

Herne Bay High School's COVID-19 POLICY

Policy reviewed by	Jon Boyes	Date of last review	August 2020	Date of next review	Sept 2020	Date of policy ratification by Governors	TBC
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Associated guidance that underpins this policy

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)
- [Actions for schools during the coronavirus outbreak](#)
- [Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)
- [Coronavirus \(COVID-19\): guidance for educational settings](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [COVID-19 : Information to parents and carers](#)
- [COVID-19 Secondary School Guidance for return to schools in SEPTEMBER](#)

This policy comes into force on the 1st September 2020 and is a supplement, and should be read in conjunction with, all other existing policies that are published and ratified by the HBHS governing body.

This COVID-19 policy is designed to support the full return of all students to education during the period of the COVID-19 pandemic

During the duration of the policy the following behaviours MUST be observed and exhibited to ensure that ALL staff and students are adhering to the contents of the COVID-19 full return Risk Assessment that underpins the safe operating of the HBHS site

Staff and students **MUST**

- Adhere to the social distance of in line with government guidance across the school site at all times
 - Comply with markings, signage and access restrictions put in place to facilitate this
- Ensure regular hand and personal hygiene in line with government guidelines including:
 - use of hand sanitiser when entering and exiting school buildings
 - regular handwashing for 20 seconds
 - coughing into your elbow or into a tissue and discarding the tissue into a bin
 - sneezing into your elbow or into a tissue and discarding the tissue into a bin
- Adhering to all one-way systems implemented on the school site
- Familiarise themselves with the new layout of the school
- Report any concerns to Site Safety Manager Tim Eastwood

All staff will be asked to sign to confirm they have read and understood the contents of the Policy and the Risk Assessment - this will via an electronic form.Page Break

School Statement on how to deal with a suspected / confirmed case of COVID-19 during phased return.

The process implemented fully complies with the DfE guidance in section 8,9 & 10 of the DfE publication for return to schooling [COVID-19 Secondary School Guidance for return to schools in SEPTEMBER](#)

Any member of Staff or any Student or those living with family members showing symptoms of Covid-19 **WILL NOT** be allowed onto the school site. This will remain the case until the outcome of a test is conveyed to the school and that all current government guidance has been complied with.

- If a **child** is taken ill with symptoms of Covid-19 (suspected case) they will be taken to an outside space or a POD in student services, which has been allocated solely for isolation. Parents will be called and requested to collect their child immediately and the parent will be required to seek further medical advice in line with government guidelines. (see flow diagram)

- If a **staff** member is taken ill with symptoms of Covid-19 (suspected case), the staff member will be asked to leave the site and seek further medical advice and follow government guidance. (see flow diagram)

In each instance we shall initially follow the “suspected case” pathway until we are informed of a positive test result, at that point we will implement the “confirmed case pathway”

The implementation of this process will be overseen by the “COVID case manager” Kelly Molloy.

PHE South East Health Protection Team: Guidance for Childcare and Educational Settings in the Management of COVID-19

