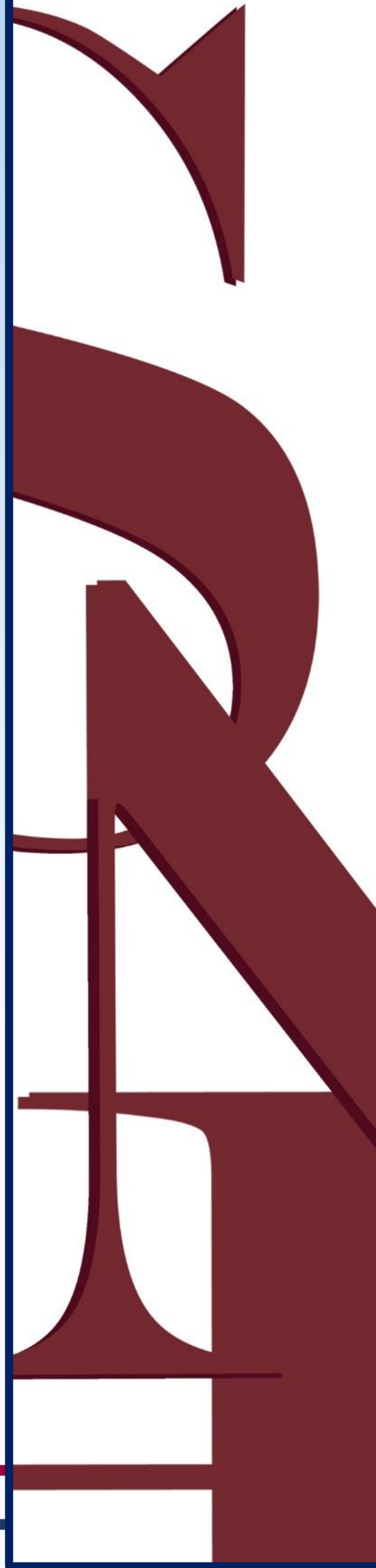




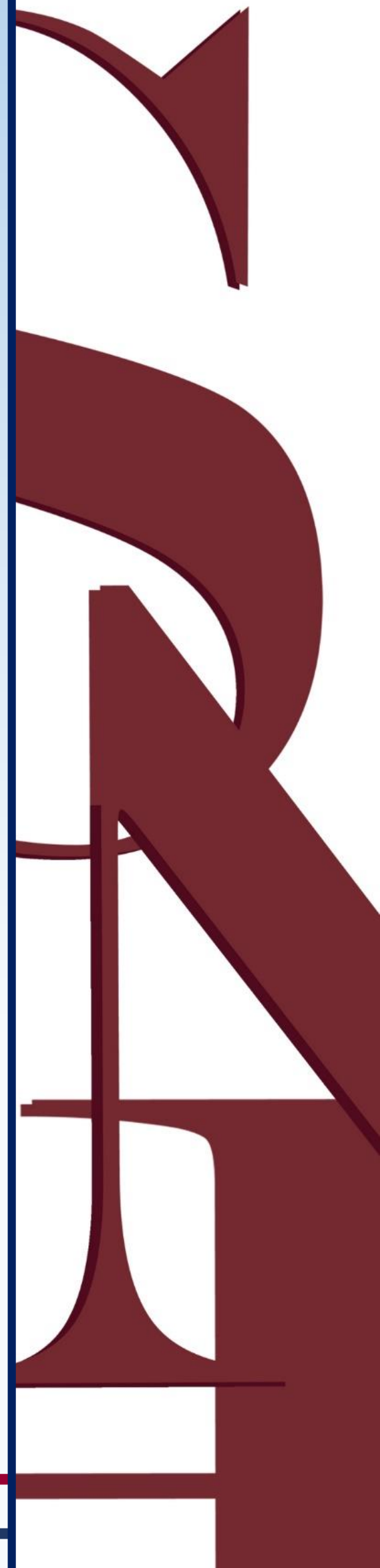
St Ninian's High School Health & Safety

Essential Practice and Procedures
for Pupils



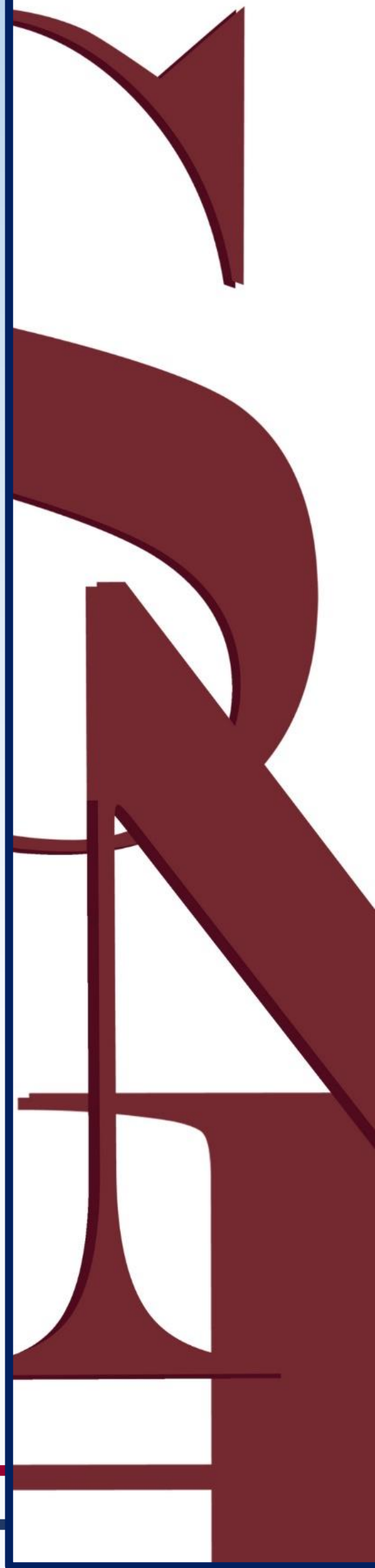
Health & Safety

- We welcome all pupils and staff back to St Ninian's High School and a particular welcome goes to our new S1 Pupils
- In order to facilitate our safe return to school it is essential that everyone follows the following procedures
- The Health & Safety procedures must be adhered to at all times to ensure the Safety of all Staff and Pupils working in the school buildings
- Signage and Posters are displayed around the school to remind us about Social Distancing and Hand Hygiene



School Entrances

- To minimise large numbers around the entrances staff and pupils will be advised to use the school Entrance and Exit nearest their department/period1/last subject
- Front Door: Modern languages/ Business/ Drama/Computing ICT 4 and 5/ Art
- English doors: English/ Maths/ Music /RE
- Technical doors: Technical/Home Economics/ Modern Studies and History (access via HE corridor)
- Science doors: The Sciences/ Geography/ Computing ICT 2 and 3

A green rectangular sign with the word "EXIT" in white, bold, sans-serif capital letters.A white rectangular sign with a green border and the word "ENTER" in green, bold, sans-serif capital letters.

Hand Hygiene



- All pupils must wash their hands for a minimum of 20 seconds with soap and warm water before you leave your home in the morning
- You must wash your hands as soon as you return home
- This should be the last activity you do before you leave your home in the morning and the first thing you do when you return home
- As you enter and leave the school building use the hand sanitiser at the hand sanitising stations at each of the 4 entrances
- We would ask that you use the entrance nearest your first subject on your timetable- This will avoid large numbers of pupils using the same entrance
