

Duke of Kent School Protocols

Issue 8.2

Date: November 2021

These protocols are based on current Government advice and will be reviewed and updated in the light of any new advice received. Please also see the School's COVID-19 Risk Assessment which can be found on the School website under School Information and policies.

In line with the latest Government advice "School COVID-19 operational guidance July 2021" the school will focus on four control measures;

1. Good hygiene for everyone.
2. Maintaining appropriate cleaning regimes.
3. Occupied spaces to be well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

In addition, given the recent number of positive cases within the School community, additional measures will be introduced for the first two weeks following half term at which point a review of all measures will be undertaken.

These additional measures have been highlighted in red.

Wellbeing	<ul style="list-style-type: none"> - Any pupil or member of staff who develops COVID-19 symptoms or has a positive test should follow public health advice on when to self-isolate and what to do – https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do - They should not come into school if they have symptoms, have had a positive test result or other reason requiring them to stay at home due to the risk of them passing on COVID – 19 (for example, they are required to quarantine). - If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and should follow public health advice. The household, (including any siblings) should follow PHE stay at home guidelines for households with possible or confirmed coronavirus (COVID-19) infection – https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection - Anyone with symptoms, should avoid using public transport and, wherever possible, be collected by a member of their family or household. - Close contacts of anyone testing positive, will be identified via NHS Test and Trace and from 16th August 2021, pupils under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, pupils will be advised to take a PCR test and if this returns a positive result then the pupil will need to self-isolate in line with Government guidance. It is recommended that daily Lateral Flow Device testing should be undertaken by all household contacts or contacts identified by Test and Trace, who do not have symptoms until they receive their PCR test result. - Pupils who have been confirmed as clinically extremely vulnerable (CEV) should attend school unless they have been advised by their GP or clinician not to attend. The School nurse will keep these pupils informed of any PCR confirmed cases where they may have had a close association.
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	<ul style="list-style-type: none"> - Parents, pupils and staff must adhere to Government guidelines regarding the need to quarantine and test if they are returning from abroad. - The wearing of face coverings is now recommended for those pupils and staff members using school minibuses. - Teaching in the Senior School should be undertaken without the use of face coverings although teaching staff should ensure that they are social distanced from pupils wherever possible. - All Staff and Visitors are recommended to wear face coverings in communal areas of the School. - If your child requires first aid, this will continue to be provided by either staff qualified in first aid or the School Nurse and depending upon the nature of the illness/injury staff will use appropriate PPE. <p>Asymptomatic testing</p> <ul style="list-style-type: none"> - Members of staff should continue with twice weekly home tests (via Lateral Flow Device) until further notice. - Senior pupils will continue to be asked to undertake a home LFD test twice weekly until further notice and are encourage to take a test on Sunday 31st October ahead of their return to School on Monday 1st November 2021. - Any member of staff or pupil testing positive via the LFD test, should self-isolate in line with the stay at home guidance for households with possible or confirmed COVID-19 infection. They will also need to obtain a free PCR test to check if they have COVID-19. Whilst waiting for the result, they should continue to self-isolate. If the PCR test is taken within 2 days of the positive LFD test and is negative, it overrides the self-test LFD test and the pupil or staff member can return to school providing the individual has no COVID-19 symptoms. For positive PCR tests follow the guidance for self- isolation. - Pupils will be provided with home testing kits (Lateral Flow Devices) to be undertaken twice weekly. Staff members will also be offered home testing kits to be undertaken twice weekly.
<p>General</p>	<p>Hygiene</p> <ul style="list-style-type: none"> - Frequent and thorough hand cleaning should now be regular practice. Pupils should continue with the 20 second rule for handwashing with regular handwashing throughout the school day (arrival, before and after eating, after exercise, using toilets, after sneezing/coughing. Soap and water or hand sanitiser may be used. - Pupils should continue to use tissues or elbow to cough or sneeze and use bins for tissue waste (catch it, bin it, kill it). - Pupils will be encouraged not to touch their nose, mouth or eyes. - All areas will be thoroughly cleaned at the end of the day and at intervals during the day. - Classroom windows to be opened to improve ventilation, although not to the extent that pupils and staff feel uncomfortably cold. Common sense to prevail in this respect. - Doors to be left open where safe and wherever possible to do so, to limit the use of door handles and keypads although a common sense approach to be adopted to ensure room temperatures are sufficient for both staff and pupils. <p>Classroom Resources</p> <ul style="list-style-type: none"> - Classroom resources such as books and games can be shared although it is essential that good hand hygiene remains in place for all staff and pupils. - Pupils should continue to bring in their own pencil case and pens/pencils and ideally these should not be shared with any other pupil. - PE and music lessons will return to normal although good ventilation is still required for indoor sports and music lessons and performances. - The swimming pool will be available and operated under the guidance from “Swim England”.

