

**ST. PATRICK’S PRIMARY SCHOOL, LEGAMADDY**

**Covid – 19 School Policy**

**Mission Statement of St Patrick’s Primary School, Legamaddy**

As a Catholic School, we at St Patrick’s, Legamaddy, seek to provide a caring, secure and happy environment in which all children are treated as unique individuals who are given the opportunity to grow in independence and develop self-confidence.

We believe this will enable our children to be better prepared personally, academically, spiritually and socially for the challenges of young adult life.

**We aim to:**

* Develop the young person as an individual and help them become a positive contributor to society.
* Enable children to reach their full potential by providing a broad and balanced curriculum with a varied range of extra-curricular activities.
* Work closely with home, community & church to create an environment in which we promote learning.
* Develop spiritual awareness through a strong Catholic Ethos which encourages the values of trust, honesty, respect, tolerance and a sense of fair play.
* Utilize emerging technologies to develop the child’s ability to become effective learners and provide them with the life skills for modern society.

**August 2020**

# Background

This Policy takes into consideration advice from the Public Health Agency and the Department of Education. This policy is subject to change depending on government and medical advice.

# Rationale for the Plan

This policy is designed to identify the key aspects for a safe return to school following the pandemic so staff, pupils and parents understand and can implement effective systems to increase safety and ensure effective delivery of the school curriculum and learning. It sets out clearly the procedures in place to prevent the spread of infection and the response to dealing with infection. At all times the school will follow the advice of the Public Health Agency.

**Expectations of staff, parents and pupils**

Staff, parents and pupils have the right to be in a school environment where:

* they feel safe and valued and where their health, safety and wellbeing is a priority
* all safety guidance and measures recommended by the Department of Education and Public Health Agency are being followed
* thorough risk assessments have been carried out
* there is a detailed and effective Covid-19 Policy in place
* health and safety is a priority and all relevant measures have been put in place to safeguard the school community
* PPE equipment is available if required
* they feel supported personally and professionally by management and are confident any concerns and worries will be listened to
* they contribute to and are kept informed of all policies and up to date medical and government guidance
* the priority is to provide the highest level of education possible for children to achieve their full potential
* a training programme is in place to incorporate blended learning if it is required
* management will take the appropriate action if rules and procedures are continually breached.

**Expected Behaviour of Management**

**Management will:**

* provide an environment which has been cleaned and prepared in response to the COVID-19 infection and Education Authority Risk assessment
* ensure staff follow the rules for social distancing with other staff, pupils and parents.

**Expected Behaviour of Staff**

**All staff will:**

* follow the guidance, rules and procedures set out in the Covid-19 Policy
* to inform the Principal if they have any concerns or worries or need personal or professional support
* inform the Principal if they are displaying symptoms of Covid-19, obtain the test, inform the school of the results and follow the guidance regarding self-isolation
* ensure the safety of all children in their care, ensuring that there is limited contact from others not within the year group bubble
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* strive to provide a curriculum that meets the needs of the child’s well-being, mental health and academic needs whether they are in school or continuing to learn from home
* strive to provide emotional support to parents and pupils and prioritise the mental health and wellbeing of the children in their class providing a caring and nurturing environment where pupils feel confident to talk about their worries and concerns
* strive to provide support for the vulnerable children in the class
* adhere to the guidance in the Risk Assessments
* plan for and deliver an effective “Recovery Curriculum”
* continue to develop professionally in order to deliver effective online learning and blended teaching.

**Expected Behaviour of Parents**

**Parents will:**

* be aware that if a child, or anyone in the household, shows symptoms of COVID-19, the child will not be sent to school. The family will self-isolate for 14 days. The child will be tested and the school informed of the results
* not attempt to “mask” any symptoms a child may have by using over the counter medication, as this puts children and staff at risk
* collect their child from school immediately if their child shows symptoms of COVID-19 whilst in school. Their child should not return to school until the child has been tested and the school informed of the results. If the result is negative the child may return to school when they are fully recovered. If the test is positive they must self-isolate for 10 days
* adhere to the social distancing rules whilst dropping off and picking up
* follow the procedures for dropping off and picking up, using the designated drop off points
* not enter the school building unless permitted by a member of staff. If a parent has a pre-arranged meeting in the school they will come to the main entrance, press the buzzer and wait in the allocated area in the foyer
* correspond with the child’s teacher or school management through the school email or by telephone
* ensure the child brings everything they need to school. As movement around the school and between classes must be kept to a minimum, office staff will be unable to enter any classrooms.
* send in a message the previous day if a child needs to get out of school early
* send their child to school with a packed lunch if required, a labelled water bottle and a healthy break in a disposable bag or lunch box (to be wiped down every evening)
* ensure that no other items are brought into school from home including schoolbags and pencil cases (with the exception of P4-7 who must leave them in school on first day of return). All required items will be provided in school.
* read all letters/texts /messages/seesaw communications that are sent home
* download the SeeSaw App / NI Primary School App and check the school website for updated information
* inform the school of any changes to parents/carer and emergency contacts details.
* follow social distancing rules at all times, and understand if there is evidence that social distancing has not been followed, a child may be asked to remain at home
* support the school’s behaviour policy and sanctions in order to ensure the safety of all.