- Each classroom will have access to hand sanitiser and should be used as you enter your classroom. The teacher will supervise and facilitate the distribution of hand sanitiser . Ensure the sanitiser is fully absorbed and dry on your hands
- If classrooms/labs have sinks wash your hands instead of using sanitiser
- Do not use your own hand sanitiser as it may interfere with the effectiveness of the cleaning products being used
- Pupils should not use a combination of hand sanitisers (e.g. personal hand sanitiser and school hand sanitiser) as the mixing of chemical may have adverse effects. The school hand sanitisers have the required alcohol percentage required to be effective



Hand Hygiene

- We are reminded to catch coughs/sneezes with tissues or elbow. Tissues should be disposed of immediately in a bin.
- We should avoid touching our faces including mouth, eyes and nose
- Carry tissues with you to catch any sneezes or cough or runny nose. You must dispose of your tissue immediately in the bin and wash your hands/ use hand sanitiser

Catch it- Bin it – Kill it



Social Distancing

- While it will not be required to have 2 metre social distancing between pupils you must maintain a 2 metre distance from all staff
- Pupils should maintain a distance from each other where possible
- Do not crowd together in groups
- Social /Physical contact must be avoided e.g. hugs/hand to hand greetings
- Try to keep to the same group of friends at interval and lunchtime
- Maintaining social distance in your classroom and when approaching staff out with your classroom is highly important
- If weather permits go outside during interval and lunchtime and remain in the school grounds
- Where possible walk to school. This is a healthy daily exercise
- Out with class time pupils should not gather in large numbers and must adhere to social distancing.
- pupils to remain in the same social groups and avoid mixing in large groups.
- Pupils should not gather at the shops before or after school.



Social Areas

To minimise the mixing of large numbers of pupils across the school, social areas have been allocated to pupils. We ask that pupils use these areas for interval and lunch.

