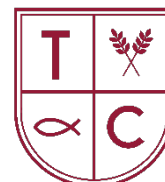


COVID-19 INFORMATION PACK FOR PARENTS



IMPORTANT INFORMATION – PLEASE READ CAREFULLY

Welcome to our updated information pack (**November 26th, 2020**) giving you all the necessary, up-to-date information about our COVID-19 secure arrangements. We hope to have covered all the questions you may have about our control measures. Please note that this information is available on our school website.

NB Please read in conjunction 'COVID-19 Secure Operational Risk Assessment'

Have I checked that my school contact details are up to date? How can I contact the school?

It is essential that we have up to date contact details for you or someone in your household so that in the event that your child becomes unwell or starts to display possible coronavirus symptoms, we are immediately able to contact someone who can come and collect your child as soon as possible. Parents should respond to all voicemails and messages left by the school as quickly as possible in these circumstances. Please email the school office (office@towercollege.com) or telephone 0151 426 4333 to let us know of any change to current records.

What are the “bubbles”?

Children will be in their usual classes and departments. Each year group will be in its own 'bubble'. Your child will stay with their class throughout the day for all learning activities and break/lunch times and will be distanced from other departments. A member of teaching and/or support staff will be assigned to each class in the Pre- Prep and Lower School Departments. The Middle and Upper school departments will work to their usual timetable on a new 5 period day. This is one of a number of steps that we have taken to minimize movement around the school.



Our school environment will be set out differently in order to meet the strict protective measures. Each child has been allocated to a bubble. Your child will remain in their bubble, with their allocated staff, at all times in accordance with protective measures. Each bubble will have a designated classroom. And other areas. Bubbles will remain socially distanced from other bubbles throughout the day. We are extremely fortunate to have extensive school grounds and we will be taking full advantage of being outdoors as much as possible.

What will happen when we arrive at school?

Morning Drop-Off for Bluebird, Reception and Year One Children.

Please bring your child/ children to school for the usual time (8.30 - 8.50am) and drop them off at the usual Pre-Prep drop-off point (Boardroom) where they will be greeted and reassured by Miss Nugent (EYFS Lead) and the Pre-Prep staff. Our staff will explain the social distancing measures that the school has put in place using age appropriate language. This will be a little bit unusual for the children at first and our staff will help the children to adapt to the new routines and procedures so it will soon become second nature to them. We will try to keep school as 'normal' as we possibly can. Please help your child when they get home from school by encouraging your child/ children to talk about what he or she has done in their school day.

Morning Drop-Off for Lower School (Years 2 – 4)

Please drop your child/children off in the usual time / place (bottom car park from 8.30am - 8.40am) and they will be able to make their own way into school. Mrs Wright (Assistant Vice-Principal) and I will meet the children at the yellow line at the side of the school office, where we will direct your child to the appropriate place to line up (main playground). Social distancing and hygiene measures will all be explained thoroughly.

Morning Drop-Off for Middle & Upper School (Years 5 – 11)

Please drop your child/children off on the bottom car park between 8.40am and 8.50am; they will be able to make their own way into school. Staff will be on hand to assist with this - again social distancing and hygiene measures will all be explained thoroughly. Pupils will line up on the playground before going into their forms.

How will break-time work?

Your child's bubble will be allocated a morning break-time slot during which time they will have access to the playground. They will have plenty space to play and eat their snack whilst maintaining social distancing. Each bubble in Pre-Prep and Lower School will have a box of suitable play equipment items. These will be sanitised after each break-time. Hand washing will take place before and after each break time for all children and staff. All children must come into school with a healthy, mid-morning snack – a piece of fresh fruit is ideal. This snack should be nutritious, manageable and mess free. Please do not bring any item that contains nuts due to severe nut allergies of some children. This should also not include any type of confectionary (including chocolate), liquid snack foods such as Frubes, cakes or biscuits.

What happens at home time?

Please collect your child from the bottom car park and please can we ask that parents do so in a timely manner to ensure there is no cross over between department bubbles.

- Pre-Prep- 3.20pm
- Lower School - 3.30pm
- Middle and Upper School - 3.40pm

What should my child wear to school?

Children will be required to wear full school uniform. Girls, please ensure hair is tied back, The full uniform regulations are available on the school website <https://towercollege.com/uniform/>

What should my child bring to school?

As well as a healthy, mid-morning snack, your child will need to bring a water bottle each day. This must be clearly named to ensure that there is no confusion over which water bottle belongs to which child and it will also minimise the number of items being carried between home and school.

Pre-Prep children and Lower School children should not bring a bag, book bag or any additional item of any sort except for a pencil case (Lower School pupils) which must remain in school. Homework will be conducted through Microsoft Teams. Essential medication which should be brought into school on the first day that your child attends. Middle and Upper School will be able to bring their bags and books in the first week. After this, all books will remain in school and homework will be conducted through Microsoft Teams. Essential medication which should be brought into school on the first day that your child attends.

PE Kit

Pre-Prep and Lower School are to come in their PE kit on the day that they have PE. They will remain in their PE Kit. The PE activities will be limited. Middle and Upper School pupils should follow the usual rules regarding PE kits on the days they have PE. Please note that PE activities will be restricted.

How will you comfort my child or perform first aid when necessary?

We understand that coming back to school after so long at home may be more difficult for some children, so we will make every effort to encourage your child to walk in by themselves. If a younger pupil is upset then a member of their 'bubble team', with your consent, may take them by the hand to provide comfort and re-assurance. Both child and staff member will wash their hands once inside school and the member of staff will return to greet other children coming in. If a child needs first aid, the first aider will wear gloves, a plastic apron and a mask while treating your child. This will be fully explained when dealing with the child to reassure them. The member of staff will support them, possibly by holding their hand, reassuring them with kind, calm words. A member of staff will stay with them until they are ready to return to activities. If your child develops COVID-19 symptoms we will immediately isolate them in a separate room.

Key changes to school organisation

How will classes be organised?

- We will be operating in our normal class/ departmental groups working with a dedicated team of class teachers and support staff. Children will be in their own classrooms, Nursery and Reception children will work within their setting between their two classrooms and the outdoor play area.
- DEpartments will have their own allocated toilet facilities which will be cleaned on a regular basis.
- Movement around the school will be more limited.
- Unfortunately, we will not be able to use communal areas.

Is it compulsory for my child to attend school from September?

Please see our [Attendance Policy](#) which includes a COVID-19 addendum.

What should I do if my child is shielding?

If your child is unable to attend school because they are complying with clinical and/or public health advice, we would ask that you liaise with the school so that we can plan an appropriate level of support. Please contact office@towercollege.com to discuss further.

How will lunchtimes work?

There will be staggered lunchtimes for each department. Please see Holroyd-Howe's 'Dining Document' at the end of the information Pack.

What will the classrooms look like?

Children will be with their class teacher for most lessons. We will deliver a full, broad and balanced curriculum from September and classrooms will be set up to meet the government protective measures:

- In Lower, Middle and Upper School, tables and chairs will be facing forward with 2 pupils seated side by side.
- In Pre-Prep, the classroom layouts will be more flexible and will include a carpeted area and different areas of learning as per usual. It is neither appropriate nor necessary for our early years' children to sit at a table and be taught from a 2-metre distance.
- In order to protect our adults in school, teachers and support staff will maintain their 2m distance from each other and the children, as far as is possible.
- The government guidance is clear that teachers may move across classes and year groups to deliver specialist subjects. We will continue to provide specialist, timetabled teaching in Middle and Upper School. Middle and Upper School pupils should wear masks whilst moving around school.
- We will be working on effective ways of providing support and feedback for children whilst maintaining social distance.

What key hygiene and safety measures will the school put in place to ensure the safest possible learning environment?

Handwashing and good respiratory hygiene continue to be the most important protective measures that we have. Every primary classroom has a sink and hand sanitiser will be available in all classrooms:

- We will not be operating the triage system and temperature check for students and staff on arrival. Parents are required to keep the school informed in relation to COVID tests and results outcomes.
- All children and adults will continue to follow the strict handwashing procedures. Everyone will wash their hands before and after break and lunch, as well after using classroom equipment, including PC/keyboard/mouse.
- All children and adults will have easy access to tissues in the classroom and they will be reminded of the 'catch it, bin it, kill it' approach and must place any tissue used once, in the lidded pedal bin in the classroom.
- There is no social distancing requirement for primary children; however, we are required to limit contact

- between year groups and maintain social distancing when year groups are moving around the school.
- Staff will maintain appropriate social distancing when working with year groups, as far as is possible.
- Children will be reminded not to touch their face or put their hand/fingers in their mouths.
- Adults may need to provide comfort and guidance to a child and may take them by the hand as required, followed by handwashing after contact.
- The dining room will be cleaned and sanitized after each year group sitting.
- Classrooms and all surfaces will be regularly cleaned and sanitized throughout the day by our maintenance and cleaning staff.
- Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the previous 7 days, and anyone developing those symptoms during the school day is to be sent home. These 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.

