

COVID 19 Risk Management Plan: October 2020 (Updated in April 2021)

Introduction

This plan outlines the measures that DPSCITT will take to mitigate risks associated with the Covid 19 pandemic. It is informed by our risk assessment of DPSCITT activity, which in turn is underpinned by the following:

- Guidance from national government, including that related to the reopening of schools and colleges, and advice to ITT providers.
- Guidance from national agencies, including the Health and Safety Executive's advice on managing risks in workplaces.
- Discussions with trainees, staff, trainers and partner headteachers.

Underpinning Principles

Our guiding principle in determining protocols and procedures is to ensure that, as far as possible, the health and wellbeing of trainees, pupils and staff is safeguarded, while maintaining the quality and effectiveness of the training programme. The wellbeing of individual staff and trainees will be closely monitored through regular one-to-one discussions with the Director/Deputy Director.

Face to face interaction between trainees, pupils, school and central training staff is critical to the DPSCITT model, which is underpinned by quality relationships and immersive training. We therefore start from the position that *if risk can be appropriately mitigated in line with guidance*, the course should continue to be run on a primarily 'in-person' basis. However, contingency plans have been put in place to enable the course to move to the use of on-line learning should national or local guidance/circumstances require it.

Our trainees spend the majority of their time in their host schools. They must therefore follow the schools' own procedures for minimising risks associated with Covid-19 at all times. Notwithstanding any additional measures individual schools may take, the DPSCITT approach is framed by the '**Prevention and Response**' approach set out in advice to schools and colleges:

To help **prevent** the spread of Covid 19, we will take the following steps:

1. Minimise contact with individuals who are unwell by ensuring those who have Covid-19 symptoms, or who have someone in their household who does, or who have come into contact with someone displaying symptoms, do not attend their school or centre based training.
2. Provision of facilities for cleaning hands more thoroughly than usual
3. Ensuring good respiratory hygiene, promoting the 'catch it, bin it, kill it' approach
4. Ensuring flow of air through the buildings where training is taking place.
5. Continuing with enhanced cleaning, including cleaning frequently touched surfaces.
6. Minimising contact between groups wherever possible and maintaining social distancing, (including in central training)
7. Minimising use of shared resources.
8. Advise staff and trainees to download and use the NHS App.

We will **respond** to any infections by engaging with the NHS Track and Trace system and follow the advice of the local health protection team.

The sections that follow give more detail on how these principles will be delivered in practice.

School based Training

Trainee teachers have been designated by government as 'critical workers' and are therefore able and expected to have full access to their host schools like all other members of school staff. Trainees are required to make themselves fully aware of the individual arrangements that their host schools have in place to manage Covid-19 risk on their first day in the school, and to then fully follow these arrangements.

If trainees have any questions or concerns about arrangements, they should speak to their School-based Tutor in the first instance, and then follow up with DPSCITT staff if required.

Face Coverings: With separate government guidance and circumstances applying to schools and different indoor settings, requirements for trainees to wear face coverings may differ according to whether they are in school or attending Central Training.

Trainees **will be required to wear a face covering during Central Training** unless they are exempt under government guidelines from doing so (i.e. due to medical reasons or where wearing a face covering would cause the trainee significant distress.)

They will also be required to take a lateral flow test within 24 hours of attendance at Central Training and only attend after a negative result.

Central Training

Training Rooms: With the seating only distanced by 1 – 1.5 metres, trainees will need to wear face coverings throughout the sessions in the Training Rooms unless exempt.

DPSCITT Suite: In all other parts of the DPSCITT Suite, trainees and staff will be expected to observe strict 2m social distancing. This will be supported by floor markings indicating a 'one way' system and queueing positions in the corridor.

Where this is successfully achieved and maintained, trainees may choose to remove their face-coverings. However, if any difficulties are experienced with maintaining 2m distancing, and trainees or staff begin to feel unsafe, trainees will be asked to wear masks at all times (unless eating or drinking).

DPSCITT Staff and Trainers A 2m 'Safe Zone' will be marked within each Training Room, which will enable trainers to maintain 2m distancing from trainees when delivering centre based training. Trainers will not be required to wear face coverings while they remain in the *Safe Zone*, but will have access to a face visor or mask to use if they need to move out of the *Safe Zone* during the training session. (Trainers may choose to wear their own face coverings, but visors are recommended for clearer communication).

Trainee 'Bubbles'. will be split into two 'bubbles' for central training (with 18-19 trainees in each). **Trainees will remain in their bubbles for training and all breaks (using separate rooms for lunch and morning/afternoon breaks).**

If trainees are arranging lift sharing to central training, they need to ensure that this done within their own bubble and that face coverings are worn.

Arriving and Leaving

For training at Trinity Primary School, the following arrangements for arriving and leaving training must be followed.

Arrival: Trainees need to arrive at school **between 9.15 and 9.30**. On arrival they must use the main entrance, sign in and use the hand sanitiser provided. They should then proceed to the DPSCITT training rooms, wearing face coverings until in the DPSCITT Suite.

Departure: Trainees, staff and trainers will exit via the main entrance.

If trainees need to leave the building during the day for any reason, they must advise the DPSCITT office before they leave. (Please note that the car park gates are locked between 8.35 – 9.15am and 2.50 – 3.30pm).

DPSCITT Office

A maximum of 3 trainees (& the trainer) will be permitted in the office at any one time and trainees will need to wait to be invited to enter by a member of staff. Trays will be provided for handing in documents and resources, and chairs will be placed 2m from staff workspaces. Office equipment must not be touched by trainees or trainers.

Trinity Seminar Rooms: These are based in the DPSCITT Suite. Each trainee bubble will be allocated a dedicated seminar room where their training will take place.

Within bubbles, to support the building of relationships, trainees will be encouraged to sit next to different trainees for each training day, but having chosen their seat, they will be asked not to swap seats during the day.

Resources: To minimise the use of paper handouts, electronic resources will be available on the DPSCITT Intranet ('Merlin') 48 hours before each training session. Trainees are asked either to download these onto their laptop or tablet for use during the session, or to print and bring personal copies.

To enable good hand hygiene and safe mask management, trainees will be given their own hand sanitiser and a zip-lock bag for storage of this (and their face mask when not in use).

Trainees will be responsible for bringing their hand sanitiser and mask to each session. (A few spare disposable face masks and spare hand sanitisers will be kept in the office).

To enable safe collaborative working, trainees will work in the same pair within their bubble. If training activities require groups of more than two, additional rooms will be used to enable 2m distancing. Prior to touching any shared resources, hand sanitiser must be used, and gloves will be provided for sharing resources which are difficult to clean, such as books. If possible, shared resources will be cleaned thoroughly after they have been used and where this is not possible, trainers will leave them for 72 hours before re-using them.

Personal Belongings brought to central training sessions should be kept to a minimum and not shared.

Breaks and Lunch time

Breaks and lunch will be taken either within the trainee's dedicated training room or within their specified break room, with strict 2m distancing. Packed lunches and cold drinks should be brought to each session, and if possible, trainees are also encouraged to bring their own hot drinks.

Tea, coffee, milk and a microwave will be available in each break room for making hot drinks, but staff, trainers and trainees must make their own drinks and wash/sanitise their hands before touching these and other shared resources. Personal lunch boxes and drinks containers are to be taken home and any DPSCITT crockery placed in the dishwasher. (Plastic buckets will be available in Group 2's break room for dirty DPSCITT crockery, enabling one trainee to take these to the dishwasher in Group 1's break room at the end of the session).

Handwashing and Hygiene

In line with national guidance, trainees and staff will need to ensure that they are washing their hands on a regular basis during the day and especially before and after break and lunch times. Wash basins and dryers are available in the toilets, and additional hand sanitiser will be available in all rooms, as well as in the corridor.

Ventilation and Cleaning

Windows and internal doors will remain open where possible to maximise ventilation and air circulation. All training areas will be subject to enhanced cleaning procedures after each session. However, a stock of antibacterial spray and wipes will be maintained in each room

for use as required, along with hand sanitiser. If trainees or trainers have any concerns about the cleanliness of any area, they should inform a member of DPSCITT staff as soon as possible.

Suspected Infection

Illness during the course. Whilst in previous years trainees & staff have made the judgement about whether to go into school or come into central training if they had a particular symptom or symptoms, there are much clearer rules in place for 2020-21:

If you have any of the following symptoms which are related to Covid 19:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

you are required to take the following steps:

- Remain at home.
- Trainees must advise their School-based Tutor and the DPSCITT office by phone (01392 790164) or email slawton@dpscitt.ac.uk.
- Arrange for a Covid 19 test, using the NHS Test and Trace process. You can do that online: (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) or by phoning 119.

You must remain at home until you have the results of the test. When you have these, please inform the DPSCITT Director (kreeves@dpscitt.ac.uk) immediately.

If you test *negative*, you can end your self-isolation and return to school / training / work when you feel well enough to do so. Other members of your household can also stop self-isolating at this point.

If you test *positive*, you need to follow the 'Stay at Home' guidance for households and must continue to self-isolate for at least 10 days from the onset of symptoms. Other members of your household should self-isolate for 14 days.

If another member of your household has any symptoms of Covid 19, you must remain at home in line with government guidance and self-isolate for 14 days or until the person(s) displaying symptoms has a negative result from a Covid-19 test. Full guidance is available here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/>

Illness in school or at the centre. If Covid 19 symptoms develop during school or centre-based training, please safely inform a member of staff, and if possible, go straight home.

If you need to wait to be collected from the centre, you will be asked to sit in the meeting room next to Classroom 3, where you must try to avoid touching anything. If you need to go to the toilet, please use the first toilet in the row of toilets in the SCITT Suite and ensure that a member of staff is informed about this immediately.

As soon as possible, you must arrange for a Covid 19 test, engage with the NHS Track and trace process and report the outcome of your test to a member of DPSCITT and school staff.

Confirmed cases in the DPSCITT Community

If there is a positive test amongst the DPSCITT Community DPSCITT staff will report this to the SW Public Health England Team (0300 303 8162 - *option 1, then option 1. Out of hours advice - 0300 303 8162 -option 1*), or its replacement body, and follow their advice. This could include closing trainee bubbles or the whole training centre for 'in person' learning.