



Return to Inclusion handbook for learners and parents

September 2020

Autumn Term 2020

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1. Introduction

Dear Parents/Carers,

This guide provides details about the measures we will be implementing to ensure that our learners remain safe during their sessions at Inclusion Hampshire.

Inclusion Hampshire will be posting our Covid-19 risk assessment on our website, as well as all other documents relating to reopening, should you wish to read these in greater detail.

Each section of this handbook covers specific areas of concern and what we will be implementing to address these.

If any personal or medical details have changed over the summer break, please contact us on 01256 760800 to inform us of these changes.

Please do not hesitate to contact us if you have concerns. We will do all we can to help address these before we welcome back learners from **Monday 7 September**.

Yours sincerely,

Matthew Atkinson
Head of Inclusion Learning Centre

2. Principle health and safety control measures

Inclusion Hampshire will be adopting the following procedures to minimise the spread of Covid-19 and to protect the health of its learners and members of staff:

2.1 If your child is unwell, in any way, do not transport them to Inclusion Hampshire for their session

Please see Appendix A for more details.

Symptoms for Covid-19 are varied and all other safety procedures will be undermined if a learner attends whilst unwell.

Please call Inclusion Hampshire on 01256 760800, or email a member of staff, to inform us they will not be attending and are unwell.

You should contact NHS Test and Trace in order to book a test, free of charge, as soon as possible. You can do this at the following address <https://www.gov.uk/get-coronavirus-test>, by searching “get a test uk” or calling 119.

As mentioned in the accompanying letter, if a learner was previously shielding (“clinically extremely vulnerable” or “clinically vulnerable”), or a member of your household was shielding, learners are now expected to attend their sessions following the government withdrawing its shielding guidance on 1 August 2020.

If there are any concerns you have about this, please contact us to discuss this.

2.2 Cleaning hands thoroughly and regularly

Learners will be required to wash their hands for a minimum of 20 seconds on arrival (for more details on these procedures, see below).

Learners are able to use the on-site hand sanitisers but washing hands with soap and water is the preferred, and most effective, method of handwashing to prevent the spread of Covid-19.

There are multiple hand sanitiser points around the site and if learners wish to bring their own hand sanitiser bottle they may do so.

2.3 Face coverings

Inclusion Hampshire encourages the use of face coverings at all times. There are reasons why some people cannot use face masks and we are mindful and accepting of that. However, the wearing of masks where possible will help to reduce the risk of the transmission of Covid-19.

Face masks for learners and staff to use will be available on site. The masks are washable, therefore individuals will be responsible for washing their masks after each use. There will be disposable masks available if these are preferred or the washable mask has been left at home.

For those learners who are arriving by public transport it is recommended that they remove the mask they arrive wearing and bring with them a separate mask to wear on site and another to go home. As mentioned above, learners will be able to access free masks on site.

Please see Appendix C for the World Health Organisation's (WHO) guide to wearing non-surgical face masks.

Guidance on the removal of face coverings:

- Any used disposable face coverings that learners, staff or visitors arrive wearing should be placed in a refuse bag by the wearer and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (Covid-19). The wearer is to then wash their hands thoroughly in line with current handwashing guidance.
- Any homemade or reusable face coverings that learners, staff or visitors wear, which they remove to wear a new face covering on site, must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands and replace this with a new mask.

Please see Appendix 5 of the risk assessment for more information.

2.4 'Catch it, kill it, bin it'

It is important that everyone ensure good hygiene whilst on site.

Inclusion Hampshire will be providing tissues and wipes for any coughs and sneezes. These should be used as much as possible and quickly disposed of in the provided paddle bins located throughout the building.

It is important that once binned hands are washed immediately to prevent further contamination.

Inclusion Hampshire will also be ensuring that the building is well ventilated and that windows are open.

2.5 Enhanced cleaning

Ensuring high standards of hygiene and cleaning is one of the best ways to reduce the spread of Covid-19.

Thorough and regular cleaning will take place using household cleaning products before, during and after sessions. Learners should expect to see staff regularly cleaning when they arrive/depart and it may mean that sessions are slightly delayed.

If learners do touch something after having coughed or sneezed they can always let a member of staff know who will be able to clean thoroughly this area.

Contract cleaning of the whole premises will take place at the end of each day.

