

DAUNTSEY'S COVID SECURE PROCEDURES

(Issued 28 September 2020)

PURPOSE

The purpose of this document is to provide parents/guardians, pupils and staff with information regarding the steps the School has taken to make it COVID-Secure. It also sets out the key changes to the daily routines of the School for both pupils and staff along with the guidelines that must be followed by all members of the school community to make Dauntsey's a safe place to learn. A detailed COVID-Secure risk assessment has been prepared to establish what measures should be put in place and they are set out in this document.

GUIDING PRINCIPLES

This policy is primarily based on the guidance issued by the Department for Education (DfE) for *Full Opening of Schools (Updated 17 September 2020)* plus other sources such as guidance from the Boarding Schools' Association, National Education Union and the Independent Schools' Bursars Association.

The key objectives and principles contained within the DfE guidance, which this policy has been designed to comply with, are as follows:

1. All pupils, in all year groups, will return to school full-time from the beginning of the autumn term;
2. Returning to school is vital for children's education and well-being and we therefore need to ensure that all pupils can return to school sooner rather than later;
3. The risk to children themselves of becoming severely ill from COVID-19 is very low;
4. Schools will need to balance minimising the risks from COVID-19 by maximising control measures with providing a full educational experience; and
5. Schools should minimise the number of contacts that a pupil has during the school day to reduce the risk of transmission.

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This document is structured as follows:

1. Five Essential Measures
2. Groups & Bubbles
3. The School Day
4. Guidance for Staff (provided where appropriate)

FIVE ESSENTIAL MEASURES

These measures are relevant to all members of the school community – staff, pupils and parents/guardians.

1. MINIMISE CONTACT WITH PEOPLE WHO ARE UNWELL

- The recognised symptoms of COVID-19 are:
 - A high temperature – this means you feel hot to touch on your chest or back (you do not necessarily need to measure your temperature);
 - A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); or
 - A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
- If any pupils or staff have symptoms of COVID-19 however mild, they should self-isolate for at least 10 days from when symptoms started. They should not attend school. Day pupils and staff should continue to isolate away from school until they have received their test results. Boarders will be able to self-isolate in the Medical Centre. They should arrange to have a test to see if they have COVID-19. If the test result is negative, pupils and staff may return to school. If any pupils or staff are not experiencing symptoms but have tested positive for COVID-19 they must self-isolate and not attend school for at least 10 days, starting from the day the test was taken. If any pupils or staff develop symptoms during this isolation period, they must restart their 10-day isolation from the day they developed symptoms. After 10 days, if they still have a temperature they should continue to self-isolate and not attend school and seek medical advice. They do not need to self-isolate after 10 days if they only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.
- If anyone else in the household of a pupil or member of staff develops symptoms or tests positive for COVID-19, the pupil or member of staff must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If another member of their household then starts displaying symptoms, the pupil or member of staff must stay at home and should not attend school for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period. These restrictions apply even if the pupil or member of staff have tested negative for COVID-19 in this period of time.
- Any staff developing symptoms during the school day should avoid contact with anyone else, return home immediately and follow the government guidance on self-isolation. Any pupils (day or boarders) developing symptoms should go directly to the Medical Centre.
- If staff members, parents/guardians or day pupils are contacted by the NHS *Test and Trace* service to alert them that they have been in contact with a person who has tested positive for COVID-19, then they should

immediately isolate at home and follow the advice of the NHS regarding isolation. If boarding pupils are contacted by the NHS *Test and Trace* service they should immediately report to the Medical Centre.

- Parents/guardians should advise the School immediately if their child, or anyone in their household, has a suspected or confirmed case of COVID-19 or if they are isolating following guidance from NHS *Test and Trace*. Staff members should do the same in this situation. Academic members of staff should inform the Second Master. Bursarial members of staff should inform their Line Manager.
- Within the School, pupil groups have been established to minimise contacts and mixing whilst ensuring that the School can still deliver a broad and balanced curriculum.

2. PERSONAL HYGIENE MEASURES

- Pupils and staff should all clean their hands thoroughly more often than usual.
- Pupils will be asked to clean their hands (with either soap or sanitiser) regularly. This will include at the start of the day, at the start of each lesson when they enter a classroom, before and after eating, and after using the toilet. Staff will be on duty at various points during the school day to monitor this. However, parents/guardians are asked to reinforce the importance of this measure with their children. Many additional sanitising dispensers have been installed to facilitate this, along with a number of additional hand-wash basins around the site.
- Good respiratory hygiene will be ensured by promoting the '*catch it, bin it, kill it*' approach around the School. Tissues will be available in every classroom to support this. Lidded bins have been installed in every classroom to allow these to be disposed of safely. Although face coverings are not mandatory, every pupil and staff member will be provided with a face covering which they may wear if they choose to.
- While the School has implemented a number of additional measures, it is important that all staff and pupils play their part by:
 - Washing their hands often and thoroughly;
 - Avoiding touching their face, particularly their eyes, nose and mouth; and
 - Coughing or sneezing into a tissue, and binning it safely, or into their arm if a tissue is not available.