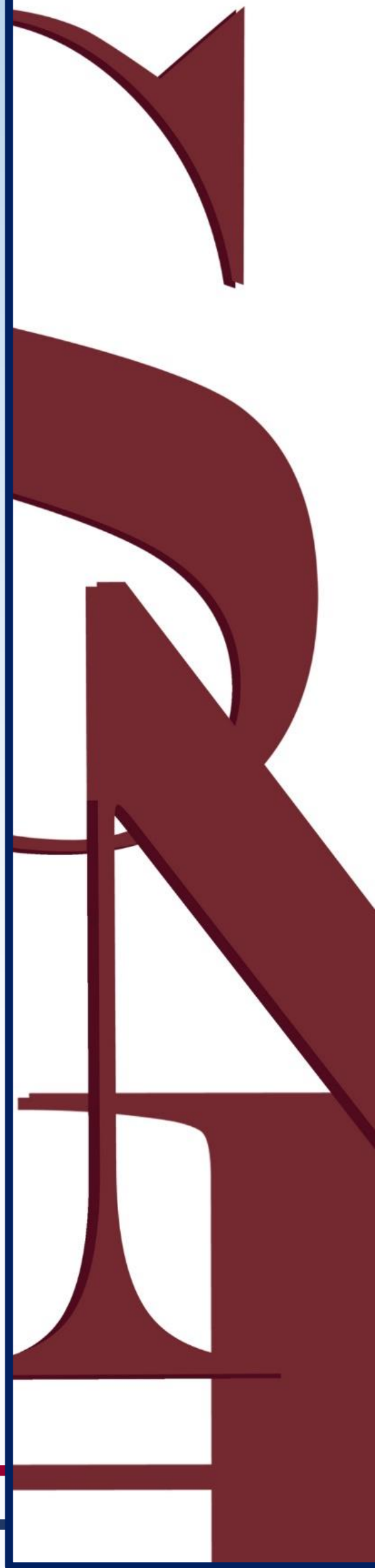
S1 – Forum

S2 – Cafeteria

S3 – Games Hall

S4 – Upper Street

S5/6 – Sports Hall



Signage



Wash your hands
Wash your hands with soap and water for at least 20 seconds.

Palm to palm Backs of hands In between fingers

Tips of fingers Thumbs Wrists

Use a tissue to turn off tap. Dry hands thoroughly.

East Renfrewshire Council

The poster features a blue circular graphic at the top showing a hand being washed under a faucet. Below this, the title 'Wash your hands' is written in a bold, blue font. A subtitle in a smaller font states 'Wash your hands with soap and water for at least 20 seconds.' The main body of the poster contains six circular icons, each illustrating a specific handwashing technique: palm to palm, backs of hands, in between fingers, tips of fingers, thumbs, and wrists. Each icon is accompanied by a small text label. At the bottom, there is a line of text: 'Use a tissue to turn off tap. Dry hands thoroughly.' and the logo for East Renfrewshire Council.



Keep Apart

We have a social distancing programme in place, please respect this and adhere to the signage on the premises

Be socially safe

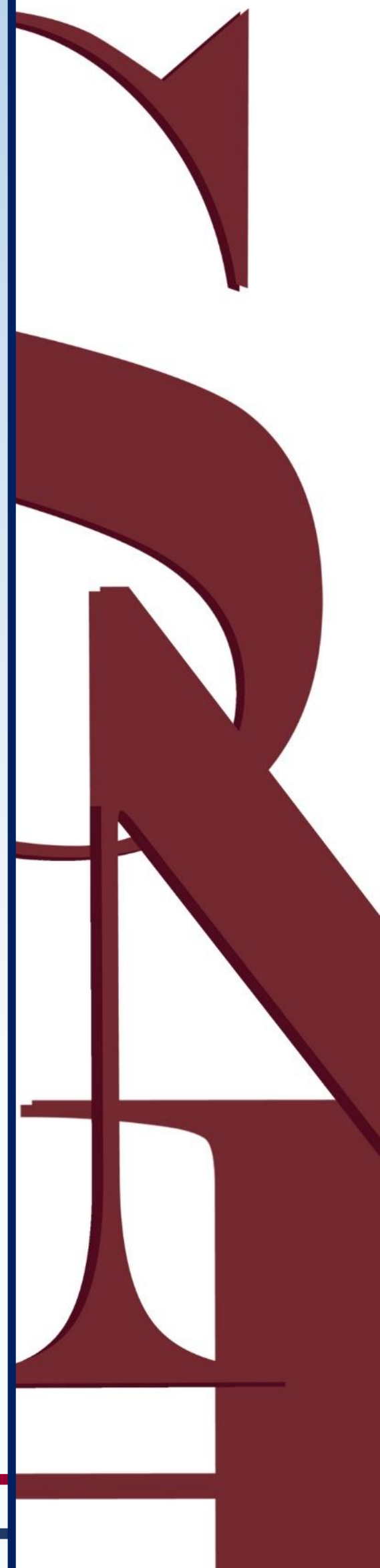
The poster has a solid blue background. At the top, the words 'Keep Apart' are written in a large, white, sans-serif font. Below the text is a white rounded rectangle containing a white icon of a man and a woman standing apart, with a double-headed arrow between them. Underneath the icon, there is a paragraph of white text: 'We have a social distancing programme in place, please respect this and adhere to the signage on the premises'. At the bottom of the poster, the phrase 'Be socially safe' is written in a white, italicized, sans-serif font.

These posters will be displayed throughout the school to remind us about the importance of Hand Hygiene and maintaining Social Distance.



