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SIAL

**CODE OF PRACTICE FOR
HEALTH & SAFETY
COVID-19 ADDENDUM**

Last reviewed August 2020

INTRODUCTION

This addendum applies during the period of the school opening during the COVID-19 emergency and reflects updated advice from our RBK&C Local Safeguarding Children Partnership (LSCP) and local authority (LA).

It sets out changes to our normal Health and Safety policy in light of the following Department for Education guidance:

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

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

What parents and carers need to know about early years providers, schools and colleges during the coronavirus (COVID-19) outbreak - <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE): <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>

COVID-19: cleaning in non-healthcare settings outside the home: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Guidance for food businesses on coronavirus (COVID-19): <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

This addendum should be read in conjunction with our Health and Safety code of practice. Unless covered here, our normal Health and Safety code of practice continues to apply.

WHAT IS COVID-19 / CORONAVIRUS?

The World Health Organisation (WHO) gives the following overview:

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease and cancer, are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well-informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and by not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practise respiratory etiquette (for example, by coughing into a flexed elbow).

At this time there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. WHO will continue to provide updated information as soon as clinical findings become available: www.who.int/health-topics/coronavirus

WHAT TO DO IF YOU THINK YOU, YOUR CHILD OR SOMEONE WHO LIVES WITH YOU MAY HAVE COVID-19

If you think you, your child or someone who lives with you may have COVID-19 symptoms, **you must self-isolate** and **arrange to have a test**.

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

For more information, read the NHS guidance on symptoms: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>.

- Anyone with symptoms should self-isolate for **10 days** from when their symptoms started or longer if they still have symptoms other than cough or loss of sense of smell/taste.
- Anyone who does not have symptoms should self-isolate for **14 days** from when the first person in their home started displaying symptoms.

Please follow the following Government and NHS advice:

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

Please note that ANYONE in the UK with symptoms is now eligible for a coronavirus test including children under 5 (though children aged 11 and under will need to be helped by their parents/carers if using a home testing kit). For further information, please visit the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>.

Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

Anyone who has been tested positive for COVID-19 or if asked by NHS Test and Trace need to be ready and willing to provide details of anyone they or they children have been in close contact with.

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus:

Do

- Wash your hands with soap and water frequently – do this for at least 20 seconds
- Use hand sanitiser gel if soap and water are not available
- Wash your hands as soon as you get home
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately and wash your hands straight afterwards

- Wear a face covering over your nose and mouth in enclosed spaces
- Practice physical distancing by avoiding unnecessary travel, staying away from large groups of people and staying at least a meter away from people not in your household

Don't

- Do not touch your eyes, nose or mouth if your hands are not clean.

PRECAUTIONS, PRACTICES AND PROCEDURES at SIAL

Returning to school is vital for children’s education and for their wellbeing. As per the DfE’s [‘Guidance for full opening: schools’](#): ‘the risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low [...] whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. [...] Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. [...] The public health advice in this guidance makes up a PHE-endorsed ‘system of controls’, [...] The system of controls provides a set of principles and if schools follow this advice and maximise use of control measures, they will effectively minimise risks.’

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority and that we have worked hard, following the latest government guidance and a diligent risk assessment, to develop and implement a number of new ways of operating that will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting. We will also continue to introduce additional measures in line with the latest guidance from the NHS, Public Health Bodies, Local Authority and Government.

1. Access to the school

No one who has COVID-19 symptoms or has displayed symptoms in the previous **10 days**, or lives with someone who has displayed symptoms in the previous **14 days**, is admitted into the school until they have tested negative for coronavirus.

Parents and carers need to take responsibility for themselves and their children only coming to school if they and their household are well and symptom-free and we kindly ask them to retain their usual vigilance around not sending their child to school if unwell, unless it is a very minor illness. Any child who appears unwell on arrival or during the school day will have their temperature checked and their parents/carers will be called to collect them.

Clinically extremely vulnerable individuals, including children, do not need to shield anymore at the moment. Children and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions or lives with someone who has been classed as clinically extremely vulnerable can attend school as normal. They should now follow the same guidance as the clinically vulnerable population, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing and cleaning of frequently touched areas in their home and/or workspace. Please see [‘Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19’](#) and [‘COVID-19 - ‘shielding’ guidance for children and young people’](#) for more information.

