

COVID-19 Controls Policy



KITE RIDGE SCHOOL
CHANGING MINDS

Policy Name	COVID-19 CONTROLS POLICY
Type of Policy	Statutory
Review Cycle	In response to government guidance
Review By	Management Committee
Person responsible	Head Teacher
This document also appears on:	School Website

Kite Ridge is committed to compliance with health and safety laws which require all educational settings to assess risks related to the global COVID-19 pandemic and put in place proportionate control measures.

The Department for Education has set out clear principles and a system of control measures to help schools minimise risks. It is acknowledged that there cannot be a 'one-size-fits-all' approach and school leaders should make informed judgements in order to balance the need to deliver a broad and balanced curriculum with the need to manage the risk presented by COVID-19.

The system of protective measures must include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

The set of actions which schools must take are grouped into 'prevention' and 'response to any infection'. This policy outlines Kite Ridge School, Specialist Secondary PRU's implementation of these measures and is closely aligned to the requirements as they appear in current DfE Guidance.

PREVENTION (Note: Numbers 1 to 5 must be in place in all schools, all the time)

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school

Any member of staff or student reporting COVID-19 symptoms will be asked to stay at home. Any person displaying COVID-19 symptoms in school will be required to leave school premises and go home. In both instances, staff and parents will be advised to follow the current [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#):

- they will need to self-isolate for the recommended period
- they should arrange to have a PCR test to see if they have coronavirus (COVID-19)
- the isolation period must start from the day symptoms develop or from when the PCR test was undertaken.
- other members of the household should follow the government guidelines on self-isolation depending upon their vaccination status.

Whilst a student is awaiting collection to return home, as a result of displaying symptoms of concern, they will remain isolated, with a member of staff, in their sanctuary room. If they need to go to the bathroom while waiting to be collected, they will use the nearest appropriate toilet which will be cleaned and disinfected before being used by anyone else.

Full PPE will be worn by the member of staff caring for the student while they await collection. Once the student has left, the staff member will wash their hands thoroughly for 20 seconds with soap and running. The area around the person with symptoms will be cleaned with normal household bleach, after they have left, to reduce the risk of passing the infection on to other people.

2. Where recommended, use of face coverings in schools

The government is recommending the universal use of face coverings in secondary schools at this time. Staff are not permitted to wear their non-medical grade face mask in school and will use school supplied masks medical grade mask or provide their own FFP2 medical grade or above mask.

Each member of staff will undertake daily Lateral Flow Covid tests.

All visitors to the school, will be required to wear a medical grade face mask, regardless of which local restrictions are in place.

The school will ensure that all teachers and visitors understand the safe use of face coverings as follows:

- Clean hands before and after touching your mask
- Regular changing of masks to a fresh one
- Dispose of masks in yellow offensive waste bags which are placed around the building.

Disposable medical grade face masks and visors will be available to staff and visitors at all times.

3. Clean hands thoroughly, more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin and this can be best achieved with the use of soap and running water or hand sanitiser. Everyone will be required to sanitise their hands, on arrival in school, then washing their hands in the staff washrooms. Students will be encouraged by all staff to follow the PHE guidance on handwashing as closely as individually possible.

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important and as with handwashing Kite Ridge students will be encouraged to follow PHE guidelines as closely as individually possible. All staff and visitors will follow PHE guideline and follow H&S instructions at all times.

5. Introduce enhanced cleaning, including cleaning frequently touched surfaces, often using standard products, such as detergents and bleach

The school will continue to be cleaned on a daily basis by our excellent cleaning team who will follow an enhanced cleaning schedule in line with government [guidance for cleaning non-healthcare settings](#).

In addition to this, other staff members will take responsibility for the following aspect of cleaning:

- sanitising tables, chairs and door handles between learning activities and at the end of the day
- cleaning staff toilets before and after use
- sanitising staff shared areas before and after use
- cleaning and sanitising drink and lunch preparation areas and equipment after use
- regular washing and sanitising of shared resources.
- Sanitising of wet rooms and showers

RESPONSE TO ANY INFECTION

6. Minimise contact between individuals and maintain social distancing wherever possible

At Kite Ridge School Specialist Secondary PRU, our low student numbers mean we can operate as one large bubble. However, we limit the length of time that students come into contact with each other inside the building, and we also maintain social distance between students whenever possible. There are limits to the numbers of students and staff in the same room. These limits vary depending upon the type of room.

7. Where necessary, wear appropriate personal protective equipment (PPE)

At Kite Ridge, all staff will continue to wear PPE appropriate to the risk the tasks they are undertaking exposes them to.

8. Engage with the NHS Test and Trace process

Kite Ridge will ensure that all staff and parents have been informed of the NHS Test and Trace process. All parties must understand the following:

- parents and staff must book a test if they or their child are displaying symptoms
- they can book a test online through the NHS testing and tracing for coronavirus website, or order one by telephone via NHS 119 (for those without access to the internet)
- everyone must stay at home if they have symptoms
- children and staff will be sent home to self-isolate if they develop symptoms in school.
- parents and staff must provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- close contacts must follow HM Government advice on self-isolation if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

We ask parents and staff to inform us immediately of the results of a test and follow this national guidance.

1. If someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.
2. If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.

9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

If a member of our school community tests positive for coronavirus, we will follow national guidance as follows:

- follow the advice of PHE or the local public health team
- those people who have been in close contact with the person who has tested positive, must undertake a lateral flow test and follow the correct procedure depending upon the result of the test.
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Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

To facilitate the above, we will use our usual registers, signing-in books, day sheets, as a record of students and staff in each group and any potential close contact between children, staff and visitors in different groups.

Any student with symptoms should not attend school and we reserve the right to refuse the student in order to protect our pupils and staff from the possibility of coronavirus infection. We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. We will, at all times, be guided by current public health advice.

[guidance for households with possible or confirmed coronavirus \(COVID-19\) infection testing and tracing for coronavirus \(COVID-19\).](#)

10. Contain any outbreak by following local health protection team advice

If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will alert our local health protection team that we may have an outbreak. We will work with their local health protection team and follow their advice on any additional action required.

An outbreak such as described above would mean a whole school closure. The measures we are taking as outlined in the policy, will go some way towards mitigating against this risk and a school closure will not be considered except on the advice of public health protection teams.

In the event of a school closure, parents will be informed as soon as possible and remote learning will commence within 24 hours. Further information regarding remote learning can be found on the school website.