

## Polam Hall School: 2021/22

### Covid-19 Protocols for Staff, Pupils and Visitors

#### VERSION 1: From 1<sup>st</sup> September 2021

These protocols have been agreed on the basis of the information available at this time. Should further information come to light, or any circumstances change, these protocols are subject to change. You will be notified of any changes as soon as is practicably possible.

Where the procedures or practices outlined in this Protocol are different from those in our normal school policies, this document supersedes those policies until such time that we are able to return to the normal running of Polam Hall School.

In order for all pupils and all staff to be in school as safely as possible the school is adopting measures and controls as set out in the Department for Education's Guidance for Full Opening: Schools, which was first published on 2<sup>nd</sup> July 2020 and has since been updated: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations>

These protocols will be updated whenever the advice from the DfE or from Public Health England changes.

### Control Measures

The government has asked schools to take the following measures when they re-open to all pupils, to **prevent** infection:

- 1. Ensure good hygiene for everyone.**
- 2. Maintain appropriate cleaning regimes.**
- 3. Keep occupied spaces well ventilated**
- 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**

The full guidance for schools can be accessed here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#summary>

**All staff and parents must inform school immediately if they test positive for Covid-19. Staff members should email JM and KJR immediately after receiving results of a positive test even during school holidays and weekends.**

**Parents will be regularly reminded that they must inform school immediately if their child tests positive. There is a dedicated email inbox ([covid@phs.woodard.co.uk](mailto:covid@phs.woodard.co.uk)) for reporting positive cases which will be monitored by a member of the office staff at weekends and in holiday periods as well as during school time.**

## STAFF AND PUPIL PROTOCOLS

**The following arrangements prioritise the safety of all our staff and pupils to prevent the spread of the Covid 19 virus. It is essential that these protocols are followed. In the event that you are unable to follow the protocols, you should notify a member of SLT.**

This protocol also applies to extra-curricular activities and trips.

Where pupils attend Alternative Provision, they will follow the protocols for that provision whilst they are there. The Attendance and Welfare Officer will contact all AP providers with whom the school works and obtain copies of their Risk Assessments and any protocols. These will be checked and held by the Business Manager.

Peripatetic, supply staff and volunteers are expected to adhere to these protocols whilst they are in school. A copy of these protocols must be given to all supply staff.

Polam Hall School has an Outbreak Management Plan, which would be used in the case of a local outbreak. It is flexible to respond to the size and context of the outbreak and includes arrangements for remote education for pupils, provision for the re-introduction of bubbles, face coverings, social distancing and further enhanced cleaning.

**Close Contact:** Schools are no longer responsible for contact tracing. Close contacts of confirmed cases will be contacted by Test and Trace and advised to take a PCR test. Fully vaccinated adults and children below 18 do not have to self-isolate unless they test positive, including when waiting for the results of a PCR test (unless they have symptoms) and when they live with a person who has tested positive.

Test and Trace may contact school in exceptional circumstances or if there is a local outbreak.

**Positive Cases:** Pupils and staff should not come into school if they have symptoms of Covid-19 or if they have tested positive. Guidance on self-isolation if you have symptoms or have tested positive can be found here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

### **Asymptomatic Testing:**

Testing remains important in reducing the risk of transmission of infection within schools.

Pupils and staff should continue to test twice weekly at home until the end of September, when this will be reviewed by the government. The school will retain a small asymptomatic testing site (ATS) on-site until further notice so we can offer testing to pupils who are unable to test themselves at home.

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#). Whilst awaiting the PCR result, the pupil or member of staff should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

You have an obligation as a key worker, in accordance with the Government's instruction, to adhere to all government guidance related to Covid-19 outside of school.

