



## Protective Measures Policy

### Aim

The aim of this Policy is to outline the ways in which Wellacre Academy will draw from government advice and deploy protective measures in order to facilitate a safe environment for all so far as is reasonable practicable.

This Policy will draw from the government advice including: *Coronavirus (COVID-19): implementing protective measures in education and childcare settings And: Guidance for secondary school provision*, found [here](#).

This Policy will be updated on a regular basis to reflect up-to-date government advice. All hyperlinks will update in real-time.

### Purpose

The purpose of this Policy is to illustrate how the government advice will be applied in the setting of Wellacre Academy

Unfortunately no setting can be guaranteed to be 100% COVID-secure. However, we commit to exercising our professional judgement in ensuring that the highest possible standards of health, hygiene and safety can be employed within the scope of our available physical and human resources.

### Principles

The best way to enhance our protective measures is to ensure there is a successful partnership between all persons, including staff, parents, students and visitors, and that everyone commits to the essential principles set out in this document.

### Symptoms

**Under no circumstances must anyone attend the school site if they, or anyone in their household, are displaying ANY symptoms of the Coronavirus.** The recognised symptoms are:

- a high temperature – this means they feel hot to touch on their chest or back (you do not need to measure their temperature);
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual);

- a loss or change to their sense of smell or taste – this means they've noticed they cannot smell or taste anything, or things smell or taste different to normal.

They must follow the guidelines regarding a seven-day isolation period for those who are symptomatic and 10-day isolation for non-symptomatic household members. The most recent government guidance can be found [here](#).

### **Effective infection and protection control**

Wellacre Academy will exercise the government-advised hierarchy of controls that, when implemented, creates a safer system, where the risk of transmission of infection can be substantially reduced.

In respect of social distancing, the government advises that a hierarchy of measures can inform an effective control system:

- Minimising contact with individuals who are unwell by ensuring that those who have Coronavirus symptoms, or who have someone in their household who does, do not attend the school site.
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often.
- Minimising contact and mixing. The school will operate a Year group bubble system.

### **Attendance**

Children and staff classed as 'clinically extremely vulnerable' are not expected to attend school. Please refer to the government guidance [here](#). Those living with someone classed as 'clinically extremely vulnerable' as per this guidance, are only advised to attend school if they are confident that they can adhere to the protective measures in place.

**Attendance of children at school is compulsory and it is expected that all students will return in September, unless they have been classed as clinically extremely vulnerable.**

### **Beginning and end of the school day**

The school has zoned morning line up areas. Each year group has been allocated a separate zone. Form tutors will collect their form groups from this space between 8.40am and 8.45am. Form time has been moved to the start of the day from 8.45am till 9am. The will be slightly staggered end times of the day to avoid congestion at this peak time, with Year 7 and 8 finishing at 2.50pm (3.50pm on a Weds) and Year 9, 10 and 11 finishing at the normal time of 3pm (4pm on a Weds). (See Appendix 2)

On arrival and departure, parents are requested to respect the guidelines on social distancing and limited transitory contact by remaining in their cars.

## **School Uniform**

Students are expected to wear their full school uniform when attending school. Please refer to the schools uniform policy for further information.

## **Break and Lunchtimes**

Access to drinking water will be provided to top up water bottles as required. It is recommended that all students bring their own, labelled water bottle. A house water bottle can be purchased via parent pay.

The canteen will no longer operate a morning service before school starts.

Break time and lunchtime will be staggered and year groups have been allocated specific time zones, eating areas and outside spaces. (See Appendix 2) Year groups will not be able to mix and will be kept separate during these times.

## **Class sizes and rooms**

All teaching spaces have been arranged to allow for a two metre spacing between the teacher and the students. Class sizes will vary from 22 to 27, depending on the year group and GCSE option group. Students will sit in pairs, facing the front.

KS3 classes will be taught in mixed ability form groups. All year groups have been allocated a zoned suit of classrooms to include a science lab, computer room and other specialist rooms. The vast majority of KS3 lessons will take place in their allocated form room. KS4 students will change groups for their GCSE option subjects. (See Appendix 1 and 2) All rooming and transition points have been clearly labelled on the front of each classroom and on student time tables. For the vast majority of lessons, the teachers will move to the classrooms rather than the students move.

All classroom spaces will be well ventilated at all times. Outdoor space has been zoned for each year group and will be used whenever possible for breaks, lunch and PE lessons.

All classrooms have sanitiser points outside and additional antibacterial wipes, tissues and sanitiser can be found in each classroom.

We aim to maximise the times when students are in the same groups and rooms each day.

## **Personal Protective Equipment (PPE) and Face masks**

The Government updated their guidance on the use of face masks in school. Students are now advised to wear face masks in communal areas of school, such as corridors and toilet areas and should wear face masks in lessons (except PE).