Parents/guardians are asked to reinforce this message with their children.

3. SOCIAL DISTANCING

- All pupils and staff should maintain social distancing wherever possible. Although it is not a requirement, even those pupils within the same group / bubble should maintain social distancing to the extent possible because it is a sensible precaution. Staff should maintain a 2-metre distance from each other and from pupils. Pupils and staff should avoid close face-to-face contact and minimise time spent within 1-metre of anyone. The term social distance means either a 2-metre gap with no additional precautions required or a 1-metre gap if other mitigating measures are in place (e.g. good ventilation, face coverings, not having face to face contact).

- To assist with social distancing, the following measures have also been introduced:
 - Signage at key points around the School to remind people to maintain social distance;
 - A one-way system, with signage, is in operation to reduce the risk of having to pass other people in close proximity;
 - Screens are in place where social distance is not possible without them (e.g. the Library, Dining Hall, Tuck Shop, 17 Club, Reception, School Shop, some classrooms and offices);
 - Classroom lay-outs have been adapted so that all desks now face forward to reduce face to face contact among pupils; and
 - Some spaces have limits on the number of people that can be in each room (e.g. 17 Club, Tuck Shop, School Shop and Library).

4. CLEANLINESS AROUND THE SCHOOL

- Enhanced cleaning routines have been introduced including the regular cleaning of frequently touched surfaces and higher risk areas, such as toilets, throughout the day. Periodic sanitation is also being carried out by third party contractors using fogging machines.
- The fingerprint readers used for registration and printing have been disabled to reduce the risk of transmission from these touch points. Instead, all pupils have been issued with a personal identification card which they can use to register at the same finger-registration points around the School. They can also use these instead of their finger print to collect print jobs from printers.
- Pupils are being asked to wipe down their desk and chair at the start of every lesson using a sanitising wipe that will be provided.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The majority of staff will not need PPE. However, due to the nature of their roles some staff will require PPE, including masks and gloves, and these are being provided where required. PPE is also be available for those staff deemed to be extremely clinically vulnerable, clinically vulnerable or otherwise at higher risk, or who have vulnerable family members, who are returning to work in school.
- All staff and pupils have received a *Back to School* kit which will include a face-mask and other protective or sanitising products. Face coverings may be reassuring to some staff and pupils and can be worn if that it is their preference. If staff or pupils choose to use a face covering, they must follow the Government's advice which includes that you should:
 - Wash your hands thoroughly before putting a face covering on and after removing it;
 - Change your face covering if it becomes damp or if you have touched it;
 - Change and wash your face covering daily.

- All staff and pupils will be required to wear face coverings inside buildings between 8am and 5.30pm. This means that they should be worn inside when moving around the School between lessons and in all corridors. At present this does not include classrooms, House areas, the Library, the 17 Club or the Dining Hall since pupils are in their own 'bubbles' in these places. Staff do not need to wear masks in Reception.
- All pupils on the School buses must wear a face covering and they will not be allowed to board the bus without one. All day pupils arriving at School on the buses will be required to continue to wear their face covering until they have been through the temperature scanner and have exited the Sports Hall onto the basketball court. When removing their face coverings, pupils should remove them carefully without touching the front of their face covering. They must then dispose of any temporary face coverings in a covered bin or place reusable face coverings in a plastic bag that they can take home with them, before washing their hands.

GROUPS & BUBBLES

- The School has given consideration of how to reduce contact and maximise distancing between people at school wherever possible to minimise the potential for contamination so far as is reasonably practicable.
- The chart below sets out the structure of groups and bubbles that will be applied in the School. The objective of assigning pupils to groups will be to restrict the interaction they have with pupils in other groups and thereby limit the potential for COVID-19 to spread around the school community. The implementation of these groups will also limit the number of pupils that could be asked to isolate in the event that a pupil tests positive for COVID-19.
- The overriding objectives will be to deliver a full academic curriculum whilst maintaining a very high standard of pastoral care. These are judged to be more important than limitations that would otherwise result from smaller groups or bubbles. With that in mind, other precautionary and preventative measures within the School environment will become more important (eg. movement around the site, daily temperature checks, optional face coverings).

Whole School	Lower School	GROUPING 1	1A 1B 1C 1D	1 st Form	GROUPING 2											
			2A 2B 2C 2D 2E		2 nd Form	Forbes	Manor	Scott	Rendell							
			3A 3B 3C 3D 3E 3F	3 rd Form												
										GROUPING 2						
										BOARDING HOUSES		DAY HOUSES				
			Upper School	GROUPING 1	4 th Form					Evans	Fitz	Jeanne	Mercers	Farmer	Hemens	KR
	5 th Form	Farmer			Hemens									KR	Lambert	
	6 th Form	Farmer			Hemens	KR	Lambert									

- The main principles of the groups are as follows:
 - Upper School Boarders will belong to two groups – their year and their House (U6 and L6 count as one year group);

- Upper School day pupils will belong to one group only – their year (U6 and L6 count as one year group);
- All Lower School pupils will belong to two groups – their year and House – plus a class bubble.
- The class bubbles in the Lower School recognise that this bubble can be accommodated within the academic structure of the School and so it makes sense to define this as a further sub-division. However, this bubble will not apply for the delivery of certain subjects which are taught in sets (eg. Maths), where pupils study different languages or where mixing in different teams is integral to the educational activity (eg. games or Moonrakers).

Who can each pupil mix with?	Day Pupils	Boarders
Lower School	Anyone in their year OR their House	Anyone in their year OR their House
Upper School	Only people in their year (6 th Form is one year)	Anyone in their year OR their House

- With the exception of Upper School Day pupils, all other pupils will belong to their House group as well as their year group. DfE allows pupils to belong to more than one group. This is a necessity for all boarders and the Lower School Day pupils. The physical accommodation of the Upper School Day Houses means that the 4th, 5th and 6th formers can be accommodated separately in those Houses and that contact between years can be avoided in these Houses.
- The practical implications of these groups are as follows:
 - If a pupil tests positive for COVID-19, staff at the School will conduct a rapid assessment of who else the pupil has come into contact with based on the following:
 - Class bubble if in Lower School;
 - Pupil’s social contacts and other potential contacts on transport to and from school;
 - Room mates or users of shared bathroom facilities if in boarding accommodation;
 - Year group;
 - House (this will take a higher priority for boarders compared to day pupils).
 - All Lower School pupils and Upper School Boarders should only have two vectors of contact – either with pupils in the same year or pupils in the same House. These pupils will not be permitted to mix with those from other years unless it is with pupils who are in the same House as them. If pupils do

mix outside of their two groups they should take social distancing precautions and avoid face-to-face contact.

- All Upper School Day pupils will only have one vector of contact with pupils in the same year. These pupils will not be permitted to mix with those from other years, even those in the same House. If pupils do mix outside of their two groups they should take social distancing precautions and avoid face to face contact.
- Pupils from one House will not be permitted in another House. Within the Senior Day Houses, pupils should avoid common areas and only use those rooms assigned to them in their House.
- Extra-curricular activities including sports, clubs and societies, music ensembles, drama, dance and school gatherings can only take place in line with the following guidance:
 - Activities which bring together different groups (eg. more than one year or more than one House) can only take place if social distancing can be achieved between pupils from different groups (2m without precautions or 1m with precautions), if the activities are being conducted in line with guidance from the relevant specialist professional bodies (eg. sports councils, performing arts organisations) and a COVID-Secure risk assessment has been prepared;
 - Activities which do not bring together more than one of the identified Groups can take place although face to face contact between pupils should be avoided.
- Transport – Buses are considered dedicated transport and pupils from different years will be permitted to be on the same bus provided they take precautions (eg. seated by year, use of hand-sanitiser, wearing a face mask and facing forwards throughout the journey).

THE SCHOOL DAY

1. TIMETABLE

The School Timetable has been changed and will now be as follows:

Monday to Friday		Saturdays	
8.45	Period 1	8.45	Period 1
9.30	Period 2	9.30	Period 2
10.15	Period 3	10.15	Period 3
10.50	Break	10.50	Break
11.15	Period 4	11.15	Period 4
12.00	Period 5 / Lunch	12.00	Period 5 / Lunch
12.45	Period 6/ Lunch	12.35	Lunch followed by afternoon sports
13.30	Period 7 / Lunch		
14.15	Break		
14.40	Period 8		
15.25	Period 9		
16.00	Break (including tea)		
16.20	Prep, activities and clubs		
17.30	Buses depart		

Pupils should arrive at school at their normal time and their Houses will be open as usual in the time before the first period. Buses will run to their normal timetable with all buses timetabled to arrive at school by 8.20am.

Each period is 45 minutes long which allows for the normal 35 minutes teaching time plus 10 minutes transition between periods. This will allow pupils to move around the School at a slower pace via the one-way system. It will also allow additional time for pupils to wipe down their desk and chair at the start of each lesson. The start time of Period 1 has been brought forward and the normal Long Break has been shortened to accommodate this additional transition time. The 45-minute periods also facilitate three discrete 15-minute slots for pupils to collect their lunch from the Dining Hall to avoid over-crowding.

2. MORNING ROUTINE FOR BOARDERS

Pupils in the Senior Boarding Houses will need to wash their hands and have their temperature checked via the thermographic camera in the Sports Centre before they then go for breakfast. Upper School Boarders will register in the Sports Centre, using a proximity card reader, which ensures that the School has a daily record of all pupils having had their temperature checked. Due to the restrictions of groups/bubbles and social distancing within the Dining Hall, only two of the four Senior Boarding Houses can be accommodated at one time.

Each Senior Boarding House will work to a rota using the following timetable:

House	Handwashing & temperature check	Breakfast	Dining Hall area	Cleaning of Dining Area
A	7.25am	7.30am to 7.45am	1	7.45am to 7.55am
B	7.35am	7.40am to 7.55am	2	7.55am to 8.05am
C	7.50am	7.55am to 8.10am	1	8.10am to 8.20am
D	8.00am	8.05am to 8.20am	2	8.20am to 8.30am

The Dining Hall will be divided in two areas so two Houses can be accommodated at the same time. These areas will be sanitised between sittings.

The morning routine for pupils at the Manor will be adapted to allow for all pupils to have their temperature checked before they leave for the main school site. On arrival, all Manor pupils will be dropped at the turning circle and will be supervised while they wash their hands in the basins installed by the squash courts.

Arrangements and timings for Sunday brunch for the Senior Boarding Houses will be communicated separately. Breakfast will be served as normal in the Manor on a Sunday.

3. BUSES

School buses will work to their normal timetable as previously communicated to parents/guardians. Under Government guidelines the buses are considered dedicated school transport rather than public transport. The following rules will apply on the buses and parents/guardians are asked to make sure that their children understand these:

- Pupils will need to respect the need for social distancing whilst waiting to board vehicles, both in the morning and afternoon;
- Pupils should sit on the bus in order of their year group. 1st Form at the front, 6th Form at the rear. Pupils should try and sit in the same seat on every trip;
- Pupils should use the hand sanitiser provided on the bus when boarding;
- Pupils should face forward for the duration of the bus journey and wear a face covering;
- Pupils should disembark the buses, both in the morning and the afternoon, in single file and keep within their year group where appropriate. Face masks should be worn while they disembark; and
- Parents/guardians should not allow their son or daughter to embark upon their journey to school if they are showing any symptoms of COVID-19 as outlined in the *Five Essential Measures*.

All bus drivers will be wearing face coverings and the buses will be kept well-ventilated.

4. DROP OFF

Pupils arriving by car should be dropped off at the turning circle and parents/guardians are asked not to get out of their cars.

Parents/guardians and pupils old enough to drive should follow government guidance in respect of sharing cars with pupils from other households.

5. ARRIVAL AT SCHOOL

On their arrival at school, all day pupils should head directly to the back of the Sports Centre. A hand-washing station has been installed there and it is mandatory for all pupils to wash their hands on arrival. Staff will be present at the hand-washing station to supervise pupils.

Once pupils have washed their hands they will then need to enter the doors at the rear of the Sports Centre and walk down the corridor between the Sports Hall and the changing rooms. A one-way system will operate in this corridor. All pupils have been issued with an identification card and lanyard. They should keep this card with them at all times. On the left-hand side of the corridor in the Sports Hall pupils should tap their card to register that they have entered the School via the corridor. In the Sports Centre reception at the end of the corridor, pupils will be asked to walk slowly past a thermographic camera supervised by our nursing staff (or in an emergency a non-medically trained member of staff). Any pupils with an elevated temperature will have their temperature taken again by our nurses. If pupils have an elevated temperature they will be isolated and parents/guardians will be contacted to ask them to collect their child immediately. The card reader in the Sports Hall corridor will act as a registration point to ensure that all pupils have been past the thermographic camera. If there are any pupils in School who have not registered at this point, they will be asked to report to the Medical Centre as soon as possible to have their temperature taken there instead. No records will be kept of the temperatures of individual pupils.

6. REGISTRATION

The card reader in the Sports Hall corridor will also act as a registration point in the morning and so there is no need for pupils to register in the morning elsewhere. They should register in the afternoon as they would normally do using their identification card.

7. ASSEMBLIES AND SERVICES

Full School assemblies and services will not take place until further notice.

8. DAY HOUSES

Pupils in the Lower School Day Houses may continue to use these as they would normally do although pupils and staff should try to avoid situations where they cannot safely socially distance from one another. To avoid breaching the House group / bubble, pupils from one house are not permitted to enter another house. The Lower School Common Room will act as a Day House for pupils from the Manor and should not therefore be used by pupils from other Houses.

Pupils in all Day Houses will be able to access their lockers. This is important as it is recommended that pupils should try and leave as much as possible at school each day rather than take belongings home.

Pupils in the Upper School Day Houses will be more restricted. Within their Day Houses they should only use the rooms allocated to their year groups (the 6th Form is considered to be one year group). Pupils in the Day

Houses should avoid mixing with pupils from other years, even if they are the same House. Communal spaces in Lambert and King-Reynolds will be accessible on a rota basis.