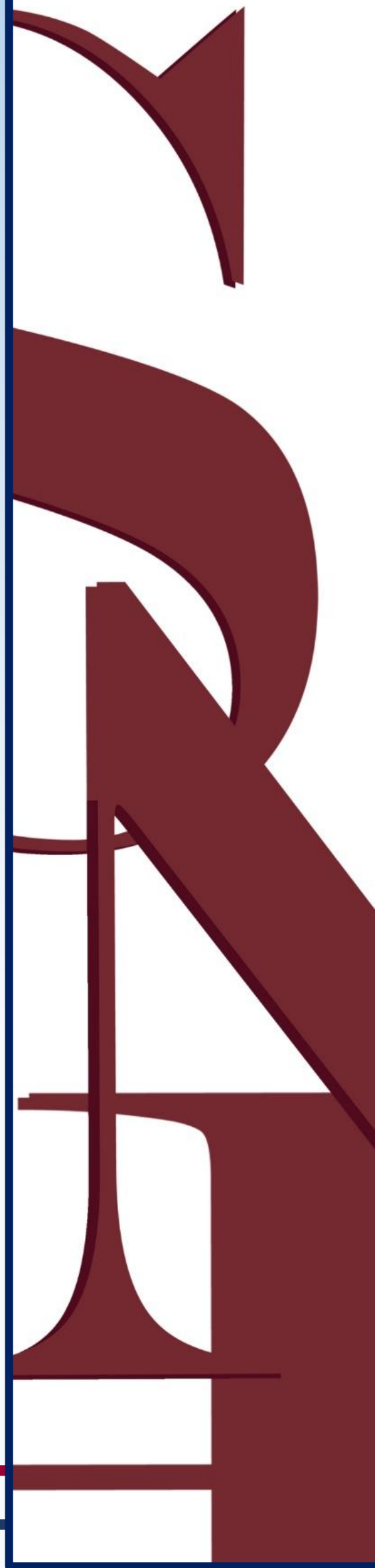
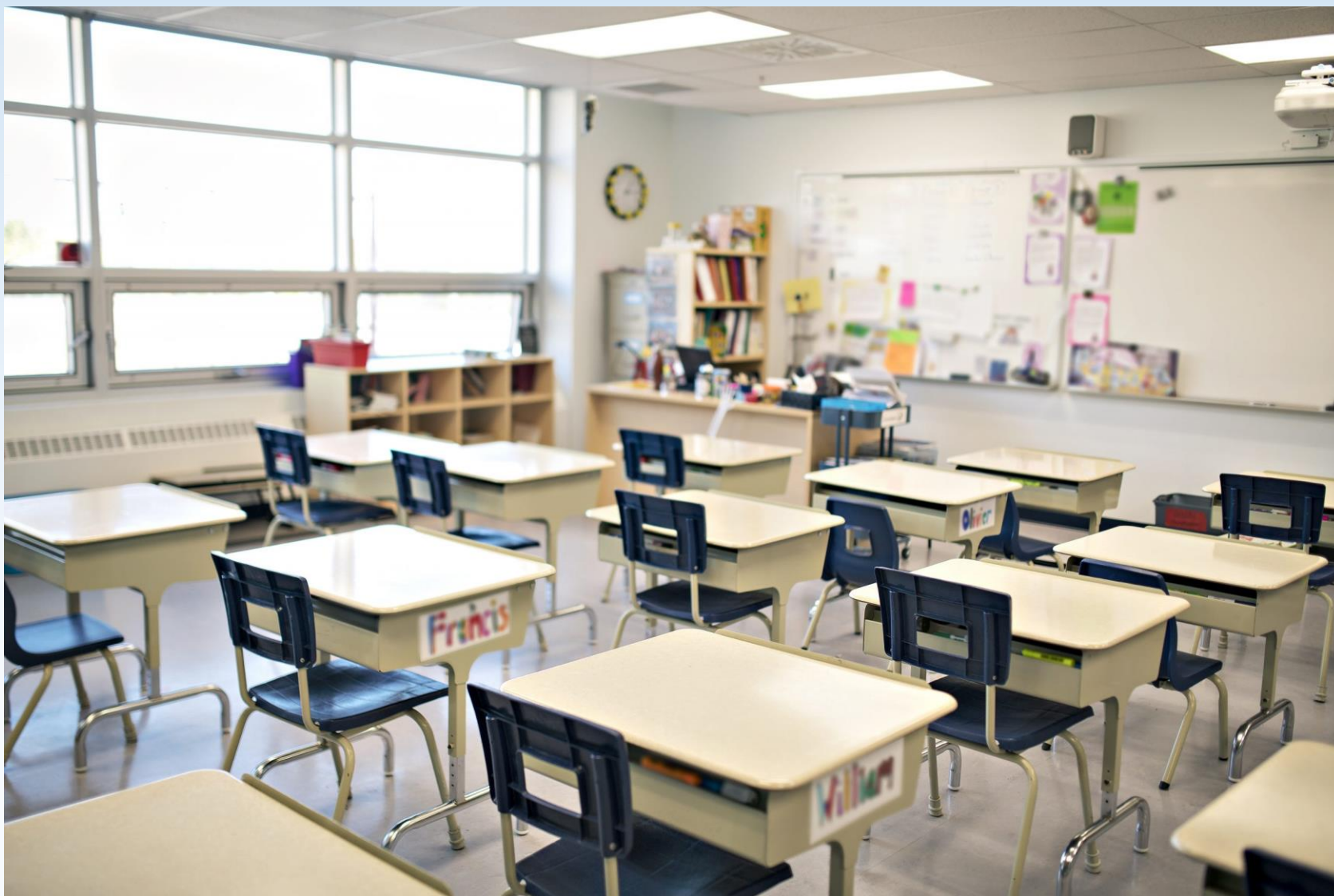
School Buses