Should face masks be worn in school?

Pupils in Years 5- 11 must wear facemasks whilst moving around school. Pupils in Pre- Prep and Lower School can wear facemasks should they wish to do so. The school will continue to monitor the relevant official guidance on this matter and will keep you updated when any changes to this protocol are made. In circulation spaces and public areas where it is more difficult to maintain social distancing, facemasks will be worn by staff, pupils and visitors.

We have provided, as far as is reasonably possible, the ability for staff to socially distance in each classroom. Facemasks should not be worn in a classroom setting unless specific risk assessments are required (for both staff or pupils) or a specific change in circumstances results in a request to wear a mask being made. It is the responsibility of the member of staff and pupil to bring a face mask/s onto site should they wish to make use of them outside of the classroom. Only washable facemasks will be allowed. We would recommend that washable reusable facemasks are used and that they are washed and ironed frequently and that they should be plain in colour. Pupils should bring a resealable bag to keep their masks in when not in use. Disposable facemask must not be used for more than one day.

Onsite Operation

Any pupil or staff member who has further questions should make their form tutor or Mr Wells aware of their concern and we will look to provide further support and advice. The school will provide poster information at the entrance and exit of all buildings advising all staff and visitors in relation to good practice in use of good practice for hand cleaning and wearing of face masks etc. Pupils will be made aware of this protocol and changes to behaviour policy and these will be updated on school website.

Returned or returning from a holiday abroad?

It is vital that you adhere to the government's rules regarding self-isolating when returning to the UK from abroad. Please visit the website below to ensure that you are taking the appropriate action.

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

Visitors and meetings in school

Parents wishing to make an appointment with a member of staff should contact the office. Depending on the nature of the meeting, this will either be an arranged appointment at school or an online meeting. All external visitors, including parents, will be asked several health-related questions and will be expected to wash their hands. Face masks are currently not required to be worn but this may change according to government guidance.

Wraparound Care (Breakfast and After-School Clubs)

Wraparound care must be booked a week in advance so that we are able to organise the bubbles and staff appropriately. Unfortunately, we are unable to take ad hoc bookings unless this is an absolute emergency. Should you require this service please email msmcmamara@towercollege.com

Will extra-curricular clubs be running in the Autumn term?

Due to the need to minimise the number of contacts students and staff will have in a day, we will not be able to provide the full range of activities that would usually be available to pupils. We will not be running any school or external provider clubs either before or after school during the Autumn Term. We will update parents on how and when we will be able to provide an extra-curricular programme.

Wellbeing - I have found the following 2 websites to be extremely useful for wellbeing advice for children:

<https://youngminds.org.uk/blog/supporting-a-child-returning-to-school-after-lockdown/>

<https://www.place2be.org.uk/coronavirus>

Yours sincerely

Ms A C Bingley (Principal)

The Tower College Safe Return Pledge




As schools reopen, Tower College is committed to the safety and well-being of our children, our families, communities and our staff.

Stay Apart, Stay Clean, Stay Safe

Our seven pledges to you:

1		We will continue to listen and respond to official guidance from all sources to keep our practices in schools up to date.
2		We have developed a risk assessment framework focused on the safety of children and staff, from the best sources of official guidance and advice and we will update it as guidance evolves.
3		With social distancing practices in mind, we have redesigned the physical layout of the school looking at: drop off and pick-up; safe ways of walking round the school; lunch arrangements and class sizes, which will be according to government guidelines.
4		We have stocked up on key PPE including: soaps and sanitary gels; dispensers outside each classroom; thermometers; face masks; gloves etc.
5		We will monitor the well-being of our children, parents/carers, and staff and encourage you to take part in our weekly pulse surveys for both staff and parents/carers to help us understand how we can help you.
6		We will stay in touch through ParentMail, phone calls, Facebook and Instagram, the school website and we want to hear from you. Please contact your school if you have any questions.
7		We will do our best to accommodate individual preferences where possible (e.g. wearing of face masks).

The three pledges we ask of you:

1		Please follow social distancing and sanitation guidelines: eg drop off and pick up rules; hand washing prior to school arrival and after school departure.
2		Please keep the school informed of all relevant health and attendance issues - for your children and family members - so they can continue to support you and your children as best as they can.
3		Where children can't attend the school, please commit to learning from home and staying in continuous contact with the school.

Estates and Facilities Remobilisation Checklist for September 2020

Health and safety school set up			
No.	Key actions	Lead	Yes/No
1.	Risk Assessments for COVID-19 remobilisation are in place, reviewed and communicated to staff.	SMT	Yes
2.	Reconfiguration of classrooms, chairs and desks has been undertaken to allow for compliance with government guidance on social distancing. Seating arrangements for staff and pupils are clearly marked, communicated and any superfluous furniture, fixtures and equipment has been removed and stored.	Site Team	Yes
3.	Class sizes and timetables/staffing have been amended allowing for reduced numbers in each classroom to enable social distancing.	SMT	Yes
4.	Entrances/exits and circulation routes are clearly planned and marked for staff and pupils. The number of entrances and exits has been reviewed to support social distancing. One-way circulation routes are in place where feasible with clear signage.	SMT/Site Team	Yes
5.	Rooms which are not being used have been locked or access to them restricted.	SMT/Site Team	Yes
6.	Guidance on social distancing rules in car parks when getting in and out of cars have been issued to staff and parents and are reinforced with signage.	Staff and visitors	Yes
7.	Liaison with transport companies has been undertaken to ensure social distancing on school transport is in place where possible. Capacity has been reviewed and, if required, repeat journeys have been arranged. Assurances have been received that cleaning and hygiene arrangements are in place.	School Business Manager (SBM)/bus operator	Yes
8.	COVID-19 signage for hygiene, social distancing and any new circulation routes is displayed throughout the school. Hygiene signage is conspicuous in prominent areas and circulation routes.	Site Team	Yes
9.	Dining area layouts are configured to ensure separation in line with government guidance on social distancing. Tables/chairs are cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Where possible and appropriate, additional arrangements have been put in place, such as staggering lunch times, delivering grab bags to and/or eating in classrooms.	Site Team	Yes

10.	Pupils are encouraged and supported to wash their hands more frequently than normal. For example, on arrival at school, breaktimes, lunchtime, and before and after eating and on departure from school.	Duty rota	Yes
11.	Queuing zones for toilets and handwashing have been established and are monitored. Floor markings have been provided to enable social distancing.	Site Team	Yes
12.	Medical rooms have been reconfigured to ensure social distancing provisions are met. Additional rooms close to reception have been designated for isolating pupils with suspected COVID-19 whilst collection is arranged.	Site Team	Yes
13.	A plan to manage external play areas is in place, incorporating social distancing, staggering of breaks and lunch times, designated areas for different groups, signage and increased levels of supervision.	SMT/Site Team	Yes
14.	There is a clear plan for how large spaces/communal areas are to be configured for teaching with maximum numbers of pupils clearly specified.	SMT	Yes
15.	PE lessons have been planned to observe social distancing during activities.	SMT	Yes
16.	Assemblies and other large gatherings (e.g. staff meetings/ training/briefings) are avoided. E-platforms are used to deliver live (or recorded) assemblies and staff/student briefings directly into classrooms.	Site Team	Yes
17.	Social distancing in Reception is reinforced through floor marking and signage.	Site Team	Yes
18.	Visitors to school are kept to a minimum. Visitors are checked for symptoms in advance (where possible) and on arrival. There is a designated waiting area/meeting room for visitors and their movement around school is limited.	SBM	Yes
19.	Contractors are managed closely, including a contractor induction, and, where possible, supervised if attending whilst school is operational. All contractors accessing the school site have confirmed they are symptom free; and have procedures in place to address COVID-19 issues, e.g. infection control, hygiene and social distancing. This is set out clearly in the school's Risk Assessments.	Site Team	Yes
20.	Deliveries to school are managed effectively in a timely manner adhering to social distancing.	Site Team	Yes
21.	The fire evacuation and assembly point briefing for staff includes guidance on social distancing at assembly points. A review has been undertaken to assess whether the current assembly points are sufficient to accommodate the number of pupils and additional assembly points have been designated as required.	SBM Site Team	Yes

22.	Pupils are managed when entering and exiting school gates/entrances/exit doors and social distancing guidance is applied.	Duty rota	Yes
Maintenance and servicing			
No.	Key actions/fire	Lead	Yes/No
23.	Weekly fire tests are carried out and recorded.	Site Team	Yes
24.	All fire doors are checked and documented.	Site Team	Yes
25.	Emergency lighting visual checks are carried out ensuring all lighting is fully operational.	Site Team	Yes
26.	Procedures are in place to ensure fire exits are clear from obstructions.	Site Team	Yes
27.	External gates are operational and functioning fully.	Site Team	Yes
28.	Servicing arrangements are in place for the fire alarm.	External contractor	Yes
29.	Fire extinguishers are checked on a weekly basis.	Site Team	Yes
No.	Key actions/water	Lead	Yes/No
30.	Water outlets are flushed on a weekly basis, including during any closure periods.	Site Team	Yes
31.	Monthly water temperature monitoring is in place, with a particular focus if the school has been closed.	Site Team	Yes
No.	Key actions/mechanical - boiler heating services	Lead	Yes/No
32.	Boiler servicing certification is up to date.	SBM	Yes
33.	Gas taps in science labs have been checked to ensure that they are operational.	Site Team	Yes
34.	Temperature settings are set for summertime.	Site Team	Yes
No.	Key actions/electrical	Lead	Yes/No
35.	Social distancing signage is displayed outside lifts.	Site Team	Yes
36.	Lift servicing is up to date.	Site Team/ External contractor	Yes
37.	Servicing of doors/gates and barriers is up to date.	Site Team/ External contractor	Yes

38.	All air conditioning systems remain energised in normal operating mode with any re-circulatory systems adjusted to full fresh air. Servicing of air conditioning service/general ventilation certification is up to date. As an extra precautionary measure, air conditioning providers have disinfected air filters and made a full filter change on all of the air handling units.	Site Team/ External contractor	Yes
39.	Emergency Lighting Three Hour drop test certification is up to date.	Site Team/ External contractor	Yes
40.	Servicing of intruder alarms/access control and CCTV is up to date.	Site Team/ External contractor	Yes

Deep cleaning and sanitising site

No.	Key actions	Lead	Yes/No
41.	The 'cleaning schedule during the day' set out below is applied rigorously on a daily basis.	Cleaners	Yes
42.	The site is checked regularly for any pest activity and the pest control contractor has been assigned as necessary.	SBM Site Team	Yes
43.	Hygiene services have been reinstated.	SBM Site Team	Yes
44.	Hand sanitisers are available in prominent areas in the school and are regularly replenished.	SBM Site Team	Yes
45.	Cleaning regimes during the school day have been stepped up, applying the 'Cleaning schedule during the day' set out below.	Cleaners	Yes
46.	Appropriate PPE is worn by cleaning staff and there are arrangements in place for safe disposal.	Cleaners	Yes

PPE – Cleaning supplies

No.	Key actions	Lead	Yes/No
47.	There are sufficient supplies of gloves and aprons on site for cleaning staff.	SBM Site Team	Yes
48.	There are sufficient supplies of safety goggles on site.	SBM Site Team	Yes
49.	There are sufficient supplies of face masks where risk assessment identifies need.	SBM Site Team	Yes
50.	There are sufficient supplies of body fluid kits available.	SBM Site Team	Yes
51.	There are sufficient supplies of hand sanitiser available.	SBM Site Team	Yes

52.	There is sufficient stock of cleaning materials cloths, mops, disinfectant wipes etc. available.	SBM Site Team	Yes
53.	There are sufficient cleaning products available for cleaning all the required areas within school.	SBM Site Team	Yes
54.	Where possible, separate bins for PPE disposal have been established in medical rooms; kitchens; early years area; any areas where pupils with SEND are taught /cared for (if their needs are such that PPE is required); site supervisors' /cleaners' base rooms and any other rooms where PPE is used.	SBM Site Team	Yes
Catering			
No.	Key actions	Lead	Yes/No
55.	Catering Services and HSE checklists have been implemented.	SBM Site Team	Yes
56.	Kitchen equipment has been checked and is working effectively.	Site Team	Yes
57.	Kitchen canopy cleaning schedules are up to date.	SBM	Yes
Staff training			
No.	Key actions	Lead	Yes/No
58.	Induction and training to staff on key estates and FM related areas (e.g. health and safety awareness, infection prevention and control, fire safety, food safety, medication) has been delivered.	SMT	Yes

Cleaning schedule during the day

Please note that the schedule below sets out cleaning activities that are additional to the normal cleaning routine. These will be marked as completed for each period of the day in the columns to the right of the schedule once they have been undertaken by cleaning staff.

COVID-19

Re-occupation Checklist September 2020

Statutory checks	Yes	No	N/A	Action required
Is the 5-yearly fixed wiring (electrical installation condition report) within date and rated as satisfactory?	Yes			
Is the gas safety certificate(s) in date for annual review?	Yes			
Plant rooms: has all plant and equipment been suitably serviced?	Yes			
Has PAT testing been completed where relevant?	Yes			On-going
Fire safety				
Have you reviewed your fire risk assessment (FRA)?	Yes			
Are boiler rooms and electrical cupboards free from combustible storage?	Yes			
Are skips and bins a safe distance away from your building(s)?	Yes			
Has the fire alarm system been serviced within the timescale outlined by the contractor?	Yes			
Has the fire alarm been tested weekly during the lockdown period?	Yes			
Is the fire alarm functioning correctly?	Yes			
Have all fire doors, maglocks, acoustic closing mechanisms and other associated equipment been checked for functionality?	Yes			
Are all fire extinguishers in place and free from defects?	Yes			
Have fire dampers been maintained (within the last 12 months)?	Yes			
Has the lightning protection been tested and maintained (within the last 12 months)?	Yes			
Emergency lighting				
Has the emergency lighting system been serviced (within the last 12 months)?	Yes			
Has the emergency lighting been tested monthly during the lockdown period?	Yes			
Is the emergency lighting system fully functional?	Yes			
Building security				
Is there any damage to the structure, roof, windows or fixtures?		No		
Is the CCTV system functioning correctly?	Yes			
Is the intruder alarm functioning correctly?	Yes			
Contractors				
Have contractors been re-engaged (where possible)?	Yes			
Can contractors be controlled on site?	Yes			
Have measures been put in place to ensure contractors (and other visitors) with identified symptoms are not permitted entry to your premises?	Yes			

Water safety				
Has your Legionella risk assessment been reviewed?		No		
Has weekly flushing of all unused/little-used outlets (including external taps) been completed during lockdown?	Yes			
Have temperatures been checked against acceptable ranges?	Yes			
	Recorded temperature			
<i>Cold water storage tank (maximum 20°C)</i>		N/A		
<i>Hot water storage tank (minimum 60°C)</i>	64			
<i>Sentinel tap (furthest tap from the boiler – minimum 50°C)</i>	53			
Is thermostatic mixing valve (TMV) maintenance up to date?	Yes			
Has the system been disinfected/chlorinated (including water tanks) where necessary?		No		
Utilities				
If any utilities have been temporarily shut off, have these been turned back on?			N/A	
Equipment				
Are all first aid kits in place, in date and fully stocked?	Yes			
Has the defib(s) been checked for safe operation?	Yes			
Has all equipment been switched on and checked for correct function?	Yes			
Are all necessary guards in place / undamaged?	Yes			
Has equipment been serviced or maintained as necessary by a competent person?	Yes			
Have the annual services been completed on all oil / electric boilers?	Yes			
Have all window restrictors been checked to ensure they are in place and safe?	Yes			
General				
Has a pest control contractor visited the premises recently and are suitable controls in place?	Yes			
Is any asbestos likely to have been disturbed during lockdown?		No		
Has the insurance company been informed of the recommencing of activities within the premises?	Yes			
Has re-occupation been considered within the business continuity plan?	Yes			
Are there sufficient hand-cleaning facilities made available, such as soap and hot water or hand sanitiser?	Yes			
Do trees and boundary walls within your grounds appear visually safe?	Yes			
Have you reviewed your last general risk assessment (GRA)?	Yes			

Site Manager: J Barr

Signature:



Date: 27th August 2020



Briefing on COVID-19, children and education settings

The Government continues to prioritise the wellbeing and long-term futures of our children and young people, and as a result has been clear that childcare and education settings should remain open. This reflects the vital benefits of education for all children and young people, and the fact that these benefits far outweigh the risks of COVID-19 for children and young people.

Keeping settings open remains Government's priority, and as such it has taken other steps across society to manage down virus prevalence by closing other sectors, to allow schools, colleges and universities to remain at full attendance. The new national restrictions, announced on Saturday 31 October, have been introduced for a time-bound period to control the spread of the virus. Reducing infections in the community will reduce the opportunity for transmission to occur in education settings. We are grateful for the extraordinary, continuing efforts of leaders, teachers and staff across early years, schools, and further and higher education, to adapt their settings and maintain good, COVID safe practices, in line with guidance.

DfE regularly reviews data, analysis and advice from a number of different sources including SAGE, Public Health England, the Office for National Statistics, and the Joint Biosecurity Centre, to ensure our policies are guided by the most up-to-date scientific evidence.

Impact of missing education:

The impacts of missing education are severe for children – both now and in the future. The evidence is very clear that being out of education causes significant harm to learning, life chances, and mental and physical health now and in the future.

- There is clear and unequivocal evidence that further time out of education is detrimental for children's cognitive and academic development and their long-term productivity.
- The most robust studies suggest that time out of formal education leads to lost learning which can meaningfully affect the attainment and life chances of children if not addressed.¹ Meta-analysis of learning loss shows that every further day of missed education matters and will likely lead to further reduced attainment.²
- Learning at home may be particularly challenging for disadvantaged pupils. The EEF has estimated that the disadvantage 'gap' in attainment could widen as a result of the pandemic. This will be exacerbated further if educational settings are not kept open.³
- Attending education is crucial for the mental health and wellbeing of children and young people after what has been a hugely challenging year so far. Vulnerable children are most likely to be affected, with risk of harm and abuse higher associated with isolation and financial stress.⁴
- Emerging data from the March/April lockdown period provides growing indicative evidence that interventions such as social distancing and stay at home guidance including closures of education settings, have likely had an adverse effect on the mental health and wellbeing of children and young people.⁵



Workforce:

There is reassuring evidence that staff working in education are not at higher risk than those working in other sectors.

- Since the start of the academic year (ONS data from 2nd September to 16th October), there is no evidence of a difference in the positivity rates of pre-school, primary and secondary school and college teachers, university lecturers, and education support staff, compared to other key workers or other professions. This is the same when including household members of such groups.⁶
- ONS analysis on exposure to disease and data on workforce demographics suggest that education workers collectively tend not to be at the greatest risk from disease.⁷ In general the risks of COVID-19 to working-age people are relatively low.
- The system of controls outlined in DfE guidance sets out the measures that all staff should follow, endorsed by PHE and DHSC. Where educational settings implement the system of controls outlined in guidance, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- It is important for staff to maintain good infection control practice inside and outside classroom settings. Evidence from UK and international studies suggest that where infection does occur this may largely be staff to staff (like other workplaces) rather than pupil to staff.^{8, 9}
- One study shows that, for adults living with children there is no evidence of an increased risk of severe COVID-19 outcomes.¹⁰

Incidence:

Children and young people continue to be at low risk from COVID-19 and very rarely get seriously ill, even though infection rates have risen. COVID-19 infection rates amongst secondary school aged children and young adults are high compared to other age groups.

- Studies including ONS Coronavirus Infection show that the prevalence of the virus amongst younger children (broadly primary school aged children) was around 1.2% from 25th to 31st October 2020.^{11, 12} This is roughly in line with the reported prevalence rates across the general population.
- The ONS Coronavirus Infection Survey shows that older teenagers and young adults continued to have the highest rates testing positive for COVID-19 (around 1.6% from 25th to 31st October 2020) but this rate has started to fall in recent weeks. Prevalence amongst secondary school age children (around 1.5% from 25th to 31st October 2020) appears to be levelling off.
- Other studies, such as the updated findings for Round 6 of Imperial College REACT Study, find similar results, including that the 13-17 age group (at 1.92%) was the age group with the second highest prevalence during October 2020.¹³
- Data also shows that some geographical areas face greater infection rates than others. ONS modelled prevalence levels in the North West and Yorkshire and Humber are high compared to other regions but appear to be starting to level off.¹⁴
- The risk from the virus of severe disease and death to children is very low.^{15, 16, 17}



Transmission:

There is no clear or conclusive evidence that schools are playing a significant causal role in transmission and the spread of COVID-19.

- At present, there is no direct evidence that shows that children being in school is a significant cause of transmission. This includes from the published literature and experiences from other countries.
- Transmission to and from children and young people can occur in household, community, and educational settings. There are some emerging findings which should generally be treated with caution, given evidence continuing to develop:
 - It is not clear if primary and secondary aged pupils are picking up COVID-19 infections in education settings to a greater or lesser degree compared to other settings.
 - Several studies suggest that transmission in schools is influenced by overall community prevalence.¹⁸ Conversely, the role of schools in driving community prevalence is unclear.^{19, 20} Children can transmit to others in their households at roughly similar levels to older age groups (although they are less susceptible to catching it at home than older age groups).
 - Some evidence suggests transmission is lower in primary than secondary age groups^{21, 22} and is lower in educational than household settings.²³ But the exact proportion of transmission in each setting cannot be quantified.
 - It is not possible to separate out behaviours and contacts within schools and colleges from the 'end to end' behaviours and contacts associated with attendance. For example, travel to and from education, activities around education, how these may change or be displaced, as well as the broader signal that settings being open sends to the community. These behaviours will vary depending on the age of the child.²⁴

¹ [DELVE Initiative \(2020\). Balancing the Risks of Pupils Returning to Schools. DELVE Report No. 4. Published 24 July 2020](#)

² [CEPEO \(2020\) Briefing Note: School Absences and Pupil Achievement](#)

³ [EEF \(2020\) – Impact of school closures on the attainment gap: Rapid Evidence Assessment](#)

⁴ [ONS \(2020\) Mental Health of Children and Young People in the Pandemic](#)

⁵ Children's Society (2020) [Life on Hold: Children's Wellbeing and COVID-19](#); YoungMinds (2020) [Coronavirus: Impact on young people with mental health needs](#).

⁶ [ONS \(2020\) Coronavirus \(COVID-19\) Infection Survey, UK: 06 November 2020](#)

⁷ [ONS \(2020\) Which occupations have the highest potential exposure to the coronavirus \(COVID-19\)?](#)

⁸ [PHE \(2020\) SARS-CoV-2 infection and transmission in educational settings: cross-sectional analysis of clusters and outbreaks in England](#)

⁹ [Children's Task & Finish Group \(2020\) Risks associated with the reopening of education settings in September](#)

¹⁰ [Morton et al., \(2020\) Association between living with children and outcomes from COVID-19: an OpenSAFELY cohort study of 12 million adults in England](#)

¹¹ [ONS \(2020\) Coronavirus \(COVID-19\) Infection Survey, UK: 06 November 2020](#)

¹² [Imperial \(2020\) Real-time Assessment of Community Transmission findings](#)

¹³ [Imperial \(2020\) REACT-1 Round 6 Updated Report](#)

¹⁴ [ONS \(2020\) Coronavirus \(COVID-19\) Infection Survey, UK: 06 November 2020](#)

¹⁵ [SAGE 31 minutes](#)

¹⁶ [Meeting of TFC group July 4th](#)

¹⁷ [Statement from the UK Chief Medical Officers on schools and childcare reopening, August 2020](#)

¹⁸ [PHE \(2020\) Transmission of COVID-19 in school settings and interventions to reduce the transmission: a rapid review \[Update 1\]](#)

¹⁹ [PHE \(2020\) Transmission of COVID-19 in school settings and interventions to reduce the transmission: a rapid review \[Update 1\]](#)

²⁰ [Children's Task & Finish Group \(2020\) Risks associated with the reopening of education settings in September](#)

²¹ [SAGE 64 minutes](#)

²² [Viner et al \(2020\) Susceptibility to and transmission of COVID-19 amongst children and adolescents compared with adults: a systematic review and meta-analysis](#)

²³ [Viner \(2020\), School closure and management practices during coronavirus outbreaks including COVID-19: a rapid systematic review](#)

²⁴ [SAGE 65 minutes](#)





Public Health
England

Protecting and improving the nation's health

Coronavirus (COVID-19)

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

June 2020

	<p>COVID-19 is a new illness. Lots of people call it coronavirus</p> <p>It can affect your lungs and your breathing</p>
	<p>Symptoms of coronavirus are:</p> <ul style="list-style-type: none">• a high temperature• a new cough where you keep on coughing. This means coughing a lot for more than an hour or three or more episodes of coughing in a day• Losing or there being a change to your sense of smell or taste

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

What to do if you or someone you share your home with has coronavirus symptoms



GP Surgery



Pharmacy



If you have **any** coronavirus symptoms you should stay at home for **10 days**

Do not go to a GP surgery, pharmacy or hospital **unless** it is an emergency

In an emergency dial **999**

Book a test as soon as possible

To do this visit the **NHS website** or call **119**

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms



If you can, tell the people you have been close to over the last 2 days that you have coronavirus symptoms

Being close to could mean:

Being face to face with someone who is closer than 1 metre (3 feet) from you for **any length of time**



1 metre (3 feet)

This includes things like:

- talking to someone
- coughing on someone



Being within 1 to 2 metres (3 – 6 feet) of someone for **more than 15 minutes**



2 metres (6 feet)

This includes things like

- being in a car with them
- spending time at home with them doing things like cleaning



Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

What will happen and what to do if your test shows you have coronavirus



If your test shows you have coronavirus, you will be contacted by text, email or phone and will be asked to provide information about the people you have been close to recently.



After 10 days if you still have a high temperature, you must stay home and away from people until you feel better.



After 10 days if you **only** have a cough and/or loss of sense of taste or smell you don't have to stay home and away from people any more




Everyone else you share your house with must still stay home because they might have caught the virus but not be showing symptoms yet



They must stay at home for **14 days** from the **first** day you felt poorly even if they feel well

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms



If someone you share your home with has signs of coronavirus you should stay at home for **14 days**

This is whether you have coronavirus symptoms or not

If you then start to have coronavirus symptoms yourself, you should stay at home and not meet up with other people for **10 days** from when your symptoms started



Everyone should wash their hands for at least 20 seconds

- ✓ do this lots of times during the day
- ✓ use soap and water or hand sanitiser (gel)
- ✓ Always cough and sneeze into a tissue.
- ✓ Then throw the tissue away and wash your hands.

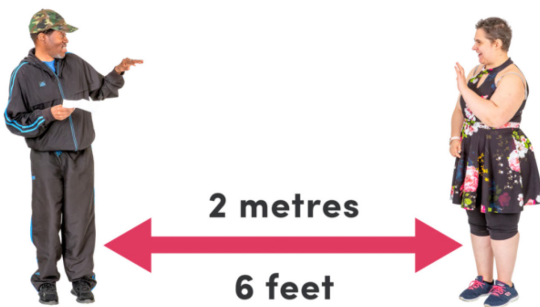
If you have coronavirus symptoms and live with somebody who is more likely to be very poorly from coronavirus



If you need to stay at home and you share your home with:

- someone who is aged 70 or older
- an adult under 70 who is told to get the flu jab for health reasons
- someone who is pregnant
- someone who is very overweight

they should go and stay somewhere else if possible. This is because they are **more likely to be very poorly** from coronavirus. Click [here](#) to read a full list of people more likely to get very poorly.



If that is not possible you should stay at least 2 metres (three steps) away from them as much as you can.



Think about wearing a face covering when you are in the same room as them. You can find out how to make and use a face covering by clicking [here](#).

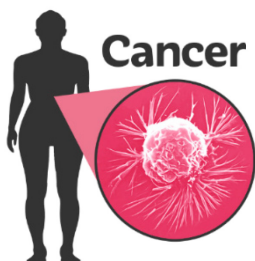
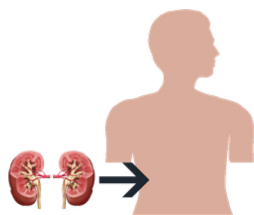
People who are most likely to be very poorly from coronavirus



A small number of people are **most likely to be very poorly** if they catch coronavirus.

They need to do extra things to stop themselves getting coronavirus. They should follow **shielding guidance** for people **most likely to be very poorly**.



Who are most likely to get very poorly from coronavirus?



All people who:


1. have had transplants – like kidney or liver transplants
2. are having treatments for some cancers
3. have long term lung disease
4. were born with conditions that make the body, blood and cells work differently – which might mean they are more likely to get infections

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms





	5. taking drugs that reduce the body's responses for fighting infections
	6. are pregnant with significant heart disease

Other things everyone should do to try to stop the virus spreading




	There are things everyone should do try to do stop the virus spreading
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	1. Use a different bathroom if possible If you use the same bathroom clean it each time after you use it. Wipe all surfaces you have touched using strong household cleaner (disinfectant)
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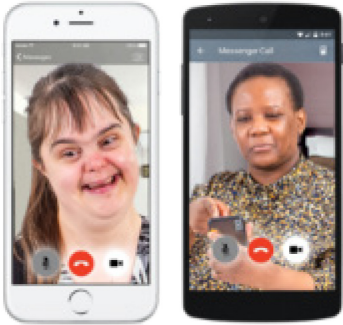

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

	<p>2. Use different towels</p>
	<p>3. Do not share a bed, if possible</p>
	<p>4. Do not use the kitchen at the same time</p>
	<p>5. Clean surfaces that you often touch several times a day such as:</p> <ul style="list-style-type: none">• door handles• handrails• remote controls• table tops <p>Use household cleaner (detergent)</p>

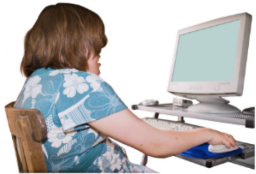




Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

	<p>6. Use a dishwasher. If this is not possible, wash and dry each person's things separately.</p> <p>Use a different sponge and tea towels for each person</p>
	<p>7. Do not shake dirty washing before putting it in the washing machine.</p> <p>If you do not have a washing machine, wait 3 days after your staying at home period ends before taking it to be washed</p>
	<p>8. Put rubbish such as tissues and disposable wiping cloths into rubbish bags that are tied shut</p> <p>Then put these bags inside a second bag.</p> <p>You should wait 3 days before you put them outside for the rubbish collection</p>

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

	<p>While you are staying at home arrange for food and medication to be delivered</p> <p>Tell people delivering things to your home to leave them outside and let you know they are there</p> <p>They must not come into your home</p>
	<p>While you are staying at home do not use public transport or taxis</p>
	<p>While you are staying at home do not allow social visits from friends and family.</p> <p>Use the phone and social media to keep in touch</p>
	<p>Essential carers can continue to visit</p>

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

Working and getting paid	
	Work from home if you can
 	<p>If you cannot work from home, you do not need a note from your doctor to say you cannot work, but you should let your boss know that you need to stay at home.</p> <p>If your boss asks you for proof that you need to stay at home you can get a certificate to say you are staying at home from NHS 111 online.</p>
 	<ul style="list-style-type: none">• check with your boss if you will be paid while you are staying at home• if you are self-employed you can apply for universal credit (benefits)• If no-one in your family who lives with you is getting sick pay while staying at home, you can apply for universal credit (benefits)

The pictures in this summary are from Photosymbols: <https://www.photosymbols.com/> and <https://www.nsu.govt.nz/pregnancy-newborn-screening/newborn-metabolic-screening-programme-heel-prick-test>



Public Health
England

Protecting and improving the nation's health



COVID-19

Managing Suspected and Confirmed Cases.

Tower College will follow this guidance.

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-leading science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. We provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

This document has been locally adapted by:

- Andrew Ferguson, St Helens Council Catering, Caretaking and Cleaning
- Julie Dunning, Senior Commissioning and Development Manager - Child Health Services
- June Bracken, Health and Safety Manager
- Ruth du Plessis, Consultant in Public Health

Contents

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- What to do if there is a confirmed case at the school

Section 5: Arrangements for management of an possible outbreak

- What to do if there are 2 or more confirmed cases at the school

Section 6: Frequently Asked Questions

- Cases and Contact
- Testing
- High risk groups
- Staff
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Appendix 1: Template for absence monitoring_____

Please note that, as COVID-19 is a rapidly evolving situation, guidance may change with little notice.

Therefore we advise that, in addition to familiarising yourself with the content of this document, you refer to the relevant national guidance (links provided in Section 4).

Section 1: Local Area Key Contacts

Schools should contact both the local and regional numbers in response to either a confirmed or suspected Covid incidents within the learning bubbles. They will provide practical steps for schools to take.

For COVID-19 queries related to educational settings

Contact Cares Tracing Team 01744 676767

Will provide follow-up liaison calls with families who have received a letter of isolation from the school

contactcares@sthelens.gov.uk

To notify suspected outbreaks Public Health England North West Health Protection Team

Monday – Friday (0900 – 1700) 0344 225 0562

Out of Hours PHE Contact:

Public Health England first on call via the Contact People 0151 434 4819

Other contacts

Community Infection Prevention and Control Team

Monday to Friday (9am to 5pm)	telephone 01744 457314 or email 3Boroughs.infectioncontrol@sthelensccg.nhs.uk
Out of hours (9am to 5pm Saturday and Sunday)	telephone 01744 457314

St Helens Test and Trace Service

Monday to Friday (9am to 5pm)	Via Contact Cares on 01744 676767 or the email contactcares@sthelens.gov.uk .
Out of hours (5pm to 8pm weekday evenings and 9am to 5pm Saturday and Sunday)	Via Contact Cares on 01744 676767 or the email contactcares@sthelens.gov.uk .

0-19 team (Health Visiting and School Nurses)

Monday to Friday 9am to 5pm
 North 0-19 team: Tel: 01744 624 313
 South 0-19 team: Tel: 01744 624 925
 Woodside Healthcare Centre 0 -19 team:
 Tel: 01744 624 321

National help lines

Booking a test	order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access
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If feeling unwell	Contact NHS 111 or go online to https://111.nhs.uk/covid-19/
Queries relating to schools and other educational establishments, and children's social care. Monday to Friday (8am to 6pm) Weekends & bank holidays (10 am to 4pm)	0800 046 8687

St Helens Together

St Helens Together 01744 676767 is a single point of contact for people needing help or wanting to volunteer.

Do any of the families need help?

If any families are isolated by coronavirus and need help, please call 01744 676767 to find out what support is available.

There are volunteers around St Helens who can do things like:

- Pick up food shopping, essential supplies or medication and leave them on the doorstep
- Have a friendly chat with you on the phone
- Walk your dog

There is also the community hub, from which food parcels are delivered each week to our most vulnerable residents.

