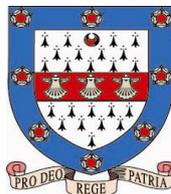


## COVID-19 Policy (including full return of whole school)

# Woodbridge School (including Prep, Pre-Prep and EYFS) COVID-19 Policy - Return of Whole School in March 2021

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## Introduction

Woodbridge School is implementing a full return to school from Monday 8 March 2021, operating in a fully open, safe and secure environment with the required COVID-19 related restrictions in place in accordance with Government Guidelines.

Considerable effort has been taken to ensure the School is COVID 19 secure and the new school environment will remain until further changes in Government Guidance. The “new normal” will undoubtedly take a little while to become embedded in the School community so patience, resilience and flexibility will be required to ensure the School remains COVID-19 secure at all times during the initial period of transition.

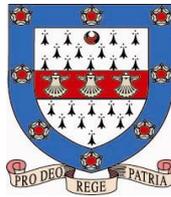
Woodbridge School recognises that during this transition:

- Our core obligation is to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees”.
- We hold the prime responsibility for ensuring the safety of, first and foremost, our pupils but also and as importantly:
  - Staff and volunteers;
  - Parents and guardians;
  - Guests and visitors;
  - Contractors and delivery services.

Ultimately, all stakeholders need to know that Woodbridge School is a safe environment in which to operate and learn.

This Policy is based on the following school documents:

- Health and Safety Policy
- Behaviour Policy

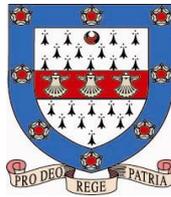


## COVID-19 Policy (including full return of whole school)

- Safeguarding Policy
- Accessibility and Inclusion Policy
- General School Risk assessments
- Specific Risk Assessments for Departments, Year Groups, Classes and Activities
- Analysis and Planning Guidance
- Mandatory Mouthguards for Rugby and Hockey
- Off Games Arrangements
- Sports, Societies and out of school activities
- Sporting colours, Honours and Rewards

### National and local guidance on which this policy is based is found here:

- All DfE guidance linked to the coronavirus outbreak: <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- Preparing for the wider opening of schools: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>
- Information for parents / carers about wider opening: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>
- Government Legislation: Employment Rights Act 1996 <http://www.legislation.gov.uk/ukpga/1996/18/contents>



## COVID-19 Policy (including full return of whole school)

### Policy Statement

Woodbridge School will:

Establish and implement a COVID-19 Secure System to manage the risks associated with our premises and activities.

Regularly monitor our performance and revise our systems as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of this policy and aim to achieve the standards of 'Good Practice' applicable to our activities.

Actively promote an open attitude to COVID-19 issues, encouraging all those associated with the School to identify and report COVID-19 exposure hazards so that we can all contribute to creating and maintaining a safe working and learning environment.

Communicate and consult with our staff, Governors and pupils on all issues affecting their Health and Safety and in so doing bring this policy to their attention.

Provide adequate COVID19 training for our staff to enable them to work safely and effectively and to ensure they are competent and confident in the work activities they carry out.

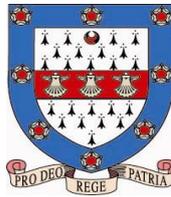
Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level, details of which will be published as and where appropriate and /or required?

Ensure that responsibilities are allocated and understood and effectively implemented and monitored.

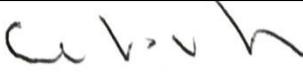
Retain access to competent advice and assistance, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.

It is the duty of all of us:

- To take reasonable care of our own health
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that we can all comply with our legal duties
- To ensure we do not interfere with or misuse anything provided in the interests of Health and Safety.



## COVID-19 Policy (including full return of whole school)

	
Miss S Norman - Head	Mr C Schlee – Chairman Board of Governors
Date: 2 March 2021	Date: 2 March 2021



## COVID-19 Policy (including full return of whole school)

### COVID-19 Roles and Responsibilities:

The COVID-19 points of contact for the School are *The Head, The Head of the Prep and Pre-Prep, The Deputy Head(s) and The Director of Operations*; their main responsibilities are:

- Reading and assessing daily government, DfE, PHE and ISBA bulletins.
- Deciding how information is passed and key messages and issues are highlighted.
- Liaising with the Senior Leadership Team and the planning team to ensure messaging is clear, regularly updated and authorised for communication through ISAMS, the Parent Portal and Staff Portal.
- Maintaining a complete record of all COVID-19 documents, publications and communications.
- Co-ordinating with all staff including support staff and contractors the new and / or revised measures and their implementation.
- Lesson learned debriefs including changes to risk assessments, safety plan, Social Distancing (SD) and hygiene rules, extra training that may be required and if rules were adhered to and the control measures sufficient.

All Sports staff will also be COVID-19 points of contact for their relevant sporting activity with the Director of Co-Curricular having overall responsibility.

The COVID-19 Incident Management Team (“IMT”) will meet weekly to review matters or as changes are required. The IMT will consist of:

- The Head
- The Head of Prep and Pre-Prep
- The Deputy Head(s)
- The Director of Operations
- The Director of HR

### Full return to school

Currently, government advice suggests, whilst recognising the safety of children and staff is of the utmost priority that all pupils, in all year groups, will return to school full-time from 8 March 2021. The Government feels that returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental to children’s cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children’s future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later. However, every school will need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

### Risk assessments and guidance

The School is required to carry out a series of risk assessments directly addressing hazards associated with COVID-19 and operating safely. As Woodbridge School has more than 50 employees, the COVID-19 risk assessments will be published on the School website.



## COVID-19 Policy (including full return of whole school)

Assessing COVID-19 is particularly complex as the outcome of the many and varied risk assessments for one group within School e.g. departments, year groups, classes and activities will have an impact on other groups e.g. teaching staff, support staff, visitors and contractors and pupils of other age groups. Therefore it is vital that each risk assessment complements all the others to ensure risks are identified and mitigated adequately across the School.

Each risk assessment will require daily revision and should include but not be limited to:

- Social Distancing (SD), appropriate use of PPE (i.e. facemasks) and other hygiene rules communicated, understood and applied.
- Staff and pupils reminded and checked to ensure they are complying with hygiene and SD rules.
- Whether there are sufficient supplies of hygiene materials and are they well placed around the School.
- Has the cleaning regime been regularly re-assessed and, if necessary, revised? Is the cleaning taking place as it should?
- Identifying precautions for keeping the sharing of equipment to a minimum and if it has to be shared that it is cleaned as guidelines require (e.g. keyboards, pens, musical instruments, sporting equipment etc).
- Are high-risk and high touch points / areas being regularly monitored (including boarding areas) for hygiene and cleaned as guidelines require?
- Are SD rules different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- Removing where possible soft toys, furnishings and items that are hard to clean.
- Is the re-allocation of indoor and outdoor space working?
- Are all the hazards in the risk assessments properly mitigated and regularly re-assessed?

Note that the School is responsible, via the COVID-19 Coordinator/Officer, for ensuring:

- The updating of safeguarding, code of conduct and medical policies and procedures, so staff and pupils feel safe.
- Government advice is regularly accessed, assessed, recorded, communicated and applied.
- Trade Unions are regularly consulted on plans for re-opening and changes to the operation.
- Changes are regularly reviewed by Governors, other School leaders and communicated to staff, pupils and parents.
- Insurers are consulted before the school re-opens, and plans are amended.
- Where necessary, the wearing of the appropriate personal protective equipment (PPE) and the revision of the policy accordingly for those wearing (or not) PPE.
- The updating of emergency procedures, fire drills and assembly points.
- Re-assessing that access to School is controlled effectively, and details of visitors etc are recorded.
- Plans for School events including plays, concerts, parent and teacher meetings etc. are in line with guidelines.
- A contingency plan is in place for the transition to re-closing if a local lockdown is put in place).
- Contact with individuals who are unwell is kept to a minimum by ensuring that those who have COVID 19 symptoms, or have someone in their household who does, do not attend school.
- Everyone in the School community cleans their hands thoroughly and more often than normal.
- Good respiratory hygiene by promoting the “catch it, bin it, kill it” approach.
- The introduction of enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach.
- Minimal contact between individuals and the maintaining of social distancing wherever possible.
- Engagement with the NHS Test and Trace process.



## COVID-19 Policy (including full return of whole school)

- The management of confirmed cases of COVID 19 amongst the School community.
- The containment of any outbreak by following local health protection team advice.

## Staff Wellbeing and Safety

Woodbridge School is committed to ensuring:

- That the wellbeing of school leaders is supported by Line managers, the Leadership team and HR, who are Mental Health First Aid trained.
- Risk assessments are in place that consider staff anxiety linked to returning to work, new working practices and social distancing advice for schools and settings.
- All staff having appropriate 'breaks', while maintaining statutory requirements for safeguarding, first aid and health and safety.
- That staff working practices, including flexible working, to support workload, expectations and staff wellbeing are considered.
- Regular checks on all staff wellbeing as well as access to an Employee Assistance Programme for further support.
- Impact on staff with protected characteristics under the Equality Act 2010 are considered, in developing our approach.

## Pupil Wellbeing and Safety

Woodbridge School is committed to ensuring:

- Suitable and Sufficient mental health, pastoral or wider wellbeing support for children (e.g. bereavement support).
- Consideration of impact on pupils with protected characteristics, in developing our approach.
- Opportunities for children to talk about their experiences over the last few months.
- Opportunities for 1:1 conversations.
- Re-focused lessons on relevant topics, e.g. mental wellbeing and staying safe.
- Pastoral activities, e.g. renewing and developing friendships.

## Senior School Face Coverings Policy for pupils

Social distancing and good hygiene practices remain the most effective controls, however increasing evidence shows that widespread use of face coverings can limit the spread of infection.

Every Senior School pupil needs to bring their own mask to school each day. It needs to be put on, taken off, worn, stored and disposed of in accordance with updated recognised government guidelines.



## COVID-19 Policy (including full return of whole school)

### When to wear a face covering

*Please note, these lists are not exhaustive.*

As per current Government Guidance, pupils are expected to wear a face covering at all times when inside\*including:

**Outside – no mask needed;**

**Inside - mask needed unless eating in a designated space or exempt for medical reasons\*.**

There are a number of exceptions, including:

- Specific medical conditions or exemptions, including hidden conditions such as anxiety\*;
- When eating, including in the Tuckwell or other dining areas.
- When conducting a sports activity, in line with Government legislation.

The School will provide face coverings for use at key points for those who don't have one, but it is expected that in the majority of cases students and staff will wish to purchase their own.

How to wear and remove a face covering:

- Ensure you have a good fit.
- Avoid touching and adjusting the covering where possible.
- Wash reusable face coverings after every use.
- Put disposable coverings straight into a bin.
- Touch the mask as little as possible when removing and wash your hands immediately after.

**\*Any pupils unable to wear masks for medical reasons will need to contact the School Nurse prior to return to school to discuss this.**

## Pre Prep and Prep School Face Coverings Policy for pupils

Face coverings are not currently recommended for pupils in the Pre-Prep or Prep, including to and from school. When Pre-Prep access their swimming lessons, pupils will not wear masks but staff will be required to do so. The exception to this is when pupils are travelling on school transport. If parents wish their child to wear a mask they must inform the Head of Prep in advance.



## COVID-19 Policy (including full return of whole school)

### Standard Operating Procedures “SOP”

#### SOP: Space management and social distancing

Departments, year and activities groups must consider the following as part of the planning and risk assessments:

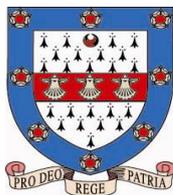
- Minimise contact and mixing between individuals and maintain social distancing wherever possible.
- Maximum use of outdoor spaces.
- Adaptions to classrooms to support social distancing where possible (including pupils seated side to side and facing forwards, moving unnecessary furniture to make more space); avoiding face to face contact and minimising time spent within 1 metre of anyone. Changing timetables, and staggering breaks, lunch, playtime
- Consistent groups (bubbles) of pupils.
- Pupil groups (bubbles) should be kept apart, and movement around the school site kept to a minimum including to remain in designated “bubbles” (see additional information and Risk Assessments regarding Tutor Sessions in mixed year groups, CCF, the Seckford Scheme, clubs and Extra-Curricular activities) at all times during the day with appropriate teachers / assistants.
- “Bubbles” stay away from other people and groups wherever possible.
- Where possible in and out routes and one way systems are identified in buildings.
- Spaces such as halls and dining areas are used in accordance with social distancing and other appropriate guidelines
- Shared staff spaces set up to help staff distance from each other (use of staff rooms should be minimised although staff must still have a break of a reasonable length during the day).
- Consideration of adapting measures for arriving and leaving school.
- Allocation of designated toilet areas.