If someone has been abroad, they will need to respect the latest government requirements for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at [Coronavirus \(COVID-19\): how to self-isolate when you travel to the UK](#).

Non-essential visitors are not permitted at school.

When entering the school, **visitors** are asked to:

- dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag
- wash hands
- use new mask provided by the school

2. Entrance and Exit arrangements

Children are greeted and collected at the school's door as usual.

There are **different entrance and exit times for each class** as follows:

CLASS	Entrance Time	Entrance Door	Exit Time	Exit Door
Nursery	9:00am	154	3:15pm	154
Reception	9:00am	156	3:15pm	156
Y1	8:15am	156	3:30pm	156
Y2	8:15am	154	3:30pm	154
Y3	8:30am	154	3:45pm	154
Y4	8:30am	156	3:45pm	156
Y5	8:45am	154	4:00pm	154
Y6	8:45am	156	4:00pm	156

Parents and carers need to strictly respect these allocated drop-off and collection times and the entrance/exit door to use.

Only one parent/carer is allowed to accompany their child(-ren) to school.

No one is allowed to enter the site unless in cases of pre-arranged appointment. As much as possible we ask that any queries and questions are communicated via phone or email.

No one is allowed to gather at the entrance doors. Parents and carers are kindly asked to:

- Maintain a **two metre** social distance when waiting outside before the school opens its doors and leave promptly after collecting their child(-ren).
- Not go near the school doors unless strictly necessary.
- Remain on the pavement in front of the school's patio and wait for their child(-ren) to be visible at the door and ready to exit.
- Check the Government recommendations on transport and try to reduce any unnecessary travel on public transport where possible, for example, by walking or cycling to school. Please see 'Coronavirus (COVID-19): safer travel guidance for passengers' for further information:
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>.

3. 'Bubbles'

From the DfE's '[Guidance for full opening: schools](#)':

'Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). [...] This can be achieved through keeping groups separate (in '**bubbles**') [...]. Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term [2020] in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.'

At SIAL the children are divided into groups which are treated as 'bubbles'. It may help to think of these 'bubbles' as family cores or 'households'. Children and staff are allowed to share spaces and teaching resources/toys with other children in their 'bubbles'. Obviously kisses and hugs will be discouraged.

Each 'bubble' **does not mix** and stay two metres apart from all other 'bubbles' in order to reduce contact and risk.

Each 'bubble' learn, play and eat separately and arrive at and leave school at different times.

The most natural 'bubble' is obviously a class group, but considering our number of children per class and the possible arrangement in combined classes, there will be situations in which two classes will be mixed in one 'bubble', with common breaks, lunches and free activities. This applies to the following classes:

- Nursery and Reception
- Y1 and Y2
- Y3 and Y4
- Y5 and Y6

4. Breaks and lunch arrangements

Break times will be staggered to avoid the children moving around the school at the same time and to allow the cleaning of the communal areas between two different 'bubbles'.

The school kitchen will operate as normal, including snacks provided during the mid-morning break. **Lunch times will be staggered** to allow the cleaning of the dining area between two different 'bubbles'.

5. Assemblies, Before School Club, After-school Clubs and swimming lessons

Assemblies, Before School Club, After-school Clubs and all other school's activities which request more than one bubble to mix together will be SUSPENDED till further notice.

Swimming lessons will also be suspended till further notice.

6. Additional cleaning and hygiene processes

Deep cleans of the whole school premises are in place before the reopening of the school after a long break (summer/Christmas/Easter holidays, half-term breaks).

At the end of each school day the premises are cleaned carefully and thoroughly.

Additional cleaning and hygiene processes are followed during the school day:

- Regular cleaning and disinfecting of all frequently touched surfaces, equipment, door handles, etc. used during the day.
- More frequent cleaning of rooms and shared areas that are used by different groups.
- More frequent cleaning of toilets.
- Clear routines to ensure the children understand when and how to wash their hands (including when entering the setting, regularly throughout the day, before and after eating and breaks and

when they leave); making sure they wash them thoroughly for at least 20 seconds using running water and soap and that they dry them thoroughly or they use hand sanitiser.