<https://www.gov.uk/government/publications/face-coverings-in-education>

The use of face masks is a requirement for any student using public transport to and from school. These must be removed on entry to the school site. (See Appendix 3 on the recommended safe use of Face masks)

The use of full PPE will be used by our first aid staff who are required to attend to a person who becomes unwell with symptoms of Coronavirus or are being physically sick or bleeding. Hand sanitiser stations can be found on all entry points, toilet areas, and corridors and outside every room being used.

## **Minimising transitory contact**

Each group will have their own designated classroom zone, morning arrival area and lunch and break area. (See Appendix 2)

Toilet facilities will have a recommended person limit and a member of the cleaning staff is assigned to an area to ensure regular cleaning of the toilet facilities. (at least every 30 minutes and immediately after am line up, break and lunchtime)

Each year group has been assigned entrance and exit points – they must only use these points to enter and exit the building/canteen.

Notices will be on display in all rooms and corridors to advise of all health and hygiene requirements.

Each student will be allocated a desk which they will be expected to use for the duration of their time in a particular room.

## **Stationery and shared equipment**

All students must arrive for school fully equipped with all that they need for the school day (fully stocked pencil case, calculator, water bottle).

School will only allocate equipment that is essential for lesson delivery, e.g. if undertaking experiments in Science, which will be sanitised before and after use.

Any resources that are shared between teachers and students will be limited.

## **Sanitation routines**

We will follow the government [COVID-19: cleaning of non-healthcare settings guidance](#)

Each area used by staff and students is cleaned during the day and thoroughly cleaned at the end of each working day before the spaces are used again.

There are anti-bacterial wipes available in each learning space so as to allow regular wiping as deemed necessary by the staff on duty, i.e. at the beginning and end of each lesson.

Hand sanitiser is also provided within each learning environment and students will be required to sanitize their hands upon entering and leaving the classroom space/canteen/toilet areas (See Appendix 1)

## **Hygiene measures for students and staff**

Handwashing facilities are available in the toilet areas, which are supplied with antibacterial soap and hand dryers.

Hand sanitiser will be available in every classroom and also in high traffic areas such as reception, toilets, canteen and corridors.

All persons should:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly, following the official guidance on hand cleaning  
<https://www.gov.uk/guidance/national-lockdown-stay-at-home#hands-face-space>
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
- be encouraged not to touch their mouth, eyes and nose

- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')

Tissues will be provided in all learning environments and people should be actively encouraged to use them. If tissues are used they should be disposed of in the lidded bins provided.

## **Transport**

We would advise parents to have due regard to the government advice on transport: <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020>.

Students should avoid using public transport, where this is unavoidable, they must wear a face covering/mask and gloves. These will need to be removed when they enter the school building. Please check the bus timetables.

## **If anyone becomes unwell whilst at Wellacre with Coronavirus symptoms**

If a student develops any of the Coronavirus symptoms while at school, parents will be contacted and asked to collect their son immediately.

While awaiting collection, the child will be isolated in the school nurse office. If more than one student requires isolation, this area is large enough to accommodate further individuals whilst adhering to the two metre social distancing requirements.

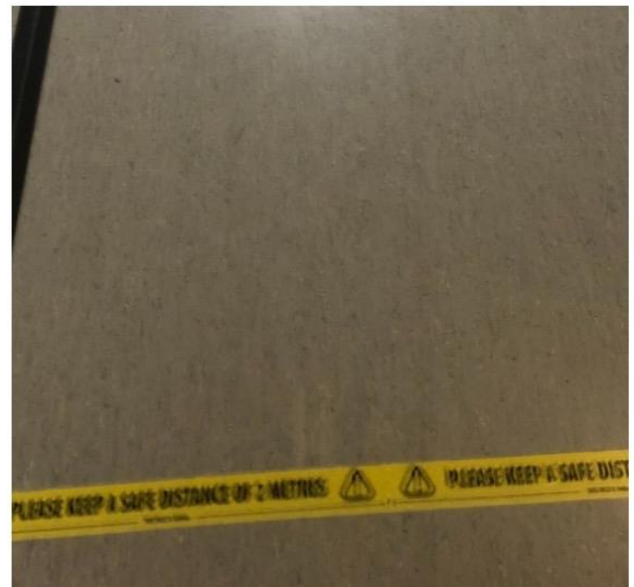
If a member of staff develops any of the symptoms of Coronavirus whilst at work, they will immediately be sent home in their own vehicle if they are fit enough to drive. If they do not have their own vehicle or are not well enough to drive themselves a person from their own household will be contacted to collect them. If this occurs they will be isolated outside under the school hall until such a time as they are collected.

All facilities used under these conditions will be cleaned and disinfected before being used again, adhering to the schools Safe Operating Procedure and in line with the government guidance: [COVID-19: cleaning of non-healthcare settings guidance](#).

