

COVID – 19 School Reopening Policy (September 2020)

Introduction

This policy outlines the school’s approach to re-opening in September 2020 and the social distancing measures applicable due to the ongoing coronavirus (COVID-19) pandemic. It will adhere to the guidance published by the government.

This policy outlines the steps the school will take to mitigate the risk of infection spreading and, ultimately, ensure the safety of our school community. All staff and pupils are expected back in school in September.

We will be consulting parents and staff members to support our decision-making and will be updating this policy in light of updates to government guidance on a regular basis.

1. Legal framework

- 1.1. This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:
 - Coronavirus Act 2020
- 1.2. This policy operates in accordance with the following school policies:
 - Behavioural Policy
 - Staff Code of Conduct
 - Safeguard Policy
 - COVID-19 Risk Assessments

2. Risk assessments

- 2.1. Risk assessments have been carried out to ensure sensible measures are in place to protect staff members and pupils, including social distancing measures applicable to the primary school setting. In order to get infected by COVID-19 you need an infectious dose of the virus (and in the case of COVID-19 a relatively small dose). Infectious viral particles can be either transmitted through the air or via contact (eg hands to eyes). Protection from infection is therefore based on minimising contact between individuals, enforcing high hygiene standards and ensuring clean atmospheric conditions.
- 2.2. By using the outdoors, maintaining high personal hygiene standards, keeping indoor spaces well ventilated, enforcing strict cleaning routines and minimising contact opportunities the risk of catching the virus is low.
- 2.3. Risk assessments address the following areas:
 - Safety of the school premises
 - Cleaning measures
 - Infection control and the ability to implement protective measures, e.g. social distancing, use of outdoors
 - Supporting staff and pupil wellbeing
 - Supporting pupils’ learning

- Safeguarding
- Communication of plans and procedures

3. Social distancing measures

Class sizes

- 3.1. All children are expected to attend in September 2020. This is a statutory requirement.
- 3.2. We know that primary age children cannot be expected to remain apart from each other and staff. This policy takes that into account and the social distancing measures in education settings focus on avoiding contact with anyone unwell, frequent handwashing and good hygiene practices, enhanced cleaning of settings and minimising contact and mixing. We will maximise the use of outdoors and keep indoor spaces well ventilated.
- 3.3. The school will offer a full, broad curriculum. There will be some minor adjustments such as no whole school collective worship and whole school assemblies, and PE will only be non-contact activities.
- 3.4. We will operate on a basic principle that all classes will be individual bubbles (full class size – up to 30 pupils). Desks will be all faced forward within classrooms.

Pupils will remain in these groups and will not mix with others during the school day. There will be at least one adult with each class however, in the event there is a shortage of teachers, a TA can lead the class under the direction of another teacher.

- 3.5. Lessons will take place outdoors if possible as this reduces extended viral exposure within the prevailing atmospheric conditions (the vast majority of contracted virus cases have been traced to indoor setting). When in indoors, classrooms, offices and corridors will be as well ventilated as possible, with windows and doors kept open, within the bounds of health and safety advice, to maximise air exchange and reduce viral exposure opportunities.

The school day

- 3.6. The Head Teacher and other key staff members will review the school timetable and make amendments to reduce movement around the school and prevent contact between bubbles. This will necessitate amendments to curriculum provision, school timetable and lesson provision.
- 3.7. Staff, pupils and parents will be sent a copy of class timetables and will be informed of any changes to this. Early Years will receive a continuous provision curriculum. All other year groups will be taught in accordance with the National Curriculum..
- 3.8. Classrooms have been prepared for independent groups of up to 30 pupils. Desk/chairs will be positioned facing forward and there will be limited movement in class. Individuals will have their own resources (eg pencil case). Shared resources will be available but strictly controlled and subject to cleaning before/after use. All personal possessions brought to school will remain with the pupil at their desk space. Coats will be placed on the back of chairs. What is brought into school each day must be taken home at the end of the day. Classrooms will be well ventilated, quiet, orderly spaces to limit the possibility of transmission through contact (person to person or via a third party surface) and reduce airborne viral exposure opportunity.
- 3.9. Pupils will be encouraged to practice high standards of personal hygiene and participate in self-help cleaning routines within the school environment. All staff and pupils are expected to wash their hands

for 20 seconds as soon as possible on entering the school site. Throughout the day this will be repeated, before/after leaving the classroom, break times, lunch times and before/after using resources (eg a laptop). Staff and pupils will also use provided cleaning materials to regularly wipe resources and surfaces. The school will undertake additional cleaning during the school day and after school.

