


Department: Education and Children's Services		RISK ASSESSMENT	Aberdeenshire COUNCIL 
Process/Activity: COVID-19 Infection Prevention & Control	Location: All ECS Establishments	Date: 16.12.20	
Describe activity: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors.			
Establishment Name and Location: Kinellar School, Blackburn		Isolation Room Location in Establishment: Meeting Room	

Hazard	Person/s Affected	Risk	Risk level before controls are in place (delete as appropriate) Low, Medium & High			Control Measures	Risk level after controls are in place (delete as appropriate) Low, Medium & High		
			L	M	H		L	M	H
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p><u>GENERAL CONTROL MEASURES</u></p> <p>Encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.</p> <ul style="list-style-type: none"> • frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet. • encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose. • using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. <p>In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.</p> <p>Supplies of resources including tissues, soap, wipe, paper towels and hand sanitisers provided.</p> <ul style="list-style-type: none"> - When using hand sanitiser, ensure this is thoroughly dry before touching other surfaces. Static shocks can cause burns. Keep out of heat/direct sunlight. <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site:</p>	L	M	H

<https://covid19.aberdeenshire.gov.uk/> **Sector Advice Card** found [here](#). Please display in school to signpost to guidance. COSLA advice can be found [here](#).

[Updated advice 'on reducing the risk in schools' released 30.10.20 can be found here.](#)

Health and safety advice on latex gloves

Disposable Nitrile gloves are usually the glove of choice, during the Covid-19 Pandemic.

Due to known latex allergy risks, latex gloves must only be purchased where there is a reason for them to be used and the [guidance for the use of latex gloves](#) must be followed before staff use the gloves.

Health and safety advice on face masks

All PPE identified by a risk assessment and used to protect employees from infection with COVID 19 must be worn as directed. Type IIR face masks are classed as PPE and as such must not be modified in any way as this would then reduce the protection that the mask offers.

A 3D face bracket (an inner support for face masks) has been used by some staff to add extra comfort when wearing a mask to make it more breathable and stop glasses from fogging. These inserts must not be used when wearing a type IIR mask as the protection offered by the mask cannot then be guaranteed

Face Coverings – Updated guidance from 31 August 2020:

A further [update](#) was published on 30 October
NHS guidance to wearing Type IIR mask in schools found [here](#).

A definition of face coverings (which should not be confused with PPE) can be found in [Covid-19: staying safe and protecting others](#), including Type IIR face masks.
Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.
Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.

Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

At Levels 0-2 Type IIR masks should be worn by adults where they are working directly with others and cannot keep two metres from other adults and / or children and young people across primary and secondary (but with ELC models permitted for early stage, P1-2, as before). **Face coverings** should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school

				<p>settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets</p> <p>See advice below regarding when Type IIR masks should be worn. Link to ELC guidance doc found here</p> <p><input type="checkbox"/> At Levels 3-4 face coverings should also be worn by adults and young people in classrooms in senior phase.</p> <p>At all Levels face coverings should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets);</p> <p><input type="checkbox"/> Face coverings should be worn by parents and other visitors to the school site (whether entering the building or otherwise), including parents at drop-off and pick-up.</p> <p><input type="checkbox"/> Pupil Support Assistants and those supporting children with Additional Support Needs who routinely have to work within two metres of children and young people should wear Type IIR face masks as a general rule. However, the use of opaque face coverings should be balanced with the wellbeing and needs of the young person - appropriate use of transparent face coverings may help in these circumstances.</p> <p>In line with the current arrangements for public transport, where adults and children and young people aged 5 and over are travelling on dedicated school transport face masks should be worn (see School Transport section).</p> <p>Other than where schools are using ELC models and guidance in the early stage (P1-2), where adults cannot keep 2m distance and are interacting face-to-face with other adults and/or children and young people, Type IIR (or, in certain specific circumstances, PPE- see section on PPE and other protective barrier measures, below) should be worn at all times. This applies to all staff including support staff and Pupil Support Assistants. Transparent face-coverings may be supplied where appropriate and used where there is a risk of detriment to the child's health and wellbeing.</p> <p>Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:</p> <ul style="list-style-type: none">• Face coverings must not be shared• Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering			
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- Face covering of an appropriate size should be worn
- Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.
 Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in secondary schools to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.
 Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored.
Anyone (staff or pupil) who wishes to wear a face covering is free to do so.

Additional guidance is listed below for Early Learning and Childcare Services with links: [here](#). And good infection control guidance specifically for nurseries: [Infection Prevention and Control in Childcare Settings \(Day Care and Childminding Settings\)](#) and put in place the guidance from Health Protection Scotland. ELC Risk assessment [here](#).

Additional guidance for all staff who work with and support children and young people with additional support needs can be found [here](#). This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service.
 (Document1: [Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers](#); Document2: [Covid-19 Guidance ASN Peripatetic Services](#); Document 3: [Covid-19 Guidance Escorts](#); Document 4: [Guidance on re-opening school age childcare services ASN](#); Document 5: [ASN FAQs](#).)

Visiting Staff Guidance:

Staff Type	Working Location	Guidance
ASN Pupil Escorts	Transport	<ul style="list-style-type: none"> Do not work with more than 2 contacts per day A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. Schools using ASN transport should provide Type IIR face covering/PPE to Pupil Escort. Schools also to support Pupil Escort in their understanding of their responsibilities in adhering to the infection control procedures.
ASN Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school only location	<ul style="list-style-type: none"> Follow school's own guidance and risk assessment as other school staff
ASN Peripatetic Staff (e.g. ASN Teachers, PSAs, PSWs)	Base school & one other location per week	<ul style="list-style-type: none"> Follow the school guidelines in their base school (i.e. the school that the staff member works most of the week in) Only visit one school per day on days not in base school Do not work with more than 2 contacts per day in schools that are not base school A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group.
ASN Peripatetic Staff (e.g. Relief PSAs)	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> Do not visit more than one school per day Do not work with more than 2 contacts per day A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. A school will need to know whether a PSA has worked in other schools within the last 7 days, and whether they are working with any other schools, as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school.

						ASN Support Services (e.g. EPS, EAL Service, Sensory Support Service, Counselling Service) and Allied Health Professionals	Working in more than 2 schools per week & does not have a base school	<ul style="list-style-type: none"> • Continue to offer a service remotely where possible • Do not visit more than one school per day • Do not work with more than 2 contacts in a school • A contact is defined as one child, a group of children (may be a class), a single member of staff, a group of staff, a parent or carer, a family group. 			
						Visiting Specialists	Various schools across clusters	<ul style="list-style-type: none"> • Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2 • Undertake risk assessment for each staff member 			
						Supply Teacher	Various schools across clusters	<ul style="list-style-type: none"> • Maximum of 1 school per day, no limit on number of groups but staff advised to reduce the number of interactions • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical, i.e. if usually 3 schools per week – reduce to maximum of 2 • Undertake risk assessment for each staff member 			
						Music Instructors	Various schools across clusters	<ul style="list-style-type: none"> • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Maximum of 2 schools per day, reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day) • Consider fortnightly visits so 1 school per day can be achieved • Consider online learning using Glow or Goggle platform • No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning. • See whole school risk assessment template for more information 			

Janitorial Staff	Cluster Schools	<ul style="list-style-type: none"> • Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment • Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc • Reduce number of visits where practical

Covid-19 – Guidance for non-healthcare settings is available [here](#).

Health and Safety advice available on Arcadia [here](#) by accessing this link, including: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings:

Health, Safety and Wellbeing policy is available [here](#).

PPE

For the majority of staff PPE will not normally be necessary. Use of PPE in school should be based on a clear assessment of the risk and need for an individual child, ie personal care. Where colleagues need to work in close proximity to a child or children, the school will provide Type IIR face mask / PPE for that purpose. These have been distributed to all coloured areas and can be accessed by all staff at any time – Let SMT know if stocks need replenished. A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer. However, as a school staff we have agreed that Type IIR masks should be worn throughout the school day. Face coverings can be worn to enter and exit the building.

Types of PPE required for specific circumstances:

- ROUTINE ACTIVITIES – No PPE required
- SUSPECTED COVID-19 – A fluid-resistant surgical mask (Type IIR) should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so.
If the child or young person who has become unwell with symptoms of COVID_19 needs direct personal care, gloves, aprons and a fluid-resistance surgical mask (Type IIR) should be worn by staff. Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.
- INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask – Type IIR and eye protection. Gloves and aprons worn when cleaning the area.

Special Consideration for Certain Groups

All schools should follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. Information can be found [here](#).

Advice is available [here](#) for the education of pupils who are unable to attend school due to ill health. Schools will wish to maintain plans for remote education for some pupils.

Link [here](#) for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding.

From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Identify (and record that this has been carried out for every individual) all staff who are clinically extremely vulnerable with the Head Teacher prior to them entering the school. Link [here](#) for advice for people with specific medical conditions.

- 'Clinically extremely vulnerable' staff should be able to attend unless advice from their GP is not to.
- Those with a 'clinically vulnerable' household member can attend following a dynamic risk assessment.
- Those who are 'clinically extremely vulnerable' should discuss their options with their Head Teacher/line manager
- Those who live with someone 'clinically extremely vulnerable'/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed above.

In Protection levels 0 – 2, pupils with the highest clinical risk can continue to attend schools and follow the advice to the general population. Staff with the highest clinical risk can continue to work in schools, following a dynamic risk assessment, and arrangements should be made to enable appropriate physical distancing staying 2 metres away from others wherever possible, in line with current advice on maintaining a safe school environment. Enhanced measures apply to children and young people, and staff, at highest clinical risk in schools in local areas at Protection Levels 3 and 4

Protection Level 3 – Enhanced protective measures

- All staff and pupils should wear a face covering in classrooms during lessons in the senior phase.
- Parents or guardians should discuss with their GP or clinician whether children with the highest clinical risk should still attend.

Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately

Protection Level 4 - enhanced and targeted protective measures

- The current advice is that children on the shielding list should not attend in person.
- Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately
- Schools should be prepared to engage with enhanced testing responses to Covid outbreaks in schools, where recommended by the Incident Management Team.

- Physical education within school settings should only take place out of doors
- Pausing of the provision of non-essential activities or clubs outside the usual school timetable.

Consider the possibility of clinically extremely vulnerable staff working from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m.

Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.

Ensure up to date risk assessments for children on EHC plans, carried out with educational providers, parents/carers and appropriate health practitioners, to ensure child is at no more risk in the school setting than at home.

Parents and carers may wish to have a discussion with their child’s healthcare team if they are unsure or have queries about returning to school because of their health condition.

General Advice - Staff and Pupils

Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. [Aberdeenshire Council staff can access testing advice here.](#), with NHS advice [here.](#)

Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.

Guidance for ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service can be found [here.](#) [ASN FAQs.](#)

Minimise movement of individuals between workstations. Please be mindful if using any other shared resources such as laminator and paper cutter ensure your hands are clean. Sanitiser and cleaning products available.

If the photocopier is in use, please do not enter the Office. A max of 3 people in Front office at any given time (this includes office staff)

				<p>Daily registration should be recorded twice and any discrepancies from morning and afternoon should be noted and sent to the office, both existing and COVID-19 related. Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in Nursery, Primary and Special Schools and secondary schools.</p> <p>A risk assessment needs to be completed for all pupils attending multiple educational settings and consideration needs to be given to groupings. Young people in the senior phase may require to spend time in college environments. They should ensure that they follow the guidance on the appropriate approach to these specific circumstances while on campus. This has now been included in updated guidance for colleges.</p> <p>Where possible groups should be kept apart. Children will be grouped in coloured areas – they will go to lunches and breaks in these groups. Coloured areas have planned for the use of shared spaces. Orange and Purple have allocated specific areas for each class. Blue and Yellow areas will work on a rota system to ensure groups and not using the same resources. Resources will be cleaned or quarantined prior to group changes.</p> <p>The use of different doors, toilets and playground during breaks and lunch will limit groups crossing over and movement around the school.</p> <p>Movement of classes will be reduced across different parts of the school estate. The movement as a class should be at break, lunch, hall/MUGA, entering/leaving the building (upper stages).</p> <p>No assemblies or other large group gatherings will take place.</p> <p>Clear signs displayed as reminders to staff and children regarding social distancing and how to handwash properly. Reinforce messaging regarding handwashing if sneezing or coughing. Children should be supervised and supported to follow guidance.</p> <p>Staff may wish to tie their hair back where appropriate and they should consider changing clothes daily. Children encouraged to also tie hair back.</p> <p>Social distancing not required between primary aged children. Discourage hand to hand greetings/hugs.</p> <p>There is a requirement for adults to remain 2m distant from pupils and adults.</p> <p>Support for minority ethnic children, young people and staff The concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible. Local authorities should ensure that managers in school have sensitive, supportive conversations with all Minority Ethnic staff, which also consider their health, safety and psychological wellbeing and personal views and concerns about risk. Wellbeing support services should be promoted to all Minority Ethnic staff. Employers should be mindful of their duties under the Equality Act 2010 at all times. All Minority Ethnic staff from South Asian backgrounds with underlying health conditions and disabilities, who</p>			
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are over 55, or who are pregnant, should be individually risk assessed, and appropriate reasonable adjustments should be made following risk assessment.

Fire Evacuation Procedure

Follow emergency evacuation procedures/ fire drill – changes communicated to staff during Inservice Training.

New muster point is the field. PSA to support crossing. P7 line up nearest main school entrance facing the school, graduating down to P1 nearest car park. Keep 2m separation between classes and adults.

Class drill practice – week 2
Week 6 – Announced drill
By end of term – unannounced

Drills to be carried out with staff and pupils lead by the Head Teacher. (see schedule above)

However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing. Register with SMT/Office staff.

General Advice - Facilities

Regular cleaning will take place (at least twice daily) of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas. Extra cleaning hours to support with this (HFTPS).

Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.

Cleaning materials are available throughout the day for staff. Staff are responsible for cleaning their own desk, clever touch, laptop, classroom resources/equipment and toys when required.

All cleaning products stored out of reach of children.

Covid Guard can be used by education staff on hard surfaces e.g. tables. This has been diluted correctly by janitorial team and in spray bottles. This should be replenished every 6 weeks to ensure ingredients are active – please let janitor know where you will be storing this to allow this to happen. The bottle should be stored out of child reach. Spray the product on the table leave for 5 mins and wipe down with the blue roll provided. There is no need for gloves, wash hands after use. Gloves available in in the area/medical room if you would prefer.

					<p>If required tables can be wiped with Covid guard.</p> <p>Toys/resources – cleaned with soap and water, anti-bacterial wipes/sprays. Early years can soak toys in Milton for deeper clean.</p> <p>IT equipment – Advice to follow on this. Only adults should clean this to protect the equipment.</p> <p>For large spills/cleaning issues the procedure for this establishment is to contact the janitor on duty.</p> <p>As a minimum, frequently touched surfaces should be wiped down at the beginning and end of each day, and more frequently depending on: the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found here. This will be undertaken by the cleaning team.</p> <p>When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to. In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.</p> <p>Janitorial staff will be able to support with the provision of bins for tissue waste in classrooms.</p> <p>Highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.</p> <p>All toilet/sinks areas to contain signage highlighting good handwashing routines.</p> <p>Yellow, Blue and Purple toilet doors to be wedged open during school hour to limit contact points on entry and exit.</p> <p>Area doors to be wedged open to support movement around the building e.g. beginning/end of day, lunch and breaks. Supervised by staff and closed after movements. This does not impact fire risk assessment.</p> <p>Staff room door wedged to aid flow, congestion and reduce touch points</p> <p>Cleaning supplies made available <u>should staff wish</u> to clean the staff toilets before/after use. This is not an expectation.</p> <p>Ventilation</p> <p>Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation Open windows to improve the flow of air where possible.</p>			
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				<p>Where it's not possible to keep doors and windows open centralised or local mechanical ventilation is present, systems should, where possible, be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.</p> <p>Measures to improve ventilation should be viewed as just one part of the overall package of control measures in schools. Schools should continue to ensure a focus on implementation and maintenance of wider controls including personal hygiene, symptom vigilance, enhanced cleaning and distancing.</p> <p>Schools should as a minimum ensure that adequate levels of ventilation and appropriate temperatures are maintained, with reference to the School Premises Regulations. The primary effective method of increasing natural ventilation remains the opening of external doors, vents and windows. Wherever it is practical, safe and secure to do so, and appropriate internal temperatures can be maintained in line with statutory obligations, this approach should be adopted.</p> <p>Fire Safety Risk Assessment should always be reviewed before any internal doors are held open</p> <p>Ventilation</p> <ul style="list-style-type: none">• partially opening doors and windows to provide ventilation while reducing draughts• opening high level windows in preference to low level to reduce draughts• purging spaces by opening windows, vents and external doors (e.g. between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time) <p>Temperature</p> <ul style="list-style-type: none">• providing flexibility in permissible clothing while indoors.• designing seating plans to reflect individual student/staff temperature preferences• adjusting indoor heating to compensate for cold air flow from outside (e.g. higher system settings, increased duration) <p>Centralised or local mechanical ventilation systems should wherever possible be adjusted to full fresh air. Air recirculation should be avoided or minimised.</p> <p>Updated guidance for ventilation can be found here</p> <p>Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.</p> <p>There are also circumstances where there are internal classroom spaces and offices that do not have ventilation. (DHT office and sensory rooms). Wedge these doors open.</p>			
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						Any external Fire Doors opened to facilitate lunchtime queues, curricular activities or toilet access must be supervised by a responsible adult and details of this temporary measure added to the Fire Risk Assessment and revised documents shared with all relevant parties.			
People with symptoms attending ECS sites	Staff Children & young people Visitors	Infection of staff, children and visitors	L	M	H	<p><u>PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS</u></p> <p>Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough, fever or loss of, or change in, sense of smell or taste) They should self-isolate straight away, stay at home and arrange a test via www.nhsinform.scot or the staff referral portal. Remind all staff and pupils of this each day. Weekly group call reminder will be issued on a Monday morning.</p> <p>Guidance should be followed from NHS Inform and from Test and Protect here. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>Establishment to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; and other social media as used by the school.</p> <p>Remind all staff that if they or pupils develop symptoms, they should be sent home. Isolation room – Meeting Room. Pupils can be located here until they can be collected. Thermometer located in medical room should temperature need to be taken.</p>	L	M	H
Spread of infection. Infection of staff, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p><u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u></p> <p>Signage and information added to the school gates, main entrance and classroom doors.</p> <p>One way entrance and exit at school gate for pupils and parents</p> <p>Information shared on with parents via newsletter (emailed)</p> <p>Staff/ visitor distance of 2m.</p> <p><u>Drop off/Pick up arrangements</u></p> <p>P1-4 children will line up in the school playground.</p> <p>P5-7 will line up in the playing field opposite the school.</p> <p>Minimise the number of adult present in the school playground (P1-3 only). We will strongly encourage that only 1 adult attends at drop off and pick up. Parents/carers should to wear a face covering when entering the playground unless exempt. Staff should wear a face covering when in the playground or field or at the school gate at drop off and pick up times. Parents/Carers are encouraged to leave promptly once their child has settled. Review procedures as required</p> <p>Remind adults to social distance.</p>	L	M	H

