

	<ul style="list-style-type: none"> • Sign in process on the screen can be done once hand sanitised and then wiped down before next person signs in. • Passing in the corridor / stairwell is low risk but people should not stop and talk, even at a distance to avoid congestion. • All visitors to site (including parents / carers) MUST wear a face covering (unless exempt). 	
<p>Entering the school</p>	<ul style="list-style-type: none"> • Students on transition day will come into the school via reception. • Students should sanitise their hands on entry and exit and will be shown to the meeting point PE 3. • Students will remain in a bubble for the day. • Parents must drop students off and not enter the reception area to reduce foot fall. • In line with the school risk assessment we recommend face coverings where social distancing is not possible indoors. 	<p>Staff to direct students</p>
<p>Cleaning and Hygiene practices</p> <p>Handwashing protocols Catch it, bin it, kill it Enhanced cleaning</p> <p><i>Follow COVID-19: Cleaning on non-healthcare settings guidance</i></p>	<p>Aim is to keep areas clean. Individuals must follow handwashing protocols and be responsible for following hygiene and social distancing measures.</p> <div data-bbox="464 797 1745 1182" data-label="Image"> </div> <ul style="list-style-type: none"> • Cleaning will be carried out by the team throughout the day in high traffic areas. • Regular cleaning of bannisters, door and window handles, light switches, and frequently touched surfaces. • Every classroom will have a spray and cloth to enable table(s) to be wiped if necessary. • Toilets checked regularly throughout the day and disposables fully stocked • Posters in toilets and around the school to remind on washing hands and throw 	<p>Site team / Cleaning team check stock regularly</p> <p>Staff / Students responsible for personal hygiene</p>

	<p>tissues away.</p> <ul style="list-style-type: none"> • Students should maintain good hygiene by washing hands for 20 seconds. • Hand washing facilities are available around the school in toilets, Art, Food, Science, ADT quad. • Hand sanitiser (60% plus alcohol content) is available in classrooms. • Hand sanitiser stations located around in high traffic areas like the canteen, reception, D&T Quad, College office. • Tissues are available in each room to 'catch it, bin it, kill it' • Bins emptied regularly and rubbish removed daiy. • Non Fire doors will only be propped open where it is safe to do so and not compromise fire safety and safeguarding to limit the use of door handles and aid ventilation. 	
<p>Classrooms</p> <p>'Bubble' concept Staggered times Resources</p>	<ul style="list-style-type: none"> • Everyone should sanitise their hands on entering and exiting the classroom. • Sharing of equipment or stationery should be prevented where possible and request that students bring their own equipment. • Windows to be opened where possible to increase air flow and ventilation • As windows will be ajar in the classrooms students should consider having a school jumper or extra layer in the event of cold weather. 	<p>Teachers</p> <p>Cleaning team</p>
<p>Lunch provision</p>	<ul style="list-style-type: none"> • Students will be provided with lunch at the Best Bite Canteen. This will be a grab and go style. • Students should sanitise their hands on entry and exit (sanitiser available around the school site). 	<p>Supervision by staff</p>
<p>First Aid and COVID-19</p>	<p>Aim is to follow Government advice</p> <ul style="list-style-type: none"> • If someone has becomes unwell with symptoms of Covid-19 while in school they should be taken to medical room (Meeting room is specific for students who are unwell). • First Aiders will not take someone's temperature. If an individual is feels ill then a parent/carer will be contacted to collect them. • Windows should be kept open for ventilation • A first aider will speak to the individual to gather information on the symptoms experiencing and follow appropriate guidance. • Hand washing facilities are available in the medical room 	<p>First Aider First Aid RA</p>

	<ul style="list-style-type: none"> • A non-contact thermometer is available for use • Parent to be contacted to collect students • The area around the person with symptoms must be cleaned after they have left to reduce risk of transmission. • Everyone who has been in contact with the person who is unwell must wash their hands thoroughly for 20 seconds or use hand sanitiser. • They must self-isolate for 10 days and arrange to have a test to confirm if Covid-19 • Other members of the household (including siblings) should self-isolate for 14 days. • Parents/carers must be willing to engage with the NHS test and trace process. • Student should be tested and the result given to the Attendance Team before returning to school. 	
Emergency Evacuations	<p>In the event of an evacuation the priority is to leave the building.</p> <p>Evacuation routes are confirmed and signage accurately reflects these. In the event of an evacuation the priority is to get out of the building calmly and 'bubbles' will be difficult to sustain as multiple groups of people will come in contact.</p> <p>Students and staff will follow the usual procedure and line up on the Astro Turf (Year 7-11) and Tennis Courts (Sixth Form).</p>	All students and visitors

ACTIONS REQUIRED	By Whom	When
Increased frequency of handwashing by everyone	All staff, students, visitors, contractors – anyone on site	An ongoing action by everyone.
Document Reviewed by:	Head of School, Finance and Operations Manager	
Date for Next Review	Weekly or as Government guidance changes	