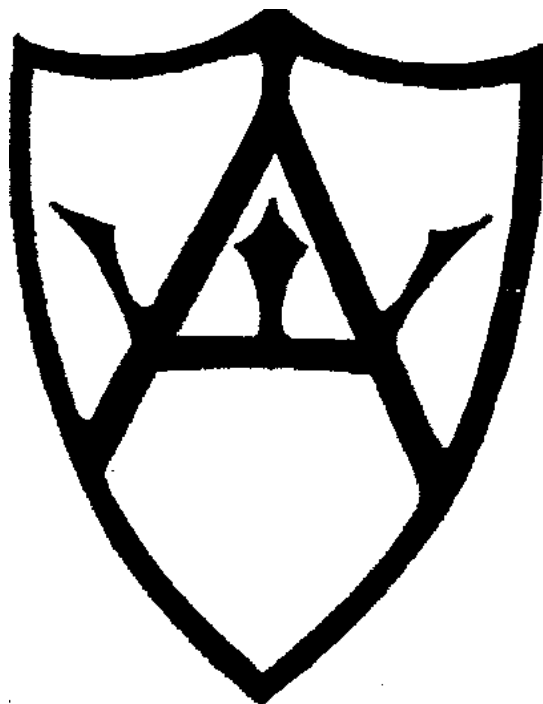


# Alfriston School



## **Covid-19 Policy and Procedures**

Written in consultation with staff & Governors  
following DfE government guidelines  
**23<sup>rd</sup> September 2020 (Version 4)**

## Purpose

To plan for the full school reopening from September taking in to account Government guidance and ensuring our priority is the safety and well-being of children and staff at all times.

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.

<b>Grouping of children</b>
<ul style="list-style-type: none"> <li>Children will be placed in to groups known as a 'class bubbles'.</li> <li>Class bubbles will not mix with each other.</li> </ul>
<b>Classroom</b>
<ul style="list-style-type: none"> <li>Children will have their own allocated desk (apart from EYFS)</li> <li>Desks will be in rows facing forward. When in their seats children are expected to face forwards.</li> <li>Children will be provided with their own pack of regularly used resources (in a pack 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.</li> <li>Other equipment and resources can be used but must be cleaned at the end of the day or before putting them away using a suitable detergent, anti-bac spray/wipes or Milton.</li> <li>Where ever possible equipment will not be shared between class bubbles, if this can't be avoided it must be meticulously cleaned (using Milton or something similar) before putting it away or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics).</li> </ul>
<b>Items from home</b>
<ul style="list-style-type: none"> <li>The <u>only</u> items that should be brought in to school from home are;             <ul style="list-style-type: none"> <li>➤ Coat (should only be brought in if needed due to the weather).</li> <li>➤ Sun hat (if needed due to the weather).</li> <li>➤ Packed lunch (if not having school dinners) in a lunchbox/lunch bag</li> <li>➤ Fruit/vegetable snack for morning break (fruit/vegetable snacks will only be provided for Pearl and Ruby Class at present).</li> <li>➤ A named water bottle.</li> <li>➤ A school book bag (nothing should be attached to the book bag ie keyrings) which will contain children's reading book (provided by the school) and reading record (other type of bags must not be brought to school).</li> </ul> </li> <li>All children may also bring home completed school work although this will be kept to a minimum.</li> <li>Parents must check book bags every day afterschool and remove all items apart from reading books and reading records, if items are not removed and are still in the book bag</li> </ul>

the following day they will be disposed of.

### **Learning**

- We will quickly identify the needs of children on their return and to design the curriculum around those needs, taking the following information into account:
  - Mental health and emotional wellbeing of the individual children.
  - Celebrating successes (both academic and non-academic) achieved during the lockdown period, extended school closure and over the summer holiday.
  - Gaps developed through minimised social interaction with peers.
  - Re-establishing of routines, expectations for behaviour for learning and learning resilience.
  - Lack of transition period into new classes.
  - Gaps in learning for core and foundation subjects across the curriculum
- A lot of work will be done around PSHE (Personal, Social & Health Education) to address any questions, worries or concerns the children may have.

### **Morning and lunch play**

- Playtimes and lunchtimes will be staggered to ensure the 'class 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 with each class bubble having their own set of equipment.
- Equipment will only be used if it can be easily wiped clean.
- The activity trail will be used on a weekly rota basis. The area will be cordoned off to limit the number of children using it at any one time and to ensure it is only used by children in the correct bubble.
- Staff will support the children with ideas and games they can play while still respecting the 'no touch' rule.
- Children to be reminded about the 'no touch' expectation.

### **Lunch, Snack & Drink**

- Fruit/vegetable snacks will be provided for Pearl and Ruby Class for their morning snack, children in Sapphire and Emerald class will need to bring their fruit/vegetable snack. Children in Pearl and Ruby Class are welcome to bring their own fruit/vegetable snack if they prefer.
- 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 at present, 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 in the classroom.
- 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
<ul style="list-style-type: none"> <li>• 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.</li> <li>• PE kits <u>must not</u> be brought to school.</li> <li>• Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>
School times & arrangements for the start and end of the day
<ul style="list-style-type: none"> <li>• The school day will start between 8.40am and 9.00am and end between 2.55pm and 3.15pm.</li> <li>• The start will be staggered, with each year group being given a 5-minute slot between 8.45am and 9.00am in which to arrive. Reception Class will arrive between 8.45am and 8.50am.</li> <li>• The end of the day will be staggered, with each year group being given a 5-minute slot between 3.00pm and 3.15pm in which to be collected. Reception Class will leave between 3.00pm and 3.10pm.</li> <li>• Parents/carers are expected to drop off/collect their child/ren on time.</li> <li>• Each year group will have their own entrance for arrival and departure.</li> <li>• 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.</li> <li>• Parents/carers will be advised:             <ul style="list-style-type: none"> <li>○ To remain 2m away from staff members and other parents/carers at all times.</li> <li>○ To only line up at the time of their allocated slot and if they arrive earlier to either sit and wait in their car or wait on the other side of the road from the gate.</li> <li>○ That as soon as they have dropped off/collected their child they should move well away from the gate.</li> <li>○ Not stop and talk to other parents/carers near the gate.</li> <li>○ When collecting their child, the member of staff at the gate will call the children in the order the parent/carers are lined up.</li> </ul> </li> </ul>
Health, Safety & Hygiene Measures
<ul style="list-style-type: none"> <li>• Soft furnishing and soft toys have been removed from classrooms.</li> <li>• Each class will be a supply of anti-bacterial wipes to enable staff to regularly wipe surfaces and touch points through the day.</li> <li>• As many doors and windows will be open as possible to improve ventilation.</li> <li>• There will be visual prompts to remind children and staff of social distancing – the use of tape on the floor, signs and posters.</li> <li>• The use the children's toilets will be carefully managed on a rota basis so it is only used by one class bubble at any one time and cleaned between bubbles.</li> <li>• Children to seek permission to use the toilet before leaving the classroom.</li> <li>• Each class will have a first aid bum-bag to enable first aid incidents to be dealt with in class as much as possible.</li> <li>• If the medical room is used it will be wiped down after use.</li> <li>• Visitors will only be allowed on the school site in exceptional circumstances and only by prior arrangement.</li> </ul>

- Visitors will be reminded they should not enter the school if they are displaying symptoms of Coronavirus.
- There will be regular reminders of the handwashing guidance.
- There will be regular reminders about the routines of using a tissue or elbow to cough or sneeze.
- Lidded pedal bins are provided for disposal of waste.
- There will be regular reminders not to touch your face with your hands. If it happens, hands should be washed immediately.
- The children will be 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
  - After break time
  - Before & after lunch time
  - After outdoor games or activities or if moving from another room
- Additional cleaning by staff throughout the school day focusing on touch spots.
- Daily cleaning by our cleaning contractor (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 our cleaning contractor (Nviro) & our school meal provider (Chartwells) staff.
- Soap dispensers & hand towel dispensers to be checked throughout the day by staff to ensure stock levels are adequate.
- 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, to self-isolate in line with current government guidance and to let the school know the result as soon as possible.
- 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 go for a test, to self-isolate in line with current government guidance and to let the school know the result as soon as possible.
- Where a child or staff member have been tested and the test is negative, they can return to school.
- If the school are notified of a suspected or confirmed COVID-19 test result for a member of staff or a pupil, they will contact Public Health England for advice before a decision is made regarding action and prior to informing staff and parents.

<b>Staff</b>
<ul style="list-style-type: none"> <li>• Individual welfare checks for staff carried out by SLT (and also offered by Governors).</li> <li>• There will be specific times the school will be open and closed to staff.</li> <li>• Adaptions will be made to staff spaces to enable social distancing, this will include making other areas available and staggered use.</li> <li>• Pastoral support is available for staff who feel anxious about COVID-19.</li> <li>• Reviewed lockdown procedures and any changes shared with staff.</li> <li>• Reviewed fire evacuation information and any changes shared with staff.</li> <li>• Expectations will be upheld by all staff at all times.</li> <li>• Staff are allowed to wear PPE if they choose to.</li> </ul>
<b>Parents</b>
<ul style="list-style-type: none"> <li>• All expectations will be clearly communicated to parents.</li> <li>• 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.</li> <li>• Parents/carers advised to remain 2m away from staff members during drop off or collection.</li> <li>• Parents/carers reminded they should not gather at entrances gates or enter premises.</li> <li>• Parents are responsible for booking a test for their child should they be showing symptoms of COVID-19.</li> <li>• Parents/carers reminded to be respectful of the safety of the school's neighbours.</li> </ul>
<b>Contingency Planning</b>
<ul style="list-style-type: none"> <li>• The school have plans in place to provide remote learning for individuals or groups of children self-isolating.</li> <li>• In there is a local outbreak the school have contingency plans in place to provide remote learning for the children.</li> </ul>

### 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 17<sup>th</sup> July 2020.

Version 4