

Dover Christ Church Academy Reopening: Risk Assessment

Updated 26th February 2021

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, or develops symptoms at school, or if a pupil has a positive test while at school, they will be sent home immediately or isolated until they can be picked up following the academy procedures details in the PHE Covid 19 Protocols document. Students will remain in the academies Covid First Aid facility until collected. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • A window will be opened in the room to allow for fresh air ventilation • If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as 	<p>JFM has oversight of all procedures.</p> <p>AA has oversight on on-sight first aid administering.</p>	1 st Sept 2020 with amendments for 8 th March 2021	<p>These procedures have been emailed to all staff as a powerpoint presentation and will be shared again during the inset days at the start of the term.</p> <p>Additional details of testing procedures are being shared with staff and students as they return to the academy</p>

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		<p>from coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or • The driver and passenger will maintain a distance of 2 metres from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>We will speak to the local authority about sourcing a vehicle that would provide appropriate protection for the driver, and we will inform the driver that the pupil is displaying symptoms or has tested positive.</p> <p>A deep clean will take place in the areas that the symptomatic person, or a person who has tested positive in school has been in, and PPE will be disposed of</p>			

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		<p>properly, following decontamination guidance.</p> <p>Rapid testing programme:</p> <p>We will provide staff and parents/pupils (as appropriate to the pupil's age) with a privacy notice, and parents/pupils (as appropriate to the pupil's age) with a consent form, so they can consent to testing.</p> <p>We will offer staff 2 lateral flow tests per week, to take at home.</p> <p>We will offer pupils 3 lateral flow tests on-site, taken 3 to 5 days apart, upon their return to school.</p> <p>Thereafter, we will ask pupils to take 2 lateral flow tests per week, at home.</p> <p>In all cases:</p> <ul style="list-style-type: none"> • We will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests • If the lateral flow test is positive, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms. They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home • If the lateral flow test is negative, the pupil/staff member can continue to attend 			

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		<p>school</p> <p>We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will ask pupils and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, either with a lateral flow test or PCR test, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be</p>			

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		<p>followed.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 minute or longer without face-to-face contact • Sexual contact • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) • Travelling in a small vehicle or a plane <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate for 10 days from the day they were last in close contact.</p>			

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<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Sufficient bike storage is available on the school site.</p> <p>The Academy has polled parents regarding transport to school and is aware that 20% of students will need to use public transport.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans and Aspen 2 transport), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms • Ensure that all transport providers are following the Kent Transport guidance https://www.kelsi.org.uk/_data/assets/pdf_file/0011/110603/Transport-Guidance.pdf <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking 	<p>JFM, KCC and external transport providers</p>	<p>1st Sept 2020 with amendments for 8th March 2021</p>	<p>Documentation regarding Transport via Stagecoach and Britannia has been shared with parents during the final week of the summer holiday.</p> <p>All transport has confirmed appropriate procedures for school transport are in place, following the governmental guidance.</p>

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		<ul style="list-style-type: none"> • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles • Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet • Windows and ceiling vents are opened to maximise ventilation of fresh air from outside <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times • The protocols for minimising adult to adult contact with no parents being allowed access to the school site without a prior appointment. • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment. <p>Everyone will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Everyone will also be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity (or they are exempt from wearing one).</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in when not in use.</p>			

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		<p>Disposable face coverings will be disposed of in a covered bin.</p> <p>Everyone will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. Where handwashing facilities are not available multiple hand sanitiser station have been created throughout the academy</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p>	Iain Smith with support from W Newborn and external security and cleaning providers	1 st Sept 2020 with amendments for 8 th March 2021	<p>As staff are moving throughout the academy each member of staff will be provided with individual hygiene materials.</p> <p>Staff should inform I Smith if supplies have run out and need to be replaced.</p>

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		<p>Help will be available for any pupils who have trouble cleaning their hands independently. Aspen students will be supervised during hand washing with a hand wash station available in each Aspen classroom.</p> <p>Interaction with students who have difficulty maintaining social distancing and/or good respiratory hygiene, including student with complex needs who spit uncontrollably or use saliva as a sensory stimulant, should follow the guidelines set out in the Aspen 2 Operational guidance.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, will be emptied throughout the day.</p>			
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and 	Iain Smith directing our external cleaning provider	1 st Sept 2020 with amendments for 8 th March 2021	<p>Both antibacterial spray and disposal cloth are available in each classroom for staff to sanitise teacher work stations before and after usage.</p> <p>Staff should inform I Smith if supplies have run out and need to be replaced.</p> <p>Fingerprint scanners in the canteen have been</p>

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		<p>mouse)</p> <ul style="list-style-type: none"> • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Two members of the cleaning staff are now employed full time to ensure that frequent use areas and touch surfaces are cleaned frequently through the school day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other</p>			<p>replaced with a fob systems for contactless payment. A new noncontact sign in system has been installed at the main school entrance and Aspen entrance for staff and sixth form students</p>

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		<p>shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared. Some essential items have been placed in each classroom for emergency use and should be cleaned by the student after use using the antibacterial spray and disposable cloth provided after use before returning to the tray. Staff will not handle any stationary items within the tray.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them, however the canteen will have no seating facility and students will be expected to return to their tutor room after they have purchased food from the canteen.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			

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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Pupils in Key Stage 3 will be kept to their class groups, whenever possible, however there will be movement between classes to allow for appropriate setting and subject rotas. Pupils in Key Stage 4 and Key Stage 5 will be kept to their year groups. Pupils within Aspen 2 are a separate 'pod' to the main academy.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will keep pupils in their groups for most of the classroom time, but will allow mixing in wider groups where necessary (e.g. to deliver specialist teaching).</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an</p>	<p>Jamie MacLean + SLT</p>	<p>1st Sept 2020 with amendments for 8th March 2021</p>	<p>Specialist teaching spaces such as Music have been dual timetables so students in KS4 & 5 have access to facilities when it is necessary. All facilities will be cleaned throughout after use and before an alternative pod group use the facility.</p>

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		<p>appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the government guidance on team sport. We will not compete with other schools until wider grassroots sport for under 18s is allowed.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. Please see the Aspen 2 Operational guidance for specific details regarding social distancing and PPE.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff.</p>			

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		<p>The number of temporary staff entering the school premises will be kept to a minimum. These staff will also participate in the school's rapid testing programme, as outlined for other staff/pupils above.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>Social Workers, CP officers and Early Help workers should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in their pod groups at all times each day, and be kept separate from other groups</p> <p>Everyone will also be asked to wear face coverings in classrooms or during activities, unless social distancing can be maintained or the face covering would impact on the ability to take part in exercise or strenuous activity (or they're exempt from wearing one).</p> <p>Everyone will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>Pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including</p>	<p>Jamie MacLean + SLT</p>	<p>1st Sept 2020 with amendments for 8th March 2021</p>	

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		<p>lunch times to avoid too many pupils being in one place at the same time. The school day has been amended to accommodate this and timetable plans have been shared with all staff and parents</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>One way systems are not necessary as the school has been divided into separate pods with their own water, teaching and toilet facilities.</p> <p>All shared rooms, such as sport halls, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. As this is not possible in our school canteen due to its design, students will access food, staggered through the 1hr lunch slot and consume any food purchased in their form room under the supervision of their form tutor.</p> <p>Toilet use will be managed to avoid crowding with students being allowed to access the toilets during lesson time but only 1 student per a class at any one time. Toilets have been allocated to pods.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy and additional staffing spaces have been provided as per the Operational guidance and staff must wear face masks whilst occupying these spaces.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of</p>			

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		<p>all visitors.</p> <p>If an FSM student is isolating vouchers will be posted home. Where vouchers are not applicable or a parent requests a food package, they will be expected to access the school site to collect their package from reception. In exceptional circumstances members of the site team or SLT will deliver a food package, during both these interactions all social distancing rules will be adhered to.</p> <p>The academy will not run domestic school trips for the foreseeable future.</p>			
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations 	Iain Smith	1 st Sept 2020 with amendments for 8 th March 2021	<p>Many classrooms with the academy do not have external windows but are equipped with air circulation systems. All systems have been serviced with additional fans fitted to ensure good circulation of fresh air into the building.</p> <p>Additional play space has been allocated to Aspen students, utilising the Aspen carpark grassed areas.</p>

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		<ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible. These spaces have been allocated to year group pods to ensure distancing between pods is possible.</p>			
Spreading infection due to excessive contact and		Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.	Jamie MacLean + IT staff	1 st Sept 2020 with amendments for 8 th March 2021	

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mixing in meetings		Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.			
Individuals vulnerable to serious infection coming into school		<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible.</p>	All SLT + Janice Cox	1 st Sept 2020 with amendments for 8 th March 2021	If possible, individual risk assessments for staff will be completed before the start of the new academic year.

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		<p>Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p> <p>Individual risk assessments will be completed for each member of staff (with a member of the SLT) that fall into the clinically vulnerable or clinically extremely vulnerable categories. Other staff members can request a risk assessment from their line manager if they feel it is appropriate.</p> <p>Individual risk assessment will also be completed for students with EHCP's that will ensure their needs and medical vulnerabilities are taken into account.</p>			

Face coverings in schools: how to make it work

The leadership team at Dover Christ Church Academy has carefully reviewed the current guidance regarding the wearing of face coverings in school. Whilst we are not in a local lockdown area we believe that to keep everyone at school as safe as possible we are strongly encouraging all our students and staff to wear a face covering when moving round shared areas of the building.

When will I need to wear a face covering at school?

- From the beginning of the term you should wear a face covering at Dover Christ Church Academy. We've decided to introduce this measure because we feel it's appropriate to keep everyone safe at school, based on the latest guidance.
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Where exactly will I need to wear it in school?

- You'll need to wear it when you move through shared indoor areas of the school particularly where it's difficult to stick to social distancing. This includes corridors, staff work rooms and the canteen area when collecting meals etc.
 - You **won't** need to wear it outside or in classrooms
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What will I need?

