



**Birmingham Federation**  
**Maintained Nursery Schools**

*Allens Croft Nursery School*

*Jakeman Nursery School*

*Shenley Fields Nursery School*

*Lillian De Lissa Nursery School*

*Newtown Nursery School*

*St Thomas Nursery School*

*Adderley Nursery School*

*Gracelands Nursery School*

*Highfield Nursery School*

**Executive Head Teachers : David Aldworth, Mandy Cryan and Sharon Lewis**

**[www.bfmns.sch.life](http://www.bfmns.sch.life)**

# Health & Safety Policy

## Allens Croft, Jakeman & Shenley Fields Nursery Schools

### Health and Safety Policy Specific Areas

1. Insurance
2. Awareness Raising
3. Children's Safety (including changing)
4. Adult safety (including climbing, lifting, sitting, clothing, jewelry & VDU use)
5. Security
6. Windows, doors, floors and stairs
7. Kitchen
8. Electrical/gas equipment
9. Storage (including COSHH)
10. Outdoor area
11. Hygiene
12. Activities
13. Food and drink
14. Outings and visits (including outdoor play on site)

15. Animals
16. Records
17. First Aid and Accident Procedures
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19. Fire Procedure
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21. Smoking and Consumption of Alcohol
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### **General**

At Allens Croft, Jakeman and Shenley Fields Nursery Schools we support health and safety in the following ways:

- All staff, students and visitors are aware of the Health and Safety procedures in our schools; and understand the importance of managing their own health and safety.
- The safety of the children is paramount at all times and underpins all the following procedures.
- We encourage the children to adopt a responsible attitude towards their own Health and Safety. This can be done in one-to-one situations, group discussions, story sessions or during curricular activities – using appropriate opportunities to talk about being careful / walking indoors / spillage's / clearing equipment away / washing hands etc.

## **1. Insurance**

We have public liability insurance and employers' liability insurance through the Local Authority and the certificates are displayed in the entrance areas to our school/s. We also have insurance through the LA for children attending the setting.

## **2. Awareness Raising**

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting, climbing and the storage of potentially dangerous substances.

Records are to be kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part. Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the nursery.

As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.

We have a separate (no) 'smoking in school' policy.

Children are made aware of health and safety issues through discussions, planned activities and routines.

## **3. Children's Safety**

Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service (DBS) and are registered with Ofsted as child carers have unsupervised access to the children, including helping them with toileting.

Adults do not normally supervise children on their own. All children are supervised by adults at all times. Whenever children are on the premises at least two adults are present.

### **Changing Children**

- We deal with children in a sympathetic / sensitive manner;
- Protective gloves should be worn;
- White protective aprons are to be worn
- Baby wipes are available to clean the child;
- Soiled waste should, where possible, be flushed down the toilet or treated as medical waste – sealed in a bag and put in marked bin.
- Soiled clothes must be sealed in a plastic bag;
- A changing form for each child changed is to be completed as part of our child protection procedures and it must be witnessed;
- Children in nappies have an individual changing sheet, which is situated in the changing area;
- When changing any child this must be recorded and witnessed.
- Completed forms are to be filled and kept for future reference.

### **Health and Safety as Part of the Curriculum**

Health and Safety issues are incorporated into school projects and into specific curriculum area planning.

The issues are cross curricular and are emphasised in the areas of Personal and Social, Emotional Development, Knowledge and Understanding of the World, Physical Development and Creative Development. Assessment of the children's understanding is done through our 'Tapestry' online learning journals which links to the Early Years Foundation Curriculum.

## **4. Adult Safety**

All adults on site, including staff, are expected to take reasonable care and act in accordance with rules, policies and procedures. Risk should not be taken. We all have a duty for the safety of ourselves and others. Where a safety concern is identified it must be

reported without delay to the named individual on the health and safety poster displayed in the entrance to each school building, in their absence, the senior person with responsibility for the site at the time.

Staff have a duty to read, understand and act upon the requirements of policies and procedures in school. Staff have a duty to ensure that parents / carers and other visitors to school act safely.

### **Climbing:**

Only equipment purchased and provided for this purpose should ever be used to climb. Staff should not climb beyond the height of the elephant's foot stools unless trained to do so.

Wherever possible items exceeding 2 kilograms in weight are not to be stored above normal head height or below normal knee height.

Building Services Managers and/or Supervisors that may be required to climb to a greater height must only use the equipment (ladders) provided and always follow the training and advice given.

