



## Northchapel Community Primary School

# Coronavirus Policy

<b>Review Date</b>	<b>Summer 2020</b>
<b>Reviewed By</b>	<b>Deborah Coggin</b>
<b>Approved By</b>	<b>Governors</b>
<b>Due for next review</b>	<b>Summer 2021</b>

### **The school:**

- Recognises that coronavirus is a widespread and contagious disease.
- The policy sets out the school's endeavours that the whole school environment, including the physical, social, sporting and educational environment, is doing everything possible to adhere to social distancing and keep the children safe.
- Ensures that all staff know what procedures to follow to keep themselves, visitors and pupils as safe as possible.



# Getting back to school - Northchapel Primary School Plan

This has been a very strange and difficult time for everyone and we want to make the process of re-connecting with school as positive and safe for everyone as possible. We will focus on each individual child and their particular needs so things might look different for each child but their well-being and emotional health are the priority.

We will begin a phased return as from 1st June. This will be a gradual process to allow staff, children and parents time to adjust and begin to re-connect. We will be following Government and County policies and procedures to ensure we make school as safe a place as possible. There will always be some risk, as in every aspect of life, but we seek to identify risk factors and put procedures in place to minimise these.

We will begin with limited numbers and year groups, as suggested nationally, and with a reduced timetable which will be reviewed weekly. We will communicate with you as much as possible as plans develop and provision is extended.

## **Please note:**

- There will be no Elm Club - before or after school.
- No face masks to be worn in school as other safety precautions are being taken
- Packed lunches are desired but hot dinners for eligible children when booked through the office can be provided.

## **Who should come back to school and when?**

### **Week 1**

Mon 1st June	Tue 2nd June	Wed 3rd June	Thu 4th June	Fri 5th June
Y6 children Keyworker children Pre-school	Y6 children Keyworker children Pre-school	Y6 children Y1 and Reception Keyworker children Pre-school	Y6 children Y1 and Reception Keyworker children Pre-school	No school Deep clean and teacher planning time

**Week 2** - As above but Y1 and Reception attend Mon-Thur.

**Action Required**

If your child is in these year groups and you are planning for them to return from the week beginning 1st June, you must let the office know by email **by 3pm Friday 22nd May**.

**Please Note**

**Children who are self-isolating or extremely clinically vulnerable should not attend.** Everyone else is encouraged to attend but the decision is up to parents.

**How do I drop off and pick up my child safely from school?**

**Staggered arrival times in the first two weeks**

8.30am	8.35am	8.45am	9.00am
Children arriving on school bus and keyworker children	Preschool children and any siblings	YR and Y1	Y6

- Cars can pull up to the gate for meet and greet drop off.
- Walkers and cyclists: Please wait on the green to be directed, obeying social distancing guidance.
- Your child will be called across and taken into school.
- Only one parent to drop off and collect children.

**Staggered departure times in the first two weeks**

2.50pm	3.00pm	3.10pm	3.15pm
Y6 collection or walk home	YR and Y1 plus any siblings	Bus children and keyworkers	Pre-school without siblings

This is a provisional timetable and may be adapted as we develop a routine. We will endeavour to stick to times and request parents try to do the same.

**What will the children who return to school be doing?**

Children in school will follow a simplified curriculum based on similar learning objectives to those set online. There will be an emphasis on outdoor and independent learning focusing on emotional, social and physical well-being with a slow introduction of some routines, learning slots, use of online resources and stories.

## How will the school keep my child safe?

- Social distancing will be encouraged and discussed regularly
- Children and adults will be grouped into “bubbles” who do not mix
- There will be regular cleaning of surfaces, door handles and communal areas during the day with a deep clean on Friday
- Children will have a tray/box of their own equipment and resources will not be shared with anyone else
- Playtimes will be staggered and playgrounds marked for use by particular groups
- There will be regular hand washing.
- If a child or adult in a bubble develops symptoms, the whole group will need to self-isolate at home. Further guidance will be given.

