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## COVID-19 Safety Measures and Parents' Guide and Safe Operating Rules

### Introduction

We ask that everyone who visits our Tunbridge Wells and Tonbridge centres, comply with the latest Government guidance on Coronavirus.

We have developed these Safe Operating Procedures based on guidance from the Department of Education and Public Health England. It is important that we adapt our everyday practices to ensure that we continue to offer our staff, students and their parents a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone.

COVID-19 appears to affect young people less often and with less severity. Children's role in its transmission is unclear but we will strive to maintain a safe environment for all, regardless of the current statistics available for young people.

Compassionate leadership is at the heart of the re-commencement of our face-to-face lessons, from 31 August 2020. The RTC Tunbridge Wells and Tonbridge centres will do everything we can to communicate with parents and students in an open and honest way, at all times. There will, of course, be some anxieties and we acknowledge that it is quite normal for some to feel worried about health and safety and that COVID-19 and the lockdown has had an impact on everyone.

Everyone involved in the day to day running of RTC Tunbridge Wells and Tonbridge will receive appropriate instruction on how to operate under the terms of the Safe Operating Procedures.

We will continuously update our procedures to take account of any changes in government or local authority guidelines.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

## Key principles of Safe Operating Procedures

- Any pupil, staff member, parent or visitor with **coronavirus symptoms** must not attend any of our centres and must isolate at home.
- **Increased cleaning** processes are in place, throughout and at the end of the day.
- Children and staff will observe **social distancing** on our premises, as far as possible. Children and teachers are not required to wear masks. Parents are, however, advised to wear masks when entering our premises.
- New **arrival and departure procedures** will be implemented with children being dropped off at the main entrances, where appropriate. We will try to ensure staggered arrival and departure times, where possible. We cannot, except in exceptional circumstances, allow children or parents to wait in reception areas for extended periods of time.
- **Meeting requests** are to be made by email in the first instance, where possible ([tunbridgewells@right-tuition.co.uk](mailto:tunbridgewells@right-tuition.co.uk) or [tonbridge@right-tuition.co.uk](mailto:tonbridge@right-tuition.co.uk)).
- **Feedback** to parents will, for the time being, be in the form of a virtual parents' evening, at the end of each Half Term. Parents can, of course, always email us if they wish to discuss their child's progress beforehand and we will be happy to arrange a meeting or phone call. We will always contact a parent if there is the need for immediate feedback.

## Attendance

Students and staff are welcome to attend our centres but must not be displaying any coronavirus symptoms, the most common being **a new continuous cough, a high temperature or a loss of taste and smell**. If a child is suspected of displaying COVID-19 symptoms during their session, they will need to be collected as soon as possible and 'isolate' at home, in line with NHS guidance.

**It is important that children do not attend lessons if unwell, for their own wellbeing and for the safety of others.**

If anyone is experiencing any symptoms, they cannot return to any RTC centre until they have completed the required isolation period and are symptom free or have achieved a negative test result (proof will be required). Free tests are available to anyone displaying symptoms. Dial 119 to be directed to your nearest testing facility. Lesson material will be sent to parents by email, during periods of absence.

Prompt exclusion is essential for preventing the spread of infection. Children and employees who are classed as clinically vulnerable should follow their medical advice before attending lessons.

## Drop off and collection of children

We ask that carers, guardians and parents keep their time spent in the centre to an absolute minimum, in order to minimise risk. Where possible, we'd like to operate a **DROP-OFF \* LEARN \* DEPART** system. When children arrive, they should use the hand sanitizer provided near the entrances to all our centres, before entering the main areas of the building. Whilst parents are waiting, it is important to maintain social distancing by keeping a distance of 2 metres apart. It is preferable if only one parent does the drop off and collection. Where appropriate and in cases where permission has been explicitly granted, children may be allowed to exit the premises to meet a parent outside of the premises.

## Temperature and symptom monitoring

Public Health England's guidance is that routine temperature testing is **not** recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and, in particular, where there is evidence of a high temperature and/or new continuous cough.

