



## **Bespoke Engaging Education Services Ltd**

### **Coronavirus Operating Procedure**

Reviewed by Nathan Potts Tuesday, 08 September 2020

#### **Introduction**

We are planning to re-open our provision week commencing 14th September 2020. In line with the DFE's guidance for educational settings, we have updated some of our operating protocols to ensure we can minimise the spread of COVID-19. This document sets out how we will minimise the risk and spread of the virus at the provision. These protocols will operate in addition to or take priority over the existing policies.

#### **Future Closure**

To prevent the spread of Coronavirus (COVID-19) and to ensure the health and safety welfare of all employee's, young people and parents, we will continually monitor the risk factor of keeping the setting open, and may at any time; revert to a closed status, with no young people permitted on site, to a partially closed status, where places may well be limited to, but not excluding, vulnerability, age, need of care, critical key worker status of parents, special educational needs.

#### **Opening the farm safely**

We are doing everything we can to provide a safe environment at the farm in relation to COVID-19. With the majority of our activities being outdoors there is more space and fresh air available alongside less contact with surfaces which can transmit the virus.

#### **Who should not be on the farm at this time?**

In addition to our normal sickness policy. The following points must be adhered to:

- Staff and young people should not attend if they have symptoms or if anyone in their household has symptoms. To check your symptoms, [click here](#).
- If your child or a member of our staff lives with someone who is clinically vulnerable (but **not** clinically extremely vulnerable), including those who are pregnant, they can attend.
- If your child or a member of our team has been classed as clinically extremely vulnerable due to an underlying medical condition, then they should not attend farm at this time.
- If you live with someone who is clinically extremely vulnerable, the government advice can be found [here](#).

#### **What happens if someone becomes unwell while at farm with either a temperature or a cough?**

They will be sent home. While awaiting collection they will be moved away from others and the adult caring for them will wear PPE.

If symptoms develop at home, adults or young people cannot come into the farm. They will need to self-isolate for 7 days and will need to request a COVID-19 test. From 1<sup>st</sup> June tests have been available to all key worker staff and to young people attending schools. Test results must be requested and shared with the senior staff at BEES before a young person or staff member can return. Where someone living in the same household as the young person or staff member has been tested, we will ask to see the test result before the young person or staff member can return to the farm.

- Staff can arrange a test here: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#how-to-arrange-a-test> -requesting their results via text.
- Families who need to test young people need to call 119 to arrange their young people's test – requesting their results via text

If the test is negative the staff member or young person can come back to farm as soon as symptoms disappear. If they test positive, they must self-isolate with their family for 14 days.



If any young person or staff member attending BEES tests positive, anyone attending BEES on the same day as the person/s who have tested positive will need to self-isolate for 14 days. In this instance Bespoke Engaging Education Services Ltd will contact Public Health England to discuss the case and assess whether the entire farm needs to close for 14 days.

If the test result is unclear, void, borderline or inconclusive then a repeat test must be done and self-isolation must continue for 14 days or until a negative test result is obtained.

### **The use of PPE in the provision**

We have sought guidance from the Government's advice implementing [protective measures in education and out of school settings](#). Wearing a face covering or face mask in schools or other education settings is not recommended and face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young people, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Schools and other education or out of school settings should therefore not require staff, young people and learners to wear face coverings.

Bespoke Engaging Education Services Ltd currently provide appropriate PPE which may be required in certain instances for example:

- If a young person becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the young person or young person is necessary, then gloves and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

### **Protective Measures for our Staff**

- All staff are advised to wear surgical masks/appropriate face coverings, for journeys to work, if they travel to work on public transport.
- We will remind staff of our Bike to Work scheme and encourage staff to cycle/walk to work wherever possible.
- We will identify anyone who may be clinically extremely vulnerable (confirmed with a letter from GP) and who may not be able to return to work.
- Anti-bac gel will be provided at the entrance of farm. Every staff member will use anti-bac gel before entering farm and have a supply of anti-bac gel on their person where possible.
- Staff on entering the farm will wash hands and wrists thoroughly with soap and water for a minimum of 20 seconds.
- Staff to remain vigilant about the symptoms and to immediately inform their manager if they show any symptoms.
- We will identify any staff members that are in higher risk categories. There are [two levels](#) of higher risk people. The "clinically vulnerable" and the "clinically extremely vulnerable" who are people with certain conditions who have been contacted by the NHS. The clinically extremely vulnerable group has been told to shield and will not return to work at the farm. The clinically vulnerable group can return to work but a risk assessment will be completed to ensure protective measures in their working environment.

### **How will Drop-off and Pick- Up work?**

There will be some changes to our drop-off and pick-up arrangements will continue as normal but we would ask that people do not congregate to chat and that you arrive on time and leave promptly.

**BEES Farm daily arrangements:** BEES Farm will be open from 09.30am-2.30pm with drop-off and collection for both full day and sessional young people to be at designated area inside BEES Farm. BEES may revert to



allocated drop-off slots and collection slots for each School to stagger arrival of families at the farm if necessary. When these slots are provided, we will provide specific instructions that need to be adhered to when you reach the farm.

**We ask that all parents and client staff respect the following protocols during Drop-off and Pick-Up times;**

- All families and client staff to uphold 2 metre distancing to take place in the queue to drop off. This will be clearly marked off with tape/ chalk.
- If BEES deem that staggered time slots need to be provided for drop-off and collection, please ensure that you arrive at your allocated time.
- Young people use hand sanitiser at the drop off point.
- Once in the farm, young people will go immediately to wash hands with soap and water for 20 seconds.
- Only one parent is permitted to accompany a young person for drop-off and collection.
- Parents/taxis/school transport staff will not be permitted to enter the farm.
- Parents/taxis/school transport staff must not congregate at farm entrance.
- Handovers to parents at end of day will take place from 2 metres at the specified collection time. If you need to talk for longer about your child, please arrange a telephone conversation with a member of the BEES team.

**What protective measures are in place day to day?**

- Employees are always advised to practise strict hygiene and cleanliness procedures ensuring waterproofs and clothing are clean before entering the farm.
- Employees are advised to cough or sneeze into their elbow when a tissue or other vessel cannot be reached in time and are then to always wash their hands afterwards.
- Employees are advised to wherever possible, avoid contact with others, such as handshakes and are to maintain a social distance of 2 meters (6ft).
- Each group will have the same adults looking after the same young people each day with no more than 15 young people within their group. Groups will remain socially distant from each other with different set-up learning environments.
- Please be aware that your young people will meet both staff members and other young people while attending farm. Although every measure will be taken to ensure that your child has minimal contact with others, young people with certain additional needs will inevitably want to be close to one another and may come into contact others through group activity or at break. Therefore, it is vital that we will adhere to best practise hygiene policies throughout the day. If your young person needs support, our staff will support them and will do their absolute best to make sure that all their social, emotional and wellbeing needs are met.
- Within young people's groups at lunch and during seating times social distancing will be encouraged through the placing of seating with distance between young people. Through the days activities each group will be encouraged to maintain social distancing. However, it is to be expected and indeed for young people's wellbeing and mental health that during much of breaktime young people will not be fully social distanced within their groups.
- All young people and adults will handwash regularly and always upon arrival in the morning, after using the toilet, after coughing or sneezing into hands, before and after eating and after physical contact with others, with a handwashing station in the allocated area. The site will have a special handwash station which can be operated with feet, not hands



- Resources will be carefully selected to be as natural as possible with no smooth artificial surfaces. We will further remove any laminated books or resources with smooth surfaces which will hold the virus for longer. All pencils, pens or other resources used will be anti-bacterially cleaned each day.
- Groups will not share resources being used unless they have been deep cleaned beforehand.
- Where possible adults are advised to stand slightly behind and above young people as they supervise. The greatest risk of contagion is if the virus is coughed or sneezed out from one person into another's face (eyes, nose or mouth).
- When not working directly with young people but talking or observing, we encourage staff to try to develop a habit of holding their hands in front of them to reduce the amount of times they touch their face.
- During the day, any item that young people and adults touch regularly will be sprayed and anti-bacterially wiped. This will take place at least once before the day begins, during the day, after the young people leave and also between groups using it. This includes toilets and toilet flushes in addition to staff equipment such as phones, walkies and laptops. Phones and walkies should be labelled so no more than 2 staff use the same walkie/phone each day. Whenever a phone or walkie is passed between staff it should be anti-bacterially wiped.
- All indoor spaces used by staff to resource for the day should then be thoroughly cleaned.
- All resources should be sprayed with anti-bacterial spray and wiped down at the end of each day. Any resources not easily wiped and cleaned should be not used during the time of the pandemic and stored securely in cupboards.
- Disposable cloths used for wiping surfaces and drying hands to be placed into black bin bag for disposal at the end of each day.
- No toys or equipment can be brought in from home by any young people. If any young people require supporters and/or education support aids these must be brought in and left at farm where they will be securely stored and sterilised each day.
- Staff may be required to take phones, laptops and any other electrical equipment home with them each day for cleaning and to be charged before returning each day. All items will be stored securely.

#### **What will happen with lunch and snack times at the farm?**

- Handing out snacks to young people, whilst wearing gloves, as in line with our usual protocols. No shared bowls or utensils will be provided for young people. No food will be prepared on site for young people.
- Families will be asked to provide a healthy nut, fish and meat free packed lunch and for full days also a packed dinner for their young people along with a full water bottle. Parents may provide a plastic fork and spoon or spork which must be clearly labelled with the child's name. We politely request that parents do not send in plastic knives.
- Staff will have up to date allergy information for all the young people and will supervise the lunches to ensure that young people do not have access to any food that may be harmful to them.

#### **What will happen if my child requires medication whilst at Farm?**

- Staff will be unable to administer any prescribed medication at this time. At this time, we will be unable to accept young people at the farm who require medication, with the exception of EpiPen's and inhalers.
- Preventative inhalers should be administered at home prior to the child arriving at farm. Blue inhalers which may be required can be brought to Farm and staff can assist in administering these whilst wearing PPE.
- Epi- pens can be brought to farm and administered in line with our usual first aid policy and procedure.



### **What happens if a young person goes missing whilst in the farm?**

If a young person goes missing during our risk assessed outings to our Farm sites:

- As soon as it is noticed that the young person is missing, staff use their radio to alert the teams of an emergency situation and notify the person in charge (Manager, Deputy, Third in charge). The young people will remain in their groups and with one adult. A head count is carried out for each group and relayed to the person in charge.
- The person in charge will designate teams to search specific locations within the local vicinity, whilst maintaining social distancing (2 metres apart). The young people will remain with one designated staff member from each group, but within sight and sound of the other groups.
- Staff will be careful not to create an atmosphere of panic.
- Staff will remain vigilant of any potentially suspicious behaviour or person in or around the farm site.
- If after 5 minutes of thorough searching for the child the child is still missing the person in charge will inform the police and the parents of the missing child.
- The person in charge will then contact the Operations Manager for their site and they will arrive at the site as soon as possible if not already on site.
- The allocated teams will continue to search for the child whilst awaiting the arrival of the police and the remaining young people will stay with their allocated adult and in their group, but within sight and sound of the other groups.
- The person in charge will write an incident report as per the Bespoke Engaging Education Services Ltd Missing Child Policy.

