

## **NYCC Guidance for Activities in Schools - Autumn/Winter 2021**

This guidance is designed to help you plan and organise activities safely. This will cover a range of activities such as but not limited to:

- Trips to other venues – theatres, museums, outdoor centres, inter school events
- School / PTA organised events – plays, concerts, parties, fairs, open evenings,
- Sporting Events- mixed year group activities, visiting coaches, inter school fixtures

Schools are subject to the same regulations as any other event organiser. Cases in the community are currently high and any activity that either brings visitors into school or encourages mixing, brings a risk of further COVID-19 transmission.

Where possible move activities online, though we understand that isn't always possible. Try and prioritise the face to face activities to those that cannot be done online and prioritise those that are to go ahead. It is unlikely that you will be able to go ahead with all activities.

Please use this guidance in conjunction with the Public Health COVID-19 advice for educational settings.

This can seem a little daunting, but please remember that you are already operating in this environment. Good planning will not only reduce COVID-19 transmission but the transmission of many of the other common infections that are circulating.

Some activities will be part or fully organised by others -PTA/Friends, parents and carers. These people are unlikely to be as familiar with all the infection prevention measures and will need some help and information to ensure they are maintained. The best way to ensure the attendees adhere to the rules is to keep reminding them – don't just put out a bottle of sanitiser, ask people to use it!

Be prepared to make changes or even cancel activities at short notice if you have cases in your school

**Always review the school and local infection rates before proceeding with an activity**

Plan your activity in detail and communicate clearly how the activity will be run to all those involved.

- Visit and assess the venue for the activity prior to it taking place (either in school or another venue). Think particularly about:
  - Transport – how will you travel and what measures will you need to make it safe
  - Duration of the activity – the longer the activity the higher the risk of transmission
  - Type of activity – some activities (e.g. close contact sport, singing) are higher risk for transmission and will need more mitigation measures in place
  - Has the venue got the right facilities to allow participants to remain socially distanced, have good ventilation and sanitising stations
- Have a clear **Risk Assessment** and **Activity Plan** in place and ensure all those involved in the activity are aware of and understand it.
- Prior to the activity, send out communications setting the scene and informing attendees / helpers what is expected of them and how the event will operate.
- Have a staff / helper briefing before and on the day of the activity.
- Display signage to remind people of the risks e.g. ‘Hands, Face, Space, Fresh Air’ etc.
- Review the risk assessment immediately before the activity and be prepared to make changes or even cancel at short notice if you have cases in your school or the local infection rate is high.
- **REMEMBER: Your School – Your Rules:** If you wish to mandate face coverings for visitors to events then you can.
- Clearly communicate to parents in advance how the activity will be run. They may not agree with all your measures so they then have time to decide if their child will attend, for example you may ask for face coverings on transport and some may not wish to comply. Ensure they know that the trip can be cancelled at short notice if cases rise.

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<b>Ventilation</b>	<ul style="list-style-type: none"> <li>• Where possible hold the event outside</li> <li>• Ensure that there are gaps between events to allow time to ventilate spaces as much as possible – keep year groups apart – give them different time slots with gaps between groups, or keep activities in their classrooms</li> <li>• Reduce the time spent in one area - use different rooms for different activities</li> <li>• Remind people attending that they may need extra clothing as the windows <b>will</b> be open</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Think about when your school is cleaned <ul style="list-style-type: none"> <li>○ Plan events for after the days cleaning has taken place if having external visitors- if this is not possible then those organising the activity need to ensure that high touch points are wiped down.</li> <li>○ Make sure you have additional cleaning planned for after the events</li> </ul> </li> <li>• Be aware of touch points and high traffic areas – ensure someone is available to regularly wipe these down</li> <li>• Make sure the person cleaning has the correct training and sanitising products to do this effectively</li> <li>• Who is checking that this is happening?</li> <li>• Is the venue you wish to visit clean? <ul style="list-style-type: none"> <li>○ Does it actively promote COVID19 safety?</li> <li>○ Are toilet facilities adequate and clean?</li> <li>○ Are there hand sanitising points?</li> </ul> </li> </ul>
<b>Minimising Mixing, Social Distancing Crowd Management</b>	<ul style="list-style-type: none"> <li>• Trips / sporting events – keep classes on separate transport if possible</li> <li>• Reduce time spent in changing rooms: <ul style="list-style-type: none"> <li>○ Encourage students to travel in sports kit</li> <li>○ Year groups to use changing facilities at different times</li> <li>○ Wear face coverings in confined areas such as toilets</li> </ul> </li> <li>• Whilst at a venue prevent mixing between classes and other users to a minimum <ul style="list-style-type: none"> <li>○ Is there a separate area for lunches to be eaten?</li> </ul> </li> <li>• For sporting events, minimise spectators (none for indoor sports) and ensure that those that do attend remain distanced</li> </ul>

	<ul style="list-style-type: none"> <li>• Think about limiting numbers to activities – use tickets to manage this and record who attends</li> <li>• Try and seat family groups together at plays / productions</li> <li>• If possible, introduce one-way systems at fairs and events where people are mingling</li> <li>• Give different groups different time slots to reduce mixing and keep the numbers at a manageable level</li> <li>• Use signage and staff / helpers to remind people</li> <li>• Be aware of pinch points and have a helper on hand to move people on</li> <li>• Ensure that people move away from stalls to consume food.</li> <li>• Have a safe space – somewhere people can go if feeling vulnerable/unsafe</li> </ul>
<b>Face Coverings</b>	<ul style="list-style-type: none"> <li>• Ensure they are used whilst in transport for secondary / advise for primary</li> <li>• Set an example- all staff / helpers wear face coverings</li> <li>• Suggest that all participants wear them</li> <li>• Remind people to respect those that do chose to wear them</li> <li>• You can decide if you want to make them mandatory – <b><u>Your school -Your rules</u></b></li> </ul>
<b>Hand Sanitising</b>	<ul style="list-style-type: none"> <li>• Ensure that you have plenty of hand sanitising stations – especially at entrance and exit points</li> <li>• Have someone on hand to remind people to use it</li> <li>• Check soap provision in toilets</li> <li>• Ensure all staff / helpers carry sanitiser on trips</li> <li>• Encourage pupils to carry their own sanitiser</li> </ul>
<b>Test &amp; Trace</b>	<ul style="list-style-type: none"> <li>• Ask staff and helpers to take Lateral Flow Tests 24 hours before the activity</li> <li>• Remind secondary pupils of their twice weekly lateral flow tests <ul style="list-style-type: none"> <li>○ Make this a condition of attendance?</li> </ul> </li> <li>• Be vigilant about people attending with symptoms <ul style="list-style-type: none"> <li>○ Ensure any communication about the activity (letters / flyers) ask people not to attend if they or anyone in their household have tested positive for or have any symptoms of COVID-19</li> </ul> </li> </ul>

**Remember: It is your school you make the rules!**

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