

Churchill Park Safety Procedures for Covid-19

Introduction

It is important that everyone complies with the latest Government guidance on Coronavirus. We have developed these Safe Operating Procedures based on guidance from the Department of Education and Public Health England specifically for Schools. It is important that we adapt our everyday practices to ensure that we continue to offer the staff and students a safe environment.

Hygiene and social distancing remain the two key elements of infection prevention and control. If any symptoms are displayed, families must be alert and self-isolate for the safety of everyone.

Covid-19 appears to affect young students less often and with less severity. Students' role in its transmission is unclear but it seems that it is not significant.

Compassionate leadership is at the heart of this reopening and we will do everything we can to be honest, open and to communicate with you. There will be a lot of anxieties and we acknowledge that it is OK to feel worried and that COVID-19 and the lockdown has had an impact on everyone.

We aim to work in partnership with parents and trust that everyone understands and follows these Safe Operating Procedures.

The key principles of these procedures are:

1. Any pupil, staff member, parent or visitor with coronavirus symptoms must not attend school and must isolate at home for 14 days or until a negative test result is received.
2. Increased cleaning processes are in place, throughout and at the end of the day.
3. Students and team members will be social distancing as far as possible.
4. The department will be a bubble – staff and students will not be moving across bubbles in their day to day activities. Students will also remain in their smaller class groups where at all possible.
5. These groups will be in place when inside and outside.

6. Arrival and departure will be staggered, parents will arrive at 9.15am which is 15 minutes after those on transport and collect 15 minutes later at (3.30pm).
7. The Primary Driveway will be marked with distances of 2 meters so parents can wait outside while observing social distancing.
8. Parents will not come on site or visit the Classrooms.
9. Therapists and other professionals can come on site if their activities cannot be conducted remotely, though they are not allowed to visit another department on the same day.
10. Communal areas will either not be used or managed carefully.

Attendance

Students and employees are expected to attend school but must NOT be displaying any coronavirus symptoms, the most common being a new continuous cough, a high temperature or a loss of taste and smell.

It is important that you seek medical advice if you are unsure.

It is important that students do not attend school if unwell for their own wellbeing and for the safety of others. If anyone is experiencing any symptoms they cannot return to school until they have completed the required isolation period and be symptom free or have achieved a negative test result (proof will be required). Prompt exclusion is essential to preventing the spread of infection.

Drop off and collection

Arrival and departure will be staggered, parents will arrive at the side entrance. Students will enter in a staggered manner; socially distanced, entering one at a time. Collection will be in a similar staggered manner. Students will exit to a parent one at a time.

Whilst parents are waiting, it is important to maintain social distancing by keeping a distance of 2 meters apart. It is preferable if only one parent does the drop off and collection.

Students will be assigned to a group based on the usual class they are in and a team member from that group will be responsible for collecting and delivering that student back to the parents. We will give you a limited handover, unless there is an important issue to discuss, as other parents may be waiting. We will continue to use the home school diaries for communication and you are welcome to contact us via telephone or email.

Temperature and symptom checking

Routine temperature testing is not recommended as a reliable method for identifying coronavirus. Parents and employees should follow the NHS guidelines and, in particular, evidence of a high temperature and/or new continuous cough. If pupils display symptoms when onsite, we will take them to our isolation room with a member of staff. Their temperature will be taken and you will be asked to collect your student.

Travel to school

It is better not to share transport and to travel by car, bike or walk. Face coverings have been advised by the Government for use on public transport.

Implementing social distancing

It is very difficult to avoid a level of physical interaction with pupils and it is important to have their wellbeing at the centre of everything we do. If a student is in need of a hug, then it would not be fair to deny this. To help with social distancing the students will be grouped in small groups (a bubble) with the same staff each week (however, this will be on a rota basis). Due to the difficulties some pupils may have understanding social distancing and the intimate care our pupils require, at this time staff will be wearing PPE.

Rooms and groups

We aim to keep students in their bubbles but students will not necessarily be in their usual classroom or their normal class teams. Pupil profiles and medical needs will be shared with all staff.

We would only merge groups if there was no other choice (in an emergency) and for a limited period.

The staff will organise designated areas, indoors and outdoors, for the students in their groups. Students will have access to the full range of activities that are considered safe at this time.

Mealtimes

- Students will eat in their classrooms rooms.

- The staff will serve the students and offer help with feeding as usual.
- Regular drinks will be offered throughout the day

Employees

All employees will undergo a return-to-work induction on the new Safe Operating Procedures, with emphasis on good hygiene practices and maintaining social distancing. Staff have read the full risk assessment and undergone training on Coronavirus and safe hygiene practices.

Fire drills and lockdown practice

If we have to respond to a fire or emergency lockdown, we will continue to manage social distancing, as far as possible. The safety of the students and employees will always come first.

Curriculum

We recognise learning has been severely disrupted by current events, with part time attendance we recognise it will not be possible to cover all areas of the usual curriculum, so in line with national government legislation we will be focusing on 'resocialisation into new/existing routines, speaking and listening and regaining the momentum with early reading.' We will continue to support EHCP outcomes in school and with home learning where possible and will be focusing on the personal, social and emotional development to support wellbeing and mental health of pupils. We will also seek to provide opportunities for outside play and learning as this may have been limited by recent restrictions and is key to development.

Wellbeing

We know that this is a very unusual and worrying time for everyone. It is very important that at the forefront of this heightened awareness of safe operating procedures, we do not forget that care and consideration must be taken of the need to ensure that everyone within the school community feels safe and secure. We will try our best to create a normal classroom environment and hope that you will bear with us.