9. LESSONS AND CLASSROOMS

The following measures have been put in place to reduce the risk of transmission within the classrooms:

- Sanitiser dispensers have been installed outside every classroom. Pupils must use these upon entry to a classroom at the start of each lesson. Teachers should make sure that this is the case;
- At the start and end of every lesson, teachers should provide pupils with a sanitising wipe so that pupils can wipe down their desk and chair. Teachers should do the same with their own desk, chair and any other shared equipment;
- All classrooms have been reorganised so that all desks now only face forward. These desks should not be rearranged and pupils should face forward at all times during lessons;
- Every classroom will be provided with a stock of gloves, sanitising wipes, tissues and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture. These will be replenished each day as required;
- In classes where there is less than a 2m distance between the teacher's desk and the front row, Perspex screens will be available to use as a barrier;
- Lidded bins have been installed in every classroom.

A number of the classrooms are already well-ventilated due to their size, however teachers should open windows, weather permitting, to increase the level of ventilation. The Olive Building will have new windows fitted to improve ventilation.

Teachers may need to take additional precautions when using handouts in class and also taking in pieces of work for marking. Teachers will be provided with gloves which they can wear if they have concerns about handling exercise books etc.

10. MOVING BETWEEN LESSONS

A one-way system will be in operation around the School. This will be clearly sign-posted and will apply to all pupils and staff members. Additional time has been allowed between periods. Maps of the one-way systems have been provided. All pupils should wear face coverings inside buildings during the working day (between 8am and 5.30pm). This means that they should be worn inside when moving around the School between lessons and in all corridors.

11. BREAKS

Other than lunch, there are two breaks of 25 minutes in the timetable. Pupils should be mindful that they cannot socialise with pupils from different groups / bubbles during this time.

12. TUCK SHOP

The Tuck-Shop will have a limit of four pupils at a time. A queuing system will be in operation via the entrance of the Cyber-Café.

Pupils cannot pay using cash. Pupils use their identification card (the same card used for registration and printing) which is the only means by which pupils can pay at the Tuck Shop. All charges on the card will then be added to the bills at the end of each term. If parents/guardians would like to put a spending limit on these cards they should contact the Bursar.

13. LUNCH

Lunch will be provided to all pupils in the Dining Hall. Lunch will be served in food-to-go packaging together with disposable pre-wrapped cutlery. The menus have been adapted accordingly.

Within each lunch period, these will be further sub-divided into three 15-minute sittings to allow pupils to go to lunch in their group / bubble. Pupils should queue in the normal way outside the Dining Hall, although they should respect social distancing if queuing next to someone from a different group / bubble. Pupils should sanitise their hands upon entry to the Dining Hall; this will be supervised by a member of staff.

Having collected their lunch, which will include a choice of hot meal, boxed salad and a dessert, pupils can choose to eat this in the Dining Hall or to take it away. Screens have been erected on the tables in the Dining Hall to allow face to face seating but the overall capacity will be reduced due to social distancing. Tables will be sanitised between sittings. Lower School pupils can only eat their lunch in the Dining Hall or at the picnic tables provided. Upper Schools pupils may choose to eat in the Dining Hall, or the picnic tables, in their own Houses or elsewhere in the School grounds. Pupils should be careful to dispose of all litter properly in the bins provided.

Staff will be able to collect food from a second counter in the Dining Hall so they do not mix with pupils. However, due to capacity constraints they will not be able to eat lunch in the Dining Hall and must instead eat in their offices, a spare classroom or outside.

14. TEA

Tea will be served to all Upper School pupils in their Houses. Lower School Day pupils may collect a snack from tables outside the Dining Hall. This snack cannot be eaten in the Dining Hall.

15. PREP

Pupils will continue to have the choice of doing their prep in their Houses, the Library or the IT suites (for the Lower School). Alternatively, they may use the time to engage in extra-curricular activities which will continue to run. Lower School Boarders will be bused backed to Manor for Prep at 4pm unless they have a Club or Society in which case they may stay on the main site.

16. SUPPER FOR BOARDERS

The supper arrangements for all boarders on every day (including Sundays), excluding Lower School Boarders in the Manor will be as follows:

House	Supper	Dining Hall area	Cleaning of Dining Area
A	6.00pm to 6.20pm	2	6.20pm to 6.30pm
B	6.10pm to 6.30pm	1	6.30pm to 6.40pm
C	6.30pm to 6.50pm	2	6.50pm to 7.00pm
D	6.40pm to 7.00pm	1	7.00pm to 7.10pm

Supper will be served to Lower School Boarders in the Manor.

17. TUTORING

The School's pastoral tutor network will continue to operate as it already does. The timings of weekly tutor group meetings will need to be revised due to the changes to the School Timetable. Tutor groups in the Upper School Day Houses will also need to work differently in order to avoid mixing pupils from different year groups.

18. CLUBS & SOCIETIES

Clubs and Societies will run as normal subject to the necessary restrictions about mixing pupils from different groups / bubbles. Where social distancing can be maintained, then different groups / bubbles may come together for clubs or societies. However, where this cannot be achieved, then the format, timing or participation in the clubs will need to be amended.

