



## St Michael's CE Primary School

### Arrangements We Will Be Putting in Place When the School Opens Fully in September 2020

Coronavirus- Health and Safety in School

25.8.2020

#### MEASURES TO TAKE

**IMPORTANT: Parents and carers to continue to educate their children at home, on how to follow safe distancing and wash their hands- see the school's web site for advice. The school will make every effort to remind the children to practise safe distance measures. Parents need to understand that this cannot always be guaranteed, particularly with our youngest children.**

#### 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.

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#### Restricted Access Areas in School:

- To effectively monitor cleaning arrangements , children will be restricted to certain areas of school

#### 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
- 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.
- IT IS THE RESPONSIBILITY OF THE PARENTS/CARERS TO ENSURE THEIR CHILDREN FOLLOW SAFEDISTANCING RULES WHILST WAITING TO ENTER THE SITE.
- **PLEASE SEE CLASS INFORMATION (Appendix 1) for information on the arrival and dismissal of children.**
- 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.

#### 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.
- Children should bring their own water bottles to school.
- There is no need for children to bring in PE kits, at this stage.
- Snacks should be brought in in disposable bags.
- Lunch boxes from home will be kept by the child at all times.

#### **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- see risk assessment.
  - 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
  - PLEASE SEE RISK ASSESSMENT-Covid Tab on web site.
  - In addition, the school will adhere to the most recent guidelines from Public Health England-**PHE South East Health Protection Team: Guidance for Childcare and Educational Settings in the Management of COVID-19** –this document can also be found under the ‘Covid’ tab on the school’s web site.

#### **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. This can be discreetly packed in their book 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.
- Children will sit in rows, excepting Reception, facing the front of the class.

- Teachers will, wherever possible, maintain a safe distance of at least 1.5 metres distance from the main class.
- Adults in school have the option to wear a protective visor/ and or face mask if they are working in a 1:1 situation with a child.
- Teachers have the option to wear a protective visor when teaching a group or class of children.
- 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, where safe, will be open to increase air flow and ventilation.
- Hard surfaces, for example tables and chairs, will be cleaned between sessions and at the end of each day.
- Children will use regularly sanitised resources.
- Pupils will use the same desks during their time in the classroom. Breaks will be taken in areas designated to each class .
- 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.
- 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
- Rubbish will be removed daily and disposed of safely
- Cleaning and sanitising the school will take place during and after sessions as appropriate.

#### **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 August 25<sup>th</sup> 2020

**This checklist has been prepared in response to the government's publication updated on August 7th 2020:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## **Appendix 1**

### **September 2020**

#### **Class Information and Collection Times**

##### **Reception**

- Arrive 9.15 am, for first week, at High St gate.
- Collection at 3pm, for first week, from High St gate
- Grab bags provided in accordance with FSM policy for Reception and KS1
- Children may bring in their own packed lunch
- Parents should consider contents of lunch boxes-children have 30 minutes to eat their lunch
- Miss Nicholson will advise parents of any changes to drop off and collection times and arrangements.

##### **Year 1**

- Arrive 8.40 am at Main Gate entrance- School Rd
- Grab bags provided in accordance with FSM policy for Reception and KS1
- Collection 3.10pm from Main gate-School Rd
- Enter school through fire exit to KS1 corridor.

##### **Year 2**

- Arrive 8.45 am main gate
- Enter school through fire exit to KS1 corridor.
- Lunch 12pm - Grab bags provided in accordance with FSM policy for Reception and KS1
- Children may bring their own packed lunch
- Collection 3.15 pm from main gate

### Year 3

- Arrive 8.40am High St entrance to playground
- Enter school through main door from playground
- Lunch 12pm- grab bags available to order or bring a packed lunch
- Collection 3.15pm from High St gate.

### Year 4

- Arrive 8.40am School Rd entrance
- Enter school through Year 4/5 'Boot Room' door.
- Lunch 12pm- grab bags available to order or bring packed lunch - FSM as applicable
- Collection 3.15 pm from School Rd Gate.

### Year 5

- Arrive 8.40 Main Gate
- Enter school through **side gate, off main entrance**, through cloakroom fire exit door.
- Lunch 12pm - grab bags available to order or bring packed lunch- FSM as applicable
- Collection 3.20pm from Main Gate entrance.

### Year 6

- Arrive School Rd Gate 8.50am
- Enter school through main door from playground
- Collection 3.20pm from School Rd entrance.

### Late Arrivals:

- Please be considerate of pupils who may still be arriving and report to the office.
- Entrance will be through the main gate

### PE Kits

- Please bring PE kits to school.

**Lunch:**

- Wilson Jones will be providing a menu from September 2<sup>nd</sup> and we hope to be offering a hot meal within the first 2 weeks back. Please see the website for further updates as and when we receive these from Wilson Jones.