

## Dollar Academy Health and Safety Framework for a *Continuing* Safe Return to School (11.08.21)

We hope this guidance gives continuing 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, the latest version of which can be found [here](#).

Our framework and guidance have been and will continue to be adapted accordingly as and when Scot Gov advice changes and evolves, in order to keep Dollar Academy 'Covid-Secure'.

| FACILITIES                         |  |
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| 1                                  | The school's cold and hot water system, lighting, gas and electricity etc. has been checked/serviced etc. in accordance with statutory regulations and good practice guidelines in preparation for a safe return to school. Regular servicing in accordance with statutory requirements is ongoing.  |
| 2                                  | Windows have been checked to ensure that as many as possible are able to be opened to improve ventilation. Closed ventilation systems have been thoroughly cleaned (using disinfectant fog), filters changed and systems tested. Staff are encouraged to keep doors and windows open to improve natural ventilation.   |
| 3                                  | Wedges have been provided for every door, in order to keep doors open (in occupied rooms) and improve ventilation (including boarding houses).   |
| 4                                  | There are enhanced cleaning provisions in line with Scot Gov recommendations/standards. The details of these cleaning provisions have been shared with staff.  |
| 5                                  | A 'sign-off' system in bathrooms and in buildings is 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 continue to facilitate a culture of hand sanitising at the point of entering any school building. Cleaning routines ensure sanitising stations are kept stocked. In addition we are continuing to ask 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 are open top or pedal operated. Bins are emptied regularly.  |
| PPE and INFECTION CONTROL MEASURES |  |
| 8                                  | All staff, and pupils in the Senior School must wear a medical grade face covering and/or visor throughout the school day. PPE is <i>required</i> in school, by staff, when/if dealing with a person presenting with Covid-19 Symptoms (for which there are clear protocols which have been demonstrated to staff during their in-service). All staff are required to wear face coverings in corridors, communal areas and when teaching (Senior School only). All pupils in the Senior School are required to wear face coverings in classrooms, corridors, communal areas, when queueing and on all school transport.  |
| 9                                  | All staff, and pupils in the Senior School, have access to regular LFD tests. These should be conducted at home, twice a week and in line with Scot Gov protocols as communicated to staff and pupils/parents. Any member of staff or pupil who receives a positive test result will be supported through Scot Gov Test and Protect guidelines as needed.  |
| 10                                 | All pupils are asked to bring a medical grade mask, personal sanitiser, alcohol wipes to school each day.  |
| 11                                 | Physical distancing measures have been implemented across all contexts as required by the Scot Gov guidelines. 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. A 2m 'safe-space' has been marked off around teacher's desks and main teaching positions (front of classrooms).   |
| 12                                 | All bathrooms and staff rooms have a recommended maximum capacity displayed outside.   |
| 13                                 | All classrooms are supplied with alcohol wipes and sanitiser. Any new class entering a room is 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 continue to ensure this remains an important part of everyday classroom routine.   |
| 14                                 | We have appropriate signage alerting all to the need for high standards of hygiene, displayed throughout the school.   |
| 15                                 | We 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 walk through a temperature testing point on arrival in the school grounds. They pause for 1 second in front of a scanner and their temperature is read. A temperature of more than 37.8C results in a beep. All temperature testing points are supervised by a member of staff. Any pupil with a temperature, or arriving at school exhibiting symptoms, is asked to go to the medical centre where they are met by one of our school nurses who will verify |

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|  | their temperature and make arrangements for them (and siblings) to go home if necessary. Pupils arriving late 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 testing point, Senior Pupils collect a small ticket which is handed in to their Form Tutor during registration. Any pupil not able to present a ticket is asked to go back outside to have their temperature taken.  |
| <b>INCREASING SEPARATION AND DECREASING INTERACTIONS</b> |  |
| 16   | Break time is 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.  |
| 17   | One-way systems are in place throughout the school and for entrances/exits, and are clearly labelled. NB The Dewar Building and Gibson Building operate a system of muster points outside, and pupils/classes will be collected from these muster points by their teacher when the building is clear.  |
| 18   | Changes to fire safety and lockdown arrangements have been reviewed. A fire evacuation practice will take place early in the first term.   |
| 19   | All bathrooms in the senior school, have been labelled to recommend a maximum capacity, in order to respect physical distancing requirements.  |
| 20   | The dining hall offers a menu for consumption either inside the dining hall (hot meals) or for take-away. Arrangements are in place for wet weather dining. A number of local businesses are supplying food/lunch items on-site. See website for full details.   |
| 21   | Pupils are not allowed downtown at break-time or lunch-time. (Form VI pupils are allowed downtown during lunchtime and study periods) Pupils going in to shops before and after school are expected to follow all the guidelines local shop owners have put in place, be physically distanced and wear a face covering.  |
| 22   | Additional control measures are 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.  |
| 23   | Planning for all events (eg. Parents Evenings, Information Evenings, Dinners, Co-Curricular provision etc.), will continue to be mindful of Scot Gov guidelines. Large gatherings will not take place and where possible have been moved on-line.  |
| 24   | Arrangements to stagger the start and end of the school day, to decrease interaction (among parents as well as pupils), will continue to be in place – see separate plan, available on the school website.   |
| 25   | For Session 21/22, regulation uniform is expected at all times. Changing rooms are available. Full uniform expectations are available on the school website.   |
| <b>STAFFING</b>  |  |
| 26   | Under the current guidance, and virus trajectory, staff in high risk categories will be able to return to school in August. If any member of staff considers themselves to be in the 'highest risk' category and/or has underlying health conditions they should be aware of the <a href="#">Advice for People at highest risk</a> 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 staff in the higher risk categories being advised to stay away from schools again for their safety. Any staff member that has concerns in this regard should contact Julie Duncan. |
| 27   | Individual risk assessments, for staff that have identified themselves as belonging to an 'at risk' group, including BAME, are in place.   |
| 28   | Protocols will be in place for what to do where an individual staff member develops Covid19 symptoms during the day. These have been shared with staff before the start of term.   |
| 29   | Dollar Academy will support staff through the Test and Protect procedures, as per Scot Gov guidelines, as required, for any staff member that develops symptoms  |
| 30   | An expanded rota of staff duties will remain in place to help monitor new protocols, physical distancing, infection control measures and temperature testing points.   |
| 31   | Agreed contingencies for dealing with self-isolation of staff resident at school under the latest Scot Gov protocols, are in place   |
| 32   | Where appropriate, staff will have the opportunity to contribute to Health and Safety considerations, as well as Risk Assessments that impact on staff working conditions.   |
| 33   | Union reps and DASSA have been involved from the outset and staff will continue to be consulted as widely as practicable.  |
| <b>PUPILS – HEALTH AND WELLBEING</b>                     |  |
| 34   | If any parent considers their child to be in a 'high risk' category and/or has underlying health conditions they should be aware of the <a href="#">Advice for People at highest risk</a> , 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 <a href="mailto:guidance@dollaracademy.org.uk">guidance@dollaracademy.org.uk</a>   |
| 35   | Protocols are in place for what to do where a pupil develops Covid19 symptoms during the day. Full details are on the school website.  |

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| 36                           | Isolation areas have been identified in the medical centre, where any pupil showing symptoms can be directed until they are able to leave the site.   |
| 37                           | Dollar Academy will support pupils through the Test and Protect procedures, as per Scot Gov guidelines, as required, for anyone that develops systems.  |
| 38                           | An expanded rota of staff duties is in place to help monitor protocols, physical distancing and infection control measures.   |
| 39                           | Agreed contingencies for dealing with the self-isolation of pupils, resident at school, under the current Scot Gov guidelines, are in place.  |
| 40                           | An expanded range of mental health support groups and avenues have been developed to support children and young adults throughout the school.   |
| 41                           | Pupils are encouraged to be outside more at lunch-time and break  |
| 42                           | Wellbeing and Child Protection Policies have been updated to reflect the latest advice and best practice, in supporting individuals in their return to school. CP training for all staff has taken place on 20.10.20 – this includes 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> |   |
| 43                           | Departments have planned for minimal equipment/resource sharing. Where items are shared there are clear infection control guidelines. Appropriate resources for cleaning shared items between uses is provided. Pupils are encouraged to bring their own device when appropriate.   |
| 44                           | Cleaning resources, including disposable gloves, are located in the vicinity of printers and shared resources. A system for using ‘bands’ to activate printers is in place. Hand sanitising before and after use should be the norm.  |
| 45                           | HoDs have planned 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.   |
| 46                           | Outdoor learning is encouraged.   |
| 47                           | A system is in place for highlighting long-term Covid related absences. Staff are expected to provide learning opportunities via our online platform for these pupils.  |
| <b>BOARDING HOUSES</b>       |   |
| 48                           | We will ensure that staff do not work (or have contact with pupils) if they have symptoms, have tested positive or have been in contact (within the last 10 days) with anyone who has.  |
| 49                           | Under current restrictions, any staff or guest entering a boarding house will have their temperature taken on arrival. Anyone with a temperature of 37.8C or above will not be able to enter the boarding house, and, where appropriate will be advised to follow the Scottish Test and Protect protocols. We regret that, under the current guidelines, when parents drop-off their children, at the start of term, they will not be allowed in to the boarding house. Parents will be allowed to visit during the term, in small numbers, as per normal, but will still be subject to temperature checks. No guests will be allowed during any quarantine period. |
| 50                           | We will provide a suitable isolation area to care for pupils who show symptoms and/or test positive.  |
| 51                           | Boarding staff have been trained in the safe management of boarding houses under new guidance and school procedures and in Covid19 nursing.   |
| 52                           | We have provided written information on arrival procedures, including arrangements for pick-up/drop-off, for both the quarantine period and the start of term.  |
| 53                           | For international pupils, where there has been a request for help with transport arrangements, or for those who are required to self-isolate, we will confirm the arrangements for collecting pupils from the point of arrival in the country (Scotland).   |
| 54                           | Each international pupil and parent will receive a letter on school-headed paper confirming arrangements in line with sponsor and visa requirements.  |
| 55                           | All pupils will be collected inside the airport, and any driver or staff member will be identifiable with a sign displaying ‘Dollar Academy’. All drivers will be aware of, and will be asked to follow, appropriate physical distancing and infection control measures.  |
| 56                           | We will ensure that the driver wears a face covering at all times when in proximity to the pupil in enclosed areas, especially in vehicles, unless screens are provided. The driver will be instructed not to handle luggage, and they will have disinfected the vehicle and door handle in advance of pick-up.   |
| 57                           | We will ensure that the journey to the boarding house is direct, and that the vehicle contains sanitiser and suitable wipes.  |
| 58                           | We will ensure all changes to routines and all new safety arrangements, which have been previously notified in writing, are fully explained to pupils, with full induction for any pupils new to the school.  |
| 59                           | We will ensure the pupil has an opportunity to discuss their fears, worries and concerns with a trusted adult.  |
| 60                           | Houseparents will consider how to operate a fire drill under physical distancing constraints and conduct a drill straight after reopening.  |
| 61                           | During term time, breakfast and dinner will be served in the dining hall. However, there will be alternative arrangements for lunch, as per day pupils.   |

