

## Covid 19 (Coronavirus) Guidance and Support

**Staff are expected to read, understand and adhere to this Risk Assessment**

They have access to the live document at all times and any changes are notified to all staff via email

It is not possible to eliminate all risks in relation to Covid19. The purpose of this Risk Assessment is to put in place measures to manage those risks, including the risks arising from contact between pupils and staff.

Due to the nature of the pupil profile, it is not possible to guarantee that contact will not take place within the School environment and the School is not therefore a guaranteed "covid secure" environment. Following the opening up of society in August 2021, individuals are now more likely to be exposed to Covid19 in the community. The school will continue to take all possible precautions and any steps to protect pupils and staff so far as it is able.

The School has a duty to take reasonable steps to protect staff, pupils and others from Coronavirus (COVID-19). This is achieved by following the measures set out in this Risk Assessment.

Reference to the risks arising from potential contact with Covid-19 are set out in the Risk Assessment below

This Risk Assessment relates to the running of The Island Project following the introduction of lockdown by the Government on 23 March 2020 together with all subsequent guidance issued by the Department for Education and Government generally. It also takes into account guidance issued in August 2021 in accordance with the Government Roadmap.

This Risk Assessment is reviewed regularly as well as when new guidance is issued by the Government

The RAG rating is based upon the likely level of risk. The steps taken to mitigate risk (as far as it is possible to do so) are set out within the body of this Risk Assessment

An initial risk assessment was created on 30th April 2020. This has now been superseded, a copy of this superseded risk assessment can be found following the link below

[Superseded Risk Assessment - Covid-19](#)

The Government guidance sets out the following approach to risk:

1. **Elimination** : stop an activity that is not considered essential if there are risks attached.
2. **Substitution** : replace the activity with another that reduces the risk. Take care to avoid introducing new hazards
3. **Engineering** controls : design measures to help control or mitigate risk
4. **Administrative** controls : identify and implement procedures to improve safety
5. Having taken the above steps, **use PPE** in circumstances where the guidance says it is required

The Government has detailed control measures which need to be undertaken by schools including:

- ensuring good hygiene for everyone
- maintaining appropriate cleaning arrangements
- keep occupied spaces well ventilated
- Follow public health advice on testing, self isolation and managing confirmed cases

The School remained open during lockdown in March 2020. This Risk Assessment has been updated throughout the period of lockdown and takes into account all updated guidance as appropriate. Government guidance (sometimes) changes on a daily basis and this risk assessment is therefore dynamic, taking into account guidance issued by the Department for Education, the School's H&S advisors, Health & Safety Executive, Local Authorities, Public Health, the local Public Health Team, HR providers and the Government generally.

Government Guidance states that this risk assessment should implement sensible and proportionate control measures to ensure Health and Safety to reduce risk to its lowest reasonably practicable level. Controls must be :

- effective
- working as planned
- updated as appropriate

[Schools COVID 19 operational guidance](#)

The Government previously set out guidance on systems of control which schools were required to take. These included :

1. Minimise contact with individuals who are unwell
2. Where recommended, use face coverings if advised by government
3. Clean hands more thoroughly than usual
4. Ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach
5. Introduce enhanced cleaning

The School adopted all measures put in place and these steps will remain as the underpinning principles of this Risk Assessment

All changes are communicated to staff who have access to the live document. This Risk Assessment is also published as a pdf document on the School Website and will be updated following any substantive changes.

1 Building Management								
Hazard	who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G	
1A	Health and Safety	all staff pupils visitors contractors	All Health and Safety measures remain in place. Further details can be found in the Health and Safety Policy  <a href="#">Health and Safety Policy</a>	1.9.2021	School Principal			

**2 Government Principles introduced during period of national lockdown in March 2020**

Some of the principles introduced by the Government during lockdown remain appropriate and applicable as infection rates remain high. Further details can be found below

Hazard	who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G	
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2A	Pinch points in corridors	Pupils all Staff Visitors	<p>The Government had previously advised that one way systems be introduced in schools.</p> <p>The School premises comprises 7,986 square feet and is licensed by Ofsted for use up to 30 pupils. We currently have 15 on roll along with 41 staff members.</p> <p>Due to the school layout and the fact that pupils have their own areas and are divided into units, it was not necessary to introduce a one way system within School, and this remains the case.</p> <p>There is no large scale movement during the school day as there are no changes of classrooms, central canteen, school hall, assemblies or group sessions which require the movement of pupils at set times.</p> <p>Throughout the day, pupils may transition to other areas eg. the toilet or outside, but these are done at times led by pupils and therefore there are no pinch points within the school environment</p>	12.10.2021	All staff			
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2B	Ventilation of group spaces and propping open of doors	Pupils	<p>Government guidance advises that occupied spaces are kept "well ventilated" to reduce risks of transmission by opening windows in group spaces and propping open of doors.</p> <p>Pupils have their own individual teaching spaces negating the need to open windows for ventilation. However, the use of ventilation is actively encouraged.</p> <p>With the onset of winter months, staff should consider whether it is appropriate to open windows for ventilation purposes. They should consider the number of people occupying the room at any one time, and the size of the room - if there are a small number of people in a large room there is no need to open windows. They should also remember that many pupils are unable to regulate their own body temperatures.</p> <p>The Government has provided school with 7 carbon dioxide monitors for use in accordance with <a href="#">"How to" use CO2 monitors in education and childcare settings</a></p> <p>Guidance states that the CO2 monitors can be used to identify areas that are poorly ventilated.</p>	updated 11/9/2021 further update 12/10/2021				
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			<p>Any identified areas should then be risk assessed and suitable additional measures put in place. Suitable measures are identified by Public Health England, including increasing ventilation and ensuring air flow.</p> <p>The guidance states that there is "no need to stop using the room".</p> <p>The COz monitors are only suitable to monitor staff rooms, offices and group rooms. They are not recommended for use in large open internal spaces with higher ceilings, areas that are densely occupied for short periods (corridors) or areas with low occupation density such as kitchens or toilets.</p> <p>The Guidance states that the monitors are best suited to spaces which are densely occupied for 1 or more hours.</p> <p>The School Principal and WS&amp;S Director will identify suitable rooms for monitoring including (but not limited to) Main office, Staff room, Education Office, Principal's office, Director's office, DT Kitchen, Board Room and 6th Form.</p> <p>Monitors will be rotated to enable the school to identify any rooms where ventilation needs to be increased. Any rooms which are identifies as consistently well ventilated will be removed from the monitoring rota.</p>				
			<p>As pupils have their own spaces, there is no necessity to prop open doors and to do so may place greater risks for staff if pupils are able to access other pupil areas. Fire doors should never be propped open.</p>				

