

ACTION PLAN FOR:	CORONAVIRUS (COVID-19) Spread Prevention and Government / HCC Advice	
Establishment: Stevenage ESC	Action Plan By: Dan Nearney – Headteacher	Date: 17 th March 2020 UPDATED 06/06/2020
Manager Approval:	Date: 16 th March 2020 UPDATED 6 th June 2020	in relation to COVID-19 and the updated Government Advice
People at risk	Employees, students, visitors, contractors, parents/carers	



Government guidance states for Centres states:

- “The safety of children and staff is our utmost priority.”
- “The advice seeks to support staff working in Centres, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”
- “In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of Centres states:

- “We have provided guidance and support to Centres, colleges and child care settings on implementing protective measures in education and childcare settings to help them reduce the risk of transmission as more children and young people return.”
- “Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.
- Centres and colleges continue to be best placed to make decisions about how to support and educate their students during this period. This will include:
- Consideration of the students’ mental health and well being

Up to date guidance can be found here:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<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>

<https://www.gov.uk/government/publications/covid-19-Centre-closures>

RISK/RANK	Specific Actions to mitigate risk	Person responsible for supporting mitigation of risk
<u>ABILITY TO SOCIAL DISTANCE</u>		
Social distancing at key points e.g. drop off and pick up times.	<ul style="list-style-type: none"> • Staggered entry/exit – student entering and exiting the building; KS3 arriving at 9.30am and leaving at 11.55am, 12pm and 12.05pm. KS4 arriving at 12.15pm and leaving at 2.25pm and 2.30pm. Parents/carers informed of this staggering time – advising for one parent to drop off (if a child is a lone walker this is encouraged) students must arrive on time • Two metre marking will be designated outside the classrooms in use to help support parents/carers when they are social distancing • There will be a temperature check on all staff and students as they enter the centre. Anyone who has a high temperature will be sent home and asked to isolate for 7 days. • Signage clarifying that the office lobby can only contain one person at a time e.g. parents/carers/taxi drivers wishing to collect items and/or students handing phones in • Max of two people in the office at any one time – students and staff not to enter office 	
Social Distancing measures in classroom	<ul style="list-style-type: none"> • Maximum of 5 children per classroom in KS4 and 3 in KS3 • Remove excess furniture to increase space • One student per desk with minimum 2 metre apart from another student • Teacher/TA have own desk • Learning opportunities outside where practical • Children will use their own lockers 	POD staff to sanitise lockers as their group leave and before the next key stage arrive
Social Distancing measures when moving around Centre/break/lunch/use of toilet	<ul style="list-style-type: none"> • Staggered lunch times; KS3 at 11.40am and KS4 at 12.15. All food and drink to be consumed in PODs • PE sessions will take place where appropriate with minimal use of equipment • Additional staff available e.g. SLT will supervise to allow children to be encouraged to adhere to social distancing 	POD staff to sanitise all PE equipment immediately after use
REDUCTION OF MIXING BETWEEN GROUPS OF STAFF/STUDENTS		
Minimise the need of different groups to mix with wide ranges of different people.	<ul style="list-style-type: none"> • Students and staff stay in their own POD • Staff member to supervise toilet breaks 	Student to wipe/sanitise toilet door handle when exiting; supervised by staff member.

