



COVID-19 SECURE ACTION PLAN

Revised May 2021

This plan is in response to the threat that Covid-19 presents. It has been written with reference to the Government advice given in the documents listed below. It is expected that as the situation changes the advice from the Government will change and therefore the contents of this document will change. Changes will also be made to the action plan when we find anything that we need to change.

Coronavirus (Covid-19): Actions for Schools during the Coronavirus outbreak

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

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12) Toilet facilities	13) Absence policy	14) Review of cleaning	15) Staff Signature



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CONTROL MEASURE	NOTES/ACTIONS	WHO THIS CONCERNS	REVIEW
Social Distancing	<ul style="list-style-type: none"> • Pace require pupils and staff to adhere to the Government guidance 2 metre social distancing rule • New students and their Parent/s / Carer/s made fully aware that this measure is in place before pupils attend so they are aware of what is expected of them and consequences should this not be adhered to. • Pupil numbers per classroom will be reduced, clear direction must be given to pupils when entering the classroom, so they are aware of where they need to sit. Visuals to be used to ensure pupils are using the correct distancing measures • The movement of pupils around the school building will be limited to reduce the risk of infection and prevent the spread of the virus. This may include pupils being taught in the same classroom for all subjects, having lunch / break times in the same classroom or making use of outside areas if the weather allows • Adapted/phased timetables to limit the number of pupils on school site at any one time • Making use of both the front and the back door for pupil arrivals to help maintain group bubbles with designated members of staff to greet the pupils • Floor visuals to help all staff and pupils observe the 2-metre social distancing rule throughout the school. 	Staff/Pupils/ Parent(s)/ Carer(s)	04/07/21



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CONTROL MEASURE	NOTES/ACTIONS	WHO THIS CONCERNS	REVIEW
Class or Group Sizes/ Timetable arrangements	<ul style="list-style-type: none"> • Adapted Timetables to ensure pupils are in group sizes no larger than 4 pupils per classroom with 1 Teacher. 	Staff	Daily
Reducing contact point activities	<ul style="list-style-type: none"> • No visitors allowed to the school, except under exceptional / specific circumstances, until further notice • No hand shaking or other physical social contact • Limited off-site activities to take place • Avoid any activity that involves passing items around the class • Pupils to be provided with disposable cups, cutlery, and plates • Pupils to use stationary/resources personalised to them 	Staff / Pupils	04/07/21
Routine for staff, student and visitor arrival at school	<p>Staff</p> <ul style="list-style-type: none"> • Staff are self-testing every 2 school days following training • Staff are only allowed to come to school if their most recent test was negative and they are not suffering from any symptoms • Staff arriving will be wearing a face mask / covering • The back door is the access point and will be met by Gary or another appointed person if he is not available • The person on the door will verbally ask if the member of staff arriving has any of the 3 key Covid symptoms, temperature / fever, new cough or recent loss or change in sense of taste or smell 		04/07/21



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	<p>If no current Covid symptoms and they have a recent negative test then the person will be allowed in and is required to follow the steps below:</p> <ul style="list-style-type: none"> • Use a sterile bag to bag up any coat / jacket or other outdoor clothing and any personal possessions that they have arrive with • Personal possessions that will fit in their locker can be locked away in their locker • Move in to the 'accessible toilet' and wash hands for 20 seconds minimum using soap and running water • Replace the face mask covering that they are using with a new one • Wash hands again • Clean any contact points in the room using a disinfectant • Pass through to the lower hallway • Gel hands using the wall mounted gel dispenser • Proceed to the room designated for their use that day after locking away any personal items in their locker <p>Students</p> <ul style="list-style-type: none"> • Students are self-testing twice a week • Students are only allowed to come to school if their most recent test was negative and they are not suffering from any symptoms • Students are allocated to either the front or the back door for their entry and they are to be met by a designated member of staff 		
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	<ul style="list-style-type: none"> • The person on the door will verbally ask if the student has any of the 3 key Covid symptoms, temperature / fever, new cough or recent loss or change in sense of taste or smell <p>If no current Covid symptoms and they have a recent negative test then the student will be allowed in and required to follow the steps below:</p> <ul style="list-style-type: none"> • Put on a school supplied face mask • Gel hands • Hang up their coat or other outer layer top that they arrived wearing • Hand in any personal possessions such as mobile 'phone, money, keys, sweets or any other items by putting those items in their allocated school bag • Move to the 'accessible toilet' or CR3 and wash hands for 20 seconds minimum using soap and running water • Clean any contact points in the room using a disinfectant • Proceed to the classroom for their first lesson <p>Visitors – only pre-arranged visitors are allowed in</p> <ul style="list-style-type: none"> • The member of staff greeting them will verbally ask if the person has any of the 3 key Covid symptoms, temperature / fever, new cough or recent loss or change in sense of taste or smell and confirmation of most recent test <p>If no current Covid symptoms and they have a recent negative test then the person will be allowed in and required to follow the steps below:</p> <ul style="list-style-type: none"> • Put on a school supplied face mask • Use the hand gel dispenser by the front door to thoroughly gel their hands 		
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<p>Good Personal Hygiene</p>	<ul style="list-style-type: none"> • Face masks supplied on entry to be worn by students, staff and visitors when moving around the building. They may be removed when the person is in their base room for that session • Parents / Carers informed of hygiene expectations so they can discuss this with the pupil prior to them attending Pace • All pupils and staff to wash their hands before coming to school, before going home and when they get home • Each Teacher to be responsible in reminding pupils to wash their hands and to use the Hand dispensers regularly • All School staff to teach pupils hand washing techniques • Visuals such as posters displaying Key information • Cleaning hands more often than usual-wash hand thoroughly for 20 seconds with running water and handwash. All staff and pupils to make sure they wash their hands before eating / snacking and entering different areas of the building • Disposable Hand towels to be supplied in each Toilet instead of shared use washable hand towels • To encourage good Respiratory hygiene i.e. cover your mouth and nose with a tissue or your sleeve (not your hand) when you cough or sneeze promoting the 'Catch it, bin it, kill it' approach 	<p>Staff / Pupils / Parent(s)/Carer(s)</p>	<p>04/07/21</p>