			Many of our pupils are unable to regulate their own temperatures, or may wear reduced clothing due to sensory issues. The majority of the rooms within the school are large and spacious with a relatively few number of individuals occupying the space.	18.11.2020				
			Government and the Health and Safety Executive state that it is important to maintain and increase the supply of fresh air and preventing pockets of stagnant air with an emphasis on fresh air. The regulations that govern temperatures in schools do not specify minimum temperatures, but the Workplace (Health, Safety & Welfare) Regulations 1992 state that temperatures should be "reasonable", and normally no lower than 16°C (but this is not an absolute legal requirement).	1.9.2021				
			This requirement has to be balanced against the advice to keep areas ventilated to reduce the risks of Covid19 which can be dispersed by ventilating areas with fresh air. Staff are advised that they should wear additional layers in the winter months. if the CO2 monitoring identifies any rooms as being adequately ventilated, staff will be advised to keep rooms ventilated by keeping windows/ doors open in accordance with this risk assessment.  As we are now in Autumn and Winter months, if necessary, additional sources of heating will be introduced to ensure reasonable working temperatures are maintained.	12.10.2021				
			<b>Fire doors must not be propped open</b>					
			The Health and Safety Executive states that "Good ventilation is a balance between making sure workplaces are warm but keeping a flow of air going through an area. Simple steps, such as partially opening windows, can be taken to ensure ventilation is maintained. Natural ventilation can be used with heating systems to maintain a reasonable temperature in the workplace"	3.2.2021				

			They go on to say that "natural ventilation can be provided through open windows, or through other means such as vents. . . Lower temperatures and likely windy weather conditions in the winter months will increase the natural ventilation through openings. This means you don't need to open windows and doors as wide, so partially opening them can still provide adequate ventilation while maintaining a comfortable workplace temperature. Opening higher-level windows is likely to generate fewer draughts."						
			<a href="#">Health &amp; Safety Executive - guidance on ventilation</a>						
		staff	Staff sharing office spaces which are identified as poorly ventilated, will be advised to open windows for ventilation purposes	updated 1.9.2021 further update 12.10.2021					
2C	Overcrowding and use of toilets	Pupils All Staff	Pupils have their own allocated toilets, with no more than 3 pupils sharing any one toilet.  Due to the layout of the School and the 1:1 nature of teaching, there is low risk of pupils congregating in toilets. Staff are able to manage toilet visits to ensure single use of toilets.	23.3.2020	all staff				
			Staff have access to "staff only" toilets throughout the day. All staff toilets are single use toilets thus eliminating the risk of overcrowding		all staff				
			Toilets are cleaned daily.  Due to the low number of pupils and small numbers using toilets, risks are minimal.		TCMS				
			Staff will continue to use PPE if assisting pupils with toileting		all staff				
		Visitors	Visitors will only use either the visitor's toilet on ground floor opposite reception, or the toilet on the 3rd floor of the main building.	1.9.2021					

2D	Mixing of pupils and use of consistent groups	pupils Specialist Teaching Staff	<p>The guidance issued by the Government at the beginning of the pandemic was to restrict mixing of Groups. Due to the small nature of the school and complex needs of the pupils, the whole school was treated as a "bubble" whilst this was encouraged by the Government.</p> <p>Following removal of the bubble system, the school has continued its approach it has used throughout the period or the pandemic.</p> <p>Specialist Teaching Staff work in units. Pupils are kept within their own units but there are some planned interactions between some pupils throughout the day (for example, joint cooking sessions) Joint work is an important part of the curriculum to build tolerance of others and develop peer interaction.</p> <p>The ability for staff to meet and debrief at the end of the day is crucial to the success of the School and does mean that there is interaction between units. Staff should be mindful of the number of individuals in a space and should open the windows wherever possible to ensure adequate ventilation</p>	1.9.2021 updated 12.10.2021	Specialist Teaching staff Senior Leadership Team			
			Due to the nature and presentation of the pupils and school ethos, it is not possible for one staff member to work with one pupil all day every day. Each staff member will work with between 4 and 6 pupils in a week.					
			The specialisation and peripatetic nature of much staffing in special schools also makes the flexible deployment of staff more challenging but is an essential part of our practice.					

2E	Use of outdoor space	pupils all staff	<p>Government guidance advocates the use of outside space wherever possible.</p> <p>The School has always actively used environmental management to help pupils regulate their behaviour. This includes the use of outside areas which forms part of its recognised teaching space.</p> <p>This has been reinforced since lockdown, for example, holding Lower Cafe outside wherever possible. In the event of bad weather, this is held indoors but each pupil will have their own table to use. The spaces used are large well ventilated rooms with high ceilings and low density occupation.</p> <p>Due to the extensive grounds and small number of pupils, it is possible to use outside space and maintain relevant social distancing, subject to pupil's ability to follow guidance (see below).</p> <p>Even in event of bad weather some pupils will choose to use outdoor space. There is also a shelter in the courtyard to encourage use of outside space if raining</p>	23.3.2020 updated 12.10.2021	Specialist Teaching Staff Senior Leadership Team BA's			
2F	Assess use of group transport or public transport	pupils	<p>Most pupils are brought in by parents or transport provided by Local Authority.</p> <p>No pupils travel to school using public transport</p>	23.3.2020 updated 1.6.2020	Local Authorities			

