

APPENDIX 3



St Michael's CE Primary School

Arrangements We Will Be Putting in Place If/When the School Opens to Years R,1 and 6 on June 1st 2020

Coronavirus- Health and Safety in School

19.5.2020

MEASURES TO TAKE

IMPORTANT: Parents and carers to continue to educate their children at home, on how to wash their hands- see the school's web site for advice.

Staffing:

- There will be an appropriate number of staff in school every day to maintain the necessary ratios with pupils to cover teaching and first aid.
- The office will be manned to ensure communication with parents and carers and to perform any necessary administrative duties.

Home/School Agreement:

- Parents/carers need to sign the 'Home School Agreement' before a child will be invited into school.

Restricted Access Areas in School:

- To reduce the amount of cleaning needed and to make this more manageable, children will be restricted to certain areas of school.

Reduced Class Sizes to assist the need for social distancing:

- Half the class will be in school at any one time – each half of the class will be known as Pod A or Pod B.
- **Week 1 (1st June – 5th June):**
 - Pod A in school 9-11.30am on Monday 1st and Tuesday 2nd
 - Pod B in school 9-11.30am on Thursday 4th and Friday 5th
- **Week 2 (8th June – 12th June):**
 - Pod A in school 9-3pm on Monday 8th and Tuesday 9th
 - Pod B in school 9-3pm on Thursday 11th and Friday 12th
- Siblings in the 3 year groups above will attend the same session.
- PLEASE SEE TIMETABLES (Appendix 1) 'Parent Information for COVID Return to School' for how the school is planning the phased re-opening from June 1st.

Receiving and Dismissing Children:

- Parents should not gather at the school gates.
- Only 1 parent or carer should drop off or collect a child at the beginning and end of the school day and all parents should maintain a 2m distance from other families.

- Families who have 1 or more members in the home unit displaying symptoms of Covid 19 or who are in a period of isolation, should not send their children into school.
- Parents are requested to avoid entering the school unless it is urgent that they do so and they have been given permission by a member of staff.
- Children do not use the same entrances and exits to school as previously used.
- Children in Reception will be admitted to the site via the main gate. They should line up, at a safe distance (2 metres apart), with their parents along School Rd, facing the school, to the left of the gate. They will be escorted by a member of their class teaching team to their classroom/allocated teaching area. They will be asked to use sanitising hand gel on entry to the site.
- Children in Year 1, will be admitted to the site via the High Street gate. They should line up, at a safe distance (2 metres apart) with their parents along the High St. They will be escorted by a member of their class teaching team to their classroom/allocated teaching area. They will be asked to use sanitising hand gel on entry to the site.
- Children in Year 6 should line up, 2 metres apart, facing the school, to the right of the gate on School Rd. They will be met by a member of the Year 6 teaching team and asked to sanitise their hands before entering the building. **IT IS THE RESPONSIBILITY OF THE PARENTS/CARERS TO ENSURE THEIR CHILDREN FOLLOW SAFEDISTANCING RULES WHILST WAITING TO ENTER THE SITE.**
- Parents who need to speak to a member of staff should phone the office. If this isn't appropriate please phone to make an arrangement to meet a member of the office team at a safe distance.

Dismissal of children:

- Reception children will be dismissed to parents/carers from the Reception/KS1 garden gate. Parents should remain at a safe distance until the gate is opened. Once admitted, parents/carers should continue to queue, at a safe distance, to collect their children.
- Children in Year 1 will form a line, at a safe distance, to be collected individually, from the gate on the High Street. Parents are not to enter the school site without permission and are expected to queue at a safe distance.

Phones/equipment from home:

- Year 6 pupils, who are not escorted to school by an adult, may continue to bring phones to school.
- The phones will be placed in a box in the classroom. This will be stored safely in the office after all the phones are collected.
- The staff team in Year 6 will wear disposable gloves to distribute the phones individually, at the end of the session.
- Make sure book bags remain at home.
- Send children in with their own water bottle but parents/carers must ensure that these are full at the start of the session/day.
- Snacks, brought from home, must be placed in a sealed bag and will remain with the child until it is to be eaten. The bag to be disposed of in school. Lunch boxes can be brought in, in week 2.
- There is no need for children to bring in PE kits, at this stage.

Adults entering the school site:

- Sanitising hand gel will be available at all entry points.

- Information posters on how to reduce the spread of infection will be available throughout the site.

In the event a child is unwell:

- Pupils will be taken to the office.
 - If necessary parents will be contacted and advised on how they can collect their child safely.
 - Pupils will be kept at a safe distance from staff and other pupils in the medical area until they are collected from school.
 - Staff are aware of the precautions they need to follow to reduce the risk of infection, while still remaining sensitive to the needs and well-being of the children in their care. Staff will gently explain why they are wearing a face mask and gloves as they take care of them.
 - If a child is taken ill in school with suspected COVID19, or the school is informed by parents that a child in school is being checked for COVID 19, the area where the child was present will be deep cleaned and all the parents of the children in the same 'pod' will be notified.
 - A child diagnosed with the virus should remain in isolation for 7 days.
 - The family of the child diagnosed with COVID19 should isolate for 14 days.
- STAFF WHO PRESENT WITH COVID 19 SYMPTOMS/ARE DIAGNOSED**
- The same procedures will be followed as those explained for children

In the event a child needs first aid:

- Pupils will be taken to the office
- In the event it is necessary for a child to go home/seek further medical advice, the above advice will also apply.

In the event a child needs to change their clothes:

- Children in Reception and Year 1 should bring a spare set of underwear in a plastic bag.

In the classrooms:

- Excepting Reception, pupils will stay at their desks, away from each other, for as much of the school day as possible; ideally 2 metres apart.
- Pupils will be reminded of how to wash their hands according to NHS standards, throughout the day.
- Pupils will use hand sanitiser before entering the classroom.
- Pupils will be directed to wash their hands (20 second rule) after sneezing, coughing and using the toilet.
- Pupils will wash their hands before and after snack.
- Pupils will use hand sanitiser before leaving the school to go home.
- Pupils will be encouraged not to touch their faces.
- Tissues will be available in all rooms and areas of the school being used. Pupils will be advised to catch sneezes and coughs in these and bin them afterwards. If a tissue isn't at hand, an elbow must suffice.
- Windows and doors will be open to increase air flow and ventilation.
- Hard surfaces, for example tables and chairs, will be cleaned between sessions.
- Children will have their own sets of pencils and resources.
- Pupils will use the same desks during their allocated 'pod' time. Deep cleaning will take place on the Wednesday before the next pod are in.
- Breaks will be taken in areas designated to each class to avoid the risk of contact between 'pods'.
- Children will be encouraged to use a one-way system when travelling through school and to the toilet.

- Soft toys and furnishings will be removed/unavailable for use.

Pupils- Using the toilet:

- Hand sanitiser is available in all pupil toilets
- Posters in all toilets with instructions for 20 second handwashing.
- Children practise safe distancing when using the toilets- 1 child at a time.
- Children will use hand sanitiser when returning to the classroom.

Breaks:

- Children will be supervised in a designated area that avoids pupils coming into contact with another class.
- A maximum of 15 children at any one time, will use the area allocated to them.
- Children will be encouraged and reminded to keep a safe distance between them and their peers while outside.
- During inclement weather, breaks will happen in the classroom. Pupils will need to remain at their desks. Activities for 'wet play' could include, watching a dvd, listening to a story or working with construction kits.
- All breaks will be supervised by adults.

Daily Cleaning:

- Standard cleaning products will be used to clean and disinfect frequently touched objects and surfaces including:
 - ❖ Classroom desks and chairs
 - ❖ Banisters
 - ❖ Toilet facilities
 - ❖ Door and window handles
 - ❖ Furniture
 - ❖ Light switches
 - ❖ Reception desks
 - ❖ Teaching and learning aids]
 - ❖ Computer equipment
 - ❖ Sports equipment
 - ❖ Toys
 - ❖ Telephones
 - ❖ Play equipment used by pupils outside
- Rubbish will be removed daily and disposed of safely

Cleaning if there's been a suspected case in school:

- Clean and disinfect surfaces the person has been in contact with, including:
 - ❖ Objects that are visibly contaminated with body fluids
 - ❖ All potentially contaminated high contact areas (e.g.bathrooms, door handles, telephones, bannisters)

- Make sure all staff wear disposable gloves and aprons.
- Staff must wash their hands with soap and water once they remove their gloves and apron
- Any contaminated items such as blankets or cushions must be washed in a washing machine at 60 degrees or disposed of safely.
- Dispose of any items that are heavily contaminated with body fluids.
- Keep any waste from possible cases and cleaning of those areas (e,g tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie.
- Place these bags in a suitable and secure place away from children and mark them for storage. Wait until the results of the tests are known before taking the bags out of storage.
- If the individual tests/ confirmed as negative, put the bags in with the normal waste.
- If the individual is diagnosed/tested as positive, then the waste can be stored in a safe place for 72 hours.

The local waste collection authority will need to be advised to collect 'category B' waste.

This document was shared with governors and will be updated/revised, as necessary, to comply with government initiatives and feedback from pupils, staff and families.

L Anderton May 12th 2020

This document was shared with all staff and parents on May 13th 2020

This document was updated on 19th May 2020 and shared with parents and staff on 20th May 2020.

This checklist has been prepared in response to the government's publication on May 11th 2020:

Coronavirus-Covid 19. Implementing Protective Measures in Education and Childcare Settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

The following information is taken from the publication and has been used to inform the measures, detailed in the checklist, that the school is taking to minimise the risk of infection for pupils and adults in school.

Effective infection protection and control

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*