## What will my child need to bring to school?

- Sensible and practical home clothes, suitable for outdoor learning and sport - children must be able to do up their own shoes.
- Packed lunch and clearly labelled water bottle
- Sun cream should be applied on your child at home and they should bring a sunhat
- No books will be sent home from school and children must not bring in items from home to school
- No additional rucksacks or bags should be brought into school, apart from a lunch box
- Younger children need to bring spare clothes in a pillow case in case of accidents.

## What if I want to continue to keep my child at home?

- Online learning provision will continue via Class Dojo and will be monitored in school by a member of staff during the school day
- To protect staff well-being, staff will not be responding to Dojo out of school hours

## How can I help prepare my child for coming back to school?

- Talk to your child about social distancing and why this is important
- Talk positively with your child about the benefits of returning to school and seeing their friends and teacher. Listen to their concerns and reassure them
- Social stories will be added to Class Dojo to support younger children and families

### **Can parents come onto the school site?**

We wish to reduce the number of adults on site, so no parents will be allowed into school. If your child forgets something, please ring the school to make the necessary arrangements.

Drop off and pick-ups will be from the main road gate - parents are asked to wait on the green

### **What happens if I change my mind and want my child to return to school in a few weeks' time?**

Please contact the school office. We need 48 hours' notice prior to your child returning.

**Northchapel Primary School**

**Risk Assessment Form**

<p><b>Activity Assessed:-</b> Ensuring that the Schools are Covid-19 secure on re-opening of the schools in June 2020.</p> <p><b>Assessed by:-</b> Deborah Coggin (Acting Headteacher)</p> <p><b>Site Location:</b> <u>Northchapel Primary School</u></p> <p><b>Number/age of children at risk:</b> 60 approximately</p> <p><b>Number of adults at risk:</b> 20+</p>	<p><b>Date:-</b> 21/5/20</p> <p><b>Next assessment due:-</b> As Government updates change</p> <p><b>Evaluation and changes required:</b></p> <p><b>Monitored by:</b> all Governors</p>
--	--

*Government Documents that are being used are linked here:*

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Type of Hazard	Likelihood of occurrence	Hazard Severity	Risk Factor	Control measures: Action to be taken to reduce risk	New likelihood of occurrence	Hazard severity	New risk factor
Lack of social distancing in the classroom resulting in direct transmission of the virus	4	4	16	<p><b>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS. IN ORDER TO MINIMISE RISK WE ARE ENSURING THAT, AS MUCH AS POSSIBLE, WE HAVE OUTDOOR SCHOOL.</b></p> <p>These control measures are to encourage space between children where possible.</p>	2	4	8

				<ol style="list-style-type: none"> <li>1. Reduce the number of children in the classroom to enable social distancing (no more than 15).</li> <li>2. The majority of learning will take place outside to limit the transmission of the virus.</li> <li>3. Remove excess furniture and resources to increase space if space to do so- there are indoor separate spaces in each school for each group.</li> <li>4. Social distancing discussion created for and with the children – including how many children playing with resources and how (either end of water tray) (Include instructions how to line up, physical contact use of toilet, moving around the classroom etc)</li> <li>5. Discussion will be re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance.</li> <li>6. Video to explain to children will be made prior to coming back to school.</li> <li>7. Resources and activities planned to reduce shared contact and individual learning</li> <li>8. Cleaning rota of all ‘high touch areas’ throughout the day.</li> <li>9. Staff allowed to stay at adult height – no requirement for getting to child level for interactions</li> <li>10. Interactions carried out where possible from a distance</li> <li>11. Children to use same desk if returning next day</li> <li>12. Teacher and TA are assigned to these children and stay with these children throughout the day</li> <li>13. Children stay in their bubble all of the day and not mix with other groups</li> <li>14. All child equipment kept separately in trays on desks. In each indoor/outdoor space, staff to ensure that the children have a</li> </ol>			
--	--	--	--	--	--	--	--

				<p>space to put their own things/lunch/water etc. These should not be mixed up. In KS2, they will have their own indoor table to place these things on (although majority of learning outside).</p> <p>15. Key worker children will use the same laptop each time and this will be left on their own table to go back to each time. Minimise use of the printer and clean afterwards.</p>			
<p><b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus</p>	4	4	16	<ol style="list-style-type: none"> <li>1. Only one child allowed to go to toilet at a time.</li> <li>2. Thorough hand washing for 20 secs and drying with a paper towel.</li> <li>3. Extra Signs in toilet re washing hands</li> <li>4. Wedges for the toilet external toilet doors if not fire doors.</li> <li>5. Extra soap ordered to ensure we do not run out</li> <li>6. Outer doors of toilets to be propped open.</li> <li>7. Regular cleaning down of the toilet during the day. These will be the door handles, the areas of the doors that will be pushed by children, the taps. These areas will be on a tick sheet that will be signed by all members of staff once completed hourly.</li> <li>8. If there is an accident, one member of the bubble will be with the class and one member of the bubble will go to the toilets to change the child. For safeguarding reasons, this is important that another person be in attendance, at 2m distance. This would be SS or DC and requested by internal telephone or mobile by calling at a distance to attend and help.</li> <li>9. Children at Pre-school and Rowan to be asked to bring spare clothing, in case of a toilet accident, and bring in plastic bag or pillow case. These will be sent home with parents at the end of each day.</li> </ol>	2	4	8

<p><b>Lack of social distancing waiting to enter classroom in morning</b> resulting in direct transmission of the virus</p>	4	4	16	<ol style="list-style-type: none"> <li>1. Markers outside the gates for the children and parents to wait – more than 2 metres apart as more than one person – behind two cones</li> <li>2. Staggered times for parents to drop their child at school.</li> <li>3. Instructions shared re social distancing between families in the morning with parents and children</li> <li>4. Signage for parents and children displayed outside the school and in school.</li> </ol>	2	4	8
<p><b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus</p>	3	4	12	<ol style="list-style-type: none"> <li>1. Staggered playtimes and/or allocated play area in the first</li> <li>2. Reduced playtime equipment – hard surfaces and can be easily cleaned</li> <li>3. Games discussed which encourage social distancing – football passing, catch, hoola hooping</li> <li>4. Staff supervision throughout</li> <li>5. Outdoor equipment to be used on a weekly rota of groups/classes</li> <li>6. Playground and field timetable to ensure that the bubbles do not mix.</li> <li>7. All outside doors to be propped open.</li> <li>8. Each bubble to have their own playground equipment box and this will be just used by those children and moved in and out by the children and adult.</li> </ol>	2	4	8
<p><b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus</p>	4	4	16	<ol style="list-style-type: none"> <li>1. Children eat outside.</li> <li>2. Children to wash their hands before lunch and when they re-start the afternoon.</li> <li>3. Children asked to bring packed lunch in first instance. This</li> </ol>	2	4	8

				<p>will be reviewed after the first week. Hot meals can be ordered and the TA/Teacher will collect and bring to the child.</p> <p>4. Adults to bring their own drinks and water and food and share the lunchtime duty. Each adult to have a break away from the group in a separate part of the school, and not near the other bubble.</p>			
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus	4	4	16	<ol style="list-style-type: none"> <li>1. Children staying in their classroom bubble and in their outdoor bubble and accessing outside from classroom door</li> <li>2. Messages to office via mobile phones/ internal phones</li> </ol>	2	4	8
<b>Contact of shared resources</b> resulting in indirect transmission of the virus	4	4	16	<ol style="list-style-type: none"> <li>1. Resources washed in Milton or using anti-bacterial cleaner each night and left to dry if not same person using them the next day</li> <li>2. Tables, door handles and other surfaces cleaned with Milton every night</li> <li>3. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>4. Basket of books available split into separate sets one for each different group of children and rotated each week giving time for de-contamination (Friday to Sunday)– not taken home or brought in</li> <li>5. Outdoor playground equipment allocated to the group of children and cleaned each day at the end of the day</li> <li>6. Children to have a pack of their own equipment in a plastic bag and these will be named and kept away from other children and only used by that one child.</li> </ol>	2	4	8