19. 17 CLUB

The 17-Club will be open during the day for members of the 6th Form. There will be a capacity limit on the number of pupils that can be in there at any one time. Pupils will be asked to register on arrival using their identification card. The purchase of snacks and food from the 17-Club will work in the same way as the Tuck Shop on a cashless basis. These will be charged to termly bills. Pupils should enter through the main door and exit via the normal emergency exit (by the noticeboards).

In the evenings, the 17-Club will only be open on a Tuesday, Thursday and Saturday evenings when it will be supervised. The same limit on the number of pupils will apply.

20. LIBRARY

The Library will have a limit on the number of pupils who can be in there at any one time. A one in, one out policy will operate in order to limit the number of pupils present. Pupils will be told to wipe down desks and keyboards before and after use with a sanitising wipe provided. Screens have been installed around the desks to limit any direct face-to-face contact. Pupils should sanitise their hands after using books in the Library. Returned books will put aside for 72 hours before being handled by staff and re-shelved.

21. SPORT

A combination of summer and winter sports will be played. The Autumn Term will be split in to four blocks for sport and as things develop we will make changes to each block. The first block (Block 1) will run from the start of term until the Exeat weekend. It has been very difficult assessing what will be possible in terms of fixtures, with many schools yet undecided what sports they will play and many others stating they will not be playing any external fixtures at all. The Sporting Governing Bodies are constantly updating their regulations and we also have

to consider the restrictions inherent in the year group bubbles. It has been decided that for Block 1 we will look at internal sport and liaise with other schools throughout the term to see when and if fixtures may be possible thereafter. Acknowledging that all the pupils missed out on a term of summer sport, we have designed a broad programme that will allow all pupils to enjoy a range of different opportunities. Our focus is on allowing the pupils to develop at a range of sports, while enjoying time with their friends and giving as many pupils as possible an opportunity to participate in internal matches. We will therefore be running sessions in Hockey (girls), Touch Rugby (boys), Cricket, Athletics, Tennis and Swimming. There will also be a programme of other options as always for the Upper School on Tuesdays and Thursdays. All of these activities will be run following the guidance provided by the Sporting Governing Bodies. There is no need for any pupils to buy specific cricket whites at this stage and all sports will be done in normal Dauntsey's sports kit.

We will be running various internal competitions on Saturday afternoons for different year groups. Details of these sessions will be published in the School bulletin and on the website. We will keep you up to date of any changes as we move in to Block 2 (Exeat - Half Term) and we all hope we can get back to playing competitive fixtures as soon as possible.

22. INDIVIDUAL MUSIC LESSONS, ENSEMBLES, BANDS AND CHOIR

Individual music lessons will fall into two categories depending on the type of instrument.

- Category A – Piano, string and percussion
- Category B – Brass, woodwind, singing

All individual lessons will be taught on site in the music rooms regardless of the instrument. However, different precautions will apply depending on the category of instrument.

- Category A lessons (other than piano lessons) can be taught in any of the music rooms. Piano lessons can only take place in P4, T1, T3, T4 and the A-level Music Room because the rooms are large enough to accommodate two pianos (one for the teacher and one for the pupil).
- Category B lessons will only be taught in the following music rooms: P4, T1, T3, T4 and the A-level Music Room. These rooms are sufficiently large to facilitate social distancing and are well-ventilated.

Transparent screens (measuring 2m x 1.2m) will be available in all music rooms. These screens will be used to separate the teacher from the pupils where social distancing is not possible. Use of these screens is mandatory in rooms P6, P7, P9 and P11 due to the size of the rooms. Use of these screens is mandatory in rooms P4, T1, T3, T4 and the A-level Music Room if Category B instruments are being taught. They should also be used in these rooms if social distancing is not possible.

When Category B instruments are being taught, the windows in the music room must be open. In addition, regardless of the fact that the screens are in place, pupils should not face the teacher when they are playing their instrument. Pupils and teachers will ensure their instrument does not project sound towards each other. Any wind or brass instruments requiring expulsion of moisture from the instrument will ensure it happens into the bucket of disinfectant provided.

Pupils will not be allowed to share instruments. Piano lessons will be taught with two pianos in each music room so that teachers and pupils do not share the same keyboard. Pupils will be asked to wipe down instruments at the start of each lesson. Buckets of sanitising wipes will be placed in every music room. There will be no need to teach any music lessons remotely.

Group music practices (eg. ensembles, band practice, choir) may take place provided that they comply with the following:

- If the pupils taking part are from different groups / bubbles then social distancing measures must be in place;
- If the group music practice involves Category B instruments then social distancing measures must be in place;
- Staff members taking part in the group music practice must socially distance because they are not in any groups / bubbles;
- A number of raised screens have been provided to facilitate social distancing;
- Pupils or staff will not face each other unless there are other precautions in place (eg. screens);
- There will be no sharing of instruments.

23. SCHOOL TRIPS

School trips will be limited to day-trips only. The DfE advises against overnight trips in the UK or any overseas educational visits. We will not make firm plans or arrange bookings for any residential or overseas trips until this advice changes.