2G	Use of transport to access community	pupils Specialist Teaching Staff	<p>For many pupils, accessing the community is an important part of their curriculum, particularly with regard to preparation for adulthood.</p> <p>Whilst the DfE states that consent is not required to local community trips, due to the rural setting of the school, any community trips have to be undertaken by car as there are no facilities within walking distance.</p> <p>Previously the School contacted all parents asking for explicit consent for (i) travelling in a staff member's car (ii) accessing outdoor trips via car and (iii) accessing indoor trips via car.</p> <p>Parents were required to either give or refuse consent and a form was sent to all parents requesting confirmation.</p> <p>Consent to community trips is subsequently re-obtained at Annual Review for each pupil.</p>	1.8.2020 updated 1.9.2020 further updated 12.10.2021				
			<p><a href="#">Covid 19 Trip Consent Form</a></p>					
			<p>A record was kept of confirmation or otherwise for each pupil. Parents were actively chased to ensure return of forms</p> <p>Any uses of cars will be subject to individual pupil travel risk assessment.</p>					
			<p><a href="#">Covid19 Trip Consent form</a></p>					
			<p>If pupils are being taken into the community by car, the usual pupil risk assessments around travel must be followed. Drivers and staff may wear face masks if they chose to do so, and it is safe for them to do so (ie, the young person will not target the face area to try and remove the mask). However, seating must be adapted to allow as much space between individuals as possible, and windows should be opened to provide as much ventilation as possible.</p>	12.10.2021				

			<p>During any period of national lockdown, or if Solihull MBC is in tier 3, staff will only transport pupils in cars if they feel safe to do so - there is no expectation that this should take place,</p> <p>If any visits are undertaken, guidance on shared transport in place at the time MUST be followed and any visits which are undertaken will be to drive-throughs or parks. No shops will be accessed with pupils</p>	9.11.2020				
2H	risk of contamination of shared resources	pupils	<p>Pupils generally have their own resources in their own spaces</p> <p>Any shared resources such as plates, cutlery will only be used by one pupil during the day. At the end of the day, they are washed by staff.</p> <p>Pupils must not share any items which may be mouthed. All such items are cleaned in Milton at the end of the day.</p>	23.3.2020 updated 12.10.21	Specialist Teaching Staff			
		staff	<p>Staff are encouraged to use their own pens and pencils</p> <p>Staff must wipe down with wipes provided before handing over to another member of staff when changing over work with pupils and radios should be wiped down at the end of the day.</p> <p>Staff to be responsible for washing their plates and cutlery at the end of the day</p>	1.9.2020	all staff			
2I	use of tissues and elbows to prevent spread of virus	pupils	<p>Many pupils will be unable to use tissues or cough into their elbows. Staff need to be mindful of this and to maintain distance wherever possible.</p> <p>Pupils able to use tissues should be encouraged to do so.</p>	23.3.2020	Specialist Teaching staff			

		staff	<p>Boxes of tissues have been purchased and provided to all units/communal areas</p> <p>"Catch it. Bin it. Kill it" posters put up in all staff areas such as staff room, kitchens, by photocopiers. Use of these posters within pupil areas will be subject to:</p> <ul style="list-style-type: none"> <li>- the abilities of pupils within that group to understand the poster; and</li> <li>- the need of the pupil(s) for a distraction free environment.</li> </ul> <p>Tissues should be disposed of immediately after use and hands should be cleaned using either soap and water, skin friendly wipes or hand sanitiser</p>	23.3.2020	Office Manager Senior Leadership Team				
2J	Clothing	pupils	Staff need to ensure that no clothing belonging to another pupil is sent home.	12.10.2021	Specialist Teaching Staff				
		Specialist Teaching Staff	<p>Specialist Teaching Staff to wear uniform</p> <p>Staff to ensure that if assisting with personal hygiene of pupils, appropriate PPE is used and then disposed of</p>						
2K	Face mask use by pupils	pupils and Specialist Teaching Staff	<p>It is unlikely that the majority of pupils will wear face masks whilst travelling to and from School.</p> <p>If pupils wear face masks whilst travelling, they are expected to be able to put on and remove their own masks. If the masks are disposable, they must be given a yellow hazard bin bag in which to dispose of the masks.</p>	1.9.2020					
			Staff must not assist pupils to put on or take off face masks as this places them at risk of infection						

2L	Pupil Wellbeing and Mental Health	All staff	<p>School will continue to support parents to access CAMHS services whenever they may be needed and will continue to challenge outside professionals who attribute behaviours to autism rather than mental health.</p> <p>Due to the complex nature of presentation of pupils at the School, specialist support is generally required around mental health difficulties meaning that the training put in place by government is unlikely to be use. However, School will always explore all avenues to provide appropriate support for the mental health of pupils with autism</p>	14.9.2020	Behaviour Analysts Welfare, Safeguarding and Safety Director Unit Heads				
<b>3 Maintaining safe staffing levels</b>									
<b>Hazard</b>	<b>who is at risk?</b>	<b>how will this be achieved</b>			<b>date reviewed / completed</b>	<b>responsibility</b>	<b>R</b>	<b>A</b>	<b>G</b>

3A	Inadequate staffing levels to ensure safety to of specialist teaching staff and pupils	<p><b>Specialist Teaching staff</b> - if unable to provide required 2:1 and behavioural support</p> <p><b>Pupils</b> - potentially insufficient staff to maintain appropriate staffing levels</p> <p><b>Parents</b> - cancellation of sessions at short notice can lead to added pressure for parents around child care for siblings/planning for work etc</p>	<p>All staff have been encouraged to take up the Covid19 vaccination.</p> <p>However, the School cannot enforce this, and potential Covid19 infection within School continues to have a potential impact on safe staffing levels.</p> <p>The measures introduced by the Government in August 2021 regarding requirements to self isolate will be followed by the School. Staff who have undergone double vaccination are not currently required to self isolate in the event of close contact. Any unvaccinated staff are required by Test and Trace to self isolate for 10 days.</p> <p>Additional staff have been taken on to reduce the potential impact on staffing.</p> <p>A letter has been sent to all parents regarding steps being taken, including the advice taken from Public Health England in August 2021 regarding potential infection within the school environment</p>	1.9.2021 updated 12.10.2021	Senior Leadership Team			
			<p><a href="#">August 2021 - letter to parent re Covid19 measures for September</a></p> <p>The advice from PHE was given in light of the specialist nature of the setting and the fact that many pupils are unable to tell us if they feel unwell. The steps outlined in the letter to parents balances the risk of potential infection of staff (and the knock on impact to staffing levels) and giving as much certainty to parents as possible as to whether their child should be in school or stay at home.</p>					