<p><b>Emotional distress of the children</b></p>	<p>3</p>	<p>3</p>	<p>9</p>	<ol style="list-style-type: none"> <li>1. Children to have class teacher and TA that they know to support them.</li> <li>2. Curriculum to be delivered outside and focus on wellbeing and friendship.</li> <li>3. Small numbers of children to support their emotional need</li> <li>4. Reduced time in school to ensure transition is successful from home to school</li> <li>5. Comfort given from a distance – at adult height and hand gel used after if needed. If this may not be appropriate, and more contact is required, the adult will wash hands afterwards and change clothes if necessary.</li> </ol>	<p>2</p>	<p>3</p>	<p>9</p>
<p><b>Emotional distress of the staff – including anxiety</b></p>	<p>3</p>	<p>3</p>	<p>9</p>	<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Staff meeting – virtually – to discuss concerns and shared control measures</li> <li>3. Sharing of support helplines</li> <li>4. At least one SLT member of staff on site everyday for staff to share concerns with</li> <li>5. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>6. Separate risk assessment for the office area</li> <li>7. Separate risk assessment for each classroom to be completed by teacher.</li> <li>8. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed, 3 at a time.</li> </ol>	<p>2</p>	<p>3</p>	<p>6</p>

<p><b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus</p>	5	4	20	<ol style="list-style-type: none"> <li>1. Extra disposable aprons ordered</li> <li>2. Extra gloves ordered</li> <li>3. PPE offered to staff for those working close with children</li> <li>4. Pls note the Government guidance states “Wearing face coverings or face masks is not recommended unless dealing with a suspected COVID19 case.</li> </ol>	3	4	12
<p><b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus</p>	4	4	16	<ol style="list-style-type: none"> <li>1. Hand gel dispenser outside of all classrooms</li> <li>2. Hand gel order in large quantities</li> <li>3. Extra soap dispensers and re-fills in each classroom</li> <li>4. Extra hand washing bowls in each classroom</li> <li>5. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>6. Washing hands posters replaced in all washing areas</li> <li>7. Reminders how to wash hands properly – videos and posters</li> <li>8. Procedure agreed for children to wash hands so thorough hand washing</li> <li>9. Non uniform to be worn to ensure parents have the time to clean clothes and avoid changing into PE kit.</li> </ol>	2	4	8
<p><b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus</p>	4	4	16	<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton/anti bacterial cleaner</li> <li>2. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>3. Deep cleaning of all classrooms as used by the Keyworker children before re-opening</li> <li>4. Cleaners to return to work before the school re-opens</li> <li>5. Reduction of classrooms used</li> <li>6. Clearing of resources on surfaces in all classrooms</li> </ol>	2	4	8

<p><b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus</p>	3	5	15	<ol style="list-style-type: none"> <li>1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home</li> <li>2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.</li> <li>3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</li> <li>4. Agree if staff are allowed to wear PPE when in school if they wish</li> <li>5. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute</li> </ol> <p>Separate risk assessment for staff who are clinically vulnerable</p>	2	5	10
<p><b>Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus</p>	3	5	15	<p>Children who are clinically extremely vulnerable – those being shielded should not attend school</p> <p>Children living with some who is clinically extremely vulnerable should not attend school</p> <p>Children who are clinically vulnerable parents should seek medical advice concerning the children returning to school</p> <p>Children living with someone who is clinically vulnerable can attend school – parents will be given the choice</p>	2	5	10

NB. Do insert more new rows as necessary.

		Severity					
			High 5	High 4	Med 3	Low 2	
Likelihood	High 5	25	20	15	10	5	
	High 4	20	16	12	10	4	
	Med 3	15	12	9	6	3	
	Low 2	10	8	6	4	2	
	Low 1	5	4	3	2	1	

*No activity may be carried out where there is a High risk factor of 10-25*

*Activity graded 5-9 = Medium risk, this must be monitored by the Headteacher, responsible for H&S. 1-4 = Low risk.*

Likelihood of occurrence: 1= low risk; 5= high risk of happening

Hazard severity: 1= very little impact; 5= risk of death or serious injury.

Signed by the teacher in charge:

Signed by staff:

Signed by Headteacher:

Signed by the Governor responsible for Monitoring:

Date: