



## **GUIDANCE FOR PARENTS & STUDENTS: RISK MANAGEMENT MEASURES (September 2020)**

If your child attends Foundry for some or all of the time, below is some information about the measures we have put in place in order to minimise the risk to your child, your family and also our staff.

### **Arrival and Departure**

- The school day is between 09:30 – 14:45 pm.
- A daily attendance register will be kept.
- If you think your child is unwell, for whatever reason, please keep them at home, but remember to contact Admin to let us know. Every absence, every day must be accounted for.
- In order to preserve social distancing rules, no parents / carers are permitted inside the school building. Staff will escort students to and from their parent's car.
- External visitors to the school will be limited to only those that are essential and wherever possible, visits will be outside school hours.
- School transport has been assessed for risk and protective measures put in place including restricting the capacity to 6 students with designated seating. Students will not sit in the front seat.

### **Keeping your child safe.**

- Every day, you will be asked if your child or any member of your household has a temperature, a cough or has lost their sense of smell/taste. If the answer is yes, then you **must not** send your child into school and if you have arrived at school with your child, you will be asked to return home.
- If your child develops a temperature or cough whilst in school, they will be taken to our designated isolation room and you will be called to collect them. We expect you to collect them immediately if this is the case.
- Only under exceptional circumstances will Foundry College transport your child home.
- If there is a suspected case of Covid-19 of either a staff member or student, during the school day, government guidelines will be followed regarding isolation, cleaning, use of PPE, testing and providing information for track and trace.
- As students are not restricted to the use of one classroom, if a student develops symptoms, their movements will be immediately restricted and everywhere they have been and anything they have touched will be thoroughly cleaned.

### **Hygiene**

- Staff and students will be expected to wash their hands with soap on arrival at school and as often as possible during the day.
- Staff and students will be expected to sanitize their hands on entry to each classroom.
- Staff in classrooms will clean high contact points in the classroom, including desks, door handles and window openers before use, between every session and at the end of the day.
- SLT and other designated staff will clean communal areas two-hourly (9:00, 11:00, 13:00, 15:00)
  - Toilet cubicles- door handles both sides, taps, soap dispenser, toilet roll & hand towel holders, bin lids, flush handles
  - Reception / SLT Office / Hall– desk surfaces, telephone, door handles, keyboard
- Your child will not change clothes for PE.
- Your child will be actively discouraged from sharing any equipment, but where this is unavoidable, shared equipment will be regularly cleaned.

### **Personal Protective Equipment**

- Staff will only wear PPE (masks, apron, gloves, goggles) when absolutely necessary – in the event that a student or colleague needs close supervision and is presenting symptoms. Strict hygiene measures must be followed.
- Staff and students may choose to wear an appropriate face covering for the nose and mouth.
- If your child requires first aid or medication, this will be administered by a suitably qualified staff member who will take any necessary precautions, which may include the use of PPE.



### **Classrooms**

- Classrooms will have no more than 4 students in them at a time.
- Furniture will be arranged to enable students to face forward wherever possible.
- Students will not be restricted to the use of one teaching space.
- Staff will maintain a social distance of 2 m wherever possible.

### **Learning Activities**

In the interest of consistency and to minimise your child's anxieties, we would seek to keep provision as "normal" as possible whilst being mindful of the need to support our students as they deal with the impact of Covid-19 on their lives in the widest sense.

- Provision on site is education based, not childcare, but the curriculum is driven by the availability of staff.
- Staff will take students outside as often as possible.
- Classwork and homework that is taken in for assessment will not be touched for 24 hours and then not returned for a further 24 hours.
- Wherever possible, resources will not be shared and if they need to be, they will be cleaned between users.
- Offsite activities will resume, following thorough risk assessment.
- Pastoral support will continue to be available to students.
- As is current practice, positive handling will only be used if absolutely necessary.
- Recreational activities such as ball, card and computer games will require hand washing or sanitizing before and after participation, and the guidance by supervising staff must be followed.

### **Lunches**

- The usual lunch offer is available from St Crispin's. If you wish for your child to have a school lunch, please contact Admin to arrange payment in advance. If your child is entitled to a free school meal, they will receive a school lunch.
- If your child is having a packed lunch, this must be brought from home as visiting the local shop is not currently possible.

### **School Uniform**

- Previous practice still applies.

**In order to minimise risk and to assist students in practising social distancing, the following restrictions are now in place:**

- Soft furnishings have been removed.
- The sharing of food and drink items is prohibited.
- Escorted trips to the local shop have, for the moment, been discontinued.

Please note that despite all of the above, we are unable to **guarantee** a socially distanced environment due to the nature of our students and the staff ratios required.

There will be Senior Leadership presence, a Designated Safeguarding Lead and a First Aider on site every day. Please contact school if you wish to discuss any of the above.

**In the interest of the safety of our whole Foundry community, it is essential that we take all appropriate precautionary steps. As we are increasing the number of people present on site, it is necessary to introduce additional precautions beyond those previously in place. We would appreciate it if you would support us in being able to implement these safety measures by discussing this guidance with your child before they return for the start of the new school year.**

**We will review our risk assessments and safety measures regularly and will keep you informed of any significant changes.**