3B	Holidays/quarantine	as above	<p>No staff holidays are taken during term time.</p> <p>Staff need to be aware that if they travel abroad during periods of school holiday, overseas travel may be subject to quarantine restrictions imposed by the government (which can change on a daily basis).</p> <p>Any changes to quarantine which result in a staff member being unable to return to work after a period of holiday will be treated as unauthorised absence. As any periods of absence for specialist teaching staff severely impact the School's ability to provide education for pupil due to staffing ratios, advice will be taken from HR and disciplinary proceedings may be commenced.</p>	1.9.2020				
3C	working from home		Any situation that requires staff to recommence shielding, or where staff have requested to work from home, will be considered balancing the role in question, and the needs of the School. Advice will also be taken from HR					
<b>4 Minimise contact with individuals who are unwell</b>								
<b>Hazard</b>		<b>who is at risk?</b>	<b>how will this be achieved</b>	<b>date reviewed / completed</b>	<b>responsibility</b>	<b>R</b>	<b>A</b>	<b>G</b>
4A	Exposure to Covid	Everyone	<p>The Government states that staff, pupils and other adults should follow public health advice on when to self isolate and what to do. They should not attend School if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on Covid-19</p> <p>The introduction of measures set out in this Risk Assessment will ensure that the School is meeting this measure</p>	1.9.2021	Senior Leadership Team			

			<p>It is essential that staff, pupils and anyone who may enter the school do not come into school if:</p> <ul style="list-style-type: none"> <li>- they have any symptoms of coronavirus</li> <li>- if they have tested positive for coronavirus in the last 10 days</li> </ul> <p>If anyone in school (staff, pupils, visitors) becomes unwell with a new and persistent cough or high temperature or has a loss of or change in their normal sense of taste or smell, they must be sent home and follow government guidance in place from time to time.</p>	1.9.2020				
			<p>A quick reference guide and flow charts have been produced for staff in relation to Covid19 related staff and pupil absence and will be displayed in the staff room and communal areas</p>	30.9.2020				
			<p>Staff - Covid19 Flow Chart September 2021:</p>	1.9.2021				
			<p><a href="https://docs.google.com/document/d/111s1b-MwNOAsNY9S33LeQoB5XLm8sOXO/edit?usp=sharing&amp;oid=116400657404184142215&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/111s1b-MwNOAsNY9S33LeQoB5XLm8sOXO/edit?usp=sharing&amp;oid=116400657404184142215&amp;rtpof=true&amp;sd=true</a></p>					
			<p>Pupil - Covid 19 Flow Chart September 2021:</p>	1.9.2021				
			<p><a href="https://docs.google.com/document/d/1PIBgmo4Z8BE06pcwno-3xeqm3pph0NHX/edit?usp=sharing&amp;oid=116400657404184142215&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1PIBgmo4Z8BE06pcwno-3xeqm3pph0NHX/edit?usp=sharing&amp;oid=116400657404184142215&amp;rtpof=true&amp;sd=true</a></p>					
4B	Covid19 - potential infection in pupils and staff		<p>In August 2021, the School took advice from PHE regarding infection control in school in light of the fact that many pupils cannot undergo lateral flow or PCR testing.</p>					
			<p>A letter was sent to Parents in August 2021 setting out measures for controlling Covid-19 in the School Environment, detailing steps as follows: (see 4A above)</p>					
		Staff	<p><u>Steps for staff :</u></p>					
			<p>1. All staff will be asked to undergo twice weekly testing onsite. Dependent upon infection levels within the community, we may then revert to twice weekly testing at home</p>	updated 12.10.2021				

			<p>2. In the event of staff coming into close contact with anyone testing positive for COVID-19, if they have had both of their COVID-19 jabs, they can remain in work. This is subject to obtaining a negative PCR test. They should remain at home until the test results are received that they are negative. They will undergo daily testing onsite at School. If they have not received both vaccinations, they are obliged to self-isolate for 10 days.</p>					
			<p>3. The Government has now removed the concept of bubbles for mainstream schools, and in the event of a positive contact within a school, mainstream pupils will be able to stay in school provided they undergo lateral flow testing. This should mean that staffing will be less affected by individuals having to take time off whilst their children are required to self isolate due to bubbles bursting in other schools.</p>					
		pupils	<p>1. The School will not carry out asymptomatic testing of pupils on site. However, the School is able to send home lateral flow tests to any parents who wish to test their child. The School has a small supply of Accu-flowflex (nasal only) swabs which have been offered to parents who wish to carry out testing on their child at home.</p>					
			<p>2. If any pupil does undergo either Lateral Flow or PCR tests which show as positive, they should self-isolate for 10 days. Following a positive Lateral Flow test, if they undertake a PCR test within 2 days which is negative, this will override the Lateral Flow test and they can return to school</p>					
			<p>3. Anyone displaying symptoms will be sent home and should not attend School for 10 days. The NHS currently lists COVID-19 symptoms as follows:</p>					
			<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/</a></p>					
			<p>- a high temperature (ie, 38.5°C or above)</p>					
			<p>- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours</p>					

			- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal				
			The guidance issued in July by the DfE <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4</a> states that “In most cases, parents and carers will agree that a pupil or student with symptoms should not attend given the potential risk to others. If a parent or carer insists on their child attending your setting you can take the decision to refuse them if, in your reasonable judgement, it is necessary to protect others from possible infection with COVID-19”.				
			Any risk assessment undertaken in this respect will take into account the potential impact of risk of infection on the school community as a whole.				
			4. We know from discussions with Public Health England that children sometimes display other symptoms with COVID-19 such as hay fever type symptoms (sore throat, runny nose, sneezing) or vomiting and diarrhoea. Obviously, particularly with winter approaching, these are common symptoms of colds and winter vomiting. If pupils are not undergoing testing, we have to err on the side of caution to protect all pupils and the school community as a whole. This means that:				
			- If a pupil has cold like symptoms parents should not send them into school until they have recovered (ie, stopped sneezing and nose no longer running);				
			- If a child has vomiting and diarrhoea, they should stay off school for the recommended 48 hour period from the last episode.				
			5. Upon return to School, we will take the pupil's temperature with an infrared (non-contact) thermometer. If their temperature is above normal levels (38.5°C or higher), parents will be contacted to collect your child immediately.				