Travelling to and from school

- 3.10. Pupil start and finish routines will be adjusted to maintain beyond primary school site social distancing and minimise mixing:

Pick up and drop off points will be communicated to parents in advance of the measures being put in place. Parents are urged to avoid public transport where possible and to encourage their children to walk or cycle to school if appropriate. Parents will not be allowed into school buildings without an appointment. Access to the school site will only be as directed by the drop off/pick up routine in force and must be strictly adhered to.

Assemblies and Collective Worship

- 3.11. Assemblies will not be held in large groups. Classroom staff will hold collective worship with their pupils. Participation events which increase respiratory activity within a confined area (eg singing indoors) will not be undertaken.

Break and lunchtimes

- 3.12. Pupils will take their break times and lunchtimes within their set group to avoid mixing and minimise contact. Break times will happen regularly for short periods, as timetabled. Shorter, staggered, 30 minute lunch breaks will be allocated to each group. There will be no playground ball games or contact activities at break/lunch times. In periods of wet weather the groups will remain in their classes.
- 3.13. Different areas of the school grounds will be allocated for groups to take their break and lunchtimes, so we can appropriately distance pupil groups and provide outdoor learning spaces for all. Groups will be required to follow primary school social distancing guidelines at all times both indoors and outside.
- 3.14. Lunch. School packed lunches will be provided for FSM pupil and universal FSM pupils, and any other pupil that has pre-ordered them. All other pupils are to bring their own packed lunch which is to remain in their group area. School packed lunches will be delivered to the classrooms. Pupils will eat their lunches in their classrooms (wet weather) or outside (in their designated area) to minimise mixing with other groups. Parents will be informed as to when hot lunches will recommence.
- 3.15. Pupils will especially wash their hands before/after eating. All tables and relevant surfaces will be cleaned before and after pupils eat. All packed meal contents brought from home, including waste food and packaging, is to be kept within lunch boxes and returned home. School packed lunch waste will be collected by school staff and disposed of separately.

Staffroom and office spaces

- 3.16. The appropriate social distancing will apply in the staffroom. Office spaces are to follow social distancing where possible. Social distancing is to be adhered to by all visitors to the reception area.

PE lessons

- 3.17. Pupils will be required to follow specific guidelines in PE and sports activities. Only non-contact events and exercise activities will be undertaken. Pupils will attend school on PE lesson days in PE kit so there will be no requirement to change clothes on site.

Extra-curricular clubs

- 3.18. Parents will be informed when clubs will restart.

Behaviour

- 3.19. The school's Behaviour Policy will be amended to include an addendum outlining how social distancing will work when implementing the measures in the policy.
- 3.20. If a pupil is unable to follow any social distancing measures, the Head Teacher and relevant staff members will discuss, if necessary with outside agencies, on the next steps.

Transport

- 3.21. The Head Teacher will liaise with the Local Authority and the school's transport providers to ensure an appropriate plan is in place to protect pupils and staff members who use public transport to get to school.
- 3.22. Pupils and staff are encouraged to walk or cycle to school or be dropped off by a member of their household. If this is not possible, and pupils and staff need to use public transport, they are required to follow guidelines on off-site social distancing.
- 3.23. Pupils and their families will be informed of any revised new arrangements before they are implemented.

Supporting pupils

- 3.24. The Head Teacher will review EHC plans and risk assessments to determine whether it is safe for pupils with SEND to return to school, if they have not already been attending. Any decision for a pupil not to return to school must be made with the full knowledge of the Local Authority.
- 3.25. The Head Teacher will consider the capacity for the pupil to understand and follow social distancing measures that have been put in place as part of their decision to determine whether a pupil with SEND should return to school. However, the school has an obligation to provide a full education for all registered pupils and this will be considered in any decision.
- 3.26. The Head Teacher will liaise with the LA to discuss what wider support services are available and to secure additional support and early help if needed, where possible.

4. Infection control measures

- 4.1. We know that implementing social distancing measures in a school setting is extremely challenging. Therefore, we will also implement robust infection control measures to help ensure the safety of our school community.
- 4.2. Infection control measures are implemented in line with the COVID-19 guidance.
- 4.3. All staff members will be briefed on what they can do to mitigate the risk of infection, and they will be reminded of their responsibilities relating to control measures by the Head Teacher regularly.