## **What happens if there is a confirmed case of Coronavirus at school?**

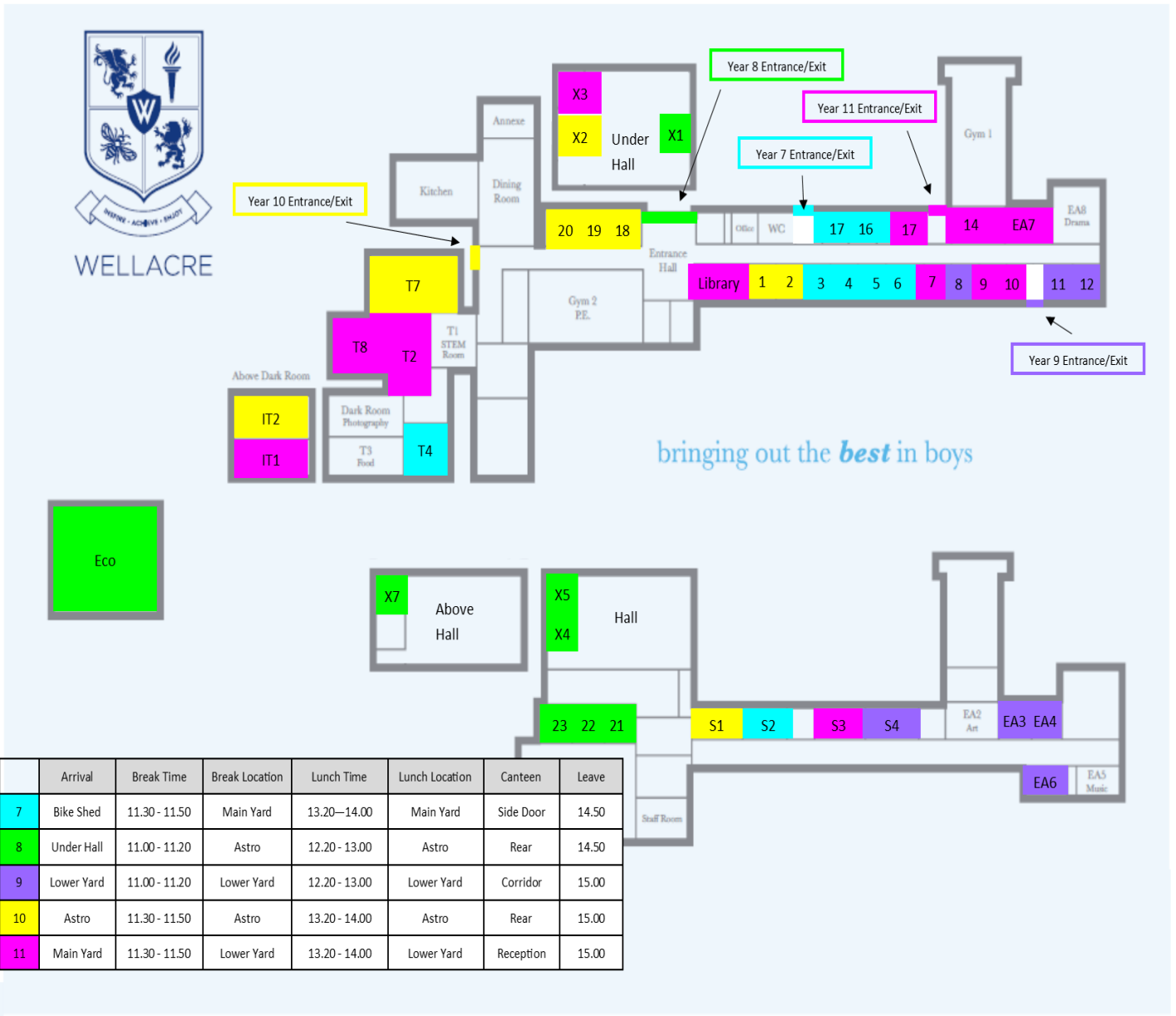
Routine testing has now been made available to the public. If a person develops Coronavirus symptoms but tests negative, they can return to school. If they test positive, then the government advises that their class group must be sent home and advised to self-isolate for 10 days. Further details can be found in the government advice document found <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

## Appendix One



This is a communal area  
A face mask must be worn

# Appendix 2



## Appendix 3: Guidance on the correct use of Face masks

### Wearing Face Coverings Correctly

Wearing a face covering correctly, so that it gives maximum protection to yourself and others, is not as straightforward as it sounds. Wearing or storing a face covering incorrectly can even increase risks, so we strongly recommend that everyone reads the guidance below, and also shares this guidance with parents and pupils. **Wearing a face covering is an additional protection, and should be used alongside other measures such as social distancing and hand hygiene.** Wearing a face covering would NOT stop you being a contact, if you are within 2m of a confirmed case for over 15minutes.

### How to wear a face covering

#### A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

#### When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

#### When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed