

Appendix A

Procedures for maintaining safety when returning to school in September

This document should be read in conjunction with the school risk assessment of which it is an appendix. The following procedures will be in place in order to reduce risk to acceptable levels.

- School will to be open Monday to Friday for all children.
- A review of all staff will take place and those who are considered vulnerable will have individual risk assessments and plans which will be reviewed termly or as appropriate. School will follow local authority guidance when dealing with vulnerable staff.
- Children will be grouped in Year group bubbles and will remain apart as far as possible, having their own space on the playground and entrance/exit. Where an entrance/exit must be shared, timings will be staggered so the bubbles can remain apart. The Reception and Nursery classes will constitute one bubble.
- School will follow all guidelines regarding the identification and testing of suspected cases.
- If children are asked to stay away from school if there is a confirmed positive test in their bubble then home learning and support will be provided.
- The Head teacher, Deputy Headteacher or Assistant Headteacher will be on site all days.
- There will always be a safeguarding lead on site.
- The caretaker and Cleaning staff will attend site as normal every day.
- To minimise parent contact start and finish times will be staggered and each bubble will have their own gates / entrances to use. These are:

Opening

Foundation Stage 8-40 – 2-50 Using gate and opening double gates.

Year 1 and Year 2 Start at 8-45 until 3-05

Year 2 Sure Start door and Year 1 Purple door on front playground

Year 3 and Year 5 Start at 8-45 until 3-05

Year 3 Yellow door near bike sheds and Year 5 Green door next to FS building

Year 4 and Year 6 Start at 8-55 until 3-15

Year 4 Yellow door (near bike sheds) and Year 6 Green door next to FS building

Breaks

The back playground will be split in two from the edge of the green container.

And used by Year 1 and 2 together (one year in each half) and Year 5 and 6 together (one year in each half). The front playground will be split from the trim trail and used by Year 3 and 4 (One year group in each half).

Times

Year 1, 10 to 10-30 and 1-45 to 2-15

Year 2, 10 to 10-30 and 2 to 2-15

Years 3 and 4, 10-25 to 10-45 and 2 to 2-20

Years 5, 10-40 to 11 and 2-15 to 2-30

Year 6, 10-45 to 11-05 and 2-20 to 2-35

Dinners

Hall split into 3 zones so Year groups kept apart Gaynor in hall supervising tables cleaned between years.

Packed lunches eat in class. LO takes school dinners to hall where they sit in year group in one zone. Outside on same playground as breaks.

Rec 11-30 to 12 in Hall then outside until 12-50

Year 1 11-40 to 12 in hall then outside until 12-40

Year 2 11-50 to 12-10 in hall then outside until 12-50

Year 3 12 to 12-15 in hall then outside until 1

Year 4 12-10 to 12-25 in hall then outside until 1-10

Year 5 12-20 to 12- 45 in hall then outside until 1-20

Year 6 12-30 to 12-55 in hall then outside until 1-30

Staff lunch times will remain at 50 minutes covered by each other.

- Guidance will be given to parents to avoid them congregating at entrances and exits. Parents will be asked not to enter the school building unless by appointment. Parents will be asked to wear a face covering on the playground.

Start / End of the Day: At the start of the day children will enter the building at their appropriate time and via their allocated gate and door. On entering the building the children will be directed to use the sanitiser (dispensers are fitted at each entrance) then the closest hand washing facility to wash their hands following Government guidelines. Where children have allergies they may be directed straight to the hand washing facility.

Children will be offered a bagel in their classroom.

Children must not arrive at school earlier than their designated start time to avoid congregation on the playground. Gates will remain open for 5 minutes past the allocated time after which children will need to go to Reception.

At the end of the day parents should not congregate on the school playground or gates and must follow social distancing and where possible wear a face covering.

Parents / Carers of Reception children should enter via the usual gate and take the children to the Reception doors where they will be met by a member of staff. Parents then need to leave via the double gate adjacent to the main school in a one way system. Year 2 parents should enter using the ramp up to the door and exit via the double gates in a one way system. Collection at the end of the day should follow the same principle.

At the end of the day staff will be encouraged to leave as soon as possible after the children to enable cleaning to take place and reduce unnecessary contact.

Where staggered start/finish times mean parents of Key worker children are experiencing difficulty they should speak to school who will endeavour to resolve the situation.

Movement Around School: Placing the children in bubbles will reduce movement around school as children and staff will remain in their own spaces wherever possible. Each bubble will have an allocated playground space. The corridors will be divided in half and a stay left policy will apply. Where movement on corridors is necessary only one bubble will move at a time. Some fire doors will be wedged open to avoid unnecessary touch. All staff and children will be briefed on these new procedures which will be re-enforced on a daily basis.

Each bubble will be allocated their own toilets.

Staff Work Spaces: Staff work spaces will be socially distanced and soft furnishings removed where possible, where not, cleaning after each use will take place.

School Office: Social distancing will take place in the school office and parents should not visit the office without an appointment.

Test and Trace App: If staff are using the app it should be paused or Bluetooth disabled when in school. Where the app advises someone to self isolate this should be reported to SLT.

Governance and Policy: The Head teacher will provide Governors with regular briefings and all Governors Meetings will be held on Teams.

Emergency Evacuation: In the event of an emergency evacuation each bubble will have their own assembly point within their allocated playground area or the KS1 playground. Each bubble will leave by their own entrance if they are able to do so. If not they will leave by the closest, safe entrance. Adults will close any wedged open fire doors as they leave. The Head and Deputy Head, who are both trained Fire Marshalls, will check registers to ensure everyone is out safely. Staff **MUST** ensure they sign in and out of the building each day.

Medical / First Aid: Each bubble will have their own first aid kit and access to a qualified First Aider. Foundation Stage children will have a Paediatric First Aider. Any First Aiders who need to treat children will follow Government guidance on safety which is included in the Risk Assessment. First Aiders will be directed to read this. First aiders will contact parents by class dojo or the school app to notify parents of any incidents. If a child has a medical condition that requires medication during the day then parents must notify school and follow the appropriate policy.

Behaviour: All children whose behaviour is considered to pose a threat to health and safety of themselves, staff or other pupils, will be individually risk assessed and where it is considered they are not safe the parents will be asked to meet with the Headteacher to discuss how this can be remedied. Continued breaches of school rules may mean the child is excluded for a fixed term or permanently. This could constitute: non-compliant behaviour or any other behaviour which breach school procedures. If a child is in breach of

procedures and refuses to comply staff will remove all other children from the room and parents will be called. Staff will not use Team Teach procedures. In the event of a fight where an adult has to intervene the adult(s) will be allowed to go home to shower and change and any children involved will be asked to remain at home.

Communication with Staff: Where possible this will take place electronically and all staff should check their emails on a daily basis. Staff should endeavour to send any communications before 6pm. Face to face meetings should be avoided where possible and if absolutely necessary, social distancing rules must apply. Staff will be allowed to use their own mobile phones in emergency situations.

Communication with Parents: This will continue via Dojo, school website, telephone, e-mail and the school app. If a face to face meeting is essential this must be arranged in advance and social distancing rules must apply. Where possible face coverings should be worn.

All other communications with stakeholders will follow the same principles.

Infection Control: All children will be taught effective handwashing techniques and have supervised handwashing sessions regularly throughout the day. All classrooms will be provided with adequate supplies of soap, hand sanitiser and paper towels. Hand sanitiser dispensers will be fitted at all entrance and exits as well as outside rooms that are used by more than one bubble such as the Computer suite and the hall. Reserve stocks of all hygiene products have been purchased and stocks will be monitored weekly to ensure continuity of supply.

- All adults and children will wash their hands or use hand sanitiser on entering the building.
- All rooms will be thoroughly cleaned daily.
- All bubbles should follow guidance and remain isolated from each other, including adults visiting other bubbles, unless in an emergency.
- If any member of staff feels that a colleague is not observing social distancing or following guidelines and procedures they should speak to a member of the SLT to raise their concern.
- Each classroom will have a supply of hand wash / sanitiser / tissues and a bin with a lid
- Each bubble should agree their own handwashing routine to include, at a minimum, washing hands; on entry and exit to the school, before and after

breaks, before and after eating lunch. These routines should be agreed with and taught to pupils. Signage / posters will be displayed in classrooms and toilets to encourage good practice.

- Children will be provided with their own equipment. The amount of shared resources in bubbles will be reduced.
- Where shared facilities and resources cannot be avoided hand sanitiser and disinfectant wipes will be provided and should be used before and after using items (i.e. photocopier).
- All children and members of staff will be encouraged to take personal responsibility for hygiene and the maintenance of a safe environment and will be taught to use wipes to disinfect after themselves where resources have to be shared eg in the computer suite and in the hall.

