

Safe Working Practice Guidelines in Relation to COVID-19 (Update 15th January 2021)

1. Rationale:

This guide is to support staff in staying safe whilst working with students and each other at Riverbank Academy from January 2021. These principles are set to keep everyone safe. Should a situation arise that falls outside these principles staff would need to seek support from our senior leadership team at which point this document would be updated and redistributed. This document will also be dynamically reviewed and reviewed following any changes in government guidance.

2. School operations:

For the spring term, maintaining consistent groups remains important, given the increase in the prevalence of coronavirus (COVID-19) and the new variant, we will continue to work with all parents every week to ensure their child has access to an appropriate education and sequenced curriculum. This is being achieved with a blend of onsite and remote education opportunities to promote safe working and maintain safe numbers in school for staff and students.

In the classroom	
2.1	We are operating a remote and in school service for all our families and students, including critical workers.
2.2	Students will stay in their tutor group rooms for all their lessons with the exception of their identified play area. (See Appendix A)
2.3	Subjects delivered in tutor rooms that involve close working contact with students have been risk assessed with subject leaders so that any necessary and reasonable adjustments can be made to practical learning to promote safe working.
2.4	Our teachers and other staff can operate across different classes and curriculum groups in order to facilitate the delivery of the timetable and specialist provision but should minimise the number of interactions or changes wherever possible. Risk assessments will also help inform working practice.
2.5	Where possible, our support staff will continue to stay with their tutor groups throughout the school day.
2.6	Where possible, adaptations to the classroom to support distancing should be made. This should include seating pupils' side by side and facing forwards, rather than face to face or side on, this might include moving unnecessary furniture out of classrooms to make more space.
2.7	Staff and student groups must not join up unless there are exceptional circumstances that impact upon health and safety.
2.8	Classroom windows should be open as much as possible and classroom doors closed

2.9	The only exception for moving a student to another group will be to ensure they are in the correct curriculum and group setting.
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Break and Lunchtimes

2.10	During lockdown breaktimes will need to be spent in tutor rooms or in their allocated outside area.
2.11	Students will not be allowed access to our shared canteen and will have their lunch in their classroom which will be trolleyed over from the canteen to the classroom.
2.12	We will be operating one food services each day w from 12:30-1:00
2.13	We have allocated 6 play zone areas for students to use for the half an hour that is not their allocated eating time (See Appendix B and C)
2.14	The trim trail (Zone 4) can be used by students as long as they follow (and are supported to follow) the advice provided in 5.6 (washing hands/personal hygiene).
2.15	The swings can be used as long as they are wiped down by staff after use using anti-bacterial wipes (the chains and seat must be wiped please).
2.16	We encourage students to independently (where possible) exercise/walk/run during lunchtime. Group games are allowed as long as students do this in their tutor groups and not mix with other groups (where possible).
2.17	To minimise the use of the staffroom we will open the intervention room during lunchtime and staff are also welcome to use their own tutor room to have their lunch.
2.18	The computer must room not be used by students but can be used by staff as a work room/staffroom (R63). Please leave one computer space between each other when working and wipe down the keyboard/mouse after use.
2.19	We strongly advise staff to wear face masks in all areas of the school

Gentle Exercise Indoors and Outdoors

2.20	We want all students to have access to daily exercise and outdoor space.
2.21	From September 2020, whilst we are operating a tailored curriculum, we also recognise that some students may need a movement break. We have allocated, the 6 outdoor zones, with AM/PM slots for each tutor group to use. (See Appendix B). This is available at the teacher's discretion should a tutor group, appear unsettled and need some fresh air.
2.22	The sports hall is only accessible for students in Mersey to use as part of their PE lessons (this has been risk assessed with adjustments made). The other side of the hall must not be accessed by students as this is our test centre.

