



The KASSIA Academy
and Support Services (TKAS)
Part of **KINGS ACADEMY TRUST**

Staff Handbook & Standard Operating Procedures

**(Includes guidance on Covid 19)
For all our Safety and Well-being**



Your safety is our number one priority

Please be aware that we have made appropriate changes to the way we work in our school. We have reviewed all safety measures in line with government guidelines, in order to keep all staff, pupils and visitors safe within the context of the current COVID 19 pandemic.

Please read and familiarise yourself with the most updated Government guidance, the school's Risk Assessment and the operating procedures outlined in this booklet.

Any questions or concerns should be raised with the Head of School in the first instance.



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Social Distancing

Please ensure you consistently follow the below guidance

- Observe social distancing and stay at least 2 metres apart wherever possible.
- Adhere to the one-way system and signage around the building
- Wear face coverings as instructed and limit time in communal areas e.g. entrances, exits.
- Do not congregate in groups in enclosed rooms or around the site.
- Frequently wash hands for the recommended 20 seconds.
- Use hand sanitiser throughout the day which is located around school within each bubble/zone.



Face Coverings

In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit around the side of the face.



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Face coverings are not classified as PPE (personal protective equipment) which is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings.

Face coverings should:

- cover both nose and mouth
- not be allowed to dangle around the neck after or between each use
- not be touched once put on
- be changed when they become moist or damaged

Staff should:

- Wear face coverings on entering and moving around the school site, in your bubble area and in class whilst supporting learners.
- Maintain a 2 metre distance where possible. If a Teacher is directly teaching from the front of the classroom thus maintaining a 2 metre distance they can, if they wish, remove their face covering in order to be seen clearly by all children.
- Wear face coverings at all times if they are classroom based support staff.
- Wear face coverings when moving around school if office based support staff. This can then be removed when at your desk working, if there is only ever one person at any one time in the office. All office windows and doors should be open to ensure good ventilation flow.

Please note that disposable fluid-resistant (Type IIR) surgical masks (FRSM) provide barrier protection against respiratory droplets reaching the mucosa of the mouth and nose but must:

- cover both nose and mouth
- not be allowed to dangle around the neck after or between each use
- not be touched once put on
- be changed when they become moist or damaged
- be worn once and then discarded – hand hygiene must be performed after disposal.

Please follow the instructions below for how to fit, remove and dispose of facemasks and gloves.

Fitting of type 2 IIR Face Mask

- Wash hands using soap and water
- Remove face mask from the packaging
- Ensure the lighter side of mask is facing inwards towards your face
- Place the mask over your mouth and nose, secure the strap behind your ears.
- Once in place, press the mask down on the bridge of your nose to create a secure fit and gently pull the mask beneath your chin.



- DO NOT TOUCH THE MASK AGAIN UNTIL YOU ARE READY TO REMOVE IT.

Removing of Type 2 IIR Face Mask

- When removing the mask, do so only by touching the elastic around the ears. Don't pull the mask off from the front of the mask.
- Once you have removed the mask, dispose of it the general waste bin provided along with your gloves unless Covid 19 symptoms are present, in this case, a clinical waste bin / bag will be provided.
- Wash your hands in warm water using soap for the recommended 20 seconds or use a hand sanitiser containing an alcohol base.

Disposable Gloves

How to put on disposable gloves

Step One

- Check the glove size
- it is important that the gloves you use are the correct size.
- The correct size means they won't be too tight that they rip or too loose that they fall off or reduce dexterity.

Step Two

- Remove all jewellery
- Rings with large stones and bracelets with catches can snag disposable gloves causing them to tear and break. Remove these before putting the gloves on.

Step Three

- Ensure hands are clean.
You may think that the gloves serve as the main protection but it is important that your hands are also clean to ensure that should a tear or rip occur, the skin underneath is still clean to minimise spreading infections.

Step Four

- Remove gloves from their packaging
- Check them for signs of tears or rips to ensure they are in good order before putting them on

Step Five

- Start with your dominant hand
- It's a good idea to cover your dominant hand first and you do this by using your non dominant hand to pick up the glove by the inside of the cuff. Then simply slide your hand into the glove.
- Remember to only touch the inside of the glove to reduce the chances of contamination and only adjust this glove once the other side is on.

Step Six

- Put the other glove on



- Again holding the glove by the cuff, push your non dominant hand into the opening and gently move it inside. Ensure you do not flex your fingers too much until they are in their designated holes.

Step Seven

- Adjust the gloves if necessary.
- Carefully adjust the gloves to better fit around fingers and cover the whole hand. Ensure you don't pull too much to prevent rips and tears and avoid touching the skin on your wrist when adjusting the cuff of the glove

Tips for putting on gloves

- Check that the gloves are not too tight – pinching the skin, excessive sweating, overstretching the material and limited dexterity all suggest that the gloves are too small and prone to breaking.
- If you have a latex allergy, opt for a vinyl or nitrile variety. Ensure you don't suffer a reaction which can make hands sore.
- Ensure the packaging for the gloves has not been tampered with or damaged.
- If the gloves do rip or tear, wash your hands and put on a fresh pair.
- Do not wash disposable gloves and reuse them at a later time.
- Ensure you opt for the right thickness level for the task at hand. Some disposable gloves are resistant to puncturing while others are created to offer ease of movement and so are thinner.
- Use a new set of gloves for each different task you carry out to minimise the risk of cross contamination.

Disposing of used face masks and gloves

- The school will provide all identified areas with adequate waste disposal bins.
- All used disposable face masks and gloves must be put in those bins.
- In the event of Covid 19 symptoms being present, clinical waste bags will be provided by the site team and these will remain separate from the normal waste bin
- Staff must ensure pupils do not put any items in the clinical waste bin located in the Multi Therapy Isolation room.
- Please ensure you wash your hands after disposal.
- Cleaning staff will empty all bins as and when required.

Staff Attendance

- If you are unwell with **any illness/symptoms** whether working in school or from home (including but not exclusive of any of the three main Covid symptoms or any respiratory/cold symptoms) please ring Head of School (between 7.30am - 8am) each day to inform of the illness/ absence.
- Head of School will liaise with relevant Director of Teaching & Learning / Line Managers / bubble staff to ensure lessons/pupil supervision/absence covered.
- If Covid related follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).
 - give description of illness
 - indicate expected time off /return to work/Covid test details.



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- If you are a teacher, email cover work daily to Andrew.Hawley@tkas.org.uk by 8.15am
- If you anticipate you will be late to work–, please ring Head of School with reason and expected time of arrival. Director of Teaching & Learning will be informed for cover purposes.
- The building will be open each day from 7am until 6pm.
- All staff temperatures must be taken before entering the school building
- Staff should present themselves at the main reception door by their official start time for a temperature check before entering the building through any other entrance. This will be led by a member of the SLT (supported by the Site Team).
- Temperatures above 37.8 – SLT should contact Head of School who will complete the necessary risk assessment/decision regarding the staff entering/attending the site.
- If you feel unwell with any of the three main Covid symptoms or any respiratory/ cold symptoms whilst on site, please radio Head of School for guidance.
- If you go home due to COVID symptoms, follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#). Advice is to self-isolate for 10 days and arrange to have a test. This can do this by -visiting [NHS.UK](https://www.nhs.uk)
 - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>
 - <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>,
 - NHS Covid 19 app <https://www.covid19.nhs.uk/>
 - contact NHS 119 via telephone if you do not have internet access.

You should self-isolate for 14 days if you live with (or are in a support bubble with) someone who:

- has symptoms of coronavirus and tested positive, had an unclear result or did not have a test
- tested positive but has not had symptoms

This is because it can take 14 days for symptoms to appear.

The 14 days starts from:

- when the first person in your home or support bubble started having symptoms
- the day they were tested, if they have not had symptoms – but if they get symptoms after they were tested, self-isolate for a further 14 days from when their symptoms start



Stop self-isolating after 14 days if you do not get symptoms. Keep self-isolating and get a test if you develop symptoms.

- If you need to obtain a self-isolation note, follow this process and click on the link - <https://111.nhs.uk/isolation-note/>.
This is for employees who
 - have symptoms of coronavirus
 - live with someone who has symptoms of coronavirus
 - are in a support bubble with someone who has symptoms of coronavirus
 - have been told to self-isolate by a test and trace service
 - Staff should self-certificate for the first 7 days and then apply for the isolation note
 - Should this 17 day period not cover the required absence due to prolonged symptoms or poor health, staff will need to speak to their GP to gain advice about their ongoing symptoms and request a sick note to cover any further extended absence.
 - If you have to stay at home but feel well enough to work, you may be able to request if you can work from home. If you can work from home, you will not need an isolation note. You will need to discuss this with your line manager, who will confirm with Head of School
 - If the absence is non Covid 19 related, staff can self-certificate for 7 days.
Staff should send in a GP medical note for period of absence from the 8th day of absence. This should be marked "For the attention of Head of School"
 - Admin staff will complete the staff signing in process once staff have had their temperature taken.
 - If staff need to sign out during the school day, please radio through to admin who will sign you out.
 - Inform admin via radio once you have returned so they can sign you back in.
 - Ensure you get a response from admin before you leave or arrive back on site. Do not assume radio contact has been made unless a response is given.
 - Please inform the admin team via email if any of your contact details have changed as up to date records need to be maintained at all times for emergencies and the test and trace process.
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Staffing Bubbles

Bubble No	Bubble Description	Senior Leader	Pastoral Member	Staff Members
1	Oaks	Andy Hawley	Ben Frederick	Dave Murphy Kirsty Cooper Amy Westwood
	Willows	Jo Taylor	Ben Frederick	Christina McCaul Tracy Willcock Danielle Lewis
2	Redwood	Lindsay Regan	Dan Gibbons	Gwyn Owen, Sue Martin, Leanne Owen Lewis Heaton Corran Meldrum
3	Admin/SLT	Karen Thomson Samantha Rigby-White	Lisa Dykes Fiona Melling	Kate Gibbons Bev Lowe Colette Heavey Lyne Graham
4	Site Team	Karen Thomson Samantha Rigby-White	N/A	Peter Crompton Ian Barber

- All staff have been assigned to a bubble.
- Please remain in your bubbles
- Bubbles must not to be mixed
- The SLT and the Site team may be required to cross bubbles on occasion but should wear PPE and keep a 2-metre distance.
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Entrance / Exit Points

Bubble No	Bubble Description	Entrance	Exit
1	Oaks	Entrance door next to catering room	Classroom fire door
1	Willows	Main willows entrance door	Classroom fire door
2	Redwood	Entrance door next to toilets.	Classroom fire doors
3	SLT/Admin	Main reception entrance door	Main reception entrance door

- Each bubble has its own entrance, exit and learner toilets.
- Staff and learners should enter / exit through the entrance of the bubble they are based in.
- Staff must wait at the entrance for learners to arrive.
- Pupils should be wanded/screened and hand in belongings as per normal process.
- Floor markings and barriers are in place for social distancing and to clearly show accessible and restricted access to offices, classrooms, and other areas. Staff must observe these instructions.
- Keep to the one-way system
- Use designated entrance and exits to building/classrooms
- Doors will be left open where identified and appropriate.
- Windows should be kept open enough to ensure flow of air
- Avoid using door handles when possible.
- Maintain a 2 metre safe distance whenever possible
- Adhere to restricted capacity for rooms at all times
- Ensure 1 person in any office at any 1 time
- Regularly use hand sanitisers in your bubble area

Pupils Temperatures

- All pupils' temperatures will be taken before entering the school as they arrive through the designated bubble entrance



- Higher level teaching assistants should record and take pupils temperatures before they are allowed inside the building.
- Temperature checkers and pupil logs have been provided to each bubble.
- Temperatures above 37.8 – contact Head of School via radio.
- Contact designated Bubble Pastoral staff member via radio who will take pupil to the isolation room (multi therapy room) via the correct bubble entrance.
- Inform Admin team via radio to contact parent to collect pupil ASAP.
- On collection, advise parent to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance (see related advice in staff attendance section)
- Pupil is refusing to have temperatures taken – contact for SLT support via radio.
- SLT will oversee and direct pupil being escorted to isolation room to discuss temperature check options.

If a pupil persists in refusing temperature taken:

- Parent should be contacted to collect pupil due to refusal of temperature check. Pupil will be marked as unauthorised absence (attendance code O – due to non-compliance of instructions).

If the pupil then consents to their temperature being taken:

- Pupil will be escorted to the bubble entrance point for temperature to be taken by HLTA. Parent should then be informed that there was initial refusal so they can discuss this with their child.

Pupils Signing In & Out

- For pupils on varied times of provision, Receptionist/Admin team will radio through to specific bubble when pupil arrives at the gate.
- Receptionist/Admin team will sign pupil in on the pupil signing in/out sheet
- Bubble staff should collect the pupil immediately from the gate and take to the designated bubble entrance
- Bubble staff should ensure pupils temperature is taken at the bubble entrance and recorded as per guidelines above
- If pupils arrive after the official start time staff should ensure they radio Receptionist/Admin Team so they can sign them in.
- Bubble staff should enter the relevant attendance code on Sims
- Bubble staff should wand/screen and remove pupil's belongings as per normal process
- Bubble staff should inform Admin team immediately via radio if a pupil leaves site at any time so they can be signed out using the pupil signing in/out sheet

Toilet Facilities



- Staff should use the toilets in the Admin/SLT bubble, but ensure that social distancing and hand washing is followed at all times.
- Pupils should use the toilets identified for their bubble as below.

Bubble	Toilets allocated
Oaks	KS3 toilets
Redwood	KS4 toilets
Willows	Willows toilets
Staff	SLT/Admin bubble toilets
Isolation Room (Multi Therapy Room)	KS3 toilet (will be locked and sanitised by Site Team if used for purposes of Covid symptoms)

- All toilet facilities are operating a 1 person in and 1 person out system.
- Ensure social distancing and recommended hand washing is followed.
- Toilets are cleaned and checked each hour. Records maintained by the Site Team.
- Door and handles sanitised throughout the day alongside all regular touch points

Outside Areas

Bubble	Designated Outside Area
Oaks	Play area at the side of classroom
Willows	Fenced area at rear of the mobile
Redwood	Rear of the school plus school field

- Staff must encourage pupils to maintain social distancing and not congregate in groups.
- Staff must ensure they maintain 2 metres from pupils at all times.
- If staff are unable to do so they must mitigate the risk by wearing face coverings
- Redwood staff to monitor KS4 fresh air breaks and report back to SLT to enable a review should alternative decisions be required

Classroom Guidelines

- Ensure all classroom office windows remain open enough to ensure a flow of air at all times.
- Close face to face conversations with pupils can only take place by mitigating the risk. 15 minutes maximum time and both pupils and staff must wear face coverings
- Learners are to sit at the same table facing the front. Encourage a seating plan for learners. If pupils must move places, use disinfectant wipes.
- Learners have been issued an individual resource learner pack. If sharing is essential, please ensure increased hand washing/sanitising.



- Opening of classroom / access doors poses a risk to safeguarding allowing access to and from building or allowing pupils to leave the site, therefore, these should remain closed
- Fire doors are to always remain shut. They have been identified as vital fire safety measures.
- Do not cross bubbles except in circumstances which have been identified by SLT
- Classrooms are cleaned at the end of each day
- Desks are wiped daily. Please keep items tidied away at the end of the school day which will enable cleaning staff to clean all surfaces thoroughly.
- Touched surfaces are cleaned regularly cleaned throughout the day.
- Jugs of water, cups, hot water flasks and tea/coffee/milk refreshments will be provided for each bubble. These will be delivered to your bubble by 8.30am each day, cleared away, and cleaned thoroughly at the end of the school day by the Site Team.

Pupil Responsibilities

Learners should:

- Enter / exit through the entrance of the zone they are being taught in.
- Observe social distancing at all times
- Maintain a safe distance from teacher and support staff of 2 metres.
- Wash hands / Use of hand sanitiser regularly throughout the day
- Should not share resources, i.e. books, pens, pencils, etc.
 - Individual resource packs have been supplied for each learner clearly labelled with their name.
 - Staff will hand these out each morning, collect at the end of the day and store them safely within the bubble
 - Staff must wipe these down daily using the wipes provided.
- Always use the one-way system.
- Stay within their secure bubble area.
- Wear a face covering when moving around the site unless otherwise agreed due to medical conditions.

- Dispose of disposable face coverings in the correct manner.
- Understand they will be wanded/screened as part of the normal process.
- Place their belongings in their store cupboards for storage until the end of the day.
- Inform staff should they feel unwell at any time during the day.

Ordering School Lunches

Normal process for ordering lunches will be followed as below, however, If the school kitchen closes and school remains open please follow the temporary process.



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- Normal school canteen options - one hot meal plus sandwiches will be available to order. These options will change if canteen closes and staff are instructed to follow the temporary process for ordering lunches.
- Lunches for learners will be ordered by the designated bubble staff in the morning and delivered to your classroom by the Site Team to minimise the movement around school.
- Each bubble has been provided with a plastic wallet, containing brown cash envelopes. Inform admin team via email if more are required.
- Place any lunch monies collected from pupils sealed in envelopes and pass back to pastoral for delivery to admin team i/c lunch money.
- Lunch order sheets and options have been emailed to each bubble by admin team.
- Designated bubble staff should discuss choices with pupils
 - check which week choices are to be used directly with kitchen via email or radio
 - complete lunch order form
 - email the lunch order sheet directly to the canteen by 9.30am each day (horizonkitchen@warrington.gov.uk).
 - Copy email to Lyne.Graham@tkas.org.uk so she can update the lunch money spreadsheet with lunches ordered.
- Any new pupils will need adding to the lunch order sheets by the designated bubble staff and emailed through to the kitchen on the day they arrive by 9.30am.
- KS4 will have access to the hall for lunch only, following social distancing rules.
- Any Breakfast and snacks offered will be individually wrapped

School lunch options are provided on a 3-week rolling basis.

Week One – Commenced 8 September 2020

Day	Hot Meal Option	Jacket Potato Option	Sandwich
Monday	Chicken Pasta	Cheese / Bean Tuna Mayo Plain (butter)	Ham Turkey Cheese Tuna/Mayo
Tuesday	Steak Pie, mash and veg	As above	As above
Wednesday	Cheese & Tomato Pizza with chips	As above	As above
Thursday	Roast Dinner (Turkey)	As above	As above
Friday	Vegetarian Sausage	As above	As above



	Roll and chips		
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Week Two

Day	Hot Meal Option	Jacket Potato Option	Sandwich
Monday	Beef burger in bun with chips	Cheese / Bean Tuna Mayo Plain (butter)	Ham Turkey Cheese Tuna/Mayo
Tuesday	Cottage Pie	As above	As above
Wednesday	Curry & Rice	As above	As above
Thursday	Roast Dinner (Gammon)	As above	As Above
Friday	Chicken Popper and chips	As above	As above

Week Three

Day	Hot Meal Option	Jacket Potato Option	Sandwich
Monday	Bangers and mash	Cheese / Bean Tuna Mayo Plain (butter)	Ham Turkey Cheese Tuna/Mayo
Tuesday	Pasta & mascarpone	As above	As above
Wednesday	Breaded fish, chips and mush peas	As above	As above
Thursday	Roast Dinner (Beef)	As above	As above
Friday	Cheese and Tomato Pizza and chips	As above	A above

Temporary Process for Ordering School Lunches

- Should school canteen close for any reason and the school remain open, the temporary process of ordering lunches with Christ church kitchen should be followed only when Head of School has agreement with school catering service.
- Designated bubble staff complete lunch order forms by 12pm Friday for the pupil's choices for the following week using lunch order forms/choices links below:
Redwood
- Bubble staff email to Receptionist Lyne.Graham@tkas.org.uk (if absent email to Beverly.Lowe@tkas.org.uk or Colette.Heavey@tkas.org.uk)
- Receptionist/Admin staff emails choices to christchurchcekitchen@warrington.gov.uk **by deadline date of Monday at 9.30am**
- New pupil's lunch orders to be added on the day they arrive by designated bubble staff and emailed to admin team by 9.15am.



If a pupil is feeling unwell

- Inform SLT member on site via radio (Principal or Head of School)
- Bubble staff should take pupil to the isolation room (multi therapy room)
- Isolation room door should be closed and do not enter sign put up immediately
- Window in isolation room should be opened for ventilation
- Full PPE should be worn by any staff caring for the child while they await collection **if** direct personal care is needed and a distance of 2 metres cannot be maintained.
- Bubble staff will inform Site team immediately so that classroom workspace area used by the pupil is cleaned and disinfected before being used/touched by anyone else.
- Bubble staff will inform Receptionist/Admin staff to contact parent to collect pupil from school asap.
- If pupil needs to use the toilet while waiting to be collected, they should use the toilet in the Oaks bubble area.
- Staff caring for pupil should radio through to Oaks bubble to inform them to stay in classroom until pupil has used the toilet
- Bubble staff caring for pupil should inform the Site team immediately if toilet is used so that it can be locked, cleaned and disinfected before being used by anyone else.
- Once parent arrives, Receptionist/Admin staff will radio staff member caring for pupil to inform them to bring pupil to the gate using the KS3 corridor door.
- Inform parents to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance which ensures a test is taken](#)
- Request parents keep school informed of the result and wellbeing of the pupil.
- Receptionist/Admin team will sign pupil out on the signing in/out sheet
- Receptionist/Admin team will inform Site team immediately after pupil is collected so that the isolation room / multi therapy room can be locked and thoroughly cleaned. Do not enter sign should remain on the door until thoroughly cleaned.
- Wash hands for the recommended 20 seconds after any contact with unwell pupil/person when PPE removed
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk.
- If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available), the child subsequently tests positive or they are advised to by the Test and Trace Service.

Office Guidelines

- Offices are identified for 1 person only. This should be maintained at all times.
- Only 1 person to be in any office at any time even if it is a shared working space. The only exception is the main SLT office spaces that have been identified for 2 people. When 2 people are in the office, face coverings must be worn.
- Staff should wait until other member of the shared working space have left and stay /work only in **their** immediate working area.
- Staff must not walk in and out of offices.



- If a discussion needs to take place with another member of staff do so by phone, via teams or by e-mail
- All meetings should only take place via e-mails, phone or teams
- All office windows remain open enough to ensure a flow of air at all times.
- Offices without windows will be supplied with fans to support air circulation, however, they must ensure the office door remains open at all times to ensure air change and take regular fresh air breaks.
- At no times should hot-desking take place
- Offices are cleaned at the end of each day
- Desks are wiped daily. Please keep all items tidied away and leave the desk area clear at the end of each working day to facilitate the cleaning.
- Sanitize your desk phone and keyboard before leaving site with the wipes provided
- Touch surfaces are cleaned regularly throughout the day.

Circulation Areas

- Deep cleaned at the end of each day
- Desks wiped daily and must be left empty by staff at the end of the working day
- Touch surfaces cleaned regularly throughout the day.



Staff Room

- Staffroom catering facilities are closed to staff and pupils except for use by admin/SLT bubble to make their own hot drinks.
- One member of staff in the staffroom at any one time. Wait until the room is vacant before you enter.
- Staffroom can be used by staff one at a time during and after school using a laptop on the desk provided.
- Ensure workspace/laptop/phone has been wiped down before and after use.
- Staff should ensure the staffroom is left as they find it. Do not leave items lying around for others to wash or tidy away. Left items will be disposed of.
- Bring and take home your own refreshments, flasks, lunches, cutlery, crockery and keep them in your own work area.
- Staff lunches can be stored in the fridge in each bubble area. Ensure they are clearly marked.
- Staff should store their personal belongings in locked storerooms or locked cupboards within their bubble.
- Staffroom phone can be used to make calls to parents if necessary, but only one member of staff in the staffroom at any one time. Ensure it is thoroughly wiped down after use.

Meeting Room

- All meetings should take place via phone call or virtually on teams
- In an emergency, the meeting room can be used for 1 to 1 meetings by Pastoral staff and Heads of Centres. This will need prior authorisation via email by Head of School.
- Meeting room bookings to be made via admin team by emailing date, start time, finish time plus details of 1 other person attending, to Receptionist Lyne.Graham@tkas.org.uk (in her absence) Colette.Heavey@tkas.org.uk, Beverly.Lowe@tkas.org.uk). If no authorisation email from Head of School, Admin team are unable to make the booking.
- Social distancing measures to be followed at all times.
- Face coverings to be worn at all times by all in attendance.
- Hand sanitiser to be used regularly during meeting
- No refreshments will be available

Visitors to the Site

- All meetings should take place via phone call or teams



- All visitors to the site must be authorised by the Head of School prior to visit. Email verification for Receptionist/Admin Team will be requested.
 - All visitors to the site (including contractors, agency staff, etc.) must have their temperatures taken at the main reception door
 - All visitors must sign in and out at reception.
 - Receptionist/Admin Team/ Site Team must ensure the visitor log is completed
 - Visitors must wear face coverings at all times within the school buildings
 - Social Distancing of 2 metres to be maintained at all times
 - Test and trace forms will be required or the NHS App QR Code must be completed for all visitors each time they visit the site
- Information held will be:
- *Name of visitor (If more than one person, then a lead visitor and number in the group can be used)*
 - *Contact phone number for visitor or lead*
 - *Number in group (if a group attend)*
 - *Date of visit*
 - *Arrival time*
 - *Departure time*
- If the visitor is to interact with only one member of staff, then the name of that staff member will be recorded alongside the name of the visitor.

On Site Meetings

- All meetings including debriefs, team meetings and training should take place via phone call or virtually on teams
- Face coverings to be worn at all times by all attending meetings unless in own offices and only one person in that office at any one time
- No hand shaking/bodily contact
- All doors/windows to remain open to support the flow of air
- Surfaces being touched should be minimised
- Structured conversation meetings only
 - Space out appointment times.
 - Ensure the classroom is set up to allow the pupil and 1 parent/carer to maintain social distancing from the staff members

Printing / Photocopying

- In order to restrict the amount of people in reception, each bubble should nominate one person per bubble to collect printing/copying.



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- Staff who use the photocopier/printer must wipe the photocopier key pad and any touched areas before and after use using the wipes provided.
- Please wash or sanitise your hands using the recommended hand washing guidance.

Phone Calls

- Staff needing to make calls to parents when necessary and who do not have access to their own office phone should use the staff room phone.
- If pupil contact details are needed and you do not have a laptop to use Sims, please ring Reception/Admin team who can provide you with the details you require
- Only one person in the staffroom at any one time.
- Please ensure phone is wiped using wipes provided before and after use.

Post & Deliveries

- School post and deliveries will be dealt with by the Receptionist/Admin Team following the recommended guidance.
- All post will be opened, date stamped, placed in a clear plastic wallet (where possible), labelled with your name and placed in a secure place in Reception for the recommended 72 hours.
- All deliveries (boxes/packages) will be date stamped along with the end of quarantine date and placed in a secure place in Reception for the recommended 72 hours.
- Once quarantine period is over, post will be delivered by Pastoral Team, deliveries (boxes/packages) will be delivered to the classroom/bubble by Site Team.

Radios

- Radios for communication across bubbles should be used at all times.
- Staff should always await a response from staff they are contacting via radio. Do not assume that the communication has been heard and actioned
- Radios are cleaned before distribution to staff by the Receptionist/Admin staff, placed in each bubble's radio box
- All radios will be brought to your bubble areas by Pastoral Team in a designated bubble box at the start of each day or they may be collected during temperature checks by first arriving team member
- Staff should place their radio in the centre radio box at the end of each day.
- Nominated bubble staff should bring through to the office via the main entrance at the end of the day and pass to Receptionist/Admin team.

Registers



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- Staff should use Sims Registers / Lesson Monitor / take register to take registers for pupils.
- Any Sims log in issues please log a call/contact IT support

Attendance Codes to be used

/ - Present Am

\ - Present Pm

G - Family Holiday Agreed*

H - Family Holiday Not Agreed*

I - Illness*

L - Late after 9.15am/1.15pm arrival*

M - Medical/Dental Appt*

N – No reason given (admin i/c attendance will make contact)

- If Covid related – please use N code and admin or attendance staff will make contact to determine specific reason and input related attendance code using current guidance.
- If pupil is refusing to have temperature taken, parent contacted to collect pupil due to refusal of temperature taken. Pupil will be classed as unauthorised attendance (code O – due non-compliance of guidelines).
- If a learners arrives late, centre staff are still responsible for inputting on Sims but ensure you red flag with arrival time
- Please ensure you add a comment and staff initial via red flag if providing any code which is not present or N



End of School Day

- At the end of the day learners are to remain in their bubble with their bubble staff until they are dismissed.
- Learners are still to be escorted around the building to the front exit gates by a member of their bubble.
- Learners who make their own way to and from school can be escorted off site as normal.
- Learners who are collected should remain with their bubble staff until they are passed over to the person who is collecting them.
- No pupils should be left unsupervised on site at any time.
- Remind all pupils on exiting to adhere to the transport/travel advice below.
- All radios are to be returned to Reception at the end of the day by nominated bubble staff member.
 - place all radios in the centre radio box and return to Reception via the main school entrance when signing out.
- All radios are cleaned, sanitised and placed on charge at the end of the working day by admin staff ready for use the following day.
- Staff should present themselves at the main reception area for admin team to sign them out.

Transport / Travel

- Learners should be encouraged to walk or cycle to school where possible
- Staff and learners should be reminded to wear face coverings when travelling on public transport
- Staff and learners must not travel in groups of more than 6 people in England, whether you are using public or private transport, unless you are all from the same household or support bubble, or are travelling while undertaking an activity that is exempt under the rules.
- If transport is a necessity, staff and learners should follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.
- It is the law that everyone must wear a face covering when travelling in England on public transport. Such as, on or in a: bus or coach, train or tram, ferry or hovercraft or other vessel, taxi or private hire vehicle, aircraft, cable car
- Everyone must also wear a face covering in substantially enclosed areas of transport hubs from which passenger services operate. Such as: airports, rail stations and terminals, the Channel Tunnel terminal in Kent, ports and terminals, bus, coach and tram stations and terminals. Fines can be issued where this is not adhered to.
- Learners should maintain a 2-metre distance where possible, because the risk of transmission is small at this distance.
- If you cannot keep a 2-metre distance, reduce the risk to yourself and others by maintaining a 1-metre distance where possible, and taking suitable precautions.
- Help keep yourself, other passengers and transport staff safe, by taking the following precautions:



- limit the number of people or households that you come into contact with, for example by avoiding the busiest routes, as well as busy times like the rush hour
- wash or sanitise your hands regularly
- avoid touching your face
- cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing
- travel side by side or behind other people, rather than facing them, where seating arrangements allow
- touch as few surfaces as possible
- stay outdoors, rather than indoors, where possible
- minimise the time spent close to other people, where possible avoid loud talking, shouting or singing
- dispose of waste safely, including items such as used disposable face coverings



First Aid

Please refer to the First Aid posters located around school for qualified first aiders and location of first aid boxes

First aiders have been allocated to each bubble and are shown below

Bubble No	Bubble Description	First Aider
1	Oaks Willows	Kirsty Cooper Tracy Wilcock
2	Redwood	Gwyn Owen
3	Admin/SLT	Ian Barber
4	Site Team	Ian Barber



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**How to do CPR on an adult
COVID-19 update**

1. If someone is unconscious and not breathing normally, do not put your face near to theirs
2. Call for an ambulance
3. Use a towel or piece of clothing and lay it over the mouth and nose
4. Do not do mouth to mouth
5. Start chest compressions to the tempo of "Staying Alive"
6. Use a Public Access Defibrillator if available.

Find out how St John are supporting the NHS with the COVID-19 outbreak at sja.org.uk/COVID-19

St John Ambulance Resuscitation Council UK

Fire Wardens on Site

- All staff should familiarise themselves with the Fire Warden posters located around school.
- Fire wardens have been allocated to each bubble shown below

Bubble No	Bubble Description	Fire Warden
1	Oaks Willows	Dave Murphy Danielle Lewis
2	Redwood	Daniel Gibbons
3	Admin/SLT	Lisa Dykes
4	Site Team	Ian Barber

Fire Evacuation Procedure

- Within all classrooms, circulation and administration areas the fire evacuation procedure has been updated in order to comply with the Covid 19 guidelines and is displayed throughout the school
- In the event of an alarm activation, all staff, pupils and visitors must exit from the nearest emergency exit door
- Where possible stay within you bubbles and proceed to the fire assembly point to the side of the car park
- Signage is displayed on the fence line identifying your groups assembly point.
- Maintain social distancing.
- Admin staff will pass you a pupil register, so you can check that all pupils on site have been accounted for. Once check complete, pass back to Admin team.



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- Admin staff will ensure visitors to the site are accounted for using the visitors signing in book
- Admin staff will ensure all staff are accounted for using the staff signing in out sheet.
- Following notification from the Principal or Head of School that it is safe to return to school site, return to your bubbles using the specified bubble entrances and one way systems in place

STAY SAFE

