



The William Henry Smith School

Best and Safe Practices and Controls – Covid 19. Updated 24 August 2021

Health & Safety

We request that staff continue with twice weekly Lateral Flow Tests (LFT's). If you use a lateral flow test at home, please submit your results using the link below. Please ensure that you complete every box before submitting.

https://forms.office.com/Pages/ResponsePage.aspx?id=gSS7u6-d90OpkTf-sWGx_wcjoGNPVFRMpuyXWbaamYBURUE2SkJPMFIOMjZPRlczMkJUM09GSkNRQy4u

Students in Year 7 and above will also continue to take twice weekly Lateral Flow Tests and report results via the website.

The following guidance remains in place even though restrictions have lifted and you may have had the Covid vaccinations.

- Continue to follow the guidelines on hygiene & handwashing - Remember “Hands, face and space”
- Make sure the space you are in is well ventilated and windows and doors are open to let in fresh air
- Always use hand sanitiser or wash hands before and after using play areas, associated equipment and resources
- Always use antibacterial wipes before and after use of any desk/PC if hot desking/using an alternative desk
- Students should be encouraged to use their own equipment/stationery provided. Any equipment being shared must be cleaned with anti-bacterial wipes
- Ensure bedding and clothing is sent to laundry frequently
- When outside of school continue to wear face coverings in enclosed and crowded spaces

Travel, Finance and Visitors

- Use of Face Coverings is still required by staff and students when in vehicles as this is classed as a confined space
- Collect vehicle keys from reception window, do not enter the office unnecessarily
- Consider visiting busy places and where possible take packed lunches rather than eating out (consider healthy eating at all times)
- Continue to use the current procedures for cash and do not visit the finance office (this is a new non-Covid related practice)
- Forms to be completed electronically and emailed to finance rather than paper forms (this is a new non-Covid related practice)
- As has always been the case, only use own vehicle if approved by SLT and ensure your vehicle is wiped down with antibacterial wipes and well ventilated



The William Henry Smith School

- Disinfectant wipes will be provided in all vehicles and must be used before and after a journey takes place and must be used to wipe the areas you touch whilst in the vehicles. E.g. Door handles, steering wheel and controls, radio, controls on console, gear stick, hand brake, window handles or electric window buttons
- You must dispose of any wipes correctly in a dustbin
- Please ensure vehicles are well ventilated by opening windows as much as possible.
- Face coverings should be worn on public transport and dedicated transport to school.

Keeping up to date with information

- Read all staff briefings
- Record everything on SID
- Follow government guidance whilst not in school
- Inform us immediately if you or anyone you have been in contact with anyone who has tested positive for Coronavirus
- If you have been in contact with a positive person and you have been double vaccinated therefore you do not need to isolate. You may be advised to take a PCR test
- If you are not double vaccinated and are in close contact with a positive person you must follow government guidance on isolation (see flow chart issued by Jen Clegg)

Remote education expectations

- Where a student needs to self-isolate, there is an expectation to offer immediate remote education/learning and resources
- Printed resources, textbooks and workbooks will be provided for students who do not have suitable online access, or if this is their preferred method of learning
- Recognise that some students may not be able to access remote education/learning without adult support, we will work with families/carers to deliver a broad and ambitious curriculum and teachers are best placed to know how to meet their needs
- Decisions on how provision can be delivered will be considered on an individual basis, avoiding a one size fits all approach
- Staff will work collaboratively with families/carers in putting in place reasonable adjustments as necessary