**Expected behaviour of Pupils**

**Pupils will:**

* inform their teacher if they are feeling unwell
* follow instructions for isolation and go home when parent arrives.
* enter and exit school according to the school guidelines and staff instructions, keeping social distancing and following markings
* wash their hands with soap and water for 20 seconds upon arrival at school and throughout the day
* remain with their class/year group at all times throughout the day
* use tissues to cover their mouths when coughing or sneezing. They must dispose of their tissues in the pedal bins provided and wash their hands.
* sit in the same seat for the duration of the school day
* not bring anything into school from home including a schoolbag
* follow instructions for moving safely around the school. Only enter and exit the school building from the designated gate.
* follow the rules and accept the school sanctions to maintain the safety of others
* understand that anyone who coughs or spits at another person will be sent home immediately

**Safety and well-being of pupils**

At St Patrick’s, Legamaddy we have a very strong ethos of understanding and support of the emotional wellbeing of pupils. Through our positive ethos and nurturing approach we will strive to:

* ensure that returning children feel emotionally and physically safe at school through the use of positive language, social stories, PDMU programme, following the nurturing principles
* ensure within the School Development plan, that the wellbeing of pupils is a priority area
* ensure only essential changes take place in classrooms and wider school areas including class layouts, resources, markings, social distancing etc.
* ensure enough time and resources are given to the social and emotional aspects of the curriculum and allow children to express themselves in a safe environment. Staff will develop a bank of Nurture resources, ideas and suggestions to support the children’s emotional wellbeing and mental health.
* ensure procedures are in place to offer effective 1:1 pastoral support if needed, including access to the school counselling service
* ensure that children are reminded about the rules and routines, including the need for regular hand washing and hygiene regarding coughing, sneezing and disposal of tissues. This should be done through regular reminders, use of visual posters and videos and verbal prompts.
* ensure risk assessments are in place for those children who are vulnerable, have complex needs or medical difficulties
* ensure those not attending due to shielding or illness have similar learning opportunities where possible through access to remote or supported learning.

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## **Safety and well-being of staff**

The Principal and Senior Management Team will:

* ensure within the School Development Plan, that the wellbeing of staff is a priority focus
* ensure clear procedures and opportunities are in place for staff to discuss the situation and raise suggestions or concerns
* make staff aware that management are there to support them personally and professionally
* ensure that staff are provided with a detailed Covid-19 safety risk assessment detailing the measures the school is putting in place to ensure their safety
* ensure that staff are provided with the relevant equipment and hygiene products needed to keep them safe
* ensure that there are clear policies and procedures which must be followed by staff, parents and pupils. Any breach of these will be dealt with by management.
* ensure effective risk assessments are completed and ensure staff are feel secure and understand the measures in place
* ensure clear expectations and systems are in place to support social distancing (where possible) to keep all staff safe
* ensure staff have adequate time to plan for a ‘Recovery Curriculum’. Workload must be manageable, taking into account changes to delivery and content of the curriculum
* ensure visitors and temporary staff/students are fully briefed and comply with arrangements.

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## **Overall safety and wellbeing**

The Principal and Senior Management Team will ensure the completion of:

* thorough risk assessments which are shared with staff, parent, pupils and visitors.
* clear and unambiguous rules and guidelines detailed in the Covid-19 Policy which has been discussed and contributed to by all staff. This will be shared with staff, parents, pupils, governors, visitors and substitute teachers.
* detailed guidance if a child or member of staff displays symptoms of or tests positive for the virus

Specific details will be addressed throughout this policy.

# Protective Measures & Arrangements

# Bubbles

Each year group will become a ‘Bubble’. As far as possible, children should only mix with and use the resources and toilet facilities assigned to their class.

Each bubble will:

* stay as a group throughout the day and not mix with any other bubbles (where possible)
* have the same adult(s) where possible
* adhere to the rota for use of playground space for break time and lunchtime
* adhere to the staggered drop off and collection arrangements to ensure the mixing between year groups is limited
* have assigned lunchtime supervisors who will remain with them throughout the lunch period

**Further Protective Measures**

* pupils should not attend school if they are feeling unwell with symptoms of coronavirus (loss of taste/smell, new persistent dry cough or high temperature above 37.8). They should seek a test straight away while self-isolating for 14 days and only stop self-isolating if the test comes back negative. All children exhibiting symptoms must be tested and parents must inform the school of the results of the test before the child returns to school.
* pupils should not attend school if a member of their household has symptoms of coronavirus. They should self-isolate for 14 days.
* parents are expected to collect any pupil who is unwell when notified by the school.
* parents will update their contact details in August but will be reminded to inform the school if their details change throughout the year.
* staff similarly, should not attend work if they or a member of their household are feeling unwell with symptoms of Coronavirus. Staff should follow the usual absence procedures.

Staff are able to be tested for Coronavirus and must do so if they develop symptoms. Details of how to get tested can be found on the DE website

* the PHA will be contacted for advice following a positive case or if there is a cluster

## **General Hygiene**

## hand hygiene is very important and should be carried out regularly. Children should wash their hands when they come into school in the morning, before and after break, before and after lunch and after using the toilet. Children should be taught to wash their hands using the 20 second rule. Staff should revisit hand hygiene regularly with pupils including demonstrations, songs, videos and age appropriate material.

* posters will be on display depicting the correct way to wash hands
* children should also wash their hands if they cough or sneeze in class. Children will be taught the rules of **“Catch It, Bin It, Kill It”**. They should be taught to sneeze into a tissue and bin it immediately. There will be two bins provided in each classroom. One bin for general waste. The second bin will be a pedal bin and children who blow their nose should use the pedal bin mechanism to place their tissue in this bin. Bins will be emptied daily. Discourage children from touching their eyes, face, nose and mouth, putting hands/fingers into their mouths.
* they should be shown how to cough into their elbow if they don’t have a tissue / paper towel
* caretakers will ensure that the contents of bins are brought to the external bins overnight and black bags are not permitted to remain overnight in the school building
* the caretaker will ensure that soap, paper towels and toilet rolls are replaced daily. Classrooms will also have a supply of disposable aprons and gloves, disinfectant wipes, disposable cloths and EA approved cleaning fluids. Staff must ensure that these are stored safely out of the reach of children
* gloves are **not recommended** to be worn all the time, as they provide a false sense of safety and are difficult to take off without contamination. However, where a member of staff is treating a pupil or dealing with intimate care, it is recommended gloves and usual PPE is worn and then disposed of safely afterwards
* parents are advised that when their child comes home from school, they should change out of their uniform immediately and it should be washed daily

## **Staff Hand Washing**

Staff hand washing should take place at the following points as a minimum requirement:

* before leaving for work
* on arrival at work
* at regular intervals
* before and after eating
* after touching face, sneezing or coughing
* after using the toilet
* after close contact with a child

The following measures are recommended for staff care to reduce the risk to them and others:

* removal of all hand and wrist jewellery apart from single metal ring bands
* clean short fingernails and no artificial nails or nail products
* cuts or abrasions should be covered with waterproof dressing
* long hair tied back

## **Cleaning**

**Cleaning routines will follow the Covid-19 Cleaning Policy (Appendix 1)**

* all classrooms will be cleaned daily to a higher specification
* cleaning will take place at the usual times plus additional cleaning of key touch points and toilets during the day by additional. Classrooms will have a ‘cleaning kit’ Staff should ensure that all sprays are stored securely out of reach of the children. Staff should wash their hands thoroughly after doing any cleaning.
* windows should be left to ensure good ventilation
* lights should be left on and pupils told not to use the switches
* toilets will be cleaned after break, lunch, paying attention to taps, handles and toilet seats
* bins will be emptied daily as part of the cleaning routine and all rubbish brought immediately to the external bins
* any resources and play equipment used by children should be washed daily with soap and warm water **or** put into quarantine for at least 72 hours
* reading books must be stored for 72 hours before being put back on the shelves of storerooms
* where necessary and appropriate, children should be given the same reading book, text book or iPad where possible
* keyboards must be thoroughly cleaned after use
* if a child uses the pen of the Interactive Whiteboard it must be cleaned after use.
* staff toilets will have disinfectant wipes and staff are asked to wipe the toilet and taps after use
* staff are asked to wipe the kettle, toaster, microwave, fridge, seating area, telephone handset, photocopier after use

**Classrooms**

**Classrooms will be set out following guidance on social distance and pupil numbers from DE and the Chief Medical Officer**

* desks should be spaced out as much as possible within the room and arranged facing the front so children are not facing each other; this will be checked by a member of the SLT as part of the risk assessment
* children should have a set position/table to sit at and children should not move between tables or groups, where possible. Movement around the class must be kept to a minimum
* each child will have their own resource pack which will remain in school. Their resource pack which will remain in school. At the end of the day the folder will be placed under the table or in a container.
* children should be made aware that they may not share resources or equipment
* children will not be permitted to bring any item from home including school bags
* children may bring in their break, lunch and a water bottle. These should all be clearly labelled with the child’s name so they cannot be mixed up with another child. These will be stored in the class lunch trolley.
* each child should have their own anti-bacterial hand gel and tissues
* all soft furnishings such as cushions, floor mats, soft toys will not be in the classroom. Only equipment which can be easily washed can be used.
* sand and water trays and dressing up clothes should be removed
* class libraries will not be used by pupils
* all surfaces such as tops of shelves, window sills, sinks etc must be kept clear so they can be washed thoroughly each day
* the windows should be opened as far as possible to allow ventilation. Doors should, where possible, be left open to avoid children constantly touching the handle
* there will be a demarcated teacher area in the classroom separating the teacher from the children by 2m. Children will know they should not enter this area until invited to by the teacher.
* coats should be left outside the classroom
* only essential equipment will be stored in the classrooms. Clutter must be kept to a minimum
* **external doors** should remain closed for security and should be held open by an adult or wedged open when being used. Doors should not be held open by each child to pass to the next person.
* children should not use the interactive board or if they do the pen should be wiped thoroughly after use
* face coverings may be worn by children but is not mandatory

## **Maintaining Social Distancing and reducing contact with others.**

Whilst social distancing has been relaxed we MUST remain alert and vigilant regarding the ongoing need for social distancing.

* all children will be taught the 1m rule and understand what 1m actually is. They should understand that they need to stay 2m away from adults. Clear, measured markings will be displayed around the school and posters will be on display emphasising the need for social distancing.
* year groups will form a bubble. Mixing of pupils, staff and resources between year groups must be kept to a minimum.
* a record will be kept of any contact between children and other staff, visitors etc who enter the bubble apart from the staff within the year group. This will include if children are supported by SEN staff, counsellor, outside agencies or if there is a class visit by Principal etc for longer than 10 minutes.
* school and class rules will be clearly discussed with the pupils and displayed in the classroom. This will include rules for movement around the school/classroom and maintaining social distance. A class charter will be drawn up on day one and regularly revised. (refer to expected behaviour of pupils)
* staff to maintain 2m social distance from children, teaching mainly from the front of the room and giving 1-1 support from a distance
* staff should maintain 2m social distance when listening to children read
* staff should encourage children to self-mark work
* clear rules will be in place for moving around the classroom and school. Use the “keep left” approach. The shortest exit routes should be used and where possible move around the school using external space.
* two classes may not pass each other in a corridor. One class should wait to allow the other class to pass.
* children should NOT move around the school unless absolutely necessary
* the number of pupils inside the toilets must be limited. Toilets have been allocated to each class and clearly labelled. One boy or girl may use the toilet at any time
* clear procedures including a staggered starting and finishing time are in place
* clear guidelines are in place for parents and visitors entering the school
* dropping off, collection, break and lunchtime are staggered to reduce contact between pupils and staff who are on duty
* Assemblies, Mass, Liturgical services, group gatherings will not take place until further notice
* staff will observe social distancing (2m) when in school and in the school office. Only one person can be in any office at any time to speak to the Principal or either secretary.
* staff will follow the procedures set out in this policy and follow the Risk Assessments
* staff must inform the Principal before making an appointment to meet a parent or visitor
* any member of staff who is exhibiting symptoms of Covid-19 or who has a family member with symptoms, must contact the Principal immediately
* staff are asked to observe 2m social distancing while in the school building, moving around the school, during break/lunch, planning etc.
* staff are reminded that they may not have hot drinks in any other part of the school when children are present. Any member of staff who wishes to remain in their room at break / lunch time may take a hot drink to the room as long as there are no children present and they use a thermos cup with a lid. NO KETTLES should be used anywhere other than the staff rooms.
* staff will follow the guidelines regarding marking and blended learning (Appendix 2)
* assistants who work 1-1 with a child will be treated as part of the “Class Bubble”. PPE will be provided if necessary.
* individual Risk Assessments will be carried out for vulnerable children and adults and those with medical and behaviour difficulties. Group Risk Assessments will be in place for children with ASD, ADHD and SEN. These will be completed by management and will be shared with staff, parents, pupils and governors.
* staff may meet with the Principal in her office to discuss any concerns. Preferably this should be via a prior arranged appointment. They will be supported by the Principal personally and professionally. She will be there to discuss any issues, health concerns or anxieties.
* staff meetings and training will be kept to a minimum. They will take place in the hall where chairs are 2m apart.
* staff to maintain social distancing when planning

**Face Coverings for Staff**

**According to Department of Education guidance (New School Day – Version (13.08.20):**

* face coverings **must be worn in staffrooms and during adult to adult meetings** lasting more than 15 minutes and by adults visiting the school
* face coverings are strongly encouraged for activities that entail large numbers of staff or pupils within an enclosed space where social distancing is not possible.
* given the risk mitigations in place in schools to limit and contain the spread of COVID-19, face coverings are not generally recommended for routine use in schools. Staff and pupils may wish to use them during the routine school day and this is acceptable. Schools should also be aware that some persons (including children) are exempt from wearing face coverings.

**Maintaining Social Distancing and minimising contact with parents and visitors**

* one parent should bring the child to school in the morning to reduce the number of people in the school. They should leave their child off and leave the school yard(s) / school gates as quickly as possible following temperature checks
* there are clear procedures and staggered times for dropping off and collecting pupils at set times and at designated places. Parents should adhere to these arrangements.
* parents should socially distance from other parents when dropping off / waiting to collect their child
* staff must inform the Principal before arranging a face to face meeting with a parent. If a face to face meeting takes place, 2m distance must be adhered to. Face masks / visor must be worn if the meeting is to last more than 15 minutes. Parents should be invited to wear a face covering. All such meeting (including parents / external agencies) MUST BE recorded in teacher diaries for Track and Trace purposes.
* if a parent wishes to speak with a teacher or member of management, they should contact the teacher via email or phone the school office. Office staff will email the teacher and the teacher will return the telephone call when time permits.
* if a parent has arranged a meeting they should come to the main entrance and they should press the buzzer.
* as movement around the school is limited, we will no longer be able to send up forgotten breaks/lunches to pupils. If children forget their lunch or break it will be provided by school
* if a parent needs to take a child out of school early, they must send in a note or contact the teacher by email / note / telephone call the day before and the child will be sent to the main entrance at the designated time
* if a child is late for school, they should be brought to the entrance hall. Office staff will admit the child who will then proceed to class alone.
* maintenance officers and workmen will be admitted via the main entrance and will be accompanied at all times by the caretaker. They will be required to leave their name, contact details and identify where they are working in the school.

## **Social Distance- Outdoor Spaces**

* using the outdoors is encouraged although staff should ensure that only children from the one-year group are in the outdoor area at the same time
* staff on duty should maintain their distance from other staff and pupils where possible
* the outdoor areas will be timetabled on a rota basis for break and lunch
* outdoor areas may be used at any other time as long as no other class is present

### **Movement around the school**

* movement around the school must be kept to a minimum. Children must understand that they must follow the rules for moving around the school and maintaining social contact or they could be sent home.
* exit and entrance to the school should be using the doors on the same side of the

building as the classroom

* children should not be sent on messages between classes
* office staff will be unable to pass on messages to a child as not all classrooms have phones. Parents are asked to ensure children know their home time arrangements before coming to school. Messages cannot be transferred between classes.
* in the case of an URGENT message parents are requested to phone the school before 11.30 and office staff will email the teacher
* if a child needs to leave school early for an appointment the parent must contact the school office the previous day or phone the school before 11.30.

**Use of the Bathroom**

* staff should place the toilet monitoring system on the classroom wall
* each class has been allocated a toilet facility. The number of pupils inside the toilets must be limited. Toilets have been allocated to each class and clearly labelled. One boy or girl may use the toilet at any time
* children will be reminded to wash their hands
* posters reminding children to wash their hands will be on display in the bathrooms
* children should be encouraged to use a paper towel to open door to leave the bathroom - a bin will be positioned outside the staff toilets for used paper towels
* caretakers and cleaners will ensure that there is sufficient soap, toilet rolls and paper towels available. These must be replenished daily.
* additional cleaning staff to check the toilets and wash the toilets, door handles and taps every break time, lunchtime and at the end of the school day. All bins must be emptied.
* classroom assistants and lunchtime supervisors must be aware of the bathroom arrangements for break and lunch

**Staff shared equipment and spaces**

### **Staff room**

* staff must wash their hands on entering the school building and frequently throughout the day
* staff should adhere to social distancing within the school between both pupils and other adults
* staff should bring their own cutlery, dishes and cup to the staffroom. Lunches in fridge should be labelled.
* staff should use a blue paper towel to touch or handle items in the staff room such as the toaster, handle of kettle, fridge door handle, microwave, coffee/tea canister, milk container. Blue paper towel should then be disposed of in the swing bin provided. Staff should also wipe down the table after use.
* staff will clean staffroom after each use
* staff using the telephone in the staffroom should wipe the receiver after use

**Staff Toilets**

* disinfectant wipes will be in the staff toilets. Staff should wipe the toilet seat, the handle for flushing the toilet, lock on toilet door and the taps after use.
* staff should use a paper towel to open door to leave the bathroom - a bin will be positioned outside the staff toilets for used paper towels
* inform the caretaker if there is insufficient soap, paper towels or toilet roll in the toilets

**Main School Office**

* staff will maintain 2m social distance when in the office area
* only one additional member of staff should be in any office
* parents are only permitted to leave in critical items for children e.g medication. These will be collected from the hall way by office staff.
* children must not be sent to the staff room to collect items from a teacher’s pigeon hole, deliveries etc.
* school visitors will be restricted and all must sign in on arrival and sign out on departure. They will be escorted to their destination and asked to wear a mask while on the premises if deemed appropriate.
* contractor visits will be kept to a minimum and they will be accompanied at all times by the caretaker and asked to wear a mask while on school premises.
* deliveries must not be left in the office area. They should be removed immediately by the caretaker.
* office staff to wear PPE when delivering first aid
* updated telephone numbers to be placed on SIMS in September so parents can be contacted immediately if a child is ill
* office staff to wear gloves when opening mail

### **Photocopier and other shared resources**

* staff should wash their hands before using the photocopier
* staff must wipe down the copier after use
* laminators must be wiped down after use
* staff must not remove belongings from the pigeon hole of another member of staff
* sharing of resources must be kept to a minimum. If some resources have to be shared they should be cleaned or left for 72 hours before being used again.