## Contents: The Protocols

<b>Groupings of pupils</b> .....	3
<b>Arrival at school: Staff</b> .....	4
<b>Arrival at school: Pupils</b> .....	4
<b>Registration: Staff and pupils</b> .....	4
<b>Pupils who arrive late to school:</b> .....	4
<b>During the school day:</b> .....	5
<b>Lunch Protocol:</b> .....	6
<b>Protocol for outdoor play – break and lunchtime</b> .....	6
<b>End of the school day: Pupils</b> .....	6
<b>Leaving site: Staff</b> .....	6
<b>Protocols for Extra-Curricular Activities</b> .....	7
<b>Minibus Protocols</b> .....	7
<b>Hand cleaning protocol:</b> .....	7
<b>Toilet protocol:</b> .....	8
<b>PPE and Face Coverings:</b> .....	9
<b>If a pupil/staff member shows symptoms of Covid-19:</b> .....	9
<b>If a pupil is otherwise unwell or injured</b> .....	10
<b>Supporting pupils and staff</b> .....	11
<b>Pupil uniform</b> .....	11
<b>Staffroom and Staff Refreshments protocol:</b> .....	11
<b>Visitors to site:</b> .....	12
<b>Deliveries:</b> .....	12
<b>Fire and emergency evacuation procedures:</b> .....	13

### Groupings of pupils

Guidance from the DfE no longer recommends that it is necessary to keep pupils in consistent groups or 'bubbles'. Assemblies can resume and pupils can mix at lunchtimes.

In the Senior School we will continue to ask each year group will wear a different colour lanyard to enable staff to easily identify which cohort pupils belong to:

Year 7	Purple
Year 8	Grey
Year 9	White
Year 10	Black

The School Day spreadsheet has allocated play spaces, slightly staggered start and end times and gates for each year group, which would enable us to create consistent groups again if necessary as part of our Outbreak Management Plan.

### Arrival at school: Staff

- On arrival at school all members of staff **must** clean their hands immediately.
- Staff should ensure that they have electronically signed in on arrival using Teams or on paper, dependent on where they are working.

### Arrival at school: Pupils

- There are slightly staggered arrival times for all year groups.
- As parents/pupils may be waiting on site, parents will still not be allowed to drive onto site and drop off unless they have a Blue Badge. Blue Badge holders must park in the designated spaces and must drive slowly and carefully on and off the site.
- All other parking permits will be suspended at the start of the Autumn Term.
- There will be a member of staff on duty at each gate in addition to the class/subject/form teachers collecting pupils. See School Day spreadsheet for duty details.

Pupils who attend Breakfast Club will be brought across by Breakfast Club staff at the correct time for their staggered start of school.

All pupils should clean their hands on arrival at school.

### Registration: Staff and pupils:

- It is essential that we know who is in school. Ensuring registers are taken correctly is a legal requirement and of vital importance in safeguarding pupils.
- The Attendance and Welfare Officer will complete any returns required for the DfE, Trust and LA.
- All staff members must sign in and out electronically on Teams. There is no paper sign in/out system for staff. The Visitors Book is for Visitors only and will be completed by the Receptionist.
- The Attendance and Welfare Officer will print the lists of pupils for fire purposes. The office will place the list of staff members on site in the Red Fire Box to be used in the case of fire or other emergency. If the fire alarm sounds, the Red Fire Box should be taken outside to the Rose Arbor by the member of Office staff on the rota.

### Pupils who arrive late to school:

- Pupils who arrive late, after 8.45am, must buzz at the Main Gate.
- The Assistant Attendance and Welfare Officer will be on the Main Gate from 8.45 until 9.15am.
- The Receptionist will let the pupil in through the gate and ensure that they are escorted to the correct classroom. Office staff will support with moving pupils to classrooms.

- The Assistant Attendance and Welfare Officer will then add the pupil to the register in Arbor.

### During the school day:

- Pupils do not have to sit at forward facing desks. Teachers can decide the correct layout for their classrooms, guided by their knowledge of their pupils.
- All staff in charge of a classroom or a small group (for example for an intervention group) must keep seating plans, in case the school is contacted by Test and Trace. These no longer need to be uploaded into Teams, but must be kept current and changes noted.

### Ventilation in classrooms

- **Ventilation remains an important Control Measure.**
- Windows should be opened in classrooms to provide natural ventilation. In cooler weather windows should be opened just enough to provide constant background ventilation.
- Windows in classrooms should be opened fully during breaks and when the room is not in use to purge the air in the space. The members of staff teaching and /or supporting in the rooms before break/lunch is responsible for opening windows and doors as fully as possible before they leave. If a member of staff knows that a room is not used next lesson they should ensure that windows and doors are left open.
- Internal doors should be open as long as this does not compromise fire door safety.
- External opening doors may also be used (as long as they are not fire doors and where safe to do so)
- Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
- Pupils should be encouraged to wear school jumpers and can be allowed to leave coats on during lessons if it is particularly cold.