						<p>Refrain from bringing bicycles and scooters to school until Monday 24th August.</p> <p>Children to wash hands on arrival and before leaving the building- build handwashing into daily routine.</p> <p>No visitors, parents, carers beyond front door unless a prior appointment has been made with the management team or in an emergency. This will be in exceptional circumstances only. Any necessary visitors will be escorted by a member of staff. Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise),</p> <p>Parents reminded to contact teachers by phone/email and refrain from approaching at drop off and pick up times.</p> <p>Parents/carers are discouraged from dropping off items for pupils at reception to reduce potential transfer of infection. The only exception should be medication.</p> <p>Car-sharing with children and young people of other households should be discouraged.</p> <p>Children are encouraged to not bring toys from home or to share their personal belongings. However, if a child brings their own items from home only they use this to not increase the risk of indirect spread of virus.</p> <p>After School Club Club @ Kinellar are offering before and afterschool care and are operating from the Community Hall. Morning Club staff accompany children to school in the morning and wait in the playground/field until the children are collected by their class teacher. Club staff do not enter the school building. Afternoon P1-4G Children are collected by club staff from their classroom doors.</p> <p>P4H-7 Children meet a member of club staff at the entrance to the cafeteria and leave via the side door exit to car park. Member of Club staff who enters school building uses QR code every time they enter and are using their own hand sanitiser on arrival and departure.</p> <p>Child Minders A separate ELCC risk assessment is in place for child minders collecting from the nursery setting. Child minders collecting Primary aged children must adhere to guidance which applies to Parents in the playground.</p>			
<p>Spread of infection.</p> <p>Infection of staff,</p>	<p>Staff</p> <p>Children & young people</p>	<p>Cross contamination of infection.</p>	L	M	H	<p><u>WHEN CONTRACTORS / VISITORS COME ONTO SITE</u></p> <p><u>All visitors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.</u> Please find guidance here for QR Code Set Up. Please find a copy of the Data Collection Sheet here & GDPR Template here. Guidance on Collection of Visitor Details here.</p>	L	M	H

children & visitors.	Visitors	Infection of staff, children and visitors			<p>ALL visitors into the building, including delivery drivers MUST provide track and trace information.</p> <p>Reception windows should remain closed where possible. Office staff should consider using a face covering if they have to open the window.</p> <p>Social distancing is in place at reception area.</p> <p>To minimise person to person contact deliveries will be dropped off in foyer and brought into the building by janitorial staff after the delivery driver has left.</p> <p>Facility management work/Contractors – all visitors should use the main entrance and must sign in, track and trace and follow the hand sanitising/washing procedure. Social distancing must be adhered to at all times. If they are new to the building they will be accompanied to their destination by a member of staff and advised to follow the one way system.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. These are the staff/visitor toilets located at the main entrance.</p> <p>Canteen deliveries to use <u>separate entrance (service yard)</u>. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and NOT enter the school site. If this is not avoidable then a track and trace data sharing sheet must be completed in all cases and given to the school office.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible.</p> <p>Type IIR Face masks to be worn by adults where distancing of 2m cannot be achieved.</p> <p><u>Instrumental Instructors</u> Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.</p> <p>Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day. Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures</p> <p><u>Individual and Class Photos</u> QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA</p>			
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						<p>should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate.</p> <p>Tempest photographs have been postponed until March. We rely heavily on parent helpers and this is currently not possible.</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></p> <p>A one-way system has been set up to assist movement around school buildings and site. Social distancing should be adhered. Staff distance of 2m where possible from other adults and pupils. Where this is not possible a Type IIR face mask should be worn as per guidance and will be provided. These are stored in the medical room and can be access by all members of staff.</p> <p>Staff should wear their own face coverings when moving around the building. This is essential when social distancing is challenging.</p> <p>Reduce the need for people to move around site, and between classrooms as far as possible to reduce the potential spread of any contamination through touched surfaces. Where this cannot be avoided, the provision of appropriate cleaning supplies to enable them to wipe down their own desk/chair/surfaces before leaving and or, especially, on entering the room.</p>	L	M	H
<p>Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium.</p>									
<p>Risk of infection of children with additional support needs</p>	<p>Children & young people</p>	<p>Risk of not following existing procedures for pupils</p>	L	M	H	<p><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></p> <p>Fire Evacuation Procedure reflect changes made re social distancing at the muster point. Information has been shared with staff at Inservice day training.</p> <p>No PEEPS currently required.</p> <p>Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>Cleaning products available to clean equipment in sensory room. Equipment should be wiped down after use.</p> <p>Risk Assessment created for Special Schools/Community Resource Hubs personal care found here. Guidance on re-opening school age childcare services - Additional Support Needs Summary can be found here. ASN FAQs.</p>	L	M	H

<p>Infected person attending the site</p>	<p>Staff Children & young people Visitors</p>	<p>Risk of infection to other people</p>	<p>L</p>	<p>M</p>	<p>H</p>	<p><u>ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS</u></p> <p>Guidance document for first responders here that covers the use of PPE and CPR. Please click on link for the correct methods of putting on, and removing PPE.</p> <p>The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination where this can be tolerated. Staff use dynamic risk assessments through process due to needs/ conditions of pupils, staff member or contractor. Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).</p> <p>Isolation area set up in the Meeting room in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:</p> <ul style="list-style-type: none"> - If over age of 16 they should go home as soon as symptoms noticed if able to do so - Under the age of 16 (or otherwise unable to travel by themselves), parents/cares contacted and to follow guidance for households. - A room or area should be designated for the pupil to wait to be collected with appropriate adult supervision. - A separate bathroom should be designated for the individual to use. - Private transport to reach home should be used where possible. - If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19. <p>All First Aid Kits to contain PPE: gloves, aprons and masks.</p> <p>Additional guidance for staff is available here:</p> <div style="text-align: center;">  <p>PDF</p> </div> <p>Guidance for School Staff on Personal Prot It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school at all time – the current guidance from procurement is having 4 weeks stock on site at all times. Stock will be ordered by, and held at, the Cluster Academy. CSN Support Service Co-ordinators have the lead on this locally. Head Teachers notified of local procedures.</p> <p>Facilities informed and deep clean carried out of areas deemed exposed to potential infection following covid-19-decontamination-in-non-healthcare-settings guidance. Additional information found here.</p> <p>Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMiS.</p> <p><u>COVID related illnesses during attendance at establishments</u> If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and NHS guidance and flowchart here with NHS FAQs here as a guide to the</p>	<p>L</p>	<p>M</p>	<p>H</p>
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response required. Advice [here](#) for people advised to self-isolate. See below for OUTBREAK MANAGEMENT

With the Individual

1. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.
2. School Office phoned to request immediate collection / staff member returns home.
3. Parent//carer or staff should be made aware of the Test and Protect process, and the school also consult with local HPT.
4. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).
5. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned.

With the group/class

1. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken).
2. When decanting the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.
3. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.
4. Alternative locations are found for classes due to be in that room/area.

Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings guidance](#).

Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been needs undergo an enhanced clean as soon as possible. Building management should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. Building management should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services.

If area has been quarantined for 72 hours, then Enhanced cleaning applies

The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.

					<p>Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.</p> <p>It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.</p> <p>The following advice is available in: https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</p> <p>Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting</p> <p>Cleaning and Disinfection</p> <p>Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.</p> <p>Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.</p> <p>Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures.</p> <p>In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-Health Protection Scotland kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.</p>				
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>OUTBREAK MANAGEMENT</u></p> <p>Please follow the management and communications steps in the COVID-19 Confirmed Case: School Management and Communications Flowchart: Confirmed Case of COVID-19 Flowchart for Schools 280920.docx (it will need to be uploaded onto Sharepoint). Please note this needs to be used in conjunction with the following advice/guidance:</p> <ul style="list-style-type: none"> • Coronavirus Guide for schools in the NHS Grampian area August 2020 • Coronavirus (Covid-19) in Schools: Communications Protocol 	L	M	H

						<ul style="list-style-type: none"> COVID-19: Outbreak Management (Out-of-Hours) <p>Management of outbreaks in schools (if schools have two or more confirmed cases of COVID-19 within 14 days) and cases is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: grampian.healthprotection@nhs.net <p>If there is either a single confirmed (test positive) case of COVID-19 or any suspicion that there may be an outbreak of cases in a setting schools should make prompt contact with their local HPT and local authority so they can assess the situation an offer advice. Increased of respiratory illness should prompt contacting HPT for advice.</p> <p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> Attendance at multi-agency incident management team meetings Communications with pupils, parents/carers, and staff Provide records of school layout / attendance / groups Implementing enhanced infection, prevention and control measures. <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. The IMT will discuss and agree additional measures to deal with the specific situation faced in a school. These may include reviewing risk assessments and compliance with existing guidance, the greater use of face coverings, reviewing and reducing higher risk activities, and/or a move to blended learning. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p> <p>Notification Processes:</p> <p><u>ALL</u> confirmed cases must be reported through adding the details to the Accident/Incident reporting system on Arcadia and by notifying the school's Health & Safety Officer f. Include as much information as possible - including any evidence of the infection was work related as this will assist the Health & Safety Team conclude if the case is notifiable by them to the Health & Safety Executive (HSE).</p> <p>If the case is a member staff iTrent also needs to be updated.</p>			
Spread of infection. Infection of staff,	Staff Children & young people	Cross contamination of infection.	L	M	H	<u>CLASSROOM MANAGEMENT</u> Staff and pupils reminded at each registration time of social distances rules. (remaining 2m distance from adults)	L	M	H

children & visitors.	Visitors	Infection of staff, children and visitors			<p>Each teacher plans out their teaching spaces to maximise staff physical distancing. Existing furniture can be used effectively to support this.</p> <p>Pupils should be instructed to keep bags on the floor whilst unpacking and not placed in their desks or worktops. Then store bag under desk or on back of chair. P1 can use cloakroom storage area.</p> <p>Coats can be hung in cloakroom areas – stagger the use of this space.</p> <p>Reduce the unnecessary sharing of resources as much as possible, including textbooks.</p> <p>Reduce the range of resources to be used in the classroom. Trays of equipment for individual or small groups of children should be created. Try to avoid sharing resources – clean in between use if this is required.</p> <p>All shared resources to be cleaned after each user (including computers, PE equipment etc). Build this into end of lesson activity routines in each setting.</p> <p>IT equipment to be cleaned before returning to trolley – more info to follow from IT with regards to use of suitable cleaning product. This should be completed by an adult to protect the equipment.</p> <p>Anti-bacterial wipes supplied in shared classroom spaces e.g. hall. Teacher to ensure students wipe down desk area, chair and resources after use if a shared space/resource. If student is unable, then arrangements for staff to help pupils with cleaning to be made locally.</p> <p>Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally. (see additional information on Infection controls – HFTPS (High frequency touch points)). Surfaces to be left clear at lunchtime and at the end of the day to support cleaning.</p> <p>Remove resources which present cleaning challenges, e.g. construction materials and intricate items, fabric materials –beanbags, soft seating, soft toys etc.</p> <p>Carpet rugs in infant classroom can remain – consider the use of upholstery disinfectant spray if required.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Soap and paper towels are available at shared area sinks. Bin placed near sink. (White for hands, blue for cleaning surface/spills)</p> <p>Keep surfaces clear to make cleaning easier.</p> <p>Box of tissues in each class – requested from parents</p>			
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					<p>Classrooms to be kept well-ventilated. Open windows on arrival in the morning. Ensure they are closed at night.</p> <p>Non-fire doors should be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).</p> <p>Children and teacher should agree the handwashing routine for their class (times of the day – on arrival, break/after break, before/after lunch and at the end of the day). Hand sanitiser to be used on exit from the dinner hall.</p> <p>The teaching of practical subjects should be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.</p> <p><u>Instrumental Instructors</u></p> <p>Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2 metres may be considered sufficient provided there is appropriate ventilation in the room.</p> <p>The practical nature of the subject may mean that there are exceptional situations in which the 2 metres distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.</p> <p>Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.</p> <p>Where pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.</p> <p>Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils</p> <p>Pupils should clean their own instruments under the guidance and instruction of the instructor</p> <p>Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson</p> <p>Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school</p> <p>Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided)</p> <p>Drumsticks should not be shared</p> <p>Bows should not be shared</p> <p>Each pupil should have their own copies of sheet music.</p>			
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Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson
 Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session

Updates on Curriculum Changes

Physical Education

- Children aged 11 and under can play organised contact sport both indoors and outdoors.
- Organised outdoor contact sports such as rugby can re-start for people of all ages.
- For outdoor coaching sessions, there is a limit of 30 on the total number of people who can be coached at any one time.
- When in an indoor facility, those aged 12 and over can participate in organised and non-contact sport.

Please note: where a school is in a community under protection level 4 mitigations, physical education within school settings should only take place out of doors. If weather is extremely bad then schools may use their judgement as to whether it is safe for children to be outside.

Other Curriculum Areas

- Guidance on other subjects with practical experiential learning, such as music and drama has not been altered at this point. All advice is kept under review and will be update as appropriate.

At Kinellar School, all PE should take place outdoors while the weather allows. Pupils to wear PE kits to school on the day. Updated guidance for PE found [here](#).

From 2 November 2020, if staff complete risk assessments that reflect the most current advice (all risk assessments should be proportionate to the relevant protection level of the local area), and mitigations are in place, physical education can take place both indoors and outdoors as follows:

Levels 0-3

	Indoors	Outdoors
Primary	Children can participate in contact and non-contact activities.	Children can participate in contact and non-contact activities.

Level 4 – Children and young people within school setting can only participate in activities that are non-contact and outdoors.

Practical considerations for PE in schools:

Minimising contact between individuals and groups

As a precautionary approach schools should encourage physical distancing where possible between adults, and between children and young people, particularly in the senior phase.

There should be an enhanced focus on activities that do not involve close physical contact. This will contribute to further lowering of any risk involved.

During contact activities, physical distancing does not need to be maintained during play, but should be applied at all other times.

Schools should ensure young people wear face coverings, if indoors, before and after activity, or when in non-playing areas of the physical education department, for example, changing-rooms. There is a legislative exemption for exercise in respect to wearing a face covering. This is consistent with the advice from WHO.2

Wherever possible, efforts should be made to keep children and young people within the same groups.

The teacher should have an assigned area to ensure 2 m spacing. This should be clearly marked. Staff should wear a face covering out with this designated area when interacting with young people or supporting practical tasks. Coronavirus (COVID-19): Guidance on reducing the risks from COVID-19 in schools Para 92: where adults cannot keep 2 m distance and are interacting face-to-face with other adults and/or children and young people, face coverings should be worn at all times. This applies to all staff including support staff and classroom assistants.

Teacher demonstrations/explanations could be done from an assigned area to ensure they stay an appropriate distance from learners.

Guidance for Home Economics, Science and Technologies, Art, Design and Photography found [here](#) at the Education Scotland National Improvement Hub, and [here at SSERC](#).

Reading books should be quarantined for 72 hours upon return to school. Teacher should quarantine these in their own classroom before returning them to the reading cupboard or redistributing.

Library will not take place at this stage as it is run by volunteers.

					<p><u>Music</u></p> <p>No singing including outside – Council advising this as Aberdeenshire are currently in Level 2 restrictions.</p> <p><u>Marking Jotters</u></p> <p>Teachers are using professional judgement as to when and if they need to mark jotters. As a school there is no expectation for teachers to handle pupil jotters. Alternative strategies to marking include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. If school staff wish to handle pupil jotters, they should use appropriate hand hygiene to mitigate any risks.</p> <p>There are two potential approaches to mitigating risks from surface contamination of jotters, textbooks and library books. Schools should consider which of these approaches is most appropriate for their circumstances as part of appropriately updated risk assessments.</p> <p>(i) quarantining books for 72 hours remains an effective measure to mitigate the risks of handling them.</p> <p>(ii) Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after</p> <p><u>The provision of activities or clubs outside the usual school timetable</u></p> <p>The COVID-19 Advisory Sub Group on Education and Children’s issues has also published advice on school trips which include an overnight stay. Where a school has a breakfast club which is organised by the third sector, parents and carers or volunteers, rather than by the school itself, the guidance on unregulated children’s services will apply</p>				
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p><u>Staff arrival and departure</u></p> <p>Social distancing and one-way entrance and exit for staff entering/exiting building</p> <ul style="list-style-type: none"> • Staff must enter the building via the main entrance. • Sign in and sanitise or wash their hands upon arrival. • Staff must sign out, specifying the areas of the building they have spent time in e.g. more than 15mins. • Follow the signs and leave the building via the side exit nearest the staffroom. <p><u>STAFF AREAS/BASES</u></p>	L	M	H

				<p>Schools should plan how shared staff spaces are set up and used to help staff to distance from each other. The number of people in staff rooms at any one time should be limited to ensure 2m distancing can be maintained and face coverings should also be worn.</p> <p>Staff should wash their hands before eating or drinking in the staffroom.</p> <ul style="list-style-type: none">• Soap and paper towels available at hand washing sink. Bin placed near sink.• Hand sanitiser available in staff room. <p>The same social distancing and hand washing hygiene applies to all staff. Reduced seating to allow for social distancing.</p> <p>Breaks/lunches have been staggered to avoid congestion/contact.</p> <p>Staff should ensure that they use their own eating and drinking utensils. These should not be stored in shared cupboards/areas.</p> <p>All areas and surfaces should be kept as clear and clean – clean table after each use.</p> <p><u>All dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.(communal crockery should not be used and has been stored)</u></p> <p>No tea towels will be provided – please use disposable towels. Alternatively take your dishes home to wash.</p> <p>Safe, hygienic and labelled food storage is required shared fridges by staff – Name and date food storage in fridge.</p> <p>When using shared items such as the toaster microwave and fridge, you must wipe down handles and buttons after use.</p> <p>Signage present in staff areas/bases and offices. (reminders of social distancing, hygiene measures etc.)</p> <p>Areas to be kept well-ventilated where possible.</p> <p>We politely ask that staff do not bring food to share e.g. biscuits unless these are individually wrapped. No food should be left exposed in any areas of the school.</p> <p>All surface areas should be kept tidy, and no personal items are to be left in any area. Resources should be stored in cupboards or on shelves, to allow surface to be clear for effective cleaning.</p> <p>Staff Toilets – Disabled toilets in Yellow area, Purple area, Nursery and outside staffroom can be used by staff in addition to the staff toilets at the front door. Only 3 cubicles in use at one time in Staff Toilets. Cleaning supplies provided in main and disabled staff toilets should staff wish to use these – extra cleaning to take place at lunchtime by cleaning staff.</p>			
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<p>Spread of infection during canteen use / break and lunchtimes</p>	<p>Staff Children & young people</p>	<p>Cross contamination of infection. Infection of staff, children and visitors</p>	<p>L</p>	<p>M</p>	<p>H</p>	<p>BREAK AND LUNCHTIME Staff encouraged to remain onsite and not use local shops etc, where possible. It is recognised where staff have dual roles that this is not always possible.</p> <p>If staff and pupils go off site, they should follow rules in place for wider society e.g. FACTS. Hand hygiene needs to be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken. Staff must sign in and out as normal as per fire regulations.</p> <p>Staggered handwashing for snack and lunchtimes to take place in shared areas/toilets. Children encouraged to use toilet facilities before leaving the building at break and lunchtimes to reduce traffic in these areas at break/lunch. Teachers to monitor the volume of traffic during class time.</p> <p>Staggered break and lunch times to reduce congestion and minimise contact of different group. Children to remain in coloured area groups within the dinner hall and playground. 10.20 – 10.40 Blue and Yellow area breaks (in separate areas of playground) 10.40 – 11.00 Purple and Oranges breaks (in separate areas of playground)</p> <p>11.50-12.45 – Yellow and Blue lunch (in separate playground and separated dining times) 12.50-1.45 – Purple and Orange (in separate playground and separated dining times)</p> <p>Handwashing will take place prior to eating food.</p> <p>Children will be directed to seats upon entering the dinner hall by a member of staff. They will be invited as a table to collect their lunch and to tidy up. This prevents queuing.</p> <p>Children will remain seated until everyone is finished eating/clearing and will then be dismissed as a group.</p> <p>Hand sanitiser used on exiting the dinner hall</p> <p>Canteen use Canteen staff should continue to follow Food Standard Agency's (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found here.</p> <p>Discuss provision and delivery with Catering Manager/staff. A tailored menu will continue, with another 2 weeks menu being added to the current 2 weeks This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7th September.</p> <p>Drinking water is provided using jug and cups provided by the kitchen. Dedicated drinking water sink in cafeteria. Jugs refilled by staff. Water fountains out of use. Ensure that free drinking water is available to children and young people throughout the day</p>	<p>L</p>	<p>M</p>	<p>H</p>
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						<p>All rubbish and waste should be put straight in the bin by pupils/ the user and not left for someone else to clear up.</p> <p>Service Counters – all staff working at a service counter are required to wear a face mask during service (unless exempt on medical grounds). In addition, visors can be used at staff member's discretion.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p> <p>Catering Risk Assessment found here.</p>				
Process/Activity: Infection Prevention & Control						Location: All ECS Establishments		Date: 16.12.20		
Establishment RA Author: Pamela Farquhar, Cara Morrison, Amelia Davies, Jackie Gibb – EIS Rep. (All staff consulted)						Date of Review: 22.01.21				

School Changes and Amendments

Version Reference	Date	Updates
	01.08.20	
	28.08.20	<p>After School Club Club @ Kinellar are offering before and afterschool care and are operating from the Community Hall.</p> <p>Morning Club staff accompany children to school in the morning and wait in the playground/field until the children are collected by their class teacher. Club staff do not enter the school building.</p> <p>Afternoon P1-4G Children are collected by club staff from their classroom doors.</p> <p>P4H-7 Children meet a member of club staff at the entrance to the cafeteria and leave via the side door exit to car park. Member of Club staff who enters school building uses QR code every time they enter and are using their own hand sanitiser on arrival and departure.</p> <p>Child Minders A separate ELCC risk assessment is in place for child minders collecting from the nursery setting. Child minders collecting Primary aged children must adhere to guidance which applies to Parents in the playground.</p>
	27.08.20	<p>Updates in line with council template – version 3 and school amendments follow RA review.</p> <ul style="list-style-type: none"> • Cleaning supplies for staff disabled toilets • Afterschool club arrangements and child minders

		<ul style="list-style-type: none"> • Lunch and Breaktimes edited • Movement of classes <p>Moved: 'Social distancing and one-way entrance and exit for staff entering/exiting building' from <u>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</u> to <u>Staff Arrival and Departure</u></p> <p>Added: specific Staff arrival and departure section – moving info from other sections</p>

Council Changes and Amendments

Version Reference	Date	Updates
	06.08.2020	<p><u>Council Changes</u></p> <p>Added: Link here for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding.</p> <p>Added: Link here for advice for people with specific medical conditions, and wording in this section updated.</p> <p>Added: It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching and pupil support staff. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.</p> <p>Added: Pre-Covid 19 expectations would apply for cleaning down areas. Cleaning materials to be made available throughout the day for staff and there will be provision of adequate cleaning resources for staff to prepare their own workspaces for working. There is no expectation that teaching or PSA staff to clean communal areas or toilet facilities. The location of materials will be agreed locally, and Janitorial Staff can provide assistance in provision of materials.</p> <p>Amended: Children to wash hands on arrival and before leaving the building- build handwashing into daily routine.</p> <p>Amended Text: Risk Assessment created for Special Schools/Community Resource Hubs personal care found here.</p> <p>Added: <u>COVID related illnesses during attendance at establishments</u></p> <p>If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below as a guide to the response required:</p> <p><u>With the Individual</u></p> <p>6. Student / Staff member removed and sent to the designated isolation room/space, putting on the face covering that has been provided.</p>

7. School Office phoned to request immediate collection / staff member returns home.
8. Parent//carer or staff should be made aware of the Test and Protect process, and the school also consult with local HPT.
9. First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection (supervised outside the room).
10. School office notifies supervisory janitor to have the designated isolation room/space and any toilets used deep cleaned.

With the group/class

5. Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period or the class decanted to another area (local decision from dynamic risk assessment undertaken).
6. When decanting the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.
7. Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.
8. Alternative locations are found for classes due to be in that room/area.

Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance.

The remaining pupils and staff member are not symptomatic and the person who has left is not a positive case until deemed so from test results. Until such time as the class / environment is clean then the school should manage the class in looking at suitable options for the class to be relocated if this is deemed to be the most suitable course of action, for example the pupil or member of staff has been moving around the room. This needs to be undertaken with sensitivity as to not cause unnecessary alarm or identify the reason why the pupil or staff member has left the space. It may be decided if the period is near its end that it is appropriate to remain in the class until the change of period, especially if the pupil has been sat in one space and not interacted with other pupils. A local decision through completing a dynamic risk assessment of the situation would determine the course of action.

Also remember that staff should be maintaining physical distancing and along with children focusing on hygiene measures.

It is only if a positive result is confirmed then steps are taken to Test and Protect. Test and Protect in education, which is considered complex, allows for rapid testing of symptomatic children or staff for that matter. Until that result is confirmed positive then there is no need for others to self-isolate until either showing symptoms or being contacted by contact tracers.

The following advice is available in:

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf

Environmental decontamination (cleaning and disinfection) after a possible case has left a workplace or other non-healthcare setting

Cleaning and Disinfection

Once a possible case has left the premises, the immediate area occupied by the individual, e.g. desk space, should be cleaned with detergent to remove organic matter such as dust or body fluids then a disinfectant to kill pathogens. This should include any potentially contaminated high contact areas such as door handles, telephones and grab-rails. Once this process has been completed, the area can be put back into use.

Any public areas where a symptomatic or COVID-19 diagnosed individual has only passed through (spent minimal time in), e.g. corridors, and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes. Environmental cleaning and disinfection should be undertaken using disposable cloths and mop heads using standard household detergent and disinfectant that are active against viruses and bacteria. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. All cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. The person responsible for undertaking the cleaning with detergent and disinfectant should be familiar with these processes and procedures. In the event of a blood and body fluid spillage, keep people away from the area. Use a spill-kit if available, using the personal protective equipment (PPE) within the kit or PPE provided by the employer/organisation, and follow the instructions provided with the spill-kit. If no spill-**Health Protection Scotland** kit is available, place paper towels over the spill, and seek further advice from the local Health Protection Team.

Version 3	17.08.2020	<p>Removed: Please access guidance here and see detailed information below. (as hub-based information)</p> <p>Added: In line with national guidance, hand sanitiser stocks have been provided to all schools to allow for provision at entry/exit points and a small number of key areas to complement existing hand washing facilities. There is currently no expectation that sanitiser will be made available in classrooms and/or other areas. While sanitiser can be made available for the purposes of convenience, regular hand washing with soap and water should remain the preferred method of hand hygiene for all.</p> <p>Removed: or a negative test is received. (Advice from Health & Safety is that isolation has to be completed even if a negative result is received from testing.)</p> <p>Added: Guidance for PE found here.</p> <p>Updated: Movement between schools should be kept to a minimum until further notice. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. It is recommended that staff who have a closer interaction with pupils limit their movement between schools to two sites per day, for example teaching staff, temporary/supply staff and visiting specialists. Members of the janitorial team who have a more limited interaction with pupils and other staff can consider undertaking additional site visits to undertake facility management tasks following recommended control measures of social distancing and handwashing/hand sanitising.</p> <p>Added: When using Covid Guard please ensure that all surfaces are wiped down after the contact time has passed. Other products may be used on the same surfaces and while not dangerous the effectiveness of the disinfection process may be reduced if the guidance is not adhered to. In its undiluted form Covid Guard should not be stored with Oxivir or Sani 4 in 1.</p> <p>Added: Guidance for the ASN team – ASN teachers, Pupil Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found here.</p> <p>Added: Guidance for the ASN team – ASN teachers, Pupil Support Assistants and Workers, Psychologists, School Escorts and Nurses can be found here. (Document1: Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers; Document2: Covid-19 Guidance ASN Peripatetic Services; Document 3: Covid-19 Guidance Escorts; Document 4: Guidance on re-opening school age childcare services ASN)</p> <p>Added: Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been can either be quarantined/closed for 72 hours or if the area has to be used before the 72 hours is up then the area has to be cleaned before use. Building management should quarantine immediate work area and any area the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2m radius. Building management should affix signage notifying the area is out of use. Investigation as to where the individual has been needs to be identified by building management and reported to Cleaning Services.</p> <p>If area has been quarantined for 72 hours, then Enhanced cleaning applies</p> <p>Added: <u>Marking Jotters</u> It is recommended that guidance should be in place to reduce or stop the need for teachers to handle pupil jotters. Alternative strategies include - individual whiteboards; oral responses; self-assessment; group/class marking of own jotters with group/class discussion to support; a visual response through physical activity; using IT, etc. School staff should be encouraged to discuss and agree approaches within the school which mitigate against teachers handling jotters.</p>
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		<p>Removed: Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in school.</p> <p>Added: Sector Advice Card found here. Please display in school to signpost to guidance.</p> <p>Flowchart Added: If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and flowchart here as a guide to the response required. Advice here for people advised to self-isolate.</p> <p>Removed: Only maintenance to take place during normal school hours and; Please access guidance here and see detailed information below. (updated advice added). Benchmark information regarding numbers can be found here in guidance for the safe use of places for worship. (advice for adults attending places of worship, not children who fall under different category regarding social distancing).</p> <p>Amended: Consider the arrangement of parents not to enter the PLAYGROUND or BUILDING unless in an emergency unless this is not possible due to restricted external space on pavements – each site needs to be assessed to establish the practicalities of restricting parents from the playground.</p> <p>Amended: Additional guidance for all staff who work with and support children and young people with additional support needs can be found here. This includes ASL Teachers, Pupils Support Assistants, Pupil Support Workers, School Escorts, Aberdeenshire Specialist Technology Service (ASPECTS), Educational Psychology Service, English as an Additional Language (EAL) Service, School Counsellors, Sensory Support Service. (Document1 :Covid-19 Guidance ASL Teachers, Pupil Support Assistants Pupil Support Workers; Document2: Covid-19Guidance ASN Peripatetic Services; Document 3: Covid-19 Guidance Escorts; Document 4: Guidance on re-opening school age childcare services ASN; Document 5: ASN FAQs.)</p>
Version 4	25.08.2020	<p>Amended Lunchtime Info: A tailored menu will continue, with another 2 weeks menu being added to the current 2 weeks This menu will run for the time being and be reviewed as guidelines change. Week 3 will commence 7th September.</p> <p>Added: Catering Info: Catering Risk Assessment found here.</p> <p>Added: Where social distancing is not possible for staff approaching the counter staff should wear a mask.</p> <p>Added: Instrumental Instructors Instructors should ensure prior arrangements are made for access to school buildings. A dedicated space for the day of attendance should be made available for the provision of Instrumental Music Tuition within the school to be used solely for the provision of Instrumental Music Tuition with adequate ventilation where possible. Where this is not possible effective cleaning should take place prior to and after use.</p> <p>Additional breaks of a duration agreed by the school/department and instructor or IMS Manager, should be timetabled for each room to ventilate rooms as a range of different pupils will be taught in the same room during the day. Instructors must familiarise themselves with Scottish Government Track and Trace guidance as well as school Track and Trace policies and procedures Guidance for Singing, Woodwind and Brass instruments is being developed. Face to face tuition should be avoided until further advice emerges. For other instruments the normal social distancing of 2 metres may be considered sufficient provided there is appropriate ventilation in the room.</p> <p>The practical nature of the subject may mean that there are exceptional situations in which the 2 metres distancing cannot be observed for a short period of time for a specific purpose. In these instances, face coverings should be worn by instructors.</p>

Where ensemble work is being considered, social distancing measures must be implemented. An upper limit placed on the number of people who can be involved, including staff and pupils should be agreed between instructors, IMS and the school. Conductors should be able to stand 3-5 metres beyond the front row of the ensemble. Plexiglass screens or similar should be considered by instructors and school departments. Each player (including strings) will require their own music stand.

Where pupil attend a virtual lesson in a designated area, the area will require suitable cleaning to the required standard, following each lesson, by a member of staff. Consideration to be given to pupils receiving training with a view to cleaning the area with staff supervision. In addition, time should be allowed following each lesson to allow for adequate ventilation.

Shared instruments such as piano, drumkit, tuned percussion, audio equipment and music stands should be cleaned between pupils
 Pupils should clean their own instruments under the guidance and instruction of the instructor
 Pupils should not be allowed to blow or tip water from instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for the venting of water keys and pupils should remove and dispose of their own at the end of the lesson

Current guidelines state that Brass, Woodwind and Singing lessons should be avoided in school
 Mouthpieces must not be shared (in the event of Brass and Woodwind lessons being delivered face to face. These activities are currently to be avoided)

Drumsticks should not be shared

Bows should not be shared

Each pupil should have their own copies of sheet music.

Handheld instruments should be cleaned before and after use and issued to one pupil for the duration of a lesson

Consideration should be given to the use/cleaning of Timpani regarding different players using the instrument during a rehearsal, or whether one pupil should remain on the instrument for the entire session

AHP	Working Location	Guidance
ASN Pupil Escorts	Transport	<ul style="list-style-type: none"> Can schools using ASN transport please provide face covering/PPE to Pupil Escort. Schools also to support Pupil Escort in their understanding of their responsibilities in adhering to the infection control procedures.
ASN Teacher	Base school only location	<ul style="list-style-type: none"> Follow school's own guidance and risk assessment as other school staff
ASN Peripatetic Staff & Allied Health Staff	Base school & one other location per week	<ul style="list-style-type: none"> Follow the school guidelines in their base school but must only work with 2 contacts (an individual, a group or class) in the other school. Only one school per day and must follow contact rules Whichever school a staff member works in most will be their base school. In their base school they should follow school guidance in the same way that other staff do.
ASN Peripatetic Staff (e.g. Relief PSA)& Allied Health Staff	Working in more than 2 schools per week & does not have a	<ul style="list-style-type: none"> Only work with 2 contacts (an individual, a group or class) in each school. Not more than one school per day and follow contact rules A school will need to know whether a PSA has worked in other schools within the last 7 days as that will influence whether they need to take into account the number of contacts that that PSA can have during their time in the school. Support Services (EAL, EPS, Sensory Support) will continue to work remotely wherever possible, with physical visits in schools being by exception for just now

	base school	<ul style="list-style-type: none"> Inclusion, Equity & Wellbeing Team are working with Allied Health Professionals to produce guidance for them visiting schools – guidance will follow similar principles to the guidance for our own peripatetic services – Link here They are also exploring how we can introduce the NHS “Near Me” video consulting system to schools so that Health colleagues can offer a service whilst keeping physical visits to school to a minimum
Visiting Specialists	Various schools across clusters	<ul style="list-style-type: none"> Maximum of 2 schools per day, no limit on number of groups but staff advised to reduce the number of interactions Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Reduce number of visits where practical, i.e. if usually 3 schools per day – reduce to maximum of 2 Undertake risk assessment for each staff member
Music Instructors	Various schools across clusters	<ul style="list-style-type: none"> Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Maximum of 2 schools per day, reduce number of visits where practical to ideally 1 school per day where possible (originally was in the region of 3-4 schools per day) Consider fortnightly visits so 1 school per day can be achieved Consider online learning using Glow or Goggle platform No brass or woodwind physical instruction at the moment. Consider talking through lesson instead or online learning. See whole school risk assessment template for more information
Janitorial Staff	Cluster Schools	<ul style="list-style-type: none"> Where possible a maximum of 2 schools per day, this can be extended at the discretion of the Supervisory Janitor on the undertaking of a dynamic risk assessment Measures to mitigate risk must be followed – 2m social distancing, good hand hygiene etc Reduce number of visits where practical

Face Coverings – Updated guidance from 31 August 2020:

Definition of face covering found [here](#) (should not be confused with PPE), Some individuals are exempt from wearing face coverings and exemption information can be found [here](#).

