



Valence School
enabling independence

A GUIDE FOR STAFF FROM 22nd JUNE 2020

Movement to Learning Bubbles

This must be read in conjunction with-

- [Child Protection Policy Addendum \(April 2020\)*](#)
- [Valence School Covid-19 Risk Assessment](#) *
- [Health and Safety Policy Addendum \(June 2020\)*](#)
- Individual student risk assessments and Interim support plans
- [PHE South East Health Protection Team: Guidance for Childcare and Educational Settings in the Management of COVID19 \(June 2020\)*](#)
- [DfE – Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#)

**Policy documents will be available on the website. Hard copies can be requested from the school.*

Special Requirements During COVID-19

1. Do not come to work unless you are completely well. Contact the Senior on Call if you are uncertain as to whether you should attend. If you have coronavirus symptoms: high temperature, new persistent cough or and loss of taste/smell, you are advised to access a test as soon as possible and to promptly notify the senior on call so the school can alert families or staff if required. You will not be expected to return to school until test results are known and are asked to notify the senior on call of the results as soon as they are known. Staff can apply for a test via the website or ask the school or your GP to arrange for one on your behalf.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

Staff are also advised to book a test if anyone in your household displays possible symptoms and to adhere to any advice provided by NHS Track and Trace. Please notify Senior on Call if you have been contacted by NHS Track and Trace and have been requested to self-isolate or seek a test.

2. On arrival, please go directly to your place of work, avoiding Reception and all other buildings if possible. Avoid contact with any other staff unless they are assigned to your bubble. Maintain a 2-metre distance if contact cannot be avoided.
3. Please continue to clock in /out, taking care to maintain a 2-metre distance: Bungalows staff by wooded gate outside PLC, Primary staff outside primary main doorway. Class staff over in stable block.
4. Please telephone Reception to confirm student and staff arrival and departure.
5. Hand Sanitisation stations are located at every main entrance. Please use these whenever you pass one and wash your hands thoroughly, for at least 20 seconds, on arrival. Please repeat this frequently throughout the day.
6. Use the 'catch it, bin it, kill it' approach for all coughs and sneezes.
7. Avoid touching your mouth, nose and eyes.
8. Clean frequently touched surfaces often using the disinfectant wipes provided and dispose of them after use.
9. For teachers and support staff, think about ways to modify your approach to keep a distance from students in your learning bubble as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
10. If you need to access Reception, maintain a 2-metre distance and if necessary wait for individuals to vacate the area.
11. Help your bubble to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating classroom displays with posters/displays from the students.

12. Support the students with handwashing procedures at regular intervals; on arrival, before and after meals, drinks or snacks, and prior to leaving at the end of the day.
13. Prevent your bubble from sharing equipment and resources (like stationery).
14. Do not send any books or equipment home with students unless they are deemed essential.
15. Keep your classroom door and windows open if possible, to improve ventilation. Hand dryers, electric fans and air conditioning units should not be used as they can increase droplet dispersion.
16. Limit your contact with other staff members, and do not congregate in shared spaces. Avoid passing other staff or students in corridors and only one person should use the lift (unless accompanying a student) at any time.
17. Office staff should sit 2 metres apart or relocate to different office spaces and good ventilation created. Workstations wiped down before and after use. Meetings to take place virtually.
18. Make sure you have read the school's Child Protection Policy Addendum and continue to report any concerns to the DSL and record using My Concern.
19. Office staff are advised to bring in their own mug, cutlery etc for own use. Disposable cups and utensils will be available to classroom-based staff. Staff working in the bungalows can access HLA cutlery and equipment however please ensure all items are placed in the dishwasher, on a hot cycle, after use.
20. Wash your hands after sitting on any soft furniture.
21. Photocopiers and telephones should be sanitised after use using the wipes provided.
22. In terms of travel arrangements to and from work, please avoid car sharing with others unless they are in your designated bubble.

Staffroom and Workroom Guidance to Ensure Staff Safety

- Please do not use any of the rooms that have been taped off and take note of notices on doors.
- Please only use the allocated computers for work preparation to ensure distancing.
- Please observe the 2 metre distance rules for hot water dispensers and photocopiers around the school.
- Use own utensils or disposable items where possible. If school crockery and cutlery is used please ensure it is placed in the dishwasher/washed immediately after use.

- Please ensure the hot water dispenser, photocopiers, keyboard, telephones and walkie talkies are wiped down after each use with the wipes/disinfectant provided.
- Please take breaks either in your bubble area or in the allocated outside area if weather permits.
- For staff based in the main building, only the staff kitchen is available. The seating area of the staff room is out of use and avoid congregating in any other room.
- Please sanitise your work area at the end of the day.