- 4.4. The school will communicate regularly with parents to outline the infection control measures in place and to explain parents' responsibilities in mitigating the risk of infection spreading.
- 4.5. The following measures will be implemented across the school:
- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school for 10 or 14 days.
 - Cleaning hands frequently – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Handwashing should occur immediately on entry into school, before/after eating, before/after use of shared resources, before/after vacating the classroom.
 - Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach, and keeping indoor spaces well ventilated.
 - Cleaning frequently touched surfaces using standard products, such as soap, detergents and anti-bacterial cleaning materials. This will be done routinely during the school day by staff, on a self-help basis by staff and pupils, and after school by contract cleaners.
 - Minimising contact and mixing of pupils and staff by adapting the environment and timetables (such as staggered break times). We will reduce corridor 'pinch points', and keep doors open to avoid touching handles (and improve air flow).
 - Ensuring shared resources that are used by staff and pupils are cleaned before and after use. What staff and pupils bring into school in the morning, they should also take home that day.
 - Discouraging pupils from touching their faces or putting objects in their mouths.
- 4.6. The school will review guidance from the government regularly, and update this policy and other documents, e.g. the risk assessments, where necessary.
- 4.7. **Action in event of COVID-19 symptoms on site.** If a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and pupils will have access to a test if they display symptoms. In the event of a negative test they can return to the school/end self-isolation. If the test is positive, the rest of the class/those in that group/'bubble' will be sent home and self-isolate for 14 days. Public Health England will advise schools on any other appropriate action (eg whole year group/school sent home) – closure of the whole school will not generally be necessary (PHE will advise on school closure and deep cleaning requirements).

5. Personal protective equipment (PPE)

- 5.1. Reference to PPE in this section means:
- Fluid-resistant surgical face masks.
 - Disposable gloves.
 - Disposable plastic aprons.
 - Eye protection, e.g. face visor or goggles.

- 5.2. The government has advised that school staff do not need to wear PPE beyond what they normally would for their work, even if they are not always able to maintain a distance of two metres from others.
- 5.3. In accordance with government guidance, PPE will be provided to staff in the following circumstances:
- Where staff are caring for pupils whose intimate care needs already require the use of PPE
 - Where a pupil becomes unwell with symptoms of coronavirus at school and requires direct personal care until they can go home, a fluid-resistant surgical mask should be worn by the staff member caring for the pupil. If contact with the pupils is necessary, the staff member should wear disposable gloves, a disposable apron, and a fluid-resistant surgical mask. Where there is a risk of splashing to the eyes, e.g. from coughing, eye protection should be worn.
- 5.4. When using face masks, staff will ensure the masks:
- Cover both the nose and mouth.
 - Do not dangle around the neck.
 - Are not touched once put on, except when carefully removed before disposal.
 - Are changed once they become moist or damaged.
 - Are only worn once and then discarded.
- 5.5. When using PPE, staff members will follow PHE's guidelines on putting on and taking off equipment. PHE's infographics will be available with the PPE sets.
- 5.6. The safety of our staff is paramount, so additional risk assessments will be conducted to determine whether PPE is required for other tasks and activities, and we will do our utmost to ensure staff are provided with the PPE they need.
- 5.7. Where the wearer of PPE does not have coronavirus symptoms, the equipment will be placed in a refuse bag and be disposed of as normal domestic waste.
- 5.8. PPE that has been worn by, or near, someone with coronavirus symptoms will be disposed of by:
- Putting it in a plastic rubbish bag and tying it when full.
 - Placing the rubbish bag in a second rubbish bag and tying it.
 - Putting it in a suitable container and secure place marked for storage for 72 hours.
- 5.9. Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours. This waste does not require a dedicated clinical waste collection.
- 5.10. In line with government guidance, facemasks are not required in school. Pupils and staff will be asked to remove any homemade non-disposable face coverings when they arrive. The wearer will be asked to bring a plastic bag to school to put the face covering into in order to take it home – the wearer must wash their hands once they have removed the face covering. Any disposable face masks should be placed in a plastic bag and the wearer takes it home to dispose of.
- 5.11. The Federation Business Manager is responsible for ensuring adequate stocks of PPE are held on site..

6. Communication

- 6.1. All social distancing measures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors.
- 6.2. Staff will be informed of all relevant plans, including safety measures, timetable changes and staggered arrival and departure times, and will have opportunities to discuss training on the new measures.
- 6.3. Visual aids will be placed around the school to remind our community of the measures that we have put in place.

7. Monitoring and review

- 7.1. This policy will be reviewed regularly by the Head Teacher and any amendments proposed to the Governing Body.
- 7.2. All updates made to this policy will be communicated to all staff members and parents by the Head Teacher.