All climbing equipment is to be visually inspected for safety by the user prior to use. Whenever a ladder is used, the base must be held by a colleague for additional security.

Under no circumstances is an employee to climb up to and/or onto the roof of a building without the authority of the Executive Head Teacher. The suitability of visiting contractors that seek to do so needs to be assessed prior to such action being taken.

### **Lifting**

All necessary care should be taken when lifting and/or making the decision to lift items. Do not take risks and report to a member of the Senior Leadership Team (SLT) should you have any concern regarding your ability to perform such a task.

All medical conditions that may impact on your ability to perform lifting tasks normally associated with the role must be reported to a member of the SLT. SLT members are to consider the need to undertake risk assessments and/or referral to occupational health services, as appropriate in such circumstances.

All employees must take note and act upon the safe lifting guidance situated in the main office.

### **Sitting / Computer Usage:**

If using a VDU (monitor/backlit screen) continuously, a 5-minute break is to be taken each hour to allow the user's eyes a period of rest and recuperation.

Ensure the chair chosen is fit for purpose, a high back is recommended.

Those using such items of furniture are asked to make themselves aware of the safe sitting/back support guidance situated on the wall in the main offices.

See separate moving and handling procedures stored in the reception office of each school.

### **Clothing / Footwear / Jewellery**

All those using our premises are expected to wear clothing and footwear appropriate to the roles they are reasonably expected to undertake. Staff are to ensure they wear flat, grippy, closed toe shoes with appropriate grip and support for their role at all times. All staff must be prepared to work outdoors during a wide variety of weather conditions and ensure they are appropriately equipped (insulated and waterproof clothing for example).

We ask that jewelry / watches etc. of value are not brought to site as we cannot take responsibility for loss or damage. Wearing jewellery can be hazardous and has the potential to cause harm to you and others. The management of the school reserve the right to ask for

this to be removed where deemed necessary. Where earrings are worn only studs are acceptable.

## **5. Security**

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded in our under 3's and before & afterschool provision.

Parents and carers are asked to make sure that they bring and collect their child from their member of staff, saying 'hello' and 'goodbye' so that we know the child is here or has been collected.

The arrival and departure times of adults - staff, volunteers and visitors - are recorded. Our systems prevent unauthorised access to our premises. Our systems prevent children from leaving our premises unnoticed.

The personal possessions of staff and volunteers are securely stored during nursery sessions.

The majority of our doors are fitted with an access control system. Staff are informed at induction to not give their security cards to any unauthorised person. Visitors, Parents / Carers must be escorted after they have signed in at Reception. If the external doors to the Nursery entrance are open during greeting and leaving times, at least one member of staff will be in attendance. No child will be allowed to leave with an adult who is not on the child's contact list, unless a parent / carer has given specific permission. Any problems or concerns MUST be referred to the Executive Head Teacher or Senior staff member (typically Head of School) who will phone to confirm and make a decision.

Only adults (16 years and over) that we have previously met as a carer of that child and that feature on the collection list for that child will be permitted to take a child home without challenge.

Where a call is received from an authorised adult to advise us that an unauthorised adult is to collect a password (randomly generated by the admin team) is to be given and recorded in the main diary. The member of the staff team receiving this call is also to ascertain the relationship between the adult and the child to be collected and a basic physical description; height, hair colour etc.

If there is any doubt whatsoever as to the identity of an individual making a request for an alternative adult to collect a child the staff member is to hang up and return the call using the telephone number/s recorded on the admission form.

All such alternative collection arrangement (such as the giving of a password) must be reported to a member of the senior leadership team without delay.

All visitors must sign the visitor's book and wear a visitor's badge carried around the neck with a 'visitor' lanyard (this does not apply to parents / carers registering a child);

Staff must feel free to challenge anyone they are not familiar with to establish who they are and what is their business;

All known visitors are recorded in the weekly diary.

## **6. Windows, Doors, Floors and Stairs**

Low level windows are made from materials which prevent accidental breakage or are made safe. Windows are protected from accidental breakage or vandalism from people outside the building. Windows above the ground floor are secured so that children cannot climb through them. We take precautions to prevent children's fingers from being trapped in doors. All surfaces are checked daily to ensure they are clean and not uneven or damaged.

## **7. Kitchens**

Children do not have unsupervised access to kitchens.