Section 2: COVID-19 Key messages

What are the symptoms?

The main symptoms of COVID-19 are:

- new continuous cough and/or
- fever (temperature of 37.8°C or higher)
- Loss of or change in, normal sense of taste or smell (anosmia)

Children may also display gastrointestinal symptoms.

What is the mode of transmission?

COVID-19 is passed from person to person mainly by large respiratory droplets and direct contact (close unprotected contact, usually less than one metre). These droplets can be directly inhaled by the person, or can land on surfaces which another person may touch which can lead to infection if they then touch their nose, mouth or eyes.

What is the incubation period?

The incubation period (i.e. time between exposure to the virus and developing symptoms) is between 1 and 14 days (median 5 days).

When is a person infectious?

A person is thought to be infectious 48 hours before symptoms appear, and up to seven days after they start displaying symptoms.

Are children at risk of infection?

Children of all ages can catch the infection but children make up a very small proportion of COVID-19 cases with about 1% of confirmed cases in England aged under 19 years. Children also have a much lower risk of developing symptoms or severe disease.

Can children pass on the infection?

There is some uncertainty about how much asymptomatic or mildly symptomatic children can transmit the disease but the evidence so far from a number of studies suggests children are less likely to pass it on and do not appear to play a major role in transmission. Most children with COVID-19 have caught the infection from adults and not the reverse. This is unlike 'flu.

Why is PPE not recommended for teachers and children?

Transmission of Covid-19 is usually through droplets; the mainstay of control measures are minimising contact and thorough hand and respiratory hygiene. When these measures are maintained, and symptomatic persons are excluded, the risk is minimal.

Section 3: Management of a suspected case

What to do if a child or staff member is unable to attend school because they have COVID-19 symptoms

Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate. They should not attend school and should follow the steps below.

- Parent/Carer or staff member should notify the school of their absence by phone
- School should record and keep minimum dataset (see suggested template in Appendix 1): Reason for absence, date of onset of symptoms, symptoms, class etc.
- Direct to [Stay at home](#) guidance for isolation advice for child/staff member and their households. The person with symptoms should isolate for 7 days starting from the first day of their symptoms and the rest of their household for 14 days.
- Advise that the child/staff member should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.
- There is no further action required by the school at this time, and no need to notify the Local Authority or Health Protection Team.

What to do if someone falls ill while at school

If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible

- 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 of the child and 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 isolation room, and any separate bathroom use, should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should be worn by staff caring for the child while they await collection ONLY if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- If a 2 metre distance cannot be maintained then the following PPE should be worn by the supervising staff member:
 - Fluid-resistant surgical face mask
- If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then the following PPE should be worn by the supervising staff member
 - Disposable gloves
 - Disposable plastic apron
 - Fluid-resistant surgical face mask
 - Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting
- The school should record and keep the details of the incident in case it is needed for future case or outbreak management (see suggested template Appendix 2)
- **There is no need to notify the Local Authority or the Health Protection Team of the incident**

Section 4: Management of a confirmed case

If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then the school will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team.

The headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the classmates and teacher of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.

- **Direct contact** without PPE:
 - being coughed on, or
 - having a face-to-face conversation within 1 metre, or
 - having unprotected skin-to-skin physical contact, or
 - travel in a small vehicle with the case, or
 - any contact within 1 metre for 1 minute or longer without face-to-face contact

- **Close contact** without PPE:
 - Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

All direct and close contacts will be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14 day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

The contact tracer will provide a standard letter to the school containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts.

Contacts will not be tested unless they develop symptoms (contract tracer may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

The school does not need to notify the Health Protection Team or Local Authority if they are informed of a positive test result by a parent or other source. If further advice is required please contact the Health Protection Team or Local Authority.

Section 5: Arrangements for management of a possible outbreak

If there are more confirmed cases linked to the school the local Health Protection Team will investigate and will advise the school on any other actions that may be required.

If a school has come across two or more confirmed cases, or there is a high reported absence which is suspected to be COVID-19 related, then the local health protection team or the local authority public health team should be notified promptly (see front page).

However, it is probable that some outbreaks will be identified by either the the local health protection team or the local authority public health team and the school will then be contacted by one of these teams.

Section 6: Frequently Asked Questions

Cases and contacts

Should a child/staff member come to school if a member of their household is unwell?

No. If a member of the child's household is unwell with COVID-19 symptoms then the child/staff member should isolate for 14 days starting from the day the household member(s) became ill. If the child subsequently develops symptoms then they should isolate for 7 days from the date they developed symptoms. See [Stay-at-home-guidance](#). The household member(s) should be tested within 5 days of symptom onset. If all symptomatic household members test negative, the child/staff member can return to work.

If I am notified by a parent that their child is ill do I need to exclude the other children in their class?

No, classmates and staff can attend school as normal. The child who is ill should stay at home ([Stay-at-home-guidance](#)) and be advised to get tested. If the child has any siblings who attend the school they should also be self-isolating at home for 14 days. If the child tests positive for COVID-19, direct and proximity contacts should be excluded for 14 days. The school will be contacted by contact tracers to support with contact identification and provision of advice.

If I am notified by a parent that their child has had a positive test do I need to exclude the other children in their class or notify anybody?

If you are notified by a parent that a child has tested positive, before taking action this information needs to be verified. The first step is to make sure the child and their family are isolating. If possible, obtain the details for the child and contact Public Health England to verify. If this is not possible, no further action is required as if the case is positive this information should be shared with the school by PHE or the local test and trace service in due course.

Who is considered a contact in a school setting?

A person who wore appropriate PPE or maintained appropriate social distancing (over 2 meters) would not be classed as a contact.

A contact is defined as a person who has had contact (see below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 7 days after onset of symptoms (or test):

- a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:
 - being coughed on, or
 - having a face-to-face conversation, or
 - having skin-to-skin physical contact, or

- any contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
- a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19) or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19)
- people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)

Which contacts need to self-isolate?

Where the child, young person or staff member *tests positive* and they had attended the school in the 48 hours prior to developing symptoms, direct and close contacts will be identified and advised regarding self-isolation by a contact tracer.

Please note: The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Can the siblings of a child who has been excluded because they are a contact of a case attend school?

Yes, other household members of the contact do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms

A child/parent reports to us that they have had contact with someone with symptoms – what should we do?

There is no action required of the school. No-one with symptoms should be attending school and anyone who develops symptoms while at school should be isolated and sent home as soon as possible. Schools should regularly remind parents of the government guidance on staying at home and the importance of a household self-isolating if anyone in the household develops symptoms.

If a child has COVID-19 symptoms, gets tested and tests negative, can they return to school even if they still have symptoms?

If the child is NOT a known contact of a confirmed case the child can return to school if the result is negative, provided they feel well and they have not had a fever for 48 hours.

If the child is a contact of a confirmed case they must stay off school for the 14 day isolation period, even if they test negative. This is because they can develop the infection at any point

upto day 14 (the incubation period for COVID-19), so if a child tests negative on day 3 they may still go on to develop the infection.

If a child who was a contact of a confirmed case tests negative, can they return to school?

No, the child should complete 14 days of isolation.

If I get confirmed cases does the school need to close?

The school does not need to close on public health grounds. Schools will generally only need to close if they have staff shortages due to illness or being identified as contacts. It is expected that only the class of a confirmed case will need to be excluded. If there are a number of confirmed cases across different classes and year groups at the same time then the school may be advised to close by the Health Protection Team in consultation with other partners.

Testing

How can a parent arrange testing?

The parent can arrange for any child to be tested via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access.

Contact St Helens Test and Trace Team on 01744 676767, contactcares@sthelens.gov.uk

Will the school be informed of any test results?

The school will be informed if a child or staff member tests positive as part of NHS Test and Trace. The school will not be informed of any negative results.

How can a staff member get tested?

All education and childcare workers are considered essential workers and can apply for a test if they are symptomatic via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.

Can they be tested if they do not have symptoms?

No. People should only be tested if they have symptoms.

High risk groups

Can our pregnant members of staff work? What if staff have pregnant household members?

Pregnant women are currently advised to work from home where possible. Education and childcare setting should endeavour to support this, for example, by asking staff to support remote education, carry out lesson planning or other roles which can be done from home.

If they cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.

If a staff member lives with someone who is pregnant, they can work.

Should children or staff who are shielding (classed as clinically extremely vulnerable due to pre-existing medical conditions) attend school?

No, children and staff who fall into this group should not be attending school or work.

Should children or staff who have family in the shielding group be coming to school/work?

They should only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home. Given the potential risk, if at all possible, schools should support children / young people who have a family member in the shielding group to continue to learn from home

Staff

We have staff who are asymptomatic but wish to be tested is this possible?

