

SUMMARY OF HEALTH & SAFETY SYSTEMS / PROTOCOLS

FOR SCHOOL OPENING DURING COVID-19 PANDEMIC – 9TH JUNE 2020

INITIAL POINTS

- Every school has been required to carry out a risk assessment based on the government guidance below:
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

AND

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

- St Peter's Risk Assessment was created by Giles Kolter (HT) and Gary Dimmock (PO). It was checked by Bryan Martin (Ch. of G) and Darren Humphries (Vice Ch.) on 21st May. It is a live document and is continually updated to keep in line with new guidance and feedback from staff, parents and pupils.
- Further 'child speak' versions of the protocols and procedures will be sent to pupils well in advance of their return to school.
- A Frequently Asked Questions (F.A.Qs) document will also be produced to help parents.

Myself, Mr Dimmock and The Governing Body have made detailed preparations for children, parents and staff in order to be as safe as possible. These include the measures outlined below. Our planning goes in to a far more detailed, thorough level than this list. I provide you this summary list so you can make a more informed decision if you decide to send your child to school.

By sending your child back to school, we are assuming that you understand that there is an element of risk in the current school environment. We will do all we can to minimise the risk of transmission of Coronavirus, of course.

SUMMARY OF MEASURES:

- Explain to the children what 2m Social Distancing is for and do our best to maintain this*

*The government have said this:

'early years and primary age children cannot be expected to remain 2 metres apart from each other and staff'

For this reason, they have devised the 'Bubble System' which will operate at St Peter's and is described below.

Whilst the governors and I agree with the government statement about 2m social distancing being hard for children to maintain (especially those in Reception); the governors and I agree that our default position must be:

Carry out our best endeavours to ensure the children to stay 2m apart.

We appreciate that the capacity for the younger children to maintain 2m social distancing will not be as high as our Year 6 pupils, but it will be our goal as a school to maintain social distancing.

- THE BUBBLE SYSTEM - Due to the fact that 2m social distancing can't be guaranteed we will also follow the measures listed below (and more besides) in to place to follow the government advice to:

'avoid contact with anyone with COVID-19 symptoms and minimise the level of contact and mixing'

The principle of the 'Bubble System' is that we carry out this minimisation of mixing and, if one adult or child in a bubble contracts Coronavirus, then the whole group self-isolate for 14 days and this prevents further infection through the school.

Therefore, the rest of these measures are to:

- organise small class groups, of 15 or less, that consist of the same staff and pupils each day, and that these small consistent groups stay away from each other. We will call these groups our 'Bubble Groups'.
- In Year 6 we aim not to go above 10 pupils in a classroom
- organise separate classrooms for those groups, maintaining space between seats and desks where possible

Our Planned Groupings:

- Bubble A – Reception Children – Miss Herbert, Mrs Finch & Miss Fraser
 - Bubble B – Year 1 Children (& Year 2 Key Worker Children) – Mrs Sims, Mrs Miller & Mr Kolter.
 - Bubble C – Year 6 pupils & Year 3, 4 & 5 Key Worker Children – Mr Dessena
 - Bubble D - Year 6 pupils & Year 3, 4 & 5 Key Worker Children – Ms Whitley
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- consider which lessons or classroom activities could take place outdoors
 - stagger assembly groups and these take place in the 'Bubble Groups'
 - stagger break times (including lunch), so that all children are not moving around the school at the same time and, again, children remain in their 'Bubble Group'
 - stagger drop-off and collection times:
- MORNINGS:
 - Gates open at 8:35am for 'Early Arrivals'. 8:40am – Reception and Year 6 arrival.
 - 8:50am – Year 1 and Key Worker Children not in Year 6 or Year R.
 - Families with 2 children in different 'waves' can arrive at 8:35am or 8:55am.
 - END OF DAY:
 - 3pm – Collect Reception. 3:05pm – Collect Year 1 and KS1 Key Worker Pupils
 - 3:15pm – Collect Year 6 and Key Stage 2 Key Worker Pupils
 - plan parents' drop-off and pick-up protocols that minimise adult to adult contact:
 - Only one adult per family. Siblings not coming to school stay at home, if possible. Queue in family groups. Queue on 2m lines that will be marked on Potters Green and on the playground. Obey one-way system.
 - each classroom base, for each Bubble Group, has a welcome station with hand-gel. This is applied every time a child / adult enters the room, particularly on arrival in the morning
 - ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day
 - seat Yr 1, Yr 2+ Key Worker Children and Yr 6 students at the same desk each day. The desks are 2m apart.
 - follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
 - ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments
 - clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
 - ensure that all adults and children:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly
 - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
 - are encouraged not to touch their mouth, eyes and nose
 - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
 - access rooms directly from outside where possible
 - ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities to one at a time:

Each Bubble Group will have their own toilet (Bubble D children use the KS2 Girls Loos – can be converted to Unisex; Bubble C Girls use disabled loo & boys use KS2 boys loo). Bubble A will use KS1 Boys loo. Bubble B use KS1 Girls loo.

