



Dollar Academy Health and Safety Framework for a Safe Return to School (4.8.20)

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](#).

Our framework and guidance will be adapted accordingly as and when Scot Gov advice changes and evolves but this current guidance should give a detailed overview of the main changes and mitigations in place, in order to facilitate a safe return to school, and to keep Dollar Academy 'Covid-Secure'.

#	ACTION (WHOLE SCHOOL)
FACILITIES	
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	Clearly labelled, fixed hand sanitiser dispensers are 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. In addition we are asking every pupil to carry their own personal supply of hand sanitiser, so that all pupils can sanitise their hands regularly throughout the day, and before entering school buildings.
7	All indoor bins will be open top or pedal operated. Bins will be emptied regularly.
PPE and INFECTION CONTROL MEASURES	
8	All staff and pupils can wear masks, visors and/or gloves during the school day if they wish. PPE will be <i>required</i> in school, by staff, when/if dealing with a person presenting with Covid-19 Symptoms (for which there are clear protocols, and which will be demonstrated to staff during their in-service). All pupils and staff will be required to have a mask on their person – for use in extraordinary circumstances when physical distancing may not be possible (eg. emergency evacuation / lockdown / operating in close proximity to pupils / on school transport etc.).
9	All pupils will be asked to bring a mask, personal sanitiser, alcohol wipes and disposable gloves to school each day. Masks should not contain any logos or slogans. For your convenience, a School PPE Starter pack can be purchased here .
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 are in place to help staff and pupils stick to these guidelines. Wherever possible, staff must remain 2m apart from each other and from pupils.
11	All bathrooms and staff rooms will have a recommended maximum capacity displayed outside. There will be extra, portable toilets in various locations around the school for use by pupils and staff.
12	All classrooms will be supplied with alcohol wipes and sanitiser. Any new class entering a room will be asked to wipe down their desk and chair on arrival, and again on departure. Pupils should have their own supply of wipes for this purpose, but will be able to use the class supply if necessary. Teachers will be asked to ensure this becomes an important part of everyday classroom routine.
13	We will have appropriate signage alerting all to the need for high standards of hygiene, displayed throughout the school.
14	We will 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. All pupils and staff will walk through one of four 'temperature tents' on arrival in the school grounds. They will pause for 1 second in front of a scanner and their temperature will be read. A temperature of more than 37.8C will result in a beep. All temperature tents will be supervised by a member of staff. Any pupil with a temperature, or arriving at school exhibiting symptoms, will be asked to go to our 'isolation tent' where they will be met by one of our school nurses who will verify their temperature and make arrangements for them to go home if necessary. Pupils arriving late will have

