



## St Michael's CE Primary School

### Coronavirus- Health and Safety in School

#### Arrangements We Will Be Putting in Place If/When the School Opens to Years R,1 and 6 on June 1<sup>st</sup> 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.

##### 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, as yet to be confirmed.

##### Reduced Class Sizes to assist the need for social distancing:

**The following is a proposal. To allow for safe distancing, we are advised to teach a maximum of 15 children at a time. We are waiting for feedback from local primary school and RBWM before finalising the return to school plan.**

- Half the class will be in school at any one time.
- There will be 2 sessions each day:
  - ❖ Half the class from 9-11.30am
  - ❖ Half of the class from 12.30-3pm
- Siblings in the 3 year groups above will attend the same session.
- The rota will be changed each week. For example, the children attending the morning sessions in the first week will be attending the afternoon sessions in the second week.

##### Receiving and Dismissing Children:

- Parents should not gather at the school gates.
- Parents are requested to avoid entering the school unless it is urgent that they do so.
- Children do not use the same entrances and exits to school.
- 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.
- Children should bring their own water bottles to school.
- Book bags will need to be kept in the classroom, close to their owner. Children must take responsibility for packing and unpacking their bags.
- Any snacks will need to be stored in book bags.
- 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.

**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; 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- 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
  
- 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)
  - ❖ When cleaning, use a product that is effective against viruses
  
- 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 12<sup>th</sup> 2020

**This document was shared with all staff and parents on May 13<sup>th</sup> 2020**