

Coronavirus Safety Plan

ST MATTHIAS CE PRIMARY SCHOOL: THE SPIRE ACADEMY TRUST
MAY 2020 – REVISED JULY 2020 FOLLOWING GOVERNMENT GUIDANCE FOR FULL
REOPENING OF SCHOOLS IN SEPTEMBER 2020

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The following systems of control will be in place across the school:

1. **Minimise 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 the setting.**
2. **Clean hands thoroughly more often than usual**
3. **Ensure good respiratory hygiene**
4. **Introduce enhanced cleaning**
5. Minimise contact between individuals and maintain social distancing where possible. *(for younger children and those with complex needs, it's acknowledged that social distancing is unlikely to be maintained and so points 1 – 4 are key to minimising risk)*
6. Where necessary, wear appropriate PPE.

Safety measures for pupils, staff and parents

| Pupils |
|--|
| <ul style="list-style-type: none"> • Children to return to school wearing normal school uniform. • If a child arrives wearing a mask, this will be safely removed following government guidance. • Children will be able to wear their PE kits to school on PE days. • Children must thoroughly wash their hands regularly through the day but especially before lunchtimes. Before and after break and at the end of the day to use the sanitiser in the classrooms. If they have a PE lesson, they will sanitise before and after the lesson. • Nursery, Reception and Year 1 children to wash their hands more regularly as they move from their activities • Children will be encouraged to wash/ sanitise their hands after sneezing/coughing • No home toys will be allowed into school to reduce spread of the virus. Except in exceptional circumstances for children with attachment/ autism agreed by the SENCO/HT • Daily education on how to stay safe, with a particular focus on social distancing for younger children. Posters to remind everyone throughout the school and classrooms • Observe the daily powerpoint with 'Wigit' symbols reminding children of the rules for hygiene and social distancing • Children will be regularly reminded of good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Posters to be displayed • Tissues and hand gel available in every classroom for children and staff to use and stocks replenished as required. • Daily reminders of the expectation for conduct with regards to high standards of hygiene during register and then when required throughout the school day. • Additions within the behaviour policy to show consequences of wilful neglect of health and safety rules, will be shared with all pupils and consistently reinforced. • Seating in the classroom will be arranged so they are in rows and the children are forward facing only. • Every child will be allocated their own space and this will not change • Intervention children will be from the same bubble and will sit side by side and avoid directly facing each other. • KS1 & 2 Children will be provided with their own resources (pencil case, pencils, rulers crayons etc) or they can provide their own pencil case to stay in school. • Rooms will be well ventilated and where there is opportunity for learning outdoors, this will be implemented. • Children will work with the same group of pupils on a daily basis alongside the same team of staff. Staff can move between bubbles if necessary observing good hygiene routines. |

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- Children will work within an identified zone of the school for the duration of the school day.
- Break times and lunchtimes will be staggered and the outside area zoned for each group of children.
- Children will be discouraged from hugging and close contact on the playground
- 2 classroom bubbles will be allowed to share the KS1 playground for break and lunch- 1 class in the climbing area and 1 class on the playground- change weekly. Staff will be able to support each other. (Y2/3)
- 2 classroom bubble will be allowed to share the KS2 playground for break and lunch which will be split by tape and cones. They will not mix but the staff will be there to support each other. (Y4/Y6)
- N/R will use their outdoor area all day for breaks and lunchtime
- Year 1 will use their outdoor area for breaks and lunchtimes- extra staff from lunch club
- At lunchtimes, tables will be cleaned before and after the children have eaten.
- Children will eat lunch in the classroom they have been working in and this will be in the style of a packed lunch.
- Small groups of children to access the toilet facilities – signs placed on the toilet doors to ensure children adhere to social distancing and numbers allowed in.
- When lining up, the children will socially distance themselves in the line, using their arm as a suitable length apart without touching
- Water fountains and hand dryers in school will NOT be in use.
- Children's temperature may be checked if they present with any symptoms of the Coronavirus
- Worship will be using Teams/ zoom and will be held in the classroom to avoid large mixed gatherings

Staff

- If a member of staff travels to work in a mask, this will need to be safely removed following government guidance. A clean mask can be used within school.
- Hand sanitiser is available in the entrance to use on the way into school and when leaving at the end of the day.
- Staff will wash hands regularly through the day
- PPE is available if required (DfE Guidance for Full Opening: schools p.12)
- All staff are provided with PPE should they wish to use in school eg masks and visors
- First aiders will use masks, gloves and aprons where required when administering first aid.
- Staff, who are deemed clinically extremely vulnerable, will have a personal risk assessment as they have been advised they can return to work from 1st August as long as they maintain social distancing
- Staff will work within their bubble as much as possible however should they need to move between bubbles a strict hygiene routine will take place.
- Staff to staff contact to keep to social distancing of 2 metres where possible
- Staff to child contact to keep to social distancing of 2 metres however if less than 2 metres for short periods of time only
- Staff to adhere to the social distancing rules between staff and between children as far as possible, setting a good example
- Staff within their groups will cover their own breaks and lunchtime (if a lunch supervisor not available).

