

The following protocols have been designed specifically to mitigate risks identified in the school risk assessment and to aid the smooth running of the school. They draw on the latest guidance published by the dfe and Public Health England on December 30th 2020. This version dated January 12th 2021.

Overview: The list of items on the following pages remain a 'work in progress' and will be subject to continual review. Changes to the protocols will be sent to all staff and shared with children in an age and stage appropriate manner. We will be sharing this document with families and re-sharing as and when changes are made.

If you do have questions that are not covered by the protocols or the risk assessment, please email head@westchiltschool.com

Pupil Number/Key worker place allocation : We anticipate a high demand for school places. Because we will need to maintain the integrity of bubbles, allocation of places will be led by the school risk assessment. In the first instance, the school has followed government guidance that all families with at least one key worker are entitled to a school place. At the present time, this gives us a safe number of children to manage in school. If going forward there is pressure for further places we will need to redefine eligibility in line with our risk assessment. In the absence of official guidance on the number of pupils who may join each bubble, we will cap the number of children in each bubble at 15. This is based on the space calculation for each bubble and allows for under 2 metres distancing. This will mean that a maximum of 75 children can be accommodated on site. In the absence of government guidance we will prioritise places on the following basis:

- vulnerable children
- children where **both** parents are key workers or children with single parents who are key workers. NHS and education key workers to take priority if needed
- children where only one of two parents is a key worker. NHS and education key workers to take priority if needed.

Deployment of staff: With effect from January 2021, all staff assigned to a bubble will work exclusively with those children in their designated space. Our aim is to maintain:

- onsite provision for KWV children;
- regular remote contact with children and families;
- remote planned learning for all children.

In order to sustain this, a thorough analysis has been undertaken to understand the range of risk factors affecting individual colleagues and hence the risk to our ability to provide our stated offer to each bubble. The offer of a remote curriculum is a secure foundation with layers of contingency built in to ensure that this can be sustained even in the event of multiple staff absences.

Remote live contact would be the first casualty of staff absence- assuming that absence is due to illness rather than isolation. This will occur when staffing levels for any one bubble are reduced to 1.

The closure of a bubble to KWV children will only occur if all adult members of that bubble are sick.

Our analysis of individual staff vulnerability which is confidential to staff and the leadership team also sets out ways in which the school will continue to support those colleagues- particularly if they live alone.

Staff Arrival: All staff must ensure that they have washed their hands before leaving home. Upon arrival at the school site:

- where safe to do so, the normal pupil entrance door will be left open so that staff can enter the building unimpeded;
- staff must wash their hands as soon they arrive;

- ❑ staff do not need to sign in, but should ensure they are aware of the staff in school that day to ensure everyone is accounted for if an evacuation takes place (see Evacuations section);
- ❑ staff will need to proceed straight to their bubble zone and leave it only to use the toilet or take children to break.

Pupil Arrival: Julian Rose will be at the front gate each morning to direct children to the appropriate door. In order to manage potential queuing. Arrivals will be staggered. Key stage 1 and Reception children should arrive between 8.35 and 8.45. Key stage 2 should arrive between 8.45 and 8.55. Families with children in both key stages should arrive in the earlier of the two windows.

- ❑ the drop off system will resume with all the main gates open to avoid bottlenecks- volunteers must wear masks and latex gloves for car door opening and optional face masks. Gloves should be disposed of in the bin provided at the end of the drop off;
- ❑ children will walk round the building to the external doors of their classroom where they should sanitize their hands on entry with those using mobile classrooms to use fire exit doors;
- ❑ children in reception should use the side door and parents will not be permitted entry except in exceptional circumstances.
- ❑ those arriving on foot should queue socially distanced at the gate while those arriving by car will be released car by car and enter via the double gate.

Playtimes: Morning Break will be staggered as follows:

Key stage 1- 10.15- 10.35- using opposite ends of the field or playground which will be clearly demarcated.

Lower key stage 2- 10.40-11.00- using opposite ends of the field which will be divided by a tape.

Upper key stage 2 -10.40- 11.00- using the playgrounds.

The current rota for the use of outdoor space stands but will be subject to review at the end of the second week in January and in any event before the full return of all children to school.

❑ Toilet Arrangements:

For children:

- The allocation of toilet facilities for each class is as follows:

groups	toilet allocation
Reception and year 1 bubble	Reception toilets only
Year 2,4	main corridor toilets only (one allocated to each bubble)
Year 3	hut toilets
Year 5 and 6 bubble	disabled toilet

There should be no more than 2 children in the toilet at one time. Centre cubicles and wash basins will be cordoned off to support social distancing. The use of hand driers is to be reinstated this term.

To ensure hygienic behaviour, all children returning to class from a toilet will sanitise hands.

Learning: Remote learning must be ready for deployment with immediate notice and be accessible and manageable by any member of the teaching staff. Children who are ill are not expected to complete learning activities at home. Those who are absent because they are isolating- either waiting for a test result or because a household member is infected will be provided with remote learning materials from the second day of absence. All children will be briefed by their teachers on what to expect in this event or in the event of partial or full lockdown.

Structure of the school day: Under usual operating conditions, mornings and afternoons in school will have distinctive characters. In order to maximise the deployment and effectiveness of additional adults, the morning will include a 2 hour slot during which teachers and teaching assistants will work with the bulk of learners in their class on concentrated English and maths study. Afternoons are likely to be more active and creative in character.

Lunchtimes: All those attending school will need to bring a packed lunch. This will be eaten in bubble bases.

Key stage 2 lunch 12.30-1.30

Key stage 1 lunch from 12.00-1.00

In the event that the weather is so wet that the field is unusable, key stage 2 will have to remain indoors until key stage one come in.

All staff ensure that they take 30 minutes break and share supervision duties.

Staff will need to take breaks within their own bubbles and should avoid preparing food in school.

Rotation for the use and allocation of play space will remain as per the Autumn term.

Collection: is harder to manage in terms of adult social distancing. To minimise the number of parents on the playground, Key stage 1 will assemble in class groups on the rear playground at 2.55. Year 4, a cohort with fewer siblings in other groups will assemble in the Windmill Garden at 3.05. Years 3, 5 and 6 will assemble on the front playground 3.05. We agree that it is important for staff to model responsible behaviours and social distancing protocols- keeping children in orderly groups within their collection zone. A new plan for collection routines is being developed and will be shared when there is a full return to school. Everyone will need to police this rigidly and children will need to be managed strictly so that they understand the importance of maintaining bubble security. This of course applies to parents who will also receive specific instructions.

Parents are required to wear facemasks when on the school premises for collection except if they are exempt. Children must remain with their parents once collected and not run around or play on the static equipment. If parents need to talk to teachers, they should wait until the rest of the families have left before approaching the teacher.

Infection Control/Social Distancing: Everyone who attends the school (staff and pupils) will follow the protocols below that are designed using the government guidance and the 'hierarchy' of priorities for infection control:

- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
- *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly ensuring that all parts of the hands are covered*
- *ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- *cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

Some of the infection control measures are covered in other sections of this document, but here are a number of key areas that are agreed as part of our protocols:

Symptoms: staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia). If there is a persistent cough and/or a temperature, children will have to be tested and will not be able to return to school until they have been cleared or have gone through the subsequent isolation period;

- staff with symptoms including cough, temperature and loss of taste or smell must not come to school;
- while testing is in progress for these colleagues, use of agency staff will be necessary as usual;

- in the event of a positive test, each individual will be required to isolate for **10 days**;
- *Julian Rose or Helen Drummond will liaise directly with families whose children are affected and ensure that proper procedures are followed*
- we would be grateful if parents and carers would share test outcomes directly with us before returning children to school;
- in the event that there is a confirmed case of Covid 19 in a bubble, the whole class including staff will be required to isolate for 10 days. In this instance, it will be necessary to revert to online learning arrangements for this group;
- to inform us of a positive result outside of school hours, please use the following dedicated email address which is monitored 7 days a week- **positive@westchiltschool.com**
- in the event that infections occur, the PHE health protection team will be contacted to advise on additional risk assessment measures;
- school will not routinely take pupils' temperatures. If staff have a reason to be concerned about a child's temperature (through child reporting or visible signs) they will take the temperature. If the outcome is higher than normal they will isolate the child and they will be sent home.
- we will use the enclosed corridor area outside the front office as an exclusion zone for anyone potentially infected.
- parents will be expected to ensure that there is never a time that there will not be an adult available to collect a child within 45 minutes of receiving a call from school;
- if there is a confirmed case in school, we will enact policies to test and/or isolate the rest of the staff and children in that pod and all parents will be informed (see **Risk Assessment** for further details)';
- a coronavirus test can be booked here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- a small number of test kits are available from school. Use of these is reserved for cases where access to a testing centre is impractical or may not otherwise take place;
- essential workers in England, Scotland or Northern Ireland, can apply for priority testing through GOV.UK: <https://www.gov.uk/apply-coronavirus-test-essential-workers>

Infection Control: Children will have to wash their hands regularly. We will have a sanitation base in each classroom and will provide hand-cream to alleviate any irritation from dry skin. We expect that this will be **at least** 5-6 times per day as recommended in government guidance;

