

RAVENSCOTE JUNIOR SCHOOL

COVID-19 School Provision

March 2020

**(Updated with addendum for further year groups –
June 2020)**



This policy is for during the attendance of key worker children and children identified as vulnerable, during whole school closure during an epidemic or pandemic. This policy is to be shared with all staff who are (or could be) working on the school site during an infectious disease (e.g. COVID-19).

This policy should be read in conjunction with the infection control policy, COVID-19 addendum to Child Protection and Safeguarding Policy and the COVID-19 Risk Assessment (ongoing).

Basic Measures

Make sure we have the right number of staff in attendance every day to maintain an appropriate ratio with pupils and to cover any essential staff roles identified – keeping sizes as small as possible.

There is a staff rota in school with one team on for a week and the same team off for several weeks to give ample time for any symptoms to present and allowing time for an infected member of staff to self-isolate.

We maintain a current staff availability list in the event of a staff member becoming unwell, so as to be prepared to call upon a reserve.

We have identified which parts of the school we will be using and close off unused parts, to reduce the amount of cleaning needed. Keep an area clean in the event of needing to move to a different area following a suspected case.

We ask parents at drop off to confirm there are no symptoms in their household.

If any child shows any symptoms upon arrival, then that child and any siblings should not be accepted into the childcare setting – even if families claim that 14-day isolation period has been met. School staff are not medical professionals and should therefore err on the side of caution to protect other children and staff.

Discourage those parents picking up their children from gathering outside the school.

Do not allow parents or visitors inside the school unless it is urgent.

We have identified a room that sick pupils can be kept in until parents come to collect them, ideally with:

- A door you can close
- A window you can open for ventilation
- A separate bathroom they can use (either attached to the room or nearby)

Staff should:

- Move pupils to this room if they're sick
- Wash their hands for 20 seconds after contacting the unwell pupil

PPE is NOT needed when helping people who are well (no symptoms of the infectious disease), but staff should maintain social distancing where possible.

PPE is needed when providing close personal care to someone who has symptoms of the infectious disease. Close personal care includes washing and bathing, personal hygiene, or contact with bodily fluids. If you need to help a symptomatic young child with toileting while they are waiting to go home, then wear a plastic apron, disposable gloves, and a facemask.

A plastic apron and disposable gloves should then be worn to clean the area using normal cleaning products, where the symptomatic person has been.

All PPE should be disposed of in a plastic bag which is tied and then placed in another plastic bag (and tied). The double bag should be stored for 72 hours in a secure place, then put out for normal waste collection.

The relevant staff know:

- How to get in touch with the parents of children at school if they need to pick their child up
- If you need to contact social workers if the pupil is a vulnerable child

We always have a DSL available who has contact details for C-SPA, MASH Team and relevant Social Workers for vulnerable children.

At least one trained first aider is on site and accessible at all times. Staff notified who this is at start of the week.

During the School Day

Each child has their own table area and they do not share this with others. They have access to their own equipment (which remains in school).

Pupils will use the same computer all day and any used keyboards will be cleaned in same way as iPads/ computers with anti-bacterial solution and paper towels at the end of each day.

Children to be kept 2 metres apart at any time. For example, if they wish to play football during a break time, they must have a ball each.

During physical workouts children are on individual gym mats in the hall (siblings can go together).

Prior to break time children wash hands and eat fruit/veg snacks outside in the playground.

Children encouraged to play individually and to use own equipment on the playground. Encourage children to spread out as much as possible when playing.

Tissues and hand sanitiser are available in all rooms being used, and pupils and staff will try to catch sneezes and coughs in these and bin them afterwards or use their elbow if they don't have a tissue available.

Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:

- After coming into school
- After sneezing or coughing
- Before and after handling or eating food
- After going to the toilet
- Before and after staff hand out food packages, if you're organising free school meals

Avoid any group activities that requires pupils to be in close physical contact with each other, such as:

- Lunchtimes
- Certain sports and playground games

Keep pupils at their desks, away from each other, for as much of the school day as you can, ideally 2 metres (3 steps) apart – try to keep class sizes small so you can achieve this more easily.

When serving school dinner meals:

Ensure children keep 2 metres distance and consider staggering lunchtimes so fewer children are eating in the same area at once.

Encourage pupils and staff to avoid touching their face with unwashed hands.