Arrival and Departure

2.23	When staff enter the school we expect all staff to use the hand sanitiser by the main door prior to entry
2.24	Parents will be informed by letter that they are to follow the 2-metre plus rule when dropping off or collecting their child. This will also be supported by signs attached to the car park fence.
2.25	Students arriving by minibus will be staggered, should more than one bus arrive at the same time. Students will have to wait on the bus until the first bus has departed.
2.26	The local authority are currently consulting with the DfE/Gov on arrangements for students that typically travel to school by public transport.
2.27	Upon arrival students should be encouraged to use the hand sanitiser by the student reception area.
2.28	Staff are not to congregate by the student reception and we will use the radio to inform staff when students are to be collected. For our more able students we will expect them to make their own way to their tutor rooms.
2.29	To avoid students leaving at once individual names will be called to ensure there are only a small number of students on the corridor at the end of day.
2.30	We strongly advise parents/carers who are dropping off/collecting children to wear face masks.
2.31	staff to wear masks on the gate to model this to parents/carers and when collecting/dropping off students in the morning and afternoon.

Visitors

2.32	A small number of visitors will be allowed on site for essential work. This includes, SEND specific agencies, contractors (not including Open Theatre, Music Tutor and Careers).
2.33	Parent/carers meetings will take place remotely unless there is an emergency (R01/R05/R13). Parents can come into the school building to collect or support in an emergency/testing.
2.34	We strongly advise any visitor that comes into school that is not part of the Riverbank Team wear a mask whilst on school site and complete a track and trace form.

Risk Assessments

3.1	All students at Riverbank have already been risk assessed under health, social care, need/curriculum group and behaviour. If we identify there is a need to create an individual risk assessment for a student prior to their return we will do this in partnership with our staff, parents/carers and the local authority.
3.2	Individual risk assessments will be emailed out to all staff prior to the students return
3.3	If we identify there is a need to create an individual risk assessment for a student that is already on site, we will again do this in partnership with our staff, parents/carers and the local authority to ensure all precautions are taken to maintain a safe school.
3.4	As in any circumstance, intimate care processes and plans must be followed carefully ensuring all PPE equipment is readily available prior to the change.
3.5	For staff working with students that have PHIPS consideration will be made as to whether the staff member will need additional PPE equipment. For example, for students that require regular skin/hand contact gloves should be worn to limit skin on skin contact.
3.6	There will be no school trips whilst in lockdown.
3.7	Individual staff risk assessments have all been updated in January 2021 with any adjustments made to support safe working.
3.8	Riverbank's January 2021 school risk assessment will be published on our website. This assessment will be sent to all trade unions, MAT directors and our local authority for quality assurance. If you have any feedback on the assessment please let Mr Lisowski know. The content of the assessment will include the majority of information/controls included in this guide.

4. Promoting Positive Behaviours

4.1	Close proximity and supportive/appropriate touch can be effective ways to deescalate behaviour and engage in learning. We are supportive of this strategy as long as it is applied with reason and necessity.
4.2	Physical intervention is appropriate on the basis of all other strategies being exhausted. If staff require assistance the normal team teach language is expected - Q "Help needed?" A "Help required" (please see section 5.8)
4.3	For staff that are on call, we strongly advise a mask is worn. If a student needs to walk around the corridor to deescalate, this is also permitted, but not to be encouraged/promoted. Incidents are to be recorded on SIMS.
4.4	If staff use a different radio, it needs to be wiped down before and after use
4.5	For students that use our swings to help regulate their behaviour they can be used but not encouraged and wiped down after use.

5. Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE)	
5.1	The DfE government guidance says: The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance from others. PPE is only needed in a very small number of cases (see 5.2, 5.3)
5.2	The DfE government guidance says: PPE should be used for children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. At Riverbank Academy, for any member of staff supporting a child with intimate care we strongly advise a mask is worn.
5.3	The DfE government guidance says: PPE should be used if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.
5.4	When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be worn as part of their normal care and treatment, should be worn.
5.5	In the event of a child showing symptoms of coronavirus onsite, we have a non-contact thermometer and 7 PPE boxes located in the medical area. Each box contains, 1 box of x20 disposable face masks, 1 box of x150 disposable gloves, 10 aprons and 10 bottles of small hand sanitiser or 5 large bottles of hand sanitiser. See point 10 for more information.

5.6	If the PPE equipment in the box is used it is the staff members responsibility to sign the equipment out of the box so it can be replaced for the following week.
5.7	If any staff members want to wear PPE because they feel more comfortable when working with students and other staff members they are welcome to do so.
5.8	If PPE is identified on an individual's risk assessment we expect staff to use and wear it.