Currently, only people who are symptomatic can access a test via NHS UK or ringing 119

We have had a child confirmed as a case and had contact with other staff, including catering staff at lunch, do they need to be excluded?

It depends on the level of contact. staff would need to be excluded only if they had face to face contact with a case for any length of time, including being coughed on or talked to. This includes exposure within 1 metre for 1 minute or longer OR the staff member had extended close contact (within 2 metres for more than 15 minutes) with the case.

Can the school still have supply teachers come in if there has been multiple cases?

Local risk assessment should be undertaken and staff excluded if in direct contact with a symptomatic case according to the national guidance.

If a supply teacher has not been identified as a close contact in any of their workplaces then exclusion will not be necessary and they should be able to work.

[Schools are being advised](#) to adopt preventative measures including small class sizes and social distancing to minimise contact between students and teachers.

Can non-teaching staff, for example cleaners and caterers, work for 2 or more schools?

Local risk assessment should be undertaken and staff excluded if in direct contact with a symptomatic case according to the national guidance.

If a staff member has not been identified as a close contact in any of their workplaces then exclusion will not be necessary.

[Schools are being advised](#) to adopt preventative measures including small class sizes and social distancing to minimise contact between students and teachers.

Why are staff and children not advised to wear PPE?

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work. This is because transmission in school settings is low and other infection control measures such as:

- Minimising 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 childcare settings, schools or colleges
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often using standard products
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Cleaning

Generic Cleaning:

It is important to concentrate on regular cleaning of frequently touched items / surfaces. This is likely to be highly effective as high contact surfaces will present the main risk in terms of indirect transmission. So long as regular cleaning is thorough and maintained at all times there is no need for additional cleaning.

Do toilets need to be cleaned after every use?

Toilets are frequently touched surfaces, so they need to be cleaned frequently throughout the day, but not after every use (except if used by a symptomatic person whilst waiting to go home).

Following a symptomatic or confirmed case:

What additional cleaning is necessary following a symptomatic or confirmed case?

In the case of a symptomatic or confirmed case the following steps should be implemented:

- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- Wear disposable or washing-up gloves and aprons for cleaning.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.
- All the disposable materials should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- or
- a household detergent followed by disinfection (1000 parts per million available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

All the disposable materials should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.

Section 7: National Guidance Documents

This local guidance document has been based on national PHE, NHS and government guidance. Hyperlinks to key national guidance are displayed here for reference (click on the link to be taken to the relevant guidance/information online).

Social distancing for different groups

- [Stay at home: guidance for households with possible coronavirus \(COVID-19\) infection](#)
- [Guidance on social distancing for everyone in the UK](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

Guidance for contacts

- [Guidance for contacts of people with possible or confirmed COVID19](#)

Specific guidance for educational settings

- [Guidance for schools and other educational settings](#)
- [Opening schools and educational settings to more pupils: guidance for parents and carers](#)
- [COVID-19: implementing protective measures in education and childcare settings](#)
- [Safe working in education, childcare and childrens social care settings including the use of PPE](#)
- [Guidance on isolation for residential educational settings](#)

Testing

- [NHS: Testing for coronavirus](#)

Infection prevention and control

- [Safe working in education, childcare and childrens social care settings including the use of PPE](#)
- [5 moments for hand hygiene: with how to hand rub and how to handwash.](#) Posters
- [Catch it. Bin it. Kill it.](#) Poster

Coronavirus Resource Centre posters

- [available here.](#)

APPENDIX 1 – Template to record school absences

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Reason for absence*	Date of onset of symptoms	Symptoms**	Has the child/staff been assessed by GP, NHS 111 etc? Y/N/NK	Has the child/staff been tested? Y/N/NK	Is the child/staff reporting a positive test result? Y/N/NK	Is the child/staff in hospital? Y/N/NK

Reason for absence*: Ill, Household member ill, Contact of a confirmed/suspected case, Shielding, Other e.g. dental appointments

Symptoms * T = Temp (≥ 37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

APPENDIX 2 – Template to record illness at school

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Date/Time of onset of symptoms	Symptoms*	Time between detection of symptoms and isolation at school	Did staff member wear PPE? ** Y/N

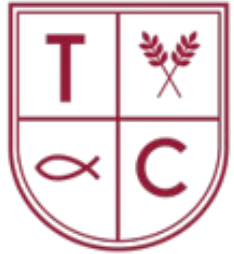
Symptoms * T = Temp (≥ 37.8 C), C = Cough, D = Diarrhoea, V = Vomiting, ST = Sore Throat, H = Headache, N = Nausea, LST = Loss of smell/taste, Other

** Only required if social distancing could not be observed

FOUNDED IN 1997

HOLROYD HOWE

FEEDING INDEPENDENT MINDS



TOWER
COLLEGE

Proposed Dining

Classroom dining

Pre- Prep will eat in their classrooms. Teachers to send order through via email by 09.30 on form provided. Food will then be ready to collect @ 11.15 in disposables including cutlery and a selection of fruit. All meals will be labelled with each child's name.

Dining room

Dining room has had seating and tables removed to allow ease of access and allow for necessary social distancing for staff. Screens and a one-way system is also in place as per diagram. All pupils have been allocated 20mins to eat in the dining room in order to be able to feed everyone and do necessary enhanced cleaning in-between sittings. Soup will not be available until a suitable method of service will allow (as pupils will not be able to carry that with hot food, etc safely in 1 journey)

Sittings will need to be supervised and monitored (School duty rota) to ensure flow, social distancing and clearing arrangements are adhered to

Service Areas – self service counters will be removed in line with current guidelines. Cutlery will be handed out at the counter by HH staff member. Drinks and cups will be available on each table.

Staff Meals

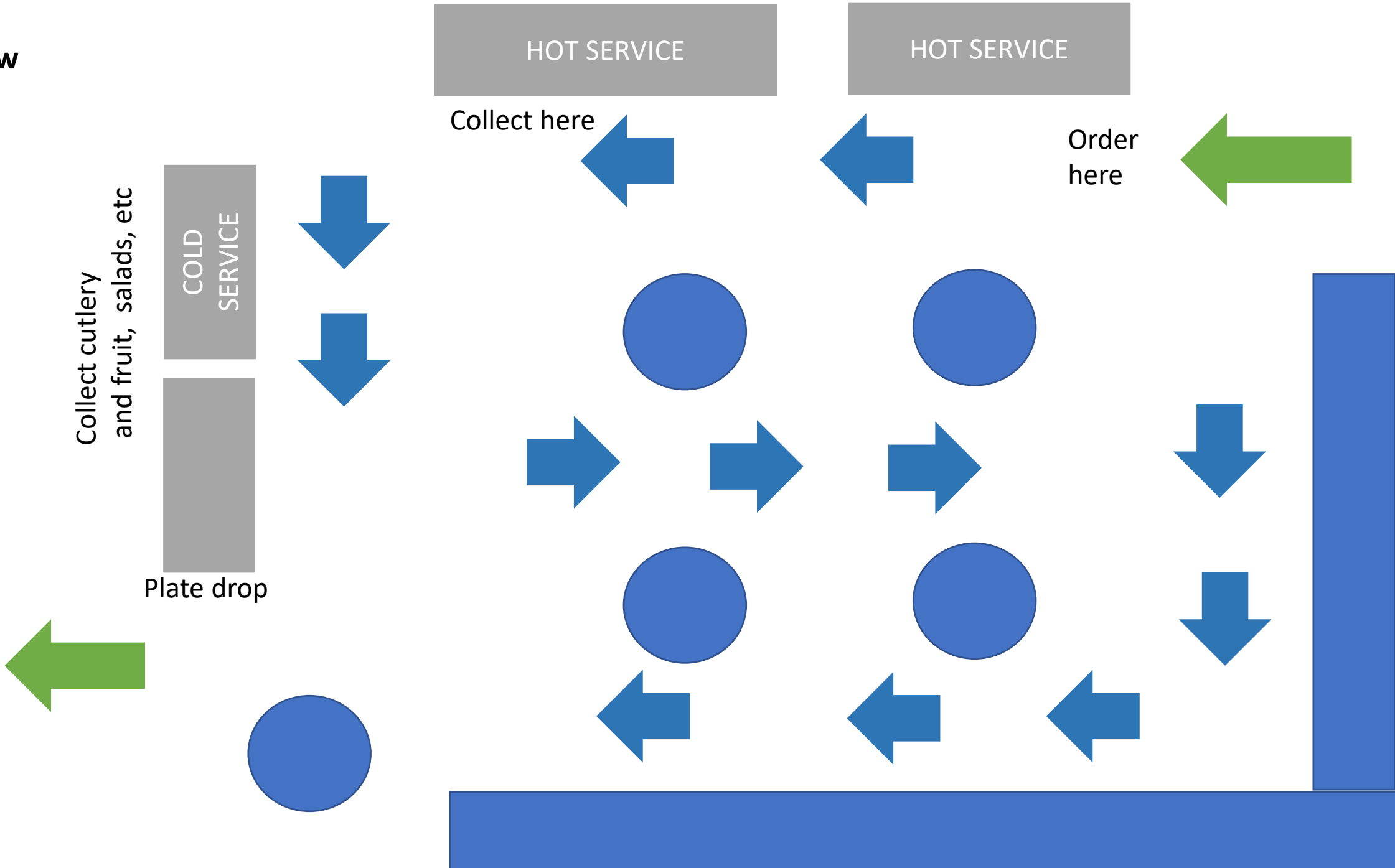
Staff meals will be available for staff to take away as previously but will have to be served @ 12.30. Tea, coffee and milk etc will still be available but we request any staff collecting such items do so prior to service starting.