Some risk assessments should refer to specialist medical issues noting the importance of GDPR rules:

- Who has pre-existing medical conditions, and are they fully declared?
- Have all vulnerable pupils, parents and staff been identified and recorded?
- For those tested positive for COVID-19 is it recorded (for elimination purposes)?
- Who has come into contact with anyone tested positive to COVID-19?
- Been sent home with COVID-19 symptoms (a new persistent cough or high temperature or shortness of breath or has a loss of, or change in, their normal sense of taste or smell)?

#### Prep School “Bubbles”

- The children in Reception and Year 1 will form a “bubble” and the children in Year 2 will be a separate bubble; however, there will be times when Pre-Prep form one extended bubble. The children in Years 3 to 6 will be in Year group bubbles, however, where necessary Y3 and Y4 will form an extended bubble and Y5 and Y6 will form an extended bubble. This will allow greater flexibility with curriculum lessons and allow the full range of subjects to be taught effectively, interventions to take place and children to socialise with a greater number of friends. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. Siblings will often be in different groups.
- We will keep a record of which staff have been in contact with each bubble. We will encourage the children to maintain distance and not touch staff where possible. Children will not be able to access the Office, and the late arrival register will be located in the Blue Hall. Staff will not wear masks in corridors but maintain 2m distancing.



## COVID-19 Policy (including full return of whole school)

- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults if possible.

## Prep School Routines and Space Management

### Assemblies

The bubbles will be kept apart as much as possible, and so there will be no assemblies in the Hall. We will have to do remote assemblies that classes can watch in their classrooms.

Monday NKM

Tuesday Circle Time with Form teachers and an input of Mindfulness from KT twice every half term.

Wednesday PAM

Thursday Tutor Time/ ERIC (everyone reading in class)

Friday NKM – celebration assembly; Measures within the Classroom

Staff should avoid close face-to-face contact with children and minimise time spent within 1 metre of anyone. The children will sit side-by-side and facing forwards.

The children will be taught all of their lessons in their classrooms apart from Art, Drama, Music, Food Tech, Engineering, PE and Games. To allow for greater use of the rooms and to provide each extended bubble with a spare room for lessons requiring more space, interventions or specialist equipment etc:

- Pre-Prep will use the Ambrose Room and also the spare classroom
- Y3 and Y4 will use the large spare classroom upstairs in the Old Abbey building
- Y5 and Y6 will use the Drama Room
- Y5 and Y6 will also have their Science lessons in the Science Room

### Seating in classrooms

Prep - All children must be facing the front of the class so that it avoids them facing each other when talking. There should be 2m between the teacher's desk and the children where possible. They will need to keep their coats and bags in the classroom and their trainers. Windows and doors should be open for ventilation.

Pre-Prep – Where possible the children should be facing the front if they are sitting for longer periods of time although it is acknowledged that this is less practical in Reception and Year 1. Windows and doors should be open for ventilation.



## COVID-19 Policy (including full return of whole school)

### Staff Room

We will need to keep staff socially distanced especially in the small kitchen. Tea and coffee will be served in the Hall at Break. It is important that all staff have a break of a reasonable length during the day.

### Extra-curricular provision, Clubs

These will have to take place in Year groups so that bubbles do not mix. Y3 and Y4 will need Games clubs on Monday and Thursday and Y5 and Y6 will need Games clubs on Wednesdays and Fridays so that they are in the correct kit. There will be no Prep T-Club in the Lent Term. We can run T-club for Pre-Prep as they are one bubble. Staff Meetings will be held in 4F socially distanced.

### Prep and Pre-Prep Educational Trips and Visits

There will be no Pre Prep or Prep School Educational trips or visits at the current time.

### Arriving and departing from school

To keep the bubbles separate we will have a staggered start and end to each day. It is very important that parents adhere to these times. Parents will not be allowed into the buildings unless they have made an appointment. Parents must understand that gathering at the school gates is not allowed. All adults, other than staff on site, are expected to wear a mask.

	Start time	Break	Play Zone	Lunch	Finish Time	Meeting Zone for dismissal	Carpark
<b>Year 6</b>	8:20	10:25-10:45	Main field to the left	1:00-1:30	3:45	Tennis Court near the field	Tennis Court
<b>Year 5</b>	8:20	10:25-10:45	Main field to the right	1:00-1:30	3:45	Tennis Court near the school	Tennis Court
<b>Year 4</b>	8:25	10:25-10:45	Lower field	12:30-1:00	3:50	Paved area outside the Hall	Hall
<b>Year 3</b>	8:25	10:25-10:45	Grass in front of Old Abbey building	12:30-1:00	3:50	Paved area outside the Hall	Hall
<b>Year 2</b>	8:30	10:25-10:45	Top area by the Grey Lady and the adventure playground	12:00-12:30	3:30	Area by the Pre-Prep path towards the Old Abbey building	Tennis Court
<b>Year 1</b>	8:35	10:25-10:45	Play area outside the classroom and astro	12:00-12:30	3:35	Area by the Pre-Prep path near the log	Tennis Court
<b>Reception</b>	8:35	10:25-10:45	Play area outside the classroom and astro	12:00-12:30	3:35	Area by the Pre-Prep path near the log	Tennis Court



## COVID-19 Policy (including full return of whole school)

There will be arrows to mark a one way system on the tarmac paths.

Mrs Mitchell, Mrs Martin and Mrs Duehring to stand in the carparks to stop parents walking up to the school.

### Dismissal

One year group teacher will walk the two classes out to the Meeting Zone. The other teacher will remain with the children who will be going to a club so that children are not walking around the school unsupervised.

### Break Times

We do not need to stagger the Break times as each year group will use different doorways and so classes will not meet.

	<b>Door way to use and one way systems</b>	<b>Toilets to use</b>
<b>Year 6</b>	Tile Building – one way is down the stairs and up the outside steps	Downstairs toilets in the Tile Building
<b>Year 5</b>	The main doors of the Dewar building	Downstairs toilets in the Tile Building
<b>Year 4</b>	The doors by the water fountain	Girls opposite the ICT Room, Boys accessed from outside Dewar building
<b>Year 3</b>	The main door of the Old Abbey Building – one way is in the main door, through the Blue Hall, up the main stairs, down the back stairs, past the Food Tech Room and out of the side door.	Girls opposite the ICT Room, Boys accessed from outside Dewar building
<b>Year 2</b>	Use the main door	Classroom toilets
<b>Year 1</b>	Use the external doors to the classroom	Classroom toilets
<b>Reception</b>	Use the external doors to the classroom	Classroom toilets

At lunchtimes Y3 and Y4 can use one of the adult toilets near the changing rooms, Pre-Prep can use the other adult toilet and staff can use the disabled toilet.



## COVID-19 Policy (including full return of whole school)

### Lunch

	Time to use the Hall for lunch	How to enter and exit the Hall and which tables to use
<b>Year 6</b>	12:30-1:00 Tu, Wed 1:00-1:30 Mon, Thurs, Fri	Enter using the main doors and exit via the external doors and sit on the tables near the windows - fill up tables from the back first, facing the kitchen – tables and seats to be cleaned as soon as children leave.
<b>Year 5</b>	12:30-1:00 Tu, Wed 1:00-1:30 Mon, Thurs, Fri	Enter using the main doors and exit via the external doors and sit on the tables near the stage - fill up tables nearest the kitchen first, facing the kitchen – tables and seats to be cleaned as soon as children leave.
<b>Year 4</b>	12:30-1:00 Mon, Thurs, Fri 1:00-1:30 Tu, Wed	Enter using the main doors and exit via the external doors and sit on the tables near the windows - fill up tables from the back first, facing the kitchen – tables and seats to be cleaned as soon as children leave.
<b>Year 3</b>	12:30-1:00 Mon, Thurs, Fri 1:00-1:30 Tu, Wed	Enter using the main doors and exit via the external doors and sit on the tables near the stage - fill up tables nearest the kitchen first, facing the kitchen – tables and seats to be cleaned as soon as children leave.
<b>Year 2</b>	12:00 – 12:30	Enter using the main doors and exit via the external doors and sit on the tables near the stage - fill up tables nearest the kitchen first, facing the kitchen – tables and seats to be cleaned as soon as children leave.
<b>Year 1</b>	12:00 – 12:30	Enter using the main doors and exit via the external doors and sit on the tables near the windows - fill up tables nearest the kitchen first, facing the kitchen – tables and seats to be cleaned as soon as children leave.
<b>Reception</b>	11:50 – 12:30	Enter using the main doors and exit via the external doors and sit on the tables near the windows - fill up tables nearest the kitchen first, facing the kitchen – tables and seats to be cleaned as soon as children leave.

The children must be seated when they arrive in the Hall. The member of staff will then invite them to line up one table at a time.

We will only have the children sitting on one side of the tables as they cannot face each other.



## COVID-19 Policy (including full return of whole school)

The cutlery will be given to each child with their dessert. The racks will be by the external doors so that children are not walking past each other.

There will be a one-way system in the Hall. The children will walk down the edge of the Hall to find their seat and then get their lunch and back up the middle to sit down and eat. All children will sit facing the kitchen. There will be 14 tables in the Hall.

Children must bring their water bottles into the Hall. Water vats will be available to fill bottles up from.

Staff will not be able to sit with the children – we will have some tables on the stage or staff can order a pack-up.

### **Snacks**

These will be brought to each class in the morning and the member of staff must hand sanitise and then give out the snacks.

### **Cleaning**

#### **Art/Food Tech**

The Food Tech Room is only used by one class on Monday and Tuesday. On Wednesday it is used by 4C L4/5 and then by 3T L6/7. Y3 and Y4 are an extended bubble. As there is limited space in the FT room staff may wear a facemask.

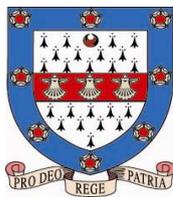
4C can use the Art Room on Mondays. The Art Room will be cleaned between 10:30-11:20a.m. so that 5R and 5F can do Art and Engineering after 4F have used it.

#### **The ICT Room**

There will be plenty of wipes available. Children must clean the keyboard and the table in front of the keyboard when they start and finish a lesson. It will be professionally cleaned each day and also on Monday, Wednesday and Thursday between 1:00-2:00pm, Tuesday 11:20 for a quick clean and Friday at 10:25-10:45 am. Pupils will be sat in a socially distanced manner within the room.

#### **The Ambrose Room**

This will have a cleaning schedule to ensure that it has been thoroughly cleaned between bubbles as Pre –Prep will be using it and also the Strings programme.



## COVID-19 Policy (including full return of whole school) Senior School Timetable and Space Management

Guided by: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>

### Introduction

We are balancing risk in everything we do. Throughout our classroom procedures, we should remember that safety measures are additive – some measures are better than no measures, and more measures are better than fewer measures. We should adhere to each of the guidelines as far as is practical. The sum total of our preparations should help minimise and slow the spread of any outbreak should it occur, giving time for further lockdown actions to be taken.

### Bubbles

- Bubble 1: Years 7 and 8
- Bubble 2: Years 9 and 10
- Bubble 3: Years 11 – 13.

Each year group will have their own designated social area and their own toilet areas to use.

### Senior School Designated Toilet areas

Years 7 and 8 – Theatre;  
Year 9 – upstairs of Redstone Building;  
Year 10 – downstairs of Redstone Building;  
Year 11 - Belstead;  
Years 12 and 13 – Sixth Form block.

### Outside bubble areas for Senior School break and lunchtimes

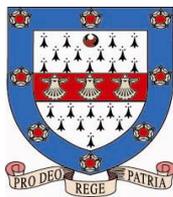
- Our aim is to provide a space for each bubble during break and lunchtimes.
- Masks will not be required once they are in their designated areas.
- These areas will be monitored and adapted if necessary.

A map of the designated outside bubble locations can be found at **Appendix B**.

