

A common sense approach is essential to reduce the risk of infection during the Covid-19 pandemic. Everyone must play their part to keep our school community as safe as possible. The school will be divided into primary and secondary bubbles as far as possible and staff will have separate entrances and staffrooms. Those staff who work across both bubbles (Site Managers, Therapists, SLT) will follow strict protocols to maintain safety.

- Wash your hands on entry and exit to the building including for breaks and lunchtimes. **Wash your hands with soap and water for 20 seconds**
- Wash your hands frequently throughout the day after any physical contact with pupils and when moving between areas and before and after food and drink preparation
- Ensure pupils wash their hands at the start and end of the school day, before eating and preparing food and drink, after activities and when coming back in from outside
- Avoid touching your face



- Use a tissue or elbow to cough or sneeze and use bins for tissue waste – wash hands afterwards
- Clean all frequently touched surfaces between sessions
- Clean identified resources and equipment after each use (e.g. rebound, gym balls, lycra band, parachute, keyboards and phones)

- Complete cleaning routines as identified in your work area/ Base diligently
- Create space, where possible, between yourself and pupils
- Be prepared to work outside with pupils to promote social distancing
- Maintain social distancing as much as possible with everyone
- Give pupils deep pressure touch at a distance and avoid face to face positions wherever possible. Use equipment such as gum balls to help maintain distance



- Use facial expressions and positive body language to reassure pupils to avoid proximity with pupils whenever possible
- Avoid unnecessary contact with people outside of your Base; wherever possible use phone calls to request information, resources and non-urgent support. Diligent handwashing must be followed when moving between areas.
- Complete all reporting and recording electronically.
- Sign in using the Inventory system in reception and use your allocated entrance. Base staff to sign out at the end of the day using the paper register in Base.
- Sign out and back in again using Inventory system when leaving the school building during the day (e.g. on lunch breaks)
- Staff may choose to wear face masks when they are not working with pupils, such as in the workroom but they must wear them correctly. (see How to wear a Face Mask safely)

Hand washing, social distancing and cleaning surfaces remain the most effective ways to reduce the spread of infection.