			<p>6. Pupils should not come into school if:</p> <ul style="list-style-type: none"> <li>- they have one or more COVID-19 symptoms (as detailed above);</li> <li>- A member of their household has COVID-19 symptoms;</li> <li>- They are legally required to quarantine;</li> <li>- They have had a positive Lateral Flow or PCR test;</li> <li>- They have been a close contact with someone who has tested positive for COVID-19; or</li> <li>- They are told by NHS Test and Trace to self-isolate.</li> </ul>					
			<p>7. If a pupil comes into close contact with someone with COVID-19 symptoms in School, they should self isolate for 10 days and should not come into School unless:</p> <ul style="list-style-type: none"> <li>- The symptomatic person subsequently tests negative; or</li> <li>- They undertake a PCR test which tests negative.</li> </ul>					
4C	Lateral Flow Testing - the 90 day rule	all staff and pupils	<p>Public Health England advice is that individuals are exempt from testing (by both PCR or lateral flow devices) within 90 days of a positive PCR.</p> <p>Anyone who has had Covid19 within the previous 90 days should immediately book a PCR test if they start to display any of the recognised Covid19 symptoms, including vomiting and diarrhea (which can be symptoms of the Delta variant)</p>	1.9.2021				
4D	process for staff displaying symptoms of Covid19	all Staff	<p>If any member of staff feels unwell, or tests positive on a lateral flow test, they should immediately book a PCR test, advise Mel Collett or Charlotte Taylor and stay off work until the results are received</p>	1.9.2021				
			<p>Staff must book a PCR test at a drive through or walk through centre. In most instances, results are received back within 24 hours, but can occasionally take 48 hours.</p> <p>Postal PCR testing should not be used due to the delays in obtaining results</p>	30.9.2020				

4E	attendance at work if required to self isolate	Staff	<p>It remains a legal requirement for individuals to self isolate if advised to do so by NHS Test and Trace</p> <p>Any staff member who receives notification of a requirement to self isolate must notify the School of this, Notification would normally be made to the Education Director and a screenshot/copy of the message requiring the staff member to self-isolate must be forwarded to her.</p> <p>A record will be kept of any staff required to self isolate, details of which will be treated confidentially</p>	3.2.2021	all staff			
			<p>It is an offence for an employer to knowingly permit a staff member who is required to self-isolate to attend the workplace.</p>					
4F	Process for pupils displaying potential symptoms	Pupils	<p>Many pupils are unable to tell us if they feel unwell.</p> <p>Staff and parents must be mindful of potential symptoms and act accordingly. Regular text reminders are sent to parents to ask them to keep pupils off if unwell and to advise the School if they are showing any potential symptoms.</p> <p>A non-contact thermometer has been purchased to allow taking of pupil temperatures if they present as being unwell within school. Parents will be requested to collect pupil if temperature is over 38.5 degrees and government guidance regarding what to do if a pupil presents with symptoms will be followed</p>	8.6.2020 updated 1.9.2020 further updated 13.10.2020	All staff Parents			
			<p><a href="#">Government Guidance : implementing protective measures in education and childcare settings 1-june</a></p>					
			<p>Packs have been prepared for staff to use in case of any pupils showing Covid19 symptoms (see 5F below</p>					

			<p>Immediately after pupil leaves, PPE must be removed and put in a plastic bag and handle tied.</p> <p>This should then be put in 2 more bags and tied. Waste must be stored in safe area away from pupils until 72 hours have lapsed/ or if a negative test obtained it can then be disposed of as normal. The waste does not require a dedicated clinical waste collection provided it has been stored separately for 72 hours</p> <p>Hands should be washed thoroughly.</p>				
			<p>A second member of staff will be identified to wait with the pupil whilst in isolation. This second staff member must not be a member of staff who was previously classified as CEV.</p> <p>Once a pupil has been identified as showing potential covid19 symptoms and is awaiting collection by parents/carers, contact with other staff members will be kept to a minimum. Only the two identified staff members should interact with the pupil until they are collected to minimise the amount of primary contact with potential infection</p>	8.10.2020			
			<p>The staff members involved with care of the pupil whilst awaiting collection and any staff working with that pupil during the day should undertake a test and undertake a risk assessment with a member of the SLT. Current government guidance is that there is no need for the staff member to stay off work unless the pupil receives a positive test result (bearing in mind that some parents may choose not to get their child tested) OR they start to develop symptoms themselves.</p> <p>However any affected staff will be asked to undertake lateral flow testing.</p>	1.6.2020	all staff		
			<p>Parents will be sent a letter giving advice on self-isolation and also containing information on how to access financial support</p>				

4G	Pupils awaiting collection when showing potential symptoms	Pupils	<p>Parents to be contacted for immediate collection</p> <p>A further letter has been sent to parents reminding them that in the event of potential infection, collection must be immediate and that families must have a plan in place to ensure prompt collection</p> <p>Staff members to be issued with pack which will include yellow bags for disposal, gloves, face mask, apron, face shield for use</p>	1.6.2020 updated 8.10.2020	Pupils and parents					
			<p>Instructions on how to put on PPE will be included in the packs and can be found by following this link :</p>							
			<p><a href="#">PHE guidance : putting on PPE</a></p>							
			<ul style="list-style-type: none"> <li>- A 2m distance should be maintained if possible</li> <li>- Pupil to be kept in own area and not allowed into other areas of school</li> <li>- cleaners to be requested to carry out additional clean of relevant area : all hard surfaces to be cleansed appropriately and any soft furnishings removed for washing - pupil to either be tested or self isolate for 10 days</li> <li>- if the pupil uses the sick bay, it must be cleaned after use</li> <li>- if a pupil uses a toilet whilst waiting for collection, it must be cleaned after use</li> </ul>							