### Cross bubbling

The Seckford Scheme and CCF will both be running but with additional measures. They will have some bubbles but there are some activities that will need to be cross-bubbled and in these circumstances additional measures will be implemented – for example, use of facemasks and keeping students in different areas of the room or space.

Risk Assessments covering the Seckford Scheme and CCF can be found in the separate School Specialist Risk Assessment Pack.



## COVID-19 Policy (including full return of whole school)

### Movement between classrooms

- Where possible, pupils will stay in a classroom and teachers will move.
- This will reduce the number of cross-bubble interactions and will reduce the number of pupils in corridors between lessons.

### Attendance

- There is an expectation of full attendance – partial/full lockdown measures will be considered separately.
- With the operating procedures adhered to, we believe the pupil benefit from accessing learning far exceeds the negatives from COVID-19 risk.

### Windows

- Windows should be kept open in all classrooms for as long as reasonably possible to aid ventilation.
- Pupils need to dress appropriately for this, especially, in cold weather with full winter uniform being worn.

### Distancing

- In line with government guidance, pupils should be seated at separations of 1 metre plus or more from each other where possible, and facing in the same direction.
- Where this is not possible, there must be mitigating arrangements, such as wearing of masks, or use of physical screens.
- Teachers should be 2 metres from pupils as standard. Where this is not possible, or not academically desirable, there should be mitigating arrangements such as use of screens or wearing of masks.

### Teaching / Curriculum

- We believe that all pupils should be taught to the best standard possible. Some exam specifications have made adjustments to the content to take into account the practicalities of the reduction in teaching time, and in some subjects the content needs to be adapted slightly due to social distancing guidelines, but for the most part it is business as usual.
- Worksheets / resources should be shared digitally where practicable. Pupils should be allowed to use phones or other devices to access shared digital materials where suitable.
- Digital homework should be used where suitable to minimise passing back and forth of paper. Where paper is passed back and forth, there should be enhanced observance of hand sanitising before and after. If in doubt the teacher will advise.
- Digital textbooks should be used where possible. This is to:
  - Reduce the need to collect in / share textbooks.
  - Reduce the need for pupils to carry heavy bags of books.
- Staff should ensure that lending / sharing of equipment is minimised – pupils should make a special effort to stock up on pens / pencils / paper / other. Any shared equipment should be sanitised before returning.
- Staff should ensure that the curriculum and resources are ready to enable a shift into remote learning at minimal notice.



## COVID-19 Policy (including full return of whole school)

### Breaks

- Where pupils have been wearing masks for an extended period, staff may choose to include a brief (no more than 5 minute) break for pupils to get some fresh air. This would be unlikely to be every lesson and should be used sparingly.
- A short break may be particularly suitable for years 7 and 8 where they have an afternoon of three consecutive lessons.

### Beginning and end of a lesson

- In general, pupils should not queue outside classrooms to avoid crowding in corridors. Special rules apply in some subjects and some buildings.
- Pupils and staff should sanitise their hands on entering and on leaving each classroom.
- Seating plans should be used to ensure that where possible the same pupil works at the same desk consistently.
- Staff should enable pupils to wipe down any high touch surfaces they have been using, in particular where there is changeover of bubble in a classroom between periods.

### Structure of the Senior School day

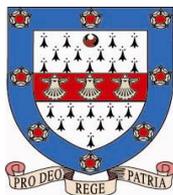
In order to assist with the maintaining of bubbles over lunchtimes, there will be some changes to timings, as indicated here:



## COVID-19 Policy (including full return of whole school)

Y7-8 / Y9-10 / Y11-13 bubbles version

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
08:40	Reg	Reg	Reg	Reg	Reg	Reg	Reg
08:50	P1	P1	P1	P1	P1	P1	P1
09:00							
09:10							
09:20							
09:30							
09:40	P2	P2	P2	P2	P2	P2	
09:50							
10:00							
10:10							
10:20							
10:30	Break		Tutor		Tutor		
10:40	Tutor		Break		Break		
10:50	P4	P4	P4	P4	P4	P4	P4
11:00							
11:10							
11:20							
11:30							
11:40	Early lunch		P5	P5	P5	P5	P5
11:50							
12:00	Break		Early lunch		Break		
12:10	P5	P5	Break		Late Lunch		
12:20							
12:30							
12:40							
12:50							
13:00	P6	P6	P6	P6	P6	P6	P6
13:10							
13:20							
13:30							
13:40							
13:50	P7	P7	P7	P7	P7	P7	P7
14:00							
14:10							
14:20							
14:30							
14:40	P7	P7	P7	P7	P7	P7	P7
14:50							
15:00							
15:10							
15:20							
15:30	P7	P7	P7	P7	P7	P7	P7
15:40							
15:50							
16:00							
16:10							



## **COVID-19 Policy (including full return of whole school)**

### **Extra-Curricular Activities including after school and lunchtime clubs**

All clubs will commence from 8 March. Further information will become available along with associated risk assessment(s) as this area is progressed.

### **Tutor Sessions**

A Risk Assessment for the undertaking of Tutor Sessions in mixed year groups can be found in the separate School Specialist Risk Assessment Pack.

### **Before and after school**

Supervision of pupils will commence at 8.30m when pupils can enter their Tutor Room. Any students who arrive before this time will need to go to either their Tutor Room in wet weather or otherwise remain outdoors in their set “bubble” area. After school, and for those who are waiting for the school minibus and not involved in an activity, pupils must attend the following locations:

- Years 7 and 8 – Science Lecture Theatre (bottom);
- Years 9 and 10 – Science Lecture Theatre (top);
- Year 11 – S1
- Years 12 and 13 in the 6<sup>th</sup> Form Common Room;
- The Valley.

### **Personal belongings, lockers and bags**

It is essential that all belongings are clearly named, including bags. Students are urged not to bring any unnecessary valuable items into school and that to do so is at their own risk. The lockers and houserooms are out of use with the exception of the Sixth Form area. Where possible, bags should be packed minimally and Heads of Department will notify students in advance if a textbook will be required for a lesson or if online resources will be used.

### **Lunches**

Lunchtimes will be staggered in order to adhere to year group bubbles.

### **Senior School Staff Common Room**

It is important that all staff have a break of a reasonable length during the day. The Senior School Common Room will remain open but will be adjusted to ensure social distancing can be adopted, especially in the kitchen area. Additional cleaning and other precautions will also be put in place.

### **Sixth Form Arrangements**

Years 12 and 13 will be able to use their common room with additional precautions to allow for social distancing in the event of wet weather. The kitchen area will not be in use but lockers will be available. Outside bubble areas for years 12 and 13 can be found at Appendix B.



## COVID-19 Policy (including full return of whole school)

### Educational Trips and Visits

Guidelines for Senior School trips and visits can be found within the separate School Specialist Risk Assessment Pack.

There will be no Pre Prep or Prep School Educational trips or visits at the current time.

### Senior School Science

For practical's, each student will have their own visor. Once finished with, it will be stored untouched for three days and then sanitised ready for reuse.

## SOP: New school rules – to be read in conjunction with the Behaviour Policy

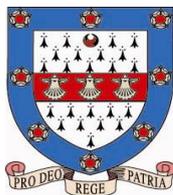
The following additional school rules are now a requirement for all students:

- SD rules (which may be different for various activities) such as play, games, drama, music.
- SD rules (which may again be different) for classroom, playground, boarding house etc.
- Hygiene rules (if not already enforced and supervised):
  - “Catch it, bin it, kill it”.
  - Wash hands for 20 seconds”
    - Before arriving at school and immediately after arriving at home.
    - At every break.
    - After all visits to the toilet and before / after meals.
- Rules for breaks, lunch, hygiene and hydration.
- External socialising rules for shopping; parties; games and play.
- Tracing. All students, parents and staff log their travel details (via the online portal) other than home, school or local travel.
- Minimise all contact and mixing outside your allocated “bubbles”

In addition to these new rules, the standard school rules still apply on the return to school and the highest expectations of students will be upheld.

### Whole School Controls in Place:

- The government expects all families who send their child to school to understand and be willing to take part in “track and trace” should they contract COVID- 19.
- Students will be asked to thoroughly wash their hands before entering lessons. Extra handwashing facilities will be in place around the school.
- Classrooms will be set out to maximise distance between students but this may be less than 1 metre.
- Students will be asked to follow the “catch it, kill it, bin it” hygiene guidance.
- Students must not touch or make physical contact with other students at any time.
- Students must keep at least 2 metres between themselves and members of staff at all times.



## COVID-19 Policy (including full return of whole school)

- Classrooms and the school site will be thoroughly cleaned throughout the day using specialist equipment and products.
- Limited hand sanitiser will be provided in school but will not replace the need to wash hands. Students may carry their own sanitiser for personal use.
- Students will not be able to leave the classrooms during lessons except in emergencies or due to pre-discussed medical circumstances.

Parents need to have explained, in advance, to their children that this is not a return to the routines that they are familiar with and there will be new rules regarding hygiene, social distancing, sharing of equipment, supplying own equipment (pens etc, books etc), wearing of face masks, maintaining “bubbles” where appropriate that they must do their best to comply with. In agreeing to allow pupils back on site parents understand that it is acknowledged that adhering to strict social distancing with this year group may not be possible at all times.

All parents must ensure their child is not suffering from symptoms.

### Minimising Direct Infection

Staff will maintain a 2m distance from the children where possible and keep their faces away from the students.

### Prep and Pre-Prep Uniform

Students must wear full winter uniform when they return to school. When a pupil has games, PE or is involved in a practice session they must come to school wearing their PE kit and remain in this for the whole of the school day.

### Senior School Uniform

Students must wear full winter uniform (including blazer and tie) when they return to school. When a pupil has games, PE, is involved in a practice session, or has CCF, they must come to school wearing their PE kit and remain in this for the whole of the school day.

### Cleaning of Uniforms

Uniforms now do not need to be cleaned any more often than usual, or in any different way to normal.

### Sports Equipment

Such as boots and hockey sticks, must be clearly named and labelled. At the Senior School they can be deposited in the Sports changing rooms at the start of each day and this area will be locked until the lesson occurs.

### After School, evening events and performances

Due to the need to manage hygiene and minimise contact, there will be significant changes to the events calendar and the way we are required to communicate with parents. It is hoped that these will ease over time and alternatives will be in place to ensure our communications with parents and carers continue to be maintained.

The process for holding parents evenings and open events will remain on line until further notice.



## COVID-19 Policy (including full return of whole school)

All Music and Drama shows will be held behind closed doors and events will be live streamed (with permission) where appropriate.

## SOP: Inclusion for people with a disability

Woodbridge School will ensure that reasonable adjustments are made where possible to ensure that people with a disability (mobility, visual and hearing impairment, medical conditions and hidden disabilities) are protected in terms of temperature testing, hygiene solutions and emergencies. Personal emergency evacuation plans “PEEP” will be updated where required.

## SOP: Communication, Including Training, Information, Signage and Supervision

Once the documentation and plan have been agreed (including Governors and insurers), emphasis will focus on the implementation, effective management and monitoring of staff, pupils and the environment. This will include:

- Ensuring communication channels and messaging are working and regularly reviewed and updated.
- Systems to communicate with parents and staff that have not returned to school for fear of infection.
- Robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors
- Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) supervised where possible for SD rules.
- Maintaining information on bubbles / social class/activity groupings and where pupils / staff have travelled from (other than home and school), via
- Ensuring different age groups and class “bubbles” are supervised throughout and timetabling, length of the school day and exposure to other age groups is monitored and safe.
- Enforcing rules/procedures for hygiene standards for staff and pupils. Regular breaks for washing hands etc.
- School transport arrangements including SD, hygiene, PPE and cleaning.
- Drop-off and pick-up procedures – vehicle flow, in and out routes, parking, parents remaining in vehicles and SD outside gates and entrances.

All staff, volunteers, students, parents, visitors and contractors (if allowed) will be given a COVID-19 written brief before arriving at school and a verbal induction as they enter school for the first time on:

- Safeguarding, code of conduct, Health and Safety policy and their COVID-19 updates.
- SD and hygiene rules.
- Key contacts and locations (including isolation and temperature testing areas).
- Communications protocols and reporting procedures.
- Pinch points, site hazards and agreed control measures.
- Site-specific instructions: speed limits, drop-off and pick-up, parking areas etc.
- Emergency arrangements (including contingency plans).
- Any specific clothing, nametags, PPE for certain groups such as visitors and contractors – all visitors to site will be required to wear a face covering.



