



King's College

TAUNTON

'Blueprint for Boarding' - COVID19 Re-opening action plan

Introduction:

This action plan sets out how boarding could be delivered in a safe way at King's College on our return to school at the start of the Michaelmas term 2020.

Existing policies and guidance continue to apply alongside the action plan described in this document, with reference to the following:

- Health and Safety Policy
- Child Protection Policy
- DfE Boarding Schools: National minimum standards
- DfE Guidance related to COVID19
- BSA guidance
- BSA COVID-Safe Charter
- MOSA Medical Officers of Schools Association guidance
- ISBA Independent Schools' Bursars Association guidance

This blueprint is designed to be a dynamic document that will develop as laws, guidance and advice is received. Our boarding facilities are diverse and particular issues will be raised in each respective boarding house environment.

Our intention is to apply the social distancing rules that relate to 'households', to life in the boarding houses. The rules allow family members to leave home and operate in the community whether that is at work or at school so it is expedient to move between the two environments.

A practical way to create a safe environment for boarders would be to treat them like a household. There are no limits on how big a domestic household can be, but we have decided to create 'boarding bubbles' of between 12-20 (depending on the boarding house), with members of the house and duty staff adhering to social distance guidelines.

Covid19 Action Plan

Communication	
Before start of school term	<ul style="list-style-type: none"> All pupils and parents to be informed about new boarding house protocols Information will be sent to boarding parents and pupils on the arrival procedures outlining restrictions on parents entering the building Written information will be sent to parents and pupils regarding school policies relating to Covid 19 and behaviour expectations of pupils
Website	<ul style="list-style-type: none"> Robust whole school Covid specific risk assessments will be made available on the school website
For all pupils on arrival	<ul style="list-style-type: none"> All new routines and safety arrangements will be fully explained to boarders on their arrival to the boarding house There will be a full induction process for new boarding pupils Houseparents will encourage pupils to contact home shortly after arrival Pupils will have an opportunity to discuss their fears, worries and concerns with a trusted adult within their boarding house
Boarding houses	
Risk assessments	<ul style="list-style-type: none"> A Covid specific boarding risk assessment will be provided for Houseparents to follow All activities undertaken in boarding houses will be thoroughly risk assessed locally, by Houseparent
Study periods	<ul style="list-style-type: none"> During the day, boarders will be timetabled to work in classrooms to allow for effective enhanced cleaning of houses
Day pupils	<ul style="list-style-type: none"> Day pupils will temporarily be removed from the boarding environment so as to mitigate traffic flow within the boarding houses Day pupils will have their own facilities outside of boarding houses Provision will be made for day pupils to undertake prep in classrooms
Bubbles & Social distancing	<ul style="list-style-type: none"> Boarding bubbles have been established to reduce contact between groups of pupils Bubbles are based on either year groups or the layout of the building Pupils will be in year group bubbles during the working day Wherever possible bubbles will have their own shower/toilet/kitchen facilities Pupils within a house bubble do not need to socially distance Between bubbles current regulation and government advice to be adhered to, see Social Distancing regulations Although SD rules do not apply within a bubble, additional Covid related precautions must be taken (hand hygiene, cough etiquette etc) Where social distancing is not possible in boarding houses mitigating behavior to be encouraged e.g. turn aside/respiratory hygiene/wash hands/ etc Boarders/staff instructed to keep left in corridors and stairwells Boarders must not enter other houses The use of face coverings will be reviewed regularly, but pupils and staff may wear face coverings if they wish
Dorms	<ul style="list-style-type: none"> Only pupils within their own bubble would be placed in the same dorm Generally, in the boarding houses younger pupils are in dorms and older pupils are in individual or twin rooms Safe occupancy levels for each boarding house have been identified, as have possible pinch points
Occasional boarding	<ul style="list-style-type: none"> Occasional boarding will be suspended until further notice When this is allowed priority will be given to day pupils who live further away or have school commitments
Exeats Town leave	<ul style="list-style-type: none"> Weekend exeats will not be permitted for the first two weeks

	<ul style="list-style-type: none"> Weekend exeats, when allowed, will be restricted to home leave only (parents to collect and drop off) Town leave will not be permitted initially, during settling in period
Designate use of social spaces	<ul style="list-style-type: none"> Houses to identify common room /recreation area/ kitchen for each bubble Gazebos can be erected near houses for each bubble to socialise in – to be considered for autumn/winter months
Isolation area	<ul style="list-style-type: none"> Each house has identified/ labelled an isolation area which has a sleeping area and bathroom facilities to be used if asked by the Health centre/PHE
House meetings/ Registration	<ul style="list-style-type: none"> No large meetings in communal indoor areas Bubble members can meet together without social distancing though further bubbles will have to SD from each other Staff need to distance from the bubbles Microsoft Teams used to communicate with the whole house – including Day Pupils Outdoor meetings can be arranged if weather permits – possibility to hold whole house meetings (including day pupils) with current social distancing rules in place Registration (am/pm) for boarders will take place in person, by bubble groups
Parents/visitors	<ul style="list-style-type: none"> Parents of existing boarders asked not to enter boarding houses Parents of new boarders may wish to accompany their child on the first day of term Parents asked to wear a face covering when escorting their child into the house Hand sanitiser to be used before entering the house Social distancing rules apply
All houses to have 'Covid 19' related signage	<ul style="list-style-type: none"> Posters and flyers will be displayed in the house reminding pupils and staff of hygiene measures, social distancing and limitations of capacity in rooms
Start of term	<ul style="list-style-type: none"> Staggered start to the new term to alleviate pinch points within houses i.e. Tuesday 1st September for new boarders – Wednesday 2nd September for existing boarders Parents of boarders to book start times with Houseparents Day pupils to meet tutors in tutor rooms/classrooms, with new pupils attending induction on Wednesday 2 September
Laundry procedures	<ul style="list-style-type: none"> Boarders to be provided with bags in which to place laundry Bags will be collected by domestic services Laundry will be cycled over a 72hr period and returned to houses (Matrons to distribute) Pupils to remove bed linen when instructed, and leave outside their rooms ready for collection
Half term	<ul style="list-style-type: none"> The school will remain open during half term if necessary, at least until the requirement for quarantine is lifted Guardians to be asked to support hosting of pupils wherever possible
School rules	
Behaviour policy	<ul style="list-style-type: none"> Appropriate sanctions for deliberate infringement of social distancing will be imposed Pupils not allowed into other houses or other bubble areas Pupils will be expected to comply with Covid safe hygiene rules and regulations
Staffing	
	<ul style="list-style-type: none"> All house staff will help supervise in houses: Houseparents, Deputies, Matrons, House tutors Domestic staffing teams as necessary to deliver an enhanced cleaning regime Staff to SD from pupils Housekeeping have been instructed to wear PPE where it is felt necessary House staff may wear face coverings if they so wish
Hygiene Measures	