24. VISITORS

Other than at drop off or pick up times, when parents/guardians should not get out of their cars, parents/guardians are asked not to come onto the premises unless they have an appointment or it is an emergency.

Prospective parent visits will be allowed on site provided they have a pre-arranged appointment. They will be made aware in advance that there is no access to classrooms or boarding houses (except for the Manor by prior arrangement and only at times when there are no pupils present). The Matron at the Manor must be advised in advance when visiting parents and Admissions staff are due to arrive. All visitors and accompanying staff members must re-sanitise their hands on arrival at the Manor and wear a mask.

Visitors will also be advised in advance of arrival that they should wear a mask at all times while they are on the School premises. Visitors will be asked to complete and confirm a health declaration on the visitor registration system and to sanitise their hands upon arrival at the School. Visiting parents will be advised that there cannot be more than three people in their party. Tours for prospective parents will be carried in a socially distanced way and sixth formers may act as guides if they are willing to do so. Tour groups will only be permitted outside, with the exception being Reception, the Head Master's Study the Registrar's office, the ground floor corridor of the Olive Building and the Pavilion (the latter two will only be accessible during periods and not during breaks, change-over times between lessons or other times when pupils are present).

Parents/guardians or visitors will not be permitted to visit boarding houses or classrooms while social distancing measures remain in place.

Parents/guardians will be able to come on site to watch their children play sport on the Saturday afternoon sessions. We would ask parents to respect social distancing on the touch line when watching matches.

25. UNIFORM

The School rules on uniform will be adapted so that blazers are optional until further notice. In addition, on any days when pupils have either PE, games or a sports club they should wear clean School sports kit. This is to remove the need for them to use the changing rooms at School. The rule in respect of sports kit will also apply to 6th Form. On Fridays 3rd Form should wear mufti which is appropriate for Moonrakers.

26. PICK UP

Pupils leaving school by car should be collected in the turning circle and parents/guardians are asked not to get out of their cars.

Parents/guardians and pupils old enough to drive should follow Government guidance in respect of sharing cars with pupils from other households.

27. LAUNDRY

Boarders should continue to place items in the laundry bins as normal. The Matrons have been provided with appropriate PPE to perform this task.

28. LOST PROPERTY

Lost property will be subject to a 72-hour quarantine period before being handled by staff and returned to Houses to distribute. Pupils should therefore be mindful of this as there will be a longer delay than usual in returning lost items. All staff handling lost property have been provided with PPE.

The lending of sports kit to pupils will be temporarily stopped although some lending kit will be available for Lower School Boarders in the Manor. This will be laundered after each use.

29. SCHOOL SHOP

The shop will be open as normal. The number of pupils in the shop at any one time will be restricted to two. Pupils must wear masks in the shop.

30. MEDICAL ARRANGEMENTS

The on-site Medical Centre will be staffed 24-hours a day although the arrangements for access to the Medical Centre will be revised to reduce the risk of transmission of COVID-19. Where possible staff and pupils who want to access the Medical Centre must phone ahead first for triage by a member of the nursing staff (call either 07977221297 or ext. 576). If that is not practical they should use the intercom on the Medical Centre door.

Any pupil displaying COVID-19 symptoms should go to the Medical Centre immediately where they will be seen by a nurse. There is no need for pupils to call ahead in this situation. Day pupils will then be put in isolation, in a well-ventilated room, and their parents/guardians contacted to come and collect them as soon as possible. Boarders will be put in isolation in one of the bedrooms, which will be well ventilated, in the Medical Centre. The School will then take steps to arrange an NHS COVID-19 test for the boarder. In tandem with this, the School

will also carry out an antigen test on the boarding pupil to confirm if the symptoms are in fact due to COVID-19 or something else. Unfortunately, the School cannot arrange a COVID-19 test for day pupils. Staff displaying symptoms must not go to the Medical Centre but should instead go home immediately.

In the event of a confirmed COVID-19 test amongst any pupils or staff, the School will liaise with the local health protection team and follow their guidance. The names of any pupils or staff who have tested positive for COVID-19 will not be shared beyond those who need to know and if advised to do so by the local health protection team.

Specialist PPE appropriate for a medical setting will be provided to staff in the Medical Centre.

Parents/guardians have been asked to complete a health declaration form identifying if their son / daughter is clinically vulnerable or extremely clinically vulnerable. Where this is the case and parents/guardians have any concerns about the measures outlined in this document they should speak to their child's tutor or House Master / Mistress in the first instance.

GUIDANCE FOR STAFF

1. OFFICE SPACE

Academic and bursarial office spaces have been adapted to comply with social distancing requirements. Heads of Department should contact the Assistant Bursar, Estates to if they believe that further measures or adaptations are needed. Academic staff may also work in empty classrooms where possible, if they cannot safely work in their department offices.

2. STAFF DRESS CODE

The dress code for staff has not changed.