When possible, open windows to increase air flow and ventilation

Daily cleaning

Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:

- Railings
- Door and window handles
- Desks and tabletops
- Chairs
- Sports equipment
- Toys
- Teaching and learning aids
- Computer equipment
- Telephones
- Bathroom facilities

Have all cleaning staff use appropriate equipment (e.g. disposable gloves, aprons).
Ensure cleaning staff don't come into contact with any children in the building.

The Cleaning staff should also be using the social distancing set out by the Government, checks will be done on external cleaning companies to ensure regulations are being adhered to.

Remove rubbish daily and dispose of it safely.

Cleaning if there's been a suspected case in school

Clean and disinfect surfaces the person has come into contact with, including:

- Objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab rails (in corridors and stairwells).

You don't need to especially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids

When cleaning hard surfaces and sanitary fittings, use either:

- Disposable cloths, or
- Paper rolls and disposable mop heads

When cleaning and disinfecting, use either:

- A combined disinfectant solution at a dilution of 1,000 parts per mil available chlorine
- A household detergent, followed by a disinfectant with the same dilution as above

Have all cleaning staff wear:

- Disposable gloves and aprons, washing their hands with soap and water once these have been removed.
- If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, a surgical mask or full-face visor should be considered

Place any possibly contaminated fabric items, like cushion covers, in a bag and take it to a point of laundering, using gloves and aprons when loading the laundry in the machine and disposing of the bag afterwards.

Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.

If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning

Dispose any items that are heavily soiled or contaminated with body fluids

Keep any waste from possible cases and cleaning (e.g. tissues, disposable cloths) in a tied plastic rubbish bag inside a tied bin bag and place these bags in a suitable and secure place, marked for storage.

After 72 hours, dispose of these bags in your normal waste.

Always follow advice provided by Public Health England who have access to up to date information on a daily basis.

Addendum: the return of further year groups (year 6 8th June, year 5 29th June and years 3 & 4 on 13th July).

Preparations before the start date:

Prepare classrooms by:

- Removing soft furnishings. E.g. Beanbags/cushions/rugs.
- Removing soft toys or by limiting the resources available to the children. E.g. Maths resources.
- If appropriate, remove any extra furniture which is not needed in the classroom. E.g. extra tables and chairs.
- Learning packs to be set up or resourcing to be organised and placed on individual desks.

Prepare communal areas:

- Staff areas set up for each team (using staff room, intervention room and office)
- Field/playground to be split into sections. Nest kept as is for PE lessons.
- Driving route mapped on field.
- Parent/carer pedestrian waiting area.

Administrative:

- Prepare timetables and cover for breaktimes and lunchtimes.
- Posters up around school reminding of hygiene and distancing.
- Parents informed of how drop off and collection works.
- Parents (staff and governors) informed of all measures in place and staggered arrival and departure.
- Shield up at reception.
- One-way walking system in place.
- PPE ready.
- Walkie Talkies ready and tested.
- Liaison with caterers regarding school lunches and timings organised.
- Cleaning to be completed - direction will be given on the day as to what is the cleaner's responsibility and what is school staff's.

Back to school model:

- School will be open every day.
- Staff can be onsite from 07:30-15:45.
- Internal doors propped open.
- External doors and windows opened.
- Staggered arrival, break, lunch and departure times for children.
- Children to wear uniform, but trainers are allowed.
- PE kit counts as uniform if they are happier in it (washes more easily).
- Children are not to wear ties.
- Children to wear clothes happy to do PE in every day (no children changing in school).
- Staff to model social distancing from one another at all times.
- Staff to be in teams with their own staff room.
- Children to be in groups of 15 with one consistent adult (+LSAs)
- Each group to be in a bubble and not mix with ANY others.
- Tables to be cleaned by teachers/pupils twice a day.
- Children to wash their hands multiple times per day (see separate timetable).
- Each teacher to be in charge of their own group of children.
- Additional teachers available to cover breaks and lunches for those with children all day.
- Additional teachers to be on arrival and departure duty.
- Children to have an assembly/circle time session each day.