- Hand sanitiser stations are spread across the school, including in each classroom and various communal areas, such as the hall, the office/staff rooms and the school reception.
- There is a good supply of disposable tissues throughout the setting in order to implement the 'catch it, bin it, kill it' approach and lidded bins for their immediate disposal.
- Teaching equipment and resources can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles.
- Outdoor playground and break equipment are more frequently cleaned.
- The number of shared resources that are taken home by the staff and pupils and the exchange of such resources will be limited as much as possible – the teachers will make sure they use hand sanitiser before and after handling the children's books.
- **All NO learning-related items and toys from home will NOT be allowed in school.**

Uniform: there is no need for anything other than normal personal hygiene and washing of clothes following a day in school. Uniform that cannot be machine washed should be avoided.

7. Behaviour expectations

Children need to understand our new measures and practices and to learn to behave differently when they are in school:

- Following new instructions on hygiene, such as handwashing and sanitising
- Following new instructions on who they can socialise with at school
- Following new rules about sharing any equipment or other items, including drinking bottles
- Moving around the school as per specific instructions (including specific queuing instructions)
- Understanding and following expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with their hands
- Telling an adult if they felt unwell, especially if they are experiencing symptoms of coronavirus

Their class teachers will talk to the children about these new practices and the school expectations and will support them with regular reinforcing behaviour throughout every day.

Parents and carers need to agree that if their child(-ren) cannot consistently follow the school's expectations they will be sent back home to resume remote learning in order to keep the whole school community as safe as possible.

8. Pupil wellbeing and support

Pupils may be experiencing a variety of emotions in response to the COVID-19 outbreak, such as anxiety, stress or low mood. It is important to contextualise these feelings as normal responses to an abnormal situation. We will use our provision of pastoral and extra-curricular activities to all pupils to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to COVID-19
- support pupils with approaches to improving their physical and mental wellbeing.

Where issues should be identified, we will provide more focused support in line with our Safeguarding Policy.

PPE – PERSONAL PROTECTIVE EQUIPMENT

PPE such as masks and gloves have been highly discouraged in schools and are not used by the staff when they are in school.

People travelling on public transport are asked to wear masks while travelling. When entering the school, they must dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands before heading to their room.

STAFF

Clinically extremely vulnerable individuals, do not need to shield anymore at the moment as shielding measures have been paused from the 1 August 2020. Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions or lives with someone who has been classed as clinically extremely vulnerable can work at school as normal. They should now follow the same guidance as the clinically vulnerable population, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing and cleaning of frequently touched areas in their home and/or workspace. Please see '[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)' and '[COVID-19 - 'shielding' guidance for children and young people](#)' for more information.

Clinically vulnerable individuals are advised to take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing and cleaning of frequently touched areas in their home and/or workspace. This includes pregnant women.

If a **member of staff lives with someone who is extremely clinically vulnerable or clinically vulnerable**, which includes those who are pregnant, they can attend work.

Staff who may otherwise be at increased risk from COVID-19, or live with those who have comparatively increased risk from COVID-19, such as people with particular characteristics which may be at comparatively increased risk from coronavirus COVID-19 (as set out in the [COVID-19: review of disparities in risks and outcomes report](#), which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence) can also attend work.

SIAL endeavours to support all their members of staff. We already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation: information about the extra mental health support for pupils and teachers is available here: <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>.

PROTOCOL FOR RESPONDING TO A SUSPECTED CASE OF CORONAVIRUS

If children or staff develop any COVID-19 symptoms while in school, such as a new continuous cough, a loss of (or change in) their normal sense of taste or smell (anosmia) or a high temperature, we will take immediate action:

- Staff will be asked to return home immediately, self-isolate and seek a test.
- Children will be isolated and looked after by a member of staff who is known to them until a parent/carer can come and collect them. The member of staff will wear PPE and will be asked to return home as soon as the child has left and seek a test.

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.

Parents and carers and staff must inform the school immediately of the results of a test:

- If someone tests negative: if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive: they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

If someone who has attended has tested positive for COVID-19, the school will contact the local health protection team and work with them to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and who must be sent home and asked to self-isolate. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

Guidance on how to contact the PHE health protection teams can be found here:

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

MONITORING ARRANGEMENTS

This code of practice will be reviewed as guidance from the Government, LA or DfE is updated, and monthly as a minimum.

