

# Introduction

The staff and Governors of Watford Grammar School for Girls are determined to provide the outstanding education that each girl deserves, and to ensure they do so safely. This guide is designed to brief all visiting on how provision on site has been adapted to minimise the spread of the coronavirus and how we will respond if a case does occur. We firmly believe that all pupils and students will learn most effectively if they are in school and we will do everything we can to do achieve this.

The school is following the guidance set out in the DfE publication '[Guidance for the Full Opening of School](#)' in particular that all pupils to return to school full time and no rota system is to be in place. The school is required to comply with health and safety law, to assess risks and put proportionate control measures in place to mitigate them. The main principles are that we should:

- Reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- Have robust protocols for hand and respiratory hygiene, with enhanced cleaning arrangements.
- Require members of the community to stay at home if they have COVID 19 or the symptoms and to actively engage with NHS Test and Trace.

The Leadership Team has carried out a risk assessment that has been published on the school website. This is a working document and will be reviewed if and when national guidance changes. Based on this risk assessment the following control measures have been put in place.

## Prevention: Self Disclosure

It is the responsibility of the whole school community to prevent the spread of the virus. Staff, volunteers, visiting teachers, parents and students must agree not come to school if they:

- Show or are experiencing the symptoms of COVID-19  
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- are a close contact of someone who has coronavirus (COVID-19), especially if within the family home.
- are self-isolating or required to quarantine

## Managing Visitors on Site

- All visitors will be asked to provide their names, address and contact number, this is part of the track and trace system. *(Visitors will be asked to fill out a form and post in the box in reception. we will empty the box periodically and dispose after 21 days)*
- Visitors must be supervised at all times and details of who they have come into contact with, will be retained for track and trace.
- All visitors must wash their hands immediately upon entering the school building. Hand sanitizer will also be provided, in the main reception
- Visitors must only visit areas necessary for the purpose(s) of their arranged visit and will be escorted to the appropriate area(s) by a member of staff.
- Visitors may be asked to wear a face mask, depending on current Government Guidelines. Upon entering, and before leaving a room, visitors must wash/sanitise their hands. Unless

## Guide for Visiting Teachers

statutory health provision demands close contact (physio/testing/intimate care), visitors must maintain a distance of 2 metres between themselves and all children and staff.

- Visitors carrying out close contact with staff/visitors should use the appropriate PPE for that purpose. Used PPE should be discarded into a lidded bin. This will be double bagged before disposal.
- School equipment may be used by visiting teachers only where this is necessary, e.g. use of the PC and whiteboard for teachers undertaking an interview lessons.
- Visitors will not be provided with any refreshments.
- If, following a visit to the school, a visitor displays symptoms or tests positive for COVID-19, they should alert the school immediately. The school will contact visitors if a person, with whom they had close contact, tests positive for the virus.
- There are no toilet facilities for visitors whilst in reception. Hosts may escort and wait for their visitors to use the facilities if they wish to do so, once they have collected them from the office.
- Please adhere to 2 people in reception area at one time. Visitors must wait on the ramp outside until the reception area is cleared.

## Enhanced cleaning practices

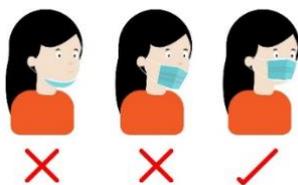
We will maintain a regime of hand washing and sanitation throughout the school. Hand sanitiser dispensers have been placed throughout the school and signs are in place to remind everyone who comes on site to wash their hands, when they come in and regularly. We will also promote the 'catch it, bin it, kill it' approach through regular briefings and signage.

Our cleaning team have been trained in the enhanced cleaning regime and it will take place throughout the day.

**Cleaning materials will be provided to clean any shared areas. Staff who move between shared areas will also be given a supply of cleaning wipes for key boards, PC mouse and desks.**

## Personal Protection Equipment (PPE)

All pupils and staff will be permitted to wear a mask that covers their mouth and nose to provide an additional layer of protection. This is currently a requirement in common areas such as corridors and voluntary in classrooms, but this may change based on Government advice. Mask may only be worn if:



1. It is worn correctly the entire time (see diagram).
2. It must be plain, replaced every 4 hours and taken home for disposal or replacement.
3. Preferably has a clear plastic insert to allow your mouth to be seen.

## Changes to the School Day

Staggered starts and finishes, breaks and lunchtimes will allow for each Year group to remain separate. The extended curriculum is also severely restricted and as such we have decided to reduce the lunch break to 30 minutes.

The shorter school day will allow for Catch Up sessions or the extended curriculum.

## Guide for Visiting Teachers

### Staff dress

While the expectation for all staff (except those with a uniform) will be formal dress, meaning no jeans, polo shirts, leggings or trainers, there will be some adaptations to mitigate the need to clean clothes more regularly. Men will not be required to wear a tie or suit jacket, instead formal trousers/chinos will be permitted, however the shirt must have a collar.

### Eating and Relaxing: Staff

Staff should avoid gathering in groups and as such should eat at their work stations if possible. Areas have been identified for teaching staff who will have a short break that is far away from their work area:

- North Site: Foyer of Fuller Life or Staff room on 1<sup>st</sup> floor of Lady's Close
- South Site: Kitchen in Social Staff Room

### Limiting the sharing of equipment: Staff

Staff should avoid sharing equipment as much as possible.

Teaching staff should carry the following equipment to each classroom and these should not be left in the room:

- Set of pens
- Board eraser
- Pack of wipes

All staff should also try to bring their own refreshments from home or buy them from Innovate. For this year only, we will not provide milk, tea, coffee or sugar in staff areas and all cutlery and crockery will be removed. Please bring home everything you use for cleaning on a daily basis.

### Limiting the sharing of equipment: Pupils

To reduce opportunities for transmission of Covid-19, DfE guidance states that for individual and frequently used equipment, students should have their own and should not share. Below is a list of the frequently used equipment pupils must have in school and which may not be shared with, or borrowed from other pupils.

Years 7-11

Essential: Pens, pencils, eraser, pencil sharpener, coloured pencils, highlighters, ruler, protractor, scientific calculator, glue stick, headphones that are compatible with own device

Desirable: laptop or tablet

Year 12 and 13

Essential: Pens, pencils, highlighters, eraser, pencil sharpener, ruler, glue stick, headphones that are compatible with own device

Desirable: laptop or tablet

Information on subject specific equipment can be provided on request.