



COVID-19 SAFETY POLICY

September 2020

COVID-19 – SAFETY PROCEDURES

This policy contains important information detailing the safety measures implemented to support the safety of the school community during the COVID-19 pandemic.

Preparation for Re-Opening

The school has formed a detailed risk assessment which has been widely consulted on with staff and shared with the Local Authority.

All efforts are being made to ensure that risk is minimised and managed effectively at school.

Pupil Groupings

- Children are grouped in classes of 30.
- There is a reduced opportunity of year groups mixing with other year groups inside.
- Where possible, we are minimising the mixing of year groups outside.

Protocol for dropping off and collecting your child

- Parents and carers are reminded of the travel advice which is to walk or travel by bike wherever possible. Please see the government advice [here](#).
- Each group has a designated drop-off / pick-up point. It is very important that children are brought to school **on time**, as late arrivals cause an additional staffing and health & safety issue.
- Social distancing procedures are in place at drop-off points. Parents and carers are asked to form a queue outside the school gates. Signs are present to indicate where classes queue.
- A member of staff in the playground will welcome your child in. Parents and carers are asked to leave promptly and are not permitted to come onto the school premises.
- Only one parent or carer may drop off or collect each child.
- Parents and carers are respectfully asked not to 'gather' at the gates.
- If your child has difficulty in separating and finds this drop-off procedure difficult, we will ask you to wait until other children have been admitted so staff have more time to help you.
- We ask all adults dropping and collecting children to wear a mask or face covering.
- Staff may be wearing a mask during these busier times.

Visitors to the School Site

In the interests of reducing risk, we are minimising the number of visitors onsite. In each case, we will make a judgement as to whether the visit is absolutely necessary. All home-school communication will be completed by phone, email or remote video meeting. If parents have queries or concerns before or after they have dropped their child off, they can call or email the school office who will be able to help.

Handwashing

There will be a timetabled handwashing and hand sanitising routine for children throughout the day, including on arrival, after break times, before and after lunchtimes and at the end of the school day.

Lunch

School lunches are provided as normal. Selected classes will be eating in their classrooms, to reduce the numbers of children in the dinner hall.

All children should bring a refillable, labelled water bottle to school every day. Water fountains are not in use.

Uniform

Children should come to school in school uniform as normal. We ask that where possible, children are wearing clean clothes each day, to reduce any risk of infection spread. Please aim for shoes without laces worn where possible, especially for young children who may not be able to tie their own laces. We ask that children wear their P.E. Kit to school on their P.E. day, and bring additional layers in cold weather.

Movement around the school

There is a one-way system in the school to further prevent transmission. All adults and children are to follow the one-way system.

Hygiene Measures

There is regular cleaning of all areas throughout the day. Additional staff have been allocated to cleaning regimes of high traffic areas during the day.

Masks and additional PPE (Personal Protective Equipment)

Staff are able to wear masks at their discretion. There is no enforced expectation for staff to wear masks. Gloves, disposable aprons, disposable masks and visors are available for staff to use when necessary. Visitors may be asked to wear a mask in certain circumstances.

Attendance

- Children's school attendance is compulsory.

Potential covid-19 symptoms

- Please read the guidance [here](#) regarding covid-19 symptoms.
- **Parents and carers must not bring children to school if they are presenting with symptoms of covid-19. Parents and carers must inform the school immediately if the child has symptoms of covid-19.**
- If a child has symptoms which may indicate coronavirus, they must self-isolate for 10 days, or longer if they still have symptoms.

- If anyone else in the household has symptoms which may indicate coronavirus, everyone in the household must self-isolate for 14 days from the onset of symptoms.
- If a child comes to school and a member of staff observes potential symptoms, parents and carers will be contacted immediately. **It is very important that parents and carers are contactable in an emergency.**
- Children with potential symptoms will be isolated in the school until they can be collected.
- Children sent home with symptoms need to be tested for Coronavirus. We encourage parents and carers to book a test at a testing centre. If there is any difficulty in accessing a test, the school has a small number of tests available for parents and carers to administer.
- The school will not administer any Coronavirus test.
- While waiting for a test result, the household should self-isolate.
- Where children test negative, they may come back to school immediately. If they are not tested, they may come back to school after 7 days if symptoms have gone away.
- If a child falls seriously ill at school, the school may contact medical services.

Taking Temperature

The school will **not** routinely take temperature readings from children in any case. If a child feels hot to the touch on the upper chest, back and forehead, parents and carers are notified and asked if they would like the school to check the temperature. The school has several types of thermometer including forehead, infra-red, and in-ear.

Social Distancing

Adults working in the school try to maintain common sense in terms of social distancing whilst working with the children; however, they are caring for the children and therefore it will not always be possible to remain 2 metres apart from children.

Assemblies will be virtual and held via video link using Google Meet at school.

Staff are expected to remain 1 metre apart from each other where possible. There are separate staffrooms for each Key Stage in order to enable social distancing.

Appendix I

In the event of a child presenting with symptoms of COVID-19, we will send this template to the family on parentmail.

Dear **Parent Title** **Parent Last Name** ,

We are sorry to hear that **Student First Name** is unwell with a high temperature/cough/other symptom (delete as appropriate).

Please follow the available Public Health England guidance. If a pupil or a member of the household is symptomatic, then they must undergo a Covid-19 test and we understand you are arranging for **Student First Name** to have a test. Please advise us whether the test result is positive or negative as soon as it is known. The household must isolate whilst you wait for the test result.

If **Student First Name** tests positive, then **Student First Name** must remain at home for 10 days from when symptoms started and the whole household must self-isolate for 14 days. If the test is negative and none of the household are showing any symptoms, then **Student First Name** may return to School.

If you have not yet referred to the guidance documents, please do so to ensure you meet the isolation period based on the criteria laid out. We will record **Student First Name**'s absence here in School based on the symptoms and information you provide. It is particularly important that any communication to the school specifies the nature of the symptoms of illness, or the nature of the self-isolation. If symptoms change or you receive medical guidance, in lines with the guidance, please update us.

We wish **Student First Name** well.

Kind regards,

Norma Hewins