## COVID-19 Policy (including full return of whole school)

### SOP: Catering (Pre Prep, Prep and Senior School)

- All pupils to hand sanitise hands on entry and exit of dining rooms
- All staff to sanitise on entering/exiting buildings
- All staff to change into work wear on site, wear clean uniform daily.
- Uniforms to be washed as per Risk Assessment
- Staff to adhere to the social distancing Government guidelines (where possible)
- Appropriate PPE to be worn
- Frequent handwashing/sanitising and kitchen sanitise with particular attention to light switches, door handles, oven doors, oven knobs & fridges
- Dining room benches, including seating to be sanitised between year groups
- Dining halls to be well ventilated with windows opened
- No self-service items, individually wrapped condiments only
- Kitchens to be well ventilated
- Food tasting to be done as per risk assessment
- All PPE to be disposed of in the correct manner-
- Cutlery to be served by counter staff
- Smaller, more basic menus introduced
- One member of staff at each counter
- One way systems to be implemented within the kitchens (where possible)
- Staff rooms to be social distanced as per risk assessment
- Only one person in walk-in fridges/dry store areas at a time
- Potentially individual bagged/ boxed lunch offers
- Multiple dining outlets if applicable
- Appropriate PPE to be purchased
- Tables/benches sanitised as appropriate
- No non- kitchen staff to be entering the area
- Signage to be displayed
- First Aid guidelines to be followed as per risk assessment
- Potential for re-arrangement of tables/extra room facilities

### SOP: Planning for Incidents and Emergencies (including Medical Centre Arrangements and First Aid)

Woodbridge School recognises that plans need to be revised to respond effectively to health and safety incidents and other emergencies that might occur during the COVID-19 era. Where relevant, the COVID-19 Coordinator / Officer should ensure that emergency procedures are agreed for:

- Fire.



## COVID-19 Policy (including full return of whole school)

- Accidents and injuries.
- Infection during school hours, their isolation and return to home procedures.
- Other emergency evacuation.
- Security.
- Severe weather that limits pupils' learning, exercising or playing outside.

### Procedures for Pupils / Staff with COVID-19 Symptoms

If anyone in the school becomes unwell with a **new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)**, they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If someone in the household of a pupil has symptoms, the pupil must stay at home until the test results of the person displaying the symptoms have been received and given a negative result.

If a child/staff member is awaiting collection in School, they will be placed in a room where they will be isolated behind a closed door, with appropriate adult supervision if required. 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 must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

If a child in the Boarding House shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others (eg English students with parents living in the UK) will benefit more from self-isolating in their family home.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them **do not need** to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.



## COVID-19 Policy (including full return of whole school)

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Adapted from: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents>

Links: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>



## COVID-19 Policy (including full return of whole school)

### Procedure in the Prep School (also see Appendix C Prep School Detailed Response to Possible Infection Flowcharts):

If a pupil/staff member has Covid symptoms (new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)) they must be sent to Matron.

**If someone in the household of a pupil has symptoms, the pupil must stay at home until the test results of the person displaying the symptoms have been received and given a negative result.**

Matron (MB) will wear PPE to assess the pupil / staff member outside of the Surgery.

If Matron believes the pupil / staff member to have symptoms they will be taken to the Learning Support Room near her surgery. They will also have sole use of the staff toilet and a sign will be placed on the door.

Matron will contact the parents of the pupil as well as the Head and the Head's PA  
For staff members – emergency contacts

Head's PA to inform DSL.

Once the pupil / staff member has been collected / gone home the room needs to be cleaned and disinfected. PPE must be removed in the correct order (gloves last) and placed in a bag tied at the top, double bagged and disposed of after 72 hours.



## COVID-19 Policy (including full return of whole school)

### Procedure in the Senior School:

If a pupil/staff member has Covid symptoms (new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)) they must be sent up to the Medical Centre.

**If someone in the household of a pupil has symptoms, the pupil must stay at home until the test results of the person displaying the symptoms have been received and given a negative result.**

The School Nurse (CT) will wear PPE to assess the pupil / staff member outside of the Medical Centre.

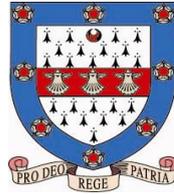
If the School Nurse believes the pupil / staff member to have symptoms they will be taken to room 5A in the Boarding House. Room 2A to be used if a second case arises.

If the pupil is a boarder they will be isolated within School House.

The School Nurse will contact the parents of the pupil as well as the Head's PA.  
For staff members – emergency contacts

Head's PA to inform Head,  
DSL.

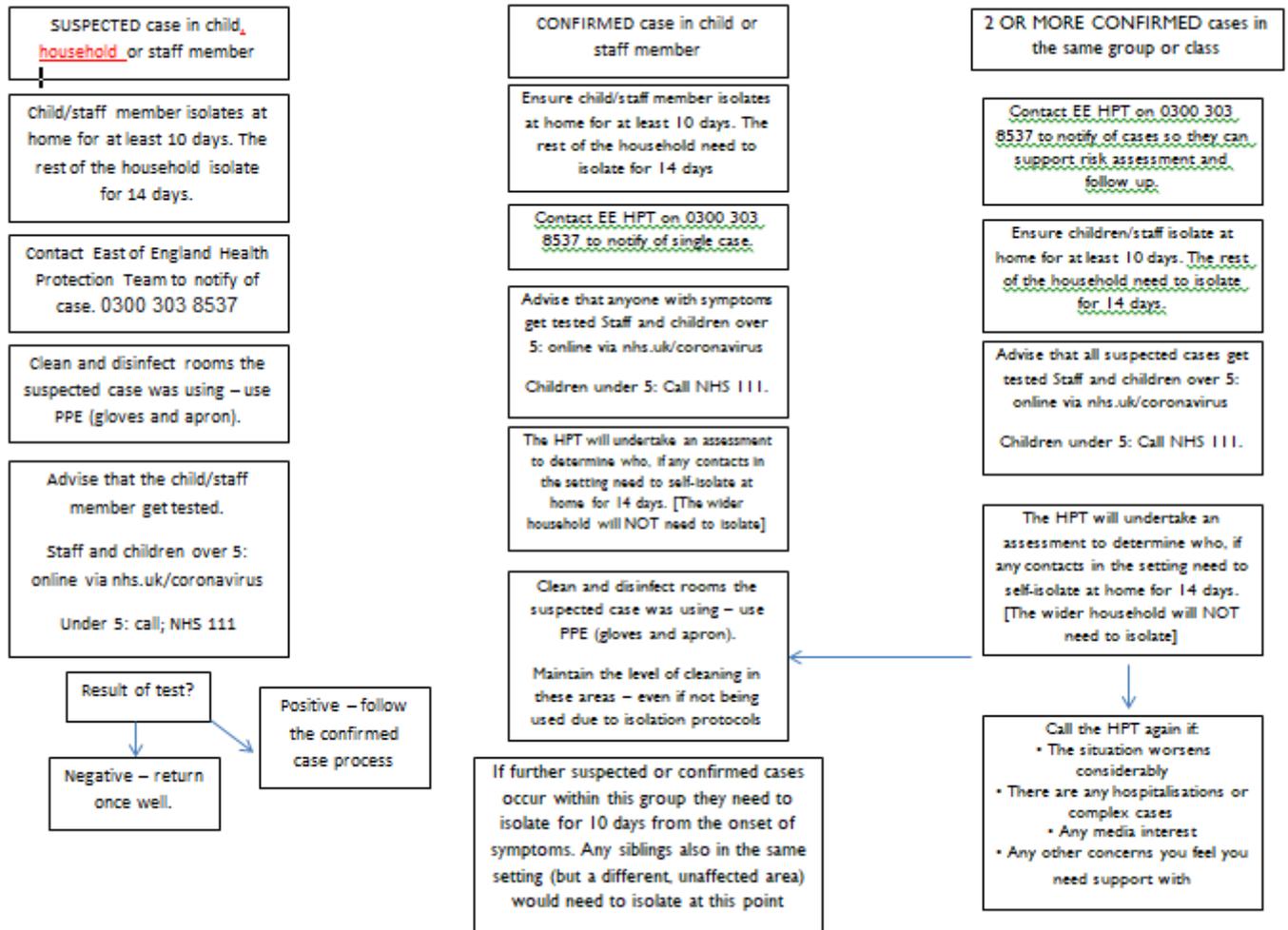
Once the pupil / staff member has been collected / gone home the room needs to be cleaned and disinfected. PPE must be removed in the correct order (gloves last) and placed in a bag tied at the top, double bagged and disposed of after 72 hours.

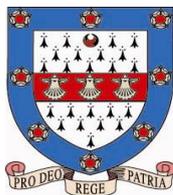


## COVID-19 Policy (including full return of whole school)

### Flowchart for Dealing with Suspected and Confirmed Cases of COVID-19

Flowchart for dealing with suspected and confirmed COVID cases





## COVID-19 Policy (including full return of whole school)

### Prep-Prep and Prep School Guidelines for your children if they display symptoms of COVID-19

1. **At home:** If your child becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be kept at home and follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. You should also inform the School via the School Office.

Your child should then isolate at home for at least 10 days and arrange to have a test.

Link: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

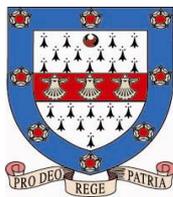
If someone in the household of a pupil has symptoms, the pupil must stay at home until the test results of the person displaying the symptoms have been received and given a negative result.

2. **At School:** If your child develops symptoms whilst at school they will be assessed by Matron and then isolated. You will be contacted and required to collect your child from the Blue Hall.

Your child should then isolate at home for at least 10 days and arrange to have a test.

3. **Testing:** If your child is tested and the result is negative, they are able to return to school. If they are positive you should follow the guidance and inform the Head's PA ([prepheadpa@woodbridgeschool.org.uk](mailto:prepheadpa@woodbridgeschool.org.uk)).

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## COVID-19 Policy (including full return of whole school)

### Senior School Guidelines for your children if they display symptoms of COVID-19

1. **At home:** If your child becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be kept at home and follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. You should also inform the School via the School Office.

Your child should then isolate at home for at least 10 days and arrange to have a test.

Link: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If someone in the household of a pupil has symptoms, the pupil must stay at home until the test results of the person displaying the symptoms have been received and given a negative result.

2. **At School:** If your child develops symptoms whilst at school they will be assessed by the School Nurse and then isolated. You will be contacted and required to collect your child from the Medical Centre.

Your child should then isolate at home for at least 10 days and arrange to have a test.

3. **Testing:** If your child is tested and the result is negative, they are able to return to school. If they are positive you should follow the guidance and inform the Head's PA ([CShaw@woodbridgeschool.org.uk](mailto:CShaw@woodbridgeschool.org.uk)).

### SOP: Cleaning and High Contact Surfaces

A cleaning schedule will be put in place that ensures cleaning is generally enhanced and includes:

- More frequent cleaning of rooms and shared areas that are used by different groups;
- Frequently touched surfaces being cleaned more often than normal;
- Toilets are cleaned regularly with different pupils being allocated their own toilet facilities if possible.