The toilets will be cleaned at frequent intervals during the school day.

- for exercise and breaks – section off the playground so pupils stay in their ‘Bubble Groups’
- limit the exchange of take-home items (to lunchboxes, water bottles ONLY) between home and school
- prevent the sharing of stationery and other equipment where possible; shared materials and surfaces will be cleaned and disinfected more frequently
- movement around the classrooms, and in school corridors, will be managed by stage to minimise risk. Risk of brief transitory passing by has been assessed by the government as low. However, adults will dismiss pupils from classrooms in an order that minimises pupils passing by each other. Corridors are marked up with 2m lines to help pupils know where to stand if someone else is in the same corridor. There is a one-way system.

OTHER KEY SAFETY FACTORS

• ATTENDANCE- Safeguarding

We ask parents to book their child's / children's attendance a week at a time by 9am on Wednesday of the week before they come. This will be done by emailing the office.

When parents book a week of school they will be committing to a whole block of four days in the following week. We are not offering a 'one day in one day out' offer.

We believe we need this weekly review as parents will be returning to work gradually. If 'The R RATE' remains low and more and more of you will have to go back to work. Therefore, we need to be flexible, whilst being safe.

We have to have a robust system, so we know exactly which children are expected to arrive at school on any one morning for safety purposes. The same processes occur as for normal school – if your child is expected at school but is ill, you need to ring the school office by 9:10am, please.

• PACKED LUNCHES

Myself, and the governors, have decided that it safest for each child to bring their own packed lunch from home for the first couple of weeks until we have got our systems up and running. This also gives us time to sort arrangements with Chartwells, the catering company we use.

• VULNERABLE GROUPS

In making the decision to send pupils to school parents have been mindful of these factors:

- Your child should not come to school if they are Clinically Extremely Vulnerable* or Clinically Vulnerable*.

*Follow this link for more information on this:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

- Your child should not come to school if they live with someone who is Clinically Extremely Vulnerable*
- Your child **can** come to school if they live with someone who is on the Clinically Vulnerable List **.

**Follow this link for more information on this:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june-if-my-child-is-eligible-is-it-compulsory-for-them-to-attend-school>

• ESSENTIAL ADULTS ONLY INSIDE

- Until further notice, all non-essential access to the school building by adults is banned.
- Essential Adults permitted entry will be required to wash / alcohol gel their hands on arrival.
- All enquiries to the school office should now be made by telephone or email, not at the window.
- No parent is permitted to enter the building to search for lost property or other such reasons.

- **TEST & TRACE**

If school staff suspect that a child is showing signs of Coronavirus we will ring parents and ask them to come and collect their child. It is very important that they then use the [111 online coronavirus service](#) if the child is 5 or over, or call 111 if they're under 5. Then the parent will probably be advised that the child has a test to see if they have the virus.

This is important because, once we have a confirmed case, all the children and adults in their bubble go home to self-isolate for 14 days. To arrange a test go to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

The school has to assume that, by sending their child to school, parents are agreeing to organise a COVID-19 Test for the child, if the child has become symptomatic and the parent is advised by 111NHS to take the child for a test.

The safety of everyone else coming into school depends on this. Parents have been told that, if they wouldn't want to organise a test for their child, they can't send the child to school at the moment.

IMPORTANTLY – PARENTS ARE AGREEING TO NOTIFY SCHOOL OF THE RESULT OF THE TEST ONCE THEY HAVE IT.

- **CLOSING WORDS**

Thank you for taking notice of these systems and protocols to minimise the risk to our school and community.

I would like to close by saying that, by sending your child back to school, we are assuming that you understand that there is an element of risk in the current school environment. We will do all we can to minimise the risk of transmission of Coronavirus, of course.

Further 'child speak' versions of the protocols and procedures will be sent to pupils well in advance of their return to school.

A Frequently Asked Questions (F.A.Qs) document will also be produced soon, to help parents.

IF YOU WOULD LIKE MORE INFORMATION - THERE IS A HELPFUL GUIDE FOR PARENTS ON:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>