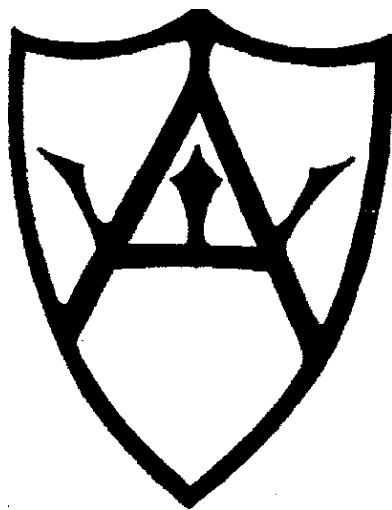


Alfriston School



Covid-19 Policy and Procedures

Written in consultation with staff & Governors
following DfE government guidelines

6th January 2021 (Version 6)

Purpose

To plan for school opening during the Covid-19 pandemic 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.

Grouping of children
<ul style="list-style-type: none"> Children will be placed in to groups known as a 'bubble'. Bubbles will not mix with each other. Each bubble will have a teaching assistant with them each day to supervise the children doing their work. To allow for social distancing there is a restriction to the number of children we can welcome in to school.
Classroom
<ul style="list-style-type: none"> Children will have their own allocated desk (apart from EYFS). Children will not change seating positions. Desks will be in rows facing forward 2 meters apart. When in their seats children are expected to face forwards. 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. The use of other resources will be limited and only equipment that can be easily wiped clean after use can be used.
Items from home
<ul style="list-style-type: none"> The <u>only</u> items that should be brought in to school from home are; <ul style="list-style-type: none"> ➤ Coat ➤ Packed lunch (if not having school dinners) in a lunchbox/lunch bag ➤ Fruit/vegetable snack for morning break. ➤ A named water bottle with a sports lid. ➤ Other types of bags must not be brought to school. ➤ No bags should be brought in to school, this includes book bags. The children will not be taking equipment, books or work home from school. Staff can search for any item banned by the school rules (any item other than those listed above) and if a banned item is found, we will use our professional judgement to decide whether to return it to its owner, retain it or dispose of it. Please see our behaviour policy for more detail.
Learning
<ul style="list-style-type: none"> In school the children will be completing the home learning set by the class teachers, the same as the children at home.

- Remote learning will be set via Google Classroom.
- 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.

Morning and lunch play

- 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.
- 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 and watch something on the IWB.

Lunch, Snack & Drink

- 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.
- Lunch will be eaten in the classroom.

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.
- 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.

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

- The school day will start between 8.40am and 9.00am and end between 2.55pm and 3.15pm.
- 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.

- 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.
- Parents/carers are expected to drop off/collect their child/ren on time.
- Each year group will have their own entrance for arrival and departure.
- Parents/carers must not stop and speak to the member of staff during drop off or collection they should contact the office who will pass on any messages.
- Parents/carers will be advised:
 - To remain 2m away from staff members and other parents/carers at all times.
 - 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.
 - That as soon as they have dropped off/collected their child they should move well away from the gate.
 - Not to stop and talk to other parents/carers near the gate.
 - That when collecting their child, the member of staff at the gate will call the children in the order the parent/carers are lined up.
 - To wear a face covering when dropping off and collecting their child/ren.
 - To keep their child/ren and younger siblings with them when waiting to drop off and collect and after collection.

Health, Safety & Hygiene Measures

- Soft furnishing and soft toys have been removed from classrooms.
- Each class will be given a supply of anti-bacterial wipes to enable staff to regularly wipe surfaces and touch points through the day.
- As many doors and windows will be open as possible to improve ventilation.
- There will be visual prompts to remind children and staff of social distancing – the use of tape on the floor, signs and posters.
- The use of 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.
- Children must 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 use.
- Visitors will only be allowed on the school site in exceptional circumstances and only by prior arrangement.
- If a visitor is permitted to enter the school site, they will be advised to wear a face covering while moving around the school and in other areas if 2 metres social distancing cannot be maintained.
- 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 by staff and children at the following times:
 - Arrival to school
 - After break time
 - Before & after lunch time
 - After outdoor games or activities
 - After using the toilet
- 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 will be 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 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 confirmed COVID-19 test result for a member of staff or a pupil, we will contact the DfE Helpline for advise on the action to take.
- In line with government guidance the school MUST not share the names or details of people with COVID-19 unless essential to protect others.

Staff

- Individual welfare checks for staff carried out by SLT (and also offered by Governors).
- Adaptions will be made to staff spaces to enable social distancing, this will include making other areas available and staggered use.
- Pastoral support is available for staff who feel anxious about COVID-19.
- Reviewed lockdown procedures and any changes shared with staff.

- Reviewed fire evacuation information and any changes shared with staff.
- Expectations will be upheld by all staff at all times.
- Staff are allowed to wear PPE if they choose to.
- Staff should wear face covering in corridors or where they are unable to socially distance from other adults in communal areas.
- Staff to wear face covering when on the back/front gate at the start/end of the day.

Parents

- All expectations will be clearly communicated to parents.
- Parents/carers should not 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 must remain 2m away from staff members during drop off or collection.
- Parents/carers should not to stop and talk to other parents/carers near the gate.
- Parents/carers must move well away from the gate as soon as they have dropped off/collected their child.
- Parents/carers should line up from the direction indicated keeping 2 metres apart from other parents/carers at all times when collecting/dropping off their child.
- Parents/carers should only line up at the time of their allocated drop off/collection slot and if they arrive earlier should either sit and wait in their car or wait on the other side of the road.
- Parents/carers should keep their child/ren and younger siblings with them when waiting to drop off and collect and after collection.
- Parents/carers are requested to wear a face covering when dropping off/collecting their children from school.
- Only one parent/carer should drop-off or collect.
- Parents are responsible for booking a test for their child should they be showing symptoms of COVID-19.
- Parents/carers reminded to be respectful of the safety of the whole school community, including the school's neighbours.

Contingency Planning

- The school have plans in place to provide remote learning for individuals or groups of children self-isolating.
- If there is a local outbreak, the school have contingency plans in place to provide remote learning for the children.

Linked Policies

Health & Safety Policy

Behaviour Policy

Staff Code of Conduct Policy

Parent, Carer and Visitor Code of Conduct

Safeguarding & Child Protection Policy

Online Safety Policy

Online Safety & ICT Acceptable Use Agreement

Confidentiality Policy

Data Protection Policy

Equalities Policy

SEND Policy

Version 6