#### Equipment

##### Personal protective equipment (PPE)

For all of the tasks below, you need to wear:

- Disposable gloves and apron – wash your hands with soap and water for 20 seconds once you remove these



## COVID-19 Policy (including full return of whole school)

- If there is a higher level of contamination (e.g. if the individual with suspected coronavirus has slept somewhere) or there is visible contamination with body fluids, you might need to wear a surgical mask or full-face visor. Please speak to a member of the Operational Services Team to find out if you need cleaning equipment

To clean all hard surfaces, you need to use **disposable** equipment, including:

- Cloths/paper roll
- Mop heads

### Cleaning requirements

ITEMS TO COVER	MEASURES TO TAKE	CLEANING PRODUCTS
All objects which are visibly contaminated with bodily fluids	<ul style="list-style-type: none"> <li>• Clean and disinfect</li> <li>• Avoid creating splashes and spray when cleaning</li> </ul>	Select 1 of the following: <ul style="list-style-type: none"> <li>• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>• A household detergent, followed by a disinfectant with the same dilution as above</li> <li>• If you use an alternative disinfectant, check it's effective against enveloped viruses</li> </ul>
All potentially contaminated high-contact areas, including: <ul style="list-style-type: none"> <li>• Bathrooms</li> <li>• Door handles</li> <li>• Telephones</li> <li>• Grab-rails in corridors and stairwells</li> <li>• Floors</li> <li>• Chairs</li> </ul> You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids	<ul style="list-style-type: none"> <li>• Clean and disinfect</li> <li>• Avoid creating splashes and spray when cleaning</li> </ul>	Use the same product as above

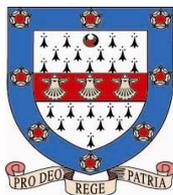


## COVID-19 Policy (including full return of whole school)

ITEMS TO COVER	MEASURES TO TAKE	CLEANING PRODUCTS
<p>All potentially contaminated fabric items, including:</p> <ul style="list-style-type: none"> <li>• Curtains</li> <li>• Cushion covers</li> </ul> <p>Plus anything used for transporting the fabric items</p>	<ul style="list-style-type: none"> <li>• Wash items in accordance with the manufacturer's instructions</li> <li>• Use the hottest setting you can</li> <li>• Dry items completely</li> <li>• Clean and disinfect anything used for transporting laundry</li> </ul>	<ul style="list-style-type: none"> <li>• Standard detergent</li> <li>• Standard cleaning products to clean and disinfect anything used to transport the items</li> </ul>
<p>Items that can't be laundered, e.g. upholstered furniture</p>	<p>Steam clean</p>	<p>N/A</p>
<p>Items that are heavily soiled or contaminated with body fluids</p>	<p>Dispose of these items (see instructions below)</p>	<p>N/A</p>

### Waste disposal requirements

<p><b>MEASURES TO TAKE</b></p>
<p>Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full</p>
<p>Place these bags in a suitable and secure place away from children and mark them for storage. If a suitable clinical waste bin is available then use this facility. Otherwise,</p> <p>Wait until you know the person's coronavirus test results to take the waste out of storage.</p>
<ul style="list-style-type: none"> <li>• If the individual tests negative, put the bags in with the regular waste</li> <li>• If the individual tests positive:</li> </ul>



## COVID-19 Policy (including full return of whole school)

### MEASURES TO TAKE

- Store it in a safe location as designated by the Operational Services Team for at least 72 hours before putting in with the regular waste

If unsure speak to a member of the Operational Services Team.

## SOP: Vulnerable and Critically Vulnerable Employee (including Expectant Mothers, those living in the same household and people who may be at an increased risk from COVID 19)

CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required). Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.

Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated. This may change as we get further data on the effects of vaccination. CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.

Pregnant women will need to follow the specific guidance for pregnant employees as they are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.

## SOP: Senior School CCF

CCF activities will take place under school guidelines and will follow school SoPs and therefore no additional SoP is required. Activities undertaken will need to be outdoors as much as possible and when not, socially distanced. COs of each section must know which seniors are with which groups.

See CCF Risk Assessment and completed MoD checklists and Risk Assessments within the separate School Specialist Risk Assessment Pack.

## SOP: Boarding and Residential

- I. Testing – twice weekly voluntary testing of pupils
  - a. Designated in house medical centre with a RN Nurse
  - b. Ability to isolate a pupil with COVID-19 symptoms until either admitted to hospital or tested by Dr Murphy



## COVID-19 Policy (including full return of whole school)

- c. Numerous entrances and exits in which we can eliminate the crossing of pupils paths whilst testing is in progress
2. Flow and Movement
  - a. Four entrances and exits which can allow us to create a flow of pupils
  - b. Three stairwells, all accessing the floors
  - c. Wide corridors and stairwells permits SD
3. 10 Day quarantine with test to release travellers from non-red list countries For red list countries (list [here](#)), all travellers must quarantine for 10 days and have two PCR tests, day 3 and day 8. Only two negative test results will allow release.
  - a. Singular, small boarding house
  - b. Individual Rooms for Pupils
  - c. Catering in one area, Tuckwell, with social distances and hygienic surfaces as per SOP's
  - d. Once required quarantine and test results achieved, we can be considered a household and therefore can remove the social distancing protocols inside the house.
  - e. Large grounds to access for mental health exercise breaks
4. Appropriate, staggered timings
  - a. In first two weeks ensure house eats, learns and socialises at different times to avoid pinch points
  - b. Age range from Y9 to Y13 so easier to set timings
  - c. Use of bathrooms – planned numbers are 31 at the moment. We have 5 bathrooms for the boys and 7 for the girls.
5. PPE – all staff and pupils required to wear face masks whilst entering corridors, social spaces and other communal areas
  - a.
6. Regular monitoring and recording by HsM & nurse throughout quarantine period.

## SOP: Office and School Reception Staff

- Ensure safe distances between working stations and ideally employees are not working face to face (where not possible ensure protective screening is in place)
- Ensure one way systems and flow systems are installed so as to reduce crossing and pinch points
- Ensure suitable PPE where there may be higher likelihood of closer contact with pupils such as late registration.

## SOP: Home to School Transport – dedicated school transport.

Transport must consider the following as part of the planning and risk assessments:

- Contact between driver and pupils is minimised
- Contact between pupils is minimised
- Consumption of food or drink
- Boarding and alighting procedures



## COVID-19 Policy (including full return of whole school)

- The use of face masks
- Ability to practise social distancing

Pupils on dedicated school transport do not mix with the general public on those journeys and tend to be consistent. As such, advice for passengers on public transport to adopt a social distance of 2 metres (or one metre plus) from people outside their household or support bubble does not apply from the autumn term on dedicated transport.

### New Additional Procedures

- Any pupil or driver with COVID symptoms should not travel;
- Any pupil displaying COVID symptoms or with a temperature above 37.8C will be refused transport
- Contact between driver and pupils minimised by use of screen
- Driver and passengers to wear face masks at all times
- Driver's temperature taken before shift starts
- Pupils' temperatures taken before they are allowed to board the minibus
- Where possible, social distancing rules will apply
- Pupils to fill seats starting at the rear of the bus, and alight from the front of the bus, in order
- No food or drink is to be consumed on the journey
- Pupils should sit as far away from each other as is practicable and avoid facing each other
- There should be no physical contact between pupils or pupils and driver
- Where possible pupils should handle their own bags. If it is necessary for the driver to do so, they will wear the appropriate PPE gloves
- Hand sanitiser will be available and should be used on entry to the vehicle
- Minibus to be cleaned in accordance with required guidelines and risk assessment after every journey
- Pupils and driver to ensure thorough handwashing after journey
- Staff and / or Senior Leadership Team members will oversee the alighting of school transport when on the school site

## SOP: Use of Wider Public Transport and Car Sharing

Families using public transport should refer to the governments "Safer travel guidance for passengers" guidelines.

**Students Travelling in Staff Cars** – must have parental consent and following all guidelines

Students travelling in staff cars for school purposes should be avoided where possible however it may be necessary for minimal off site sporting activities. To enable a pupil to complete their qualification eg Equestrian qualifications, on occasion it may be necessary for a Sports Leader to take a pupil off site to the specialist provider of the activity. If this is a necessity, any relevant Risk Assessment for relevant off site school activities will include the relevant information regarding students travelling in staff cars, the procedures to be followed and mitigation to be taken to reduce the transmission risk



## COVID-19 Policy (including full return of whole school) SOP: Contractors, Peripatetic Tutors and Visiting Specialists on Site

The School must consider the following as part of the planning and risk assessments:

- Health of visitors
- Visitor's recent travel history
- Contact between visitors and pupils/staff is minimised
- Contact between visitors is minimised
- Consumption of food or drink
- The use of face masks
- Ability to practise social distancing

### Additional Procedures

- All visitors to report to Reception and complete Health and Travel Declaration – see appendix A
- Any visitor who has returned to the UK from a country subject to quarantine regulations within the last 14 days will not be allowed on site
- Any visitor displaying COVID symptoms or with a temperature above 37.8C will be refused access to the school
- Contact between visitors and pupils/staff minimised as much as possible
- Visitors to wear face masks at all times, unless outside
- Where possible, social distancing rules will apply
- No food or drink is to be consumed on site
- Visitors should sit as far away from pupils/staff as is practicable and avoid facing each other
- There should be no physical contact between visitors and pupils/staff
- Hand sanitiser will be available and should be used on entry to the buildings
- Visitors to have designated toilet facilities and ensure thorough handwashing after visiting the washroom
- Number of visitors, especially in groups (eg school tours) to be restricted
- Appropriate evidence required of any visitor who has exemption from wearing a mask for medical reasons.

Only visitors with a pre-arranged appointment will be permitted to the School, including parents and carers. Contact should be made with the school in advance to arrange a visit and book an appointment. In an emergency, the School will make contact to invite someone into the School if needed.

Face to face appointments will only be made where there is no viable alternative to meeting in school.



## COVID-19 Policy (including full return of whole school) SOP: Use of Sports Facilities (including Sports Curriculum)

To be read in conjunction with the relevant sports body instructions

For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise.

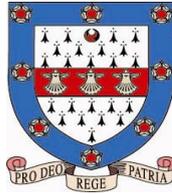
External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Team sports can only be considered for those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport, and been approved by the government i.e. sports on the list available at *grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events*.

Competition between different schools should not take place until wider grassroots sport for under 18s is permitted.

1. Each venue should make their own decision about when their facilities are ready ensuring that all opened activities are compliant with government and Public Health England advice and guidelines regarding health, social distancing, hygiene and timings of any changes to circumstances for each sporting activity. The following operating procedures for the phased return of sports activities in the School have been written following guidance from each of the sport's governing bodies and apply to sports undertaken in England.

Sport	Governing body website
Athletics	<a href="http://www.englandathletics.org">www.englandathletics.org</a> (England)
Cricket	<a href="http://www.ecb.co.uk">www.ecb.co.uk</a> (England and Wales)
Hockey	<a href="http://www.englandhockey.co.uk">www.englandhockey.co.uk</a> (England)
Netball	<a href="http://www.englandnetball.co.uk">www.englandnetball.co.uk</a> (England)
Rugby	<a href="http://www.englandrugby.com">www.englandrugby.com</a> (England)
Tennis	<a href="http://www.lta.org.uk">www.lta.org.uk</a> (England, Scotland and Wales)
Equestrian	<a href="http://Britishequestrian.org.uk">Britishequestrian.org.uk</a>

2. The necessary advice, guidance and good practice from each of the sport's governing bodies, the government and Public Health England will be followed at each step through the phased return process. These guidelines will determine how and when we can positively move from one step to another.
3. The measures being undertaken by the School and which apply to all sports activities will include:
  - Signs and posters to be displayed with regards to social distancing, hygiene, welfare, health and First Aid;
  - Cleaning protocols and the availability/use of PPE in accordance with each of the sport's governing body will be adhered to;
  - Indoor toilets will be available but not changing rooms for changing purposes- only for storage of personal equipment to be used in lessons or valuables whilst the sports lesson is happening. On the day a student takes part in a sports activity, they should come to school in their sports kit and remain in it all day. No changing will be allowed and changing rooms will not be open for this purpose. Pupils may wish to bring a warmer layer to wear over their kit, but it must be possible to add or remove this without the use of changing rooms;
  - There will be no access to the school pavilion, balcony area or benches;