If a parent/carer administers Calpol (or similar) to a child to reduce their temperature, the child must remain at home to ensure the Calpol does not mask any other symptoms that may develop.

## Travel to lessons

Wherever possible, staff and parents are encouraged to travel alone using their own transport and to avoid public transport at peak times. If public transport is necessary, current guidance on the use of public transport must be followed. Parents will be asked not to leave travel accessories including buggies, car seats and/or scooters in any of our centres.

## Implementing social distancing

Our small class format is an advantage as distancing can naturally occur. Desks will be spaced out and children will, where possible, face forward. The teacher will be at least two metres away from children, at the front of the room, whilst teaching.

## Eating and drinking

Children should bring their own water bottle, with their name on, so that there is no need to use on-site crockery or enter the kitchen. Similarly, we ask that children do not use the fridge to store sandwiches, etc, during this time. If something is required from the kitchen area, children should ask a member of staff to help.

## Staff

All employees will undergo a return-to-work induction and training on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing.

## Wellbeing

We know that this can be a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken of the need to ensure that everyone within the RTC community feels safe and secure. We will try our best to create an inspiring learning environment that is as close to “normal” as possible.

## Visitors

Visitors will not be permitted on site unless contact is essential (e.g. essential building maintenance) or a safeguarding issue that cannot be resolved by telephone. Where essential visits are required, these will be made outside of the usual operational hours, where possible. Meetings will be conducted via videoconference or telephone, where possible.

## Health, Hygiene and Safety

### Reducing the spread of the virus

It is recognised that good hygiene and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. RTC staff will be extra vigilant with their own personal hygiene and hygiene practices and we ask that parents please make sure that the same principles are adhered to, by students.

We will ensure that our centres are kept well ventilated throughout the day.

### Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities e.g. shared stationery, computers, desks, etc will be cleaned and disinfected before and after use.

The rate of hand cleansing must be significantly increased. Everyone, including children, must use the alcohol-based hand sanitiser (at least 60% alcohol), before entering reception or any of the classrooms.

There will be regular opportunities, encouragement and support for hand cleansing, throughout the day.

### Use of Tissues

The children will be supported in age-appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue immediately.

## Items from home

We ask that no items are brought from home into the centre unless absolutely essential to your child's learning. We will supply YR3, YR4 and YR5 children with book bags to store all learning materials. We advise a wipe down of personal items before and after entering the centre.

## Responding to a person displaying symptoms of COVID-19

### A child who displays symptoms

If a child is suspected of displaying coronavirus symptoms whilst in our centres, they should be collected as soon as possible and 'isolate' at home in line with NHS guidance. The child must be tested before they return.

Whilst waiting to be collected, they will be isolated from others in a well-ventilated area. The area will then be thoroughly cleaned. The person responsible for cleaning the area will wear gloves and a face mask.

If the child becomes very unwell, we will follow our normal emergency procedures and call 999.

All parents must please ensure that all emergency contacts are up to date and that they are able to collect their child in the event of an emergency or if they become unwell. Parents must ideally be able to collect their child within 30 minutes of receiving a telephone call.

### An employee who displays symptoms

In the event of an employee developing coronavirus symptoms whilst at work, they will leave work immediately and isolate at home in line with NHS guidance. They will be required to take a test that shows a negative result, before they return to work. All staff will, as a precautionary measure, also take a test.

## PPE Equipment

Government guidance is that PPE is **not** required for general use in schools to protect against COVID-19 transmission. It is not recommended that staff wear a face covering or face mask but children can if they wish to although this is not essential. Parents are advised to wear a face mask when entering our premises. Hand washing, effective cleaning and social distancing remain the most effective measures.

## Reporting, testing and tracing

Everyone over the age of five, children, parents and members of their households, are now eligible for a COVID-19 test, should they display coronavirus symptoms.

Any suspected or confirmed case must be reported to the Centre Manager as soon as possible. If a positive result is confirmed, the practitioners and children associated are advised to self-isolate for 14 days before returning to lessons. Positive tests will be reported to Public Health England and Ofsted by the Centre Manager.