3. CHANGES IN THE CLASSROOMS

The desks in some classrooms have been rearranged so that they all now face forward. Staff should not re-organise these desks as it is important that desks all face in the same direction.

Every classroom have been provided with a stock of gloves, sanitising wipes, tissues and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture. These are replenished each day as required.

Perspex screens are available in all classrooms where the teacher's desk is less than 2m from the front row of pupils' desks. In classrooms where the front row is more than 2m away there is no need for a screen.

Individual cameras and microphones have been installed in the majority of classrooms. The cameras are controlled by a control panel on the desk. These have been installed to facilitate the live-streaming of lessons should there be pupils who cannot attend in person (eg. pupils overseas or those isolating at home). Lessons in this hybrid format will need to be delivered using Teams in the classroom. The pupil accessing remotely would need to be invited to the Teams meeting. Once connected, the classroom camera and microphone will then replace the camera and microphone on the staff device. Teachers will need to the use the screen-share functionality on Teams so they can simultaneously display the content on the smartboards to pupils at home. Staff will need to be aware that visualisers or whiteboards may not always be visible to pupils accessing lessons remotely because of where they are sited in the classroom. Staff will also need to consider how materials such as handouts or homework are sent to remote pupils.

DfE guidelines recommend that classrooms should be well ventilated. Staff will need to be aware of this as windows may need to be left open at the expense of keeping the classroom warm.

4. START OF EACH LESSON

At the start of each lesson, staff need to be aware of the following points;

- Prior to entering the classroom staff should sanitise their hands using the sanitiser available outside the classroom;
- On arrival in the classroom they should wipe down the teacher's desk and chair using one of the sanitising wipes available in the classroom. If they are using any equipment in the classroom (e.g. whiteboard pens), these should also be sanitised before use or they should bring their own;

- Staff should ensure that all pupils sanitise their hands prior to entering the classroom. They should also ensure that pupils take a sanitising wipe and use it to wipe down their desk and chair at the start of the lesson. This can also be done at the end of each lesson;
- If pupils are using computers or laptops in the lesson, staff should ask pupils to wipe these before and after use;
- If there are pupils who will be joining the lesson remotely, the staff will need to allow a few minutes to open Teams and to connect to the classroom camera via their laptop. Separate training will be provided on this.

5. COMMON ROOM

Following advice from the DfE, use of the Staff Common Rooms should be minimised. It will remain open and accessible but staff should not congregate in the Common Room if they cannot comply with social distance requirements. Monday morning staff briefings will take place via Teams.

6. GROUPS / BUBBLES

Staff are not assigned to specific groups / bubbles. Therefore, as staff move around the School, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m.

7. MEDICAL MATTERS

If staff are approached by a pupil complaining that they are suffering with symptoms of COVID-19, they should advise the pupil to the head directly to the Medical Centre. Depending on the age of the pupil, staff members may wish to escort the pupil whilst maintaining social distance. They should do the same if pupils are displaying symptoms of COVID-19.

If staff develop symptoms they should leave the School immediately. They must not go to the Medical Centre. Academic members of staff should inform the Second Master when this happens. Bursarial members of staff should inform their Line Manager. They should then follow the advice given in the *Five Essential Measures*.

Staff who are either extremely clinically vulnerable, clinically vulnerable, otherwise at a higher risk or who have vulnerable family members will need to be subject to an individual risk assessment to ensure that the most appropriate PPE for their individual needs and nature of work is sourced for their use. Academic members of staff should inform the Second Master where this applies to them. Bursarial members of staff should inform HR.

All staff members should take their temperature at home every day before coming to school. If they have a temperature they should remain at home and follow the advice set out in the *Five Essential Measures*. Academic Staff should inform the Second Master; Bursarial members of staff should inform their Line Manager. If staff do not have a thermometer at home they should contact the Bursar who will provide one for them to use.

8. TUCK SHOP

Staff members using the Tuck Shop will continue to pay with cash.

9. SMOKING

The School is now a non-smoking site and staff are not permitted to smoke either on the main site or the Manor. Secondary smoke increases the risks associated with COVID-19 for non-smokers.



What to do if a pupil is displaying symptoms of coronavirus (COVID-19)

If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). This sets out that they must:

- self-isolate for at least 10 days
- arrange to have a [test to see if they have coronavirus \(COVID-19\)](#)

Action list

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE¹:

Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
6. From 26 August, all schools and FE providers will have received an initial supply of 10 [home test kits](#). Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.
7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.
8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.
9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).

What to do if a pupil tests positive for coronavirus (COVID-19)

1. You must take swift action when you become aware that someone who has attended your school has tested positive for coronavirus (COVID-19).
2. You can contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
3. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT).
4. The advice service (or HPT if escalated) will work with you to carry out a rapid risk assessment and identify appropriate next steps.
5. With support from the advice service (or HPT), identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 14 days in line with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
6. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.
7. A template letter will be provided to schools, by the advice service or the health protection team, to send to parents and staff if needed.
8. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.