## COVID-19 Policy (including full return of whole school)

- Sharing equipment should be kept to a minimum. Any shared equipment should be disinfected between each use or left for 72 hours after use. Consider putting initials on equipment eg balls. If equipment is shared, it will be subject to additional cleaning in accordance with the relevant sport's governing body eg washing of bibs etc as well as strict personal hand hygiene requirements – regular hand washing/use of hand sanitiser etc
- Groups taking part in a sports activity will adhere to the relevant government guidance on maximum group size (including coach / teacher) and social distancing measures maintained eg cones as indicators of space available to each student could be used;
- Sports Coaches must be fully conversant and comply with their relevant National Governing Body Safeguarding Policies, Procedures and guidelines and must ensure that those present adhere to them;
- The School representative will be present for the entire session. Cleaning staff and/or Sports staff will then be responsible for cleaning wiping equipment etc after each session;
- Coach will take a register of students attending each session to ensure any track and trace requirements can be easily fulfilled;
- Frequent hand washing with soap and water for at least 20 seconds before, during and after taking part in a sports activity and/or using sports equipment should be undertaken, using hand sanitiser as an alternative where appropriate. Coaches to remind students of this regularly throughout activity;
- Players should try to avoid touching court side equipment/fittings – like gates, nets, net handles, etc. If this does happen, be sure to wash hands;
- No physical contact; no hand shaking; no huddles; no touching face. Create initiative ways to celebrate;
- Disposable towels available and used to wipe away sweat and bins / bags for the safe disposal of these;
- As always, the health and safety of participants is paramount. Coaches should take all reasonable steps to ensure that sessions are as safe as possible. Please ensure those taking part in a sports activity or using sports equipment minimise the risk of injury (eg wearing the normal and appropriate safety equipment / PPE for the sports activity being undertaken) as well as response times being delayed which is vital to avoid any additional stress on the NHS. The coach will provide first aid where needed wearing the appropriate PPE;
- Separate area(s) identified for first aid to be administered;
- Consider rotation of pitches / courts and /or consider how a pitch could be divided if more than one group is using it to ensure there is sufficient space between groups. Aim should be to ensure groups have significant space at all times including starting and finishing sessions.
- Groups should not mix but coaches can work across groups;
- Players must avoid contact in line with social distancing guidelines (see above) and avoid touching equipment (eg one skin one ball);
- Equipment to be stored securely;
- Only participate in sports activities when accompanied by a teacher;
- 15 mins should be allowed between each use of a sports activity area / court / equipment – to ensure space is empty and therefore avoid mixing of groups and allowing for necessary cleaning;
- Facilities will not be available and should not be used at any other times;
- During COVID-19; the sports facilities must only be used by Woodbridge School students who must be accompanied by the appropriate staff;
- Hazard tape will be used to restrict access when equipment is out of use;



## COVID-19 Policy (including full return of whole school)

- Where possible, leave gates / doors open and consider a one-way system. Only touch gates / fences etc when absolutely necessary;
- Any one way systems in place as directed by the School representative must be followed;
- If any student or a member of their household are displaying any symptoms of COVID-19 they must not participate. The student must stay at home;
- As appropriate, individual use sports equipment will be allocated at the start of a session and the allocated individuals must be the only person to handle, use or wear it. Equipment should be disinfected between each use or left for 72 hours after use;
- Bring your own fully filled drinking bottles and do not share - clean and wipe down after use;
- No saliva or sweat should come into contact with equipment at any time;
- Each player will be allocated a coned-out area that they MUST place their equipment inside during the session;
- Ensuring suitable insurance is in place for the activities being undertaken.
- The limit on gatherings means that it is unlikely to be possible to organise amateur events or competitions at this time.

### Maintain Social Distancing

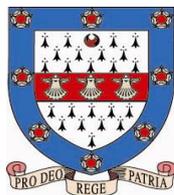
1. Social distancing rules must be followed. People must remain 2 metres apart but from 4 July 2020, if this is not possible, the “1m plus” applies (which is one metre plus mitigations such as hand washing);
2. Stay apart and socially distanced from other players or the teacher/coach (including during play, when taking breaks, during feedback/instructions, before and after play);
3. Avoid chasing down a ball to another court /sports activity area if other players are using it or in your own court / area if it will compromise social distancing;
4. Coaches/Teachers to ensure social distancing is emphasised to players at the start of each session, and make sure they are clear how this should be maintained before each session starts;
5. If space allows, increase social distancing between players during heavy exertion.

### Storage of Sports Equipment during the School day

All equipment, such as boots and hockey sticks, must be clearly named and labelled. They can be deposited in the Sports changing rooms at the start of each day and this area will be locked until the lesson occurs.

## SOP: Art Department / All activities affecting staff and pupils

Activity Requirements



## COVID-19 Policy (including full return of whole school)

ITEMS /ACTIVITY	MEASURES TO TAKE <i>EG</i> <i>WEARING OF PPE (STATING WHAT PPE IS TO BE WORN); SOCIALLY DISTANCED; ONE WAY SYSTEM; CLEANING ETC ETC</i>	PRODUCTS REQUIRED
<p>Working in small spaces including some situations where there is a mix of students from different bubbles.</p>	<p>Well ventilated area. Have PPE on person at all times.</p> <ol style="list-style-type: none"> <li>1. GCSE photographic groups working in the photographic studios in small groups. The subject of a photoshoot may be allowed to remove the PPE.</li> <li>2. Pupils accessing a still life to draw.</li> <li>3. Pupils from different bubbles using the ART ICT area at the same time. HOD to look at clashes and allocate designated spaces within ICT for each. Where possible pupils use the exact same computer every time.</li> </ol>	<p>PPE (face masks)</p>
<p>Sharing equipment throughout the day and across bubbles.</p>	<p>The clear up of any art lesson is important and ingrained in routine. An addition to the normal jobs will be to wipe down shared equipment. This will include keyboard, mouse, and table, generic art equipment (pencils etc) that will be used by different bubbles throughout the day and cameras.</p>	<p>Suitable wipes for electrical goods (computers and cameras etc) and ordinary items (pencils etc)</p>



## COVID-19 Policy (including full return of whole school)

ITEMS /ACTIVITY	MEASURES TO TAKE <i>EG</i> <i>WEARING OF PPE (STATING WHAT PPE IS TO BE WORN); SOCIALLY DISTANCED; ONE WAY SYSTEM; CLEANING ETC ETC</i>	PRODUCTS REQUIRED
Entering and exiting the dpt in situations where pupils have to walk through another classroom which is in use.	PPE to be worn by pupils in these instances	PPE (face masks)
Sixth form artists/ photographers	To work effectively, the sixth form need access to lots of different areas of the dpt. Although they have their own entrance and exit, they need to collect equipment and use facilities whilst another class is in the room. In this case, PPE must be worn. Sixth formers also to stay in their own booths where possible.	PPE (face masks)
1 to 1 or small group tutoring and demonstrations.	PPE to be worn	PPE (face masks)
Adult class (tbc)	PPE to be worn and clean any shared equipment and workspace.	PPE (face masks) and wipes
Art Library	All to wash hands before and after looking at the books.	Hand soap.



## COVID-19 Policy (including full return of whole school)

### Additional generic requirements

Washing hands at the beginning and end of every lesson is essential.

Staff spaces and store cupboards off-limits to students.

## SOP: Drama and Music Curriculum Lessons

### Activity Requirements

We will continue teaching music, dance and drama as part of the school curriculum, especially as this builds pupils' confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.

Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at [working safely during coronavirus \(COVID-19\): performing arts](#). Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Further information on the music education hubs, including contact details for local hubs, is available at [music education hubs published by the Arts Council England](#).

The overarching objective should be to reduce the number of contacts amongst pupils, and between pupils and staff, including for rehearsal and performance. As set out in the system of controls, this can be achieved through keeping groups separate (in bubbles) and through maintaining social distance between individuals. These are not alternative options. Both measures will help, but the balance between them will change depending on the age of pupils, the layout of the building, and the feasibility of keeping groups separate from each other while offering a broad curriculum.

If staff need to move between classes and year groups, they should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. You should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Additionally, you should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment and instruments.

### Performances

You should not host any performances with an audience. You may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. Singing, and playing wind and brass instruments in groups. Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained.

When planning music provision, you should consider additional specific safety measures. There is some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a



## COVID-19 Policy (including full return of whole school)

confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections. Government has published advice on safer singing.

### Playing outdoors

Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.

### Playing indoors

If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limit the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.

### Social distancing

In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Pupils should use seating where practical to help maintain social distancing.

### Seating positions

Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.

### Microphones

Use microphones where possible or encourage singing quietly.

### Handling equipment and instruments

Measures to take when handling equipment, including instruments, include the following.

- Handwashing Require increased handwashing before and after handling equipment, especially if being used by more than one person.
- Avoiding sharing instruments and equipment
- Avoid sharing equipment wherever possible.
- Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.
- If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment.



## COVID-19 Policy (including full return of whole school)

- Instruments should be cleaned by the pupils playing them, where possible.
- Handling scores, parts and scripts - Limit handling of music scores, parts and scripts to the individual using them.
- Suppliers = Consider limiting the number of suppliers when hiring instruments and equipment. You should agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use.
- Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument.
- Pick up and drop off points - Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand.
- Individual lessons - Individual lessons in music, dance and drama can continue in schools and organisations providing out of school childcare. This may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures on peripatetic teachers.

A more detailed SOP for the School Music Department is available on request

## SOP: School sailing

### Activity Requirements

ITEMS /ACTIVITY	MEASURES TO TAKE <i>EG WEARING OF PPE (STATING WHAT PPE IS TO BE WORN); SOCIALLY DISTANCED; ONE WAY SYSTEM; CLEANING ETC ETC</i>	PRODUCTS REQUIRED
Travelling in school minibus	Students to wear face masks in the minibus. No eating on the minibus. The bus filled from the back/ emptied from the front. Space students around minibus. Sanitise hands before and after travel.	Face masks.
Sailing at Alton Water	Students to sail within their bubbles. Use of 2 man boats allowed as outdoors and within their bubble.  Students to be taught in line with RYA COVID guidance and Anglian Waters risk assessments.  Students taught in groups of max 6.	Masks



## COVID-19 Policy (including full return of whole school)

ITEMS /ACTIVITY	MEASURES TO TAKE <i>EG</i> <i>WEARING OF PPE (STATING WHAT PPE IS TO BE WORN); SOCIALLY DISTANCED; ONE WAY SYSTEM; CLEANING ETC ETC</i>	PRODUCTS REQUIRED
	<p>Only experienced helms used to reduce the chance of the need for close instructor/ student contact.</p> <p>Face masks worn by instructor/ student if close contact needed for safety reasons.</p>	
First aid	Appropriate PPE to be worn.	Mask and gloves
Use of equipment	<p>Only school boats to be used (i.e. not the centres own boats).</p> <p>Boats to be cleaned before and after activity.</p> <p>Same sailing clothing to be used for all sessions.</p>	Products for cleaning boats (supplied by Alton Water).
Changing/ toilets	<p>Students to get changed outdoors/ in large shipping containers if poor weather. Containers to be cleaned as appropriate if used.</p> <p>Use of indoor toilets to be avoided where possible. Masks to be worn indoors.</p>	<p>Cleaning products (Supplied by Alton Water).</p> <p>Face masks.</p>

### Additional generic requirements




## COVID-19 Policy (including full return of whole school)

Subject /activity/Dept Specific Controls in Place: See above	
Assessor Signature: RNB	Completed Date: 2/9/2020
Manager Signature (if different to assessor):	Completed Date:



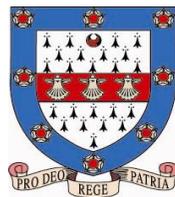
## COVID-19 Policy (including full return of whole school)

### RISK ASSESSMENT PRO FORMA



#### COVID -19 EXPOSURE GENERIC OVERARCHING RISK ASSESSMENT PRO FORMA VI.0

See separate School Specialist Risk Assessment Pack for specific subject and activity Risk Assessments



## COVID-19 Policy (including full return of whole school)

### I Introduction

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#### 1.1 Introduction

<b>I.1.1 Assessor:</b> William Bowman / Reviewed by R Haigh	
<b>I.1.2 Date:</b> 1 June 2020 / Reviewed on 4 March 2021	

## 2 Direct Exposure to COVID-19 Virus Throughout The School Day

### Direct Exposure to Covid-19 Virus

#### 2.1.1 Risk Rating Guide:

	Likelihood					Evaluation
Severity	1	2	3	4	5	
1	1	2	3	4	5	<b>LOW - GREEN</b> For a risk rating of 6 or less no further action is required.
2	2	4	6	8	10	<b>MEDIUM - YELLOW</b> For a risk rating between 8 and 15 further actions are required to reduce the risk.
3	3	6	9	12	15	
4	4	8	12	16	20	<b>HIGH - RED</b> For a risk rating of 16 the task or machine should not be used until the risk is reduced.
5	5	10	15	20	25	

#### 2.1.2 Is this applicable?

Yes

#### 2.1.3 Who might be harmed:

Staff, Pupils, Parents

2.1.4 If 'Other' please specify:	Visitors, Contractors
2.1.5 Possible cause of injury:	
• Direct transmission of virus from a person	

2.1.6 Effects of hazard:	• Respiratory Illness
2.1.7 Severity	 5
2.1.8 Likelihood	 2
2.1.9 Evaluation	 Medium

2.1.10 Controls Measures (add in any site-specific controls to the list below):

Pupils to remain in allotted “bubbles” / areas where possible throughout the school day (including use of bubbled toilet facilities).

