

Howard Primary School

December 2021 School Protocol and Procedures

Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Control measures

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. If there is a decision to reintroduce 'bubbles', school will return to either the model in place from March 8th 2021, or the model in place over the second half of the summer term. The relevant risk assessment in place at that time will be revisited and updated as appropriate.

Full guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf

Section 1

Hazard	Action
<p>1. Risk of spreading the virus due to close contact with a child or adult who is ill or displays symptoms of the virus - resulting in direct transmission of the virus</p>	<p>All adults and children to adhere to strict regulations about not attending on site if any of the coronavirus symptoms are present.</p> <p>All contractors / visitors to complete disclaimer.</p> <p>If any child becomes unwell or displays symptoms while onsite, they should immediately be escorted to the medical office. The child should isolate in this room until they are collected. Where possible the adult should wait outside the room.</p> <p>The supporting adult should notify the office / SLT who will call family to collect the child immediately.</p> <p>If an adult displays symptoms of Covid-19, while onsite, then they should notify the SLT member and go home to self-isolate. If the adult needs to wait to be collected / is too unwell to go home alone, SLT person is made aware and monitoring from a distance.</p> <p>The room will be closed after and cleaned by cleaners / staff (who volunteer).</p> <p>PPE: Government guidance states: PPE is only needed in a very small number of cases including if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The unwell individual should be tested for coronavirus and their family should self-isolate for 10 days and follow government Test and Trace process if testing positive.</p> <p>If the test is positive, school will follow the government Test and Track protocols in place at the time Test and Trace procedures to be followed by all.</p> <p>Remote learning for children isolating (if well enough):</p> <p>There is a clear plan for remote learning and contacts with the teacher for any children needing to isolate so that there is minimal impact on education, and children are encouraged to stay at home in the event of needing to isolate.</p> <p>Non-participation in remote learning for those isolating / Safeguarding concerns</p> <p>CT will monitor attendance on Google Classroom alongside uploading of learning and follow specified timescales and processes if a child is not accessing these during their isolation, including support phone calls to the parent and action from DSLs as necessary.</p> <p>Staff to follow usual policy regarding any safeguarding concerns in relation to children isolating at home and report concerns to a DSL/record on CPOMS.</p> <p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, they are not to attend school. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.</p>
<p>Prevention</p> <p>2. Clean hands thoroughly more often than usual.</p>	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> - Entry to school - Before/after break times - Before lunch - When they change rooms - Before leaving school - Anytime that they visit the toilet or cough/sneeze in to their hands. <p>Additional hand sanitisers pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for staff upon arrival and the photocopying areas for increased hygiene as a 'pinch point' in the school. Outdoor wash basins have been purchased to help alleviate time spent in toilets washing hands.</p>

	<p>Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands.</p> <p>Hand hygiene protocols are to be re-visited at the start of the year during September when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.</p>
<p>Prevention</p> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>During September, children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the bins in each classroom and their hands must be cleaned afterwards.</p> <p>Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.</p> <p>Ventilation-Staff will ensure areas being used will be well ventilated. Staff will be being responsible for opening external windows to improve natural ventilation, and in addition, opening internal doors to assist with creating a throughput of air. Staff should balance the need for increased ventilation while maintaining a comfortable temperature</p>
<p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>Soft furnishings, soft toys and resources which cannot be easily cleaned, will be minimised. ICT equipment: shared computers will be wiped after use (shared laptops, ICT Suite, staffroom) Whole school shared resources will be cleaned before being used by another year group or left 72 hours PE resources: resources such as bats / balls etc will be cleaned after year groups. Staff to liaise about the use of large equipment.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of in the blue container next to Stuart's office (used to hold the music instruments).</p>
<p>Hazard:</p> <p>Lack of social distancing between year groups, staff and the possibility of contact between them, resulting in direct transmission of the virus</p>	<p>Year groups may cross for a range of planned events, e.g. assemblies in the hall (although limited year groups to avoid overcrowding), paired reading, child-initiated clubs, daily mile.</p> <p>If the government were to reintroduce bubbles, then activities which cross year groups will be suspended and separate class bubbles considered depending on the guidance at the time.</p> <p>Where a space needs to be shared between different year groups – music room, dining hall, – these areas will be cleaned between users in line with cleaning protocol.</p> <p>Majority of support staff will be allocated to a year group. Some staff will be working cross year groups as necessary.</p> <p>Break and lunchtimes</p> <p>Year groups will continue to work as a unit during break and lunch times, with allocated outside areas, and supported by the same staff (where possible).</p> <p>Staff to be encouraged to maintain a distance from other adults, particularly those working outside their regular year groups.</p>

Staff will be asked to avoid close contact – 2 less than metres for 15 minutes, 1 metre for 1 min with children not in the year group / classes you are supporting in.

