

# **Toucan Education COVID19 Policy**

## Toucan Education Ltd Provision Opening September 2020- Infection Control COVID-19 General Risk Assessment Form

<b>Toucan Education Ltd</b>		
<b>Current Number of Staff Employed - 7</b>	<b>Name of Person Completing the Risk Assessment-</b> Philippa Vince	<b>Date of assessment – 11st</b> September 2020
<b>Current Number of Pupils on Role - 15</b>	<b>Review Dates -26.7.20, 7.9.20, 14.9.20, 22.9.20</b>	

Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.

COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.  
**The virus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

In relation to working in schools, 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.

Toucan Education is following the guidance [Guidance for full opening: schools](#)

Public Health England advice the following measures to minimize coronavirus (COVID-19) risks in school environments;

- 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 maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable

Public Health England are actively supporting schools. If schools have a query about coronavirus (COVID-19) they can contact PHE helpline, lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends-If you work in a school, please have your

unique reference number (URN or UK PRN) available when calling the helpline- DfE coronavirus helpline -Telephone 0800 046 8687

<p><b>COVID-19 transmission within the school community</b></p>	<ul style="list-style-type: none"> <li>- Registers are taken each day of pupils present -schools are contacted if no information given by parents</li> <li>- Staff arrive on site prior to the start of the school day and sign in using NHS app.</li> <li>- Registers are taken each day of pupils present.</li> <li>-Staff maintain social distancing.</li> <li>- Parents will not be permitted into the building.</li> <li>- Only one parent per family will be permitted access to the site at any given time.</li> <li>- Public Health England (PHE) is clear that routinely taking the temperature of pupils is <b>not</b> recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> </ul>	<p>Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence.</p> <ul style="list-style-type: none"> <li>- Where pupils/staff are absent and the provision do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence.</li> <li>- Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that they or their household may have.</li> <li>- P Vince to remind parents/carers and staff via newsletters etc. that where Pupils or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection.</a></li> <li>- Parents/Carers and Staff members are reminded that testing for COVID-19 is available to everyone whatever their age. Testing is available through the NHS.</li> <li>- Pupils or a family member or Staff member displaying symptoms will be advised to self-isolate and will <b>not be</b> permitted into school until <u>7/14-day isolation completed.</u></li> </ul>
<p><b>Hand and respiratory hygiene at Toucan</b></p>	<p>Staff wash their hands/apply hand sanitizer with pupils at the start and end of the school day.</p> <ul style="list-style-type: none"> <li>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities are not available due to the number of pupils at the start of the school day</li> <li>- Pupils are taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Hand sanitizer at bottom of stairs and in main centre room- handwashing also available- easy access as small amounts of children.</li> <li>- Pupils are supervised when accessing the hand sanitizer.</li> <li>- Tissues made available in each room</li> <li>- Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</li> <li>- Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</li> <li>- Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</li> <li>- Lidded waste bins are in place to place used tissues in.</li> <li>- Waste bins are emptied and placed in the bin store at the end of the school day and where need identified.</li> <li>- Hand sanitiser station located at the main entrance for visitor use.</li> </ul>	
<p><b>Members of the school community presenting symptoms of COVID-19.</b></p>	<ul style="list-style-type: none"> <li>- Staff are aware of the symptoms of COVID-19-The main symptoms of coronavirus are: <ul style="list-style-type: none"> <li>- <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>- <b>a new, continuous cough</b> – 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)</li> <li>- <b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> </li> <li>- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow</li> </ul>	<ul style="list-style-type: none"> <li>- P Vince to continuously remind Parents/Carers via school comms of the symptoms of COVID-19.</li> <li>- P Vince to continuously remind Parents/Carers that anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <a href="#">NHS testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> <li>- P Vince to remind Parents/Carers and Staff via dojo that where Pupil or a member of their household displays symptoms of the coronavirus, they are to follow <a href="#">the Guidance for households with possible coronavirus infection</a>.</li> <li>- Parents/Carers collecting unwell pupils are reminded of the guidance to follow.</li> </ul>

	<p><b><u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>, which sets out that they must self-isolate for at least 7 days</b> and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> <li>- Other members of their household (including any siblings) should <b>self-isolate for 14 days</b> from when the symptomatic person first had symptoms</li> <li>- The school understands the NHS Test and Trace process and are aware of how to contact their local <u>Public Health England health protection team</u>-</li> <li>- The school have advised staff and Parents/Carers that they will need to be ready and willing to;</li> <li>- <u>Book a test</u> if they are displaying symptoms.</li> <li>- Staff and pupils <b>DO NOT</b> come into the school if they have symptoms of COVID-19 and <b>WILL BE</b> sent home to self-isolate if they develop them in school.</li> </ul> <p>The provision are aware that all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Carers if using a home testing kit</p> <ul style="list-style-type: none"> <li>- <b>Self-isolate</b> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers to be reminded that if their child tests positive they will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace.</li> <li>- Remote education to be made available to pupils not attending the provision due to Covid</li> </ul>
<p><b>Isolating Staff/Pupils during the school day</b></p>	<ul style="list-style-type: none"> <li>- If a pupil/member of staff are 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 pupil, with appropriate adult supervision if required. Windows are opened for ventilation.</li> <li>- Where it is not possible to isolate Staff/Pupils, they are to be moved to an area which is at least 2 metres away from pupils and staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members to be assessed as to whether they are fit enough to drive themselves home. If they are not fit to drive their next of kin are to be contacted.</li> <li>- If Staff who provided support to the pupil/staff member develop symptoms themselves (in which case, they should arrange a <b>test</b>) or if the symptomatic Pupil /Staff member subsequently tests positive they should request a test.</li> <li>- Staff are aware that they may be contacted by NHS Test and Trace.</li> </ul>

	<ul style="list-style-type: none"> <li>- Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible.</li> <li>- Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>- Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them <b>DO NOT</b> need to go home to self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>- Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitizer.</li> <li>- 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 the guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.is to be followed.</li> </ul>
<p><b>Managing a Positive case of COVID-19-Ensuring all staff and pupils are safe</b></p>	<p><b>The provision will contact the Health Protection Agency</b>  <b>-Contact - 0300 3038596-Option1</b></p> <ul style="list-style-type: none"> <li>- <b>The Health Protection Team</b> will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace. Where need identified <b>The Health Protection Team</b> will 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 ensure they are asked to self-isolate.</li> </ul>	<p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient further guidance is to be provided.</p>
<p><b>Staff and Pupils wearing face coverings when making their way to the school building</b></p>	<ul style="list-style-type: none"> <li>- Pupils who use face coverings remove them when they arrive in the school building.</li> <li>- Staff and Pupils instructed not to touch the front of their face covering during use or when removing them.</li> <li>-Staff permitted to wear face coverings when out of classroom in shared staff areas.</li> <li>-Staff to use visors when teaching in close 1:1</li> <li>Perspex screen used for any assessment.</li> <li>- Staff/ Pupils must wash their hands immediately on arrival /hand sanitizer (as is the case for all pupils), dispose of temporary face coverings in a lidded bin or place a reusable face coverings in a plastic bag that is to be placed in their school bag/work bag so that they can re wear it to travel home.</li> </ul>	<p>Staff and Pupils advised prior to the start of the Autumn term the procedure to follow when removing face coverings when entering the school building</p>

	<p>Staff/Pupils wash their hands again before heading to their classroom/work area.</p> <ul style="list-style-type: none"> <li>- The school will not provide face coverings to Staff or Pupils for transport purposes.</li> </ul>	
<p><b>ACCESS TO BUILDING</b></p> <p><b>Transmission of COVID-19 to Pupils/Staff</b></p>	<ul style="list-style-type: none"> <li>-Primary aged pupils must be accompanied to the provision.</li> <li>- Pupils, Parents/Carers advised to maintain social distancing when outside building.</li> <li>- Parents <b>not</b> permitted to enter the school building unless need is essential.</li> <li>- Pupils are met each day outside the building- communicate with buzzer system</li> <li>- Pupils store outdoor clothing and bags in designated area.</li> <li>- Those pupils with clearly named packed lunches and water bottles are to store them within a designated area in the kitchen and water bottle tray.</li> <li>- Pupils are supervised to wash their hands or apply hand sanitiser where hand washing facilities not available at the start of the day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</li> <li>- Staff wash their hands with pupils at the start of the school day.</li> <li>-Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents contacted.</li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers advised to leave the school site immediately once their child has entered the building.</li> <li>- School entrances and site secured at the start of the school day.</li> <li>- Staff, Pupils, Parents/Carers will be informed to only bring essential items needed for that day.</li> <li>- Staff to utilise the information available from <a href="#">eBug website</a>.</li> </ul> <p><u><a href="#">Coronavirus (COVID 19) guidance for educational settings poster</a></u></p> <p><b>Please wait outside the building we will come and collect the children 5 minutes before session starts (9.25am or 12.25pm)</b></p>
<p><b>Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19</b></p>	<p>Posters/notices clearly displayed and reference handwashing/hand sanitizing and social distancing procedures in place at the school</p> <ul style="list-style-type: none"> <li>- Hand sanitiser station located at the main entrance.</li> <li>- All Visitors sanitise their hands or wash in hot water prior to entering the school building.</li> <li>- A register of all Visitors/Contractors /Agency Staff and Support Agencies maintained, including their contact details using the app track and trace.</li> </ul>	<ul style="list-style-type: none"> <li>- Are to be advised not to attend the school if they are unwell.</li> <li>- Supply Staff to receive a full induction into the school which is to include a copy of the COVID-19 risk assessment.</li> <li>-- Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. <b>They are</b> responsible for ensuring that they minimize contact and maintain social distancing as possible from pupils and staff when working in school buildings.</li> </ul>

	<p>Visitors to provision should wear a mask in communal areas and follow their own risk assessments</p> <ul style="list-style-type: none"> <li>- Parents/Carers will not enter building but will wait outside until time to collect or drop off</li> <li>- Waste bins emptied at the end of the each day.</li> <li>- visors worn for close contact teaching</li> </ul>	
<b>Bubble resources</b>	<ul style="list-style-type: none"> <li>- Resources cleaned prior to each child using them, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</li> </ul>	<ul style="list-style-type: none"> <li>- Rotation of resources to be considered to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being accessed by different groups/bubbles.</li> <li>- Resource boxes to be set up in advance where possible.</li> </ul>
<b>Toucan Education</b>	<ul style="list-style-type: none"> <li>-Staff wash their hands before and after working with a pupil</li> <li>-Visors or Perspex screen used for close contact work.</li> <li>- All equipment needed for the child is set up in the space before the start of the session</li> <li>- intervention is provided at a distance where possible.</li> <li>- Following the intervention Staff and Pupil wash their hands.</li> <li>-After the Pupil has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</li> <li>-Lidded bin in the toilets – emptied every day</li> <li>-Door handles cleaned after every session</li> <li>-When children have gone outside they must wash hands on return to building</li> <li>-If children are returning to school they are able to come in different clothes to Toucan should their school suggest this.</li> </ul>	

