

Staff procedures for return to school on 8th September 2020

Children - core control measures																														
Control measure	Procedure	Who	Review																											
Effective personal hygiene	<ul style="list-style-type: none"> • Staff to teach/support children with handwashing techniques • Children to wash hands: <ol style="list-style-type: none"> 1. On entry into school 2. If change classrooms 3. After morning break 4. Before eating (including snacks) 5. After eating (including snacks) 6. After afternoon break 7. After using the toilet • Children should be reminded not to touch their faces, eyes, nose etc • Children should be reminded to sneeze/cough into a tissue or sleeve and never into hands. Hands will be washed immediately (Catch it/bin it/kill it message reinforced throughout the day) 	Staff Children																												
Reduce contact with other children/adults in school	<ul style="list-style-type: none"> • Arrival and departure times will be staggered: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">Year group</th> <th style="width: 35%;">Arrival</th> <th style="width: 35%;">Departure</th> </tr> </thead> <tbody> <tr> <td>N/R</td> <td>8:30 - 8:40</td> <td>3:10 - 3:20</td> </tr> <tr> <td>Y1/2</td> <td>8:40 - 8:50</td> <td>3:20 - 3:30</td> </tr> <tr> <td>Y3/4</td> <td>8:50 - 9:00</td> <td>3:30 - 3:40</td> </tr> <tr> <td>Y5/6</td> <td>9:00 - 9:10</td> <td>3:40 - 3:50</td> </tr> </tbody> </table> • Children will be separated into groups and should not mix with other groups during the school day wherever possible • Children will sit side by side, facing forwards where possible • Children should be reminded not to leave their seats unnecessarily • Children should bring their own school bag, PE bag, coat, pencil case and a named water bottle to school • All teachers and other staff can work across different classes and year groups to enable a full educational offer • Breaktimes will be staggered: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">Y3/4</th> <th style="width: 15%;">Y5/6</th> <th style="width: 15%;">Y1/2</th> <th style="width: 45%;">Nursery Reception</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">a.m.</td> <td>junior playground 10:35 - 10:55</td> <td>junior playground 10:15 - 10:35</td> <td>infant playground 10:30 - 10:50</td> <td></td> </tr> </tbody> </table> 	Year group	Arrival	Departure	N/R	8:30 - 8:40	3:10 - 3:20	Y1/2	8:40 - 8:50	3:20 - 3:30	Y3/4	8:50 - 9:00	3:30 - 3:40	Y5/6	9:00 - 9:10	3:40 - 3:50		Y3/4	Y5/6	Y1/2	Nursery Reception	a.m.	junior playground 10:35 - 10:55	junior playground 10:15 - 10:35	infant playground 10:30 - 10:50		Staff Children			
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Unwell children (COVID-19 symptoms)	<ul style="list-style-type: none"> Children must not come into school if they have symptoms. If they do, they must be sent home immediately to self-isolate. All children can be tested, including children under 5 Child taken to Staffroom with one member of staff wearing PPE Staffroom will be well ventilated Child's parent/carer contacted immediately Child's parent/carer advised to follow COVID-19: Guidance for households with possible Corona virus infection 	Staff Admin																			
Support and Guidance	<ul style="list-style-type: none"> Ensure children are fully supported in re-establishing school routines/relationships PSHE: Issues linked to COVID-19 lessons/resources Provide more focused pastoral support re: physical/mental well being Social distancing/hygiene rules referred to regularly 	Staff																			

Parents - core control measures

Control measure	Procedure	Who	Review
Reduce contact with other children/adults in school	<ul style="list-style-type: none"> • No parents allowed in school - contact via email or phone call • 2m gap along school entrance • Parents will operate a one - way system to drop off and collect their children • Parents aware of arrival and departure times • A member of staff will be in the junior playground from 8am to supervise the drop off of children for breakfast club • For children attending after school club, parents should phone school on arrival to pick children up from the designated pick up area • Parents have received risk assessment (03.09.20) and given opportunities to ask questions • Parents receive regular reminders via email, text, letter or in-action 	Parents	
Unwell parent (COVID-19 symptoms)	<ul style="list-style-type: none"> • Follow most up to date guidance from government • Parent to remain at home for fixed period of time - 10 days. After 10 days, if they still have a high temperature, they should continue to self-isolate until temperature returns to normal. Other members of the household should self-isolate for 14 days 	Parents	
Support and Guidance	<ul style="list-style-type: none"> • Ensure parents have open lines of communication through the crisis via email or phone • Regular communication from schools • Parents should visit www.gov.uk/back to school for more information (included in letter 03.09.20) 	Staff Admin	

Staff - core control measures			
Control measure	Procedure	Who	Review
Effective personal hygiene	<ul style="list-style-type: none"> • Staff to use correct handwashing techniques • Staff to wash hands: <ol style="list-style-type: none"> 8. On entry into school 9. If change classrooms 10. After morning break 11. Before eating (including snacks) 12. After eating (including snacks) 13. After afternoon break 14. After using the toilet • Staff should not touch their faces, eyes, nose etc 	Staff	
Reduce contact with other children/adults in school	<ul style="list-style-type: none"> • Children will be separated into bubbles • All teachers and other staff can work across different classes and year groups to enable a full educational offer • Children should be reminded not to leave their seats unnecessarily • If working with individual children, where possible staff will stand behind the child working from above the child and avoid face-to-face contact • 1:1 teaching is limited to 10-15 mins sessions • Staggered breaktimes and lunchtimes • No more than 2 adults in the staffroom at any one time • Staff must still have a break of a reasonable length during the day • Staff meetings/TA training will be held via Teams • Where possible, staff should continue to maintain a 2m distance from other staff and pupils • 2m markers are in place in staff areas • Staff should keep to the left when walking in corridors • Staff should check the position of adults before entering the classroom • Staff should move back to allow other staff to enter the classroom • The use of face coverings in areas outside the classroom may be needed because the school is in an area on the watch list or at the head teacher's discretion 	Staff	

	<ul style="list-style-type: none"> • Staff should avoid face to face contact and minimise time spent within 1m of anyone. This will not always be possible when working with pupils with complex needs or pupils who need close contact care • Each member of staff will have their own across-the-body stationery bag containing essential items (including a mask and disposable gloves) which should not be shared • Staff should use gloves/masks when receiving deliveries if close contact cannot be avoided • Staff should then wash their hands • Volunteers may be used to support the work of the school - Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible 		
<p>Cleaning of classrooms, toilets, staffroom and resources</p>	<ul style="list-style-type: none"> • Cleaning resources are available in each classroom • Tables and seating will be cleaned each breaktime and lunchtime • Touchpoints (including: door handles, light switches, banisters, toilet, sinks...) will be cleaned each breaktime and lunchtime - a checklist is in place • Keypad entry systems will be cleaned before and after school and after each breaktime and lunchtime • A checklist for cleaning the hall at lunchtime is in place • Bins should be checked and emptied if necessary at lunchtime • Indoor classroom based resources shared within the bubble will be cleaned daily • Resources shared between bubbles on a daily basis will be cleaned before each bubble uses them • Other shared resources (used less frequently) which have been used by a bubble will be left unused and out of reach for a period of 48 hours (72 hours for plastics) before any other bubble uses them 	<p>Staff</p>	
<p>Unwell staff (with COVID-19 symptoms)</p>	<ul style="list-style-type: none"> • If a member of staff becomes unwell with COVID-19 symptoms, they will be sent home and advised to follow the guidance set out in 	<p>Staff</p>	

	<p>COVID-19: guidance for households with possible coronavirus infection</p> <ul style="list-style-type: none"> • Staff displaying symptoms will be asked to self-isolate for 10 days. After 10 days, if they still have a high temperature, they should continue to self-isolate until temperature returns to normal. Other members of the household should self-isolate for 14 days • If a member of staff tests negative and they feel well and no longer have symptoms, they can stop self-isolating • All staff who are attending an education setting will have access to a test • School will contact the relevant agencies e.g. LA/Public Health England for further advice • Staff will be informed 		
Dealing with unwell children (with COVID-19 symptoms)	<ul style="list-style-type: none"> • Staff should wear appropriate PPE and maintain social distancing where possible • The child should be taken to the staffroom • Staff should open the window for ventilation • Staff should inform RB who will phone the child's parent • Once the child has been collected, the member of staff should deep-clean the staff room • Hands should be washed thoroughly using correct handwashing techniques 	Staff	
Child and staff absence	<ul style="list-style-type: none"> • Pupils of compulsory school age MUST return to school in September UNLESS a statutory reason applies: e.g. pupil has been granted a leave of absence, pupil is unable to attend because of sickness, pupil remains under the care of a specialist health professional and absence is advised, pupil is absent because of a necessary religious observance • Registers will be taken daily • Absences will be monitored 	RB/EN	
Support and guidance	<ul style="list-style-type: none"> • Ensure staff are fully supported • Regular communication/updates • Open door policy for concerns/worries • Staff received all risk assessments and training on 07.09.20 • Staff receive updates whenever relevant 	EN/LL	

	<ul style="list-style-type: none">• Verbal reminders and discussions (including opportunities to ask questions)• Safeguarding/COVID-19 procedures are an item on each staff meeting agenda		
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Building - core control measures

Control measure	Procedure	Who	Review								
Reducing contact points in school	<ul style="list-style-type: none"> • Children remain in 'bubbles' at all times <table border="1" data-bbox="437 232 1158 539"> <tr> <td data-bbox="437 232 628 349">Nursery and Reception</td> <td data-bbox="628 232 809 349">Y1 and Y2</td> <td data-bbox="809 232 968 349">Y3 and Y4</td> <td data-bbox="968 232 1158 349">Y5 and Y6</td> </tr> <tr> <td data-bbox="437 349 628 539">Class 1</td> <td data-bbox="628 349 809 539">Y1 - Class 2 am Y2 - Class 3 am Hall pm</td> <td data-bbox="809 349 968 539">Class 4</td> <td data-bbox="968 349 1158 539">Y5 - Class 5 Y6 - Hall am Class 5 pm</td> </tr> </table> <ul style="list-style-type: none"> • Staggered pick up/drop/off/break/lunchtimes • 'Bubbles' will not mix • Children will use assigned toilets • First Aid pack in each classroom • Designated drop-off/pick up point with one-way system for parents with 2m markers • 2m markers in staff areas • Posters for social distancing/hygiene rules - staff refer to regularly 	Nursery and Reception	Y1 and Y2	Y3 and Y4	Y5 and Y6	Class 1	Y1 - Class 2 am Y2 - Class 3 am Hall pm	Class 4	Y5 - Class 5 Y6 - Hall am Class 5 pm	Staff	
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Maintaining hygiene in classrooms	<ul style="list-style-type: none"> • Touchpoint checklist (see staff - core control measures) to be actioned and signed by teacher/TA • Tissues, soap, hand gel, paper towels in every classroom • Bins checked and emptied when required • Rooms will be well-ventilated with open windows and doors where possible (ensure all closed at end of the day) • All necessary equipment in classrooms cleaned when required throughout day (for example, toys in nursey and reception classes) • Outdoor playground equipment should be more frequently cleaned • When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air 	Staff Children									
Maintaining hygiene in toilets	<ul style="list-style-type: none"> • Touchpoint checklist (see staff - core control measures) to be actioned and signed by teacher/TA • Children will use assigned toilets 	Staff									

Maintaining hygiene in staff areas	<ul style="list-style-type: none"> • Touchpoint checklist (see staff - core control measures) to be actioned and signed by teacher/TA • Limited entry to office • 2m markers in staffroom • No more than 2 people in the staffroom at one time maintaining social distancing at all times 	Staff	
School visitors	<ul style="list-style-type: none"> • No parents/carers in school. Contact by phone/email only • Deliveries to be received at the school gate/door • Staff should use gloves/masks when receiving deliveries if close contact cannot be avoided • Staff should then wash their hands • Visitors will be asked to wear face coverings when moving around communal areas in school where it's difficult to maintain social distancing, unless they're exempt from wearing one • Contact details will be taken from all visitors 	Staff	
Review of cleaning	<ul style="list-style-type: none"> • Meet with cleaning contractors to review cleaning arrangement and make necessary changes • Daily cleaning of classrooms at the end of the day • Preparations for deep cleans if necessary 	HT Cleaning contractor	