			<p>A second member of staff will be identified to wait with the pupil whilst in isolation. This second staff member must not be a member of staff who was previously classified as CEV.</p> <p>Once a pupil has been identified as showing potential covid19 symptoms and is awaiting collection by parents/carers, contact with other staff members will be kept to a minimum. Only the two identified staff members should interact with the pupil until they are collected to minimise the amount of primary contact with potential infection</p>	8.10.2020 updated 13.10.2020			
			<p>In the event of the pupil subsequently testing positive for Covid19, advice will be taken from DfE/PHE, and relevant individuals will be advised accordingly</p>				
			<p>In the majority of cases, parents will agree that a child displaying symptoms should not attend School. However, in the event that a parent insists on their child attending School, School may refuse to admit the child on the grounds that it is a reasonable judgement that it is necessary to protect remaining pupils and staff from possible infection. This is not an exclusion and the relevant placing local authority will be notified of the decision.</p> <p>Any such decision will be carefully considered in the light of all circumstances and current public health advice</p>	4/1/2021	parents		
			<p>Immediately after the pupil leaves, PPE must be removed carefully and put in a plastic bag and the handle tied. This should then be put in a second bags and tied. Yellow bags are available in the cellar for storage of any potentially contaminated water.</p> <p>Hands should be washed thoroughly.</p>				

		<p>When PPE is used, it is essential that it is used properly. This includes following guidance on how to put on and take off properly and securely.</p> <p>Face masks must cover both mouth and nose, must not be allowed to dangle around the neck, must not be touched once put on, except to remove carefully for disposal, must be changed if they become moist or damaged.</p> <p>Once PPE is removed after working with a pupil showing potential covid19 symptoms, scrupulous hand hygiene MUST be followed. Hands must be washed IMMEDIATELY using soap and water for at least 20 seconds</p>	13.10.2020			
		<p>Instructions on how to safely remove PPE will be included in the pack and can be found by following the link below</p>				
		<p><a href="#">PHE : guidance on taking off PPE</a></p>				
		<p>The steps outlined in paragraph 5C above will be followed</p>				
		<p>Staff who have been with the pupil displaying potential symptoms do not need to go home or self isolate. However, it is recommended that they book a precautionary PCR test and undertake a risk assessment with a member of the SLT (as detailed elsewhere)</p> <p>If the pupil subsequently tests positive, they must follow government guidance which may require self isolation if they are not double vaccinated.</p> <p>Staff will follow any guidance received from Test and Trace and guidance will also be taken from PHE on implications for whole school</p>				

			In the event that a parent or guardian insists on a child attending school when they are displaying Covid19 symptoms, the relevant local authority will be contacted to discuss whether the School should refuse admission to the child. This would be based upon the reasonable judgment that it is necessary to protect pupils and staff from possible infection . The Chairman of the Trustees will be advised of any such decision. The National Association of Headteachers have advised that this would not constitute an exclusion	17.11.2020				
4H	<p>Process in event of confirmed outbreak in School</p> <p>Two confirmed cases of Covid19 within the school are deemed to be an outbreak</p>	All staff Pupils	<p>Test and Trace and Public Health England are now responsible for notifying the school on steps to be taken in the event of an outbreak in School (usually more than 2 confirmed cases within a specific period).</p> <p>School will follow any advice given by Test and Trace or Public Health England.</p> <p>In addition, in the event of more than 2 confirmed cases in school, the School will take additional advice from Public Health England in Solihull.</p>	8.6.2020	School Principal			
4I	Appropriate use of PPE	Staff and pupils	The current guidance from Government is that face coverings are not required in schools unless the director of public health advises their temporary use	1.9.2021	Senior Leadership Team			

			<p>Staff at school have not used face masks in school throughout the pandemic. Day to day wearing of PPE in School may mean that pupils are more likely to target areas around face, thus increasing any risks of cross infection.</p> <p>PPE is only required if providing intimate care where there is exposure to vomiting, coughing or sneezing.</p> <p>PPE has been purchased for staff to use when there is a potential risk of exposure whilst providing intimate care or where looking after a pupil who is displaying symptoms of Covid19 and pupil is awaiting collection. Packs are available which contain all PPE and instructions for use and disposal</p>						
			<p>Staff will not be required to put on or remove masks worn by pupils. If pupils are able to put on and take off face masks, they may wear them to travel to and from school. Yellow bags for disposal of any such face masks will be provided.</p>		All Staff				
			<p>Guidance on how to put PPE on correctly can be found below</p>						
			<p><a href="#">PHE : putting on PPE</a></p>						
			<p>Guidance on how to take of PPE correctly can be found below</p>						
			<p><a href="#">PHE : guidance on taking off PPE</a></p>						
4J	use of PPE for delivery of sensory diets	staff	<p>When delivering sensory input (such as hand or foot massages), at the request of either parent, pupil, or staff discretion, gloves may be worn. Behaviour plans must be followed</p> <p>Staff need to be aware of any allergies the pupil or they may have</p> <p>Gloves need to be removed immediately following sensory input and disposed of carefully following which staff member must wash their hands immediately or use hand sanitiser if this is not possible</p>	11.6.2020	BA's all staff				

			Policies updated to reflect advice and guidance on PPE use	24.6.2020	School Principal			
4K	Sharing of information	pupils, all staff	School must not share the names of people with Coronavirus (COVID-19) unless it is essential to others and must abide by the principles of GDPR	4.1.2021	All staff			
4L	Asymptomatic testing - Lateral Flow Testing	Staff and pupils	Public Health England advise that individuals are exempt from testing (by both PCR or Lateral Flow Device) within 90 days of a positive PCR test, unless they develop new symptoms.  However if any staff member develops any covid symptoms (including Delta variant symptoms) with 90 days of testing positive, they should undergo a precautionary PCR test.	25.1.2021 updated 12.10.2021	Covid-19 Co-ordinator			
4M	Suitable place for carrying out testing	Staff and pupils	The cellar has been identified as a suitable place to carry out Lateral Flow Testing within School.  If the School is not carrying out testing onsite, Staff are expected to carry out twice weekly lateral flow testing at home using kits provided by school.  In the instance where there is a potential or confirmed Covid19 infection within the school, and where staff are able to remain in work (by virtue of being double vaccinated) and are not required to self isolate, Lateral Flow Testing will be carried out in school for peace of mind for all staff.  Testing will take place daily for the required period of 10 days after confirmation of exposure to infection	updated 12.10.2021	Covid-19 Co-ordinator/Welfare Safety & Safeguarding Director			
			<a href="#">Cellar Risk Assessment</a>					
4N	Risk of Injury from carrying out test - swabbing of throat and nose	Staff	when testing is being undertaken within the school setting, all staff are required to self swab. No staff member should administer swabbing to another staff member		all staff			
		Pupils	Staff will not be required to carry out swabbing of pupils due to the risk of injury to staff and/or pupils.		n/a			