Breakfast & Afterschool clubs

HH will continue to supply the same products as previously. We will request staff managing such clubs to comply with our enhanced cleaning of the dining room once the dining room has been vacated.

Test and trace – by following the 2m distancing, if a staff member develops COVID symptoms or tests positive, that person will need self-isolate for 14 days. Having not had close contact and by following the training given that should mean all team members do not need to self isolate HOWEVER, it is not guaranteed. Test and trace may visit and feel the changing areas are not adequate (although measures in place – one at a time and slightly staggered start times and sanitising provided)

Dining Flow



Timings

	Group	Area	Time
Pre prep	Bluebird	Classroom dining	11.15
	Rec	Classroom dining	11.15
	Y1	Classroom dining	11.15
Lower School	2G	Dining room	11.20 – 11.40
	Y3	Dining room	11.20 – 11.40
	Y4	Dining room	11.20 – 11.40
	4M	Dining room	11.20 – 11.40
Middle School	5M	Dining room	11.55 - 12.15
	Y6	Dining room	11.55 - 12.15
			11.55 - 12.15
	Y7	Dining room	
	Y8	Dining room	12.50 – 13.10
	Y8	Dining room	12.50 – 13.10
Upper School	Y9	Dining room	12.50 – 13.10
			12.50 – 13.10
	Y9	Dining room	
	Y10	Dining room	13.25 – 13.45
	Y10	Dining room	13.25 – 13.45
	Y11	Dining room	13.25 – 13.45
	Y11	Dining room	13.25 – 13.45

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Lunch



Week One	Monday	Tuesday	Wednesday	Thursday	Friday
Main course one	Chicken Tikka Masala	Turkey & Leek Puff Pastry Pie	Hirata Bun, Slow Cooked Texas Style BBQ Pulled Pork	Traditional Spaghetti bolognaise	Towers Fish Shop Friday
Vegetarian	Sweet Potato & Coconut Korma	Roasted Roots & Quorn Puff Pastry Pie	Crispy Tofu, Hoi Sin Mushroom Noodles	Butterbean Red Pepper & Lentil Hotpot	Battered Banana Blossom, Lemon Wedges & Tartar Sauce
On the side	Steamed Rice Coriander Carrots Garden Peas Mini Naan bread	Creamed Mash Mixed Summer Vegetables	Vegetable Fried Rice Mange Tout Steamed Broccoli	Garlic Bread Roasted carrots Garden peas	Chips & Chip Shop Sides
Jacket or pasta	Jacket potato & Beans and cheese	Classic Tomato & Basil Penne pasta	Jacket potato & Tuna	Ultimate Mac N Cheese	Jacket potato BBQ Beans and cheese
Dessert Station	Spiced Apple Crumble & Creamy Custard	Lemon Drizzle Sponge	Chocolate Brownie	Pineapple Upside Down Cake	Steamed Chocolate Pudding & Mint Chocolate Sauce
Fruit & yoghurt pots	Fruit Salad Flavoured Yogurt	Fruit Salad Flavoured Yogurt	Fruit Salad Flavoured Yogurt	Fruit Salad Flavoured Yogurt	Fruit Salad Flavoured Yogurt

Lunch



Week One	Monday	Tuesday	Wednesday	Thursday	Friday
Main course one	Mexican Beef Tacos	Chicken Chow Mein	One pot innovation Cottage pie with cheddar mash and roasted root veg	Spanish Style Chicken Chorizo Paella	Proper Beef Burgers
Vegetarian	Mixed Bean Enchiladas	Vegetable chow Mein	Butternut & Green Lentil Wellington	Spring Vegetable Cakes, Spinach & Chive Sauce.	Sweet Potato & Chickpea Burger
On the side	Salsa Fresca Grilled Coriander Corn Baked Potato Wedges	Prawn Crackers Crispy Spring rolls Sesame & Chilli Cabbage Stir Fried Vegetables	Roast Pan Gravy Buttered Leeks Baked Swede, Herb Dressing	Potato Bravas Grilled Mediterranean Veg Sautéed Green Beans,	Fries Smokey Boston BBQ Beans Sautéed Mushroom Caramelised Red Onions
Jacket or pasta	Jacket potato & Beans	Classic Tomato & Roast Red Pepper Penne pasta	Jacket potato & Tuna	Ultimate Mac N Cheese	Jacket potato BBQ Beans
Dessert Station	Baked Rice Pudding, Raspberry Compote	Marble Sponge & Custard	Apple & Berry Pie, Creamy Custard	Passion Fruit & Raspberry Sponge	Chocolate Chip Cookie
Fruit & yoghurt pots	Fruit Salad Flavoured Yoghurt	Fruit Salad Flavoured Yoghurt	Fruit Salad Flavoured Yoghurt	Fruit Salad Flavoured Yoghurt	Fruit Salad Flavoured Yoghurt

Lunch



Week One	Monday	Tuesday	Wednesday	Thursday	Friday
Main course one	Baked Local Sausage, Roasted Onion Gravy	Lamb keema flatbreads With Minted yogurt and Rocket	Baked Herby Meat Balls, Roasted Tomato Sauce & Spaghetti	One Pot Innovation Jerk Chicken leg (plain Chicken Available) with Pineapple relish	Pepperoni Feast Pizza
Vegetarian	Baked veggie (red onion & rosemary) Sausage	Butternut & Mixed Bean Moussaka	Veggie Meatball and cheese pasta bake	Sweet BBQ Jack Fruit	Classic Margarita
On the side	Creamed Mash Steamed Broccoli Braised Red Cabbage	Buttered Savoy Cabbage Steamed Green Beans Sauté potatoes	Buttery Minted new Potato Roasted Roots Garden Peas	Sticky coconut rice & beans Oven baked Herby Wedges Hot Carrot & Cabbage Slaw Collard greens	Spiced Fries Corn cobs Chopped House Salad Caesar Salad
Jacket or pasta	Jacket potato & Beans	Red Pesto, Penne pasta	Jacket potato & Tuna	Mushroom Carbonara	Jacket potato BBQ Beans
Dessert Station	Pear & Mixed Berry Crumble, Creamy Custard	Jam Tart	Plum Crumble Sponge	Flapjack	Chocolate Rice Crispy
Fruit & yoghurt pots	Fruit Salad Flavoured Yogurt	Fruit Salad Flavoured Yogurt	Fruit Salad Flavoured Yogurt	Fruit Salad Flavoured Yogurt	Fruit Salad Flavoured Yogurt

wholesome meals



all in one

One pot – wholesome meals, all in one!

Now more than ever, space and time is at a premium! With restrictions on our service due to COVID 19, many schools are finding they need a simpler offer to keep a speed of service, whilst being able to maintain social distancing and getting all our pupils fed!

On the Autumn Menu set for seniors, we made a line of the main courses a “One Pot” offer. The idea being to use familiar “all in one” dishes or adapting others to make them a complete hot meal. Wherever possible, we have incorporated side dishes already on the menu, making for a one stop lunch to help keep the queues speedy.

Over the following pages we have taken five of these dishes, given recipes, pictures and serving suggestions, to give you the idea on how to execute:

Beef cottage pie with cheddar, root veg & mustard mashed potato

Jerk chicken leg with pineapple relish, rice & peas, fried greens

Cauliflower katsu, coconut rice, cherry tomato & nigella pickle

Chicken, root vegetable & potato casserole with sugar snaps

Lemon & mint falafel pita with slaw & Cajun wedges

At the end of the document there are some suggestions on service dishes from suppliers, in china and melamine, along with a couple of disposable options for those that need it.

Happy cooking!

wholesome meals

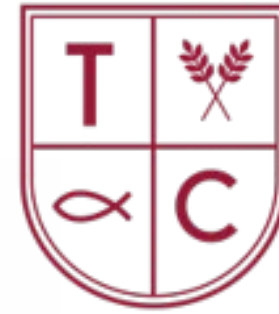


all in one



holroyd howe
feeding independent minds

One pot innovation
Cottage pie with cheddar mash and roasted
root veg



**TOWER
COLLEGE**

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feeding independent minds

Jerk Chicken Legs, Pineapple relish
& Sticky Coconut rice and beans