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<p>Hand Sanitiser Gel dispenser</p> <p>Hand washing with running water and hand wash/soap</p> <p>Tissues for each class</p>	<ul style="list-style-type: none"> • Hand gel dispensers located throughout the school – Main entrance, Rear entrance, first floor outside the classrooms, recreation room / toilet. • Ensure the dispensers are full at the start of each day • All pupils to use these when entering the building and before leaving, before break time/lunch time and to be prompted by staff to use them during various points throughout the school day. • All pupils and staff to use the dispensers after coughing or sneezing • All pupils and staff to use Hand washing facilities when necessary. Should a member of staff/pupil request to wash their hands please use the toilet facilities <u>NOT</u> the kitchen sink as this is a food preparation area only. • Tissues to be put in bins straight away and hands washed afterwards 	<p>PUPIL/STAFF</p>	<p>04/07/21</p>



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ICT / Technology	<ul style="list-style-type: none"> • Staff to limit the pupil use of ICT where they can • Each keyboard, mouse and work station area to be thoroughly cleaned after each user • Keyboard coverings for all computers • Use of laptops where necessary, also to be thoroughly cleaned after use • People to consistently use the same computer 	Staff / Pupils	04/07/21
Transport	<ul style="list-style-type: none"> • Local Authorities to be contacted regarding the Transport of pupils and numbers of students being transported <p><u>UPDATE</u></p> <p>Each LA has a separate Transport Policy. At present some Local Authorities are only allowing one pupil per taxi (car).</p> <p>The LA are aware of the fact that each child will not be able to meet the 2-metre social distancing rule in a car, therefore Parents will have to make that decision as to whether they are happy for their child to be transported in a taxi, this will be reflected in the Risk Assessment. Further guidance to follow.</p>	Staff / LA	Daily



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PPE	<ul style="list-style-type: none"> • The wearing of face masks around school was introduced on the return from half-term. This is in line with the Government Guidance that was issued later that week. Everyone at Pace is to wear a school supplied face mask unless they are in their lesson room / base room, in the actual process of eating or drinking or exempt. • PPE can be used when administering First Aid this is in the Medical room 	Cherri/Clare	Dependant on GG
Risk Assessments	<ul style="list-style-type: none"> • Individual Risk Assessment to be completed for all Pupils attending Education • Parents to be involved in this process and receive a copy of their Child's Risk Assessment 	Staff / Parents	Daily
Pupil illness / Medical Room	<ul style="list-style-type: none"> • Should a pupil become unwell during the school day with COVID-19 symptoms they are to be taken to the Medical room immediately. The Headteacher is to be informed and Parent/Carers notified, and arrangements made for them to be taken home. 	Staff / Pupils	02/12/20
First Aid	<ul style="list-style-type: none"> • Should a child require first aid and the 2-metre distancing rule must be breached then please use the PPE available in the medical room should you need to, please report this immediately to the Headteacher. <p>FIRST AIDER: GUY MONTGOMERY</p>	Staff/Pupils	02/12/20



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Toilet Facilities	<p>Females to use the upstairs toilet until further Notice.</p> <p>Males to use the downstairs 'boys' toilet until further notice.</p> <p>The Accessible Toilet is, until further notice, set aside for people to wash and prepare themselves on arrival.</p>	All staff/ Pupils	02/12/20
Absence Policy	<ul style="list-style-type: none"> • Review the time period of absence for ill pupils and staff and increase if necessary but at least a minimum of 48 Hours. (Headteacher to assess individual case) • To follow the Government Guidance on Self Isolation for 10 days should a pupil or staff member show symptoms relating to COVID-19. The Headteacher is to be notified immediately should a staff member/ pupil fall ill. • Positive lateral flow tests are expected to be backed up by a PCR test <p>Current guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</p>	Staff / pupils	02/12/20



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STAFF SIGNATURE SHEET

STAFF NAME	STAFF SIGNATURE