4O	Pupil home testing	pupils	All pupils have been offered home testing kits. Home testing is not compulsory and parents can chose to test their children if they so wish and the school will provide home testing kits of these are available.  No pupil will be refused access to school for not taking part in home testing	4.3.2021	pupils			
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<b>5 Cleaning</b>								
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	Hazard	who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G
5A	Hand Hygiene	Staff	Staff are encouraged to wash hands at beginning of day and throughout day  Hand sanitiser is available in the office, at all entrances to the building, and next to photocopiers.  Small bottles of hand santiser are provided to staff to allow sanitisation of hands when they are unable to wash their hands  Guidance on correct use of hand sanitiser can be found by following the link below  <a href="#">PHE advice on use of Hand Sanitiser</a>	1.9.2021	Senior Leadership Team All staff			

5B	Hand Hygiene for pupils	Pupils	<p>Skin friendly anti bacterial/anti-viral hand wipes have been purchased for use with pupils who are averse to hand washing. Large packs will be kept in unit and small packs will be kept by staff for use.</p> <p>Hand sanitiser can be used in units where there is no risk of pupils attempting to ingest non edible items and only following agreement with a member of the SLT.</p> <p>Unless a pupil is risk assessed as competent to use hand sanitiser appropriately and there is no risk of ingestion, Pupils <b>must not</b> be given the hand sanitiser to use themselves. Staff may put the hand sanitiser on their own hands and then rub this onto the pupil's hands.</p> <p>For those pupils who are assessed as competent to use hand sanitiser and are not at risk of ingestion, hand sanitiser can be used if agreed with a member of the SLT</p>	23.3.2020 updated 1.9.2020	Specialist Teaching Staff  Senior Leadership Team	
			<p>Where pupils are averse to handwashing, staff can use hand sanitisers on the pupils. Pupils <b>must not</b> be given the hand sanitiser to use themselves. Staff may put the hand sanitiser on their own hands and then rub this onto the pupil's hands.</p>			
5C	provision and use of Hand Sanitiser	staff	<p>Hand sanitiser provided in Office, by signing in book, photocopiers and at entrances and small bottles are provided to staff to allow sanitisation of hands when they are unable to wash their hands</p> <p>It is essential that any pupil at risk of ingesting non-edible items is not allowed access to hand sanitiser. Staff to be aware of behaviour plans and pupils who may attempt to ingest non edible items.</p> <p>Additional hand sanitisers have been fixed to the walls at the entrances to both buildings, by the signing in book and next to the photocopiers</p>	1.9.2020 updated 4/1/2021		

			Where pupils are averse to handwashing, staff can use either hand wipes provided or hand sanitisers on the pupils. Pupils <b>must not</b> be given the hand sanitiser to use themselves. Staff may put the hand sanitiser on their own hands and then rub this onto the pupil's hands.					
			Staff should always wash hands as a first option. However, staff have been given hand sanitiser to use for instances when hand washing is not possible (for example when working 1:1 with a pupil).  Hand Sanitiser must not be left in areas where pupils can access and staff must not give hand sanitiser to pupils for use unless they are risk assessed as being capable to use appropriate and understand how to use competently	23.3.2020	All Staff			
		pupils	Pupils are not to be given hand sanitiser (unless risk assessed as competent to use by staff). Due to the extremely high levels of alcohol in hand sanitiser, or the use of isopropyl alcohol, ingesting even small amounts can cause alcohol poisoning, as well as a risk of low blood sugar, seizures, coma and even death.	23.3.2020	All Staff			
			Hand sanitisers should contain alcohol and not isopropyl alcohol, methanol, methyl alcohol or methylated spirits as these can be very dangerous if consumed It is essential that any pupil at risk of ingesting non-edible items is not allowed access to hand sanitiser. Skin friendly wipes are available as an alternative  Staff to be aware of behaviour plans and pupils who may attempt to ingest non edible items.					

5D	cleaning of premises	Cleaning company all staff	<p>Additional cleaning regime introduced for cleaning company including cleaning of all telephones, door handles, light switches, touch plates on doors on a daily basis</p> <p>All staff provided with antibacterial wipes to wipe down tables and equipment throughout the day.</p> <p>Pathisol cleaning and disinfectant solutions have been sourced from the NHS. Pathisol is a cleaning fluid which is non-toxic and completely safe to be used around people. This will be used by staff when they are cleaning and disinfecting during the day.</p> <p>Hand sanitising pumps have been placed at entrance points, next to the signing in book and by both photocopiers for access throughout the day. Additional hand sanitiser is held in Reception.</p>	23.3.2020 updated 1.9.2020	Cleaning company all staff			
			<p>The cleaning company have reviewed the use of bleach and are changing to the use of chlorine tablets for cleaning outside of hours when pupils are not in unit.</p> <p>If bleach or chlorine is used for any cleaning purposes it must not be tipped down toilets or sinks due to the sewerage system link to anaerobic digester system (Bleach/chlorine will kill the bacteria in the sewerage system causing pollution to the waterways around school). If bleach is used for any purposes, it must be tipped onto grass well away from any drains.</p>					