We will be concentrating on fostering those secure attachments and, whilst we will be constantly observing and assessing the students, we will not be recording observations on a regular basis, or carrying out lengthy handovers. We want our team to spend time with the students, playing and building their relationships.

Staff have access to the SOS app and the schools Wellbeing team meet regularly via TEAMS for a catch up.

Visitors

Visitors to school will not be encouraged unless it involves a safeguarding issue that cannot be resolved by telephone. Interviews or meetings will be conducted via videoconference. If you student is due to have their annual review of their EHCP, you will be given the option of postponing it, conducting it via video conference or submitting a written report. No other mass events such as music festival or celebration of achievement will take place – assemblies and the Nativity will be held using video technology.

Therapists, specialist teachers, educational psychologists and other key professionals will be allowed to visit sites. They will be provided with copies of our risk assessments and safe operating procedures and asked to wear any relevant PPE. We are requesting that visiting professionals only visit one bubble per day when working directly with students.

Contactors

We will only use contractors where absolutely necessary. Any contractors to the school will be reminded of Public Health England guidance prior to entering the building.

Health, hygiene and safety

Reducing the spread of the virus

It is recognised that good hygiene, the use of PPE and cleaning practices will significantly reduce the spread and transmission of the virus as well as everyone being alert to the symptoms. Doors and windows will be opened as much as possible.

Cleaning

An enhanced cleaning schedule will be implemented throughout and at the end of the day. Communal areas, door handles and shared facilities e.g. iPads, must be regularly cleaned.

The rate of hand washing must be significantly increased. Everyone, including students, must wash their hands on arrival at school. If no washbasins are available, sanitiser will be available. There will be regular opportunities for hand washing throughout the day.

Tissues

The students will be supported in age or stage -appropriate ways to understand the steps they can take to keep themselves and others safe and this includes sneezing into a tissue (or their arm if immediate) and then to dispose of the tissue.

Toileting

The students will be taken to the toilets and supervised. Hand washing signs will be displayed to ensure hand washing is thorough and the staff will talk and use symbols or signs to communicate to the students about why we are washing our hands. Pupils who require specialist care and/or pad/nappy changes, will continue to be supported in this way.

Feeding and medical care

Pupils who require support with eating and drinking will continue to be supported in line with their normal protocols. Tube feeding will continue with staff wearing PPE. Any medical care or administration of medication will continue as normal. First aid will be provided as necessary.

Behaviour

Pupils will be supported with their behaviour in the usual way. Staff will follow a pupil's Behavior Transformation Plans, for the strategies to best support a student. If physical contact is needed to support a student, this will still be provided.

Clothing

All employees and students should wear clean clothing every day. Students should bring one bag with a change of clothing to last their weekly attendance pattern and take it home with them at the end of their sessions.

Risk Assessments

All risk assessments will reflect the risk of transmission of COVID-19. Certain activities will be adapted or removed to reflect this risk e.g. going on trips using coaches or use of the sandpit. The reopening of the school has been thoroughly risk assessed and all pupils and staff have their own individual risk assessments.

Items for home

Please could no toys or other items from home be brought into school – please contact Alistair if you think this may cause an issue for your student.

Resources

Toys and resources that are difficult to clean will be removed, including cushions and soft toys. The students will only share toys and activities within their groups. We will aim to sanitise items at the end of each day.

Responding to a person displaying symptoms of Covid-19

Student

If a student is suspected of displaying coronavirus symptoms whilst attending the school, they should be collected as soon as possible and isolate at home in line with NHS guidance. Students over 5 years of age can apply for a test and return to school with proof of a negative test result. Whilst waiting to be collected, they will be isolated from others in a designated area. A member of staff will stay with them and will wear PPE. If the student becomes very unwell, we will follow our normal emergency procedures and call 999. The isolation area will be cleaned once the student has been collected.

Employee

In the event of an employee developing coronavirus symptoms whilst at work, they will leave work as soon as possible and isolate at home in line with NHS guidance. They will be required to have a test before they return.

PPE

Government guidance is that PPE is required for general use in certain educational settings to prevent COVID-19 transmission where social distancing is considered extremely difficult. Briarwood Primary staff will wear gloves, aprons and mask according to their risk assessments and the risk assessments of the staff, though always during feeding and personal care and for those students who have spitting as a behaviour. Frequent hand washing, effective cleaning and social distancing are the most effective measures and will be followed in school.

Reporting, testing and tracing

Everyone over the age of five, students, parents and members of their households, are now eligible for a COVID-19 test, should they display coronavirus symptoms.

Any suspected or confirmed case must be reported to the school as soon as possible. If a positive result is confirmed, the practitioners and students associated with that group/bubble must self-isolate for 14 days before returning to school. Positive tests will be reported to Public Health England and Ofsted by the Headteacher.

If there is reasonable evidence that a positive diagnosis was caused by exposure at work, this will be reported to RIDOR.

The Government's tracing app is a way of helping to protect everyone.

All staff and students from years 7 up will have the opportunity to take a lateral flow test (rapid test) once a week to indicate whether they may be positive for Covid-19. If tested as positive they will be expected to take a PCR test informing school of result immediately.

If employees or students have been in close contact with a positive test they will be informed as soon as school have been made aware.

Further guidance

www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-studentcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-studentcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

www.gov.uk/government/publications/actions-for-educational-and-studentcare-settings-to-prepare-for-wider-opening-from-1-june-2020

www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms

www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms

www.gov.uk/apply-coronavirus-test