

Clackmannanshire Education Service

Local Authority Wide Guidance on the re-opening of schools and ELC settings

**August
2020**



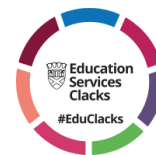
**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Summary of Key Points:

Local Authority Guidance for Schools



Section A3: Enhanced Cleaning

- The following measures enable the Council to provide the additional cleaning hours required to meet the Scottish Government Guidance in respect of Covid related cleaning of education buildings.
- Cleaning resources will be provided by Soft FM services except in PPP high schools where facilities management partner Amey will provide additional cleaning resource.

PPP Schools

- One additional cleaner per building working 9 – 3 - This in addition to the cleaner and janitor already on site.
- Bins and toilets cleaned as normal using recommended disinfectants and products. Vacuum cleaning and dusting reduced to focus on contact cleaning.
- Continuous day cleaning of contact points and toilets within live environments. Wipe down of handles, handrails, door push plates, communal tables and toilets in rotation during school day using recommended disinfectants and products.

Primary Schools

- Refocused program based on the current morning and/or evening cleaning before/after building use in line with the Health Guidance required which prioritises the wiping down of all used hard surfaces and contact points within the building with recommended disinfectants and products.
- Bins and toilets cleaned as normal using recommended disinfectants and products.
- Vacuum cleaning and dusting reduced to focus on contact cleaning.
- Additional cleaner between 11am and 2pm.

Personal Belongings

- Guidance specific to ELC will be available via the Clacks Guidance Website (7.8.20)

Primary Establishments

- Children should be discouraged from bringing in bags and pencil cases from home.
- Children should not bring toys or other personal items into school.
- There should be no sharing of personal items.

Secondary Establishments

- Items from home should be kept at a minimum.
- There should be no sharing of personal items, e.g. mobile phones.

Section B1: Additional Support Needs

Health and Safety

- Activities should be risk assessed to ensure that appropriate measures are in place. If you need further support, contact Health and Safety hands@clacks.gov.uk. For some children with very complex health needs that require medical interventions, advice and guidance should be sought from associated health professionals.

Transport

- Due to the removal of social distancing requirements for children there should be no impact on the number of children within the taxi. Due to the restricted space in vehicles, transport escorts will be unable to socially distance from the children/young people and will be required to use PPE.

Peripatetic staff

- ASN teams will be minimising movement between schools to reduce potential spread of the virus. SMT should ensure staff are aware of the measures in place in their establishment.
- Peripatetic staff should only visit one school per day and should work in a dedicated space. They will be required to adhere to government guidance. They should not be using multiple areas and they should be following social distancing rules. If they are unable to maintain social distancing (for 15 minutes or more) from children, appropriate PPE will be required.
- Staff may support individuals or groups of identified pupils from their caseload plus and additional identified pupils in a group (in an appropriately sized space to allow required social distancing). The space needs to be sanitised between support sessions and handwashing is required for staff and children.
- Given the nature of the pupils needs the recommendation would be a group size of no more than six, if the space permits this safely. If there is not an appropriate space available, the staff member should work in a class with another teacher, either in a cooperative teaching capacity or taking responsibility for a group of identified children to give additional support during recovery within the class.
- The staff non-contact should be accommodated in school.

Section C2: Physical distancing between adults

Peripatetic/NCCT staff

- Movement of staff between schools should be kept to a minimum. Recognising the importance of holistic support for children and young people requirement to meet their needs, every effort should be made to secure these wider inputs through lower risk methods such as digital/virtual means or outdoor settings.
 - **ASN** - Peripatetic staff should only visit one school per day and should work in a dedicated space. (see Section B1)
 - **PE** -A staff member allocated to each individual primary establishment until further notice to reduce movement between schools. Plan to deliver primary PE outdoors from 12th August '20.

CAT/Staff Meeting

- Avoid staff meetings/CAT sessions in large numbers to support social distancing measures.
- Consider layouts of staffrooms to support social distancing.
- In considering the above please refer to individual building's risk assessment.

Section C2: PPE/Face Masks

- Email hands@clacks.gov.uk if additional PPE/Face Masks are required.

Section C4: Responding to COVID symptoms

- Clackmannanshire's 'Test and Protect' Guidance;
 - Schools must retain accurate records of attendance/ absence and use the new SEEMIS codes.
 - For any visitors (which should be minimal) there will be a QR code at the entrance to each facility which the visitor will scan on their mobile phone and fill in their contact details. This will be held centrally for the Council and deleted after 21 days in line with governance and GDPR. For those who don't have a smart phone paper forms will be available and the school should then email the details to emergencyplanning@clacks.gov.uk for update into the database.
 - The school should inform emergency planning of any suspected or confirmed case of Covid who will then put in the necessary procedures.
- See updated Self Isolation Guidance which will be available on Clacks Guidance Website.

Section E1: Meals Provision

ELC Settings

- Packed Lunches

Primary Establishments

- The presumption is that where possible **Breakfast Clubs** will be provided in Primary schools. Where there are difficulties/barriers to providing a Breakfast Club these should be discussed with Catering and H&S colleagues to find solutions. Decisions and arrangements will be made at a local level.
- Packed lunches provided for those eligible for free school meals including P1-3.
- All other children should bring a packed lunch. We would discourage children from going home at lunch due to the staggered nature of lunch times.
- Lunch bags/boxes should be washable or disposable. These should be kept with the child and taken home every day to be washed.

Secondary Establishments

- Grab bag/packed lunch provision for those eligible for free school meals. These arrangements will be in place for the first two weeks at least.
- Pupils should comply with individual establishment's decisions regarding leaving the school grounds at lunchtime. If pupils choose to leave the school grounds it should be noted that it is at their own risk and they should adhere to all public health advice, e.g. face masks in shops.
- The aim is to return to a full hot meal service in all establishments as soon as it is safe to do so.