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

- In Secondary schools when moving in corridors and confined communal areas, inc toilets.
- For public and dedicated school transport, where all those travelling are above the age of 5 years of age

Instructions on how to put on, remove, store and dispose of face coverings must be provided to staff and pupils:

- Face coverings must not be shared
- Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering
- Face covering of an appropriate size should be worn
- Children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.

		<ul style="list-style-type: none"> • Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water. • Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be. <p>Further general advice on face coverings is available here. Contingency measures need to be in place for pupils/staff who have forgotten their face covering or in instances where anyone is struggling to acquire a face covering.</p> <p>Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.</p> <p>Should the prevalence of the virus in the population start rising schools may wish to encourage adults and older young people in <u>secondary schools</u> to wear face coverings in classrooms as part of an enhanced system of approaches to reduce transmission.</p> <p>Impact of wearing face coverings on learners with additional support needs and learners who are acquiring English as a language should be considered, and possible clear alternatives explored.</p> <p>Anyone (staff or pupil) who wishes to wear a face covering is free to do so.</p> <p>Added: <u>Individual and Class Photos</u> QIM advises schools to make decisions based on local circumstances regarding individual and class photos resuming in schools. Previous routine may not be able to take place. School RA should be updated to include this activity. Social distancing, good hand hygiene to be included as appropriate.</p>
	09.09.2020	<p>Updated: <u>COVID related illnesses during attendance at establishments</u></p> <p>If a pupil or member of staff presents with Covid related symptoms whilst at school please see the information below, and NHS guidance and flowchart here with NHS FAQs here as a guide to the response required. Advice here for people advised to self-isolate.</p>
Council Temp Version 5	23.09.2020	<p>Updated advice ref Type IIR face masks: Schools using ASN transport should provide Type IIR face covering/PPE to Pupil Escort.</p> <p>Update: Definition of face covering found here (should not be confused with PPE, including Type IIR face masks).</p> <p>Updated: Where colleagues need to work in close proximity to a child or children, the school will provide Type IIR face mask / PPE for that purpose. A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer.</p> <p>Update: 15 minutes face to face timeframe removed: Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.</p> <p>Updated: Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough, fever or loss of, or change in, sense of smell or taste) They should self-isolate straight away, stay at home and arrange a test via www.nhsinform.scot or the staff referral portal</p> <p>Updated: Where it's not possible to keep doors and windows open centralised or local mechanical ventilation is present, systems should, where possible, be adjusted to full fresh air. When changing filters enhanced precautions should be taken</p> <p>Updated PPE advice: SUSPECTED COVID-19 – A fluid-resistant surgical mask should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so. If the child or young person who has become unwell with symptoms of COVID_19 needs direct personal care, gloves, aprons and a fluid-resistance surgical mask should be worn by staff.</p>

Added: The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination where this can be tolerated.

Updated: Isolation area where possible set up within the building identified in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:

- If over age of 16 they should go home as soon as symptoms noticed if able to do so
- Under the age of 16 (or otherwise unable to travel by themselves), parents/cares contacted and to follow guidance for households.

Updated cleaning advice: Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been needs undergo an enhanced clean as soon as possible.

Updated: Management of outbreaks in schools (if schools have two or more confirmed cases of COVID-19 within 14 days) and cases is led by local Health Protection Teams (HPTs) alongside local partners following established procedures

Added: The IMT will discuss and agree additional measures to deal with the specific situation faced in a school. These may include reviewing risk assessments and compliance with existing guidance, the greater use of face coverings, reviewing and reducing higher risk activities, and/or a move to blended learning.

Added: If there is either a single confirmed (test positive) case of COVID-19 or any suspicion that there may be an outbreak of cases in a setting schools should make prompt contact with their local HPT and local authority so they can assess the situation and offer advice

Link to update NHS OH document: Link [here](#) for an occupational risk assessment from the Scottish government and recommended by Health & Safety colleagues for managers with members of staff returning from shielding

- Updated with link: Inclusion, Equity & Wellbeing Team are working with Allied Health Professionals to produce guidance for them visiting schools – guidance will follow similar principles to the guidance for our own peripatetic services – [Link here](#)

Updated advice available through links: Guidance for PE found [here](#). Consider pupils wearing PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms. Local arrangements need to be made regarding the cleaning schedule for changing areas.

Guidance for Home Economics, Science and Technologies, Art, Design and Photography found [here](#).

Added: Catering Risk Assessment found [here](#).

Updated:**Service Counters – all staff working at a service counter are required to wear a face mask during service (unless exempt on medical grounds)**. In addition, visors can be used at staff member's discretion.

Updated advice for testing: Aberdeenshire Council staff can access testing advice [here](#)., with NHS advice [here](#).

Added: **[COVID-19 COMMUNICATIONS PROTOCOL](#)**

[Please follow the steps outlined in the communications protocol in relation to suspected cases, single confirmed cases and suspected outbreaks](#)

	29.10.20	<p>School Updates</p> <p><u>Pick up and Drop off Arrangements</u></p> <p>From Monday 2nd November we will strongly encourage that only 1 adult attends at drop off and pick up. Also, from 2nd November, parents/carers are requested to wear a face covering when entering the playground unless exempt. Staff should wear a face covering when in the playground or field or at the school gate at drop off and pick up times.</p> <p><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS</u></p> <p>Although schools are currently exempt from the workplace legislation, staff are encouraged to wear their own face coverings when moving around the building. This is essential when social distancing is challenging.</p>
Council Version 6 update	13.11.20	<p>Added: Updated advice released 30.10.20 can be found here.</p> <p>Added: Updated advice 'on reducing the risk in schools' released 30.10.20 can be found here.</p> <p><u>Health and safety advice on latex gloves</u></p> <p>Disposable Nitrile gloves are usually the glove of choice, during the Covid-19 Pandemic.</p> <p>Due to known latex allergy risks, latex gloves must only be purchased where there is a reason for them to be used and the guidance for the use of latex gloves must be followed before staff use the gloves.</p> <p><u>Health and safety advice on face masks</u></p> <p>All PPE identified by a risk assessment and used to protect employees from infection with COVID 19 must be worn as directed. Type IIR face masks are classed as PPE and as such must not be modified in any way as this would then reduce the protection that the mask offers.</p> <p>A 3D face bracket (an inner support for face masks) has been used by some staff to add extra comfort when wearing a mask to make it more breathable and stop glasses from fogging. These inserts must not be used when wearing a type IIR mask as the protection offered by the mask cannot then be guaranteed</p> <p><u>Face Coverings – Updated guidance from 31 August 2020:</u></p> <p>A further update was published on 30 October</p> <p>NHS guidance to wearing Type IIR mask in schools found here.</p> <p>A definition of face coverings (which should not be confused with PPE) can be found in Covid-19: staying safe and protecting others, including Type IIR face masks.</p> <p>Some individuals are exempt from wearing face coverings and exemption information can be found here.</p>

Face coverings should not be required for most children and staff in classrooms, or other learning and teaching environments, unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.

Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering):

At Levels 0-2 Type IIR masks should be worn by adults where they are working directly with others and cannot keep two metres from other adults and / or children and young people across primary and secondary (but with ELC models permitted for early stage, P1-2, as before). **Face coverings** should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets

At Levels 3-4 face coverings should also be worn by adults and young people in classrooms in senior phase.

At all Levels face coverings should be used by adults when not working directly with children, for example when moving around settings or when in staff rooms, administrative areas or canteens across all school settings. At all times when adults in primary schools, and adults and young people in secondary schools, including special schools are moving around the school in corridors, office and admin areas, canteens (except when dining) and other confined communal areas, (including staff rooms and toilets);

Face coverings should be worn by parents and other visitors to the school site (whether entering the building or otherwise), including parents at drop-off and pick-up.

Pupil Support Assistants and those supporting children with Additional Support Needs who routinely have to work within two metres of **children and young people** should wear **Type IIR face masks** as a general rule. However, the use of opaque face coverings should be balanced with the wellbeing and needs of the young person - appropriate use of transparent face coverings may help in these circumstances.

In line with the current arrangements for public transport, where adults and children and young people aged 5 and over are travelling on dedicated school transport face masks should be worn (see School Transport section).