5E	use of cleaning products	cleaning company all staff	<p>!!! If bleach or chlorine is used - do not throw down sink or toilets as it destroys the microbes in the anaerobic digester which can result in large fines !!!</p> <p>Regular detergents should be used as part of daily cleaning process</p> <p>Milton should be used for sterilisation purposes of items mouthed by pupils</p>	23.3.2020	Office Manager Senior Leadership Team cleaning company all staff				
			<p>All cleaning products purchased should be checked to ensure:</p> <ul style="list-style-type: none"> <li>- that hand sanitisers are alcohol based and do not contain isopropyl alcohol, methanol, methyl alcohol or methylated spirits</li> <li>- disinfection spray and cleaning fluid, known as Pathisol, has been purchased for use during the day when pupils are in unit. This is safe to use around people, is provided by the NHS and does not require any COSHH information</li> <li>- any antibacterial wipes purchased should also be effective against Coronavirus</li> </ul>						
			<p>COSHH details for any new products should be printed out and passed to the Welfare, Safeguarding &amp; Safety Director</p>	22.6.2020	Office Manager				
5F	Fogging Machine	all staff and pupils	<p>A fogging machine has been purchased.</p> <p>This will be deployed for use in school as appropriate, for example if a pupil has shown potential and symptoms whilst in school. The School has sourced Pathisol disinfectant from the NHS. Pathisol is completely safe to use around people (and does not require any COSHH information). This can be used in the fogging machine.</p>	4.3.2021 updated 16.4.2021	Senior Leadership Team				
<b>6 Education and EHC Plans</b>									

Hazard		who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G
6A	Continuation of Education	Pupils	<p>The School has maintained and delivered its full curriculum throughout periods of lockdown.</p> <p>Resources have been sent home to all pupils (both those attending school on the reduced offered timetable) and those who chose self-isolation).</p> <p>The School will continue with delivery of its broad and balanced curriculum to all pupils.</p>	1.9.2020	Founder & Project Director Education Director			
			<p>In the event of staff shortages arising from Covid 19, the school will remain open, but may, if necessary, cancel sessions for pupils to maintain safe staffing ratios.</p> <p>Any such measures will be taken as a last resort</p>	1.9.2021				

			<p>The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction places obligations on schools (including independent schools where places are paid wholly out of public funds) to have plans in place to provide <a href="#">remote education</a> with immediate effect.</p> <p>For the majority of our pupils (including those who are able to access some limited online learning such as TUTE), accessing online lessons is not appropriate due to their special educational needs and levels of support required from 1:1 staffing throughout the day.</p> <p>During any period of lockdown or school closure, physical resources are sent out in support of the curriculum which pupils were following in school. For those pupils able to access, online learning will be provided as appropriate and for those pupils able to access, Zoom lessons will be provided</p> <p>This would continue for pupils in the event of any periods of school closure or where pupils are self isolating due to potential or confirmed Covid19.</p> <p>The demands upon parents arising from home teaching will be carefully considered when sending school work and resources home.</p>	1.9.2020 updated 13.10.2020 and 1.9.2021	Senior Leadership Team			
6B	Annual Reviews	Pupils	<p>Most local authorities are still attending review via electronic means. Authorities will be invited to attend in person if desired and Parents will be given the option to attend annual reviews electronically or to come into School to meet with team and participate electronically onsite with Local Authorities.</p>	1.9.2021	Education Team			

6C	Delivery of ora motor work (Speech and Language)	Specialist Teaching Staff Speech & Language Therapists	No ora motor work should be carried out by staff unless specifically directed to by the School's Speech and Language Therapist(s).  Delivery of any ora motor lessons will be devised and delivered by the School's Speech and Language Therapists	1.9.2021					
<b>7 Reporting functions</b>									
Hazard		who is at risk?	how will this be achieved	date reviewed / completed	responsibility	R	A	G	
7A	Relevant reporting	pupils	The school will continue to safeguard all of its pupils.  All relevant reports required by local authorities and government will continue to be completed	1.9.2020	Senior Leadership Team				
7B	Ensuring staff wellbeing including concerns around risk of infection	staff	Regular 1 to 1 support meetings held  Sharing of information and updates on a regular basis  Information posters in all staff communal areas staff signposted to EAP	1.9.2020   1.9.2020	Education Director Senior Leadership Team				
			In addition, staff have the option to contact Education Support Partnership helpline which is available 24 hours a day, 365 days a year. It is completely confidential and provides emotional support and counselling, information on work-life balance, information on childcare support, care for the elderly, up to 6 sessions of telephone counselling and access to computerised CBT						

7C	Business Continuity	Trustees Local Authorities	The Covid 19 Summary Impact Sheet contains all business continuity information arising from period of Lockdown and reopening of schools (although school was not closed). This has been provided to all local authorities on request	14.9.2020	School Principal			
7D	Equality	Pupils Staff	The School treats all staff and pupils equally. No discrimination will take place of staff or pupils on the basis of: - ability to attend work/school due to impact of Coronavirus on health, whether physical or mental - whether or not their parents are key workers. School believes that all pupils are vulnerable and that each pupil should be offered the same number of days, irrespective of their circumstances or that of their family - when operating a rota due to reduced staffing levels, all pupils will be treated equally	3.2.2021				

	Created :		Updated :	Sign off :				
	4 May 2020		23 May 2020	SLT : 23.6.2020				
			8 June 2020	Trustees : 24.6.2020				
			19 June 2020					
			24 June 2020	Distributed to staff : 24.6.2020				
			30 June 2020					
			2 July 2020					
			1 September 2020	Distributed to staff 7.9.2020				
			8 September 2020					
			14 September 2020	Distributed to staff 14.9.2020 and published on website				
			30 September 2020	Distributed to staff 30.9.2020 and published on website				
			13 October 2020	Updated				
			9 November 2020	updated				

			17 November 2020	Distributed to staff 30.9.2020 and published on website
			4 January 2021	Distributed to staff 8.1.2021 and published to website
			4 February 2021	Distributed to all staff 4 February 2021 and published to website
			4 March 2021	Distributed to all staff 4 March 2021 and published to website
			16 April 2021	Distributed to all staff 16 April 2021 and published to website
			17 May 2021	Reviewed with no changes following Government update issued 10/5/2021
			1 September 2021	Distributed to all staff 16 September 2021 and published to website
			12 October 2021	Distributed to all staff 14 October 2021 and published to website