6. Hygiene and Cleaning

Hygiene and Cleaning	
6.1	All MAT schools will have a full time cleaner on site
6.2	All toilets will be cleaned frequently throughout the day to promote hygiene and cleanliness – half toilets closed to allow deeper cleaning in other areas of the school.
6.3	After break and lunch, tables should be wiped down. Our on-site cleaner will make every effort to do this. However, if she is not available we will have cleaning sprays available upon request if you radio for assistance.
6.5	Do not use cloths to wipe down tables, please use blue paper towels and then throw them away
6.6	All students should be encouraged to wash their hands: <ul style="list-style-type: none"> • Upon arrival • Before and after a snack • Before and after lunch • After light exercise • At the end of the school day • Or after coughing or sneezing
6.7	For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.
6.8	Classroom based resources, such as books and games, can be used and shared within the tutor group; these should be cleaned regularly, along with all frequently touched surfaces.
6.9	Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between tutor groups, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles
6.10	If ipads or computers are used, make sure that are wiped down after use
6.11	In line with government guidance, lidded bins will be available in classrooms to replace open bins for January 2021.

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| 6.12 | The library is not to be used, but we will encourage students to read books that are available in their classroom and use the online Rapid Reader/Bug club resources. |
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7. Office Staff

Office Staff	
7.1	The glass shutter in the Riverbank Reception should be kept shut at all times.
7.2	When in an office with another person a distance of two meters must be adhered to
7.3	If there are already 2 people in the RB office (not meeting room). Please wait outside until entering. Or communicate through the glass screen or stood by the doorway.
7.4	Prior to, and after use please wipe down your computer/mouse/keyboard each day
7.5	Our admin team are split between two separate offices to increase distance of desks from 2 metres to 2.5 metres to ensure the internal administration of our school can run smoothly (R14 and RB0)
7.6	Only 3 staff work desks in R38 which need to be 2.5 metres apart (desks need to be wiped down each time after use)

8. Fire Drill

Fire Drill	
8.1	To change the exit route and congregation point to promote greater social distancing would create a higher risk, as a result of this our fire evacuation process will stay the same.
8.2	We will still use the KS3 playground to register students but we will encourage students to keep a reasonable distance between groups and each other.

9. First Aiders

First Aiders	
9.1	With the above controls in place if there are any first aiders who are unsure about administering first aid to a student please notify Marie Maunsell-Stewart in the first instance.
9.2	For minor injuries and where students are competent, the student should administer their own first aid (e.g. compress, plaster) under guidance of the first aider to minimise contact.

10. Wellbeing

Staff Support	
10.1	We can support staff with free occupational health guidance and counselling. To request a referral, you will need to contact the headteacher in the first instance.
10.2	Dawn Slade is our first aid mental health first aider and can provide staff with low level and informal support where needed.
10.3	Education Support https://www.educationsupport.org.uk/helping-you/telephone-support-counselling UK-wide: 08000 562 561 day or night Txt: 07909 341229 (answered within 24 hours)

11. Staff Meetings/Training

Staff Meetings	
11.1	Staff briefings/training, MLT meetings and SLT meetings will be held remotely on school site.
11.2	Where appropriate statutory training will be held remotely.

12. Live lessons

Live lessons	
12.1	Staff, parents and students (where possible for students) to follow the guidelines set out in accessing live lessons.

12. What to do if a student on site is ill (taken from .gov web page)

If anyone becomes unwell with a new, continuous cough or a high temperature, or anosmia in an education setting they should be sent home and advised to follow the [staying at home guidance](#).

If a child is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Settings should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

If they need clinical advice, they (or their teacher, parent or guardian) should go online to [NHS 111](#) (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

In most cases, closure of the educational setting will not be needed but this will be a local decision based on various factors such as establishment size and risk of further spread.

13. Staff absence and return

The link below is a useful guide; however, it is clear that staff should only return to work when they are symptom free.

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

14. School Partial/Full Lockdown Procedures

School Partial/Full Lockdown Procedures	
14.1	Our full and partial lockdown procedures are available in the policy section of our school website.

