

Fir Bank protocols for reopening of school to all pupils. (Sept 2020)

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

Students

The school will be open to Year 1-6 pupils with effect from Wednesday 2nd September 2020. Reception children will have a staggered start on Thursday 3th and Friday 5th September. All children will be in school from Monday 7th September.

Entering and leaving the building

- One person at a time in the entrance area
- All staff must sign in and out using ID badge.
- Staff/visitors/pupils must wash/ sanitise hands on entering and leaving the building
- PPE must be removed before entering the school building to be disposed in a plastic at the school gates.

Staffroom

- Maximum of 4 people in the staffroom at any one time
- Social distancing must be observed
- Wash hands before using any appliances
- Staff should bring their own water bottle/cup

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. Year 5 and 6 will line up on yellow line at the far end of the junior playground. Year 3 and 4 will line up in the amphitheatre, Year 2,1 and Reception class will line up on the infant playground.
- All staff and children will undergo review/induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures. For staff this will take place on their training day. Pupils will be told about the new procedure. Fire practice will take place the first half term back in September.

Cleaning and Hygiene

- Surfaces, equipment, door handles and toilets used during the day will be cleaned throughout the day.
- Adults/pupils entering the building will be required to wash and sanitise their hands-on arrival and before they leave
- Children must wash/sanitise their hands before and after break, before and after lunch and before they go home.
- Children will wear their school uniform
- The school will be cleaned daily in accordance with the risk assessment

We will ensure:

- The availability of soap and hot water in every toilet.
- Hand sanitiser stations, located at the school entrance for staff and any other person passing into the school to use, in classrooms and at other strategic places.
- The location of bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, double bagged and emptied.
- A supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and teaching area and enough to top up regularly.
- Sufficient resources and a check on stocks.

The following will be available:

- Soap for sinks, and where no sink nearby, hand sanitiser in rooms and learning environments
- Disposable paper towels
- Cleaning products
- Sanitising wipes for wiping equipment
- Bins regularly emptied and big bags replaced
- Individual hand sanitizers for each member of staff to keep on their person and refills.
- Plastic gloves
- Disposable masks
- Posters (e.g. to encourage consistency on hygiene, keeping to own group and social distancing for adults)
- Additional door stops – all doors/windows to be kept open for air circulation.
- PPE will be available if required.

Movement around school

In order to minimise movement and contact around the school building we have:

- No child to be sent on errands e.g. to school office
- Children will stay in their own classes throughout the day
- Children will play out in their bubbles and eat their dinner in their bubble.
- Planned parents' pick-up protocols that minimise adult to adult contact.
- Bubbles will enter school through their own class doors
- Staggered pick-up time to avoid bottle necks at classroom doors
- Staggered break times, so that all children are not moving around the school at the same time.

Classroom organisation – Resources, equipment, furniture etc.

- Children will be seated side by side and facing forward where possible.
- All unnecessary equipment has been removed from teaching areas where possible.
- Work tops/teachers desks/sink areas must be kept free from clutter to allow for cleaning each day.
- Items from classrooms and other learning environments such as soft furnishings, soft toys and toys that are hard to clean, such as those with intricate parts have been removed
- Where possible children will be given their own set of resources clearly marked and these should not be shared.
- PE equipment will be cleaned between sessions if needed.

Staffing

- Staff who are able to work from home will be encouraged to do so.
- We have cleaning staff, and sufficient office staff available during the school day

First Aid/ Medication

- Statutory requirements will be adhered to regarding first aid-(staffing)
- If first aid is needed, PPE will be worn by the person administering the treatment if required.
- Normal policy will apply

Children who require medication during the day-

- Parents email school to give permission for a dedicated member of staff to administer medication
- Liquid medication- brought to school in original package clearly labelled with the child's name and dosage.
- Tablet- daily dosage.
- Where possible to be self-administered
- Support staff to bring medication to the school office to be locked away.

PPE Equipment

- Access to PPE including rubber gloves, disposable rubber gloves and disposable aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:-
 1. where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and
 2. where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way.

Practical steps to reduce risk

- Staggered end times between classes to reduce congestion at class doors
- Signage and information via email to guide parents and carers about where and when they should drop off and pick up their children
- Arrangements for outdoor time - one bubble of children in any play area at any time
- Staff to social distance from each other at lunchtime or during breaks
- Children will limit what they bring to school. Essential items such as lunch boxes, hats, coats, book, PE kits and mobile phone (yr6 children only) will be permitted. (No items for 'Show and Tell' or 'Fun Friday' toys)
- No cross-bubble assemblies

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.
- Children must move around the school building as directed by staff. No child to be sent on any errand.
- Children must follow the 'catch it, bin it and kill' it routine for sneezing and coughing.
- Children must avoid touching their mouth, nose and eyes with their hands.
- Children MUST tell an adult if they experience any symptoms of coronavirus or feel unwell.
- Children must follow rules on the use of all equipment in school.
- Children must follow school expectations at playtimes and only play in their allocated zone.
- Parents and children must follow the drop off and pick up routines.

Drop off and pick up routines

- Drop off and pick up points are allocated to each bubble to distribute numbers around the school site and minimise numbers in any one area.
- Drop off and pick up routines and systems will be clearly communicated to parents and carers.
- Parents have a responsibility to social distance
- Parents will not be allowed to enter the school building without a prior appointment
- At the end of the day parents will wait at their child's class door

Playtime and Lunchtimes

- Outdoor play times during the day (including lunch time) are designed so that only one bubble is in the same play area at any one time. Different bubbles will not mix at any playtime.
- Outdoor play equipment not to be used
- Children will sanitise their hands before entering the hall and after eating their lunch.
- Utensils/cups/plates/trays will be separated for different year groups.
- Children will line up with their own class.
- Children will eat with their class
- Year 1 children will wait on the bench until a member of staff collects them from the hall.
- Year 2 children can leave the hall once they have finished their dinner.
- Year 3 and 4 children will wait in the hall on a bench until a member of staff collects them.
- Year 1 and children will leave the infant playground at 12.45pm.
- Year 3 and 4 children will not go on the infant playground until Year 1&2 have left.

- Year 5 and 6 will enter at different doors and will enter the hall at different times.
- Classroom tables will be sanitised once the children have left the classroom.
- Staff who cross bubbles must wear PPE (mask/plastic visor/plastic apron) and keep a social distance.

If a child falls ill with COVID symptoms

- If a child/adult 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. (nurture room off the hall)
- 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 designated toilet for this purpose is the disabled toilet in the entrance area of school. This toilet will 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.

Curriculum

- We aim a full and balanced curriculum however to minimise cross contamination there will be no whole class singing lessons, choir or whole school assemblies.
- All practical equipment will be thoroughly cleaned between sessions.
- Pupils will be kept in class groups for PE
- Outdoor sports will be prioritised where possible, and large outdoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.

School is committed to reduce risk at all times.

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

The above protocol will be reviewed on a regular basis.

Reviewed- 7/10/2020
Reviewed – 31-10-2020

Protocols have been changed/amended for lunch time arrangements to reduce risk of classes mixing.