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**Papplewick Coronavirus Policy – March 2021**

**Effective infection protection and control**

Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of preventative approaches and actions are employed at Papplewick which include:

* 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.
* cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using 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 using standard products, such as detergents and bleach.
* ensuring there is a free flow of air passing through all rooms.
* minimising contact and mixing by altering, as much as possible, the environment, class interaction, and timings.
* the wearing of coverings where appropriate

## **Year Group Bubbles**

The boys have been placed into year group bubbles. Contact between each bubble is minimised through the use of staggered timetables including free time and meal times, separation in sport, physical systems in school such as one-way systems, a reduced activity programme, staggered departure times, and a robust programme of education to the boys about the importance of social distancing and hygiene.

Exceptions to the year group bubble rule include designated daily transport to and from school, tutorial groups, Junior Boarders, a small number of Thursday activity groups, and the ‘Saturday night and Sunday boarding’ group.

**Environment**

Boys are now taught in form rooms throughout the school. The staff move to the form room rather than the boys moving to the member of staff’s room. Exceptions include Science, Art, DT, PE, Music and IT.Within each classroom, wherever possible, resources which are not easily washable or wipeable are removed.

On entering and exiting any new classroom, boys must sanitise their hands. In classrooms visited by more than one class, tables and equipment must be wiped down between classes. Equipment not wiped down must be set aside for 48 hours (72 hours for plastics).

The Year 6 and 7 Common Rooms are in bounds but may only be used by the relevant year groups, and boys should not visit each other’s classrooms.

In order to try to reduce possible contact between different groups of children, various one-way systems and other physical measures have been introduced, and corridors also have taped lines marked on the floors to ensure there is social distancing.

**Timings, Meals, and Breaks**

Lunch times are staggered to avoid contact between groups. Each group also has a separate designated area within which to eat. There are now three lunch sittings.

There are also now three morning break times. Each group has a separate designated area within which to play at break times, and separate snack arrangements. Boys may also take their breaks in their form rooms.

Each group has designated toilet facilities.

**Cleaning and hygiene**

All frequently touched surfaces, equipment, door handles and toilets used during the day are cleaned thoroughly each day.

Soap and hot water is provided in every toilet facility.

Hand sanitiser stations are available at a large number of points about the school and are replenished regularly. Hand sanitiser is also available in the classrooms in which the boys are studying.

Lidded bins are available in classrooms and in other key locations around the site for the disposal of tissues and any other waste.

A good supply of disposable tissues is available to implement the ‘catch it, bin it, kill it’ approach in each classroom and are regularly topped up.

Each computer terminal and each head set used by the boys are cleaned on a daily basis.

All classrooms are cleaned thoroughly each day.

Water fountains may not be used but boys may use their own water bottles, refilling them from the urn in the Entrance Hall.

**One to one tuition**

All staff undertaking one to one tuition whether in learning support or individual music lessons must wear a mask rather than a visor, and should still maintain as much social distance as is possible.

**Behaviour principles for boys**

In light of the need for boys to behave differently on returning to school, and new systems being in place to support that, boys will be informed of the following additional behaviour principles:

* they must follow any altered routines for arrival or departure
* they must follow school instructions on hygiene, such as handwashing and sanitising
* they must follow instructions on who they can socialise with at school
* they must move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
* they must action the School’s expectations about sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’) and must avoid touching their mouth, nose and eyes with hands
* they must tell an adult if they are experiencing symptoms of coronavirus or any illness whatsoever.
* they must not come to school if feeling ill in any way whatsoever.
* they must action any rules about sharing any equipment or other items including drinking bottles
* they must amend their expectations about breaks or play times, including where they may or may not play
* they must only use the toilet facilities which they are directed to use
* they must follow clear rules about never coughing or spitting at or towards any other person
* they must continue to follow the clear rules for pupils at home about their conduct in relation to remote education if they are required to work from home
* they must understand that the normal rewards and sanctions system still apply to them