Appendix B – with effect from January 2021

Outdoor Play + Lunchtimes

Tutor room	Group No.	N	Lunch allocation	Allocated Play Area	Outdoor Play Area for daily use (if/when needed)
Pop up shop	1	1	12:30-1:00	Pop up shop	Pop up shop
R64	1	2		Sensory Garden/Sensory room	Sensory garden/Sensory Room (when needed)
R66	1	2		Sensory Garden/Sensory room	Sensory garden/Sensory Room (when needed)
R62	2	2		Sensory Garden/Sensory room	Sensory garden/Sensory Room (when needed)
R43	3	1		Sensory Garden	Zone 3
R67	4	7		Zone 4 1:00-1:30	Zone 4 9:30-12:00
R85	5	3		Zone 4 1:00-1:30	Zone 4 9:30-12:00
R44	6	4		Zone 3 1:00-1:30	Zone 3 9:30-12:00
R40	7	3		Zone 3/4 1:00-1:30	Zone 3/4 9:30-12:00
R70	8	7		Zone 5 1:00-1:30	Zone 5 9:30-12:00
R90	9	4		Zone 3	Zone 3
R68	10	5		Zone 5	Zone 5
R59	11	1		Zone 5	Zone 5

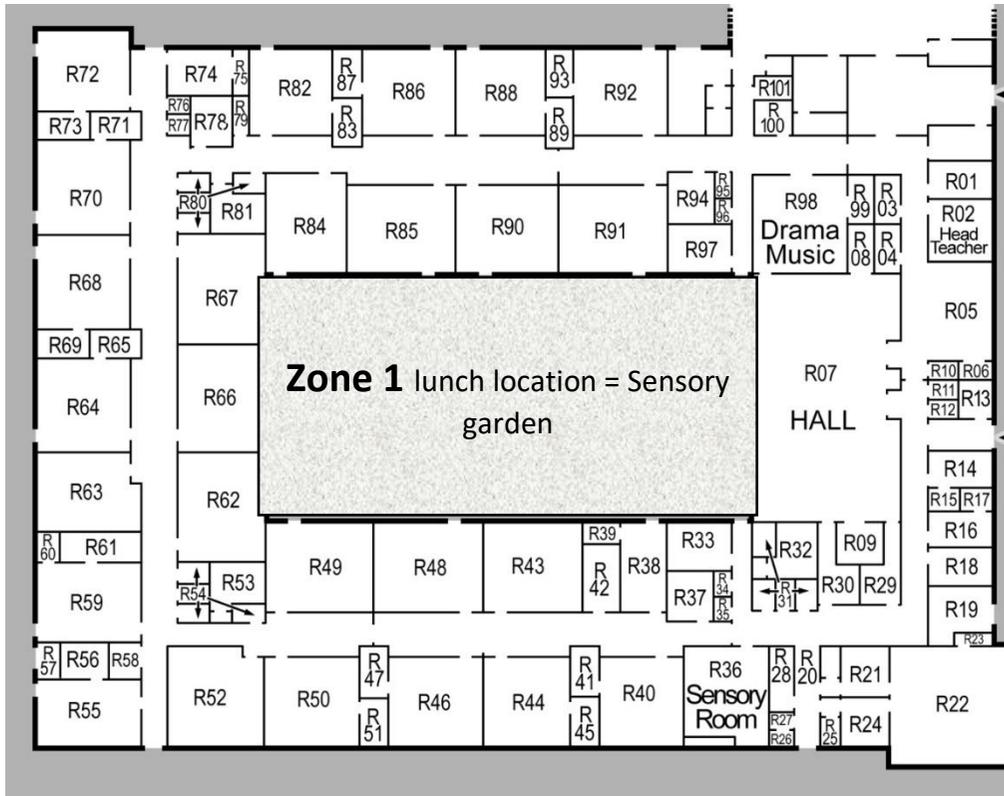
Appendix C – with effect from January 2021

Zone 6 – EG Tennis Court (left side only)

Shared Playground not in use for RB students

(but can walk through to access tennis courts)

Zone 5 break/lunch location = Back of school playground



Zone 2 Transport Compound (to be accessed only by most able/low risk students)

Zone 4 break/lunch location = KS3 playground bottom half

Zone 3 break/lunch location = KS3 playground top half