Staff will be asked to continue wearing face masks in communal areas or when visiting different year groups if the local covid numbers are of a concern, when the numbers are low, masks can be optional. Staff who prefer to wear masks regardless of the numbers will be supported in doing so. Staff meeting will continue through a hybrid model depending on the plan for the meeting.

Measures for arriving at and leaving school (inc break/lunch times)

Drop off and pick up points will remain the same as Summer 2021 until further notice.

KS2 pupils will be dropped off at 8.45am with lessons starting at 9am

KS1 pupils will be dropped off 8.55am with lessons starting at 9.05am. Year 1 9.05am (first week only)

Reception pupils will be dropped off at 8.50am

Year 1-3.05pm

Year 2-3.10pm

Year 3/4-3.20pm

Year 5/6-3.20pm

KS2 staff will lead their classes out at the end of the day using all available space.

External classroom doors used where possible to minimise groups / classes using corridors.

If a parent needs to talk with a member of staff, staff and parents will be asked to maintain a safe distance (this is based on staff feedback)

Adults from the appropriate class will be at the gates to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents must not congregate at the 'drop-off' point, they must instead arrive on time and then depart.

Parents are to be encouraged to walk to school where possible and no parent will be allowed on the school site. If children cycle or scooter to school, then they are to use the storage area to lock their bike/scooter securely near the office.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to.

Other considerations

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them. A pamphlet of these will be provided alongside the normal safeguarding procedures.

Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.

A record of all visitors must be kept to support NHS Track and Trace.

Continue with minimal corridor furniture to maximise space.

Minimise the bags / belongings coming backwards and forwards to school, including children not having their PE kits in school.

Staff will be asked to continue wearing face masks in corridor if covid numbers are of a concern, when the numbers are low masks can be optional. Staff who prefer to wear masks regardless of the numbers will be supported in doing so.

Omicron variant control measures do not apply. If a child/adult tests positive for the Omicron variant, then all family members who are classed as close contacts must isolate irrespective of vaccination or not.

<p>Prevention</p> <p>5. Where necessary, wear appropriate personal protective equipment (PPE).</p>	<p>PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> - Face masks - Aprons - Gloves of various sizes - Face shields (limited quantities) <p>Children need to know that some adults might be wearing PPE and that it is 'ok'.</p>
<p>Response to any infection</p> <p>6. Engage with NHS Test and Trace.</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Track and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test.</p> <p>If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term and they will be stored in the Medical Room. Given the potential low numbers of kits, they will only be issued with the agreement of either JDeS, JH.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>
<p>Response to any infection</p> <p>7. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>School should contact the local health protection team:</p> <p>PHE South London Health Protection Team, Floor 3C Skipton House, 80 London Road London, SE1 6LH</p> <p>Phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk</p> <p>Phone: 0344 326 2052</p> <p>FAX: 0344 326 7255</p> <p>Out of hours health professional only: please phone 0344 326 2052</p> <p>School will inform parents of the infection, but we will not reveal the name of the infected child/adult.</p> <p>If a positive case is confirmed, then the school will follow the flow chart that has been created by the Local Authority.</p> <p>Howard Primary will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</p>

Section 2:

Aspect of school	Action
Staff support	<p>Consultation with staff regarding September risk assessment update and input into hazard identification and control measures.</p> <p>Communication with staff – enable opportunity for staff to share thoughts through emails or face to face discussion to share concerns in regard to Sep guidance.</p> <p>Send draft risk assessment, including control measures and the overview of plans for Sep.</p> <p>Risk Assessment to have planned reviews after day one, week one and regularly after that – but reviewing of this plan is flexible and will be done if and when the need for change arises.</p> <p>SLT to discuss individual staff risk assessments with them, following the updated guidance. Update personalised RA for clinically extremely vulnerable members of staff.</p> <p>Monitor staff and where needed have individual conversations to check how staff are feeling. Get feedback from and alter support where needed.</p>
Spreading the disease through current monitoring practices: lesson observations, learning scrutiny or learning looks.	<p>Observers will maintain a 2 metre+ from all adults and will minimise the time spent closer than 2m from a child.</p> <p>Hands will be washed / sanitised before entering the learning area.</p> <p>Hands will be washed before and between handling books from different classes.</p> <p>There will be increased ventilation while observers are in the classroom (while maintaining appropriate heat levels).</p>