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Contacts with parents about concerns	<ul style="list-style-type: none"> Contact with parents to be made via telephone 	
Visitors to the Centre	<ul style="list-style-type: none"> Parents will not be allowed into the Centre site unless in an emergency situation – measures stated above will support transition times (drop off and pick up). Visitors will be discouraged on site unless there is a reason why they must attend (relating to premises safety or annual checks which are an essential requirement). Visitors who do attend Centre will be asked to wear appropriate PPE, strict social distancing and to adhere to the visitors policy which will be available when signing in. 	All centre visits to be agreed by SLT
REDUCTION OF SHARING ITEMS OR KEY TOUCH POINTS TO REDUCE CONTAMINATION		
Students sharing equipment.	<ul style="list-style-type: none"> Students should wash their hands upon entry to Centre, using the sink in the reception area. Additional signage will be placed to remind students of the 20 second handwashing throughout the day – students to sanitise their hands when leaving any room Temperatures to be taken before students come through the centre Individual equipment will be provided – shared resources will not be applicable to the lessons planned – resources will be available on desks for each session – limit students accessing resources in crowded spaces Centre will provide students with necessary equipment which will be kept on their desk each day – they will have a designated desk and computer. Desks will be wiped down by a member of staff at the end of the session Cleaning staff will adhere to the additional cleaning protocols set out in the document https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings these will be followed at the end of the day 	POD staff to sanitise at the end of their session
Staff sharing touching surfaces	<ul style="list-style-type: none"> Identify a list of key points which are touched multiple times e.g. photo copier, door handles etc. put relevant signage in places to alert people to procedure Have cleaning materials available for staff to clean as required Staff will be asked to wash hands upon entry to Centre (following touching the Centre entry system) and regularly throughout the day. Staff temperatures to be taken upon arrival Stylus pen to be used on photocopy keypads. Photocopier will be wiped with alcohol wipes 	Each staff member to be provided with their own PPE and each classroom to have their own cleaning materials

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	periodically throughout the day <ul style="list-style-type: none"> • Cleaning team will have an identified list of key touch points which will be cleaned thoroughly at the end of each day. • No food sharing e.g. no shared cakes, biscuits in staff room • A maximum of two staff members in the staff room at any one time 	
MODIFICATION TO THE BUILDING TO REDUCE RISK OF SPREADING THE VIRUS		
Classrooms adapted to allow for appropriate conditions	<ul style="list-style-type: none"> • Rooms well ventilated with windows open • Soft furnishing removed from classrooms (which can't be easily wiped) 	
TRANSFER OF ANY CONTAMINATION FROM HOME TO CENTRE		
Clothing adaptations	<ul style="list-style-type: none"> • Students will be asked to wear uniform – parents/carers will be asked to ensure they are wearing freshly washed clothes each day and that their children change and wash when they return home and change into fresh clothes • Staff will do the same – it will be understood that clothes may be more casual than normal (but no jeans) to allow for the constant washing of clothes each day e.g. a suit is not easily washed 	
Bringing Items from home to Centre/vice versa	<ul style="list-style-type: none"> • Children not to bring in face coverings or gloves as they are not able to handle them responsibly which may inadvertently increase the risk of transmission 	
ADDITIONAL RESOURCES TO ALLOW FOR APPROPRIATE MEASURES STATED ABOVE TO BE TAKEN		
Cleaning products	<ul style="list-style-type: none"> • Ensure stocks of relevant items are kept in each POD: hand sanitiser, gloves, wipes, surface cleaners, cloths etc • Additional cleaning products to be kept in the front office 	
RISKS TO MENTAL HEALTH WHILE INTERACTION AND ROUTINES ARE DIFFERENT TO THE NORM		

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Student affected by lack of social interaction during Centre times	<ul style="list-style-type: none"> • Parents/carers to be given clear information, including access to this document to share new procedures with their child before coming to Centre – this will be given in advance of 15th June 2020 to allow any further concerns to be adapted in light of what students/parents might feel about coming to Centre. • While students will be on their own desk these will be structured to allow them to have group discussions and interact during lessons while applying social distancing • Additional pastoral support will be offered for students needing specific one to one support • Specific PSHE sessions will focus on ways to manage anxiety of issues which are out of their control • Students/Parents will be welcome to input additional ideas – this will continue to be a working document to support changes which will reduce anxiety as required • Parents to be made aware of the importance of their child socially distancing whilst away from the centre. Any child who fails to follow social distancing in or out of the centre will risk having their place removed. • Access to EP services by phone if advice is needed (01438 843 379) 	
Students differing with bereavement since Centre closure	<ul style="list-style-type: none"> • Parent survey to collect information of any students affected directly to offer support remotely or face to face if in Centre. • Safe Space counselling support can be referred to (safespacemailbox@hertofrdshire.gov.uk) • We have Nessie counselling – Richard Leigh and Frankie from Coaching direct 	
Staff affected by anxiety due to being at work due to COVID-19	<ul style="list-style-type: none"> • A comprehensive plan and expectations outlined in this document may support staff to know how risk has been mitigated to the best of our ability. • Staff meeting set up to involve everyone who will be in Centre from 15th June 2020. This will be an opportunity to discuss this plan and adapt as needed. • Staff will be welcome to input additional ideas – this will continue to be a working document to support changes which will reduce anxiety as required. • Staff who are anxious about coming into the centre will contact DN and have an opportunity to discuss their concerns. During this discussion suitable adaptations will be considered and a personalised risk assessment will be put in place. • Friday Centre closure to enable staff to have appropriate time to plan and prepare for the following week e.g. conscious that teachers will be teaching on site and offering learning to others off site as well as contacting parents who might need guidance and support if their child is not at Centre. 	
New starters		

