

## Appendix A

### **Procedures for maintaining safety when returning to school in March**

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 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.
- 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 and / or Deputy Headteacher will always be available during school hours.
- There will always be a safeguarding lead available.
- The caretaker and cleaning staff will attend site as normal every day.
- Start and finish times will continue to be staggered and these are:

#### **Opening and Finish Times**

Foundation Stage: 8-40am – 2-50pm

Years 1, 3 and 5: 8-45am - 3-05pm

Years 2, 4 and 6: 8.50am – 3.10pm

Year 2 will continue to use the door closest to the year 2 classrooms. Doors will remain open for 5 minutes past the designated start time. Children arriving after this time will enter school via Reception / office.

#### **Breaks**

Year 1: 10.15 to 10-30 and 1-50 to 2-05

Year 2: 10.15 to 10-30 and 1.50 to 2-05

Year 3: 10:30 - 10.45am

Year 4: 10:30 - 10-45am

Years 5: 10-40 to 10.55am

Year 6: 10-45 to 11-00am

KS2 classes which each have their own designated area of the playground

### **Dinners**

Nursery: 11.30-12 in Reception classroom, then outside until 12.50.

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

Year 1: 11-40 to 12 in hall then outside until 12-30

Year 2: 11-50 to 12-10 in hall then outside until 12-40

Year 3: 12 to 12-15 in hall then outside until 12:50pm

Year 4: 12-10 to 12-25 in hall then outside until 1:00pm

Year 5: 12-20 to 12- 35 in hall then outside until 1-10

Year 6: 12-30 to 12-45 in hall then outside until 1-20

**Start / End of the Day:** On entering the building the children will sanitise / wash their hands.

Children will be offered a bagel in their classroom.

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

**Communication with Parents:** This will continue via Dojo, school website, telephone, e-mail and the school app. If a face to face meeting is required this should be arranged in advance, if possible, so that a room can be made available.

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.
- Each classroom will have a supply of hand wash / sanitiser / tissues and a bin with a lid
- Each class 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.
- 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. Any member of staff or child sent home displaying symptoms will be sent for testing and this will be reported to the Local Authority. In the event of a positive case Track and Trace will advise who, if anyone, needs to isolate. Staff who are double vaccinated will not be required to isolate

**School Uniform:** Children are expected to be in full school uniform. Each class / year group will have a designated day for PE when children will be asked to come to school in their PE kit.

**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.

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

**After school:** Mojors will be operating their before school and after school clubs. Other after school clubs will be organised throughout the year by the PE co-ordinator.

**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.

The risk assessment and Appendix A 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.