

**St Mary’s RC Primary School**

**September 2020 Returning to School Protocol and Procedures**

**– Revised January 2022**

Our risk assessment is underpinned by the latest advice from the DFE in January 2022. The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 19 January that the temporary introduction of Plan B is to end. As a result, the Plan B measures in DFE guidance for schools are being removed. We have reflected this guidance within our school risk assessment. This advice remains subject to change as the situation develops.

The following risk assessment outlines relevant detail from the government’s guidance with further detail about how St Mary’s RC Primary School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can’t negate them entirely.

We regularly review and update this risk assessment.

**CONTROL MEASURES**

DFE guidance (January 2022) stipulates that schools must –

1. Ensure good hygiene for everyone.

2. Maintain appropriate cleaning regimes.

3. Keep occupied spaces well ventilated.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

|  |  |  |
| --- | --- | --- |
| [1] Ensure Good Hygiene for Everyone | | |
| TARGETED AREA | | CURRENTLY IN PLACE |
| [a] Hand hygiene | Adults and children are to wash their hands/use sanitiser on the following occasions:   * Entry to school * Before/after break times * Before lunch * When they change rooms * Before leaving school * Anytime that they visit the toilet or cough/sneeze into their hands.   Additional hand sanitisers pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival  Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands.  If a child cannot appropriately wash their hands, then skin friendly skin cleaning wipes can be used as an alternative. Where required, staff are to request these packs from the office. | |
| [b] Respiratory hygiene | Children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards. Remind children regularly of protocols - use e-bug covid-19 website  Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc.) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.  Where possible, in line with fire regulations and safeguarding procedures, doors will be propped open | |
| [c] Use of Personal Protective Equipment (PPE) | Most staff in school will not require PPE in response to COVID-19 beyond what they would normally need for their work.  If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.  Additional PPE for COVID-19 is only required in a very limited number of scenarios:   * [if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure#what-ppe) * when performing [aerosol generating procedures (AGPs)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure##caring-for-children)   When caring for a symptomatic individual, depending on how close you need be, one may need the following PPE:   * fluid-resistant surgical face masks (also known as Type IIR) * disposable gloves * disposable plastic aprons * eye protection (for example, a face visor or goggles)   How much PPE you need to wear when caring for someone with symptoms of COVID-19 depends on how much contact you have.   1. A face mask should be worn if you are in face-to-face contact. 2. If physical contact is necessary, then gloves, an apron and a face mask should be worn. 3. Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.   When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) in order to reduce self-contamination.  Face masks should:   * cover both the nose and mouth * not be allowed to dangle around the neck * not be touched once put on, except when carefully removed before disposal * be changed when they become moist or damaged * be worn once and then discarded - hands should be cleaned after disposal   If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they will continue to receive care in the same way, including any existing routine use of PPE.  Staff should continue to review and update existing risk assessments.  In these circumstances, no additional PPE is necessary. Staff, however, have access to frequent opportunities to wash their hands when providing this care. Appropriate cleaning arrangements will also be maintained, with a particular focus on frequently touched surfaces. | |
| 2. Maintain appropriate cleaning regimes. | | |
|  | At various intervals, adults will disinfect and clean tables, door handles and equipment.   * Each class will have their own allotted set of classroom cleaning equipment in a caddy. It will be stored appropriately within the classrooms. * Daily cleaning of all classroom furniture * Each class will have PPE for use - aprons, face masks, gloves, bags for disposal (First aiders also have Face Shields) * Staff to make school business manager aware if stocks are low in their classrooms with regards to cleaning products and equipment * If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of. | |
| 3. Keep occupied spaces well ventilated. | | |
|  | * All classrooms will have the windows open as much as possible -if extremely cold then this will be at playtimes and lunchtimes only when the children are outside playing * Where possible, in line with fire regulations and safeguarding procedures, doors will be propped open * CO2 monitors used in classrooms and the school hall to check ventilation – if readings are consistently between 8001500PPM ensure that ventilation (opening windows/doors) is increased | |
| 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. | | |
|  | Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).  If anyone in school develops COVID-19 symptoms, however mild, they will go home and should follow public health advice.  If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.  If a child becomes unwell, the existing guidelines will be followed i.e. the child will be removed to the meeting-room (designated isolated space) where they can be monitored and supported until they are collected by their parents or carers. There will also be a designated toilet, year 1 toilet, assigned to children who fall ill. Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a medical grade fluid-resistant face-mask. In terms of PPE, a medical grade fluid-resistant face-mask must be worn by the supervising adult. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a medical grade fluid-resistant face-mask must be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves. In terms of ventilation, the door should be propped open and the supervising adult should wait outside of the door.  For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.  The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. Pupils and staff should return to school as soon as isolation rules allow. | |