- All surfaces are clean and non-porous. There are separate facilities for hand-washing and for washing up. Cleaning materials and other dangerous materials are stored out of children's reach. When children take part in cooking activities, they:

- are supervised at all times;
- are kept away from hot surfaces and hot water; and do not have unsupervised access to electrical equipment.

## **8. Electrical/ Gas Equipment**

All electrical/gas equipment conforms to safety requirements and is checked regularly. Our boiler/electrical switchgear/meter cupboard is not accessible to the children. Electric sockets, wires and leads are properly guarded and the children are taught not to touch them. There are sufficient sockets to prevent overloading. The temperature of hot water is controlled to prevent scalds. Lighting and ventilation is adequate in all areas including storage areas.

## **9. Storage**

All resources and materials which children select are stored safely. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Cleaning Materials**

All stored cleaning materials MUST be kept in the locked cleaners' utility store cupboard. A COSHH sheet must be completed and stored for all chemicals / cleaning materials.

## **10. Outdoor Area**

Our outdoor areas are securely fenced. Our outdoor areas are checked for safety and cleared of hazards before they are used. Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides. Where water can form a pool on equipment, it is emptied before children start playing outside. Where an outdoor sand pit is in situ they are covered when not in use.

- All outdoor activities are supervised at all times. Our outdoor climbing equipment may be provided to appropriately challenge our children, however, risk assessments are undertaken and children are supervised at all times. We have a separate Sun Safety Policy.

## **11. Hygiene**

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations. Our daily routines encourage the children to learn about personal hygiene. We have a daily cleaning routine for the nursery which includes play room(s), kitchen, rest area, toilets and nappy changing areas. We have a schedule for cleaning resources, equipment and furnishings. Toilet areas are subject to a high standard of hygiene including hand washing, drying facilities and the disposal of nappies. We implement good hygiene practices by: - cleaning tables between activities;

checking toilets regularly;

wearing protective clothing - such as aprons and disposable gloves

providing sets of clean clothes;

providing tissues and wipes;

ensuring sole use of flannels and towels.

## **12. Activities**

Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the nursery. The layout of play equipment allows adults and children to move safely and freely between activities. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded. All materials, including paint and glue, are non-toxic. Sand is clean and suitable for children's play. Physical play is constantly supervised. Children are taught to handle and store tools safely. Children who are sleeping are checked regularly. Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

### **13. Food and Drink**

Staff who prepare and handle food receive appropriate training, understand and comply with, food safety and hygiene regulations. All food and drink is stored appropriately. Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children. Snack and meal times are appropriately supervised and children do not walk about with food and drinks. Fresh drinking water is routinely available to the children at all times. We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

### **14. Outings and Visits**

We have agreed procedures for the safe conduct of outings (see separate Educational Visits Policy). A risk assessment is carried out before an outing takes place. Parents always sign consent forms before major outings where they are not to be present.

We follow the LA guidelines which recommends for over 3's an adult ratio of 1 adult to 4 children, for under 2's a ratio of 1:3 and 2 year olds 1:4 but we prefer, where possible, to have a ratio of 1:2 children by involving parents / carers and support staff.

The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children. Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. For those children remaining at nursery, the adult to child ratio conforms to the requirements of the National Standards for Day Care and LA guidance.

### **Outdoor play on our School Site/s**

- There must always be a member of staff outside with the children (in line with appropriate ratio staff to children for each age group);
- Please ensure all gates are shut, the boundary secure and the site safe

- Please refer all accidents to a member of staff indoors;
- Check equipment is safely erected, situated and maintained via the established morning risk assessment prior to children using the area.
- Trips out of the Setting

## **15. Animals**

Animals visiting our school/s are free from disease, safe to be with children and do not pose a health risk. Our nursery pets are free from disease, safe to be with children and do not pose a health risk.

## **16. Records**

In accordance with the National Standards for Day Care and LA guidance, we keep records of:

- adults authorised to collect children from school/ pre-school
  - the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident
  - the allergies, dietary requirements and illnesses of individual children
  - the times of attendance of children, staff, volunteers and visitors
- accidents and incidents.

In addition, the following policies and documentation in relation to health and safety are in place.

Risk assessment

Record of visitors

Fire safety procedures (see separate Fire Risk Assessment, Evacuation & Lockdown Policy)

Fire safety records and certificates

Operational procedures for outings (see separate Educational visits Policy)

Administration of medication (see separate Medication Policy)

Prior parental consent to administer medicine

Record of the administration of medicines

Prior parental consent for emergency treatment

Accident record

Sick children

No smoking

## **17. First Aid and Accident Procedures**

At least one member of staff with a current pediatric first aid training certificate (relevant to infants and young children) is on the premises or on an outing at any one time.