- You will not be required to wear a face covering or social distance on dedicated school buses/transport
- If you travel by public transport on the train or bus you will be required to wear a face covering/mask
- You should use hand sanitiser before you get on the school bus /public transport and when you arrive at school



Classroom

- Your teacher will arrange a seating plan and you must follow their instructions and remain seated for the duration of your class
- Do not share resources
- Place your bag on the floor not on your desk
- You will be asked to use anti-bacterial wipes at the start and end of your class to wipe your desk/ work station. These will be provided in class
- Maintain a 2m social distance from your teacher / PSA
- Smaller classrooms will have a maximum occupancy sign and the number of people in these classrooms should not exceed this number



Toilet Facilities

- Toilet facilities will be available but there will be restrictions in the number of pupils allowed in the toilets at one time
- You should not request to go to the toilet during class time unless you have a particular medical condition which your pastoral support teacher has been notified about
- There will be staff monitoring the numbers of pupils accessing the toilets and they will remain outside
- We may have to organise a queuing system at interval and lunch time to access the toilets.
- Do not remain in the toilet for an extended period.
- ALWAYS REMEMBER TO WASH YOUR HANDS



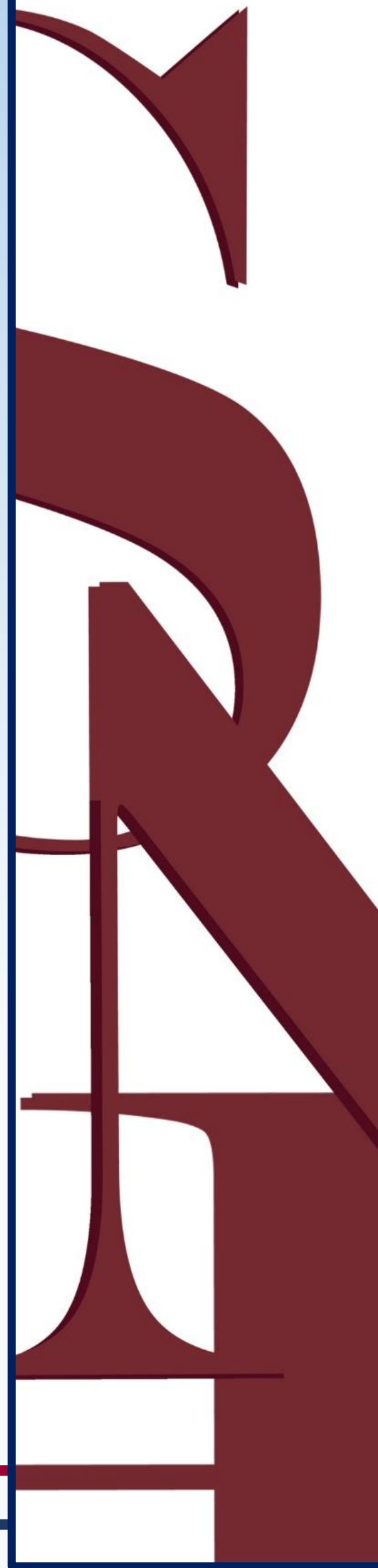
Attendance Procedures

- **Planned absence** – We will now use email instead of letters. Parents/carers must email the school (SchoolMail@st-ninians.e-renfrew.sch.uk), where possible **at least 2 days** prior to the planned absence. This allows the office staff to record the appointment on our electronic registration system, it will notify the class teacher and will avoid your child being marked absent.
- We ask that pupils still bring a letter to school to show class teachers and office staff when signing in/out, however this will not be handed in to the office (an email should have been sent prior).
- If the pupil is signing in/out during interval or lunchtime – **they should go to the Home Economics office** where there will be an additional office set up. This area will allow for social distancing
- If the pupil is signing in/out during class time they will go to the normal school office as it will be quieter in the corridor during these times.
- **Unplanned absence** – If your child is unwell and cannot attend school, please email or phone the school. **Parents/Carers must inform the school office by telephone before 9.30am.** When the pupil returns, parents can then confirm the absence in writing via school mail rather than letter.
- Please ensure that you include your child's full name, class and Pastoral Teacher in all email correspondence with the school.



Lockers

- Individual Lockers can be accessed to store your school materials. Please only use your own locker. Do not share your locker with other pupils and you must not crowd around lockers.