Inclusion Hampshire takes the safety of staff, learners and their families of the highest priority, the full cleaning plan we have in place can be found on the website.

2.6 Social distancing

It is the expectation that learners and staff will social distance as much as possible. There are markings in the communal areas to help learners visualise the required 1 metre distance (ideally 2 metres).

Similarly, in classrooms, learners will be facing the same direction as much as possible to ensure good hygiene, particularly if they are not wearing a face covering.

3. Arrivals and departures

We are continuing the arrivals and departures process we started in July. However, because there is now more than one group attending on each day it is important that each group's 'bubble' is respected and that during the crossover period learners from different 'bubbles' do not spend time together.

It is therefore important that learners arrive on site no earlier than 5 minutes before their session (i.e. 9.55am, 11.55am or 1.55pm). If they arrive earlier, they will not be allowed on site until their session time.

Outside Inclusion Hampshire's entrance there is space to wait once learners have arrived. We are requesting that learners remain there until we have welcomed them in. The arrival process may be longer than usual because we will need to maintain social distancing for learners arriving and those leaving.

To help simplify this for learners, members of staff have created instructional videos of this procedure to visually demonstrate what is expected of them when they arrive which you will have already received in July. Many learners will have already practiced these procedures as they are unchanged from July.

A member of staff will have a mobile phone on hand with them so that when learners arrive they can message this number to let this member of staff know. The number is 07497 173861.

Below is written version of the arrival process:

1. Learners arrive promptly for their session time (no more than 5 minutes before). One learner will be granted entry at a time. Others will be expected to wait outside and follow social distancing guidelines and not mix with other Inclusion Hampshire 'bubbles'.
2. One designated staff member will be at the main entrance to welcome learners to minimise having to touch the entrance buzzer. The entrance buzzer will not be operational.
3. A hand sanitiser point is located by the main entrance. Learners are expected to use this when they enter the building.
4. One staff member will be at the top of the stairs to sign in learners (in place of the sign in sheets) and ensure hand washing takes place.
5. Every learner will be expected to wash their hands before entering the main area of the building.

4. On-site safety

Below are the measures Inclusion Hampshire has taken to ensure on-site safety for its learners.

4.1 Communal area

- Social distancing will be implemented and expected by staff and learners. Members of staff will role model appropriate social distancing.
- Sessions will be delivered in areas of adequate size to allow social distancing.
- Tables and seating areas to be organised to enable adequate social distancing.
- Each learner will be provided with their own individual stationary. Less frequently used resources, such as laptops, are able to be shared between learners. These will be cleaned between sessions.
- Windows will be opened to maximise ventilation.
- Corridors and stairs to be used by one person at a time to ensure social distancing.
- There will be visual displays and guidance located around the area to remind learners of expectations and safety procedures.

4.2 Kitchen

- Learners will access the kitchen for handwashing only. This will be one person at a time.
- Handwashing guidelines to be displayed throughout the site.
- Liquid antibacterial soap and paper towels will be provided for mandatory handwashing.
- Everyone, staff and learners, are expected to use hand sanitiser/hand washing facilities on returning to their teaching room or the communal area.
- Facilities will be cleared daily by Contract Cleaners.
- Touch points will be cleaned during the day as per the Cleaning Plan (see above)

- If learners would like a drink or something to eat we will continue to provide this. A designated member of staff will be able to enter the kitchen and use disposable gloves to do this.

4.3 Toilets

- Toilet facilities are to be used by only one person at a time. Staff will monitor toilet breaks throughout the session.
- Liquid antibacterial soap and paper towels will be provided for mandatory handwashing.
- Everyone, staff and learners, are expected to use hand sanitiser on returning to their teaching room or the communal area.
- Facilities will be cleaned daily by Contract Cleaners.
- Touch points will be cleaned during the day as per the Cleaning Plan (see above)

4.4 Music/counselling sessions

- Tables and seating areas to be at least one metre apart and marked out to ensure social distancing can be maintained.
- Windows to be opened to maximise ventilation.
- If learners want to share their music with another learner, or a member of staff, only a music tutor and that other individual can be in the room. There is to be a maximum of 2 people in the room at any one time to maintain social distancing.
- Each singer will have their own replaceable foam mic covering.
- There is now a longer cable to allow the singer and TV (used for reading lyrics) to be further away from the music tutor and laptop.
- All other music equipment will be cleaned thoroughly after each use.

5. Breaks

Once a learner has arrived and been welcomed on site they **will not** be able to have breaks off-site until the end of their session. This includes going to local shops or going for walks.

If your child smokes, they will be expected to do this before they arrive and after they have left Inclusion Hampshire's site. Learners **cannot** smoke outside Inclusion Hampshire's main entrance.

Please ensure that those to whom this applies understand this clearly before their first day.

6. Behaviour expectations

All of us are mindful of how difficult it might be for learners to return to education after so long at home. Interacting with people outside of their household may cause stress and anxiety. To help address these concerns, we will be providing individualised Return to Education Plans, as well as instructional videos, to help explain the changes learners will experience.

Similarly, the experience of returning to school, as well as all that has happened over the past months, will mean that we continue to be adaptable and flexible to the needs of our learners, however this presents.

Nevertheless, there are some expectations that are non-negotiable as they ensure the safety of others. Examples of this include: refusal to wash hands on arrival, leaving site during a session or wilful violation of social distancing. We have written an addendum to our Behaviour Policy to reflect this, which can be found on our website.

In these circumstances, a member of senior management will be in contact. If a learner refuses to wash their hands, or leaves the site during a session, they will not be allowed to remain on site. A member of staff will call immediately to inform you and ask you to collect your child. Following this incident, we will discuss whether it is appropriate for them to return for future sessions.

Inclusion Hampshire continues to closely monitor the Government and Department for Education's guidance on Covid-19. If the risk level changes our planned reopening may be subject to change. If that is the case, Inclusion Hampshire will contact you with further information.

Appendix A - Actions following symptoms of coronavirus

Scenario	What you must do	Outcome and next step following test	When can my child return to Inclusion?
Learner has Covid-19 symptoms	<p>Learner must not come to school</p> <p>Self-isolate.</p> <p>Book a test through NHS and Government websites or call 119.</p> <p>Call Inclusion Hampshire to inform of absence on 01256 760800.</p>	If the learner tests negative call to confirm with Inclusion Hampshire.	Learner can return to school once the result has been confirmed by a parent/carer and they no longer have Covid-19-like symptoms.
Someone in my household has Covid-19 symptoms	<p>Learner must not come to school</p> <p>Self-isolate</p> <p>Book a test through NHS and Government websites or call 119.</p> <p>Call Inclusion Hampshire to inform of absence on 01256 760800.</p>	<p>Person in the household tests negative.</p> <p>Call Inclusion Hampshire to confirm the test result.</p>	Learner can return to Inclusion once you have notified us of the negative result.
Learner tests positive for Covid-19	<p>Learner must not come to school</p> <p>Self-isolate</p> <p>Call Inclusion Hampshire to inform of absence on 01256 760800.</p>	Self-isolate for 10 days	After 10 days they can return to Inclusion if they are well enough.
Person the learner lives with tests positive for Covid-19	<p>Learner must not come to school</p> <p>Self-isolate</p> <p>Call Inclusion Hampshire to inform of absence on 01256 760800.</p>	Self-isolate for 14 days	Learner can return after 14 days
NHS Test and Trace have been in contact with me about someone who has tested positive	<p>Learner must not come to school</p> <p>Self-isolate</p> <p>Call Inclusion Hampshire to inform of absence on 01256 760800.</p>	Self-isolate for 14 days	Learner can return after 14 days
The country/area we have travelled from has been in on the quarantine list	<p>Learner must not come to school</p> <p>Self-isolate for 14 days.</p> <p>Call Inclusion Hampshire to inform of absence on 01256 760800.</p>	Self-isolate for 14 days	Learner can return after 14 days
I have received medical advice my child must shield	Contact matthew.atkinson@inclusionhampshire.org.uk or call 01256 760800 to discuss with staff	Follow advice on shielding for as long as it is in place.	Return to school once advice has been withdrawn (applicable for Autumn Term 2020)
Learner is having an operation that requires self-isolation prior to surgery	Self isolate and shield, following medical advice.	Keep Inclusion Hampshire informed of progress.	Follow medical advice

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not 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)
- **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

Most people with coronavirus have at least 1 of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

who.int/epi-win

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.



World Health Organization