All staff will need to come to school with:

- A **face covering**. We'd recommend a reusable one so that you can use it more than once, as you'll need to take it on and off several times during the school day. If this isn't an option, you'll need to bring in several single-use face coverings each day
 - A **sealable plastic bag** to keep your face covering in when you're not using it, so that it doesn't contaminate (or get contaminated by) other surfaces in school
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Where can I get a face covering?

- Reusable and single-use face coverings are available to buy in shops or online
 - We've attached instructions from the government on how to make a cloth face covering
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How do we need to use them?

- The face covering needs to cover your nose and mouth when you're wearing it
- You shouldn't touch the front of the face covering or the part that's touched your mouth or nose
- You should wash your hands before and after touching the face covering, including to take it off or put it on. Store it in an individual, sealable plastic bag between uses
- If it becomes damp, you shouldn't wear it, and you should replace it carefully
- You must throw it away in a bin (**not** a recycling bin) if it becomes damaged or is single-use
- If it's a reusable mask, you'll need to wash it at the end of the day before use the next day. Follow the washing instructions for the fabric. You can use your normal detergent, and you can wash and dry it with other laundry

How can we keep pupils safe?

- Your classroom has been provided with two lidded bins one for non-recyclable items where pupils can safely dispose of their damaged or single-use masks and a separate bin for recyclable items
- The World Health Organisation has produced a useful video to show pupils how to wear their face covering safely.
https://www.youtube.com/watch?v=9Tv2BVN_WTk

What if I or a pupil are exempt from wearing a face covering?

- You or they [won't need to wear one](#) in school
- Parents have been asked to inform info@dccacademy.org.uk, if their child is exempt, SIMs will be updated to show this information

What about younger pupils?

- This guidance on wearing face coverings doesn't apply to children under the age of 11

What if a pupil forgets their face covering?

- We have a very limited supply of spares available at school.

- To be safe in the knowledge that everyone has one, please remind pupils at the end of each day to bring their face covering in the next day. That way, we can keep our supply for emergencies

Sources

This factsheet was produced by The Key for School Leaders, based on the following sources. All information is correct as of 11am Wednesday 26 August.

- [Face coverings in education](#), GOV.UK – DfE
- [Face coverings: when to wear one and how to make your own](#), GOV.UK – DfE

Face coverings in schools: how to make it work

The leadership team at Dover Christ Church Academy has carefully reviewed the current guidance regarding the wearing of face coverings in school. Whilst we are not in a local lockdown area we believe that to keep everyone at school as safe as possible we are strongly encouraging all our students and staff to wear a face covering when moving round shared areas of the school building.

When will my child need to wear a face covering at school?

- From the beginning of the term your child should wear a face covering at Dover Christ Church Academy. We've decided to introduce this measure because we feel it's appropriate to keep everyone safe at school, based on the latest guidance.

Where exactly will my child need to wear it in school?

- They'll need to wear it when they move through shared indoor areas of the school particularly where it's difficult to stick to social distancing. This includes corridors and the canteen area when collecting meals etc.
- They **won't** need to wear it outside or in their classrooms.

What will my child need?

Your child needs to come to school with:

- A **face covering**. We'd recommend a reusable one so that they can use it more than once, as they'll need to take it on and off several times during the school day. If this isn't an option, they will need to bring in several single-use face coverings each day. Their face covering should be secured to your child's head using ear loops only.
- A **sealable plastic bag** to keep their face covering in when they're not using it so that it doesn't risk contamination from other surfaces in school.

Where can I get a face covering?

- Reusable and single-use face coverings are available to buy in shops or online.
 - We've instructions from the government on how to make a cloth face covering are given in the links below.
 - Supervise your child if they'll be making it themselves.
-

How should my child use their face covering?

- The World Health Organisation has produced a useful video to show your child how to wear their face covering safely.
https://www.youtube.com/watch?v=9Tv2BVN_WTk
 - Their face covering needs to cover their nose and mouth when they're wearing it.
 - They shouldn't touch the front of the face covering or the part that's touched their mouth or nose.
 - They should wash their hands before and after touching the face covering, including to take it off or put it on. They should store it in an individual, sealable plastic bag between uses.
 - If it becomes damp, they shouldn't wear it, and they should replace it carefully.
 - Single-use face coverings should be disposed of after use (**not** in a recycling bin).
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How often will it need to be washed?

- Reusable face coverings will need to be washed at the end of each day, ready for your child to wear the next day.
 - If your child has taken a spare reusable mask from school, this will also need to be washed before they use it again.
 - You can wash and dry reusable face coverings with normal laundry – follow the washing instructions for the fabric and use normal detergent.
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What if my child is exempt from wearing a face covering?

- They won't need to wear one in school.
 - Please let us know by contacting info@dccacademy.org.uk if your child [is exempt](#) so that we don't ask them to wear a face covering.
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What about my younger child?

- This guidance on wearing face coverings doesn't apply to children under the age of 11.
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What if my child forgets their face covering?

- We have a very limited supply of spares available at school.
- To be safe in the knowledge that everyone has one, please make sure your child has their own so that we can keep our supply of spares for emergencies.

Sources

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