

Cranbrook School - 2021-22

Standard Operating Procedures

These operating procedures are for the academic year 2021-22 and follow the Governments guidance [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance) and will be updated according to Government guidance. (Last update February 2022)

On 21 February the Prime Minister set out the next phase of the Government's COVID-19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

Our priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

The school will comply with health and safety law and will regularly review and update our risk assessments /operating procedures treating them as living documents.

The main symptoms of Covid-19 continue to be stated by NHS as:

- ✓ a high temperature – this means you feel hot to touch on your chest or back
- ✓ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- ✓ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Updated information since January 2022

- *Face coverings are no longer advised in classrooms or communal areas.*
- *Twice weekly testing is no longer advised.*
- *Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.*
- *A director of public health may advise that face coverings should be worn in exceptional circumstances.*

The following Government control measure remain:

1. Ensure good hygiene for everyone.
 2. Maintain appropriate cleaning regimes.
 3. Keep occupied spaces well ventilated.
 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
- Hand hygiene
Frequent and thorough hand cleaning should now be regular practice. Students should clean their hands regularly with soap and water or hand sanitiser.
 - Respiratory hygiene
Students must use the "catch it, bin it, kill it approach" when sneezing or coughing. Use a tissue or elbow to cough or sneeze into and use bins provided for tissue waste.

- Cleaning

Regular cleaning will continue with a focus on frequently touched surfaces.

- Ventilation

A throughput of fresh air should be introduced wherever possible whilst still maintaining a comfortable teaching environment. Doors and windows should be opened whenever possible and especially on the changeover of classes.

When students or visitors are attending assemblies or events in the Queens Hall the extractor ventilation system will be in operation to circulate fresh air in the Hall.

Government issued CO2 monitors will be circulated around classrooms to measure CO2. A consistent CO2 value below 800 ppm (parts per million) indicates the space is well ventilated. If consistently above 1500ppm ventilation must be increased by opening windows and doors in the first instance..

- When an individual develops COVID-19 symptoms or has a positive test

Students, staff and other adults should follow guidance on [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-people-with-covid-19-and-their-contacts) if they have [Symptoms of coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus-symptoms/).

Students in boarding should usually self-isolate in their boarding school. Students and staff should return to school as soon as they can, in line with guidance.

- Symptoms of Covid-19 or a positive test

The main symptoms of COVID-19 are a recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Anyone with these symptoms should order a PCR test. They are advised to stay at home and avoid contact with other people while waiting for the test result.

Other symptoms linked with COVID-19 include shortness of breath, fatigue, loss of appetite, muscle ache, sore throat, headache, stuffy or runny nose, diarrhoea, nausea and vomiting. Any of these symptoms may also have another cause.

If any student suspects they develop symptoms while in school they should report to the Med Centre who will assess the symptoms and if necessary, arrange for them to go home. See Appendix for full details.

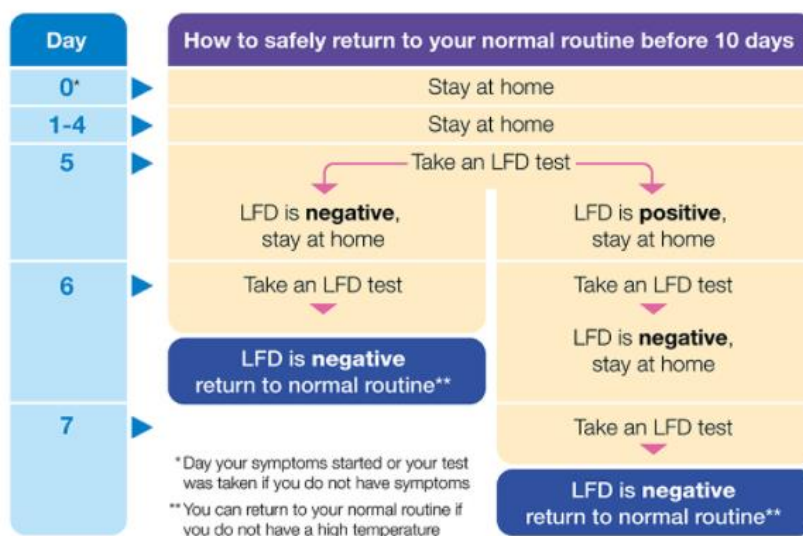
If a boarder shows symptoms they will return to their house to isolate.

If a staff member suspects they develop symptoms during the school day they should seek a PCR test as soon as feasibly possible. See Appendix for full details.

Guidance [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-people-with-covid-19-and-their-contacts) states:

Many people will no longer be infectious to others after 5 days. You may choose to take an LFD test from 5 days after your symptoms started (or the day your test was taken if you did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and you do not have a high temperature, the risk that you are still infectious is much lower and you can safely return to your normal routine.

How to safely return to your normal routine before 10 days



If your day 5 LFD test result is positive, you can continue taking LFD tests until you receive 2 consecutive negative test results.

Children and young people with COVID-19 should not attend their education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature.

- Tracing close contacts and isolation

The school will no longer undertake contact tracing. Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.

If you live with, or have stayed overnight in the household of, someone who has COVID-19, for 10 days afterwards you are advised to:

- minimise contact with the person who has COVID-19
- avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system
- limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces
- wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people
- pay close attention to the main symptoms of COVID-19. If you develop any of these symptoms, order a PCR test. You are advised to stay at home and avoid contact with other people while you are waiting for your test result

- Vaccination

The government recommends that all school staff and students take up the offer of a vaccine.

- Attendance

In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a student attending school where they have a confirmed or suspected case of COVID-19, we may take the decision to refuse the student if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is self-isolating (awaiting a test result) or in quarantine because of COVID-19, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).

For student abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.

- Outbreak Management Plans

If there is an outbreak in the local area or in school (this may be several confirmed cases within 14 days) we will work with the Local Authority, the Director of Public Health and the UK Health Security Agency (UKHSA). Changes may include the reintroduction of bubbles for a temporary period and advice to wear face coverings temporarily. See [Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) and Cranbrook School Outbreak Management Plan.

- Remote Education

Remote education will continue to be provided for students who need to self-isolate because they have tested positive and are well enough to do so. This also applies to those boarding students who are abroad and facing challenges to return due to Covid travel restrictions.

- Travel

All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).

Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.

- Clinically Extremely Vulnerable (CEV)

CEV students should attend school unless they are under pediatric specialist care and advised not to attend.

CEV adults are no longer advised to shield but they should, with help from their line manager and the Deputy Head follow practical steps to minimise their risk of exposure to the virus.

- Educational visits

Educational visits should be subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination

- Ofsted Inspection

For state-funded schools, Ofsted has resumed its programme of routine inspections and will aim to inspect every state-funded school within the next 5 academic years. This will mean an extension of up to 6 terms in the inspection interval for those schools not inspected since the start of the pandemic.

- Accountability expectations

The DFE will not publish data based on exam and assessment results from summer 2021 in performance tables. Subject entries and destinations data will be published in performance tables in autumn 2021.

If a student displays symptoms at school

1. Ask student to go directly to the Med Centre.
2. Staff/other students who have had contact with the symptomatic student must wash their hands thoroughly for 20 seconds or thoroughly sanitise their hands.
3. Med Centre to contact Reception to report a student with symptoms. Reception to organise for Site Team to thoroughly disinfect/clean all surfaces and contact points they came into contact with including door handles, stairwells, the bathroom if used.
4. Med Centre to call parents/legal guardian to collect student and take them home. Advise them that the student will need to get a PCR test asap. Home test kits (PCR) can be offered.
5. While the student is awaiting collection, move them to an isolated room in Med Centre at least 2 metres away from other people and open a window for ventilation.
6. Med Centre staff caring for a student while they are awaiting collection should maintain 2 metre distancing. If not possible, they should wear suitable PPE.
7. If the student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
8. Once the student has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with including door handles and the bathroom if used.
9. Med Centre to update DH and Sam Gleadow on situation. Med Centre to inform Attendance Officer and HOH.
10. If PCR is negative and student is well enough, they may return to school.
11. If PCR is positive student should not attend school while they are infectious. They should take an LFD test from 5 days after their symptoms started followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature.

If a staff member displays symptoms at school

1. Put on a face covering and inform LG. Avoid contact with anyone in school and go home immediately.
2. LG to contact AMB to organise cover for day of leaving and future days if needed.
3. Reception to organise for Site Team to thoroughly disinfect/clean all surfaces and contact points they came into contact with including door handles, stairwells, the bathroom if used.
4. Staff member advised to get a PCR test and report results to school asap.

If a boarder displays symptoms or has a positive LFD test while at school

1. Inform Head of House as well as Kirstie Burnett or Mandy Smart immediately by phone.
2. Student to self-isolate in room allocated in house. Thoroughly disinfect/clean all surfaces and contact points they came into contact with including door handles, stairwells, the bathroom if used.
3. Arrange for a PCR test.
4. Inform parents of student.
5. Inform Sarah Hollands about absence.
6. Inform teachers of absence and implement remote learning at least by next morning.
7. Any close contacts are not required to isolate. However, Head of House to inform parents of boarders in house of the symptomatic/positive LFD case.

8. If PCR is positive student should not attend school while they are infectious. They should take an LFD test from 5 days after their symptoms started followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature.
9. Update parents of student as well as parents of other students in house.
10. Staff to be notified of confirmed positive case.