

## Dollar Academy Health and Safety Framework for a Safe Return to School (19.6.20)

We hope this guidance gives reassurance that due consideration of all the Health and Safety implications is at the heart of our decision-making process.

Please also note that this 'checklist' is based on *current* Scot Gov guidelines for the reopening of schools, which can be found here: <https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/pages/overview/>

Our framework and guidance will be adapted accordingly, as and when Scot Gov advice changes and evolves.

#	ACTION
<b>FACILITIES</b>	
1	The school's cold and hot water system, lighting, gas and electricity etc. will have been checked/serviced etc. in accordance with statutory regulations and good practice guidelines in preparation for a safe return to school.
2	Windows will be checked to ensure that as many as possible are able to be opened to improve ventilation. Closed ventilation systems will be thoroughly cleaned (using disinfectant fog), filters changed and systems tested.
3	Wedges will be provided for every door, in order to keep doors open (in occupied rooms) and improve ventilation (including boarding houses).
4	There will be enhanced cleaning provisions. The cleaning provisions in place will abide by Scot Gov standards for the cleaning of educational establishments prior to re-opening and during operation. The details of these cleaning provisions will be shared with staff and parents prior to re-opening.
5	A 'sign-off' system in bathrooms and in buildings will be in place for visible and demonstrable accountability of the cleaning operations taking place throughout the day.
6	Fixed hand sanitiser dispensers will be in place just inside every external doorway (including boarding houses). We will be aiming to facilitate a culture of hand sanitising at the point of entering any school building. Cleaning routines will ensure sanitising stations are kept stocked.
7	All indoor bins will be open top or pedal operated. Protocols for emptying bins appropriately will be in place.
<b>PPE and INFECTION CONTROL MEASURES</b>	
8	In line with <i>current</i> government guidelines, staff and pupils will be allowed to wear masks, face coverings, visors and/or gloves during the school day. PPE will only be <i>required</i> in school, for any member of staff dealing with a pupil presenting with Covid-19 Symptoms (for which there will be clear protocols). All pupils and staff will be required to have a mask/face covering on their person for use in extraordinary circumstances when physical distancing may not be possible (eg. emergency evacuation / lockdown etc.). This guidance may change, as necessary, to be in-step with the most recent Scot Gov advice.
9	Pupils and staff will be <i>required</i> to carry their own personal supply of hand sanitiser and a mask/face covering.
10	Physical distancing measures will be implemented across all contexts as required by the Scot Gov guidelines at the time of reopening. Suitable signage/markings will be in place to help staff and pupils stick to these guidelines.
11	There will be hygiene protocols in place for the use of bathrooms throughout the day which will include a maximum capacity. These will be displayed outside all bathrooms. If necessary, comfort breaks will be staggered throughout the day to help minimise congestion.
12	All classrooms will be supplied with alcohol wipes and sanitiser (Min 60% alcohol)
13	We will have appropriate signage alerting all to the need for high standards of hygiene, displayed throughout the school.
14	We will aim to take the temperature of every member of staff and pupil, entering the school site, at the start of each school day. Any pupil or staff member exhibiting a temperature of 37.8C or greater will be supported to follow the Scottish Test and Protect protocols.
<b>INCREASING SEPARATION AND DECREASING INTERACTIONS</b>	
15	If necessary, various permutations of the structure of the school day will be considered with a view to reducing pupil numbers in and around school at any one time. Eg. staggered breaks and lunch times <i>may</i> be considered if it is needed to reduce the number of people in certain areas, both inside and outside.
16	Where appropriate, one-way systems will be in place throughout the school and for entrances/exits, and clearly labelled.
17	Changes to fire safety and lockdown arrangements will be considered and published before the start of the new session. Fire safety arrangements will be reviewed as required to ensure assembly areas are appropriate to ensure physical distancing.

18	All rooms will be labelled to identify a recommended maximum number of people, in order to respect physical distancing requirements.
19	Heads of Departments will consider whether or not excess furniture and chairs should be removed from classrooms to help encourage and support maximum occupancies.
20	If current Scot Gov guidelines for the reopening of schools are in place in August the dining hall will be closed at break and lunch-time, and will aim to operate an online pre-order and outdoor distribution service, in order to avoid break and lunch-time congestion. The logistics and operation of such a service will be shared with pupils, parents and staff before the start of the new session. Parents will be encouraged to supply packed lunches, and areas in school will be provided for their consumption. Options for local businesses to sell or take pre-orders and distribute onsite are also being explored.
21	If current Scot Gov guidelines for the reopening of schools are in place in August, pupils will not be allowed downtown during the school day.
22	Additional control measures will be in place to reduce the risk of any visitors bringing the Covid19 virus into school. Eg. extra control measures at reception, clear protocols for visitors, minimising onsite visits by guests etc.
23	Planning for all events (eg. Parents Evenings, DAPA Coffee Morning, Information Evenings, Dinners, Co-Curricular provision etc.), will continue to be mindful of the need to increase separation and decrease interaction as per Scot Gov guidelines. Alternative measures will be found to take the place of Parents' Evenings initially.
24	If necessary, arrangements to stagger the start and end of the school day, to decrease interaction (among parents as well as pupils), will be considered. Plans will be shared before the start of the new session. Drop-off and pick-up protocols will be in place.
25	Pupils will be asked to travel to/from school in their school PE/Sports Kit on days when they have PE/Sport. Changing rooms will not be used. P1, 2 and 3 will come to school in their PE kit every day. Blazers will be optional.
<b>PUPILS – HEALTH AND WELLBEING</b>	
26	Under the current guidance, vulnerable and 'at risk' pupils, including those shielding and those living with shielding individuals will be supported on an individual basis. Risk Assessments, in conjunction with parents, will be carried out to see if any further reasonable steps can be taken to mitigate risk. Where necessary, and where it is deemed appropriate, pupils will be supported to continue to learn from home.
27	Protocols will be in place for what to do where a pupil develops Covid19 symptoms during the day. These will be shared with parents before the start of the new session.
28	Isolation areas will be identified, where any pupil showing symptoms can be directed until they are able to leave the site.
29	Dollar Academy will support pupils through the Test and Protect procedures, as per Scot Gov guidelines, as required, for anyone that develops systems. <a href="https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/">https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/</a>
30	An expanded rota of staff duties and parent volunteers will be in place at the start of the new academic session, to help monitor new protocols, physical distancing and infection control measures.
31	Agreed contingencies for dealing with the self-isolation of pupils, resident at school, under the Test, Trace and Isolate protocols, will be in place before the start of the new session.
32	Wellbeing and Child Protection Policies will be updated to reflect the latest advice and best practice, in supporting individuals in their return to school.
33	Guidance staff will undergo relevant training in how best to support children and young people through the negative effects of 'lock down' and their return to socialisation.
<b>LEARNING AND TEACHING</b>	
34	Departments will be asked to plan for minimal equipment/resource sharing. Where items are shared there will be clear infection control guidelines. Appropriate resources for cleaning shared items between uses will be provided. Pupils will be encouraged to bring their own device.
35	Disposable gloves will be provided in the vicinity of, and for use with, communal printers and other 'shared' resources, where there is no other option.
36	HoDs will plan their curricula and course structure with infection control measures in mind. Eg. shifting practical activities away from the beginning of term, minimising team work, maximising online resources etc.
37	'Browsing' in the library will not be allowed. Books will be able to be ordered, picked-up and taken home. There will be a contact free book return system in place. Books will be left for 72 hours before being handled.
38	Instrumental teaching will take place, but this may still need to be done remotely between the instructor's home and the music department. Risk Assessments and being carried out and information about how instrumental teaching will operate safely will be shared with parents before the start of the new session.
<b>RISK ASSESSMENTS</b>	
39	Dollar Academy will have a digital Covid19 risk assessment register. When our guidance, logistics, plans and protocols are in place for the start of the new session, our August in-service will provide for a period of reflection and training on the guidance being issued. There will be a digital sign-off to capture who has seen and acknowledged seeing the control measures in place to reduce the spread of Covid19.

40	HoDs, in conjunction with their departments, will carry out department specific risk assessments, taking in to consideration specialist advice in relation to their subject area(s). Where appropriate, HoDs will be responsible for department specific guidance, which will be made clear to staff and pupils, as appropriate, at the start of the new academic session and displayed publicly.
41	Guidance on the use of outdoor spaces will be issued before the start of the new session, (which will be subject to risk assessment also), including fixtures such as benches and seats etc.
42	Risk assessments will be reviewed and revised control measures implemented where appropriate and necessary. The school will be reviewing risk assessments and protocols at regular intervals and when circumstances change, and in consultation with staff where appropriate.
43	Co-curricular activities will be subject to Covid-19 relevant Risk Assessments to ensure infection control measures have been considered as part of their planning. As far as possible within these constraints, co-curricular activities will resume.
44	The guidance team (Prep/Junior/Senior) will identify 'vulnerable' and 'at risk' pupils, in terms of those at an increased risk of Covid-19 complications, and conduct individual risk assessments as appropriate.
45	There will be a designated person with responsibility for keeping up-to-date with any changes to Wellbeing and Child Protection guidance. At the start of next session Elizabeth Langley (Assistant Rector) will be Dollar Academy's designated person.
46	There will be a designated person with responsibility for keeping up to date with any changes to NHS, Health Protection Scotland or Scottish Government guidance with regards to Health and Safety on site. At the start of next session Vicky Mason (Assistant Rector) will be Dollar Academy's designated person.
<b>BROADER COMMITMENTS</b>	
47	The boarding houses will all conform to the BSA Covid-Safe Charter: <a href="https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf">https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf</a>
48	As a school we have also signed up and are committed to the Safe Schools UK initiative: <a href="https://www.safeschoolsuk.org/schools-and-partners.html">https://www.safeschoolsuk.org/schools-and-partners.html</a>
<b>TRAVEL</b>	
49	Busses and school transport may be required to operate at 50% capacity with increased infection control measures in place. Full protocols for the use of public and school transport will be issued before the start of the new session.
50	Parents will be asked, where possible, in the short term, to help reduce the demands on school transport by making use of their own private transport, and/or encouraging their children to walk or cycle to school (where appropriate).
51	A travel survey will be carried out to gauge the capacity requirement of school transport.
52	Traffic management systems are being considered, which, if necessary, will include a staggered drop-off/pick-up, specified drop-zones, and recommended one way systems.
<b>PERSONAL ITEMS</b>	
53	All personal property and bags will be required to be with the pupil at all times.
54	Pupils will be required to bring a water bottle with enough water for the whole day. Opportunities to 'top-up' bottles will be limited.