Stagger the day’s timetable to allow for appropriate cleaning requirements and reduce numbers at each lunchtime sitting; stagger parent/pupil/school transport drop off and pick up areas within the school grounds.

Discourage parents from picking up their children from gathering at the school gates.

If parents, visitors or contractors are coming to school:

- Stagger parent/pupil/school transport drop off and pick up areas within the school grounds. If there’ll be a queue, set out 2-metre markers on the ground for them to stand on – use tape or cones
- Make soap and water or alcohol-based hand sanitiser available to them.

All visitors/parents to attend the school by pre-booked appointment only.

All visitors to the School (including parents/carers) to complete a Health Questionnaire.

Identify a room that sick pupils can be kept in until parents come to collect them, ideally with:

- A door you can close
- A window you can open for ventilation
- A separate bathroom they can use (either attached to the room or nearby)

Make sure the staff in school know that they should:

- Move pupils to this room if they’re sick
- Wash their hands for 20 seconds after making contact with the ill pupil
- Set aside a room for parents/visitors and a procedure for collection of unwell pupils, including warning others not to enter and post-use cleaning schedule

- If contact is required to wear the suitable and sufficient PPE

Staff, Pupils and Parents and Visitors are aware of Policy and Procedures through appropriate and comprehensive Training, Information (through Parent Portal and Communications), Signage and Supervision

Encourage Parent, Pupils and Staff to fill out Symptom form on Portals and not to come in until cleared to do so by either The Head (pupils) or Line Manager (Staff)

Keep pupils at their desks, away from each other, for as much of the school day as you can, ideally 2 metres (3 steps) apart – maintaining “bubbles”; use of additional measures such as masks; pupils not sitting facing each other.

Avoid any group activities that require pupils to be in close physical contact with each other, such as:

- Assemblies – you could deliver these online, even for pupils in school
- Certain sports and playground games in accordance with government guidelines

When serving meals (inc breaktime):

- Stagger lunchtimes, so fewer children are eating in the same area at once
- If there'll be a queue, set out 2-metre markers on the ground for them to stand on – use tape or cones
- Consider grab and go where appropriate and having multiple dining/service areas where possible

Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:

- After coming into school
- After sneezing or coughing
- Before and after handling or eating food
- After going to the toilet
- Before and after the staff hand out grab and go

Place alcohol-based hand sanitisers at the entrance of each room you are using, including toilets, classrooms and halls.

Encourage pupils and staff to avoid touching their face with unwashed hands.

Provide tissues in rooms that you are using, and make sure pupils and staff are trying to catch sneezes and coughs in these and binning them afterwards, or using their elbow if they do not have a tissue available.

When possible, open windows to increase airflow and ventilation.

As per current Government Guidelines for return to School on 8 March 2021, all pupils to wear masks when inside \*  
This will be reviewed after Easter 2021.

**\*Any pupils unable to wear masks for medical reasons will need to contact the School Nurse prior to return to school to discuss this.**

<b>2.1.11 Severity</b>	 5
<b>2.1.12 Likelihood</b>	 1
<b>2.1.13 Evaluation</b>	 Low

### 3 Indirect Exposure to COVID-19 Virus Throughout the School Day

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#### Direct Exposure to COVID-19 Virus

##### 2.1.1 Risk Rating Guide:

Severity	Likelihood					Evaluation
	1	2	3	4	5	
1	1	2	3	4	5	<b>LOW - GREEN</b> For a risk rating of 6 or less no further action is required.
2	2	4	6	8	10	<b>MEDIUM - YELLOW</b> For a risk rating between 8 and 15 further actions are required to reduce the risk.
3	3	6	9	12	15	<b>HIGH - RED</b> For a risk rating of 16 the task or machine should not be used until the risk is reduced.
4	4	8	12	16	20	
5	5	10	15	20	25	

##### 2.1.2 Is this applicable?

Yes

##### 2.1.3 Who might be harmed:

Staff, Pupils, Parents

2.1.4 If 'Other' please specify:	Visitors, Contractors
2.1.5 Possible cause of injury:	
<ul style="list-style-type: none"> <li>• Indirect transmission of virus from a person/s with Covid-19, su</li> </ul>	

2.1.6 Effects of hazard:	• Respiratory Illness
2.1.7 Severity	● 5
2.1.8 Likelihood	● 3
2.1.9 Evaluation	● Medium

2.1.10 Controls Measures (add in any site-specific controls to the list below):

Identify which parts of the school will be used and close off unused parts, to reduce the amount of cleaning needed.

Clean surfaces that people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Please refer to Covid-19 Cleaning RA and SOP.

No sharing of equipment unless it has been suitable and sufficiently cleaned in between uses

Training and signage to practise good respiratory hygiene such as: not to touch face including mouth, nose, eyes and ears; Ensuring a “catch it, bin it, kill it” culture is adopted, and adequate supplies are provided. Furthermore:

Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:

- After coming into school
- After sneezing or coughing
- Before and after handling or eating food
- After going to the toilet

If parents, visitors or contractors are coming to school:

- If there'll be a queue, set out 2-metre markers on the ground for them to stand on – use tape or cones

Where allowing parents or visitors into school ensure that the Parents and Visitors RA and SOP's are followed. For any process outside of this, a dynamic RA will need to be conducted and signed off by The Head

Remove any items that are not easily cleanable.

Make sure staff in school know that they should:

- Move pupils to the medical room if they're sick
- Wash their hands for 20 seconds after making contact with the ill pupil
- Set aside a room for parents/visitors and a procedure for collection of unwell pupils, including warning others not to enter and post-use cleaning schedule

- If contact is required wear the appropriate PPE

Staff, Pupils and Parents and Visitors are aware of Policy and Procedures through appropriate and comprehensive Training, Information (through Parent Portal and Communications), Signage and Supervision

Avoid any group activities that require pupils to be in close physical contact with each other, such as:

- Assemblies –deliver these online,
- Certain sports and playground games (individual Sporting Activities subject to individual Risk Assessments and in accordance with their Governing Body and government guidelines)

Place alcohol-based hand sanitisers at the entrance of each room you are using, including toilets, classrooms and halls.

When possible, open windows and doors to increase airflow and ventilation.

As per current Government Guidelines for return to School on 8 March 2021, all pupils to wear masks when inside \*

This will be reviewed after Easter 2021

**\*Any pupils unable to wear masks for medical reasons will need to contact the School Nurse prior to return to school to discuss this.**

2.1.11 Severity	 5
2.1.12 Likelihood	 1
2.1.13 Evaluation	 LOW

# Appendices



WOODBIDGE  
SCHOOL

## Appendix A: COVID-19 Visitor Questionnaire

The safety of our pupils, employees, visitors and contractors in Woodbridge School's overriding priority.

To prevent the spread of Covid-19 and reduce the risk of potential exposure to our school community and visitors, our procedures require all visitors to site, including contractors to complete this screening questionnaire.

**Completion of this questionnaire is mandatory to allow access to the site.**

All site visitors are expected to follow increased levels of personal hygiene, including:

- Following social distancing rules whilst on site
- Wearing of face coverings unless outside
- Washing/sanitising hands on arrival and when there has been possible contamination
- Avoiding shaking hands and physical contact
- Only using the 'visitor designated' washroom on the ground floor of Marryott House

<b>Self-Declaration by Visitor/Contractor</b>			
<b>1.</b>	Have you had close contact with or cared for someone diagnosed with COVID-19 in the last 14 days?	<b>Yes</b>	<b>No</b>
<b>2.</b>	Have you, or anyone you have had close contact with or cared for, had any of the following new symptoms in the last 7 days: <ul style="list-style-type: none"><li>• Fever (high temperature)</li><li>• A new continuous cough which may be different from your usual cough</li><li>• Loss or change to your sense of smell or taste</li><li>• Shortness of breath</li><li>• Any other flu-like symptoms?</li></ul>	<b>Yes</b>	<b>No</b>
<b>3.</b>	Have you, or have you had close contact with someone who has, returned to the UK in the last 14 days from an area listed as being subject to quarantine regulations?	<b>Yes</b>	<b>No</b>
<b>Host's Name</b>			
<b>Visitor's Name</b>			
<b>Visitor's Signature</b>			
<b>Date of Visit</b>			

# Appendix B: Senior School Outside bubble areas for break and lunchtime

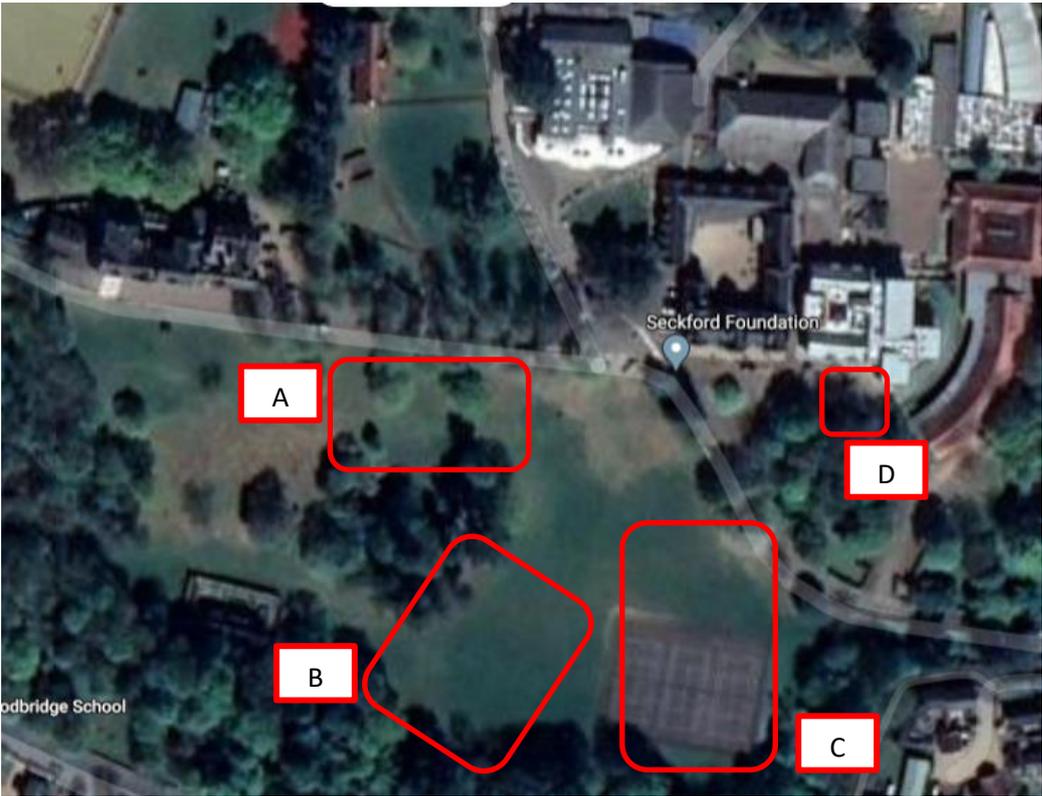
## Locations

Y 7 + 8 Bubble – Area C

Y 9 +10 Bubble – Area B

Y 11 Bubble – Area A

Y 12 + 13 Bubble – Area A + D



## **Appendix C: Prep School - Detailed Flowcharts for Prep School Response to Possible Infection**



WOODBIDGE  
SCHOOL PREP

## **School Response to Possible Infection**

*This document outlines our school response to a possible COVID 19 infection*

## Flowchart Contents

3	Procedure flowcharts for pupils/staff with COVID-19 symptoms
4	Procedure for dealing with suspected and confirmed COVID cases
5	What to do if a child displays symptoms
6	What to do if a staff member displays symptoms
7	What to do when a test result is received
8	Useful Links

**Woodbridge School (Pre-Prep & Prep)**  
**Procedure Flowcharts for Pupils/Staff with COVID-19 Symptoms**

**I. Procedure in the Prep School:**

If a pupil/staff member has Covid symptoms (new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)) they must be sent to Matron.