	their temperature taken in reception when they sign in (Seniors) or by a senior member of staff (Prep/Juniors). On walking through a temperature tent, Senior Pupils will collect a small ticket which should be handed in to their Form Tutor during registration. Any pupil not able to present a ticket will be asked to go back outside to have their temperature taken.
INCREASING SEPARATION AND DECREASING INTERACTIONS	
15	Break time will be staggered and lunch will be extended for Form I. See separate information (on the school website) for full details about the dining hall and timings of the school day.
16	One-way systems will be in place throughout the school and for entrances/exits, and will be clearly labelled. NB The Dewar Building will operate a system of muster points outside the Dewar Building, and pupils/classes will be collected from these muster points by their teacher when the building is clear. (The design of the Dewar building does not lend itself to a satisfactory one-way system).
17	Changes to fire safety and lockdown arrangements will be 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 bathrooms in the senior school, will be labelled to recommend a maximum capacity, in order to respect physical distancing requirements.
19	The dining hall will offer a limited menu (3 x hot options and 3 x cold options). Hot options will be available for collection in the dining hall, cold options will be available for collection from the marquee. In wet weather, Form II and III will be able to use the assembly hall to eat from 12:30-12:55. Form IV and V from 1:00pm – 1:25pm. Form I will eat in the dining hall (at 12:15pm). Form VI will be able to use the Form VI centre and Senior Marquee. Prep and Junior pupils should bring in a packed lunch. Full details of how the dining hall will operate will be published separately on the school website. In addition, we are working with local businesses to enable them to sell and/or take pre-orders and distribute food items onsite at lunch-time.
20	Pupils will not be allowed downtown at break-time or lunch-time. Form VI pupils <i>only</i> will be allowed downtown, in small numbers, in their study periods. Pupils going in to shops before and after school will be expected to follow all the guidelines local shop owners have put in place, and will be expected to wear a face covering.
21	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, protocols for visitors, minimising onsite visits by guests etc. Signing in will be completed online.
22	Planning for all events (eg. Parents Evenings, 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.
23	Arrangements to stagger the start and end of the school day, to decrease interaction (among parents as well as pupils), will be in place – see separate plan, available on the school website.
24	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. Full uniform expectations are available on the school website.
PUPILS – HEALTH AND WELLBEING	
25	Under the current guidance, and virus trajectory, extremely vulnerable (shielding) pupils will be able to return to school in August. If any parent considers their child to be in a ‘vulnerable’ category and/or has underlying health conditions they should be aware of the ‘ guidance for people with underlying health conditions ’, which continues to be updated. In addition, local monitoring arrangements will be in place to give early warning of any local increase in infections in the future which could lead to pupils in the higher risk categories being advised to stay home for their safety. Any parent that has concerns in this regard should contact guidance@dollaracademy.org.uk
26	Protocols are in place for what to do where a pupil develops Covid19 symptoms during the day. Full details are on the school website.
27	Isolation areas have been identified, where any pupil showing symptoms can be directed until they are able to leave the site. For the senior school this will be a tent, at the front of the school.
28	Dollar Academy will support pupils through the Test and Protect procedures, as per Scot Gov guidelines, as required, for anyone that develops systems. https://www.gov.scot/publications/coronavirus-covid-19-getting-tested/
29	An expanded rota of staff duties will be in place at the start of the new academic session, to help monitor new protocols, physical distancing and infection control measures.
30	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.
31	Wellbeing and Child Protection Policies have been updated to reflect the latest advice and best practice, in supporting individuals in their return to school.
32	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.
LEARNING AND TEACHING	

33	Departments have been 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.
34	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. A system for using 'bands' to activate printers will also be in place at the start of term.
35	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.
36	'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.
37	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 have been carried out and information about how instrumental teaching will operate safely will be shared with parents in due course.
RISK ASSESSMENTS	
38	Dollar Academy will have a digital Covid19 risk assessment register in place for the start of session. This will outline the plans and protocols that have been put in place to support a safe reopening of the school. August in-service will provide for a period of reflection on the guidance being issued. There will be a digital sign-off to capture who has understood and acknowledged the control measures that the Academy has put in place.
39	HoDs, in conjunction with their departments and SSG links, have carried out department specific risk assessments, taking into consideration specialist advice in relation to their subject area(s). Where appropriate, HoDs (with their SSG links) will be responsible for department specific guidance, which should be made clear to staff at the start of the new academic session and displayed publicly.
40	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.
41	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.
42	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.
43	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.
44	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.
BROADER COMMITMENTS	
45	The boarding houses will all conform to the BSA Covid-Safe Charter: https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf
46	As a school we have also signed up and are committed to the Safe Schools UK initiative: https://www.safeschoolsuk.org/
TRAVEL	
47	Where possible we want to encourage children and their parents to travel to and from school on foot, while maintaining physical distance where necessary. Families should wash and/or sanitise their hands before and after travelling. If your child uses public transport they should follow current guidelines and wear a face covering while they travel, if they are aged 5 or over. On public transport you can expect sections of the bus/coach to be cordoned off for use by pupils, within which, social distancing will not be required. With this in mind, there may be a reduced capacity on some public transport routes. Parents are advised to check the capacity of their route/service and make contingency arrangements if necessary. Our private school coaches and minibuses are treated as part of the school and can operate at 100% capacity. Pupils on these private coaches will not need to socially distance but will be asked to wear a face covering. There will also be enhanced hygiene measures in place. Full details of public bus and school coach arrangements can be found on the school website.
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 have been considered and will include a staggered drop-off/pick-up, specified drop-zones, and recommended one-way systems. Please see the Morning Arrival Plan – on the school website – for full details.
PERSONAL ITEMS	
53	All personal property and bags will be required to be with the pupil at all times.
54	Pupils should bring a water bottle with enough water for the whole day. Opportunities to 'top-up' bottles will be limited.