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.	<ul style="list-style-type: none"> All new students to the centre to be given an opportunity to visit the centre We will endeavour to make provision for new students to complete assessments before the summer holidays 	
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STAFF OR STUDENTS DISPLAYING SYMPTOMS WHICH COULD BE LINKED TO COVID-19		
Students and staff being in contact with a student in Centre who has displayed symptoms while in Centre.	<ul style="list-style-type: none"> Staff will be vigilant for looking the key symptoms of COVID-19. If a member of staff have concerns they seek a first aider to remove the student from class – adhering to strict social distancing – the student will be placed in the KS3 community room while a member of staff is able to get suitable PPE e.g. face mask, gloves, plastic apron (this will be in the office specifically for this purpose) The temperature will be taken – of above 37.8 a phone call will be made for the parent to collect. If persistent, new cough or breathing is a concern monitor for 30 minutes and if still concerned call parent/carer to collect. Stay with child until parent collects. All PPE will be thrown away after use – put straight in a ties carrier bag and placed in external bins after use. Child will self-isolate for 7 days and not return to Centre before the date which will be recorded in a book kept in the office labelled “student self-isolation”. 	
Staff displaying symptoms in Centre.	<ul style="list-style-type: none"> Staff will be asked to follow usual procedure for calling in sick if they are displaying any relevant symptoms and not come into work for 7 days from the start of the first symptom. Staff will identify if they are displaying symptoms and remove themselves telling a member of staff as they do so. The member of staff will go home and self-isolate for 7 days – this will be recorded in a book kept in the office labelled “staff self-isolation”. Staff who have displayed symptoms should get tested to see if they are positive by following the guidance set out here: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested and a member of SLT informed of the result to follow procedure stated below should they be positive. 	
Students or staff being in contact with someone who has self-	<ul style="list-style-type: none"> Parents/carers will be notified by text/telephone that a student/member of staff has been sent home after displaying relevant symptoms. Parents/carers will have the right to self-isolate their child following this information – there will be 	

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isolated due to displaying symptoms related to COVID-19	no penalty for making this decision. <ul style="list-style-type: none"> Parents/carers will notify the Centre and the return date will be recorded in the appropriate book in the office. 	
Students or staff bring in contact with someone who has been tested positive.	<ul style="list-style-type: none"> Parents/carers/staff who have been in contact with someone who has tested positive will be notified by text/telephone and their family asked to self-isolate for 14 days following the notification. This will be logged in the Student or Staff self-isolation book kept in the office. 	
ATTENDANCE MONITORING		
Changes of staff/children attending on different days need to be accounted for if not attending Centre.	<ul style="list-style-type: none"> Parents/carers must adhere to the normal procedures for attendance if their child is unable to come to Centre. Any student expected in Centre will have the normal attendance procedures followed as stated in the current policy. 	
SAFEGUARDING OR STUDENTS ON AND OFF SITE		
Supporting students needs who are not attending Centre.	<ul style="list-style-type: none"> An appendix to the updated Child Protection Policy made relevant processes clear. All staff have access to this and have been emailed it. 	Continue to call home to those students not in the centre. Work to be sent and follow ups to be made. Work marked and feedback given; co-ordinated by KAP
FINANCIAL IMPACT DUE TO ADDITIONAL RESOURCING		
	<ul style="list-style-type: none"> 	

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