# Organisation of the Day

## **Start and End of Day**

* Staggered start and finish times will be in place
* Markings on the ground will help parents and children maintain social distance when lining up for school
* Only one parent should come with a child to school to minimise the number of adults on site

Please refer to Appendix 3 for details.

**Break time arrangements**

* children will eat their break while sitting at their table and then have some play time in the yard.
* staff should carry disposable gloves and plasters when on duty for minor injuries. For more serious injuries the child should be sent to the office.
* On a wet day children will remain in the classroom.

Break rota – see Appendix 4.

**Lunchtime arrangements**

* children should wash hands and use the bathroom before lunch
* at lunchtime children will be supervised by lunchtime supervisors. Each supervisor will be assigned to one classroom per session
* packed lunches (for children entitled to a Free School Meal) will be brought to the children in their classrooms. Lunches will be brought to the classrooms by canteen staff. Lunch time supervisors will wipe the tables and brush the floor after the children have finished eating.
* the cleaner will clean toilets when children leave the room
* children will play in their designated area within their year group bubble
* resources will be provided for lunchtime supervisors to guide children to play social distance games
* lunchtime supervisors should ensure they wash their hands thoroughly and adhere to social distancing from pupils between lunches
* on a wet day children will remain in the classroom

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## **Behaviour**

## school and class rules will be set and explained to the children on the first day back at school. These will be regularly revised

* the Principal will meet with staff, parents and pupils who breach the rules and procedures within this policy
* children who put others deliberately at risk through coughing or spitting etc will be sent home.

**Morning and After School Clubs**

Breakfast club and Homework Club will resume when it is deemed safe to do so. Decisions about these clubs and additional clubs will be reviewed on a regular basis.

# Fire Safety procedures

* normal evacuation procedures and assembly points apply
* keep social distancing whenever possible
* exit through external doors
* children, if possible, to line up 1m apart from any other bubble and spaced out as much as possible within their own class

**First Aid**

As all teachers have completed First Aid Training the expectation is that most injuries will be dealt with in the classroom. However, if a child suffers a more serious injury the office should be informed and the child, if possible, should be accompanied to the office. If absolutely necessary, a member of Senior Management will collect the child.

In addition

* there will be at least one member of management present each day to deal with sickness, injuries and those pupils feeling unwell. These will be trained in using PPE. Staff should contact the main office or Principal if someone is needed. If the Principal / Senior Teacher has dealt with a child/member of staff exhibiting symptoms she should try to limit her contact with others for the remainder of the day.
* lunchtime supervisors will deal with minor injuries in their own year group bubbles and call for assistance where a second opinion is needed
* usual first aid recording should take place
* office staff or first aiders dealing with children who are injured, vomiting, bleeding, coughing or has diarrhoea or exhibiting symptoms of coronavirus, the member of staff must wear a mask, visor, apron and gloves. They must exercise safety precautions.
* If necessary, the rest of the class should be moved to the main hall while the room is cleaned
* all soiled tissues, cloths etc to be disposed of in the pedal bin with lid
* all PPE must be donned and removed in line with the PHA guidelines and all equipment must be disposed of safely. Suspected contaminated PPE must be safely stored for 72 hours before disposal.
* if a child or adult is suspected of having Covid-19 symptoms the Principal or senior member of staff must be contacted immediately and procedures put in place to isolate the person (isolation room) and send them home. The should not remain in the office or public area.

**Dealing with suspected or confirmed cases of Coronavirus**

**The school will follow the guidance of the Public Health Agency and the Chief Medical Officer**

**If anyone becomes unwell with a new continuous cough, a high temperature or loss of smell / taste, they must be sent home and follow the guidance for households with possible coronavirus infection.**

**Child showing coronavirus symptoms**

* The Principal or senior member of staff to be informed immediately
* The child to be collected from the classroom by the Principal or senior member of staff. The child should not be sent directly to the office. If necessary, the rest of the class should be removed. The area where the child was sitting in the classroom as well as light switches, door handles, bathroom etc should be cleaned by the caretaker and the pedal bin should be emptied.
* The child will be placed in the Isolation Room in the administration area where they will be supervised by the Principal or a senior member of staff. If two children are ill they should sit on either side of the pop up screen in the Isolation Room
* The child’s temperature will be taken
* The office staff will telephone the parent and they will be instructed to come to the school and take the child home immediately.
* If the child needs assistance in the Isolation Room, PPE should be worn by the supervising member of staff. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant disposable face mask should be worn by the supervising adult.
* All PPE equipment will be correctly disposed of after the child leaves and the Isolation Room will be thoroughly cleaned. The PPE equipment should be placed in a double bag, stored for 72 hours then disposed of.
* Any tissues etc used will be placed in a sealed bag.
* Child will remain in the Isolation Room and the parent will collect the child via the main entrance.
* If the child needs to use the bathroom a deep clean should take place afterwards
* In an emergency call 999.
* The parent will be instructed that the child should receive a test and the school informed of the results. They should not return to school until they have been tested.
* If the child has tested positive they must stay at home for at least 10 days
* If they live with someone who has symptoms or a positive test they will have to stay at home for 14 days from the day, the first person in the home was displaying symptoms.
* If they develop symptoms during the 14-day period, they will need to self-check in accordance with Track and Trace guidance and stay at home for 7 days from the day the symptoms started
* 7 days after the symptoms started, if they do not have a high temperature, they do not need to self-isolate. If they continue to have a high temperature they need to continue to isolate until their temperature returns to normal. They do not have to self-isolate if they just have a cough after 7 days as a cough can last several weeks.
* Where staff or pupils have tested positive in a cohort that is not operating as a bubble, all staff and pupils who have been in direct contact with the individual must self-isolate, seek a Covid 19 test and only return to school following a negative test or completed the required period of isolation after a positive test.
* School to inform PHA if there are more than 2 cases.
* Liaise with Track and Trace team.