**Principles for staff to follow**

* Staff should not come to work if they have coronavirus symptoms. They should also go home as soon any symptoms develop, and access a test as soon as possible.
* Staff should clean their hands more often than usual - 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.
* Staff should use the ‘catch it, bin it, kill it’ approach.
* Staff should avoid touching their mouth, nose and eyes.
* Cleaning staff should clean frequently touched surfaces often using standard products, such as detergents and bleach.
* Staff should think about ways to modify their teaching approach to keep a distance from children in their class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
* Staff should consider avoiding calling boys to the front of the class or going to their desk to check on their work if not necessary.
* Staff should help their class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including the use of displays with posters.
* Staff should prevent their class from sharing equipment and resources (like stationery).
* Staff should keep their classroom door and windows open if possible for air flow.
* Staff should limit the number of boys from their class using the toilet at any one time.
* Staff should limit their contact with other staff members, and should not congregate in shared spaces, especially if they are small rooms.
* Staff should be aware of the behaviour principles for boys above and know the role they are being asked to take to implement them.

**Covid Testing**

* The Government strongly recommends that staff test themselves for Covid twice a week using LFD devices. The School supports the Government recommendation for the safety of the whole community but the testing is voluntary. All test results must be reported to both the School and the NHS Test and Trace system.
* The Government also strongly recommends that boys in Year 7 and 8 are tested for Covid twice a week using LFD devices. The School supports the Government recommendation for the safety of the whole community but the testing is voluntary.

**School transport**

* + Boys should sit in the same seat each day.
	+ Boys should sit next to other boys in his year group if possible
	+ If numbers allow, boys should sit in a row without other boys in it.
	+ If numbers allow, boys should not sit directly behind or in front of another boy.
	+ If numbers allow, boys should not sit directly adjacent to another boy.
* Drivers should not work if they or a member of their household are displaying any symptoms of coronavirus.
* Drivers should follow all hygiene rules and try to keep their distance from the boys.
* Boys and drivers should wear masks on the minibuses.
* All minibuses should be well ventilated during journeys.
* Where boys from two year groups travel on a minibus for an activity, they must sit in alternate seats.

**Drop-off and Pick-up**

Preferably, parents should remain in their cars at drop-off and pick-up times. Parents may though wait outside their cars providing they remain in the School car park and socially distance from each other. If doing so, they should wear face coverings while waiting for their sons during the March ’21 return to school. Parents should try to arrive at the appropriate staggered pick-up time for their son’s year group. Parents may not pass beyond ‘the gate’ unless by prior or agreed appointment.

Boys should try to arrive at their designated time as far as possible.

**Sport**

Boys will be playing summer sports within their year groups rather than across year groups.

Boys should bring their own sports equipment if available and not lend it to any other boys.

Sports staff will be following Government Guidelines which make reference to National Governing Body guidelines.

Sports being played are cricket, tennis, athletics, swimming, hockey, and karate, following guidelines as above. Shooting, polo, riding, and golf are allowed for the March ’21 return to school.

Competitive matches against other schools are not allowed for the March ’21 return to school.

Members of staff will remind boys of, and supervise, good hygiene practice before and after sports sessions.

For Thursday activities, some groups may be spread across a number of year groups such as Years 2-4, Years 5-6, and Years 7-8. These will be small and consistent groups.

**Whole School Events**

Whole school assemblies and all chapel services are suspended. The Headmaster’s weekly assembly will be streamed live to classrooms. House Meetings are also suspended. Year group assemblies may take place.

**Boarding**

Boarders are living in three distinct groups – Year 8, Year 7 and Junior Boarders. Year 8s live in Willow House while Year 7 and the Junior boarders live in the main building of the School.

They have three distinct areas of the dining room to eat both their breakfast and supper in, and entrance and exit to the dining room is staggered.

No bunk beds are being used and boys have been spread out as much as possible to assist with social distancing.

Boys may continue to board on a part-time basis in Years 5 and 6, but they may not do so in Year 4 and below.

Evening activities are now being undertaken within year groups.

**Safeguarding**

Safeguarding the boys remains our highest priority at Papplewick. The School’s amended Safeguarding Policy reflecting the return to school may be read on the school website at <https://www.papplewick.org.uk/parent-info/school-policies.html>

Individual virtual/online lessons from ‘external teachers’ are not permitted on school premises. All staff that teach at Papplewick, including those that may teach remotely, must first be subjected to safeguarding procedures that satisfy the regulations in the school’s SCR policy.