- tissues in individual packs/boxes will be available for every child to help promote the 'Catch it, bin it, kill it' approach;
- these can be disposed of in a bubble-based swing bin which will be regularly emptied;
- at lunchtime, JR/TD will wipe down all door handles and the locks on toilet doors;
- surfaces will be wiped down with anti bac once during the day and then washed and sanitized by the caretaking staff before the start of the next school day;
- all regular contact points such as door handles are prioritised for cleaning each day by care-taking staff;
- for the most part, internal doors will be left propped open during the day to minimise surface contact;
- each bubble will have its own First Aid Kit including ice packs wrapped with named tea towels for each bubble ;
- each bubble will have their own sanitation checklist- linked to the daily schedule so that we can ensure that routines are regularly followed;
- the sanitation checklist specifies 4 occasions during the day when everyone in each class must wash their hands and also 3 occasions per day when hand sanitizer is used;
- in order to ensure the safety of the rest of the school community it is vital that families respect all government guidance;
- P.E. equipment - teachers to liaise on planning to ensure that modules of work using specific kit are planned in rotation so that at any one time for example only one group is learning hockey;
- a twice weekly hygiene and cleanliness inspection will be carried out by TD and JR. All staff should report any concerns immediately;
- until further notice staff **must wear masks when not in their class base.**

Social Distancing: Children will be given regular reminders about social distancing;

- we will follow our behaviour policy with children who find it hard to socially distance, with gentle reminders escalating to firmer reprimands or sanctions, but if behaviour that puts the safety of the group continues, we will involve parents.
- **Behaviour - see appendix**

Personal Protective Equipment (PPE): We have a stock of PPE in place already (aprons, gloves, face-masks and eye protectors) This is for use when:

- supervising isolating children with symptoms;
- providing intimate care to those with care plans or to the youngest children;
- for the personal use of adults at any time they deem appropriate.

The guidance is clear that this is not something which children should use due to the increased risks that incorrect usage brings.

- in order to minimise the possibility of transmission between adults, masks should be worn by adults when not supervising children and in areas other than classrooms;
- photocopying should be done before or after the end of the school day wherever possible;
- if there is a need for copying during the day, staff will need to send documents to the office electronically- they will be notified when they are ready for collection;
- visits to the office should be cut to a bare minimum and on no account should the office be used as a cut through to the front door;
- staff will use gloves for certain tasks before and after school , but during the school day, handwashing and good hygiene will be the priority;
- where possible, older children will be supported to apply their own first-aid (cleaning of grazes or similar).

❑ **Evacuation Procedures:** All normal evacuation procedures will remain in place so that the children remain confident of how to leave the building in an emergency. Staff will talk these through with the children and discuss how social distancing can be kept in place where possible. This decision has been made as the risks associated with a reason to evacuate e.g. fire considerably outweigh the risk associated with Covid-19.

❑ **Uniform and items from home:** From the start of the Autumn term, all children will be expected to attend in their school uniform. Particularly in the early part of the Autumn term, children will need their own sunhats and sun-cream to be able to play outside on sunny days – we suggest that these are brought in on the first day and remain in school. Children will also need to bring their own water bottle to school. School water fountains will not be operational.

❑ **PE Kit-**children should come to school wearing PE kit on days when PE is scheduled. Class teachers will communicate this to families during the first week back to school.

❑ **Equipment/bags/pencil cases etc** - the aim is for children to have the absolute minimum amount of kit with them in school. They will therefore not need any pencil cases or equipment other than lunch boxes and water bottles and backpacks only when necessary.

❑ **Wellies** - we will need to be able to access the field all year in order to manage physical distancing of class bubbles so we ask that as the weather changes children have access to wellies.

- **Wellbeing:** We will circulate a weekly google survey to all staff to assess needs. Any issues arising will be dealt with in staff meeting times- for teachers this is after school on Wednesday and for support fortnightly from 11.30-12.00 on days to be determined- meetings to be held virtually;
- the outcomes of these regular surveys will also be a standing item at governors meetings;
- commencing September, a new subscription to an employee assistance programme will ensure that all colleagues have access to counselling support;
- staff will need to take their breaks in their bubble zone;

Visitors to school

With effect from January 4th, parent volunteers will not be coming into school

One to one music tuition and key to music activity for year 3 re-commenced in the Autumn term. This will be suspended for the two weeks at the start of the January term and be subject to review beyond this time.

Pioneers- will be closed until further notice;

Clubs- will be closed during lockdown;

Specialist support- visitors providing specialist support to children will be allowed in to school - in the event of lockdown- this will still be permissible in a designated space with appropriate PPE;

Parent consultations: In light of the visitors policy, consultations with class teachers will take place via Zoom until further notice.