



Protocols for reopening of school January 2022

List of key actions school is taking to ensure pupil and staff health and safety:

Start and end of the school day

- All staff and visitors must wash/sanitise their hands on entering and leaving the building.
- Children and staff will enter school through their designated classroom door and will wash their hands immediately.
- At the end of the day children will wash their hands and will leave the school using the same door they used on arrival.
- **Parents will not be allowed in the office or in classrooms** and should email or phone if they need to speak to a member of staff.
- Parents are advised to wear a mask when dropping off and collecting their child.
- Government guidance states that the majority of staff will not require PPE but staff may choose to wear a plastic visor or mask. Mask's will be worn when moving around the premises, outside of classrooms, such as corridors and communal areas where social distancing cannot easily be maintained.
- All children are to attend school unless ill. Should children express any symptoms, we advise they should have a PCR test as lateral flow tests are advised for those who are asymptomatic.
- If children need to attend any appointments during the school day, a return time **must** be agreed with the school before they can return. This is to ensure children are not entering the playground whilst other bubbles are outside.

Classroom organisation – Resources, furniture, lessons etc

- Children will be asked to wash their hands several times a day and use hand sanitiser.
- All unnecessary equipment has been removed from the classrooms.
- All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible. Please ensure all children have a jumper or cardigan. No coats, hats or gloves will be worn in class.
- Doors will be propped open, where it is safe to do so (taking into consideration fire safety and safeguarding), to limit the use of door handles and aid ventilation. In colder weather windows will be opened but doors will only be opened during playtimes.
- In the event remote learning needs to happen, the requirements are:
Key stage 1 – minimum 3 hours
Key Stage 2 – minimum 4 hours
Priority should be given to the live sessions and follow on tasks for the core subjects.
- Each bubble will be allocated a PE day and all PE lessons will take place outside.
- Each classroom will have disposable cloths and cleaning spray.
- Assemblies will take place in classrooms or via Teams

Movement around school

- Each bubble will not mix with other bubbles, this will be adjusted overtime and will be monitored on a weekly basis.
- Movement of staff between bubbles will be kept to a minimum.
- Staggered break times, so that all children are not moving around the school at the same time.
- Staff will be provided with a whistle and will use this to draw attention to children who are not maintaining social distancing during playtimes.

- No child will be sent out of class on any errands or to locate another member of staff. Communication will be made between staff members using internal communication methods.

Playtime and Lunchtimes

- Outdoor play times (including lunch time) are designed so that only one bubble is in the play area at any one time. Bubbles will not mix at playtimes.
- KS2 playground will be divided and cordoned off to make two separate playgrounds.
- Each Key Stage will have a 20-minute allocated time in the hall to eat. This may be adjusted in the event of an outbreak within school, where lunch in the classrooms may be reintroduced.
- School will provide a limited hot menu during these 20-minute allocations, however, should we revert to lunch in the classroom, pack lunches will be provided with a choice of hot or cold options.

First Aid/ Medication

- The school will have fully trained first aiders on site at all times.
- If first aid is needed, full PPE will be worn by the person administering the treatment.
- As parents are not allowed in school to administer medication, any child who requires medication during school hours will be given this by a first aider who will be wearing full PPE. A consent form must be filled in by parents.
- If your child falls ill over the weekend or evening, please phone school to seek advice before bringing them in.

Health and safety checks of the building

- All regular health and safety checks will continue to be carried out ensuring the building is clean and safe.
- Additional cleaning hours will ensure the site remains clean and safe at all times.
- Fire risk assessment and fire evacuation procedures have been reviewed to ensure safe evacuation can be carried out.
- Children in bubbles will evacuate through their allocated door.
- Normal fire assembly points will be used.
- Fire drills will continue to take place as usual – staff and children will be informed about the new procedures.
- All staff and children will undergo review/induction for the reviewed fire and emergency routines as well as the COVID-19 accident and first aid procedures.

Cleaning and Hygiene

- All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly throughout each day.
- The school will be cleaned daily in accordance with the risk assessment.
- Anyone entering the building will be required to wash their hands on arrival and before they leave.
- Posters will be displayed around school to inform children how to wash their hands properly.
- Hand sanitiser stations will be located at the school entrance and at other strategic places around the school.
- The bins in classrooms and other locations around the site that are being used for the disposal of tissues and any other waste, will be double bagged and emptied regularly.
- A good supply of disposable tissues will be available in the classroom to implement the 'catch it, bin it, kill it' approach.
- Regular stock checks will be carried out to ensure we do not run out of essential supplies.

The following will be available:

- Soap for sinks and hand sanitiser in rooms and learning environments.
- Disposable paper towels.
- Cleaning products.
- Sanitising wipes for wiping equipment.
- Bins regularly emptied and bin bags replaced.
- Plastic gloves.
- Disposable masks and aprons.
- Posters (e.g. to encourage good hygiene, keeping to own bubble and social distancing).
- Additional door stops – all doors/windows to be kept open for air circulation.

Behaviour principles

A review of the school behaviour policy has been undertaken. The policy remains appropriate with some amendments as follows:

- Children must follow school expectations for handwashing and sanitising. This should take place when re-entering the school from outdoor break, when entering school in the morning and after using the toilet. Wherever possible this should be supervised by an adult.
- Children must not break their group 'bubble' in school.
- Children must move around the school building as directed by staff.
- Children must follow school expectations at playtimes and only play in their allocated zone.
- No spitting or coughing towards staff or other children.
- Failure to comply with the amendments to the behaviour policy will result in children being sent home.

If a child or adult falls ill with COVID symptoms

- If a child/adult is exhibiting COVID symptoms, they will be sent home.
- They will be asked to wait in a separate quarantine room and follow guidelines in the risk assessment. (Headteachers office)
- The quarantine room will be restricted to other school users. Such individuals will be monitored by a member of staff. If a child needs to use the toilet whilst waiting to be collected they will use a separate bathroom. The toilet will then be cleaned and disinfected with standard cleaning products before being used by anyone else.
- The child will be isolated within the school building and parent/carer will be informed immediately and asked to come and collect them as soon as possible. We will follow current government guidance on the next steps.
- PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- Any adult or child that has been sent home with symptoms will not be permitted into school until either they have had a test which is confirmed as negative for COVID-19 or if confirmed positive, isolated for the required time under the government guidance.
- Where a child or staff member tests positive, the school will work with public health and take advice on which children/staff should be sent home to self-isolate.

School is committed to reduce risk at all times.

School remains responsive to changes in health and safety and will update parents and the school website appropriately and promptly.

The above protocol has been reviewed on 3rd January 2022 and will be reviewed on a regular basis.