Staff Wellbeing

If you are feeling anxious about returning to school in these uncertain times, please speak to a member of the Senior Leadership Team and remember there is access to counselling services, in addition to the support below:

Support charity [Educationsupport.org.uk/helpline](https://www.educationsupport.org.uk/helpline) with free confidential help 24/7 or call 08000 562561

Hays Education wellbeing modules

Further support on the [Staff Links](#) page and Kent Rewards hub.

Please be vigilant of one another and share any concerns you may have about a colleague with leaders.

Movement to Learning Bubbles - Monday 22nd June

In line with all guidance, the school has remained open for the children of keyworker children as well as those identified as highly vulnerable. In addition, the school has started to provide support to children of parents who have requested that their child returns to school. During this time, any increase in student numbers has been gradual and evaluated against several factors, including risk assessments of students and staffing availability. On 1 June 2020, the school remained open only for those who have attended in term five and additional areas of the school identified for use during the school day. All parents were surveyed during term 5 and phone calls home made at the start of term 6 in order to expand the provision on Monday 22 June 2020.

Students will be within small bubbles spread over the school site including specified classrooms and bungalows. Please familiarise yourself with which other areas are in use during the day and avoid these areas if possible.

Each bubble will have a maximum of 2/3 Students and an appropriate team of staff to support them, matching the needs of the students with the skills of the staff within each team. Each bubble will have their own allocated care suite. Social distancing within the classroom, during transition and on the playground may not always be possible because of the needs of the Students, but should be encouraged at all times.

Outdoor areas have been allocated. If you wish to access a different area (e.g., Woodland Walk) please contact the LSS in advance who will advise/co-ordinate access.

Personal Protective Equipment (PPE)

The school will continue to stock a range of PPE equipment for staff to use in accordance with the latest guidance (<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe>)

Staff are not obliged to wear PPE, even when social distancing cannot be maintained. Additional PPE Packs are however provided for staff assisting with eating and drinking needs (however staff are not obliged to use this).

If face masks are required, staff should only use the items provided. Home-made face masks are not permitted within the school.

PPE is only required for any personal care routines (gloves and apron) or if supporting a child or staff member who appears symptomatic or unwell. If symptoms are displayed, please request an Isolation pack from the nursing team. The pack will contain additional PPE equipment (disposable gown, fluid resistant masks, gloves and face shields / eye protection) for staff if they need to continue to support the student in close proximity (less than 2m).

Nursing staff, therapists or visiting professionals, will be expected to wear PPE if they need access to a bubble (e.g., therapy or nursing assessment). Any such assessment should be conducted in a separate room to the remaining staff and students in the bubble. Parental consent from each family is required prior to the assessment where possible.

Working at Valence during this time

Subject to change depending on student numbers:

Rotas will be produced and circulated to indicate who will be in school on which day and what times. This also includes staff teams. Neither staff nor students will move between bubbles.

Please ensure all Students' belongings go home each day. No toys or stationery items are to be brought into school by Students unless essential for their special educational need. Where possible, these items should be wiped with sanitiser.

Resources

- Wear disposable gloves (a separate pair for each student)/use hand sanitiser before and after handling each Students' contact book/book bag to reduce transmission.
- Remove: malleable, natural objects, play dough, sand, water. Play dough can be used from individual pots if closely supervised. Water with antibacterial washing up liquid can be used in individual trays under close supervision.
- Books to be stored in sets and remain in each bubble. Where possible, books should be wiped after use with a sanitiser.
- All resources must be washable.
- Every child to have a tray/allocated desk area which contains their own resources (pens, pencils, whiteboard, whiteboard pen, glue, scissors etc.). These resources are to be kept in a named wallet/tray/bag.
- Do not use tea/sets, pretend food etc. as this may encourage children to put things in their mouths.
- Please do not use bubbles that have to be manually blown. (applicable to all year groups)
- Soft furnishings (blankets, cushions, cuddly toys etc.) must be removed. Please put these items in a black bin liner that is clearly labelled and place out of the room that is being used.
- Please only use the use the allocated outdoor space. Outdoor equipment can only be used if it is appropriately cleaned afterwards by the staff working with the students using it.

Health and Wellbeing

- Maintain the bubble by preventing any unnecessary contact before, after and during the school day.
- Handwashing should be carried out on entry to the class and before and after consuming food. Hand washing should occur at the minimum every 2 hours.
- Surfaces should be cleaned throughout the session with disinfectant wipes.

