

Southfields Academy: Site arrangements, Covid-19 Protocols & Contact Tracing

Autumn Term 2021



**Southfields
Academy**

Students should arrive to school from 7.45am via the back gate where a member of staff will be available to greet them.

Students should sanitise their hands at this first point of entry to the Academy and then remain in outdoor areas until the whistle blows. There will be a breakfast club facility in the main dining area and 6th Form students will be able to occupy their study spaces. At 8.15am the whistle will blow and students should then make their way to their tutor base for morning registration. After registration students should then proceed to lessons for periods 1 & 2.

Indoor movement around corridors and on stairwells

Students and staff should always travel on the left hand side of all corridors and stairwells with the exception of D block where the stairwells are one way only – please follow the signage.

Break

Break times will be in outdoor areas at all times (with the exception of wet weather contingencies) except for those students whose turn it is to dine indoors. Students can make use of all the outside spaces – they can eat where there are outdoor tables, play table tennis or play ball games on the astro. Food will not be permitted on the astro. 6th Form students will have alternative arrangements for leaving the site at break and use of their common room.

Break 1

The **indoor dining space** will be available for students in **Years 7, 9 & 11** where they can buy hot food and eat indoors.

Students in **Year 8, 10, IG and 6th Form** will have access to two **outdoor serveries only** where cold food and drink can be purchased and students can eat outdoors.

The whistle will blow at 11.05am and students should go directly to their lessons for periods 3 & 4 travelling on the left hand side.

Break 2

The **indoor dining space** will be available for students in **Years 8, 10, IG and 6th Form** where they can buy hot food and eat indoors.

Students in **Years 7, 9 & 11** will have access to two **outdoor serveries only** where cold food and drink can be purchased and students can eat outdoors.

The whistle will blow at 1.40pm and students should go directly to their lesson for periods 5 travelling on the left hand side.

Wet weather contingencies will be in place for the morning arrivals, break 1 and break 2.

End of school day

Afternoon registration will take place in tutor bases at 2.50pm.

At 3.00pm the back gate will be opened for students to exit at the end of the school day unless they have a booster, a lesson, an extra-curricular club, or, a restoration activity. The restoration activity will take precedence over any other after school provision. Students departing at later times will exit via the main reception.

Face coverings

Face coverings are no longer required for students, staff and visitors either in classrooms or in communal areas. Please see ***classroom protocols*** for guidance around safety measures during lessons.

The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school. The Academy advises staff and students to wear face coverings in crowded indoor areas.

In circumstances where face coverings are recommended

If we have a substantial increase in the number of positive Covid-19 cases at the Academy (see [Stepping measures up and down](#) section for more information), a director of public health might advise us that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). We have contingency plans to cover this possibility.

Hygiene and cleaning regimes

Hand hygiene

Frequent and thorough hand cleaning should be regular practice. Staff and students should continue to clean their hands regularly. This can be done with soap and water or hand sanitiser.

Hand sanitisers will be available at entry to the Academy and into each classroom or other indoor area. Staff and students should sanitise on entry and exit of classrooms and other indoor areas, including the dining halls.

Respiratory hygiene - The 'catch it, bin it, kill it' approach continues to be very important.

Use of personal protective equipment (PPE)

Most staff at the Academy will not require PPE. The guidance on the [use of PPE in education, childcare and children's social care settings](#) provides more information on the use of PPE for COVID-19. In the case of a first aider attending to a student who is unwell, the wearing of PPE by the first aider is recommended.

Cleaning

Regular cleaning of surfaces will continue in classrooms, exam venues and in the dining areas. See ***classroom protocols*** for guidance during lessons.

In the event of a confirmed positive case, the identified work area will be cleaned immediately.

Keeping occupied spaces well ventilated

It is important to ensure the Academy is well ventilated and that a comfortable teaching environment is maintained.

Each indoor space has either opening windows, mechanical ventilation, or, air conditioning. When indoor spaces are occupied windows and doors should be open, or, mechanical ventilation should be activated. See ***classroom protocols*** for guidance on ventilation during lessons. In the event of large group gatherings such as indoor assemblies, the venue must be well ventilated and students must be seated facing in the same direction. In dining areas during break times where students are seated facing each other, windows and doors should be open and students should leave the venue as soon as they have finished eating so that tables can be cleaned ready for the next occupant.

Testing, Tracing close contacts and isolation

At the start of the autumn term 2021, all students will be tested twice with the Lateral Flow Device at the Academy at an interval of 3-5 days. Thereafter students should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

The Academy will also retain a small asymptomatic testing site (ATS) on-site until further notice so we can offer testing to students who are unable to test themselves at home.

Confirmatory PCR tests

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 individual 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 student or staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.

From 18th July 2021 the Academy does **not need to do contact tracing**. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

In the event of an outbreak at the Academy we will follow guidance from PHE and the health protection team at the Local Authority. In order to monitor and identify an outbreak at the Academy we will need to receive information from staff and students who have either tested positive for Covid-19 or who are exhibiting symptoms of Covid-19.

If a student tests positive for Covid-19 then the parent must inform the Academy via the attendance officer Natalie Stearn natalie.stearn@southfieldsacademy.com. If a student exhibits symptoms of Covid-19 then the parent should inform the attendance officer and the student is advised to take a PCR test. The result of the student PCR test must be communicated to the attendance officer.

If a member of staff tests positive for Covid-19 they should inform Carol Cain, HR, as soon as they have received confirmation of the positive test. If a member of staff exhibits Covid-19 symptoms, they should also inform Carol Cain and are advised to take a PCR test. The result of the staff PCR test should be communicated to Carol Cain.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. The Academy may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, unless additional measures are in place, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated, at which point they will be subject to the same rules as adults. If they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

The Academy will work with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see [Stepping measures up and down](#) section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

In the event of an outbreak either locally or nationally we will adopt the **Southfields Academy Covid-19 Outbreak Plan** alongside our contingency plans for taking extra measures.

LFD testing requirements to be reviewed at the end of September 2021.

Protocols to be reviewed at the end of October 2021.