### Moving between classrooms/around the school during the school day

- Senior School pupils can now move around the school unaccompanied.
- Senior School pupils should line up before entering a room and staff should collect them from their line. The spaces for pupils to line up are identified on the School Day Spreadsheet.
- Senior School pupils should stand when the member of staff arrives and when any member of staff enters the classroom.
- Pupils should walk on the left when moving around the buildings and paths.

### Hygiene Equipment

- **All staff must encourage and regularly remind pupils to use the ‘catch it, bin it, kill it’ approach. This is an important Control Measure.**
- Classrooms will have posters to remind pupils of this procedure.
- Tissues will be available in each classroom and pupils must be prompted to use these, dispose of them in lidded bins and then wash their hands immediately.
- Antibacterial wipes will be available in every classroom.
- Hand sanitiser will be available in each classroom.
- Every classroom will have a lidded bin for the disposal of tissues.
- Staff **must** ensure that they replenish hygiene equipment in the classrooms that they use when it is running low. New stocks are in the Finance Office. All staff – teachers, TA/LSAs,

Cleaning, Catering, Site and Admin must take shared responsibility for this – the site staff and cleaning staff do not have capacity to do this alone.

## **Lunch Protocol:**

### **Dining Hall lunches**

- All pupils will eat in the Dining Hall.
- Infants should wash their hands before eating.
- Juniors and Senior School pupils can sanitise their hands when they enter the Dining Hall.
- Pupils will enter the Dining Hall via either the Fire Door by Mounsey or the Fire Door by the fence/gate, depending on which side of the Dining Hall they will be seated to eat.
- Pupils will be seated by duty staff as they enter.
- One table at a time will be sent up to queue at the servery, except for Infants who dine 'family style'.
- When pupils finish eating, the member of staff on duty should ask one table at a time to go up to the waste station with their trays/rubbish.
- Pupils must remain in the Dining Hall until the correct time for them to leave, as identified on the School Day Spreadsheet.
- Pupils will exit via the door through which they entered, on the side that they were sitting to eat, unless they have been asked to use a different exit, for example using the Liddiard Corridor when it is wet.

## **Protocol for outdoor play – break and lunchtime**

- Pupils must be supervised by staff on the duty rota.
- Spaces for outdoor play for each cohort are identified on the School Day Spreadsheet, as are locations for wet break and lunch.
- Pupils should wash or sanitise their hands when they return to classrooms.

## **End of the school day: Pupils**

- All pupils will be dismissed from the gate through which they entered.
- Teaching staff should accompany the class they are teaching to the gate. This includes Senior School teachers.
- Junior School pupils must only be dismissed to a parent/carer.
- Wraparound staff will collect Junior School pupils at the correct time for After School Club. Year 7 and 8 pupils attending After School Club should make their own way to Grange House.

## **Leaving site: Staff**

- All staff must sign out electronically on Teams. This applies whether it is the end of the school day or if staff are leaving site temporarily.
- Teaching staff can go home once they have finished teaching, as long as there are no cover requirements/meetings.

### Protocols for Extra-Curricular Activities

Extra-curricular activities are an integral aspect of the CC Curriculum at our school. All extra-curricular activities, whether in breaks, lunch or after school, must have been approved by SLT before they are publicised to parents and pupils.

- Parents must be informed in writing about the arrangements for the extra-curricular activity.
- All Senior School extra-curricular activities must have start and finish times in the Senior Student Bulletin. If a session is cancelled this must be in the bulletin.
- As far as possible the activity should conform to the same protocols as are used during the school day. In particular:
  - Hand cleaning should take place before and after the activity.
  - Areas used for extra-curricular activities should be well ventilated.
- The leader of the activity must keep a dated register of which pupils attend the activity.
- External coaches and volunteers can assist with Extra-Curricular Activities. The usual HR checks must have been undertaken. It is the responsibility of the member of staff leading the activity to ensure that all volunteers and/or external coaches/helpers have read these protocols and follow them.