Other than where schools are using ELC models and guidance in the early stage (P1-2), where adults cannot keep 2m distance and are interacting face-to-face with other adults and/or children and young people, Type IIR (or, in certain specific circumstances, PPE- see section on PPE and other protective barrier measures, below) should be worn at all times. This applies to all staff including support staff and Pupil Support Assistants. Transparent face-coverings may be supplied where appropriate and used where there is a risk of detriment to the child's health and wellbeing.

In **special schools and units**, and where there are groupings of children with complex additional support needs, the balance of the staffing complement, the groupings of children and young people and their needs, and therefore the staffing and resources required, (PPE, cleaning of equipment), should be considered/assessed throughout the school day and adjusted where

Added **In Protection levels 0 – 2**, pupils with the highest clinical risk can continue to attend schools and follow the advice to the general population. Staff with the highest clinical risk can continue to work in schools, following a dynamic risk assessment, and arrangements should be made to enable appropriate physical distancing staying 2 metres away from others wherever possible, in line with current advice on maintaining a safe school environment Enhanced measures apply to children and young people, and staff, at highest clinical risk in schools in local areas at Protection Levels 3 and 4

Protection Level 3 – Enhanced protective measures

- All staff and pupils should wear a face covering in classrooms during lessons in the senior phase.
- Parents or guardians should discuss with their GP or clinician whether children with the highest clinical risk should still attend.

Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately

Protection Level 4 - enhanced and targeted protective measures

- The current advice is that children on the shielding list should not attend in person.
- Employers should ensure that individualised risk assessments for school staff members with the highest clinical risk are in place and updated appropriately
- Schools should be prepared to engage with enhanced testing responses to Covid outbreaks in schools, where recommended by the Incident Management Team.
- Physical education within school settings should only take place out of doors
- Pausing of the provision of non-essential activities or clubs outside the usual school timetable.

Added: Support for minority ethnic children, young people and staff

The concerns within Minority Ethnic communities must be recognised and individual requests for additional protections should be supported wherever possible.

Local authorities should ensure that managers in school have sensitive, supportive conversations with all Minority Ethnic staff, which also consider their health, safety and psychological wellbeing and personal views and concerns about risk. Wellbeing support services should be promoted to all Minority Ethnic staff.

Employers should be mindful of their duties under the [Equality Act 2010](#) at all times. All Minority Ethnic staff from South Asian backgrounds with underlying health conditions and disabilities, who are over 55, or who are pregnant, should be individually risk assessed, and appropriate reasonable adjustments should be made following risk assessment.

PE UPDATE

Added: Updated guidance for PE found [here](#).

At Kinellar School, all PE should take place outdoors while the weather allows. Pupils to wear PE kits to school on the day.

Updates on Curriculum Changes

Physical Education

- Children aged 11 and under can play organised contact sport both indoors and outdoors.
- Organised outdoor contact sports such as rugby can re-start for people of all ages.
- For outdoor coaching sessions, there is a limit of 30 on the total number of people who can be coached at any one time.
- When in an indoor facility, those aged 12 and over can participate in organised contact and non-contact sport.

Please Note: Where a school is in a community under protection level 4 mitigations, physical education within school settings should only take place out of doors. If weather is extremely bad then schools may use their judgement as to whether it is safe for children to be outside.

Other Curriculum Areas

- Guidance on other subjects with practical experiential learning, such as music and drama has not been altered at this point. All advice is kept under review and will be updated as appropriate.

Local arrangements need to be made regarding the cleaning schedule for changing areas. Changing rooms are an area of increased risk of transmission and should be avoided where possible,

Following a risk assessment, if the use of changing rooms is considered necessary, schools should ensure mitigating actions are in place. This includes ensuring that changing rooms are as well ventilated as possible, used only by small numbers at any point in time to maximise physical distancing, and that close attention is paid to cleaning surfaces after use.

If changing rooms are not used:

- consideration should be given to alternative places for storing learners' belongings, for example, assigning each learner their own space;
- young people should be encouraged to arrive at school in their PE kit on days when physical education lessons will take place and, where possible, wait until they get home to change.

From 2 November 2020, if staff complete risk assessments that reflect the most current advice (all risk assessments should be proportionate to the relevant protection level of the local area), and mitigations are in place, physical education can take place both indoors and outdoors as follows:

Levels 0-3

	Indoors	Outdoors
Primary	Children can participate in contact and non-contact activities.	Children can participate in contact and non-contact activities.

	Indoors	Outdoors
Secondary	Young people can participate in contact and non-contact activities.	Young people can participate in contact and non-contact activities.

Level 4 – Children and young people within school settings can only participate in activities that are non-contact and outdoors.

Practical considerations for PE in schools:

Minimising contact between individuals and groups

- As a precautionary approach schools should encourage physical distancing where possible between adults, and between children and young people, particularly in the senior phase.
- There should be an enhanced focus on activities that do not involve close physical contact. This will contribute to further lowering of any risk involved.
- During contact activities, physical distancing does not need to be maintained during play, but should be applied at all other times.
- Schools should ensure young people wear face coverings, if indoors, before and after activity, or when in non-playing areas of the physical education department, for example, changing-rooms. There is a legislative exemption for exercise in respect to wearing a face covering. This is consistent with the advice from WHO.2
- Wherever possible, efforts should be made to keep children and young people within the same groups.
- The teacher should have an assigned area to ensure 2 m spacing. This should be clearly marked. Staff should wear a face covering out with this designated area when interacting with young people or supporting practical tasks. Coronavirus (COVID-19): Guidance on

reducing the risks from COVID-19 in schools Para 92: where adults cannot keep 2 m distance and are interacting face-to-face with other adults and/or children and young people, face coverings should be worn at all times. This applies to all staff including support staff and classroom assistants.

Teacher demonstrations/explanations could be done from an assigned area to ensure they stay an appropriate distance from learners.

Guidance for Home Economics, Science and Technologies, Art, Design and Photography found [here](#) at the Education Scotland National Improvement Hub, and [here at SSERC](#).

Music

No singing including outside – Council advising this as Aberdeenshire are currently in Level 2 restrictions.

JOTTERS

Added: There are two potential approaches to mitigating risks from surface contamination of jotters, textbooks and library books. Schools should consider which of these approaches is most appropriate for their circumstances as part of appropriately updated risk assessments.

(i) quarantining books for 72 hours remains an effective measure to mitigate the risks of handling them.

(ii) Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after

CLUBS & ACTIVITIES

The provision of activities or clubs outside the usual school timetable

The COVID-19 Advisory Sub Group on Education and Children's issues has also published [advice](#) on school trips which include an overnight stay. Where a school has a breakfast club which is organised by the third sector, parents and carers or volunteers, rather than by the school itself, the [guidance on unregulated children's services will apply](#)

STAFF ROOMS & BASES

Added: Schools should plan how shared staff spaces are set up and used to help staff to distance from each other. The number of people in staff rooms at any one time should be limited to ensure 2m distancing can be maintained and face coverings should be worn.

VENTILATION

Added: Measures to improve ventilation should be viewed as just one part of the overall package of control measures in schools. Schools should continue to ensure a focus on implementation and maintenance of wider controls including personal hygiene, symptom vigilance, enhanced cleaning and distancing.

		<p>Schools should as a minimum ensure that adequate levels of ventilation and appropriate temperatures are maintained, with reference to the School Premises Regulations. The primary effective method of increasing natural ventilation remains the opening of external doors, vents and windows. Wherever it is practical, safe and secure to do so, and appropriate internal temperatures can be maintained in line with statutory obligations, this approach should be adopted.</p> <p>Fire Safety Risk Assessment should always be reviewed before any internal doors are held open</p> <p>Ventilation</p> <ul style="list-style-type: none"> • partially opening doors and windows to provide ventilation while reducing draughts • opening high level windows in preference to low level to reduce draughts • purging spaces by opening windows, vents and external doors (e.g. between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time) <p>Temperature</p> <ul style="list-style-type: none"> • providing flexibility in permissible clothing while indoors. • designing seating plans to reflect individual student/staff temperature preferences • adjusting indoor heating to compensate for cold air flow from outside (e.g. higher system settings, increased duration) <p>Centralised or local mechanical ventilation systems should wherever possible be adjusted to full fresh air. Air recirculation should be avoided or minimised.</p> <p>Updated guidance for ventilation can be found here</p> <p>Added: If parents/carers are dropping off children, they should wear face coverings. Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise), including parents at drop-off and pick-up.</p> <p>Added: Car-sharing with children and young people of other households should be discouraged</p> <p>Added: NHS guidance to wearing Type IIR mask in schools found here.</p>
School Update	16.12.20	<p><u>School Update on Face Coverings</u></p> <p><u>PPE</u></p> <p>For the majority of staff PPE will not normally be necessary. Use of PPE in school should be based on a clear assessment of the risk and need for an individual child, ie personal care. Where colleagues need to work in close proximity to a child or children, the school will provide Type IIR face mask / PPE for that purpose. These have been distributed to all coloured areas and can be accessed by all staff at any time – Let SMT know if stocks need replenished. A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer. However, as a school staff we have agreed that Type IIR masks should be worn throughout the school day. Face coverings can be worn to enter and exit the building.</p>