**St John’s CE Primary School**

**COVID-19 CONTROL MEASURES**

This document sets out the controls that the school has put into place in order to minimise the risk of infection due to the coronavirus (COVID-19). It should be read in conjunction with the ‘Preparing for a full return to school’ risk assessment; this can be found on our website:

<https://www.st-pauls.towerhamlets.sch.uk/about-us/policies>

*N.B. Please note that all references to ‘parents’ includes those with agreed parental responsibility including guardians, carers and extended family.*

*See page 1 of the risk assessment for a full glossary.*

***PREVENTION***

***1. Minimising contact with those displaying symptoms***

Contact must be minimised with anyone - staff, pupils, parents, visitors - who is unwell and showing symptoms of Covid-19, or who has tested positive in the last 7 days.

Anyone who is presenting Covid-19 symptoms at school will be sent home as soon as possible.

A pupil awaiting collection will be brought to a safe space allowing for them to be kept isolated until a parent can collect them. There will be appropriate adult supervision if required (depending on the age and needs of the child). A window should be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. If the toilet is used, it must be cleaned and disinfected using standard cleaning products before being used by anyone else.

If a distance of 2 metres cannot be maintained, for example, because the child is very young or has complex needs, PPE must be worn by staff caring for them while they await collection. More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) guidance.

Current advice states that:

*Anyone displaying symptoms of Covid-19, which is a new continuous cough or a high temperature, or has a loss of, or change, in their normal sense of taste or smell, must be sent home and advised to follow* ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, *which states that they must self-isolate for at least 7 days and should* [*arrange to have a coronavirus (COVID-19) test*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)*. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.*

*Staff that have been in close contact with someone with Covid-19 symptoms do not need to self-isolate/ go home unless they, too, have symptoms.*

***2. Hand Hygiene***

An assessment has been completed for the full return of school which details how the hand hygiene procedures will be practically implemented, what areas/ toilets can be used, at what time. To ensure this doesn’t become a crowding concern, these areas will be supervised, supported with mobile hand sanitising stations where needed as part of the assessment

Although hand soap and running water is much preferred in schools, wherever possible, this is supported under strict risk control measures with mobile hand sanitising stations, ensuring that all parts of the hands are covered.

Staff are expected to observe extra hygiene requirements (handwashing etc.) and to wash hands after using all common fixtures such as door handles, gates etc.

All adults and children must:

* Sanitise and then wash their hands on arrival at the school,
* wash their hands before and after eating, and after sneezing or coughing;
* wash their hands frequently with soap and water for 20 seconds, and dry thoroughly;
* be encouraged not to touch their mouth, eyes, and nose, this may be a repeated reminder needed for many of the younger pupils;

All adults must:

* promote the ‘catch it, bin it, kill it’ control. This can be in group discussion, internet videos, posters etc.;
* ensure that help is available for children and young people who have trouble cleaning their hands independently;
* consider how to encourage young children to learn and practise these habits through games, songs, and repetition.

The school will:

* ensure that there is a rigorous cleaning regime in place including touch points, and removal of waste on a more regular basis (see section 4);
* ensure that sufficient handwashing facilities and resources are available;
* provide visuals and other support to enhance all children's understanding of the hand washing regime including younger pupils and those with complex needs;
* promoting the cleaning of hands after touching your face;
* provide signage to aid awareness and reinforce the need.

Multi-use handtowels (e.g. roller towels) are **not to be** used to dry hands.

The school will share information and advice to staff, pupils, parents and visitors on this plan that includes when to wash your hands, including when arriving into the school, returning from breaks, when changing rooms and before and after eating.

***3. Respiratory hygiene***

Good respiratory hygiene can be achieved by promoting the ‘catch it, bin it, kill it’ approach.

All staff must:

* use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) – tissues and bins are provided in all rooms;
* promote the ‘catch it, bin it, kill it’ control. This can be in group discussion, videos, posters etc.;
* ensure that help is available for children and young people who have trouble cleaning their hands independently;
* consider how to encourage young children to learn and practise these habits through games, songs, and repetition.

The school will:

* ensure that sufficient tissues, bins, waste supplies, and locations of increased tissue stations to ensure easy access to tissues throughout school
* ensure handwashing facilities are available.
* provide visuals and other support to enhance all children's understanding of the hand washing regime including younger pupils and those with complex needs.
* provide signage to aid awareness and reinforce the need.

Staff who are anxious about the need for face coverings indoors, should be aware that the current (09/07/2020) guidance is:

*‘Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.’*

***4. Cleaning***

The school has an increased formal cleaning regime in place; this includes:

* more frequent cleaning of rooms and shared areas that are used by different groups such as halls, lunch facilities, corridors, toilets;
* key areas and frequently touched surfaces being cleaned more often than normal (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.);
* surfaces and resources that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters;
* ensure the removal of waste on a regular basis.

Outdoor playground equipment will be cleaned more frequently.

Staff must:

* wipe down shared resources, such as laptop computers after use.

The COSHH risk assessment has been updated to ensure storage and use of chemicals are assessed with appropriate control measures, this includes the strict assessment and control measures of hand sanitiser being used and located around the school. with hand and soap preferred, but assessed to ensure the risk of ingestion and skin concerns using hand sanitiser is assessed

***5. Social distancing***

The school has completed a full assessment to minimise contacts and mixing between people to reduce the risk of transmission of coronavirus (COVID-19). Central to the school’s plan is an awareness that maintaining a distance between people whilst inside and reducing the amount of time they are face-to-face lowers the risk of transmission.

Current guidance is that primary-aged children are not expected to stay 2 metres (2m) apart, but where they can be kept 2m from each other and staff, they should be.

Staff should maintain 2m distancing.

Children who are old enough (approx. Year 2 onwards) will be supported to maintain distance and not touch staff and their peers where possible. This might not be possible for younger children and some children with complex needs or if space does not allow.

When staff or children cannot maintain distancing, particularly with younger children, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above.

***Organisation of differentiated groups (‘Bubbles’)***

We will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching aim is to minimise the number of contacts between children and staff. This can best be achieved by keeping groups separate (in ‘bubbles’) and by maintaining distance between individuals. These are not two alternative options; both measures will help, but the balance between them will change depending on:

* children’s ability to distance
* the lay out of the school
* the feasibility of keeping distinct groups separate while offering a broad curriculum

Having consistent differentiated groups (‘Bubbles’) limits those in contact with each other and therefore reduce the risk of transmission. It will also make it quicker and easier to identify those who need to self-isolate if a case of Covid-19 arises within the group.

Staff within the school are permitted to operate across different classes and groups to facilitate the delivery of the school timetable. Distance should be kept where possible and when working with younger pupils, moving between groups should only be used where necessary to deliver the full curriculum.

Children and staff will be organised into four differentiated groups (‘Bubbles’), as follows:

1. EY/ Y1 Bubble Nursery, Reception and Year 1

2. Y2/3 Bubble Year 2 and Year 3

3. Y4 Bubble Year 4

4. Y5/ 6 Bubble Year 5 and Year 6

Different groups should not mix. Each group will use the same classroom with pupils seated at the same desk every day. Children will be expected to use the same resources - books, pencils, etc. - which should not be shared. Where resources have to be shared, e.g. laptop computers, hands should be washed immediately after use and the resources cleaned with an ‘anti-bac’ wipe (these will be available in each room).

***Measures within the classroom:***

To reduce face to face contact, desks will be set up as far apart as practical; excess furniture will be removed, where possible, and pupils will sit side by side rather than face to face or side-on. 2 metres distance will be maintained where possible, whilst ensuring all pupils, including those with complex needs, continue to receive the best education possible. Children will be encouraged to maintain distance and not touch staff or peers.

Rooms used will be thoroughly cleaned at the end of each day. Each room will have its own access to outdoor spaces, where possible.

***Measures outside the classroom***

Groups will be kept apart from each other, as far as possible, and large gatherings such as assemblies and collective worship will be avoided. Timetabling will allow groups to be kept separate and minimise movement around the site. Breaks and lunchtimes will be staggered. Shared staff spaces will be organised to support distancing, whilst ensuring staff have a reasonable break.

***Arriving at, and leaving, the school premises***

The school will stagger the start and finish times of the groups (‘Bubbles’) to keep them apart. Parent drop off and collection will take place outside the school grounds and be organized to minimise contact. The school will communicate these changes to parents, so they understand drop off and collection processes and about visiting the site with or without an appointment.

Parents bringing their children in late must phone the school office; they will be given a time and school entry point, in order to avoid minimise contact with other groups.

Pupils and staff can safely remove face coverings at the entrance of the school as face covering are not required at this present time. They should be reminded to:

* not touch their face;
* wash their hands immediately;
* dispose of temporary coverings in a covered bin or plastic back for reusable PPE, (washing their hands again afterwards).

Supply and peripatetic teachers and other temporary staff can move between schools but should ensure distancing is maintained where possible.

Specialists, therapists, clinicians and other visiting staff should provide interventions as usual, following safety guidelines where possible.

Parents must phone the school office to make an appointment if they would like a meeting with a member of staff. They will be asked to comply with the school’s procedures before admittance.

See also, Visitors, Section 23., below.

***Movement around school***

Wherever possible, the separate groups (‘Bubbles’) will not interact or be in contact. Activities, lunchtimes and breaks will be staggered to reduce risk of contact between groups of children.

There are no plans to introduce a one-way system at present, although this will be reviewed, and the use of staircases and entrances will be managed, as part of our dynamic risk management control.

The lift will not be used without EHT/ EHoS or duty leader consent.

***Toilets***

Toilets will be allocated to specific groups (‘Bubbles’). Pupils are encouraged to wash their hands thoroughly after using the toilet

Toilet areas will have an increased cleaning regime in place managed and monitored by the caretaker, to keep their use acceptable.

Adults and older children may consider using feet or elbows as door opening options, to reduce hands touching surfaces/ doors etc. Cleaning materials/ anti-bac wipes will be made available for use before and after use of the adult toilets.

***SEN/D (including pupils with EHC Plans)***

Pupils with more complex needs may need specific resources and planning prepared to support their understanding of the routine changes and new processes being introduced in the school. Examples of this may include social stories; you tube video clips and specific visuals.

The SENCo, using the following guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

​will assess the needs of children with an EHC Plan individually, including carrying out a risk assessment where deemed necessary. ​Other actions might include:

* ​Visuals and social stories to be provided to support understanding of the key safety messages, such as the handwashing routine, maintaining social distancing etc.;
* ​​1:1 staff given appropriate PPE equipment to wear if providing intimate care for a child;
* 1:1 staff given guidance and support to feel confident to carry out their duties whilst at school

Additional duties may be requested of staff who regularly work with ASD pupils.

The school will ensure that these changes are communicated to parents so that similar messages can be reinforced at home.

***Lunchtime procedures***

Groups (‘Bubbles’) will be kept apart as much as possible. Lunch breaks will be staggered for different groups and tables should be cleaned between each group. If such measures are not possible, children will be brought their lunch in their classrooms, controlling the movement around the school building.

Pupils and staff must clean their hands before and after eating.

Hall doors and windows will be opened to maximise ventilation.

Kitchen staff are not required to use PPE, but must maintain social distancing.

***Use of shared rooms***

Shared rooms such as halls, dining areas and the studio can be used as long as different groups do not mix. There will be adequate cleaning in place between groups, following the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) .

Surfaces and resources used should be wiped down, by the team using them, with appropriate cleaning material, such as soap and water or anti-bac wipes.

The use of staff rooms, and other rooms and offices will be managed to ensure there is a limit on the numbers, keeping the social distancing. The staff room is the designated area for staff breaks that maintain social distancing and hygiene. (See Staff Room section below)

***Use of Resources***

Each group will have its own set of outdoor play resources. Outside play equipment will be cleaned each evening. Equipment that cannot be cleaned, will not be used.

Use of all potential shared resources will be reviewed to prevent the potential spread through contact, including pens, pencils, rulers, exercise books and stationery.

The amount of equipment that pupils may bring into school each day will be limited to essentials such as lunch boxes, hats, coats, books, and Book Bags.

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Where the shared use of resources, such as laptop computers, cannot be avoided, hands should be washed immediately after use and the equipment cleaned with an anti-bac wipe.

Soft toys, and furnishings, that are difficult to clean will be removed to storage or disposed of.

***Meeting rooms***

Wherever possible meetings will be held virtually to prevent the gathering of staff in an enclosed room environment.

Meetings could be held outside in the open, during good weather, keeping to the social distancing of 2m.

If meetings are held indoors, doors should be left open and numbers restricted to maintain social distancing. Do not use rooms that are not well ventilated.

Meeting etiquette and seating should be agreed before entering and leaving rooms to ensure distancing. Avoid sharing pens and any other items.

***Outside areas***

Timetabled use of outdoor areas will be staggered to keep social distancing in place.

Water fountains have been switched off. Children have been asked to bring in personal water bottles.

Outside play equipment will be cleaned each evening. Equipment that cannot be cleaned, will not be used.

***6. Personal protective equipment (PPE)***

The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

* where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 m cannot be maintained
* where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Read the guidance on [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.

**RESPONSE**

***7. Test and trace procedure***

***8. Dealing with confirmed cases***

***9. What happens if there is an outbreak of Coronavirus?***

The school will ensure that government guidance is followed in each of these areas. Details are set out in the risk assessment, along with action flow diagrams in the appendices.

**OTHER MEASURES**

***10. Educational visits***

No educational visits that involve the use of transport will take place until further notice.

***11. Individual staff shielding***

The school will follow government advice. Individual risk assessments will be completed where appropriate, using the local authority template.

***12. Physical education (P.E.)***

P.E. lessons can take place with the following conditions applying:

* Lessons will take place in consistent groups (‘Bubbles’). Any equipment shared by separate groups to be thoroughly cleaned.
* Contact sports are to be avoided.
* Adults can operate across groups subject to social distancing (see ‘Organisation of differentiated groups’ above).
* Outdoor activities should be prioritised.

***13. Pupil Wellbeing***

The school will plan activities in the curriculum designed to:

* support the rebuilding of friendships and social engagement
* address and equip pupils to respond to issues linked to coronavirus (COVID-19)
* support pupils with approaches to improving their physical and mental wellbeing

The schools will promote awareness of the virus with accessible messages for all children to understand or suitable for the age group and accessible for children with SEN, with the repeated gentle reminders of control measures.

***14. Staff wellbeing***

The school is committed to sharing information about our approach to the management of risk. We will consider staff anxiety sympathetically and provide additional advice and support where it is deemed necessary.

***15. Behaviour change***

We recognise that the successful implementation of these measures requires training, support, guidance, correction, monitoring and review.

***16. Ventilation***

Windows and doors will be open in all areas, where possible, to encourage ventilation. This will entail extra vigilance by all staff in terms of site security.

***17. First aid***

First aid needs have been reviewed in line with [Health and Safety Executive (HSE) Guidance](https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm) on First Aid cover and qualifications during COVID-19. As a result:

* High risk activities are suspended or postponed where practical;
* First aid certificate renewal dates may be extended if they expire.

It is unlikely that 2m social distancing can be maintained during the delivery of first aid, but physical contact should be kept to a minimum, e.g. pupils apply cold pack, wipe, etc. where able to do so.

Separate first aid resource boxes will be made available for each group (‘Bubble’) and separate cool packs will be allocated to each group.

Those administering first aid should wear PPE appropriate to the circumstances, such as surgical face masks when working in close contact (see PPE section below).

Always wash hands and ensure the affected area is cleaned upon completion.

Only one person should be treated in the first aid area at a time.

***Accidents and emergencies***

**In the event of any emergency situation, staff do not have to stay 2 metres apart.** This includes any unsafe ‘event’ such as a terrorist attack, fire, explosion risk, where large numbers may have to move fast to evacuate

Staff involved in emergency situations that may bring them into close contact should ensure that they pay particular attention to sanitation measures immediately afterwards, including washing of hands.

Any gathering of people close to the building entrances or dispersed groups should keep a safe distance themselves, or from pupils if they come together in large groups.

***18. Staff Room and toilets***

Staff should ensure social distancing (2m) is adhered to at all times.

Staff breaks will be staggered to support social distancing and staff are encouraged to go outside during lunch breaks.

Hot water boiler taps (‘zip taps’), kettles etc. must be cleaned before and after use. Appropriate cleaning materials, e.g. anti-bac wipes, will be made available. Staff should NOT allow their cups to touch the hot water boiler tap or the water cooler tap and must not share cups or cutlery.

Staff are encouraged to wash their hands for at least 20 seconds before and after eating. All food waste should be disposed of into the bins provided and cutlery cleaned and put away.

Adults should stay alert at toilet entrances; proceed with caution and be prepared to take a step back to allow others to keep the 2m rule. Feet or elbows could be used as door opening options, to reduce hands touching surfaces/ doors etc. Cleaning materials/ anti-bac wipes will be made available for use before and after use of the toilet. Washing hands is paramount before and after every visit.

***19. School kitchen***

The kitchen will be fully open from the start of term.

***20. Water fountains***

All water fountains have been switched off.

***21. Swimming***

All swimming activities are suspended and will be reviewed for January 2021.

***22. Premises issues***

All statutory compliance is completed and up to date.

No adaptations to the building, such as additional wash basins, are required yet, however this is under constant review.

Pre-term building checks have been undertaken to ensure that the school is safe, including flushing of water supply systems to prevent stagnation.

***23. Visitors***

Visitors to site, such as contractors, will be asked to attend outside of school hours where possible. They will be asked to comply with the school’s procedures before admittance.

***24. Change management***

In order to facilitate successful change management, the school will:

* Provide clear consistent and regular communication to improve understanding for all staff throughout the pandemic;
* Provide information, as early as possible, before any changes to working practices;
* Keep all risk assessments updated as government guidance evolves;
* Offer guidance to staff on changes to work environment and procedures in advance of any physical changes, where possible;
* Communicate with staff to raise awareness of potential risks; directing staff to Government, NHS, PHE and local Council guidelines and resources:
  + NHS guidance, [how to wash your hands video](https://www.nhs.uk/video/pages/how-to-wash-hands.aspx) (20 second rule)
  + NHS [advice on CV19](https://www.nhs.uk/conditions/coronavirus-covid-19/); risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs
  + School internet page; communication on local newsletters
  + Information posters displayed at key points and throughout premises
  + Government/ LA guidance on trace and track measures and clear guidance to managers and staff on actions required and support available

***25. Stress and anxiety***

We take the mental wellbeing of all those in the community very seriously.

Identification of vulnerable individual may originate in SLT or Inclusion meetings or from self, or third-person, referral.

On referral a risk assessment will be completed and a course of action agreed. Those involved in decision making will include, but is not limited to, relevant professionals, such as the EHT/ EHoS, SENCo, Place2Be SPM. External agencies may also be contacted, with the individual’s permission, if appropriate.

***26. Transport***

Public or private transport will not be used for school activities.

Parents, staff and pupils will be encouraged to walk or cycle to school if possible.

***27. Pupils shielding***

The majority of pupils will be able to return to school. For the small number of pupils who are unable to attend we will follow government advice.

***28. Music***

There are particular concerns around the provision of music lessons involving singing and the use of instruments.

Music lessons will not take place until we are satisfied that all concerns around the shared use of equipment and the possible additional risk around singing activities have been addressed.

***29. Contingency planning***

The school’s SLT and CRT will update the school’s contingency plan to support pupils, families and staff in the event of future national or local measures being put in place following a spike in infection rates.

This will be shared with the school community.