

*School procedures relating to COVID-19*

*Actions for Entering / Leaving the building*

* All Students and staff sign in via NHS Covid-19 QR code app
* Front door is open during arrival/departure times
* Hand sanitiser available on entrance/exit with signage
* Masks to be worn upon entering the building.
* All students and staff are offered a lateral flow COVID19 test twice per week.

*Actions for Reception*

* Photocopier wiped after each use
* Computers wiped at the end of each day using anti-bacterial wipes provided in office
* Payment by card only. No cash accepted
* No sharing of desks or computers
* When working at reception counter, stay behind the screens provided. Students are not to enter the office area.
* Desk pen to be wiped down after each use.
* Hand sanitiser available at the desk
* Screen splitting reception area
* Signage to keep 1m distance, 2m where possible
* Staff to wear masks when not sat at their desks

*Actions for toilets across the school*

* One person using toilet on ground floor at a time
* Room 6 students/staff use the toilet outside Room 8
* Room 11 students/staff use toilet outside Room 10
* Room 13 students/staff use the toilet outside classroom
* Toilets cleaned daily with bacterial and viricidal cleaning materials

*Actions for moving around the school*

* Signage to keep 1m distance, 2m where possible
* One-way systems implemented where possible
* Markings to help staff & students gauge 1 metre distance
* Antibacterial hand gel dispensers on each floor with signage
* Students instructed not to make their way to their classroom until time for their lesson. No waiting outside causing congestion.
* Lift not in use unless permission received from a member of staff. If needed, touch points to be wiped down after each use.
* Mask to be worn at all times unless eating or drinking.

*Actions for the classrooms/courses*

* Where possible, one teacher per classroom.
* Course options limited to 20 per week to form class bubbles with teachers. (28 lessons due to be scheduled from 21.06.2021)
* Using online materials on IWB where possible to avoid sharing of books
* Restrict class size to safe capacity for each room (varies dependent on class size)
* Class times staggered to reduce number of students in the general areas at one time

*Actions for the classrooms/courses continued….*

* Online teaching of a class will begin if a positive COVID test is confirmed within that group, and the managing director deems it necessary.
* Desks spaced to 1m distance
* PC cleaned after use by teacher (where applicable)
* Sanitiser/Anti-bacterial hand gel used
* Students to wear masks unless eating and drinking
* Teachers to wear a mask and/or visor when walking around the classroom. Not required when teaching at the front due to a 2m distance.
* All registers/WRS/HWK mark sheets completed online/ digitally to limit touchpoints
* No paper files used. Absentees checked through online registers by staff
* Classroom doors and windows open (where possible) during lesson to reduce contact with handles and provide ventilation.
* Teachers sanitise desks and door handles at end of lessons using materials provided.
* Teachers teach same class all morning/afternoon where possible to form bubble
* Students allowed to enter late to avoid waiting in general areas.
* No close monitoring of students in the classroom – maintain distancing, where possible.
* No use of A/C unit.
* All classrooms not in use to be kept locked
* All books sanitised before being given out to student and after return by student

*Actions for Homestay providers*

* All current providers to inform WA immediately of any member of the household having Covid19 symptoms.
* Conduct online visits only for staff
* Staff to maintain close contact with all homestay providers, especially those with under 18s
* Further Guidance for Homestay Providers has been provided by Westbourne Academy. Updated April 2021.
* Limit homestays to one student per household where possible, unless requested
* Homestays have been provided with the Gov weblink to be able to order lateral flow tests if desired.

*Actions for Listening Centre / Self Study Room / Computer Room / Library*

* Close facilities temporarily and monitor requests for use to ensure learning support is still available
* Continue to offer the room for prayer for Muslim students but keep locked and wipe door handle after each use.
* Students can self-study in the cafeteria due to better ability to social distance
* Teachers to recommend online materials from Outcomes to avoid use of books

*Actions for Café*

* Staff to encourage advance food ordering
* Queue for coffee or food marked with 1m distance and one- way system
* PPE to be used by café staff and students when ordering
* Use disposable cups, stirrers, knives and forks where possible
* Break times staggered where possible to avoid queues
* One member of staff on duty to supervise social distancing
* Coke vending machine not in use to limit touch points.
* Water machine used but only with ‘tap push’. No touchpoints
* Hand sanitizer available at entrance to cafeteria and outside downstairs toilet.
* Table football and table tennis table can be used. Balls and bats sanitised between use. Cleaning materials provided.
* Student seating minimum 1m apart, 2m where possible
* Masks worn unless eating or drinking
* Doors kept open into garden to limit touchpoints

*Actions for Meetings*

* Reduced number of staff in meeting to maintain 1m rule and have others join remotely
* If meetings are required with students, masks and/or visors are to be worn by all and socially spaced at minimum 1m

*Actions for School trips/excursions/activities*

* School-organised trips postponed throughout lockdown to reduce travel
* Advice given on local places to visit, provided in the cafeteria PowerPoint
* Social activities in cafeteria with social distancing taken into consideration for all activities.

*Safeguarding in the school*

* Check under 18’s attendance see class registers electronically completed on IWB
* Any under 18 student with Covid19 symptoms to self-isolate in homestay but to be contacted twice a day by safeguarding officer. They will also attend online lessons if well enough to do so.
* All students given detailed safeguarding talk at intake
* Students who are required to quarantine on arrival, will be provided with intake documents electronically and join online lessons. Students under 18 who are required to quarantine must be accommodated in a Westbourne Academy homestay unless permitted by the Head of School.

*Dealing with Student Incidents*

* Social distancing 1m where 2m is not possible
* Staff wear a facemask and/or visor and gloves if dealing with a student suspected of having Covid19
* Staff avoid physical contact. This is permitted in an emergency, if required
* Sick room unavailable until further notice or unless instructed by Head of School
* Students phoning in sick with Covid19 symptoms to be told **NOT** to come in and to inform homestay. Follow 111 advice.
* All interviews with students conducted in the meeting room (if available) and table wiped after use.

*Advice for First Aid*

* Staff attending incidents wear face mask and/or visor and gloves.
* If student is believed to have Covid19 and has had close contact with First Aider, both need to self-isolate and follow 111 advice.

*Advice for Fire Alarm/ Fire Drills*

* <https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf>
* Increased Fire Assembly points to ensure social distancing.
* First class out to use Fire Assembly Point 1 – next to dustbins/smoking area. Second class out to use Point 2 – middle of car park in front of main entrance. Third class out to use Point 3 – corner of the car park, next to roundabout

*Advice for Smoking Area / Garden*

* Numbers of smokers restricted on the smoking patio to 2 at a time. This is marked out for guidance.
* If large number of smokers at one time, allow to ‘overflow’ into garden if required.
* Social distancing to be maintained at all times in the garden.
* 1m spacing marked out on benches and to avoid face-to-face sitting
* Benches spaced out across the garden

*Communications*

* All staff/students aware of current actions and requirements and reminded frequently using school communication systems
* Student Induction talk includes Covid precautions to be taken by students
* All staff have read and understand the Risk Assessment
* Risk assessment & safety plans on website

*Deliveries*

* Disinfect on arrival
* If deemed necessary, Isolate package for 24 hours
* Staff accepting deliveries should wear face masks, disposable gloves if close contact is required

*Contractors*

* Contractor risk assessments scrutinised to ensure they

include Covid 19 control measures.

* Contractor will advise if their operatives contact Covid-19.
* All contractors observe social distancing
* Operatives provided (by Contractor) with appropriate PPE.

In the event of contractors contracting Covid 19 at WA, all details

are entered on WA Accident/Incident book and professional medical advice to be followed.

DOCUMENT TO BE REVIEWED WEEKLY IN THE OPERATIONAL MEETING. NOTIFICATION OF CHANGES BY 9AM MONDAY