If someone in the household of a pupil has symptoms, the pupil must stay at home until the test results of the person displaying the symptoms have been received and given a negative result.

Matron (MB) will wear PPE to assess the pupil / staff member outside of the Surgery.

If Matron believes the pupil / staff member to have symptoms they will be taken to the Learning Support Room near her surgery. They will also have sole use of the staff toilet and a sign will be placed on the door.

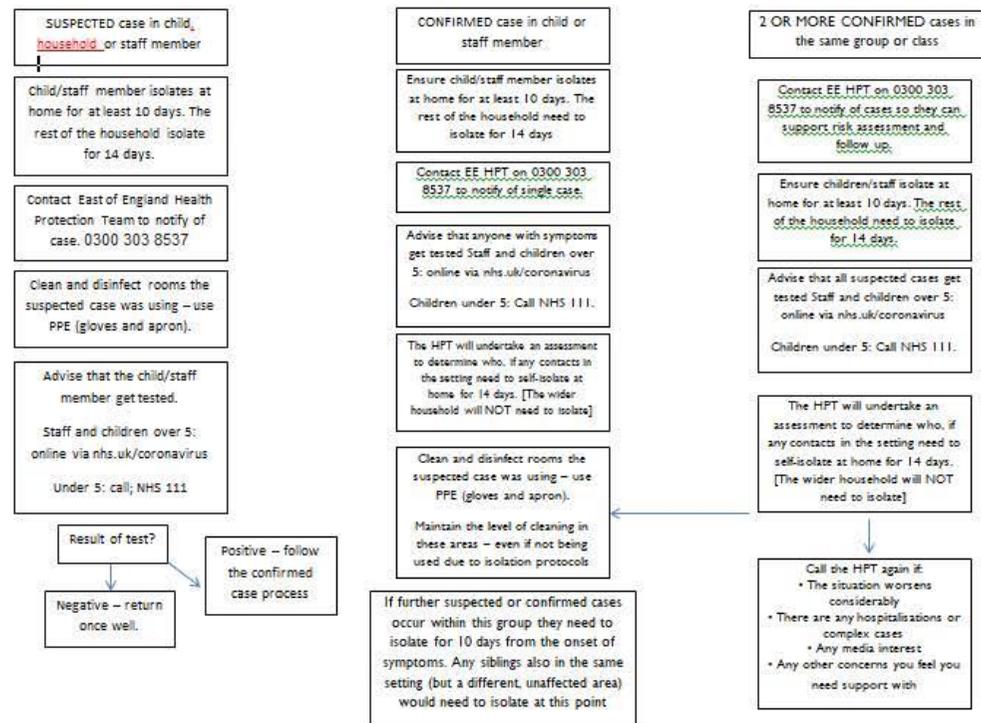
Matron will contact the parents of the pupil as well as the Head and the Head's PA

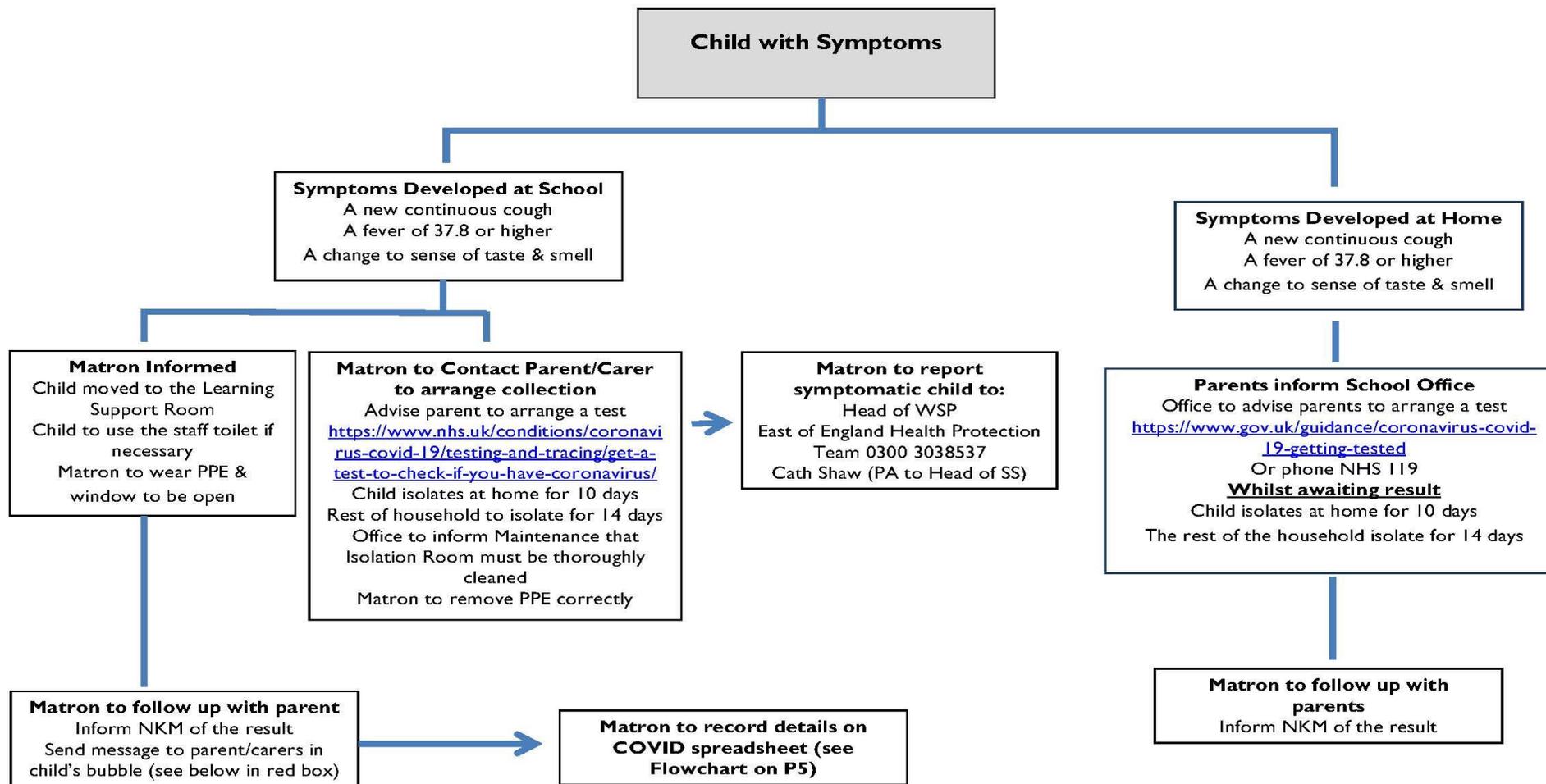
Head's PA to inform DSL

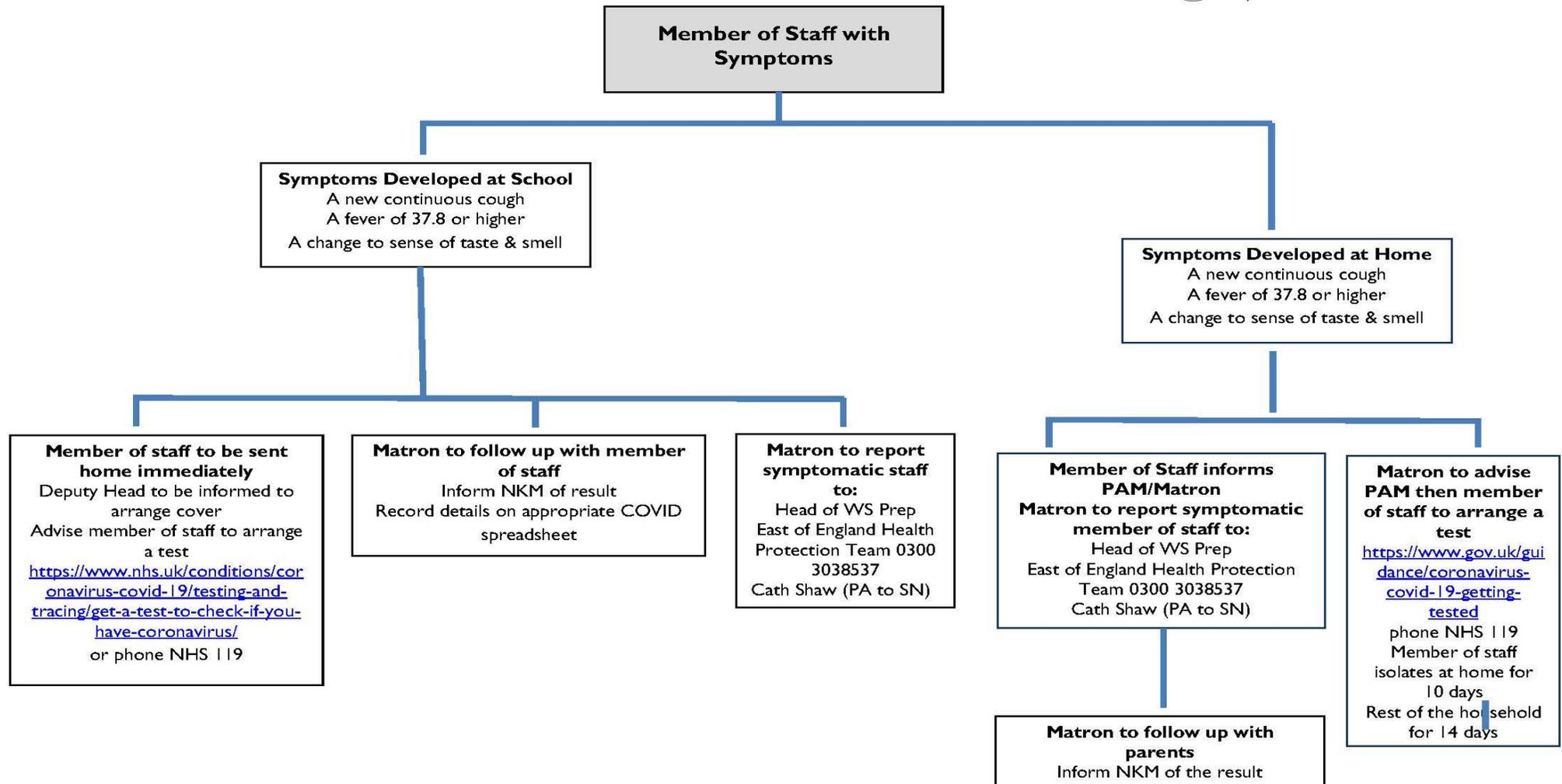
Once the pupil / staff member has been collected / gone home the room needs to be cleaned and disinfected. PPE must be removed the correct order (gloves last) and placed in a bag tied at the top, double bagged and disposed of after 72 hours.

## Procedure for dealing with suspected and confirmed COVID cases

Flowchart for dealing with suspected and confirmed COVID cases







# What To Do Once A Coronavirus Test Result Is Received

Result received

Positive

Negative

Void

Individual self-isolates for 10 days from onset of symptoms  
Household self-isolates for 14 days  
Parents requested to report result to school

Matron reports positive result to DFE helpline; which then directs to dedicated NHS advice team.  
HELPLINE NO 0800 0468687 – select 'report case' option

Matron to record details on COVID spreadsheet

School gathers details in preparation for completing risk assessment

Individual and household no longer required to self-isolate  
Individual can return to school if they feel well  
They must stay at home if they feel ill

Individual/parent/carer to arrange re-testing

Pupils can return to school after 10 days if they only have a cough  
If a member of the house tests negative the pupil can return to school  
If a member of the household tests positive the pupil should continue self-isolating for 14 days from when the individual showed symptoms

The new advice service has been set up to advise schools and will remain open to any coronavirus (COVID-19) related queries for schools on 0800 0468687  
**Do not take action regarding notifying bubbles until you have contacted the Helpline.**

2 or more confirmed cases in the same bubble

Office to contact EE HPT 0300 303 8537 to notify re cases

Advise that all suspected cases get tested

Call the HPT again if:  
There are 2 more cases  
There are any hospitalisations  
There is media interest  
You have concerns

## **Useful Links**

Adapted from: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Links: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

[www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk](https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk)