

COVID Working Educate Staffing

What you must follow

Advisories on how to work

1. Staff who are clinically extremely, clinically vulnerable or pregnant

Shielding measures are paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, we advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.

2. When to self-isolate and what to do

Self-isolation is when you do not leave your home because you have or might have coronavirus (COVID-19).

When to self-isolate

Self-isolate immediately if:

- you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or has tested positive
- someone in your support bubble has symptoms or has tested positive
- you're told by NHS Test and Trace that you've been in contact with a person with coronavirus

If this happens, contact Educate Staffing straight way so we can inform your school and take the necessary steps.

Then arrange to take a test;

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

How to self-isolate

- do not go to work, school or public places – work from home if you can
- do not go on public transport or use taxis



- do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- do not have visitors in your home, including friends and family – except for people providing essential care
- do not go out to exercise – exercise at home or in your garden, if you have one

ADVISORIES AND KNOWING WHAT TO EXPECT

3. Working in bubbles

Your school may require you to work in a bubble. Please make sure you are clear on their guidelines. Here is some information on how a bubble/zones should work. The idea of creating self-contained zones, teams and bubbles is to ensure there is limited contact across the school so as to avoid transmission but to also isolate any potential cases of Covid 19. Staff are not to enter any other zones for any reason unless directed in an emergency. By limiting the interaction of staff to a small group of people or 'social bubble', we can prevent any risks of infection.

Bubble - This is the allocated group of children and the allocated members of staff. The bubble operates as a single, self-contained unit without connections to other bubbles.



A social bubble

Zones - this is the area of the school where you will be based and carry out your duties as per the rota. The Zone operates as a single, self-contained unit without connections to other zones.

Teams - These are the allocated staff that will carry out roles and responsibilities within their allocated zones for their allocated groups of children. These will include key staff such as a SLT member, First Aider, Fire Marshall and safeguarding lead.

4. Food preparation

When preparing food you should do the following things:

- Clean and disinfect food preparation areas and equipment between different tasks, especially after handling food.
- Clean as you go. If you spill some food, clear it up straight away and clean the surface thoroughly.



- Use the cleaning and disinfection products provided that are suitable for the job and always follow the manufacturer's instructions.
- Dispose of food waste into waste bins.
- Dispose of plastic cutlery into waste bins.

What do I do if I urgently need to use the toilet?

Staff should go to the toilet before their allocated shift. However, should a staff member need to use the toilet during lessons then the following procedure should be followed:

- Staff to enter the facilities one at a time - no congregating is permitted. Establish if someone is in the facilities before entering.
- Ensure that hands are washed and dried effectively before leaving the facilities.

Typical protocols for working in the classroom

It is important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group ('social bubble') and that small group stays away from other people and groups. It is the duty of all staff members to adhere to the following guidance.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Handwashing

- It is advised that children regularly wash their hands throughout the session. This is based on a common sense approach.
- This can be done allowing a child one at a time to use the sink area to wash their hands and dry off their hands.
- Settings will have access to hand sanitizer and children can regularly sanitize their hands, especially when coming back from the toilet.
- It is advised that each setting has a form of tick list in place that children can mark off when they have washed their hands.

Guidance regarding physical handling of pupils during COVID-19



It is important to avoid, so far as is possible, physical contact with children, their families and other personnel during the Corona virus crisis (COVID-19). The following information has been provided as a guide for staff in what to do in the event of physical contact with pupils.

What happens if a child is upset?

Providing comfort or support

- Children may seek physical comfort from staff. However, staff must avoid physical contact.
- If a child is upset, try and find ways to comfort them which do not involve physical contact.
- When comforting a child or giving reassurance, the member of staff's hands should be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate.
- If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age, gender and situation of the child.

What happens if physical contact is unavoidable?

- Where physical contact is unavoidable **wash your hands as soon as you can**. If water is not close to where you are working use hand sanitiser.
- Since some physical contact is inevitable, you must avoid touching your face and regularly wash your hands or use hand sanitiser.
- You can only encourage pupils and this advice is only likely to work if supported by parents and carers at home, so it is important to communicate effectively with families about working practices in school during this time. If individual children are persistently failing to adhere to the guidelines, discuss this with your line manager so that parents can be encouraged to support the process.

How can we possibly avoid child to child physical contact?

- As far as possible, avoid games and activities which lead to physical contact between children.
- It is recommended to conduct as much activity as possible outside.
- Spread children out as far as possible when in the classroom and when eating – ideally 2 metres apart, to allow for movement in and out of seats.
- Encourage children to walk in single file when moving around the school.
- Make sure that children are not holding hands or touching each other as much as possible and encourage them to keep 2 metres apart.
- Encourage children to avoid touching their face.



What happens if I have to change a child? (See Intimate Care Policy)

Supporting dressing/undressing

- Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided.
- Staff are to wash their hands after helping a child to dress or undress.

Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child.

- If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance.
- The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings. If a child needs to be cleaned, staff will make sure that:

- the procedure is discussed in a friendly and reassuring way with the child throughout the process
- the child is encouraged to care for him/herself as far as possible
- physical contact is kept to the minimum possible to carry out the necessary cleaning,
- privacy is given appropriate to the child's age and the situation
- all spills of vomit, blood or excrement are wiped up and flushed down the toilet
- any soiling that can be, is flushed down the toilet
- soiled clothing is put in a plastic bag, unwashed, and sent home with the child



- all staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.