- Intimate care: please follow normal procedures in the allocated care suite only. Use disinfect wipes to clean surfaces after use.
- If staff toilets are shared between bubble teams (Primary Classes), please follow the specific guidance regarding signage and use.

Bubble expectations

- Students and staff will use hand sanitiser on entering the classroom.
- Staff should wipe the keyboards, mice and accessibility equipment such as switches at the start of the day and every session.
- All classrooms will have socially distant seating and Students must sit at the same desk and at the same computer where possible throughout the day. Desks and chairs must not be moved from their location and particularly not from the classroom.
- Windows should be left open during the lesson unless it disrupts the learning.
- Group activities and any close contact between individuals should be avoided even during physical exercise.
- Stationery and equipment should not be shared.
- Toys/equipment used during the day and surfaces used to be wiped with antibacterial wipes by cleaning staff. Staff should make cleaners aware of any other requirement.
- Gloves, and appropriate cleaning equipment will be available in each bubble
- Students' belongings should go home with them at the end of each day.
- If you need any additional items collected or delivered to the bubble, please use the LSS Drop Box located within each environment. Wear gloves before sanitising the item and placing it into the box. Wear gloves before retrieving and sanitising any items.

Marking

- When marking books, staff can give verbal feedback or can wear disposable gloves or if they prefer use post it notes. Exercise books must not be taken off site.

Assemblies

- There will be no assemblies until further notice.

Movement around the school

- All non-essential movement around school must be avoided.
- Students should always be accompanied whilst in the school grounds.

Break Time and Lunch Time Arrangements

- Meals and breaks will be taken by students and staff in situ.
- Each bubble team will need to agree and schedule appropriate snack and breaktimes into their student's timetable as each arrangement differs.
- For staff working in the Home Living areas, staff and students are expected to work together to plan, prepare and cook lunch. A suggested two weekly menu is provided, and staff are asked to collate and forward their shopping list to the LSS on a weekly basis.
- For classroom-based staff, lunch meals for both students and staff will be provided by the catering team. LSS will deliver your meals, along with any specialist equipment required, at 12noon.
- In terms of staff breaks, please use the facilities available in your bubble. Flasks of tea and coffee will be provided to classroom staff and water is available.
- Staff are welcome to bring in their own drinks or snacks.

What to do if students/staff appear unwell

Staff are asked to remain vigilant for any signs of ill health. If a staff member or student feels unwell, their temperature should be taken using a non-contact thermometer.

If a student displays any signs or symptoms of the virus, such as having a cough, fever, or has a loss of, or change in, their normal sense of taste or smell (anosmia), parents should be immediately contacted and asked to collect their child. The student and staff team should remain in their bubble area however utilise any adjacent rooms to separate the individual from the rest of the group and continue to isolate themselves from others. Senior / DSL on Call to be notified.

For staff supporting the student, if a 2-metre distance cannot be maintained, additional PPE should be worn. Please contact the LSS or nursing team to request an Isolation Pack which will contain the necessary PPE equipment. This includes a disposable gown, fluid resistant face mask, gloves and a face shield/eye protection. These items should be disposed of into clinical waste after use.

For the remaining students, LSS /Senior on Call will contact their parents to confirm the situation and agree arrangements for the remainder of the session and for their journey home.

Once all students have been collected, staff to self-isolate in line with current guidance. The classroom or Home Living Area will be deep cleaned and any staff who had been in contact (including transport provider) will be notified. Senior managers will later contact staff affected to confirm the outcome and discuss any further action which may include a recommendation to test.

Emergencies

Please refer to each student's Risk Assessment and Interim Provision Plan for details of Personal Emergency Evacuation Plans (PEEPS) and First Aid Arrangements

First Aid provision is available in each bubble area and Senior Managers have ensured that there are adequate numbers of First Aid trained staff on shift.

If First Aid support is required and you are unable to attend to this, please contact LSS or Senior on duty who will co-ordinate assistance.

New guidance has been issued from the UK Resuscitation Council around changes to CPR practices.

All First Aid trained staff are advised to watch the link below video.

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

Valence School - Essential Numbers

Bungalows (dial 18 plus bungalow no.)	1801-1808
Reception	1000
Nurses	1030
LSS – HLA Support	2240
LSS – Classroom Support	2243
DSL / Senior On-Call	Roland Gooding:07896 905605 Lisa Kavanagh: 07912 124724 Matt Strange: 07894 483673 Jo Chivers: 07896 90509