**Staff Who Exhibit Any Symptoms Associated with Covid-19**

Staff who exhibit any symptoms associated with COVID-19 should not attend school. The N.I. Executive has rolled out a Test and Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic staff are expected to follow the advice and obtain a test for COVID-19.

Where an individual has had a negative result, it is important to still apply caution. If everyone with symptoms who was tested in their household receive a negative result, the member of staff can return to work providing they are well enough and have not had a fever for 48 hours.

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency, and will need to share information about their recent interactions. This could include household members, people with whom you have been in direct contact, or been within 2 metres for more than 15 minutes. Passing in corridors and short periods of contact does not therefore present a significant risk to staff or pupils. All household members should follow PHA isolation guidance which currently requires everyone in the house to stay at home.

The guidance is as follows:

* if you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days;
* if you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms;
* however, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period);
* 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone;
* if you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period;
* it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

Staff or pupils who have been part of the same ‘bubble’ as anyone who has tested positive for COVID-19, must likewise follow PHA guidance and self-isolate and undertake a test under the Test and Trace and Protect system. They can return to school when they have a negative test result or have undertaken the necessary period of isolation after a positive test result. This will contain any potential transmission to those limited number of staff/pupils in the ‘bubble’ and protect the wider community.

Where staff or pupils have tested positive in a cohort that is not operating as a ‘bubble’ (for example, in some senior school classes or where smaller numbers permit social distancing within existing classrooms) all staff and pupils who have been in direct contact with the individual must follow the PHA guidance and self-isolate, seek a COVID-19 test and only return to school when they have received a negative test or completed the required period of isolation after a positive test.

It is essential that all staff follow this guidance, as by doing so staff will not only protect themselves but limit the spread of the virus to educational settings and the wider population.

**Staff showing signs of Coronavirus when in school**

* Member of staff should be sent home immediately.
* Work area should be cleaned and class covered by another member of staff.
* If the adult is waiting to be collected they should be placed in the Isolation Room.
* If they become very ill contact 999
* The member of staff must get tested and inform the school of the results of the test. All family members should self-isolate for 14 days. If everyone with symptoms, who has been tested in the household, receive a negative result, the member of staff can return to work providing they are well enough and have not had a fever in 48 hours
* Anyone who tests positive will be contacted by the Contact Tracing Service in the PHA and will need to share information about recent interactions. This should include household members; people they have been in direct contact with or been within 2m for more than 15 minutes. Passing in corridors or short periods of contact does not present a relevant risk.
* If the member of staff has tested positive they must stay at home for at least 10 days.
* Guidance above should be followed.

**Staff supervising children experiencing symptoms of Covid 19**

* The child should be moved where they can be isolated behind a closed door. Open a window for ventilation. Appropriate adult supervision should be provided.
* If the child needs to go to the bathroom while waiting to be collected the bathroom should be cleaned and disinfected before being used by others.
* PPE should be worn by staff supervising the child if personal care is needed and 2m distance can’t be maintained. Call 999 if child becomes seriously ill.
* If a member of staff has supervised a child with symptoms (who was wearing PPE and adhering to 2m distance) they do not need to go home unless they develop symptoms. They should wash their hands thoroughly as ensure that the room is thoroughly cleaned.

**Passing on of Information**

* If a child or member of staff is sent home displaying symptoms of Covid 19 or if they test negative, parents, pupils or other members of staff do not need to be informed
* If a child or member of staff tests positive for Covid 19, parents, pupils and staff who have been in contact will be informed and if necessary will be required to self-isolate
* If the member of staff in the class bubble where a child has tested positive, has had contact with other children or staff, it is not necessary for those children or staff to self-isolate unless the member of staff themselves tests positive. It is recommended that the member of staff is tested wherever possible. This will be looked at on a case by case basis and may result in closing to certain classes/year groups
* If a classroom assistant working 1-1 with a child is sent home with symptoms the parent should be informed
* If there are insufficient staff to cover classes, the school may be required to go to part time placements or certain classes may have to be home schooled.

**Personal Protection Equipment**

* Guidance from the Government states that most staff will not need PPE.
* **Children should not wear PPE**
* If staff wish to wear their own mask, other than for meetings as stated above then that is a personal choice.

Face masks:

* MUST cover both nose and mouth;
* MUST be changed when they become moist or damaged;
* MUST be worn once and then discarded – hands must be cleaned after disposal;
* MUST NOT be allowed to dangle around the neck; and
* MUST NOT be touched once put on, except when carefully removed

before disposal.

* Full PPE is available for welfare matters, such as looking after an unwell child, intimate care or first aid and those who will be responsible for this will receive training on effective use of PPE
* We have a supply of masks, visors, gloves and aprons for intimate care and welfare issues, including dealing with first aid where the child cannot administer it themselves.
* If a parent requires their child to wear a mask, then they should contact management to discuss this. Staff should not assist with the mask or handle it in any way.
* The following are available to use for general protection and are optional for staff
* disposable aprons
* disposable gloves
* face mask
* visors
* If dealing with a child for close care the above SHOULD be worn as a minimum
* If dealing with a child who is symptomatic the above MUST be worn with the addition of a full-face shield

## **Putting on and Removing PPE**

### **Donning PPE order**

1. Apron
2. Mask
3. Eye Protection
4. Gloves

### **Removing PPE order**

1. Gloves
2. Apron
3. Eye Protection
4. Mask
5. Wash Hands

##

##  **Disposal of PPE**

* General PPE waste to be double bagged and placed in the pedal bin in your room.
* Symptomatic PPE waste to be double bagged and placed in the yellow clinical waste bin in the car park
* Staff reusable masks must not be left on any shared surfaces and should be taken home daily and when not in use should be stored in a bag (e.g. zip lock sandwich bag)

# Pupil Attendance

Some parents and pupils will be anxious about returning to school and this is understandable and the school will make every effort to support and reassure them. From 1st September all children are legally required to return to school unless there is a medical reason for their absence.