**Visitors**

Parents may meet with staff outside school buildings in the school car park at any time. For the Marhc ’21 return to school, face to face meetings with parents may take place within the School only by prior appointment. The member of staff will then collect them from either the School Office or ‘the gate’ to take them to the room allocated for the meeting. All meetings should take place following appropriate social distancing guidelines.

All other meetings with parents should take place via Zoom or Teams. Other visitors or contractors to the school should sign-in at the front office as normal, but should be limited to visits that are essential for the safe running of the school.

Visits from prospective parents are allowed for the March ’21 return to school but tours will only be conducted outside and following the same protocols as the whole school are following.

**Staff and Pupil Well-being**

The welfare of pupils is being constantly monitored by staff and information shared in daily whole staff briefing meetings, wider meetings, and through advice from the School Nurse.

**Personal protective equipment (PPE) including face coverings and face masks**

* Staff must wear face coverings in corridors and communal areas where social distancing cannot easily be maintained for the March ’21 return to school. These include the corridor to the dining room, the junior corridor, the corridor by 5B, the music school corridor, the staircase to the TPR and Classics rooms, and the lobby areas and staircases in the Science block. Those staff teaching boys in Year 7 and 8 must also wear a face mask in lessons unless they can maintain an appropriate social distance from the boys eg. teaching from the front of the class.
* Boys in Year 7 and 8 must wear face coverings in classrooms, corridors and communal areas where social distancing cannot easily be maintained for the March ’21 return to school. These include the corridor to the dining room, the junior corridor, the corridor by 5B, the music school corridor, and the lobby areas of the Science block. They do not need to wear them in areas where they are just mixing within their own year group bubble such as in Willow House. Year 8 boys should wear face coverings if going upstairs to visit surgery in the main building.
* Other pupils and staff may wear face coverings if they wish to do so but should remove them during academic lessons.
* PPE is only needed in a very small number of cases including if a boy becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should then 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. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

**If a boy becomes unwell at school**

If a boy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).

A member of staff should advise such a boy to leave their class room and wait outside it. The member of staff should then phone the School Nurse or senior House Parent on duty, and they will come and collect the boy, and advise his parents that he should be collected and that he should take a Covid test.

Advice will be given to parents as to how to access a Covid test.

The Headmaster and the School Nurse should be informed of any boy being asked to go home.

He will be moved to sick bay which is being used exclusively by boys with the possible symptoms of Covid. He should be isolated and a window should be opened for ventilation.

If a boy needs to go to the bathroom while waiting to be collected, he should use a separate bathroom if possible, and this will be the sick bay bathroom. The sick-bay and its bathroom, if used, should then be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

In an emergency, 999 should be called if the boy is seriously ill or injured or their life is at risk. A GP, pharmacy, urgent care centre or a hospital should not be visited.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

**Steps to be taken for other boys when a boy has been sent for testing for Covid.**

If the boy sent for testing is a day boy, no other boy or member of staff needs to isolate until the result of the test is known.

If the boy sent for testing is a boarder, the other boys who sleep in his dormitory should be asked to go to their dormitory to self-isolate. Their parents or guardians should be informed and a request should be made for them to be collected for their own comfort. If it is not possible for these boys to be collected, the School can look after them on a temporary basis while awaiting the result of the test.

**Steps to be taken if there is a confirmed case of coronavirus at Papplewick**

When a boy or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending Papplewick should access a test if they display symptoms of coronavirus. The School holds a small number of tests if access to a test is extremely difficult for a family.

Where the boy or staff member tests positive, the Headmaster or Deputy Headmaster will contact DfE’s designated helpline on 0800 046 8687 and advice will be given by them as to which other pupils or members of staff may need to self-isolate.

As part of the national test and trace programme, if other cases are detected at Papplewick, Public Health England’s local Health Protection Team will conduct a rapid investigation and will advise the School on the most appropriate action to take. In some cases, a larger number of other boys may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, or year group.

**Steps to be taken when a boy is declared an official contact due to a contact at home**

If parents inform the school that their son has been named as a contact by Track and Trace and he is on the school site at the time, the boy should be taken out of his lesson or activity immediately and isolated in sick-bay or another room without others in it until he can be collected by his parents.

Tom Bunbury

Mark Burley

7th March 2021