



Small Haven School

146-150 Newington Road, Ramsgate, Kent, CT12 6PT

Telephone: 01843 597088/07483146304

stacey@smallhavenschool.co.uk

Small Haven School Covid-19 Safety Measures September 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 updates:

- DfE Guidance: Schools coronavirus (COVID-19) operational guidance (updated 27 August 2021)
- DfE Guidance: Special schools and other specialist settings: coronavirus (COVID-19) (updated 27 August 2021)
- Public Health England: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (updated 31 August 2021).
- DfE Guidance: The use of personal protective equipment (PPE) in education, childcare and children's social care settings, including for aerosol generating procedures (AGPs) (updated 20 July 2021)
- DfE Guidance: Rapid asymptomatic testing in specialist settings (Updated 27 August 2021)
- Public Health England Guidance: COVID-19: cleaning of non-healthcare settings (updated 19 July 2021).
- Department of health and social care: NHS test and trace in the workplace (updated 13 August 2021).
- Department for Transport Guidance: Coronavirus (COVID-19): safer travel guidance for passengers (updated 16 August 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.

- 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 updated 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.

2) Safety Measures when the School is open.

Attendance

- All pupils should now be attending school. However, anyone displaying the Covid-19 symptoms listed below should self-isolate straight away and get a PCR test as soon as possible:
 1. a high temperature
 2. a new, continuous cough
 3. a loss or change to your sense of smell or taste
- 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).
- **From 16 August 2021 self-isolation rules have changed.** Close contacts who are fully vaccinated or those under 18 will **not** need to self-isolate. All close contacts will be advised to take a PCR test – you should encourage anyone identified as a close contact to do this. Individuals identified as close contacts will not need to self-isolate while they are awaiting the results of their test. If the PCR result is positive, the individual must self-isolate and NHS Test and Trace will work with them to identify any close contacts (schools are no longer an active part of this process). Please note that 18-year-olds will be treated in the same way as children and young people until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults.

Support and government guidance on testing and when to self-isolate can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

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

- Due to our small numbers, drop off and pick up times have now returned to normal. Therefore, the main school drop off is between 8:45-9am and pick up is at 3:30pm Mon-Thurs and 3pm on a Friday. Sixth form arrival time is 8:45-9am and finish time is 3pm Mon-Thurs and 2:30pm on a Friday.
- A member of staff will greet your child in the office garden and take them through to their class. Upper school pupils will make their own way to class (unless a greeting support plan is in place).

Hygiene

- Everyone, staff, pupils and visitors, will be required to practice good regular handwashing as advised by the government.
- 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. 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 classroom 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.
- Normal school uniform can be worn.

Environment & Cleaning

- Children and staff use separate single unit toilets.
- Each department uses a separate entrance to access their learning environment.
- External doors and windows should be open where possible to allow ventilation.
- 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 pupils have left, to clean the premises. 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

- As a small school we no longer feel that separate bubbles are necessary and will be operating as a whole school bubble. This is to help bring normality back to school life for our pupils and to facilitate community cohesion, which is an important part of Small Haven School.
- 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.

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 resources, as usual.
- The school will continue to provide tea and toast to the pupils. This will be prepared by staff who will follow appropriate food and hygiene practice throughout.

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. Staff will continue to provide mentoring/thrive sessions and any emotional support and reassurance required and children have 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. Equally we are here to support you. Please contact Miss White if you are struggling and would like support.

- 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 any changes.**
- Our usual behaviour policy remains in place and children will be supported to manage as best as possible.
- **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.

Visitors and Visits

- Approved visitors will be permitted on site but will be provided with a visitor notice to ensure safe practice is observed.
- EHCP meetings are able to take place on site.
- School trips have now resumed as we feel this is important for our young people. Visits will be risk assessed as part of our usual practice.

Transport

- The KCC transport service is running as usual.
- 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 for those eligible.

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, we 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 has been a challenging time for everyone. 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. 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 we balance this with their academic and wellbeing needs. 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