

Covid-19 Safeguarding procedures during external examinations

This guidance applies to examination invigilators, external candidates and examination inspectors.

1. All visitors must report to the School Reception upon arrival to the school.
2. We cannot accept visitors to the school if they have recently been tested positive for COVID-19 and should be self-isolating or have any of the symptoms of COVID-19:
 - a high temperature – this means you feel hot to touch on your chest or back
 - 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
3. Visitors will be asked to scan the NHS COVID-19 QR Code which is displayed in the foyer.
4. All visitors will be asked to formally sign in and wait in the foyer to be collected by a member of the examination team.
5. Visitors will be taken to the examination room by a member of the examinations team.
6. We ask all visitors to abide by our one-way system.
7. Upon entry to the school we ask all students, staff and visitors to wear a face covering, unless they have told us in advance that they are medically exempt. Face coverings must be worn in corridors, toilet areas, the dining hall and all other confined spaces.
8. Upon entry to the school we ask all students, staff and visitors to apply anti-bacterial hand gel which will be available at the entrance to the school. A sanitisation station is available in all rooms and we ask visitors to regularly wash or sanitise their hands.
9. During the visit all invigilators, exam board representatives and guest candidates must use the designated toilets located in the Reception corridor. We encourage regular handwashing for a minimum of 20 seconds using the anti-bacterial soap provided. Only one person at a time will be allowed in these toilets during exams, to insist upon social distancing.
10. We ask that all staff sanitise hands using the antibacterial gel provided before handling any papers, equipment or resources.
11. The exam rooms will be set out with candidates in year group bubbles where possible. If this is not possible candidates will be seated at least 2 metres apart.
12. All adults are asked to maintain a 2 metre social distance from other adults and students. Where this proximity cannot be maintained we ask that individuals wear face coverings and face-visors.
13. The cleaning team will clean the school throughout the day and will pay particular attention to areas of higher footfall and areas where surfaces are regularly touched. Toilets, computer rooms, door handles, bannisters and switches and buttons will be cleaned throughout the day.
14. Exam desks and chairs will be cleaned with anti-bacterial disinfectant in between examinations.
15. If a student, member of staff or visitor becomes unwell during the examination with COVID-19 symptoms then our Reception staff should be informed immediately. They will contact a First Aid member of staff who will wear PPE and remove the individual from the exam room until a family contact can be informed and they can be collected. We will ask that individuals with COVID-19 symptoms self-isolate and book a coronavirus test as soon as possible.
16. We ask that all staff sanitise hands after collecting in exam scripts and resources and use the anti-bacterial hand gel again upon leaving the school building.
17. We ask that any visitor to the school, who contracts the COVID-19 virus within 48 hours of being at Chauncy School, informs the school as soon as possible.