



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 'Federation Covid 19 Risk Assessment (for return March 2021)'. This can be found on our website:

<https://www.st-johns.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.

Summary of changes

- ◆ New section – 'Promote and engage asymptomatic testing' (Section 9).
- ◆ Renumbering of subsequent sections.
- ◆ Several sections rewritten:
 - Test and trace – on PCR tests (Section 10).
 - Confirmed cases – on types of contact (Section 11).
 - Outbreak - various paragraphs (Section 12).
 - Transport – on travelling from abroad (section 13).
 - Wraparound care (Section 19).
- ◆ Additional or edited text (highlighted in yellow).

PREVENTION

1. Minimising contact

Contact must be minimised with anyone required to self-isolate.

Pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms [symptoms-of-coronavirus](#)
- a member of their household (including someone in their [support-bubble](#) or [childcare-bubble](#) if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area
- they have had a positive test

Anyone with symptoms must be sent home to isolate for at least 10 days and arrange to have a test (see Appendices for details).

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. The dedicated room will be as follows:

Mon. HT Office Tues., Wed, Thur. Old Year 1 Fri. Place2Be Office

If used, the room will have a deep clean immediately afterwards.

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 \(PPE\)](#) guidance.

COVID 19 Secure Remote Learning Risk Assessment Version **2. Face Coverings**

Face coverings are not currently required in primary schools. The school has face coverings (available from the office) should an adult choose to wear one or if they become mandatory.

Face coverings should not be disposed of in recycling bins. See Risk Assessment (p.5) for 'Safe wearing and removal of face coverings'.

3. 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:

- wash their hands frequently with soap and water for 20 seconds, and dry thoroughly;
- wash their hands on arrival at the school, before and after eating, and after sneezing or coughing;
- 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.

4. 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.

5. 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

6. Minimise contact/ Social distancing

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 wherever possible.

Children who are old enough (approx. Year 2 onwards) will be supported to maintain distance and not touch staff and their peers wherever 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. Nursery, Reception and Year 1
2. Year 2 and Year 3
3. Year 4
4. 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, excess furniture will be removed, wherever possible, and pupils will sit side by side, rather than face to face or side-on. 2 metres distance will be maintained wherever 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, wherever possible.

Measures outside the classroom

Groups will be kept apart from each other, wherever 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 wherever possible. 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 bag 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 wherever 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, 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 wherever 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 should wear masks when serving and in the hall.

Use of shared rooms

Shared rooms such as halls, dining areas, the kitchen pod 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](#) .

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 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 that is shared across bubbles should be cleaned between groups. Equipment that cannot be cleaned or separated, will not be used.

Use of very frequently used equipment, including pens and pencils, should not be shared.

The amount of equipment that pupils may bring into school each day will be limited to essentials such as lunch boxes, water bottles, 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. 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.

7. 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.

8. 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](#) 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.

9. Promote and engage asymptomatic testing

See Risk Assessment (p.11) for details on asymptomatic testing using lateral flow devices (LFD).

RESPONSE TO ANY INFECTION

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.

10. Test and trace

11. Confirmed cases

12. Outbreak

SCHOOL OPERATIONS

13. 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.

14. PEOPLE (School workforce)

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

If there is a local lockdown the school will follow specific guidance found here:

<https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know>

See the Risk Assessment for details in each of these categories:

- **Self-isolating and shielding (p.21)**
- **Staff who are pregnant (p.22)**
- **Staff who are clinically extremely vulnerable (p.23)**
- **Staff who are clinically vulnerable (p.23)**
- **Staff who may otherwise be at increased risk from coronavirus (p.24)**
- **Supporting staff (p.24)**
- **Staff deployment (p.25)**
- **Recruitment (p.26)**
- **Vulnerable children (p.27)**
- **Pupils and families who are anxious about attending school (p.27)**

SCHOOL OPERATIONS

15. Catering/ kitchens

The kitchen will be fully open from the start of term. The kitchen is expected to comply with the guidance for food businesses on coronavirus (COVID-19).

Kitchen staff should wear masks when serving and in the hall.

16. Buildings

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.

All fire doors should be closed when not in use.

17. Educational visits

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

18. School Uniform

Uniforms do not need to be cleaned more frequently.

School will give consideration to families experiencing financial pressures.

Increased ventilation may require additional layers, e.g. jumpers coats, to be worn indoors.

19. Wraparound provision

All before and after school provision should take place within designated groups (Bubbles) and must follow the infection control measures outlined in the schools' risk assessment.

20. Music/ Dance and drama

There are particular concerns around the provision of music lessons involving singing and the use of instruments. This will not take place in larger groups, choirs (of more than 15 pupils) or assemblies.

Music lessons only take place where all concerns around the shared use of equipment and the possible additional risk around singing activities have been addressed.

The risk assessments of external providers will be reviewed before any activity is agreed.

21. 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.

22. First aid

First aid needs have been reviewed in line with Health and Safety Executive (HSE) Guidance 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.

24. Staff Room

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.

Staff need to be accountable for their own actions, including respiratory and hand hygiene, and social distancing.

25. Water fountains

All water fountains have been switched off.

26. Swimming

All swimming activities are suspended and will be reviewed in the summer term 2021.

27. 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.

28. Science

All science lessons will conform to the measures outlined in this risk assessment. Any hands-on practical activities must additionally follow the CLEAPPSS guidance which can be found here: <http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf>

29. Behaviour change

The school's control measures for the virus are all based on human behaviour to manage, i.e. washing hands, respiratory health, cleaning, staying at home when have symptoms, staying at a distance, all of which requires training, support, guidance, correction, monitoring

Staff need to make themselves be accountable for their own actions for hand and respiratory hygiene measures and actions, and social distancing control measures, this should be a focus and support set up, where if you notice staff and or visitors/pupils not being COVID secure, you are able to 'remind' 'advise' 'correct' to ensure the vital control measures are being completed

30. 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.

31. Confirmed cases

An assessment of exposure will be completed for each confirmed case and the local PH team will be advised using normal accident reporting procedures.