OTHER MEASURES –

|  |  |
| --- | --- |
|  |  |
| Classrooms | All children will be taught the full curriculum in their year groups. |
| Corridors | Staggered break/Dinner times/Home times to ease congestion |
| Playgrounds | Children’s plays/dinners are staggered and they have allocated sections of pitch to avoid any cross-contamination. Midday supervisors will continue to support the supervision of lunchtimes but they will be allocated to year-groups outside. |
| Staffroom | Staggered Breaks/dinners  Staff advised to exercise distancing within these areas  Wearing of masks optional |
| Staff Toilets | No queuing directly outside toilets  Please leave and come back if toilet occupied |
| Communal Areas | Staff advised to exercise distancing within these areas  Wearing of masks optional |
| Lunch-Times | All children now have returned to having lunch in the hall. |
| Assemblies | Assemblies have now reverted to taking place in the hall. |
| Staggered start/end times | The start and end time of school will vary for each year group:  Nursery am: 8.30am – 11.30am  Nursery pm: 12.00pm – 3.00pm  Reception: 8.45am – 2.45pm  Years 1, 2 and 3: 8.45am – 2.45pm  Years 4, 5 and 6: 9.00am– 3.00pm  Given that the external school gates will be open at 2.40pm, no children will be allowed outside at that point and must have returned to their classrooms.  Staggering entrance/collection will ensure that the adults and children on site can distance appropriately. The playground will be open for parents to wait in at start/end of day. |
| Visitors to school – hygiene (including Governors) | Office staff to remind contractors and visitors on arrival the expectations of social distancing and hygiene  All visitors will be asked to use the hand sanitizer provided  Visitors to wear visors/face covering  Visitors will be given visitors’ information sheet.  Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual – they should ensure they adhere to social distancing, hand and respiratory hygiene whilst on school site |
| Transporting children | If transporting children or young people you should read [Coronavirus (COVID-19): safer transport guidance for operators](https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#personal-protective-equipment) for further guidance on how to provide safer services.  If a child displays COVID-19 symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, school will need to take responsibility for transporting them home. The following should be adhered to –   * There must be two members of staff, a driver and a passenger, who sit in the front of the vehicle * The child should sit on back seat of vehicle * The staff should wear masks * The windows in the front should both be open to provide ventilation |
| First Aid | Children, young people or students who require first aid should continue to receive care in the same way. No additional PPE is needed for anyone who does not have COVID-19 symptoms. |

**Educational and Emotional Provision in School**

|  |  |
| --- | --- |
| TARGETED AREA | MEASURES CURRENTLY IN PLACE |
| Educational Provision in School  ***Curriculum expectations***  **The key principles that underpin government advice on curriculum planning are:**  **Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.**  **The curriculum remains broad and ambitious: all pupils continue to be taught full range of subjects.**  **Remote education, where needed, is high-quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.** | * Classes will be taught their year groups’ full, set curriculum. * Where there are gaps in learning, we are using catch-up premium to target those children in English/maths. * Teachers use assessment results to ensure appropriate educational provision is in place for pupils * If s pupil is self-isolating, then work will be provided for them as stipulated in our remote learning policy. |
| Attendance - School attendance is now mandatory | *Attendance expectations*  School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.  School will continue to record and monitor attendance as we did pre-covid and any absence will be followed up.  Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the local authority’s code of conduct). |
| Safeguarding | School is now running pre-existing, pre-covid safeguarding measures.  Please also see Covid Safeguarding Addendum |
| Educational Trips | Trips are now up-and-running as pre-covid |
| Wrap-Around Care | There is now full Breakfast Club and After-School Club provision for all pupils. Parents must book their children into the provision via the school office. |
| Pastoral Care | The pastoral team will ensure that appropriate support is on-hand for children/staff’s wellbeing. Counsellors and Children’s Welfare officer available to speak to children when necessary.  Where applicable issues arise, Mrs Bonnar (Behaviour) and Mrs Feighan/Mrs Curran (SENDco) are to be informed so that specific interventions can take place. |
| Behaviour | The current approved behaviour policy and coronavirus amendment will still apply. |
| Assessment and Accountability | All statutory assessments will take place in the academic year 2021-2022 in accordance with the usual timetables. The tests are as follows:   * the phonics screening check * key stage 1 tests and teacher assessment * the year 4 multiplication tables check * key stage 2 tests and teacher assessment * statutory trialling   St Mary’s RC Primary will prepare for these tests in the same manner as has been done in previous years. |

**Contingency Planning in Case of Closure**

|  |  |
| --- | --- |
| TARGETED AREA | MEASURES CURRENTLY IN PLACE |
| Closure | St Mary’s RC Primary School needs to be in the position to offer immediate remote education if a class/classes are advised to close by the PHE Team or LA.  Our immediate response will be the following:   * Children are to take home their individual, immediate work-packs and exercise books * Teachers will share lesson links/resources via Class Dojo, utilising Zoom for live lessons. * Children will be able to take photos of their learning and upload to Dojo so that teachers can monitor progress and offer supportive feedback   Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning.  Where children can’t access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household.  The principles for delivery will be as follows:   * Children will receive learning opportunities for a range of subjects each day * Learning will be sequenced as per our current curriculum model * High quality explanations will be made by the teacher using video links from school or through curriculum resources such as Oak National Academy. For maths, they will follow our White Rose Scheme. * Work will be checked through uploads to Class Dojo. * Oak National Academy content that specialises in SEND will be offered accordingly, alongside packages made available through the learning support team.   Please refer to our Remote Leaning Policy. |