



## **Small Haven School**

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### **Small Haven School Covid-19 Safety Measures April 2021.**

**The safety and well-being of our whole school community is of paramount importance to us.** This document outlines the measures we are taking to reduce risk and promote the safety and wellbeing of all during this particularly challenging time. This plan has been devised based on Small Haven School's individual circumstances and in accordance with the following government guidance:

- DfE Guidance: Schools coronavirus (COVID-19) operational guidance (updated 6 April 2021)
- DfE Guidance: Special schools and other specialist settings: coronavirus (COVID-19) (updated 6 April 2021)
- Public Health England: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (updated 30 March 2021).
- DfE Guidance: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (updated 1 March 2021)
- DfE Guidance: Rapid asymptomatic testing in specialist settings (Updated 6 April 2021)
- Public Health England Guidance: COVID-19: cleaning of non-healthcare settings (updated 16 October 2020).
- Department of health and social care: NHS test and trace in the workplace (updated 5 April 2021).
- Department for Transport Guidance: Coronavirus (COVID-19): safer travel guidance for passengers (updated 19 April 2021).

This document will be shared with staff and parents to enable transparency, clarity and feedback. Small Haven School will be risk assessing the situation on an ongoing basis and measures will be reviewed and updated as and when necessary.

## **1) Planning and organising prior to the children returning.**

- Carry out individual consultations with parents regarding whether they wish for their child to return to school. We will continue to offer the highest level of support to those remaining at home.
- Provide a home-school contract to parents outlining the role they will play in promoting the safety of their child and those they come in to contact with.
- Ensure appropriate cleaning in line with guidance has taken place and is able to continue throughout the school opening.
- Ensure the school has appropriate supplies, such as cleaning materials.
- Carry out risk assessment and other health and safety checks before reopening (e.g. water systems, utilities, fire safety checks).
- Devise appropriate safety measures (this document) and share with the school community, ensuring all staff are clear about the guidance.
- Carry out individual pupil risk assessments, if it is deemed that a child or young person may not be able to manage the safety measures, to determine what mitigations need to be put in place and whether, in rare circumstances, they would be safer to stay at home.
- Speak to the children before they return to try and prepare them for the changes.
- Organise the small groups and timetables, ensuring there is always a designated safeguarding lead and first aider on-site.
- Organise the whole school environment and classrooms, to promote and enable social distancing as advised and remove inappropriate items.

## **2) Safety Measures when the School is open.**

### **Attendance**

- Covid-19 symptoms vary between individuals. Anyone (staff, children, families) displaying symptoms for the virus must follow government guidance and self-isolate <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- Everyone is entitled to be tested and should do so at the earliest opportunity, informing the school of the results as soon as they arrive. This can be done by either phoning 119 or through the following website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

- Other illnesses can also increase risk so **we kindly ask that anyone feeling ill with concerning symptoms does not attend school (please see our illness guidance sheet for more information)**. Anyone who presents as seriously ill on site will be isolated and sent home immediately. **Please ensure you are contactable at all times.**
- There is a digital temperature checker on site to check staff or pupils who report feeling unwell. If the temperature gauge reads higher than 37.8c, during resting state, this implies possible fever and the person in question will be advised to go home and be monitored. Routinely taking the temperature of staff or pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

### Testing

- Small Haven School have undertaken training to administer the lateral flow testing process and identify asymptomatic cases. Anyone displaying symptoms should **NOT** come in to be tested but seek testing through the normal procedure.
- All staff have consented to twice weekly testing, which is carried out at home. Secondary age pupils who have consent will be tested twice a week within school to take the burden off of parents. Anyone who receives a positive result will be asked to leave immediately and provided with appropriate support and guidance.

### Drop off and pick up

- Drop off and pick up times will be staggered to avoid mass gathering. Pupils arriving/leaving school via Kent transport taxi's will keep to their usual timings arranged with the service. Sibling groups attending school will be assigned family timings for arrival and collection. In all other cases the follow timings will apply:  
 lower school: 8:50am-3:10pm (2:40pm Fri)  
 middle school: 9:00am-3:20pm (2:50pm Fri)  
 upper school: 9:10am-3:30pm (3pm Fri)  
 sixth form 9:10-3pm (2:30pm Fri)  
 If these timings are not possible due to other unavoidable commitments, then please speak to Miss White.
- We kindly ask that parents do not enter past the gate at the school office, a member of staff will greet your child in the office garden and take them through to their class.
- Please maintain a **2 meter distance** from other people whilst waiting at the gate.
- Pupils should **only be dropped off by one adult**. For those who have young children they cannot leave, we kindly ask that you drive into the back car park where a member of staff will greet your child, enabling the rest of you to remain in the car.
- We understand that parents will not get the usual opportunity to see teachers and other staff during drop off and pick up. Please call in advance if you need to arrange a time to see someone or discuss anything.

### Hygiene

- Everyone, staff, pupils and visitors, will be required to practice good regular handwashing as advised by the government. More details will be provided and posters will be displayed as a reminder.
- Everyone on site will be encouraged to follow the 'catch it, bin it, kill it' guidance. They will have access to tissues and every class has a bin to dispose of the tissues, which will be emptied at the end of the day, and as necessary.
- Schools are **not** recommended to use PPE unless it is their usual practice. Recent guidance has advised masks to be worn in secondary schools to limit transition in crowded corridors/areas of school between lessons. However, following a risk assessment, we have decided that this is **NOT** appropriate in our setting. This is based on the needs of our pupils and the incredibly small number of people present and the small environment. Most classrooms are single units with external exits and essential areas, such as toilets, are a mere few feet from the entrance. Therefore, we do not face the same risks as large busy school environments. Also, evidence suggests that masks can increase the risk of infection when not used properly, which many of our pupils struggle with. However, staff are entitled to wear their own when not teaching in lessons, should they wish to. Gloves and Aprons are available if required.
- Touching of the face and mouth is discouraged. Children with long hair may prefer hair tied back to reduce the temptation to touch their face.
- Normal school uniform can be worn.

### **Environment & Cleaning**

- All areas are risk assessed for maximum capacity and use. Unnecessary/prohibited items will be removed to create more space for appropriate social distancing. Seating will be arranged strategically to avoid face to face contact.
- Unessential areas will be out of use to avoid unnecessary movement around the school. Quiet rooms will still be available for children who need it.
- Children and staff will use separate toilets and only one person will be allowed at a time.
- Each class will use a separate entrance to access their learning environment.
- Frequently used doors will be propped open (fire-risk assessment completed) to reduce contact and external doors and windows should be open where possible to allow ventilation.
- Posters and markers will be used where needed as helpful reminders of social distance requirements.
- Any hazards will continue to be reported to the health and safety officer, Ross White, or Principal Head, Stacey White, as usual.
- Cleaners will be in every day, after everyone has left, to clean the premises. A deeper clean will take place twice a week in line with testing.
- Appropriate resources will be provided for staff if they need to wipe down commonly used areas/resources during the day (handles light switches).

## Classes and Timetables

- Group sizes will be determined by risk assessment and the size of the learning space.
- In the event that only one child from a class attends they will join with another class group so they are not alone.
- As a small school we did have the choice of creating a whole school bubble. However, in order to minimise the risk of whole school closure and assess the impact of full return, the school will be divided into four social bubbles. This is made up of
  - 1) 'lower school staff and pupils,'
  - 2) 'middle school staff and pupils,'
  - 3) 'upper school and sixth form staff and pupils,' and
  - 4) 'office staff.'
- Each 'bubble' will avoid mixing and close contact with other groups in the school.
- It is essential that the children and staff experience the reassuring presence of the Head or Senior leaders at times and social distancing will be maintained throughout.
- Assemblies will be reduced to once a week and take place within the bubbles.
- Social distancing will be maintained where possible in these bubbles. However, as a small special school we are aware that, as in many other schools, constant long-term social distancing is not realistic. Small periods of closer contact within a specific social bubble may be required, such as during essential staff-supported learning within the lessons or to administer essential first aid.
- There will be at least one designated safeguarding lead and one first-aider available at all times. **Safeguarding issues should be reported to the DSL immediately in line with normal practice.** If at any point appropriate staffing or leadership is not possible a safety risk assessment will be carried out regarding the need to temporarily close until this is possible.
- Break times will be staggered between bubbles to reduce cross-over. This is only required for the middle school and upper school as they share a playground. Non-contact games will be encouraged.

## Food, Drinks and Resources

- **Please send your child to school with an individual water bottle** that can be refilled throughout the day.
- Children are allowed to bring in school bags and essential items, such as lunch boxes and personal stationary. As a special school we understand that some pupils require an additional transition object to help with their anxiety. One such item will be allowed to facilitate attendance but must be agreed with staff first.
- The school will continue to provide tea and toast to the pupils. This will be prepared and cleared by a designated member of staff who will follow appropriate food and hygiene practice throughout.

- Children have access to their individual laptops and stationary. Resources can be shared within bubbles. In the event that some resources are used by different bubbles, it must be cleaned between change over.
- Contact books will be used for essential communication between school and home. Please ask the teacher for email updates should you prefer this method.

### **Emotional Support and managing Behaviour**

- Small Haven School is a therapeutic school with positive attachments and children's safety at the heart of everything we do. It will be very difficult for us as a school to not be able to function in our usual way and provide physical contact to children who may be upset. However, we must put the safety of our community first and maintain the safety measures. Staff will still be able to provide verbal support and reassurance and the use of quiet rooms if needed.
- We understand that you have all been through a very difficult time and that the children may have encountered trauma, loss or be showing heightened anxiety. They may also find the changes at school distressing. **We are committed to doing all we can to provide a safe space for them to express themselves and do our best to explain things and reassure them where possible.** Mentoring will still be available but will be modified to follow safe practice.
- It's not just our families who have been going through this difficult time, our staff have too. We will continue to offer support and supervision to our staff and will be gathering regular feedback from them. **We appreciate your support in helping our staff by talking to your children about the changes and by following our Covid-19 Home-School agreement contract.**
- Our usual behaviour policy remains in place and children will be supported to manage their behaviour as best as possible with lots of praise and rewards or consequences when needed. However, **in order to maintain safe distance, we are unable to use restrictive physical interventions (unless we are bound to do so under our duty of care in a dangerous situation).**
- In addition to our usual behaviour policy we have had to update it in line with the current situation. **If a child or young person displays behaviour that could put themselves or others at risk of infection, we will need to risk assess the situation and may need to discuss appropriate support measures.**
- **If you feel your child is not coping emotionally with the changes in school and displaying signs of distress or anxiety then please contact the Principal Head, Stacey White, at the earliest opportunity to discuss this.**

### **Medication and Emergencies**

- **In order to limit contamination, Pupils who take medication at school will be encouraged to administer it themselves under the supervision of a member of**

**staff. Please contact the Principal Head, Stacey White, if you need to discuss this further.**

- There will always be a trained first-aider on site and we have gloves and aprons available if treatment is required. **In some cases, children may need to go home to receive treatment. We will of course always attend to your child's needs in the unlikely event of a serious accident or emergency, whether it be medical or fire-related.**
- In the event of suspected Covid-19 case within the school, the Principal Head/Director of education will contact the local Public Health protection team and follow the advice given:  
**Kent HPT (South East), Public Health England, Level 2, Civic Centre, Tannery Lane, Ashford, TN23 1PL.**  
**Telephone:0344 225 3861 (option 1 to 4 depending on area)**  
**Out of hours' advice: 0844 967 0085**

### **Visitors and Visits**

- **In order to safeguard our staff and children we will not be allowing non-essential visitors on site or be holding meetings in the building. EHCP meetings will continue remotely but will be reviewed at the end of term 5 and may resume on site in term 6, if deemed safe to do so.**
- The past 12 months has had a detrimental impact on the physical and mental wellbeing of our young people. Due to the vast decline in virus cases locally we will be reintroducing some local trips out this term, such as walks and visits to the beach. We feel this is important for our young people. However, this will be optional, only take place in bubbles, and will be risk assessed. Parental consent will be obtained before.

### **Transport**

- **If your child is provided with the KCC transport service them please contact the transport team** regarding necessary arrangements needed for them to attend. The transport team should be adhering to government guidance and should be able to provide you with details of you they are doing this.
- **If you have to rely on public transport to get to school then please contact the Principal Head, Miss White, who will be happy to discuss options including alternative timings to avoid travelling at peak time.**
- Small Haven School has resumed its discretionary transport service.

### **School contingency plan**

- **If numbers of incidents rise in our local area and schools nationwide, there may be an impact on staff attendance due to them following government guidance. In this**

**instance we will do all we can to minimise disruption to the children and provide the best support possible. However, in the rare event that there are not enough staff to safely support the children, bubbles may have to temporarily resort to home-support. We will endeavour to return to normal learning as soon as a safe number of staff return.**

- **In the rare event that the school is required to temporarily close, we will once again provide the upmost levels of educational and emotional support to our school community.**

I understand that this is a challenging time for everyone and we are doing the best we can under incredibly difficult circumstances. Unfortunately, the evolving situation of the Covid-19 pandemic means that we are continuously having to update our own procedures and adapt to an ever-changing situation. Unfortunately, this does mean the children are also experiencing more change than usual. This is difficult for everyone, especially our children who thrive on consistency, and we apologise for any inconvenience. Having said this, I am incredibly proud of the resilience the children have demonstrated throughout this situation. I'm also proud of our wonderful staff team, who are committed to working hard and doing the best they can by you and the children whilst also having to manage their own incredibly difficult personal circumstances.

We would like to thank all of you for your ongoing patience and support in helping us during this unprecedented time. We couldn't do it without you! I hope you find the information clear and that it demonstrates our commitment to doing all we can to keep our whole school community as safe as possible whilst also ensuring our children can be in school where they belong. Please contact me if you have any concerns or questions. Equally, we'd love to hear from you if you feel there is anything we've missed and could consider adding. We are a community and we welcome everyone's input.

Kind regards and best wishes,

Stacey White

Mprof, MA, Bsc

Principal Head, Small Haven School