets out approaches for staff to take when dealing with students who do not meet our expectations. It also includes relevant sanctions and a ladder of consequences. Students will no longer be expected to social distance from each other but a no physical contact rule is being introduced.

**Personal Protective Equipment (PPE):** Although we will have a limited stock of PPE in place (aprons, gloves, face-masks and eye protectors), the guidance has been clear for months that this is not something we should use regularly and students should also not wear face-masks due to the increased risks that incorrect usage brings. The guidance is changing, however, and now states that wearing face masks will be mandated in areas where the infection rate climbs and local lockdown measures are introduced. It is currently optional, but this will be kept under constant review; readers should note that this area of guidance is likely to change very quickly, and the publicly visible version of these protocols may not be updated, as Cheney's priority will be to implement the new guidance

in practice. Currently, Cheney will encourage students and staff members to wear masks in crowded circumstances, or at any time to reduce anxiety when attending school. **Students' PPE must be provided by parents.** The School will provide appropriate training to ensure that PPE is correctly utilised.

- PPE supplies located in the Head and the Head's PA's offices.
- Staff will use gloves for certain tasks before and after school, but during the school day, handwashing and good hygiene will be the priority.
- PPE will only normally be used when symptoms are displayed if 2 metre distancing cannot be maintained while that pupil is waiting to be collected.
- PPE will be used where intimate care, including first-aid, has to take place.
- Where possible, older students will be supported to apply their own first-aid (cleaning of grazes or similar).



**Evacuation Procedures:** All normal evacuation procedures will remain in place so that the students remain confident of how to leave the areas in an emergency. Staff will talk these through with the students. This decision has been made as the risks associated with a reason to evacuate e.g. fire considerably outweigh the risk associated with Covid-19. Fire meeting points below:

Year Group	Fire alarm muster
Y7	Tennis Courts fence facing Music. Enter via Wainwright entrance to Tennis Courts
Y8	Tennis Court fence along Basketball courts - enter via Lane/C Block entrance to Tennis courts
Y9	Lane Playground
Y10	R Block Playground facing picnic benches
Y11	Tennis courts facing BR Block

Sixth Form	Basketball courts
Cheney+	Wainwright playground facing J block
7 / 8*	To join tutor groups

**Uniform:** We expect students to come to school in their normal uniform/dress code for Sixth Form.

**Staff Dress Code:** Staff should dress appropriately for school following normal Health and Safety guidelines.

**Staff meeting rooms/offices:** Staff must adhere to social distancing recommendations as far as possible, including limiting the number of people in an office, and reducing shared working spaces as far as possible.

**Testing:** You can only get a free NHS test if at least one of the following applies:

- you have a high temperature
- you have a new, continuous cough
- you've lost your sense of smell or taste or it's changed
- you've been asked to by a local council
- you're taking part in a government pilot project

You can also get a test for someone you live with if they have symptoms.

You cannot get a free NHS test unless you have symptoms, have been asked to by your local council, live in England and have been told to by your hospital, or are taking part in a government pilot project.

This applies even if:

- you live with someone who has coronavirus
- you've had close contact with someone who has coronavirus
- you've come to the UK from a high risk country
- you're planning to leave the country
- your employer or school has asked you to get a test

**Self-isolation:** If you or someone who lives in the same household as you has COVID-19 symptoms or have received a positive test result, please follow the Government Guidance at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**Staff absence reporting:** Staff who are not able to come into work on a day that they are timetabled must at the start of each day notify their line manager and call 01865 755299 by 7.30am.

**Visitors:** We will have no unplanned visitors to the school and planned visitors will be for essential purposes e.g. maintenance. Where we do need to have a visitor they will undertake their visit away from everyone else with strict distancing, hand-washing and all other infection control measure in place:

- Unfortunately, parents are included in this protocol and will not be allowed into the school buildings unless previously arranged.

- Any regular visitor to site to deliver essential services, educational provision etc. will adhere to the measures set out above.
- We may allow visits where activities take place solely outside and can be kept distanced.

### **Provision for students absent from school**

We are clear that the best provision is to be in school. However, we understand that some extremely clinically vulnerable students may not be able to return, or individuals or groups may need to self-isolate for a period. This aspect of the coming term is one of the hardest to plan for, as the extent of the issue is very unpredictable. Our preparation falls into three categories:

- Short-term absence of a day or two: we have some new platforms that provide online lessons to fill gaps like this, in addition to anything a teacher may send.
- Longer-term absence, short of another lockdown: students should use their Google Classroom, and either do the work that is set there, or join their normal lesson via a live-streamed Google Meet.
- Full lockdown: every department has set up a Google Classroom, which will be used to support normal learning as appropriate, but which will be quickly switched to the main vehicle for teaching in the event of another lockdown.