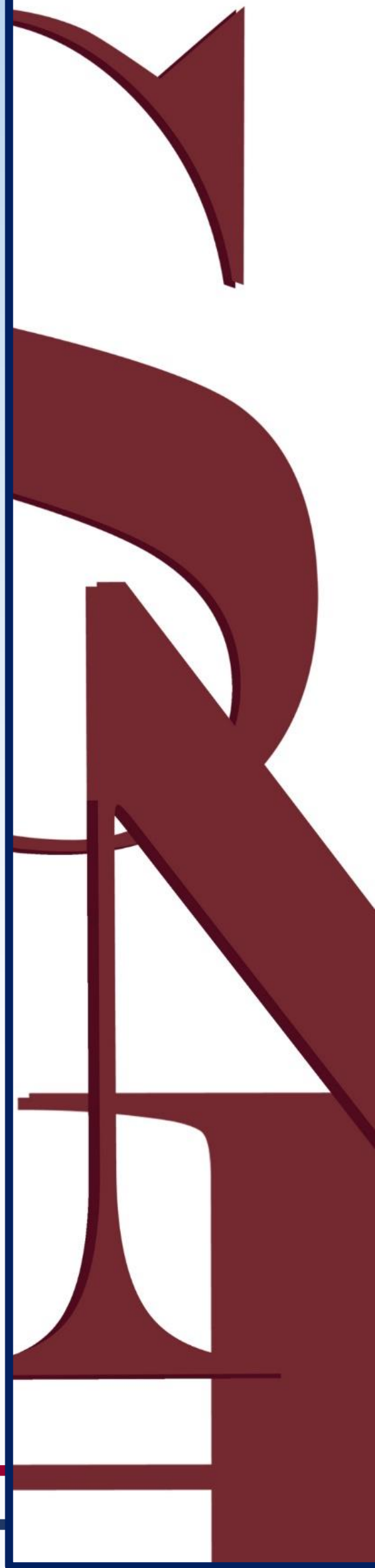


School Uniform

- Our high standard and expectation of full school uniform has not changed
- All pupils should wear their school uniform and blazer every day
- The school PE kit will be worn during PE
- Do not share or borrow resources in school. Bring your own resources and water in your school bag
- Your School Bag should contain what you require for school . Avoid bringing into school additional bags/belongings
- The water fountains will be available to refill water bottles



School Uniform



Lunchtime / Cafeteria

- It is advised that you bring a healthy packed lunch to school to avoid unnecessary high numbers accessing the school cafeteria. (No Fizzy drinks, Glass bottles, Food containing nuts)
- Weather permitting have your lunch outside and remain in the school grounds
- We will open up additional areas in the school to allow pupils to have their lunch e.g Library/Games Hall
- The school cafeteria will be open but there may be a restricted choice and social distancing measures will be in place
- We are following the advice from the Scottish Government that pupils should avoid accessing local food outlets at lunch time. Until further advice is issued pupils should not visit the local food outlets at lunchtime and should remain in school at lunch time.



Appointments

- Your parent should email your pastoral teacher through school mail to inform the school of any appointment you need to attend

SchoolMail@st-ninians.e-renfrew.sch.uk

- Your parent should ensure they give your name and class
- Please remind parents to send email **2 days** before your appointment unless an emergency appointment
- We will no longer be able to accept a written note
- Do not go to the school office to sign out or sign in when you return
- You will not be able to attend your appointment if we have not been notified by email prior to you leaving the school building
- Please avoid going to the school office. The office window is closed . See your Pastoral Teacher if you require any assistance/have an enquiry
- There will be a member of staff from the office available at the start of the school day, at interval and lunch time in the Home Economics dept if you have an urgent enquiry



Appointments

- Your parent must make an appointment to visit the school for a meeting. They will be able to drop off forgotten items in a box outside the main entrance but they should not come into the school building.

- **Absence**

Remind your parent to phone or email the school to inform us about your absence if you are unwell

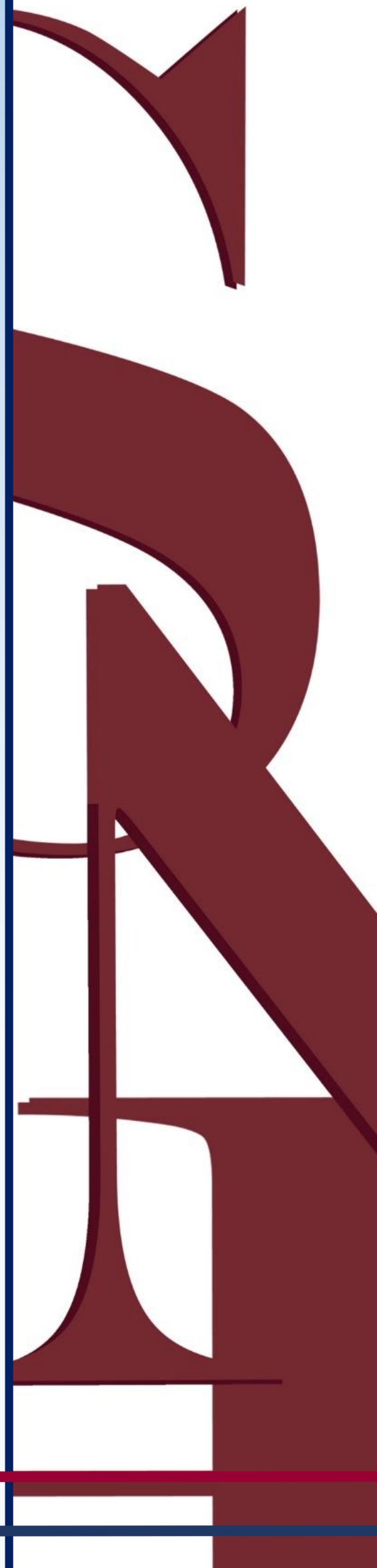
- **Late coming**

If you are late for school **do not go to the school office**. Go directly to your class and your teacher will adjust your attendance. Please avoid being late for school as this disrupts the learning for all other pupils in your class.