Hand Hygiene	<ul style="list-style-type: none"> • Use of hand sanitiser compulsory for visitors/staff/pupils on entering boarding houses • Stationed (by domestic team) at key points established in the boarding environment • Routines established – House staff will continue to remind pupils to wash hands regularly • Signage – the 7 steps of hand washing
PPE/Face coverings	<ul style="list-style-type: none"> • Parents and visitors to the house will be asked to wear a face covering • If a child develops symptoms they must be asked to don a face mask; staff will need to don face mask if escorting pupil to the health centre. Nurses will be wearing appropriate PPE • Face coverings can be worn by any pupils who wish to do so • Parents asked to supply child with face coverings • Houseparents/Domestic staff to keep emergency supplies • Houseparents to keep a medical bag to contain masks/ gloves for use if a child becomes unwell; supplied by Health Centre
Cleaning patterns	<ul style="list-style-type: none"> • A deep clean will be undertaken before boarders arrive • Enhanced daily cleaning as per Domestic Services plan • Soap and disposable paper towels available in all washing areas • Houseparents will have emergency cleaning products in Grab Bag
Staffing	
House staff teams	<ul style="list-style-type: none"> • House tutor teams have been selected to ensure that cross contamination between bubbles is limited as much as possible
Emergency cover if Houseparent becomes unwell	<ul style="list-style-type: none"> • Each house to have a facility for a staff member to ‘stay over’ if houseparent and deputy fall ill • Designated staff cover will be identified • Members of staff displaying Covid-19 symptoms must remove themselves from pupil areas asap and seek Testing
Tutor group meetings	<ul style="list-style-type: none"> • Tutor group meetings to be held in classrooms for day pupils and boarders in year group bubbles
Medical Considerations	
Medical/ First aid	<ul style="list-style-type: none"> • All staff can identify Covid 19 symptoms and must follow the Health Centre plan on what to do in the event of an ill boarder • All house staff have a 1st aid certificate and can update, if required, using the online Educare module • The School’s Health Centre will be running 24/7
Covid-19 testing	<ul style="list-style-type: none"> • The Testing Station is local to King’s and any pupil suspected of having symptoms of Covid 19 will be accompanied by a staff member • As government testing policies/procedures advance, the school may be able to procure testing equipment to use in the Health Centre • If multiple cases identified PHE will provide on-site testing
What happens if a pupil becomes ill with Covid-19?	<ul style="list-style-type: none"> • If a pupil becomes unwell then the health centre should be phoned immediately by pupil or staff • Pupil will be triaged by the nurse. Pupil will be asked to don a mask and go to the health centre where they will be isolated • If pupil is unwell in the night, they must contact their Houseparent who will escort the pupil to the health centre (having first forewarned them), ensuring they and the pupil have donned a face mask • Staff to familiarise themselves with the health centre plan for this • Any boarder with Covid symptoms who is unable to return home will be cared for by the health centre/school • Pupils to be cared for at home wherever possible • Public Health England will be informed of Covid cases and their Action Plan implemented • If a case is confirmed, then that whole bubble will need to isolate in their own area in House with no access to the school site. Meals will be brought to pupils in House.
Activities	
House Activities	<ul style="list-style-type: none"> • All activities will be risk assessed by houseparent

	<ul style="list-style-type: none"> Weekend trips will be limited and only take place if it is safe to do so Activities will be limited to those which can be carried out following social distancing rules or within boarding/year group bubbles
Induction of new pupils	
Induction of new pupils	<ul style="list-style-type: none"> Ensure there are appropriate arrangements for the full induction of new pupils. Orientate in bubbles unless social distancing can be practised National Minimum Standards will be followed
Dining	
Dining how will meals work	<ul style="list-style-type: none"> All meals will be taken in dining room or temporary accommodation Pupils will dine in year group bubbles Staggered dining times between year groups will be in effect
Fire evacuation	
Fire evacuation	<ul style="list-style-type: none"> Pupils to be informed of current fire procedures, exit routes and muster areas Pupils will socially distance at muster points A fire drill will be undertaken within the first few days of term In the event of a real fire, swift and safe evacuation of the building is paramount and may mean that social distancing cannot be practised
Travel	
Pick up/drop off	<ul style="list-style-type: none"> Public transport is to be avoided by pupils travelling to school Parents/guardians to be advised that they are to transport their children to and from the school wherever possible Parking at the houses will be as instructed by individual Houseparents
Coach transfers	<ul style="list-style-type: none"> Airport transfers will be running as usual, 'Covid' regulations will apply on coaches