### **Our First Aid Kits:**

comply with the Health and Safety (First Aid) Regulations 1981;

are regularly checked by a designated member of staff and re-stocked as necessary are easily accessible to adults; are kept out of the reach of children.

Please note the position of the first aid area and store;

Please use only this equipment for injuries;

Please wear protective clothing / gloves when administering first aid and put waste in marked bin;

A member of the Senior Leadership Team (SLT) must always be informed of any injury;

The school's own accident form must be filled in and signed by the person collecting the child and a slip given to the parent / carer as a record for them;

- In the case of injury to the head or severe injury, parents must be contacted by phone;
- If an injured person needs to see a doctor as a result of an injury an LA 'yellow' form must be filled in and the Head of School and Executive Head Teacher informed;
- Please follow the emergency procedure sheet in the case of calling for the emergency services, these are also displayed by the phone.

At the time of admission to the Setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

### **Our Accident Book:**

Is kept safely and accessibly; all staff and volunteers know where it is kept and how to complete it. It is reviewed at least half termly to identify any potential or actual hazards. Completed accident forms are shared with parents on collection. For more serious accidents, parents are notified as soon as it is deemed appropriate. For children attending our Under 2's provisions OFSTED is notified of any injury requiring treatment at hospital, or the death of a child or adult. For children attending the nursery school LA accident forms are completed and returned.

Any injury requiring hospital treatment to a child, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive. We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive: any accident to a member of staff requiring treatment by a General Practitioner or hospital; and any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

### **Child Protection**

All suspected non-accidental injury must be reported to the Executive Head Teacher or, in her/his absence, the designated teacher (typically Head of School) immediately. Please see specific policy for detailed information.

## **18. Common Illnesses and Medicines**

### **Medicines in our Schools**

Prescribed medicines including asthma inhalers, can be administered as long as the correct forms are completed - please see the Managing Medication Policy.

We do not administer medication for short term illnesses (such as 'calpol' or a brief course of antibiotics).

Medicines will be administered in accordance with the managing medications policy. Children's prescribed drugs are stored in their original containers, are clearly labelled and

are inaccessible to the children. A care plan would be written and consented to by parents / carers.

Children suffering from any medical illness or allergy are recorded by both information and photographs in the Reception Office and in designated locations within the school.

Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.

### **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents or other authorised adults if a child becomes ill at school. We also advise parents that we do not administer other medicines such as antibiotics and recommend that if a child needs antibiotics then maybe they are not well enough to be at nursery. Often young children need additional levels of care when unwell that we are not able to give at nursery. Parents also need to be aware of possible side effects/allergic reactions to medication. We follow guidelines issued by the LA and Health Authority for exclusion periods. Ofsted and/or LA is notified of any infectious diseases which a qualified medical person considers notifiable.

## **19. Fire and Evacuation Procedures**

There are several areas of the nursery that need to be considered in relation to fire safety procedures and these are outlined separately where appropriate (see separate Fire Risk Assessment, Evacuation and Lockdown Policy).

### **General Fire safety**

Fire doors are clearly marked, never obstructed and easily opened from inside. Smoke detectors/alarms and fire-fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are: clearly displayed in the premises, explained to new members of staff, volunteers and parents; and practiced regularly at least once a term. Fire drills take place regularly through the year in a planned way.

- Autumn Term - inform children immediately before (to familiarise them with the bell and process to be followed) then have a full practice evacuation.
- Spring Term - remind children about procedure and then have drill next day
- Summer Term - no warning before drill.

We also practice evacuation procedures at different times of the day in order to ensure that all children and staff have experience of the procedure. Records are kept of fire drills. All staff are given training on induction of the evacuation and fire procedures and feedback is sought following drills. We are aware of the need for training of staff on the use of fire-fighting equipment.

## **20. Procedure for the location of a lost child in the event of emergency evacuation of the building**

If having followed the evacuation procedure the senior member of staff responsible for the site is made aware that there is a child that is unaccounted for the following procedure will be followed:

Named senior member of staff will confirm with key worker/other staff where child was last seen in nursery if possible.

Senior member of staff will then under take immediate risk assessment of possibility of being able to re-enter the building in order to locate the child.

If possible then this senior member of staff will re-enter the building informing the next senior member of staff of the areas of the nursery they will search before returning to evacuation point.

If it is felt that it is unsafe for a member of staff to re-enter building or child is not located then the senior member of staff will report the lost child status immediately to the fire service personnel when they arrive.

## **21. Smoking and Consumption of Alcohol**

We follow the LA's policies on smoking and the consumption of alcohol on these premises.

## **22. Risk Assessment**

We will undertake a whole nursery curriculum risk assessment of the learning environment three times a year. This is to include an assessment of all risk assessment activity in the previous term and all issues recorded.

We conduct daily risk assessments across the nursery and outdoor areas. All issues/concerns are to be recorded on the provided format and those that are not possible to immediately and permanently resolve are to be reported to the individual responsible for the site.

All risk assessment processes are to be considered 'dynamic' and should evolve to meet the changing circumstances and needs of the organisation to maintain safety standards.

## **23. Asbestos**

All buildings built pre the year 2000 may contain asbestos, particularly within the walls surrounding the central heating boilers. Staff must not pierce the fabric of the building (walls, floors, ceilings etc.) in any way without the explicit consent of the Executive Head Teacher. This includes the use of staples and/or pins in the walls.

All damage to the fabric of the building must be reported immediately to the Executive Head Teacher or the senior member of staff responsible for the site at the time of the discovery.

Contractors that may need to consider disturbing the fabric of the building are to be shown the asbestos management plan for the site concerned and ask to sign to document their understanding of the information there held.

## **24. Lone Working**

All outer doors and gates are locked and inform both the Executive Head Teacher and the Head of School that you intend to stay late and contact them as soon as you have safely departed the site. Be extra vigilant.

All employees undertaking lone working must comply with our separate Lone Working Policy. Both those undertaking lone work and those responsible for monitoring arrangements must take shared responsibility for safe working practices.

## **25. Displaying the Health and Safety Law Poster**

We display this poster where staff can easily read it. The poster outlines British health and safety laws and includes a straightforward list that tells workers what they and their employers need to do. You can also add details of any employee safety representatives or health and safety contacts if you wish to do so. All staff at Allens Croft, Jakeman and Shenley Fields Nursery School are advised that this poster is situated in the lobby, at the entrance to each building, and asked to read it.

## **26. COVID 19- Guidance for Full Opening of Schools October 2020.**

This guidance sets out the public health advice schools must follow to minimise the risks of coronavirus (COVID-19) transmission. It also includes the process that should be followed if anyone develops coronavirus (COVID-19) symptoms while at school. This guidance has been developed with advice from PHE.

The public health advice in this guidance makes up a PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

The system of controls provides a set of principles and if schools follow this advice and maximise the use of control measures, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual

circumstances. Where something is essential for public health reasons, as advised by PHE, we have said 'must'. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations. There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice and maximise the use of control measures, they will effectively minimise risks.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls. These are an adapted form of the system of protective measures that will be familiar from the summer term.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Risk assessment

- Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting. School employers should have active arrangements in place to monitor that the controls are:
  - effective
  - working as planned
  - updated appropriately considering any issues identified and changes in public health advice
- This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

- System of controls
- *Prevention*
- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- Numbers 1 to 5 must be in place in all schools, all the time.
- Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.
- Number 7 applies in specific circumstances.
- *Response to any infection*
- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 10) Contain any outbreak by following local health protection team advice.
- Numbers 8 to 10 must be followed in every case where they are relevant.

- Prevention
- *1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school*
- Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is

sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

- All schools must follow this process and ensure all staff are aware of it.
- 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 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 they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.
- Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, 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.
- 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.

- 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).
- Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.
- All parents and visitors must wear face mask while on the school site, staff will be advised to wear face mask when they are in contact with parents or visitors even when at 2m apart.
- *Exemptions of face mask. This applies to those who: people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability, or people who have a medical condition.*

For the 'full guidance on re opening schools' (October 2020) please go to:

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

The School COVID 19 Risk Assessment can be found on our school websites

### **The UN Convention on the Rights of the Child - Article 24 (Health and Health Services)**

Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Date Policy Adopted:

Local Committee: 7.12.2021

Full Governing Body: 15.11.2021

Date for next renewal: Autumn Term 2022

Signed: \_\_\_\_\_

Sean Delaney  
**Chair of Governors**

Signed: \_\_\_\_\_

David Aldworth  
**Executive Head Teacher**