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- The staffroom will not be used for large groups of people.
- Any meetings that they need to attend with outside agencies can be done remotely.
- Staff meetings can be delivered via zoom unless it is with a small number of staff where social distancing is assured
- Staff to bring own lunch
- Staff to use their own mugs/ thermos mugs and use their own cutlery from home to reduce cross contamination if needed for their own lunch.
- Reduce the amount of use of the staffroom due to social distancing rules
- Open all windows in the classrooms to ensure good ventilation

Parents and carers

- If their child or member of their household is showing symptoms of coronavirus or they are awaiting the results of a test for coronavirus, they are to keep their child off school for 10 days/wait for the results of the test.
- Should a test be positive then any siblings should isolate for 14 days
- When taking or collecting their child from school, they must line up in the appropriate zones, standing 1 metre plus apart.
- School will continue the one way system of entry and exit of the school. Enter via the main front gate and exit via the KS1 playground.
- Nursery and Reception classes will enter via the Nursery gate and exit via the bottom KS1 playground gate
- A staggered start and end time will be organised for families. More than 1 sibling groups arriving at 8.45 and leaving at 3pm, only 1 child arrive at 9am and leave at 3.15pm
- Children to enter the school building using their outside classroom doors which are accessible from the respective playgrounds. Except Year 1, who will enter via the normal entrance to school, by the Year 3 corridor.
- All parents to adhere to social distancing rules and to leave the premises as quickly as possible
- If parents need to speak with a member of staff, an appointment can be arranged via telephone or they can email into school.
- Parents can still use ClassDojo or Tapestry as a way of communication
- NO parent will enter the school building unless invited by a member of the SLT

Cleaning

- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Large play equipment to be cleaned very regularly after use by small groups of children- blue roll and antibacterial spray provided
- EYFS & Year 1 hard toys to have a rotation of cleaning and rotation of use
- ALL soft toys to be removed from use
- All sand to be removed from use
- Toilets to be checked regularly to ensure soap dispensers are full
- Extra cleaning of toilets through the day
- Extra cleaning of high intensity touch points through the day by all staff within their bubbles.

What happens if a pupil becomes unwell whilst at school?

If a child becomes unwell with a new, continuous cough or high temperature whilst at school, they must be sent home and the parents advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. A test can be requested for the child.

Take the child to wait in the Headteacher's room with door closed and supervised by a member of SLT from a safe distance (at least 2metres). Open windows for ventilation.

PPE should be worn by the member of staff caring for the child while they await collection

If the child's condition worsens at any point, call 999.

If the child needs to go to the toilet while waiting to be collected, they should use the KS2 toilets. They should then be cleaned and disinfected using standard cleaning products afterwards. If a KS2 child needs the toilet they will be diverted to the KS1 toilets.

After the child has been collected from school, the member of staff looking after the child should wash their hand thoroughly for 20 seconds.

The member of staff who has helped the child, does not need to go home unless they develop symptoms themselves (and in which case a test is available) or the child subsequently tests positive.

In the classroom:

- All children and staff are to wash their hands thoroughly for 20 seconds.
- Children removed from the classroom whilst child's workstation is sanitised. If feasible, children can relocate in adjoining classroom for the remainder of the school day.
- Equipment that was used by the unwell child to be removed by a member of staff wearing PPE and either sanitised and stored safely away or bagged and disposed of.
- At the end of the school day, a full deep clean of the area accessed by the child will be carried out.

What happens if a member of staff becomes unwell whilst at school?



If a member of staff becomes unwell with a new, continuous cough or high temperature whilst at school, they must go home immediately and will be advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. A test can be requested.



If the member of staff's condition worsens at any point, call 999.
Contact next of kin.

If a member of staff has supported the staff who has become unwell, they should wash their hand thoroughly for 20 seconds.



The member of staff who has provided support, does not need to go home unless they develop symptoms themselves (and in which case a test is available) or if the member of staff subsequently tests positive.



In the classroom:

- All children and staff are to wash their hands thoroughly for 20 seconds.
- Children removed from the classroom whilst child's classroom is sanitised. If feasible, children can relocate in adjoining classroom for the remainder of the school day.
- Equipment that was used by the member of staff to be removed by another member of staff wearing PPE and the equipment either sanitised and stored safely away or bagged and disposed of.
- At the end of the school day, a full deep clean of the areas accessed by the member of staff will be carried out in addition to normal cleaning.

What happens if there is a confirmed case of coronavirus in school?

If a child or member of staff develops symptoms compatible with coronavirus, they must be immediately sent home and the parents advised to self-isolate for **10 days** and other members of the household, advised to self-isolate for 14 days. A test can confirm the symptoms.

Follow the COVID-19: guidance for households with possible coronavirus infection guidance.



Implement flow chart on page 1

Is the case confirmed positive?

No

Yes

Where the child or member of staff tests negative, they can return to school and end self-isolation.

Where the child or member of staff tests positive, the rest of the class should be send home and advised to self-isolate for 14 days. The other household member of that wider class/group do not need to self-isolate unless the child or member of staff within the group subsequently develops symptoms.



If other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take.

This could include, larger numbers of children and staff being asked to self-isolate at home as a precautionary measure.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.