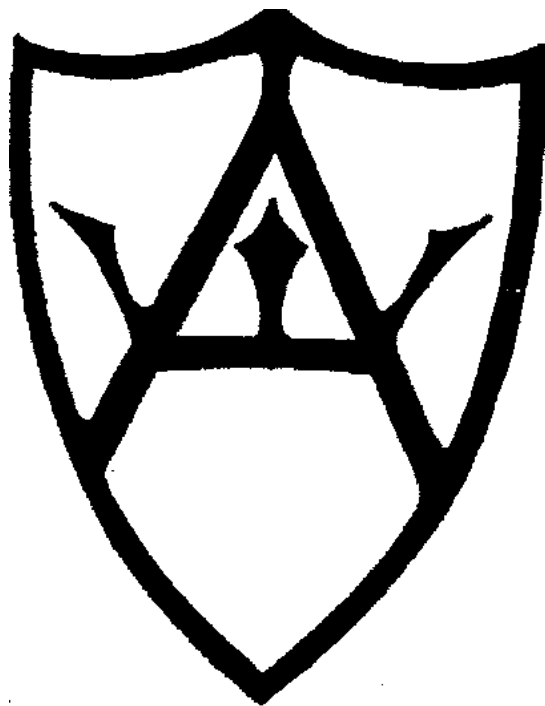


Alfriston School



Covid-19 Policy and Procedures

Written in consultation with staff & Governors
following DfE government guidelines
22nd May 2020 (Version 2)

Purpose

To plan for the phased return for some children from Monday 1st June taking in to account Government guidance and ensuring our priority is the safety and well-being of children and staff at all times.

Strategy

Having had the go ahead from the Government the school reopened on 1st June with the first children to return on this day being the vulnerable and key worker children. Further eligible children have and will continue to be phased in, subject to places and if we are confident we can maintain the necessary health and safety measures.

As per Government instruction, we have welcomed the children in the following order subject to available space;

1. Those classed as vulnerable and children of key workers
2. Reception
3. Year 1
4. Year 6

It may be necessary to introduce a temporary cap on numbers to ensure that safety is prioritised and this may mean we can't have all of the above year groups back at this time or all children where a parent changes their mind about their child returning having already advised us they will be remaining at home.

All arrangements will be continually reviewed and will alter as necessary, this will also include when further Government announcements are made.

This policy and these procedures have been written by the leadership team, consulted by all staff and reviewed by the Governors.

Grouping of children

- When the children return to school they will be placed in to groups known as a 'bubble'.
- Bubbles will not mix with each other.
- Each bubble will have at least one allocated adult with them each day.
- Taking in to account the current social distancing rules we can accommodate a maximum of 4 bubbles with the following numbers;
 - Pearl Classroom – 6 EYFS children
 - Ruby Classroom – 10 children
 - Sapphire Classroom – 12 children (this includes 2 children in the cloakroom area)
 - Emerald Classroom – 10 children (+ 1 child in the library)
- Apart from EYFS children may not be in a bubble in their usual classroom.

Classroom
<ul style="list-style-type: none"> • Children will have their own allocated desk (apart from EYFS) • Desks will be spaced so that children are sitting approximately 2 metres apart. • Children will be provided with their own pack of resources (in a zip up wallet provided by school) these will be kept with them on their desk (apart from EYFS), won't be shared and will be wiped down at the end of the day. • The use of other resources will be limited and only using equipment that can be easily wiped clean will be used.
Items from home
<ul style="list-style-type: none"> • Nothing should be brought in to school from home (this excludes lunch boxes & water bottles, and a sunhat, if necessary). • The children will not be taking equipment, books or work home from school.
Learning
<ul style="list-style-type: none"> • In school the children will be completing the home learning activities set by the class teachers, the same as the children at home. • We will not be offering a full curriculum for any year group. • There will be no marking of work completed by children in their workbooks (at school). • Staff will provide verbal feedback to the children while keeping their distance. • A lot of work will be done around PSHE (Personal, Social & Health Education) to address any questions, worries or concerns the children may have. • Pastoral support available for pupils who feel anxious returning to school after being isolated for some time.
Morning and lunch play
<ul style="list-style-type: none"> • Playtimes and lunchtimes will be staggered to ensure the 'bubbles' do not mix. • In order to accommodate staggered lunch times, lunch play will be shorter. • At lunch, play equipment will be kept to a minimum. • Equipment will only be used if it can be easily wiped clean. • The activity trail and gazebo will be out of use, and will be cordoned off. • Staff will support the children with ideas and games they can play while still social distancing. • Children to be reminded about social distancing. • If wet play, children will sit at their designated desks. They can watch something on the IWB, do a 'play' activity on their own or an activity that does not involve touching anyone else. Only easily cleaned equipment will be used, it will be limited and cleaned after use.
Lunch, Snack & Drink
<ul style="list-style-type: none"> • Children will need to bring their own piece of fruit for morning snack. • Parents/carers should ensure any fruit snack provided is ready to eat and does not need to be peeled or cut up. • Parents/carers must send their children to school with a water bottle. • Children can either bring a packed lunch with them from home or order one through the

school kitchen each day. The kitchen will not be serving hot food, only the packed lunch option.

- If children are bringing a packed lunch from home this should be in a lunchbox/lunchbag. This will be kept at their allocated desk (apart from EYFS).
- Parents/carers should ensure that children are able to open all items in their lunchbox themselves.
- Where ever possible lunch will be eaten outside.

Uniform

- Children should wear uniform each day but on their feet should wear trainers. These should be Velcro fastening unless the child can tie laces themselves.
- PE kits must not be brought to school.
- Parents/carers will be advised to change their children's clothes when they arrive home from school.
- All clothing worn into school should be washed before being worn again (we understand children may not have enough uniform to be washed at the end of every school day and have therefore asked, that on these occasions, they wear something as similar as possible).

School times & arrangements for the start and end of the day

- The school day will start between 8.45am and 9.00am and end between 2.15pm and 2.30pm.
- The start will be staggered, with children being given a 5-minute slot between 8.45am and 9.00am in which to arrive.
- The end of the day will be staggered, with children being given a 5-minute slot between 2.15pm and 2.30pm in which to be collected.
- Parents/carers are expected to drop off/collect their child/ren on time.
- Each bubble will have their own entrance for arrival and departure.
- Parents/carers will not be able to stop and speak to the member of staff during drop off or collection they will be advised to contact the office who will pass on any messages.
- Parents/carers will be advised to remain 2m away from staff members, there will be markings to indicate this.

Health, Safety & Hygiene Measures

- Soft furnishing and toys have been removed from classrooms.
- Each class will be a supply of anti-bacterial wipes to enable staff to regularly wipe surfaces and touch points.
- As many doors and windows will be open as possible to improve ventilation.
- There will be visual prompts to remind children and staff of the 2m social distancing rule – the use of coloured plastic spots, tape of the floor, posters.
- The use the children's toilets will be carefully managed so that there is only one boy and one girl in there at any one time.
- Children to seek permission to use the toilet before leaving the classroom.
- Each class will have a first aid bum-bag to enable first aid incidents to be dealt with in class as much as possible.

- If the medical room is used it will be wiped down after every use.
- Visitors will only be allowed on the school site in exceptional circumstances and only by prior arrangement.
- Visitors will be reminded they should not enter the school if they are displaying symptoms of Coronavirus.
- Regular reminders of the handwashing guidance.
- Regular reminders about the routines of using a tissue or elbow to cough or sneeze.
- Lidded pedal bins provided for disposal waste.
- Regular reminders not to touch your face with your hands. If it happens, hands should be washed immediately.
- Pupils supervised handwashing to ensure this is done for 20 seconds with soap and water. Hands will be washed at the following times:
 - Arrival to school
 - Before & after break time
 - Before & after lunch time
 - Before and after outdoor games or activities
 - Before they leave school at the end of the day
- Additional cleaning throughout the school day focusing on touch spots.
- Daily cleaning by Nviro following the specification.
- Individual risk assessments put in place for staff or children where required.
- Timetables reviewed & revised to minimise movement around the school and keep bubbles separate.
- Hand sanitiser available to staff and visitors.
- Whole school risk assessment in place.
- Risk assessments in place for Nviro & Chartwells staff.
- Soap dispensers & hand towel dispensers to be checked throughout the day to ensure stock levels are adequate.
- Temperature checks completed on arrival to school.
- Systems and procedures regularly reviewed and changes made as a result of lessons learned.

If a child or adult becomes unwell

- Temperature check carried out if pupil/staff member feels unwell.
- If child or staff member show signs of Coronavirus they should be sent home immediately. While waiting for collection they should be isolated in the medical room with the door ajar and any member of staff caring for them should wear PPE.
- If staff or children attending school display symptoms of coronavirus they will be advised to go for a test.
- Anyone who becomes unwell with a new, continuous cough or a high temperature in school (or who indicates that they have lost their sense of smell/taste) will be sent home immediately and advised to follow the current government guidance on isolating.
- Where a child or staff member have been tested and the test is negative, they can return to school.
- Where the child or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days.

Staff
<ul style="list-style-type: none"> • Individual welfare checks for staff carried out by SLT (and also offered by Governors). • The minimum number of staff required will be on school during the day. • There will be specific times the school will be open and closed to staff. • Adaptions will be made to staff spaces to enable social distancing, this will include making other areas available and staggered use. • Staff will be advised to change their clothes when they arrive home from school. • Staff members who are currently shielding, or who are living with someone who is shielding will be supported and given work in line with current Government guidance. • Pastoral support available for staff who feel anxious returning to school after being isolated for some time. • Reviewed lockdown procedures and any changes shared with staff. • Reviewed fire evacuation information and any changes shared with staff. • Expectations upheld by all staff.
Parents
<ul style="list-style-type: none"> • All expectations will be clearly communicated to parents. • Parents/carers not to stop and speak to the teacher or teaching assistant during drop off or collection, they will be advised to contact the office who will pass on any messages. • Parents/carers advised to remain 2m away from staff members during drop off or collection, there will be markings to indicate this. • Parents/carers reminded they should not gather at entrances gates or enter premises. • Parents/carers reminded to be respectful of the safety of the school's neighbours.

Linked Policies

Health & Safety Policy

Behaviour Policy

Staff Code of Conduct Policy

Parent, Carer and Visitor Code of Conduct

Safeguarding & Child Protection Policy

Confidentiality Policy

Data Protection Policy

Equalities Policy

SEND Policy

Also see 'School Reopening Plans – Letter to Parents', sent 22nd May 2020.

Coronavirus – key actions (as situation escalates)

NHS guidelines on how to avoid catching or spreading Coronavirus:

- always wash your hands for 20 seconds when you get home or into work (or into school)
- use soap and water (hand sanitiser gel if soap and water are not available)
- have tissues readily available
- cover your mouth and nose with a tissue when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- if you have no tissue, cover your mouth and nose with your sleeve (not your hands)
- try to avoid close contact with people who are unwell.

Specific issue	Actions including messages	Who	Notes
1. Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> ▪ Contact relevant agencies e.g. LA / Public Health England ▪ Deep clean core areas ▪ Inform staff as necessary ▪ Core reminders of hygiene ▪ Contact parents/carers – general information about sickness etc. 	Office NViro HT HT Office	
2. Confirmed case in school	<ul style="list-style-type: none"> ▪ Ring LA / Public Health England for advice ▪ Deep clean core areas ▪ Inform staff ▪ Update website ▪ Core reminders of hygiene ▪ Contact parents/carers – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. ▪ Inform Chair of Governors 	Office/HT in consultation with SLT	
3. Suspected case in a family	<ul style="list-style-type: none"> ▪ Authorise absence [Y Code] for any other family member / sibling – liaise with family to ensure child self-isolates (does not attend school) until given medical all-clear ▪ Increase monitoring of pupils 	Office All	
4. Confirmed case in a family	<ul style="list-style-type: none"> ▪ Children in the family to remain at home for a fixed period of time ▪ Deep clean of the classroom and school 	Office NViro	
5. Contact with suspected case	<ul style="list-style-type: none"> ▪ Advise self-isolation for 7 days ▪ Record using 'Y' code. 	Office Office	
6. Staff shortage	<ul style="list-style-type: none"> ▪ Where too many – partial closure for certain classes/bubbles or for whole school. ▪ Prioritise SEND/vulnerable and key worker children with remaining staff ▪ Inform parents/carers not to phone unless emergency due to office not being manned 	HT SLT Office	

Specific issue	Actions including messages	Who	Notes
7. Protection for most vulnerable children	<ul style="list-style-type: none"> Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat Discuss with parents/carers the initial steps and agree key actions re. isolation/seclusion 	SLT SLT	
8. Staff with health issues (e.g. Heart/lung conditions)	<ul style="list-style-type: none"> Ask them to contact their consultants/GP to seek advice on their condition Consider working from home 	HT	
9. Staff with symptoms	<ul style="list-style-type: none"> Stay at home; follow NHS 111 advice; discuss with HT 	HT	
10. Pregnant staff	<ul style="list-style-type: none"> Ask them to contact their midwife to seek advice; Consider working from home 	HT	
11. Kitchen shut down	<ul style="list-style-type: none"> Parents/carers to provide packed lunches or Chartwells deliver packed lunches from another school kitchen 	Chartwells Office	
12. Other school users	<ul style="list-style-type: none"> Inform of control measures, including the possibility that a suspension or usage may occur. 	HT	All are currently suspended
13. Long period shut down	<ul style="list-style-type: none"> Continue learning activities through website, online platforms & emails Children to take reading books, books to be used for homeworking Brief staff on changed working practices during absence or closure – including support staff Use email for communicating between staff 	SLT and CTs CTs HT All	

See DfE guidance: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>