

# Protective Measures and Covid-19 Risk Assessment Policy

Academic year: 2020-21

Valid Summer Term from 17 May 2021

## Aim

The aim of this Policy is to outline the ways in which Derby Grammar School will draw from government advice and deploy protective measures in order to facilitate a safe environment for all, so far as is reasonably practicable.

This Policy draws from the government advice including: *Actions for Schools During the Coronavirus Outbreak*, found [here](#).

This Policy will be updated on a regular basis to reflect up-to-date government advice. All hyperlinks will update in real-time.

## Purpose

The purpose of this Policy is to illustrate how the government advice will be applied in the setting of Derby Grammar School.

Unfortunately, no setting can be guaranteed to be 100% COVID-secure. But, we commit to exercising our professional judgement in ensuring that the highest possible standards of safety can be employed within the scope of our available physical and human resources.

## Principles

The best way to enhance the efficacy of protective measures is to ensure there is a successful partnership between all persons (including staff, parents, pupils and visitors) and that everyone commits to the essential principles set out in this document. We therefore invite an open and honest dialogue on this matter and trust that we can rely on everyone's cooperation to protect us all.

## Attendance

School attendance is mandatory from the week commencing Monday 8 March, 2021.

School may require a COVID-19 Declaration Form to be completed in advance of attending School, and will advise if this is the case. The form can be downloaded [here](#)

## Effective infection and protection control

Derby Grammar School will exercise the government-advised system of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection can be substantially reduced.

The system of control sets out what action the school must take and is grouped into 'prevention' and 'response to any infection'. There is detailed guidance below on each of these measures.

## Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
2. Wearing face coverings in School, where appropriate (see guidance below).
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 disinfectants.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated

## In specific circumstances

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing.

## Response to any infection

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice

## **PREVENTION**

### **1. Symptoms**

No pupils, staff or other adults are permitted to come into school if they, or a member of their household / support bubble / childcare bubble, has coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days. Nor if they are required to [quarantine having recently visited countries outside the Common Travel Area](#).

Parents are obliged to report a positive test result to the Head.

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 will be sent home immediately and advised to follow ['stay at home: 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 pupil is awaiting collection, they will be moved to the medical room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision.

If more than one pupil needs to be isolated they will be moved to an area which is at least 2m away from other people. All facilities used by a pupil awaiting collection will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the pupil while they await collection if a distance of 2m cannot be maintained (such as for a very young pupil or a pupil with complex needs). 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 to have a test
- the symptomatic person subsequently tests positive
- they are requested to do so by NHS Test and Trace or the PHE advice service or PHE local health protection team if escalated

Everyone will 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 will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.

Prior to a pupil returning to school, parents will be required to complete a declaration form for their child's fitness to attend school.

## 2. Face coverings

From 17 May, in line with Step 3 of the government roadmap, face coverings:

- will no longer be recommended for pupils in classrooms or communal spaces.
- will no longer be recommended for staff in classrooms.
- are still recommended for staff and visitors outside of classrooms where social distancing is not possible.

While we support the government position on this matter, staff and pupils are still welcome to wear face coverings in School.

Where face coverings are used, face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.

Some individuals are exempt, please consult the government guidance on wearing [face coverings](#).

Where face coverings are used, it is expected that people supply their own.

Face coverings must be used in accordance with the guidance for safety:

- Hands must be cleaned before and after touching masks, including when putting them on and removing them.
- The front of face coverings should not be touched during use.
- They must be stored safely in individual, sealable plastic bags between use.
- They should be replaced if they become damp.
- Reusable face coverings should be washed every day and single-use ones should not be reused.
- Disposal should be in the 'black bag' refuse collection, not recycling bins.

### 3. **Cleaning hands**

- Handwashing facilities are available to all in toilet areas, which are supplied with antibacterial soap and single-use towels/hand dryers.
- Hand sanitiser is available at key entry and exit points as well as in high traffic areas.
- All persons should frequently wash their hands with soap and water for 20 seconds and dry thoroughly, following the official [guidance on hand washing](#) and clean their hands on arrival, before and after eating, and after sneezing or coughing

### 4. **Good respiratory hygiene**

The 'catch it, bin it, kill it' approach continues to be very important. Tissues are available throughout school, sufficient bins are provided and used tissues will be bagged and disposed of appropriately.

### 5. **Enhanced cleaning**

A cleaning schedule is in place which ensures that cleaning is enhanced and includes:

- Thorough cleaning of high traffic areas and frequently touched surfaces during and at the end of the school day. This includes toilets.
- Cleaning of shared areas, such as specialist classrooms and the dining hall, during and at the end of the school day.

To supplement the cleaning schedule, suitable cleaning wipes are provided in specialist classrooms that will be shared by different year groups. Pupils will be asked to wipe their designated desk and back of their chair after personal use.

### 6. **Minimise contact between individuals**

The use of consistent groups (bubbles) as well as social distancing help to reduce the transmission of coronavirus (COVID-19). Derby Grammar is committed to exercising these two principles as far as possible, whilst maintaining balance with the delivery of a full curriculum.

#### **Beginning and end of the School day**

- Pupils must only be brought onto and collected from the site by one adult (if they are being accompanied).
- On arrival and departure, parents are requested to respect the guidelines on social distancing and limit transitory contact. They are also requested to leave site as soon as they have safely dropped off or picked up their child/children.
- We will still operate the same school-day timings with the same wrap-around offering before and after school.
- Arrival and departure time will be managed through the use of multiple entry and exit points.
- Pupils will be directed to go straight to their tutor rooms from 8.15 onwards and not congregate. If pupils arrive earlier than this, they will be asked to wait outside, socially distanced, until staff are ready to supervise them. The Hall will be used if the weather is bad.

Infants Infant building doors

Juniors Pupil Entrance

KS 3 Quad door

KS 4 Back door from lawns (near toilets)  
Year 12 SFC  
Year 13 Hall lawn door

- Pupils are reminded to observe social distancing.
- Staff will be available at the end of the drive and the front of School to manage these transition times.

### **Bubbles**

Pupils will be 'bubbled' as follows:

Key workers (when under national schools closures) - Senior School / Primary School

### **Otherwise:**

Infants  
Juniors  
Year 7  
Year 8  
Year 9  
Years 10 & 11  
Sixth Form

This will be achieved by limiting pupil movement around School, limiting cross-bubble contact, using designated specific classrooms, toilet facilities, and lunch and break space.

### **Designated space**

Each bubble has a designated static space within school where they will remain throughout the school day with teachers moving to their classes. The only exceptions to this is when pupils will need to use specialist facilities, see below.

Infants	Infant school classrooms
Juniors	Junior school classrooms
Year 7	D12, D16
Year 8	D11, D13
Year 9	D21, D23
Years 10 & 11	R1, R3, R4
KS5	R5, R6, R7, SFC and Hall

These rooms will be the bases for wet play and lunchtimes.

Bubbles also have their own designated lunch and break time space outside. During outside playtimes the Primary School bubbling will be as follows:

Infants, Year 3, Year 4

Year 5 & Year 6

### **Use of specialist facilities**

In order to continue to deliver a broad and balanced curriculum there are occasions in the timetable that will require bubbles to rotate their use of specialist facilities: art, music, science, DT, IT and for games.

In these areas, pupils will be asked to wipe down their desk and chair AFTER their use during the day. These specialist rooms are also on the enhanced cleaning rota throughout the school day, with particular attention being given to high traffic and frequent touch points.

Pupil movement between their designated static areas and specialist areas will be carefully monitored by teaching staff to minimise transitory contact.

There will be designated queuing areas in the courtyard to reduce transitory contact when moving to and from these specialist areas.

### **Measures within the classroom**

Classrooms have been arranged in order to best reduce the risk of virus transmission.

- Desks are spaced to allow the maximum distance between pupils.
- Desks are forward facing.
- No group work pods are in place.
- All excess furniture has been removed.
- Staff are advised to maintain a 2m distance from pupils at the front of the class.
- Windows and doors are kept open wherever possible for maximum ventilation
- Pupils are to bring their own equipment for each day, sharing or borrowing from school is not permitted.
- Where specialist equipment is required, it will either be cleaned between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)

### **Assemblies**

No large gatherings such as assemblies or collective worship is permitted with more than one group.

### **Movement around school**

Communal spaces where transitory contact is likely to take place has been marked with advisory 2m distancing markers.

Use of locker areas is not permitted.

Infants - self-contained within the Infant building. When they need to access the hall for lunch they will do so via the Pupil Entrance. Their lunch time has been staggered (see below).

Primary - self-contained within the Junior School. Their lunch time has been staggered.

KS3 - will follow a one system of movement around school. The staircase leading from the dining hall is marked 'UP ONLY' and the rear staircase is marked 'DOWN ONLY'.

KS4 - are permitted to move up and down the stairs leading from the lift.

KS5 - are permitted to move up and down the external fire escape by the SFC.

Staff must maintain a 2m distance from each other wherever possible. Access to the staff room is restricted and control measures are in place at lunch and break times.

### **Lunch and break times**

Pupils are to bring their own snacks to school for morning break. We are unable to offer our brunch service.

Lunches will be provided as normal. The lunch arrangements will operate on the basis of timed slots with different zones being designated for different year groups. The serving of lunches will operate in accordance with the relevant COVID-19 guidance.

11.45	Infants
12.00	Juniors
12.10-12.30	Any Sixth Form with no taught lesson
12.40	Year 7
12.45	Year 8
12.50	Year 9
12.55	Year 10
1.00	Year 11
1.05-1.15	Remaining Sixth Form

### **Toilets**

Infants	Infant building toilets
Juniors	Junior toilets
Key Stage 3	boys' toilets
Key Stage 4	gents' staff toilets (staff have been reallocated)
VI Form girls	girls' toilet
VI Form boys	ladies' toilets off the hall (staff have been reallocated)
Staff Ladies	ladies' staff toilets
Staff Gents	toilet to rear of Hall and disabled toilet off the Hall

### **School Uniform**

Pupils will have the choice of normal school uniform or games kit (though not a hybrid of the two). On days when a pupil will not be taking part in any sporting activity, school uniform should be worn as usual. On days when a pupil will be taking part in sporting activity, pupils can come to school in their games kit and, where possible, remain in the games kit all day.

Should a pupil feel uncomfortable remaining in their games kit after taking part in sporting activity during the school day, they will be able to change into school uniform for the remainder of the day.

We are happy to exercise flexibility around the wearing of blazers at this present time.

Pupils are required to bring a face covering into School for use on transport (school bus service and transport to and from Rykneld Sports Centre).

### **7. Ventilation**

Windows and doors are kept open wherever possible for maximum natural ventilation.

## 8. Use of PPE

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2m cannot be maintained
- for first aid
- where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used

## 9. Promote and engage in asymptomatic testing

Rapid testing remains a vital part of the plan to suppress the virus. DGS follows the guidance set out by the government for primary and secondary schools;

- [Primary schools](#)
- [Secondary schools](#)

## RESPONSE

### 10. Engage with NHS Test and Trace

Derby Grammar School is committed to working with the NHS Test and Trace service as well as our local Public Health England health protection team.

Staff and parents need to be ready and willing to;

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the School if they have symptoms and must be sent home to self-isolate if they develop them in School. All children can be tested, including children under 5.
- provide details of anyone they or their child have been in close contact with if they were to test positive for Coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for Coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) or if they are required to do so having recently travelled [from certain other countries](#).

Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119.

Parents and staff must inform School immediately of the results of a test and follow this guidance.

- 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 [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.

#### **11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

If School is made aware that someone who has attended has tested positive for coronavirus (COVID-19) we will immediately make contact with our local health protection team. A rapid risk assessment will be carried out and we will follow the advice given. Please see Appendix 1 for the most up-to-date procedure.

#### **12. Contain any outbreak**

If School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will work with our local health protection team who will advise if additional action is required.

## Appendix 1 – Managing confirmed cases of coronavirus (COVID-19) amongst the school community

This guidance offers the most up-to-date procedure for managing confirmed cases of COVID-19 amongst the school community in accordance with the government guidance, found [here](#). It will be reviewed and updated on a regular basis, and in accordance with any changes advised by the DfE

### Confirmation from parents

In the first instance, rapid notification from parents of a positive test outcome is essential. Please contact Reception directly. If you need to communicate out-of-hours, please do so to the Head directly to avoid any delay: [head@derbygrammar.org](mailto:head@derbygrammar.org).

### Declaration of details

If a positive case is reported to school, either the Head or a member of SLT will be in touch directly to ascertain the details. We will need to know information such as the test date, and the date when the symptoms first began.

### Reporting the case

Schools are then obliged to report the case directly to the Department for Education via their dedicated COVID-19 phone number. The DfE takes note of the name of the school and the details about the test date and when symptoms first began.

### Risk assessment - infectious in school?

Once the details of the confirmed case are fully reported, the DfE works through a risk assessment to first ascertain whether the pupil in question has been deemed to have been infectious whilst at school. There is no hard guidance on this as it is assessed on an individual basis and will take into account a range of information specific to the pupil in question.

### Outcome 1 - The pupil HAS NOT been deemed infectious whilst in school

In accordance with the DfE's risk assessment process, they may declare that the individual in question has not been infectious whilst in school. In this case, the DfE instructs no further action.

The school is **not permitted** to communicate this information as it would be regarded as a breach of GDPR. In short, if you as a parent become aware of a COVID-19 positive test within our community but you have not heard from us officially within the first 24 hours, please be assured that this is because we have been advised that there is no risk to school, and that no further action should be taken.

### Outcome 2 - The pupil HAS been deemed infectious in school

In accordance with the DfE's risk assessment process, they may declare that the individual in question HAS been infectious whilst in school. In this case, the DfE works closely with the school to advise the necessary action.

The DfE will investigate the pupil's interactions with others, the school's Protective Measures and the extent of the risk of transmission within the school. If the case is deemed to be complex, it is referred to PHE for further advice. If there are specific local circumstances to take into account, these will also be factored in.

The next steps can range from small actions such as the self-isolation of individual pupils identified as 'close contacts' to more large-scale actions such as the closure of bubbles, or even the wider school. We will communicate with those impacted by the outcome with immediate effect.

Schools must send home those people who have been identified as 'close contacts' with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual tested positive. Close contact means

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person

### **Contact outside of school**

Of course, interactions between pupils occur outside of school. In order to regulate this, anyone in receipt of a COVID-19 positive test result is required to engage with the test and trace service and, by law, to self-isolate.

### **NHS Test and Trace App**

The NHS has now launched its Test and Trace COVID-19 app. It is available to download on smartphones for anyone aged 16 or over. This means that some pupils in Year 11 as well as Year 12 and 13 will be eligible to use it. Please see further details from the NHS here: [NHS COVID-19 app](#)