Guidance states

Schools should follow latest guidance on attendance for children and young people who have health conditions, who live with people with health conditions or who are pregnant

* **Pupils who are clinically vulnerable are those with pre-existing conditions** who have been advised to stringently follow the social distancing guidelines and should learn from home where possible. A small minority of pupils will fall into this category.
* **Pupils who live with someone who is clinically vulnerable (but not clinically extremely vulnerable)**, including those who are pregnant can attend their education or childcare setting.
* **Pupils who are shielding** (**clinically extremely vulnerable people**) will have serious underlying health conditions. These pupils should follow shielding measures and should not attend school in person. Schools should consider the distance learning and support needs of pupils who are shielding.
* **Pupils Who Are Living with Someone Who Was Shielding -** Pupils who have household members who were considered clinically extremely vulnerable (at high risk of severe illness and requiring 'shielding'). These restrictions eased over time and from 1 August 2020 ‘shielding’ has been paused. Such children should have an individual risk assessment conducted before the most appropriate place of care is determined.

Decisions regarding the recording of pupil attendance will be down to schools and the individual circumstances of each child. It may be possible for some children to continue to learn from home due to being clinically vulnerable if they are able to provide evidence of an underlying medical condition as well as learning at home. If evidence cannot be provided in terms of either the specific medical condition or that learning is not being completed then school should record attendance as an unauthorised absence (Codes D, H or N) where appropriate.

#  Curriculum and Classroom

As a result of the pandemic, the children are likely to return with a range of additional needs that will need to be considered through a sensitive and adaptive provision. This will include:

* A reduced expectation of national curriculum content requirements
* An increase in physical and outdoor activity
* Increased PDMU, mental health and well-being activities
* Reducing the length of lessons
* Increased opportunities within lessons for the following
* Talk
* Discussion of emotions
* Social activities
* Reflection

## **Blended learning**

We must continue to prepare and plan for a second closure / lockdown either of the whole school or of certain classes.

We also need to ensure effective provision is in place for those children who may need to self-isolate.

**Assemblies/ Mass/ Celebrations**

These will be cancelled until further notice

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## **Feedback to Pupils**

* Children will continue to need reassurance and feedback from their teachers. However, this needs to be balanced with reducing the risk of staff touching lots of books.
* Teachers should increase self-marking, and should limit close proximity feedback.
* Books should not be taken home
* Staff may wish to consider how books that may be marked / handled could be left for 72hrs before marking to avoid multi-touch areas.

**Homework**

There will be no homework sent home until further notice. Reading, tables and spellings may continue.

## **Support for Vulnerable Pupils**

This should be read in conjunction with the Child Protection and Pastoral Care Policy

* Many children will need additional preparation for coming back to school. Staff should carefully prepare a series of initial lessons to help settle the children back into school.
* Parents will be advised to start talking and preparing their children to transition back to school, even walking up to the gate they will be coming in through.
* Management will decide upon the best way to use SEN staff to support children with SEN. This may involve working them for extended periods each day to revise basic literacy and numeracy facts and build the children’s self-confidence again
* We will consider approaches to 'catch up' and support for all vulnerable groups
* Staff should alert the Principal and Child Protection team by completing a Record of Concern Form detailing any emerging pastoral issues / concerns.

**Supporting staff to return to school**

We recognise that this is a very uncertain and worrying time for everyone and some staff are anxious about returning to school and will need time to readjust to returning to work. On the first day back we will have a meeting with all staff to explain the new health and safety procedures as well as the new day to day arrangements. At this meeting we hope staff will feel reassured and confident that all measures have been taken to ensure their safety in school.

As management we are very aware that the pandemic has had an effect on the psychological as well as the physical health of some staff.

These include

* Anxiety about the health crisis and fear of infection as well as social isolation due to lockdown. Many will have experienced challenging domestic situations, such as juggling childcare or caring for a vulnerable relative, as well as financial worries if a partner has lost their income.
* Some staff will have experienced illness, or bereavement.
* Some may take more time than others to reacclimatise and it is likely that most people will need a period of readjustment. Even if staff have carried on working and participating in video calls and been in school caring for the children of key workers, etc, they will still need to adjust to working in a shared environment with colleagues again.
* Some members of staff may have concerns about travelling to work on public transport – or it may not be as readily available. The current Government advice is to avoid public transport if possible and wear a protective mask if that is not possible.
* Many may find that they are still coming to terms with the significant change which society has seen, and the familiar work place routines could feel very different.
* Staff should be reminded about Employee Assistance Programme (Inspire Wellbeing), our independent Occupational Health Service and Health and Wellbeing Team and our own school Counsellor
* the Principal should endeavour to ensure that the school remains inclusive, and that every member of staff feels they are returning to a supportive and caring environment. The pandemic has had an unequal impact across the workforce in many ways, as different groups of employees, and individuals, will have been affected in different ways according to their job role and individual circumstances. The uneven nature of people’s work and personal experiences and the challenging nature of the lockdown and on-going situation, means there could be potential for some negative feelings creeping into the employment relations climate. Therefore, the Principal will strive to be sensitive to any underlying tensions and proactive about nipping potential conflict in the bud.

**Guidance for staff returning to work**

1. **Category A- Staff with a Caring Responsibility**- this includes
* The care of children in the household
* The care of vulnerable adults or children in the household
* The need to support vulnerable members outside the household with essentials such as food or medicine

The childcare Recovery Plan has ensured that there are arrangements for parents to access childcare. Staff are required to source all childcare options available to them so staff can restart school. Staff who have other caring responsibilities should liaise with the Principal and explore the possible options of flexible working and/or a reduction in hours.

1. **Category B- Staff or a member of their household who are displaying symptoms of Covid 19 and have been advised to self-isolate**
* Staff should not attend school and should stay at home and follow PHA stay at home guidance ([www.gov.uk/government/publications/covid-19-stay-at-home-guidance](http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). They must inform the Principal if they suspect they have the virus.
* Staff and their families must undertake a test to establish if they have Covid-19.

