



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

If your child attends Foundry College 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 typical college 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 college building. Staff will escort students to and from their parent's car.
- External visitors to the college will be limited to only those that are essential and wherever possible, visits will be outside college hours.
- College transport has been assessed for risk and protective measures put in place including restricting the capacity to 6 students.

### **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 college and if you have arrived at college with your child, you will be asked to return home.
- The college will be providing weekly Lateral Flow testing on a voluntary basis. Should your child come into close contact with someone who subsequently tests positive for Covid 19, return to college will be conditional upon agreement to daily testing over a 7 day period. In the absence of agreement your child will be required to self isolate for 10 days in line with government guidance.
- If your child develops a temperature or cough whilst in college, 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 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 using the electrostatic sprayer.

### **Hygiene**

- Staff and students will be expected to wash their hands with soap or sanitize on arrival at college and as often as possible during the day.
- Staff and students will be expected to sanitize their hands on entry to each classroom.
- SLT and other designated staff will clean high contact points in the classrooms, including desks, chairs, door handles and window openers before use and between every session of the day using the electrostatic sprayer.
- SLT and other designated staff will clean all communal areas two-hourly (9:00, 11:00,13:00) using the electrostatic sprayer
- Students will not change clothes for PE.

### **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 secondary aged students must wear an appropriate face covering for the nose and mouth when in communal areas and corridors.



- Staff and **ALL** students must wear an appropriate face covering in the college buses.
- 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 and Secondary students are expected to maintain a social distance of 2 m wherever possible.
- Staff and students are not required to wear a face covering in classrooms, but they may choose to do so.

### **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 continue where possible, 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 college 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 have increased the number of people present on site, and in line with**



**national lockdown guidance, 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 updated guidance with your child.**

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