- Children to maintain social distancing outside. If ball sports are played, they will need a ball each or play shooting (not tackling).
- Outdoor learning to be carried out when possible.
- Social distancing at all times when outside and as far as possible in the classrooms.
- Children only to sit at their own desk and use their own school-provided resources.
- School to provide all resources (nothing brought in from home except packed lunch and water bottle).
- Children to be aware of the rules and expectations from when they arrive on day one.
- Clear timetable for children which will become routine.
- PPE pack to be in all classrooms for incidences such as nose bleeds.
- Staff to wear any PPE they feel is necessary.
- All staff to wear PPE when administering first aid.
- Teachers to have a walkie talkie where possible.
- Staff to use phones/ email and walkie talkies to communicate.
- First aid to come to the child - the child should not be sent to first aid alone.
- Each classroom to have a cleaning kit.
- Staff to only use their own lidded flask for drinks.
- Staff to clean hands before using any area of their allocated staff room (hot water tap/fridge).
- All children will have one planned outdoor PE lesson with Mr Simmons each week.
- Some individual children have risk assessments.
- Classes have allocated drop off and collection times (see timetable) as well as break and lunch.
- Children to meet their bubble teacher on the field each morning.

Logistics:

Families are encouraged to drive to school so they remain in their car.

	START OF THE DAY	END OF THE DAY
Children arriving by car	Enter (at allocated arrival time) through the front gate. Drive to the right through the car park and onto the field. <u>Your child will leave the car at the 'drop off point' on the field.</u> You will continue driving around the edge of the field and exit via the gate onto Upper Chobham Road. Please note, only the child is to leave the car.	Enter (at allocated departure time) through the front gate. Drive to the right through the car park and onto the field. <u>You will be guided by school staff when to stop and your child will come and get into your car.</u> You will continue driving around the edge of the field and exit via the gate onto Upper Chobham Road. Please note, no one should leave the car.
Children arriving by foot	Enter (at allocated arrival time) by front pedestrian gate, then walk following the one-way system. Your child will go to the field to meet their 'bubble' and you will continue walking the one-way system to leave via the other pedestrian gate. The back/side gate will remain locked at all times.	Enter (at allocated departure time) by front pedestrian gate, then walk following the one-way system. Continue to walk around the one-way system to then stop in a 2m distanced queue. Your child will see you and make their way to you. To leave, continue walking the one-way system to exit via the other pedestrian gate.

National Support School
designated by



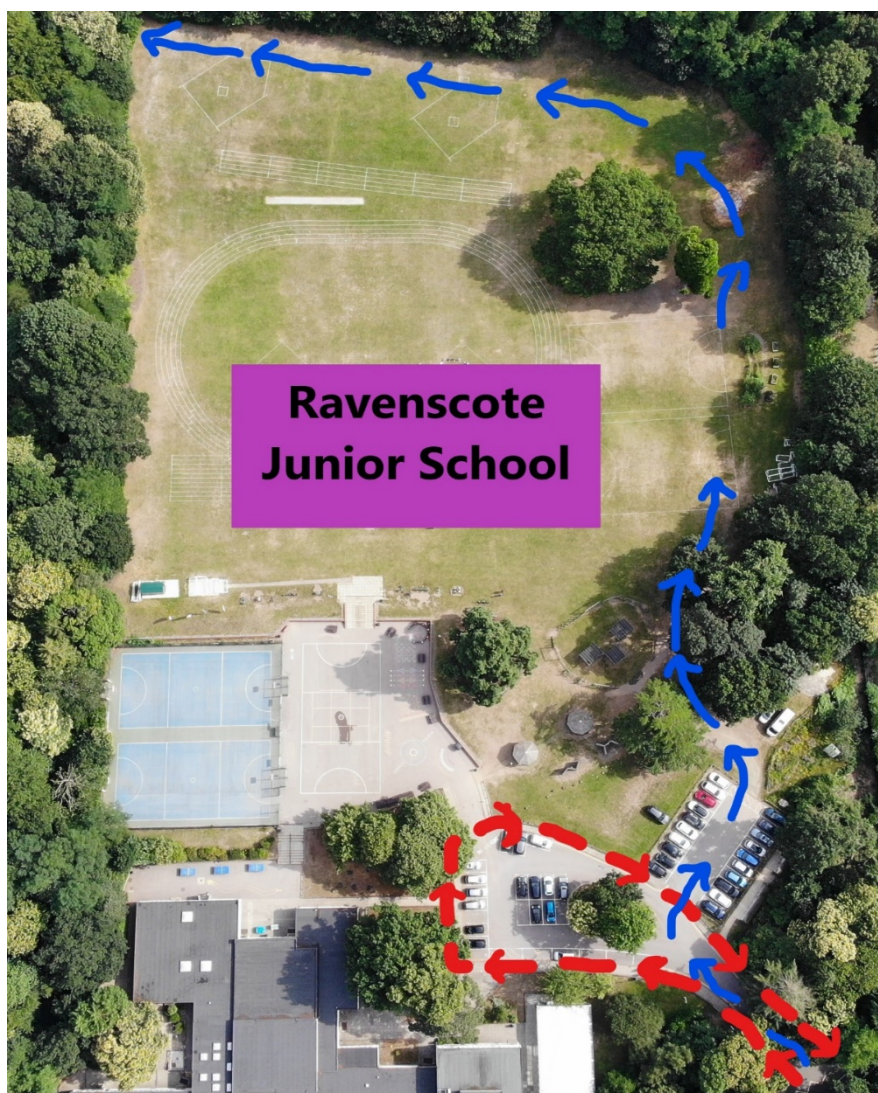
National College for
Teaching & Leadership

Engage Enrich Excel Academies
T/A Ravenscote Junior School

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Company Registration Number 9279884 (England and Wales)



		The back/side gate will remain locked at all times.
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Expectations of the children:

This poster will be displayed in each classroom and will be displayed up and around school for staff and children to refer to.

These should be recapped daily as part of the morning routine.

The Five Golden Rules



During these different and strange times, we need your help to keep yourself and others safe by following these 5 golden rules:



Expectations of staff:

- Staff to be in school no earlier than 7:30am.
- Staff to either go straight to their allocated staff area or their classroom.
- Staff to sign in and out on the inventory system in reception by scanning your lanyard (not touching the screen). When leaving, if you need to select a reason, please clean hands after (the screen will be cleaned regularly).
- Staff to leave by 15:45pm.
- Any staff lunch to be in a sealed container.
- Staff to wear clothes appropriate for working and that can be washed every day (informal is fine).
- Staff to socially distance with one another at all times unless in an emergency.
- Staff to model expectations of the children at all times.
- Staff to only be in contact with their group of children at a safe distance (2m).
- Tables to be cleaned three times per day.
- No marking to take place.
- Sessions that have not yet been planned can be planned by staff working at home or specialist teachers.
- Parent meetings are not permitted under any circumstances - phone calls or emails instead.
- Do not discuss individuals with parents at the classroom door.
- Staff to continue to promote positivity with the children and promote wellbeing activities.
- Staff to be aware of their own wellbeing and seek advice or support if needed.

Hygiene:**GENERAL:**

- Cleaners to clean all used areas of the school every day. Deep clean in year 3 classrooms every day as they are used by different children.

STAFF:

- Staff to wash their hands regularly.
- Staff to wear different clothes each day.
- Staff to social distance.
- Staff to wear PPE if dealing with intimate first aid.
- Access to gloves and masks, should staff want to wear these.

CHILDREN:

- Children to wash their hands regularly and be supervised doing so.
- Children's table space to be cleaned three times during the day.
- Children to be reminded of the 5 golden rules each day.
- Children to socially distance where possible.

First Aid/Illness:**FIRST AID**

- A first aider to be on site at all times.
- First aid to be administered by a member of staff in PPE.
- First aid to be administered outside where possible.
- If a first aid incident occurs, teacher to administer minor/basic first aid and if required to call for first aider using walkie talkie or school phone.

ILLNESS:

- If a child becomes ill, call for a first aider using school phone or walkie talkie.
- First aider to attend in PPE and assess the situation and call parents if needed.
- If a child has symptoms of COVID-19, they need to be sent home immediately and self isolate for 7 days. Any siblings must be sent home for 14 days. If awaiting collection, child must be sat alone in the medical room and observed through the glass window. Admin staff and Amy should encourage a test. If the test is negative, the child can return straight away. If the test is positive, the entire class group and group adults must be sent home for 14 days self isolation.

Fire procedure:

If the fire bell rings:

- Office, HT and EHT to sweep the school checking for children/staff.
- A member of the office team will print the excel registers.
- Children and staff to follow the one-way system sensibly to the playground assembly point.
- Groups line up with a social distance gap between them.
- Year 6 children line up facing the gazebos (as they usually do) but space the whole length of the playground.
- Key worker children to line up in the nest.
- Staff not with a class to socially distance in the car park.