### **What we need from our Bespoke Engaging Education Services Ltd clients:**

- Clients to read and sign to say they have read this Coronavirus Operational Procedure document.
- To provide an honest daily declaration when dropping your children off, that their home is symptom free.
- To provide your child with a healthy nut, fish and meat -free packed meals and their own water bottle, full of water.
- To not send any toys/equipment into the farm with your child.
- To wipe down waterproofs daily and to change young people into different clothing when they return school/home, placing that days clothing in the wash.
- Wherever possible, to travel to your farm by foot or bike rather than public transport. The Government guidance for safer travel to school can be [found here](#).
- If you require additional days for your child to help with the reintegration of daily life, please do get in touch and we'll do our best to accommodate.
- We ask that parents/carers apply long lasting suncream to their young person before they arrive at the farm. Please provide your young person with easy to apply suncream (stick, block or roll on) in their backpacks, with their name on. Staff will encourage each young person to re-apply this themselves but will be there to assist where a young person may need help. Staff will be provided with PPE for this.
- We ask that parents please apply deet free insect repellent cream and /or an insect repellent bracelet to their young person before they arrive at the farm. Please provide your young person with deet free insect repellent cream in their backpacks, with their name on. Staff will encourage each young person to re-apply this themselves but will be there to assist where a young person may need help. Staff will be provided with PPE for this. You can order deet free insect repellent cream [here](#) You can order deet free insect repellent bracelets [here](#)
- Following updated Government guidance released this week, we can confirm that research has now been carried out to identify groups that may be at higher risk of contracting Covid 19 than others. Bespoke Engaging Education Services Ltd advise from the report that following the research there are 4 key groups with a higher risk of contracting Covid 19:
  - Those who are over the age of 50, with the contraction rate higher for women
  - Those with severe underlying medical conditions such as diabetes, hypertensive diseases, chronic kidney disease, chronic obstructive pulmonary disease and dementia.
  - Those from Black, Asian and Ethnic Minority groups
  - Those working in jobs where they come into close contact with people such as care workers, hospital staff, taxi and delivery drivers and bus drivers.



The full report can be accessed via the link below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/889861/disparities\\_review.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/889861/disparities_review.pdf)

Our risk assessments for Covid-19 have been updated to include the latest guidance as evidenced above. Staff returning to work in the categories above complete an individual risk assessment prior to return to work and are offered appropriate PPE and guidance.

For families who are concerned that their young person has an underlying medical condition as listed in the report or is from a Black, Asian or Ethnic Minority background who would like to discuss the protective measures we have in place, your Farm Manager will be more than happy to discuss any concerns or questions you may have.

### **Track and Trace**

The Government Covid-19 Track and Trace System is now up and running so we wanted to provide you with some additional information and guidance around this:

If **your child** develops Covid-19 symptoms (a temperature above 37.8 and/or a new continuous cough) then you must immediately self-isolate them and arrange for a test to be carried out. Your child will not be able to attend Farm.

If the test results are **negative** then your child can return to Farm as soon as their symptoms have gone.

If the test result is **positive** then your child must remain in self-isolation for 7 days minimum from the day that they first developed symptoms.

Anyone living in your household must **also** self-isolate for 14 days

If someone in your household develops symptoms then the whole household will need to **self-isolate for 14 days** and the person with symptoms will need to arrange to be tested for Covid-19.

If **their** test result is negative then neither they nor anyone else in the household needs to remain self-isolating.

If their test result is **positive** then they will need to continue to self-isolate for a minimum of 7 days or until their symptoms have gone.

If their test result is **positive** then everyone else in the household will need to continue to self-isolate for 14 days.

If you receive a text or call from the NHS test and trace service then it will be because someone in the household has been in contact with someone that has tested positive for Covid-19.

You will be advised you will need to self-isolate for 14 days. It is very important that you adhere to this. Other members of the household do not need to self-isolate unless they begin to display symptoms.

With all of the scenarios above please can you inform us as soon as possible. We will need to notify the NHS that we have a family where one or more people in the household has tested positive for Covid-19.