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| 62                         | Restrictions, in-line with Scot Gov guidance, will be placed on all trips and visits for boarders. In the evenings and at weekends, there will still be activities, but these will be adapted in order to run safely and within current guidelines. Under current restrictions, during the school day, pupils will not be allowed 'down town' (with the exception of Form VI). In the evening these restrictions will be lifted for boarders. Boarders will be able to go down-town in small numbers in the evening. Boarders will be required to physically distance and wear a mask in shops. |
| 63                         | There are enhanced cleaning provisions. The cleaning provisions in place will abide by Scot Gov standards for the cleaning of residential homes prior to re-opening and during operation. The details of these cleaning provisions have been shared with parents prior to re-opening.   |
| 64                         | There are clear protocols in place for any boarder who shows Covid19 Symptoms:<br>We will inform our Health Protection Scotland Team and take instruction on how to manage the boarding house. Initially, if one boarder develops symptoms, only close contacts of that pupil will be required to isolate. The pupil with symptoms will, initially, isolate away from others in the house whilst they are tested. Pupils will be supported through the Scottish Government's testing programme. If the test is negative, the boarding house returns to normal.                                  |
| 65                         | There are clear protocols in place for any boarder who tests positive for Covid19:<br>If a member of the boarding house tests positive for Covid19 our Local Health Protection Team will be involved to help ensure a potential outbreak is dealt with promptly. This will likely mean high levels of testing throughout the house in line with Scot Gov protocols, deep cleaning and increased physical distancing measures within the house.  |
| <b>RISK ASSESSMENTS</b>    |   |
| 66                         | Staff were trained in all Covid-safe protocols and procedures as part of our August in-service 2020. An update was shared as part of our October in-service and again as part of our April in-service. Staff will be updated again during INSET August 2021.  |
| 67                         | 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) are responsible for department specific guidance, which should be made clear to staff at the start of the new academic session and displayed publicly. All Dept RAs will be updated and reviewed as part of the August in-service.   |
| 68                         | Co-curricular activities will continue to 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, where/when appropriate, a broad range of co-curricular activities will continue to take place.   |
| 69                         | Elizabeth Langley (Assistant Rector) is the designated person with responsibility for keeping up-to-date with any changes to Wellbeing and Child Protection guidance.   |
| 70                         | Vicky Mason (Assistant Rector) is the 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.   |
| <b>BROADER COMMITMENTS</b> |   |
| 71                         | The boarding houses all conform to the BSA Covid-Safe Charter:<br><a href="https://www.boarding.org.uk/userfiles/bsa/pdf/Advice%20and%20Guidance/82902%20BSA%20COVID%20V2.pdf">https://www.boarding.org.uk/userfiles/bsa/pdf/Advice%20and%20Guidance/82902%20BSA%20COVID%20V2.pdf</a>   |
| 72                         | As a school we have signed up and are committed to the Safe Schools UK initiative: <a href="https://www.safeschoolsuk.org/">https://www.safeschoolsuk.org/</a>  |
| 73                         | International pupils (boarders) arriving in Scotland have been supported to self-isolate (where needed)   |
| <b>TRAVEL</b>              |   |
| 74                         | Staff and children are encouraged, where possible, to walk to school – or 'park and stride'. There are enhanced hygiene measures in place on all public transport and school coaches. Face coverings should be worn at all times, no food should be consumed and personal hygiene should be maintained. Full details of public bus and school coach arrangements can be found on the school website.  |
| 75                         | Traffic management systems are in place and include staggered drop-off/pick-up times, specified drop-zones, and recommended one-way systems. Please see the Morning Arrival Plan – on the school website – for full details.  |
| <b>PERSONAL ITEMS</b>      |   |
| 76                         | All personal property and bags are required to be with the pupil at all times.  |