 (https:self-referral-test-for-coronavirus.service.gov.uk/test-type)

 **Test, Trace and Protect**

 Staff suspected of having the virus must not come to school and must obtain a test.

 **Negative Test Result**

* If everyone with symptoms, who has been tested in the household, receive a negative result, the member of staff can return to work providing they are well enough and have not had a fever in 48 hours,

**Positive Test Result**

* Anyone who tests positive will be contacted by the Contact Tracing Service in the PHA and will need to share information about recent interactions. This should include household members; people they have been in direct contact with or been within 2m for more than 15 minutes. Passing in corridors or short periods of contact does not present a relevant risk.

**The guidance is**

* If you have symptoms of coronavirus or have tested positive you must stay at home for at least 7 days.
* If you live with someone who has symptoms or a positive test you will have to stay at home for 14 days from the day, the first person in the home was displaying symptoms.
* If you develop symptoms during the 14-day period, you will need to self-check in accordance with Track and Trace guidance and stay at home for 7 days from the day your symptoms started.
* 7 days after your symptoms started, if you do not have a high temperature, you do not need to self-isolate. If you continue to have a high temperature you need to continue to isolate until your temperature returns to normal. You do not have to self-isolate if you just have a cough after 7 days as a cough can last several weeks.
* If you have symptoms and live with someone over 70, is pregnant or has a weakened immune system, try to find them somewhere else to stay during the 14-day self-isolation period.
* Staff or pupils who have been part of the same bubble as anyone who tested positive for Covid 19 must follow PHA guidance and self-isolate and undertake a test under the Track and Trace programme. They can return to school when they have a negative test result or undertaken the necessary period of isolation.
* Where staff or pupils have tested positive in a cohort that is not operating as a bubble, all staff and pupils who have been in direct contact with the individual must self-isolate, seek a Covid 19 test and only return to school following a negative test or completed the required period of isolation after a positive test.

 **Staff experiencing symptoms in school**

* If anyone becomes unwell with a new continuous cough, a high temperature or experiencing loss of smell / taste, they must be sent home and follow the guidance for households with possible coronavirus infection.

**Staff supervising children experiencing symptoms of Covid 19**

* The child should be moved where they can be isolated behind a closed door. Open a window for ventilation. Appropriate adult supervision should be provided.
* If the child needs to go to the bathroom while waiting to be collected the bathroom should be cleaned and disinfected before being used by others.
* PPE should be worn by staff supervising the child if personal care is needed and 2m distance can’t be maintained. Call 999 if child becomes seriously ill.
* If a member of staff has supervised a child with symptoms (who was wearing PPE and adhering to 2m distance) they do not need to go home unless they develop symptoms. They should wash their hands thoroughly as well as disinfecting the room
1. **Category C -Those considered clinically vulnerable due to underlying health condition, age over 70 or pregnancy**
* Those who are clinically vulnerable are at a higher risk of severe illness and have been advised to take extra care in observing social distancing and should work at home where possible. They could be asked to support remote learning, carry out lesson planning etc. If clinically vulnerable individuals cannot work from home, they should take extra care in work observing social distancing of 2m. Principals should undertake a risk assessment with the individual to assess and control measures to reduce risk.
* There is no evidence that pregnant women are more likely to get seriously ill. They are included in this category as a safety precaution. Principals should undertake a risk assessment with the individual to assess and control measures to reduce risk.
1. **Category D- the employee is considered Clinically extremely vulnerable as per PHA guidance**.
* They have been strongly advised not to work outside the home and follow PHA advice.
* From 1st August Shielding has been paused and further guidance will be updated.
* Staff in this category will have received a letter from the NHS and they should continue to follow government advice.
* Based on risk assessments Principals have the right to request they do not attend work.
* Principals should undertake a risk assessment with the individual to assess and control measures to reduce risk.
* The Principal and Employing Authority may request evidence that a member of staff has been asked to shield.
1. **Category E- Staff members who have a member of their household that is considered vulnerable or extremely vulnerable**
* If a member of the household is considered extremely vulnerable you are not required to self-isolate. You are required to attend work. If a member of staff feels they cannot return to work, they should liaise with the Principal and consider
* Flexible working if possible,
* Reduced hours/days
* Annual leave
* Unpaid leave

 The HR department of the Employing Authority should be consulted if the member of

 staff still does not want to come to work.

1. **Category F - Staff in none of the above categories but who may refuse to come to return to work despite being able to do so.**
* Some staff may still feel unable to return to work despite not being in the above categories. The Principal may offer reduced hours or days, annual leave, if contract allows, or unpaid leave.
* If all measures are in place and employee still refuse to attend this may constitute unauthorised absence or partial performance. Principal to discuss the individual’s contractual obligations and potential consequences of failing to work (risk of withdrawal of pay). The Principal must seek advice from the Employing Authority.

**Employees who have a Disability**

The school should make reasonable adjustments to protect the health of the employee. Principals should seek the advice of the Employing Authority.

**Responsibilities of Staff**

* Staff are expected to discuss any concerns, worries or work restrictions with the Principal.
* Staff are expected to make themselves available for work and if they cannot explain their situation and agree options with the Principal.
* Staff in self-isolation must follow PHA guidance, obtain a test and inform the Principal.
* The Principal may request evidence to confirm medical conditions and inform risk assessments.

**Policies available**

* Flexible Working Scheme (Teaching)
* Job Share Scheme (Teaching)
* Temporary Variation of Contract (Teaching)
* Career Break Scheme (Teaching)
* Flexible Working Scheme (Non-Teaching)
* Job Share Scheme (Non-Teaching)
* Career Break Scheme (Non-Teaching)

**Risk Assessment and Review**

We have developed a comprehensive whole school risk assessment which will be kept under review based on any new guidance and experience.

Pupils with additional needs and staff and pupils with medical conditions will have individual/group risk assessment.

All information, policies, procedures and risk assessments will be regularly reviewed and amended to reflect changing medical and departmental advice. These will be shared with all stakeholders and management will welcome advice from governors, staff. parents, pupils and the community.