

Operational Plan to Mitigate Risk of Infection Spread During Covid-19 Crisis

Castleton Church of England Primary School

This document was produced following the guidance issued the DfE May 10th and May 14th 2020 – updated to reflect new guidance issued August 2020

Principles – Castleton School is committed to facilitating children returning to school as soon as it is appropriate and safe to do so. We recognise the impact of not being at school, especially on our most vulnerable children. The safety of our children and staff team remains paramount.

Aims – The Government aims to bring back all primary year groups on a phased return before the summer holidays if feasible. This document is written with the advice given by the DfE to enable delivery of the phased return in the safest way possible. The focus of this procedural document is the measures that can be put in place to help limit the risk of the virus spreading within our school.

Who?	When?	What?
<u>Staff</u>	Start of the working day	<ul style="list-style-type: none"> • Staff to enter the building by their own class door or area of work. • Equipment for the day to be set out on table tops, pupils will have own equipment trays on the desk top. • See the children into school from the yard, one staff member to be outside, the other inside, children to enter one at a time and hang coat in cloakroom, put lunch box in easily accessible place in classroom and immediately wash hands.
	Throughout the day	<p>In the event of children needing assistance with anything of a personal nature, even nose wiping, gloves to be worn and disposable tissues/paper to be used which is disposed in the specific classroom lidded bins for double bagging.</p> <p>Lessons</p> <ul style="list-style-type: none"> • Seating organised with distancing encouraged where possible. • Limit hands-on equipment to items that are easily sanitised. • Staff to remain in the same room with same group of children where possible • Classrooms to be kept well aired, windows doors, open and outdoors used as much as possible. • See that all children wash hands on arrival and at regular periods throughout the day. Hand sanitiser is available for use, but soap and water are to be the key method of handwashing. <p>Break</p> <ul style="list-style-type: none"> • Wipes to be used to sanitise table tops, door handles, classroom taps and any equipment that has been used. • Children to be supervised outside and non-contact games and activities encouraged. • Staff to use own cups and make own drinks, avoid congregating in kitchen area. <p>Lunch</p> <ul style="list-style-type: none"> • Wipes to be used to sanitise table tops, door handles, classroom taps and any equipment that has been used. • Avoid congregating in communal areas, use social distancing recommendations whenever possible. • Bring own utensils for eating along with drinking cups and keep separate from the kitchen drawer. • Wash own items and air dry or use disposable paper towels. • Admin staff to sanitise outside and inside entry equipment, keypads and screens.
	End of the school day	<p>Equipment</p> <ul style="list-style-type: none"> • The following equipment to be wiped before leaving: • Pupil individual pencil tray • Laptop keyboards

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		<ul style="list-style-type: none"> Any additional classroom equipment that been used in the session
<u>Children</u>	Start of the school day	<ul style="list-style-type: none"> Children to wait outside the main building or the village hall classroom, until a teacher sees them in. A staff member will come outside and supervise entry, one will remain inside. They will not be allowed in, in dribs and drabs. Early morning activities will be planned for outdoors to enable new children and parents the opportunity for goodbyes without additional adults entering school. The necessity for this can be reviewed on a weekly basis. Children to wait to be invited into school. They will enter one at a time, hang coats in the cloakroom and put lunch boxes in a designated place in the classroom, then immediately wash hands. KS2 Children will sit in designated seats for some of the time, depending on the expectations of the particular lesson. Movement around the classroom is only at the direction of the adults in the class. KS1 children will self-register and will be directed to their morning activity first thing. If there is an adult or a child in the corridor where there is access to the toilets, children are not allowed to enter the corridor and must wait at a safe distance until the adult or child has moved out.
	Throughout the day	<p>Lessons</p> <ul style="list-style-type: none"> KS2 Children will follow classroom expectations for remaining seated as much as possible to reduce movement around the classroom. KS 1/EYFS and nursery children are not expected to be able to adhere to social distancing. However, activities will be planned to enable distance whenever possible. Individuals will have their equipment tray on their table. This is for personal use, sharing equipment will be discouraged. KS1 EYFS and nursery children using shared equipment will be monitored to ensure the equipment is then set aside for sanitising or removed from use for up to 72 hours. <p>Break</p> <ul style="list-style-type: none"> Going out to play will be by the entry door to the classroom for both buildings. Children will be encouraged to play at a distance from each other. Physical contact on the playground is not allowed. The groups for playtimes will remain the same as in class, essentially the children will play in their 'bubble'. There will be no mixing between the two classes. Children will wash hands on coming in from break. <p>Lunch</p> <ul style="list-style-type: none"> Usual handwashing procedure for lunch time.

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		<ul style="list-style-type: none"> Children will eat in the groups as they work and play. There will be no mixing of groups and movement around the room at lunch time must be kept to a minimum. Children will wash hands on coming in from break. KS2 children will eat separately in the annex classroom.
		<p>Toilet</p> <ul style="list-style-type: none"> Visits to the toilet are by request and will only be allowed one at a time.
	End of the school day	Children will supervised as they leave their seats one at time to join parents on the yard, always ensuring as much social distance as possible.

<u>Parents</u>	Start of the school day	<ul style="list-style-type: none"> Parents are not allowed to come into school with their children at the start of the day unless this has been previously organised by appointment with a member of staff. Parents please wait along the railings at the front inside the playground edge at a safe distance from others until the children are collected from the yard to enter school. This can be replicated for collection at the village hall with parents waiting inside the yard along the boundary wall. Please encourage the children from different families to keep their distance, while they wait to go into school. Early morning activities will be planned for outdoors to enable new children who may need additional time to separate from parents, thus reducing the need for parents to come into school.
	Coming into school	<ul style="list-style-type: none"> If you do need to come into school for any reason, then please make an appointment to do so. Please sanitise your hands on entry. Please respect social distancing within the building.
	End of the school day	<ul style="list-style-type: none"> Parents please wait along the railings inside the front playground at, a safe distance from others until the children leave school, they will be sent out one at a time. Please ensure as you leave that you adhere to social distancing from other families.
	Keeping school informed	<ul style="list-style-type: none"> Parents are to be vigilant with their children’s health, please do not bring your children to school if they are in any way unwell. Parents are required to inform school if there has been any contact with the Covid-19 infection, or any symptoms that could be related to the infection. In either case the children should not be brought into school and should be isolated at home.

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		<ul style="list-style-type: none">• If the children are to be absent from school for any reason, school should be informed as per the usual process, a morning phone call, or an email prior to the day.
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<u>Visitors</u>	Coming into school	Generally visitors to school will be discouraged unless it is an essential visit. <ul style="list-style-type: none">• Visitors need to make an appointment to visit the school.• Visitors will be asked to use the sanitising station at the entrance to school.• Visitors will be expected to observe the social distancing measures in school and will be encouraged to remain in one area of the school.• There will be no contact with the pupils, unless it is of specific nature, this contact will be subject to all of our guidelines.• Track and Trace details will be collected for anyone visiting school and will be retained for 21 days.
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Cleaning

Additional cleaning is identified within the daily routine of all staff. The end of day cleaning procedure will meet the following criteria:

- Protective gloves to worn throughout the cleaning process
- Sanitiser, spay, wipes and household disinfectant to used
- Any used cleaning items to be binned and double bagged before disposing in the grey bin

The following areas to be sanitised appropriately:

- All door handles and push plates on doors, to include outdoor storage in use during the day
- Taps and sinks
- Table tops
- Banisters on stairs
- Any equipment in daily use, fridge door, kettle, microwave
- Floors mopped with household disinfectant
- Photocopier function board
- School alarm function board
- Entry keypad
- Doorbell push buttons
- Classroom monitors for entry system
- Soap dispensers
- Pupil/staff toilet

In the case of a person showing any symptoms or a confirmed case of Covid 19 the Derbyshire County Council 'Enhanced Cleaning And Disinfecting' guidance will be followed. The complete 'kit' for this will be stored in the locked cupboard in the kitchen area.

Cleaning Products

Monitoring of cleaning products is essential to ensure there is always sufficient quantity to maintain the effectiveness of the cleaning procedure.

- Products will be monitored on a daily basis with orders placed regularly

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In the event of a fire:

It is still possible to use the usual fire evacuation routines during the phased return.

- On hearing the alarm children exit the school by the main classroom door with the members of staff in their room.
- The children line up at the railings outside their classroom, standing at approximately 2m distance from each other.
- This routine fits well with the arrangements at the village hall also, with the main exit being the left hand side door to the annex. The children will line up at a safe distance along the boundary wall.
- Administrator leaves by class 2 door.
- NL does final sweep of the school and joins the classes for roll call with the fire exit register at the front of the school.