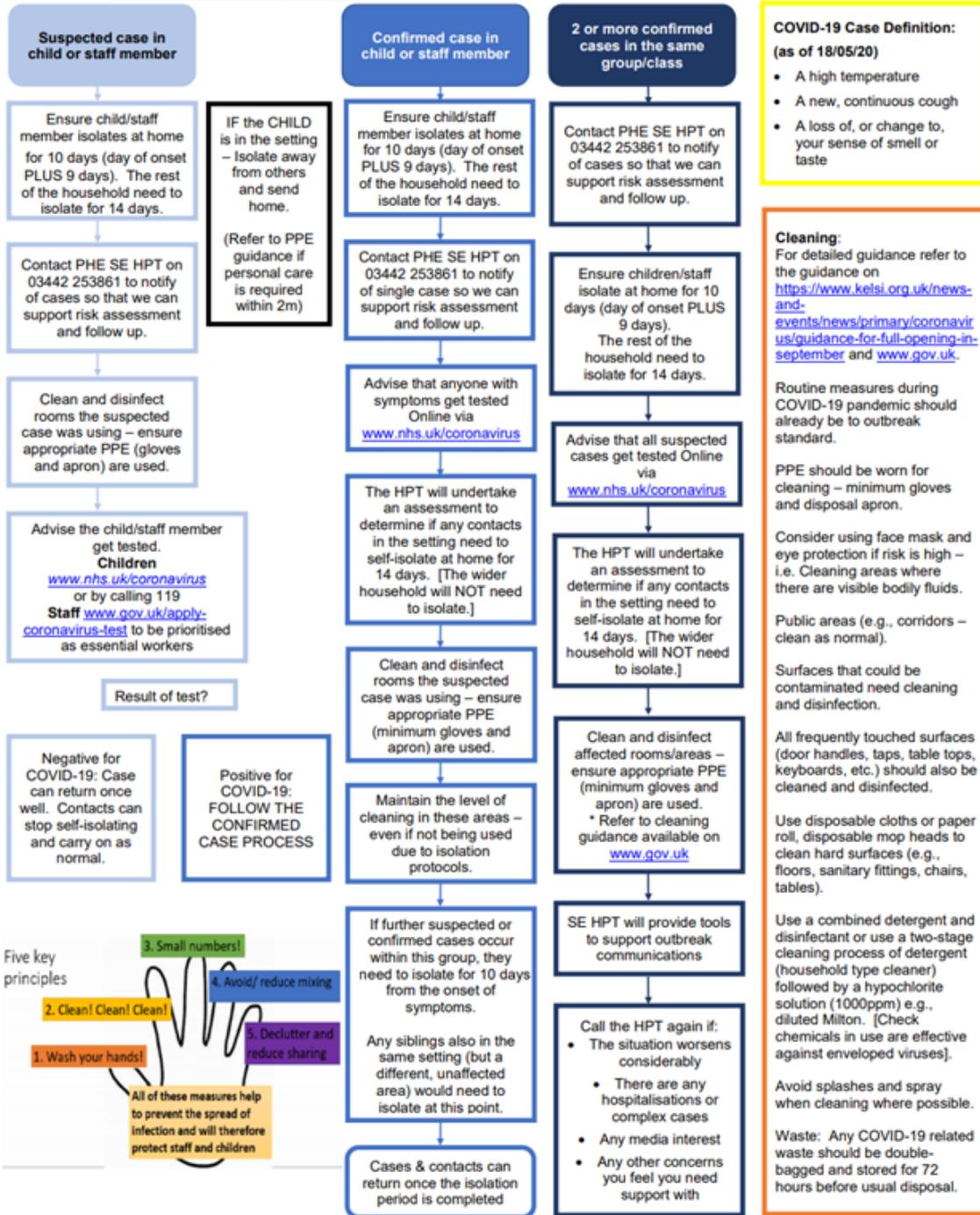
Version 1.0 Date 03/06/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Kent Health Protection Team on 03442 253861 (Option 0, then Option 1). Out of Hours: 0844 967 0085. If the matter is not urgent you can also email KPU-Kent@phe.gov.uk

GUIDANCE: Visit <https://www.kelsi.org.uk/news-and-events/news/primary/coronavirus> and www.gov.uk/coronavirus for detailed schools' guidance and other guidance

TESTING: Visit www.nhs.uk/ask-for-a-coronavirus-test



Addendum to staff absence / sickness Policy during COVID-19

This addendum is to be read in conjunction with the existing staff absence policy.

If a member of staff or any other member of the household with which they live displays symptoms of COVID-19, they should remain at home, request a test and inform the school of the result when known. A welfare call will be made by the school. Staff will be expected to follow the government guidance

Addendum to Attendance Policy during COVID-19

The addendum to Attendance Policy is no longer in force and we revert back to our HBHS Attendance Policy.

Addendum to the Herne Bay High School's Behaviour Policy

COVID 19 Addendum to the HBHS Behaviour Policy

This addendum to the HBHS Behaviour Policy applies until further notice and has been established in response to the challenges that the COVID 19 pandemic present, and the need to establish and maintain a well-ordered and safe school environment for all students and staff.

This addendum sets out changes, adaptations and exceptions to the behaviour policy that school operates under more normal circumstances.

This addendum may need to be further amended should circumstances or official guidance change. Should this be the case, the school will communicate these changes to staff, parents and students accordingly.

In order to keep themselves and the rest of the school community safe, students are required to follow all of the rules and expectations set out below.

It is requested that parents become acquainted with the content of this addendum and the school's rules and expectations in order that they can discuss these with their children, and ensure that their children follow these new procedures and fully understand the consequences if they fail to adhere to these expectations.

Parents should contact Mr Waters, Vice Principal, if they think that their child might not be able to comply with these rules and expectations, in order that we can consider alternative arrangements and support their child to integrate back into school life.

Herne Bay High School Rules

Arriving to and leaving school

- Students must bring a school bag large enough to accommodate their equipment, their exercise books and a snack for break and packed lunch if required
- As the school is not permitted under COVID19 health guidance to share equipment, students must bring, as minimum, the following equipment to school each day:
 - pencil case with pens, pencils, eraser, sharpener, calculator, ruler, pair of compasses, protractor
 - optional equipment: a highlighter, a different coloured pen, colouring pencils / felt tips, a glue stick
 - exercise books for the day's lessons
 - reading book
 - their year coloured lanyard with their printing/cashless catering card
- Students must wear their full school uniform – *see the website for the uniform requirements*. If students have PE or dance then they should, if possible, come to school in their PE/Dance kit and remain in it for the day. They may also wear their school tracksuit, school jumper, cardigan, fleece, blazer or a coat if they are cold. Under no circumstances should the students be wearing hoodies or non-uniform attire whilst in school.
- Students must arrive at school at the following times and use the gates listed– *it is imperative that students adhere to these times and they must not arrive before or after these times or use gates that are not allocated to their year group*:
 - Year 7 to arrive using Gate 1 or the zebra crossing gate by Technology from 8.30-8.40
 - Year 8 to arrive using Delivery Gate 2 from 8.30-8.40
 - Year 9 to arrive using Stillwater Gate 3 from 8.40-8.50

- Year 10 to arrive using Bungalow Gate 1 from 8.40-8.50
- Year 11 to arrive using Stillwater Gate 3 from 8.30-8.40
- Year 12 to arrive before 8.30 using any gate, going straight to mentor bases
 - Year 13 to arrive from 8.55 using any gate, going straight to lesson 1 for a 9.05 start
- At the end of the school day students will be escorted to their respective school gates by their mentors, following a tannoy announcement:
 - Year 7 to leave using Gate 1 or the zebra crossing gate by Technology 3.05pm
 - Year 8 to leave using Delivery Gate 2 at 3.10pm
 - Year 9 to leave using Stillwater Gate 3 at 3.05pm
 - Year 10 to leave using Bungalow Gate 1 at 3.15pm
 - Year 11 to leave using Stillwater Gate 3 at 3.15pm
 - Year 12 to leave using any gate at 3.00pm
 - Year 13 to leave using any gate at 3.20pm

During lessons

- All students will sit as per a seating plan established by their mentor - students must sit where they are told.
- Students must sanitise their hands on both entry and exit to classroom and must go straight to their designated seat.
- If a student needs to go to the toilet during a lesson they are allowed to and will be issued with a toilet/out of class card from their class teacher. They must go to the designated toilet for their year group, adhering to the one-way systems as they do and they must not enter any areas that aren't allocated to their year group.

The transition between lessons

- If remaining in their classroom for their next lesson, students must read their reading book very quietly whilst awaiting the start of the next lesson
- If moving around the school students must adhere to the one-way system, keeping to the left at all times
- Students must not go into the designated area of any other year group
- Students must not interact with students from other years
- Students must adhere to social distancing requirements and wherever possible maintaining at least a 1m distance from all other students
- Students must adhere to social distancing requirements and maintain 2m distance from ALL members of staff not wearing school issued Personal Protective Equipment

Break and Lunchtime

- Students must stay in their designated year areas to sit, eat and play
- Students must only purchase food from the designated food areas and must adhere to the arrangements for accessing the food areas. *However, ideally students will bring their own food to school both for break and lunch*
- Students must maintain a 1m distance from other students wherever possible

At all times during the school day students must adhere to the following rules:

- **Respiratory hygiene:** students should adhere to the guidance re. *catch it, bin it and kill it:*
 - Catch it ~ as germs spread easily, it is important that students carry tissues and use them to catch their coughs and sneezes
 - Bin it ~ Germs can live for several hours on tissues, as such it is important that students dispose of tissues as soon as possible after use
 - Kill it ~ Hands can transfer germs to every surface that is touched, as such it is important that students clean hands as soon as they can after coughing and sneezing, using tissues and as regularly as they can throughout the day
 - Students must not, under any circumstances, cough, sneeze or shout in the direction of any member of the school community. Spitting of any kind will not be tolerated

- **Tactile Hygiene:** students are expected to remain, whenever possible, at least 1m apart from each other. Students must remain at least 2m away from members of staff. Students will need to wash their hands as often as possible and use the hand sanitisers as instructed.
- **Lanyards:** Students must wear their year group coloured lanyards at all times. This is so that students' year groups can be easily identified.

Consequences

Due to current health restrictions the school will not be issuing any detentions and students will not be sent from their lesson to the Head of Department for support. If a student disengages with their learning then the student may be required to leave the classroom. The student will relocate to a supervised work room, where he/she will remain until the end of the lesson. If the member of staff responsible for the work room believes the student is not in the right frame of mind to return to their class, the student will either be required to remain in the work room for a little longer or parents/carers will be contacted as the student will be sent home.

Should a student place their own or others' health or wellbeing at risk, or fail to adhere to the school's rules and expectations, as detailed within the school's behaviour policy and this behaviour policy addendum, parents/carers will be contacted and will need to collect their child from school. This may also result in their child being required to access their work remotely from home for a period of time.

Addendum to Fire Procedure during COVID 19

During the COVID – 19 period the core fire evacuation message remains the same as per the site induction presentation which is to evacuate which ever building you are in, in a controlled and calm manner supporting and supervising the students in order to move those students to an assembly point - the astro pitches.

Social Distancing

With the added complication of COVID-19 there is the need to, where possible maintain a social distance 1m between individual students and 2m with staff as they evacuate. However, this is not to hinder the evacuation of the building which is paramount. Staff conducting the lessons are responsible for the safe evacuation of all the students in their care.

Door Wedges Holding Doors Open

To prevent the possible transfer of COVID-19 by touching high used areas such as door handles and finger plates each area being used in the school has been risk assessed and individuals nominated to remove door wedges in the event of the fire alarm sounding. If you are in any of the areas being used for teaching you are responsible for removing the door wedges, door hooks or any other implement used to hold the door open and ensure the door is closed. If by doing this you feel your life or that of your students is in danger you are to evacuate straight away.

Assembly Points

All routes to the assembly points remain exactly the same as before COVID-19 until you reach the astro pitches.

Once on the pitches Year 7 - Year 11 are to assemble in year groups – full training re. where each year group will assemble will be delivered in September.

Year 12 will assemble on the tennis courts.

Year 13 will assemble will assemble on the lower courts as is the norm.

The Bungalow bubble will assemble on the lower courts – Assembly Point E.

The SEND bubbles will assemble with their year groups on the astro.

Markers have been placed to assist member of staffs in controlling the groups' social distancing, as social distancing which must be maintained whilst students are lined up at the assembly points.

Those staff groups that usually assemble in the lower courts area e.g. cleaners, admin staff, LSA and play away etc are to continue to use the same assembly points, but must maintain the social distance of 2 metres.

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Addendum to First Aid Policy during COVID 19

This addendum is to be read in conjunction with the existing first aid policy

- The First Aid Policy shall be adhered to in all areas
- If first aid is required, the first aider must wear PPE due to the need to be closer than 2m
- PPE is available for first aiders during the current Covid-19 crisis and is located with each first aid kit in each area. Extra PPE is located in student services or the premises office.
- PPE will be disposed of along with all other clinical waste in the yellow bags provided. Once all clinical waste and PPE is bagged it must be double bagged and brought to the Premises Office. Yellow bin bags are also situation with the first aid kits in each area of the school being used.
- When a first aid episode occurs, the first aider will respond in the usual way as set out in the policy, but shall do so with the available PPE
- If an initial assessment can be conducted at 2m then is must be. If this is not feasible PPE must be donned before any treatment or examination is undertaken.
- Each First Aider will receive an opportunity to orientate themselves with the appropriate PPE that will need to worn when administering First Aid. This orientation shall also be available as a video.
- Following a First Aid Episode, the First Aider Administering First Aid to the casualty shall
 - Double bag their PPE along with any other clinical waste
 - Thoroughly wash their hands for at least 20 sec
 - Also use antibacterial hand gel
- After the First Aid episode is concluded, the First Aider will write up the report in the usual way using the online system as per the policy
- First Aiders will not wear tabards, instead they will just wear their PPE.