People Displaying Symptoms: As per Government guidance anyone (staff or children) displaying symptoms **SHOULD NOT** attend school but should self-isolate and follow the Government advice regarding testing. See attached Coronavirus Implementing Protective Measures in Education and Child-Care Settings document. Any member of staff or child sent home displaying symptoms will be sent for testing and this will be reported to the Local Authority. Where a positive test result is returned **ALL** children and adults in that bubble will be asked to self-isolate for 14 days.

Clothing and Fabric:

- Where possible fabric chairs and other soft furnishing should be removed from work spaces. If this is not possible chairs must be disinfected/steam cleaned on a regular basis or reserved for the use of one person.
- Within work spaces and bubble rooms soft toys, cushions and other unnecessary equipment and resources will be kept to a minimum.

School Uniform: Only machine washable uniform should be worn. Where official uniform is not possible a degree of tolerance will be shown. Each bubble will have a designated day for PE when children will be asked to come to school in their PE kit to minimise items being taken to and from school.

Staff Clothing:

Staff will be expected to follow the existing school dress code.

Safeguarding: Normal school safeguarding procedures apply and if a member of staff has any concerns regarding a child either in or out of school. They should speak to one of the designated safeguarding leads.

Where children considered vulnerable are isolating, regular phone calls to check on their welfare will be made and if they have a designated social worker they will be informed.

Provision of PPE for Staff: The use of PPE will follow Government guidelines and will only take place where a pupil is displaying symptoms. All staff have watched an online tutorial regarding how to correctly use PPE and this training will be repeated on a regular basis.

Social Distancing: As far as possible social distancing will take place. In some communal areas floor markings are in place in order to facilitate this. Classrooms will be set up to make socially distancing possible where practicable. Children will be taught the importance of social distancing and encouraged to practice it as much as possible including during break times.

Mental Health: Pupil's mental health concerns, feelings, worries etc. will be addressed through regular PSHE sessions. Resources will continue to be available online for any children not in school. Line Managers will conduct weekly check-ins with all staff to check on mental health. Support is available to all staff through Place 2 Be and on Salford MyZone (link in risk assessment).

Bereavement Support: Staff are trained in Bereavement Counselling for children and support is available for staff through Place 2 Be.

Minimising Items Brought into school: Children will only be allowed to bring essential items to school this includes a hat, coat, lunch box, water bottle (which should have their name clearly marked on it and will remain with them), reading book, homework and where appropriate (Year 5/6) a mobile phone. Procedures are in place to minimise contact with homework and reading books to allow time for it to be isolated in school before contact.

Staff: Staff should also minimise any items they bring in school. Only bring any necessary items, minimise bags, coats only if necessary. Staff should ensure they wash their hands before and after marking books.

Staff Breaks: Sufficient staff will be in place in each bubble to cover their own breaks and lunchtimes. This can be arranged flexibly within each bubble. Contingency plans are in place for staff shortages.

Lunches: Lunchtimes will be staggered with children on a packed lunch eating lunch in their classrooms bubbles. The school kitchen will provide a normal menu and children eating a school dinner will be accompanied to the hall by a welfare staff allocated to their bubble. There will only ever be 3 bubbles in the hall at any one time and they will be zoned so they are socially distanced. Tables will be thoroughly cleaned between bubbles. Meals need to be ordered on the School Grid as normal.

School trips: There are no plans for school trips in the Autumn term although year groups may use the local area for exercise and educational walks.

Sun-Cream / Hats: The children will be outside as much as possible. Children should bring a hat (labelled with their name to be left in school) and will need sun cream. If high factor, once a day sun cream can be applied at home this is preferable but where this is not possible a spray-on sun protection needs to be provided so this can be applied at a distance. If children can apply their own cream they should do so. Any sprays sent into school need to be labelled with children's names.

After school: Mojors will be operating their before school and after school clubs.

School policies – all school policies, in particular

- Safeguarding
- Health and Safety
- Fire Evacuation
- Behaviour
- Attendance
- Visitors
- Visits

should be considered to be amended by the changes identified in these procedures and should therefore be read in conjunction with it and Guidance for parents (July 2020)

- The risk assessment will be reviewed fortnightly and amended where necessary. Staff will be briefed on any amendments to the contents of both this document, the risk assessment and any associated policies.