BE
on
TIME

Arrive 08.45



Face Coverings

- At this time, NHS and Government guidance is that PPE resources, including face-masks, are not required to be used in the school environment
- This includes the school buses
- Pupils and Staff will not be required to wear a face mask
- Some staff may choose to wear a face covering
- Some staff may use a face covering if they are required to work closely with a pupil for a longer period of time
- The Cafeteria staff will wear PPE when serving food

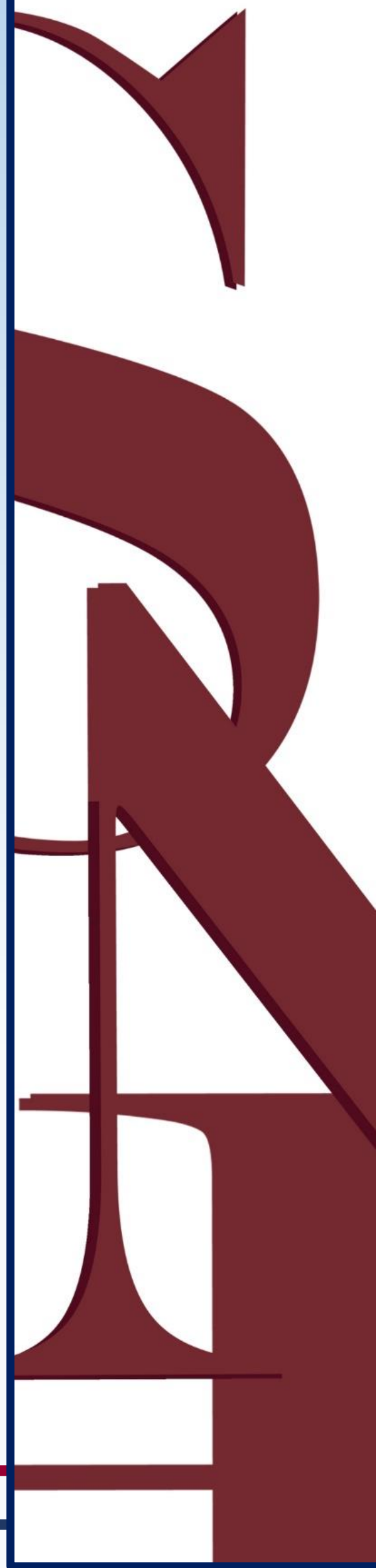
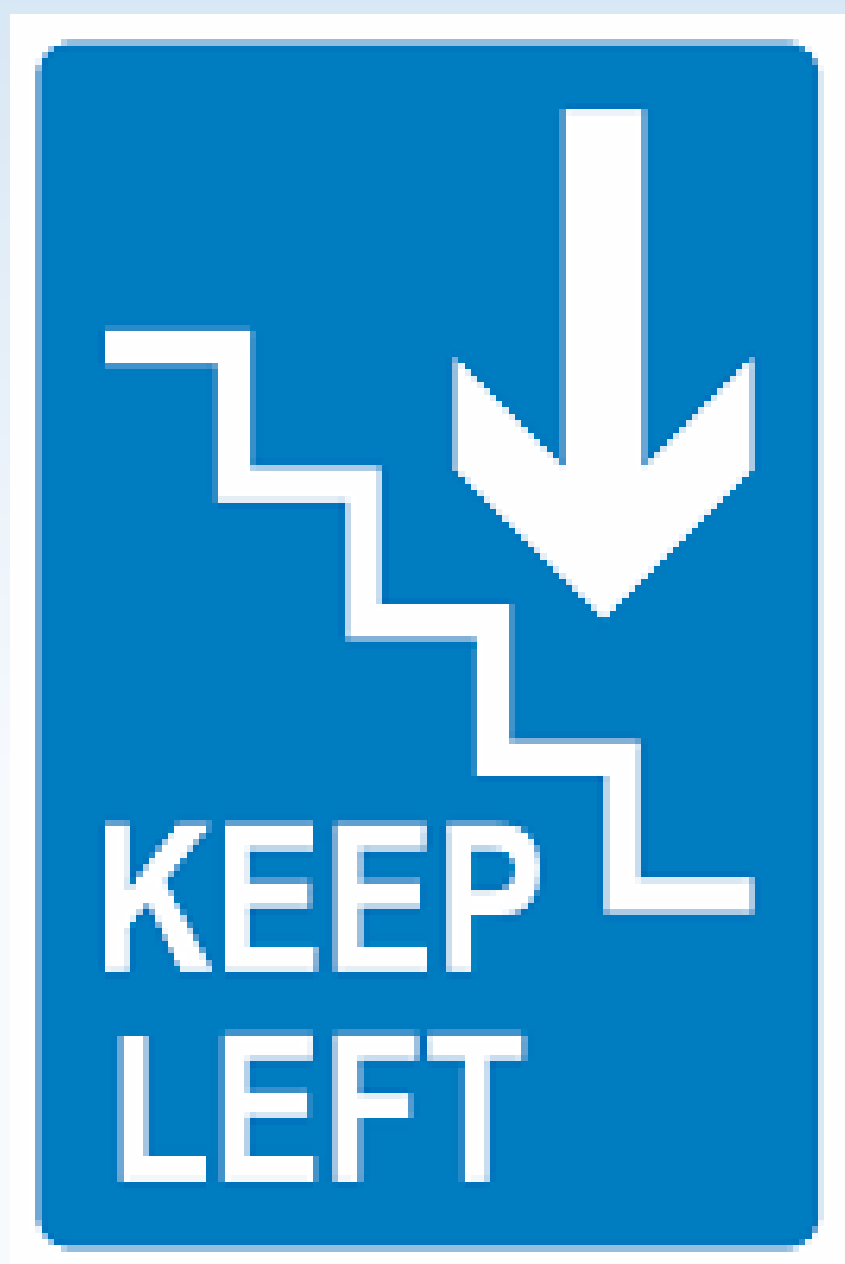


NOT
MANDATORY



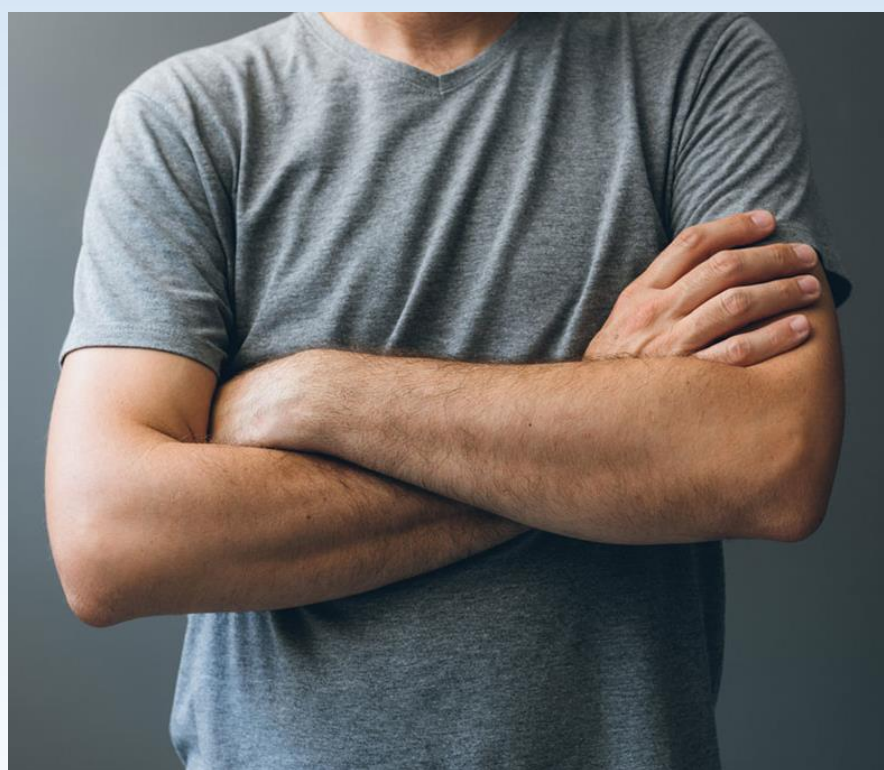
Corridors and Movement around the school

- Please follow specific instructions from staff for movement around the school when you are making your way to and from your classrooms
- Staff will continue to supervise movement in the corridors but it is everyone's responsibility to move safely and in an organised and ordered way.
- We will avoid bottle necks of large numbers in corridors and you may be instructed to follow a different route to a department
- Pupils should keep moving through corridors , keeping to the left in single file and avoid grouping together



Cleaning

- The Cleaning staff have an enhanced programme in place for thorough cleaning including regular wiping of door handles and the teaching areas we are using on a daily basis
- Some internal doors will be permanently open to minimise the need to touch doors and handles
- We should support the high standard of hygiene by avoiding touching stair banisters/ walls
- It is advised that you walk with your arms folded or with your hands in your pockets
- Pupils should continue to ensure they use the bins for litter to allow cleaning staff to prioritise their cleaning tasks



Symptoms of COVID 19

- If you experience any of the following symptoms you should **remain at home** and inform your parent and follow NHS advice
- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal



Symptoms of COVID 19

- If you experience any of the main symptoms while in school you should immediately alert a member of staff
- We will follow the appropriate measures to allow you to go home
- The school must have strict compliance with the Government's Test and Protect system
- We are very hopeful that if we all follow these procedures we will maintain excellent infection control and will keep St Ninian's a safe learning environment

The NHS logo consists of the letters 'NHS' in a bold, white, sans-serif font, centered within a blue rectangular border.

Test and Trace



Video - Good Practice



[Link for Video \(Backup\)](#)