### Trips and Visits Protocol

- The usual procedures should be followed

### Minibus Protocols

- There should be anti-bacterial wipes and hand sanitiser in each minibus. The member of staff driving the bus is responsible for checking this is the case and obtaining new supplies when they run low.
- Pupils and staff should clean their hands with sanitiser before entering the minibus.
- At the end of the trip, when the bus is parked up in school, the seats and driving equipment (steering wheel, indicators etc) should be wiped with antibacterial wipes. The member of staff driving the minibus is responsible for ensuring that this is done – pupils should wipe their own seat.

### Hygiene routines:

#### Hand cleaning protocol:

- **Hand Cleaning is an important Control Measure.**
- Each pupil will be directed to clean their hands at the following times:
  - On arrival at school

- When changing classroom or designated area for activity
- Before eating lunch
- After using the toilet
- Pupils in R to Y4 should hand wash rather than sanitise where possible as there is greater risk of them ingesting sanitiser.
- Junior School staff can use sprays of soap and water while children are in line to maximise learning time. Pupils in line should be reminded to be rubbing their hands with the soap and then should rinse at the sink.
- Senior pupils will use hand sanitiser.
- Staff and pupils are able to bring their own hand sanitiser to school, but should not share this with others.
- Staff must also clean their hands on arrival at work, before eating, after using the toilet and whenever they change location or activity.
- If hand washing, pupils and staff must wash their hands for at least 20 seconds. They must ensure that they rub soap into their hands thoroughly as it is the friction of handwashing which removes the virus from the skin.
- If using hand sanitiser, pupils and staff must ensure that they take enough of the product to cover the hands and rub it in thoroughly. The WHO recommends that hands should be rubbed for 20-30 seconds.
- Posters demonstrating correct handwashing and sanitising procedures will be displayed around school and on the screens.
- Hand sanitiser stations are available in each building.
- There will be hand sanitiser in each classroom for use during lessons.

### Toilet protocol:

- Senior School pupils must be given a Red Pass if they are out of lessons with permission to use to toilet or for another reason.
- Senior School pupils should only use their designated toilet at break and lunchtime. Years 7 and 8 should use Mounsey toilets. Years 9 – 11 should use Liddiard toilets. During lesson time, pupils should use the nearest toilet to the classroom that they are in.
- In Reception and Year 1 some pupils may still have toileting accidents. If staff are required to assist pupils in changing after such an accident then they should use PPE (gloves apron, eye cover, mask), which will be held in the Junior School Office with the First Aid equipment. As far as possible the child should be encouraged to change themselves. The child's soiled clothes should be bagged immediately and tied securely to be delivered to the parent at pick up. The PPE worn must be disposed of carefully into a lidded bin.

### Cleaning routines and protocols:

- **Cleaning is an important Control Measure.** There will be one Day Cleaner each day.
- Entrances to the buildings, assigned classrooms and toilet and washroom areas will be cleaned with appropriate products before the start of the day. Particular attention will be paid to the cleaning of all door handles, light switches, bannisters, door frames, tables, chairs and work stations.

- Further cleaning and checking of toilet facilities and soap dispensers, door handles and other frequently used surfaces will take place during the school day.
- Each classroom will be cleaned at the end of the school day and deep cleaned at the end of each week.
- Staff and students must not bring their own cleaning sprays, but can bring their own wipes if they wish.

**There is a detailed Cleaning Protocol for cleaning staff which describes the duties that must be undertaken each day – please see this for details of cleaning tasks. Cleaning staff must read this protocol.**

### **PPE and Face Coverings:**

- Face coverings no longer have to be worn by pupils or staff in classrooms, corridors or communal areas.
- Pupils and staff who would like to wear a face covering are welcome to do so.
- DfE guidance recommends that face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. As such we would suggest that face coverings are worn if meeting with visitors in enclosed spaces where social distancing cannot be practised.
- If pupils or staff wish to wear one, the face covering should be of a type that can be removed and not the scarf style which remain around the pupil or staff member's neck. This is for hygiene reasons.

### **Illness protocol:**

There will be at least one First Aider and Paediatric First Aider on site at all times. The Attendance and Welfare Officer is the Senior First Aider for the whole school.

### **If a pupil/staff member shows symptoms of Covid-19:**

- If a pupil or staff member shows any signs of the virus they must be removed from other pupils and staff immediately.
- In the Senior School and in Year 6, staff should use the [oncall@phs.woodard.co.uk](mailto:oncall@phs.woodard.co.uk) email address to call for assistance to remove the child (or staff member if too unwell to act independently). Please ensure that the email states that a response to illness and not behaviour is required. Staff can also telephone the Attendance and Welfare Officer directly on 1048.
- In the Junior School, staff should notify the Junior Office either by email, phone or by sending a child to the office, where that is appropriate.
- A First Aider will then remove the child or staff member to a room by themselves, as long as it is safe to do so. A window should be opened for ventilation if possible.
- The Attendance and Welfare Officer, Assistant Attendance and Welfare Officer or a member of Office staff will then arrange for the child to be collected or for appropriate next steps for a staff member.
- The First Aider and any other staff who are attending to the pupil/staff member should wear gloves, apron, eye cover and face mask if they cannot maintain a two metre distance from the child/staff member who is unwell or if they have any concerns that they may not be able to do so. The PPE worn must be disposed of carefully into a lidded bin once the pupil/staff member has been escorted off site.

- In the case of pupil illness with symptoms of the virus, a staff member will escort a pupil to the Main Gate when a parent/carer arrives.
- Surfaces/seats etc in the room that the pupil to wait should be cleaned with anti-bacterial wipes once the pupil has been collected.

There is a central record of positive cases in staff and pupils with follow up actions recorded. This record will be held and completed by JM. Any staff member who tests positive must ensure that JM and KJR are aware, even if it is during a school holiday period. Any staff member who is told that a pupil has tested positive must pass this information to JM and KJR.

In the majority of cases, school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, we are able to take the decision to refuse the child if in our reasonable judgement it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered and must be approved by the Principal.

### If a pupil is otherwise unwell or injured

- If a pupil is otherwise unwell or injured notify the nearest Office who will arrange for First Aid.
- The First Aider and any other staff who are attending to the pupil should wear gloves, apron, eye cover and face mask if they cannot maintain a two metre distance from the child who is unwell or injured or if they have any concerns that they may not be able to do so. The PPE worn must be disposed of carefully into a lidded bin once the pupil has been escorted off site. All staff will be given a pack of PPE in case of emergency need.
- If the pupil is too unwell to remain in school, the Office staff will arrange for them to be collected or for appropriate next steps depending on the severity of injury or illness.

### Pupil behaviour:

#### Pupil behaviour policy

- Standards of behaviour and our high expectations of pupils are even more important at this time.
- The school behaviour policy includes a Covid 19 Annex. This will remain in place at the start of the Autumn Term and should be adhered to by staff and pupils at all times. The Covid-19 Annex will be reviewed in the Autumn Term.
- Behaviour systems, expectations and protocols will be explained to all pupils and staff at the start of the Autumn Term and every half term when pupils/staff return to school **It is vital that all staff are consistent in their application of the system and of sanctions.**
- The Polam Community rules of Ready, Respectful, Safe and Kind should be emphasised and enforced with pupils.
- The Behaviour Expectations must be used in every lesson.
- Staff must also make use of the rewards systems. Rewards are just as important in regulating pupil behaviour as the use of sanctions.

### **If a pupil does not adhere to the protocols in this document:**

These arrangements will only prevent the spread of the Covid 19 if they are followed. If pupils are found to be deliberately in breach of these protocols this will be addressed in accordance with the school behaviour policy and the Covid 19 Behaviour Annex.

Serious breaches of Health and Safety are a Red offence on the behaviour ladder and any deliberate breaches of these protocols by pupils will be treated as such.

### **Supporting pupils and staff**

- All pupils will have PSHE lessons using resources from Jigsaw and the PSHE Association.
- Resources on Mental Health and Wellbeing have been made available to all staff.
- The Staff Wellbeing Health/Social group works to improve the health and wellbeing of all staff. The group meets regularly and new members are welcome.
- The Attendance and Welfare Officer, Junior and Senior School Learning Mentors and School Counsellor support pupils.
- The Welfare Team work closely with families where attendance impacts on their academic achievement.

### **Pupil uniform**

- Pupils should wear full uniform except on the days when they have PE, when pupils will come to school in PE Kit so that there is no need to use changing facilities.
- Junior School pupils should also come to school in PE Kit on their Activity day. Senior School pupils should come to school wearing PE Kit on their Activity day if they have a sporting activity. Students in CCF should wear CCF Kit on a Wednesday.
- Usual uniform rules apply. Pupils should not wear a mixture of uniform and PE Kit (eg hoodie and school trousers or trainers with uniform). The exception is that pupils may wear their blazer over PE kit if they wish.
- Pupils should be encouraged to wear school jumpers as part of their uniform as the weather cools. Parents will be reminded of the fact that pupils should wear a jumper to school. Pupils should not wear hoodies with their uniform.
- Parents have been asked to ensure that younger pupils can dress themselves eg velcro rather than shoe laces.
- Pupils should not be asked to change for PE activities.

### **Safeguarding Protocol:**

- When working in school, staff should revert to our usual Safeguarding practice, as outlined in Trust policy. If local or national lockdowns mean that staff are working from home, the Covid-19 Safeguarding Annex should be referenced.

**All staff must have read the Covid-19 Safeguarding Annex and the Trust policy.**

### **Facilities for staff**

### **Staffroom and Staff Refreshments protocol:**

- All staff need a social space, as well as room to work in school, and the support of colleagues and good relationships between staff is one of the most positive aspects of working at our school.
- Junior, Main Building and Catering staffrooms are available for staff to use should they wish to do so. Junior staff are welcome to use the Main staffroom.
- There will be antibacterial wipes, lidded bins, hand sanitiser and tissues in all staffrooms.
- Tea and coffee making facilities will be provided for all staff to use in the staffrooms.

## VISITOR PROTOCOLS

### Visitors to site:

- We will continue to minimise visitors at the start of the Autumn Term, where possible.
- All visitors must have a prior appointment, notified by staff to Main Reception at least 24 hours before the planned visit. Visitors not expected will not be allowed access to the site, but will be asked to make an appointment either with the relevant member of staff or through the office.
- Visitors will be held at the Main Gate until they have been verified.
- All visitors will then proceed to Main Reception where they will be issued with a sticker and given laminated guidance to read on the Covid-19 controls as well as the usual safeguarding protocols.
- All visitors must sanitise their hands on arrival at Main Reception.
- Social Distance should be maintained by all visitors.
- S7 and the Boardroom can be used for meetings. These rooms must be booked on Arbor, wherever possible. If you use those spaces please ensure that you wipe down the table etc after the meeting.
- During the visit the member of staff is responsible for the visitor and should accompany them at all times, ensuring that they conform to school protocols.
- A record will be kept of all visitors to the site including contact details in case they need to be traced at a later date if there is an outbreak of Covid-19.

**The Visitor Protocol 2021-22 contains further details of the processes for visitors to the site. All members of staff must read the Visitor Protocol 2021-22.**

### Deliveries:

- Post should be in the box outside the gate.
- Deliveries which are too large for the post box are to be left just inside the gate.
- There will be a box outside the gate for items which parents need to bring into school.

## FIRE AND EMERGENCY PROTOCOL FOR PUPILS, STAFF AND VISITORS

Regular Fire Drills will be held to ensure that all staff and pupils understand the procedures and their roles if a fire were to occur.

## **Fire and emergency evacuation procedures:**

- Fire and emergency evacuation procedures largely remain unchanged. Please see the normal Fire Procedure for details.
- The Attendance and Welfare Officer or Assistant Attendance and Welfare Officer should print the Arbor registers for the whole school at the start of every day and place them in the Red Fire Box. The staff 'sign in' sheet will be printed and should also be kept in the Red Fire Box.
- In the case of emergency, all staff and pupils will exit the buildings using the closest emergency exit.
- Staff and pupils should line up by the Rose Arbor in form/class groups. Social distance must be maintained in the lines. Pupils must face forward. Pupils must be in silence.
- There should be two metres between the lines for each year group bubble.
- Support staff and visitors should gather to the side of pupils. They must maintain social distance.
- The AWO/Assistant AWO should bring the Red Fire Box containing copies of the register for the day, the list of staff who are on site and the visitor book.
- Registers should be taken by form tutors/class teachers and handed back to the AWO/Assistant AWO, who will ensure that staff and visitors are registered
- SLT and Site Staff will conduct the sweep of the buildings. The sweep cards are in the fire box.

**The School fire evacuation procedure to be referenced. All staff must have read the relevant policies.**