



Revised edition January 2021 V4

Oakfield Infection Management Policy

The aim of this policy is to outline the safety procedures currently adopted by Oakfield staff and pupils in order to manage the risk from the current Covid 19 infection. Whilst these measures have been implemented to deal with the current situation, some aspects of procedure are equally applicable to other infections that have occurred in the past or may do so in the future (e.g. swine flu, bird flu, and diarrhoea and sickness bugs).

The following procedures are a means to reduce the risk of contracting the Covid 19 virus or transmitting it within Oakfield School and amongst the adults and young people who attend. It is a practical way of managing the infection to the best of our ability.

Due to the current Covid-19 Pandemic and the need to maintain social distancing in the school, a thorough risk assessment of the building based upon Government Guidance has been undertaken. This has been carried out in collaboration with the Site Facilities Management Company, Robertsons and the Trade Unions. The school strives to maintain social distancing wherever possible and to mitigate the risk of infection by putting systems in place to adhere to the 1m+ guidance.

The January redraft is in response to the updated information about the new COVID-19 variant (Kent strain) and school and residential opening during the third National 'Lockdown'

Symptomatic and Asymptomatic Testing

If staff or students have COVID-19 symptoms they need to self-isolate and book a PCR test.

Lateral Flow tests are only to be used for asymptomatic testing of staff and student groups. Staff and students should not have a Lateral Flow Test in school if they have symptoms. Tests are conducted weekly.

The school has four Team leaders (two allocated from the school staff and two allocated from residential staff), the Head teacher is the organisational lead. Two staff have been delegated the responsibility of inputting the lateral flow test results into the government database.

If staff or students have a positive result from a Lateral Flow Test, they will be sent home and asked to book a PCR test. School will then carry out contact tracing for people who were near the person with the positive test for 1 minute at 1 metre, 15 minutes at 2 metres and skin to skin contact or being closely together within a vehicle.

If staff or students are identified in school as a close contact of a colleague or a student who has a positive Lateral Flow Test in school they are eligible for 7 days of Lateral Flow Tests and whilst they are negative they can stay in school. They will need to self-isolate over the weekend during the 7 day period of Lateral Flow Tests.

If staff or students are identified in school as a close contact of a colleague or a student who has a positive PCR test they will need to self-isolate for 10 days. School will contact Emergency COVID Planning to determine timescales and return dates to school.

School will contact Emergency COVID planning each time there is either a positive Lateral Flow or positive PCR test for advice and guidance.

The ground floor meeting room is now designated as Oakfield Testing Area and **is not to be entered** by general staff or students unless they are accessing Lateral Flow Tests or a member of the testing team

Handwashing

On entering and exiting the school building, all staff and pupils will be required to wash their hands thoroughly at a **Hand Wash Station**. Sinks with running water and suitable hand drying towels have been installed and provided at the entrances for the CLC, Main Reception and the student entrance for this purpose This can be done without the need to touch any surfaces. Hand Sanitiser will be readily available on entering the residential houses.

This is best practice and is the most effective way of removing infection from the hands. Anyone entering the building will therefore not bring any infection on their hands into school. As they leave, the same regime means that they

are not taking away any infection picked up on their hands in school.

Social Distancing

Efforts will be made to maintain social distancing at all times when in the school building for staff and pupils.

Specific rooms being used will have signage indicating the maximum number of people who can safely be in there in order to maintain social distancing, which includes staff and pupils.

Other specialist rooms have been adapted accordingly and signage shows how many people can safely be in there. This includes offices and the staff room.

Each room being used has a hygiene pack with items necessary to maintain good hygiene habits for staff and pupils, and the equipment to sanitise the room.

- Box of tissues
- Anti-bacterial spray
- Paper towels
- Hand-sanitiser

Staff have a responsibility for maintaining high standards of hygiene among the people in their classrooms and for keeping the area sanitised. There is a checklist for staff to follow in each teaching room.

- On entering the room all pupils and staff to wash their hands at the sink (in rooms where they are available) Dry with towels and put them in the bin. Use hand sanitiser as an alternative.
- Before beginning the session, computer keyboards and any other equipment which may be used to be sanitised. Use anti-bacterial spray and paper towels and put them in the bin.
- During the session, staff should be *actively* involved in:
 - Enforcing social distancing of staff and pupils within the classroom.
 - Sanitising surfaces and areas being touched regularly. Wiping down handles, surfaces and backs of chairs.
 - Sanitising keyboards and iPads.
 - Setting a good hand hygiene example.
- At the end of the session computer keyboards to be sanitised and any other equipment which has been used. Use anti-bacterial spray and paper towels and put them in the bin.
- Before pupils or staff leave the room, everyone to wash their hands at the sink, dry with the paper towels and put them in the bin. Use hand sanitiser as an alternative.
- External visitors. Visitors must make an appointment via the school office. They must wash their hands when they arrive and depart at the handwashing station in the

Reception Area. Social distancing must always be maintained

Use of the canteen

Handwashing before and after eating is important. All pupils and staff will use the Hand Wash Station in the KS4 hub before entering the canteen.

Senior leaders will supervise lunchtime service to ensure that there is a flow

Use of the canteen at break and lunch times will be staggered and supervised at all times. This is to avoid queuing and overcrowding

Students who eat lunch in the residential houses will be collected from classrooms, taken over and returned.

School Transport

All staff and students travelling in school vehicles must wear a face covering at all times. Passengers will be limited to ensure some social distancing is possible

Additional transport for activities will be made available to accommodate this if required. Passengers must remain facing forward to avoid face to face contact.

Ventilation should be allowed via opening windows when occupied. Vehicles must be thoroughly cleaned internally after use with the cleaning products and materials provided

Infection Education

Pupils will have activities around dealing with the Covid 19 virus, which will include information about:

- Hand washing (including practical sessions)
- Personal hygiene (nose blowing/face touching)
- Social distancing
- The importance of infection management.

To maintain social distancing and manage hygiene around the school the following need to happen:

- Staff and pupils need to adhere to this policy.
- Pupils need to be in a tutor room, in an activity or in lessons. Pupils need to be in an activity at break and lunchtimes. Staff need to ensure that this is followed.
- HUB – This will be supervised and every effort to maintain social distancing will be in place. Staff will be deployed to meet and greet students and to escort them to a learning space in order to enable the door to be open and to avoid congestion and queuing on the corridors.
- Recreation room – The pool balls and cues must be cleaned regularly before, after and when in use.
- A risk assessment and cleaning equipment are in place for the Gym. This facility can only be used in specific circumstances agreed by a member of the SSLT.

- Classroom equipment is allocated to each teaching space and should not be removed.
- Behaviour from pupils that would require physical management from staff cannot be managed at this time and therefore will not be able to attend school. This will be made clear to parents/carers when pupils are invited to return. There is a physical intervention kit of PPE should it be required

If a student requires physical restraint to reduce risk of harm to themselves, others or prevent damage, the Senior Leadership team will address the situation dynamically and make decisions on an individual basis. Risk assessments may require the student to be educated remotely for a day or an extended period depending upon the incident and the student's personal risk assessments.

- PPE is available for staff who are required to administer first aid and medication to pupils during the school day.
- Staff must wear a face covering in corridors and other spaces where social distancing is difficult. Students are encouraged to wear a face covering
- ALL students using school transport must wear a face covering.
- Wherever possible, practical meetings will be conducted virtually via TEAMS
- The Daily staff debrief will take place in the sports hall to maintain social distancing
- The Residential staff briefing will be one person per house only and two managers in the Residential

Recreation Room. Face coverings by staff must be worn and social distancing maintained.

- Smoking is prohibited on the school site.

Safeguarding Remote Learning

Any concerns arising from remote learning will be followed up through the usual safeguarding protocols. Staff will be using the following media to deliver remote learning; emails, TEAMS and phone calls. School are endeavouring to ensure that all students learning at home have the necessary equipment to access remote learning. Pastoral and wellbeing checks will be delivered by the designated welfare team. Remote teaching and learning will be planned and delivered by teaching staff.

Ventilation

All areas of school will be well ventilated which will require windows to be opened throughout the day. Staff and students should be encouraged to wear appropriate clothing for this. Staff can wear warm clothing whilst areas in school are cooler during the winter period. Students are also welcome to wear additional layers as needed. Additional layers that can be worn indoors include hats, scarves, gloves and coats.

An upper pane window (where possible) will be open in each room and area (where applicable) to support air flow.