	<p>School Day</p> <ul style="list-style-type: none"> - Staff briefings will revert to the Performing Arts Hall and social distancing observed in the Staffroom. - School assemblies for Senior School will revert to remote delivery and assemblies for Pre prep and Prep can continue subject to sufficient space and the provision of good ventilation. - There will be no whole school assemblies for the time being. - In the event of a localised lockdown and the School is told to close or if a child is required to self-isolate, education will be delivered via remote learning. <p>School Events</p> <ul style="list-style-type: none"> - The School will continue to risk assess planned events at School to ensure that any risks of transmission of COVID 19 can be mitigated as far as possible. Parents attending events will still be required to sanitise their hands before entering buildings and face coverings will be recommended. Parents and visitors will also be requested to undertake a Lateral Flow Device test prior to attendance. Venues will be well ventilated and audience numbers will be limited. In all cases, parents must not attend school if they have any symptoms of COVID 19 or are self-isolating.
Arrival/ Departure	<ul style="list-style-type: none"> - The School will be open from 7.30 am to 7.30 pm with full staff supervision in place. - Pupils between Years 1 to 11, can arrive at school between 7.30 am and 8.40 am. Nursery and Reception pupils can arrive from 8.00 am onwards. - Departures will be as follows; <ul style="list-style-type: none"> o Nursery to Year 2 - 3.30 pm or 4.30 pm following an activity. (Pupils with older siblings and staff children may remain until 4.45 pm). o Year 3 to Year 6 - 4.45 pm or 6.00 pm / 6.30 pm, following an activity. o Year 7 to Year 11 - 5.00 pm or 6.00 pm / 6.30 pm / 7.30 pm following an activity / or late prep. - Pupils will be advised of their designated drop off and pick up locations. - All parents (with the exception of those with Pre-Prep pupils) either dropping or picking up should not leave their vehicles to ensure that the health and safety of the top car park can be maintained.
Uniform	<ul style="list-style-type: none"> - Pupils will wear School uniform at all times and change for PE and Games.
Catering	<ul style="list-style-type: none"> - Breakfast, lunch, morning and afternoon snacks and supper will be provided by the School caterers in the dining room. Pupils and staff must adhere to good hand hygiene before and after using the dining room. The one way foot flow will continue for the sake of good order. - All pupils should bring a filled and clearly named water bottle. Re-fills will be available from the water fountain in the dining room and Link corridor. - Catering staff will wear face coverings during service. - Staff using the Dining Hall should socially distance from other staff members and use staggered seating, classrooms and the Meetings Room to eat lunch.
Meetings	<ul style="list-style-type: none"> - Face to face meetings with School staff is permitted although social distancing and face coverings are recommended and meeting rooms should be well ventilated. Parents and visitors meeting with School staff should follow the guidelines and protocols for attending School events – see above. - Visits by prospective parents and pupils will be permitted subject to social distancing and face coverings and protocols for School events – see above.
Activities	<ul style="list-style-type: none"> - Sports fixtures (indoor and outside) with other Schools will continue subject to a COVID risk assessment and will remain subject to guidance developed by the specific national governing bodies for these sporting activities. - Parent spectators will also be welcome although there will be no match teas for the time being. Pupils will have tea, pitch side. - Residential International and UK trips will be subject to a full and thorough risk assessment covering the aspects of public health advice concerning current positive cases at School

	<p>together with hygiene and ventilation requirements. Also, consideration must be given to COVID 19 related travel cancellation insurance and appropriate contingency plans to account for any changes to the “traffic light” status of any country being visited.</p> <ul style="list-style-type: none">- Educational day visits will continue as before and will be subject to a full COVID risk assessment.
Transport	<ul style="list-style-type: none">- The Dedicated School Transport service will operate in the mornings and evenings subject to the following recommendations;- All minibus drivers are recommended to wear a face covering unless they are exempt from doing so.- Pupils are recommended to wear a face covering when using our minibuses unless they are exempt from doing so.