

Kilkeel Primary School



Return to School

Our new school day

September 2020

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1. Background

The Department for Education published their updated guidance for schools to return in September 2020 on the 13th August 2020.

The plan also takes note of guidance from various places including:

- Department of Education <https://www.education-ni.gov.uk/news/latest-department-education-updates-relation-covid-19-coronavirus>
- Education Authority <https://www.eani.org.uk/education-restart>
- Planning Guide for Primary Schools (unions)
<https://www.nasuwf.org.uk/advice/health-safety/coronavirus-guidance.html>
<https://neu.org.uk/coronavirus>
<https://www.unison.org.uk/at-work/health-care/big-issues/covid-19-advice-health-workers/>
- Sage reports <https://www.gov.uk/government/collections/scientific-evidence-supporting-the-government-response-to-coronavirus-covid-19>
- Public Health Authority <https://www.publichealth.hscni.net/covid-19-coronavirus>

2. Rationale for the Plan

The following planning and guidance document is designed to identify the key aspects of a Covid-ready school return so staff and parents understand and can implement effective systems to increase safety and ensure effective delivery of the school curriculum and learning. It will also outline key aspects including dealing with outbreaks and home learning.

2a)Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not** attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including regular cleaning of frequently touched surfaces
- 5) minimise contact between individuals and maintain social distancing wherever possible (as per guidance)
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant

Further detailed advice about each section of this can be found in:

<https://www.eani.org.uk/education-restart>

Operational plan for continuation or provision

To ensure effective provision of learning

2b) Safety and well-being for pupils

At Kilkeel Primary School, as part of our strong caring Christian ethos, we aim to understand and support the emotional wellbeing of our pupils and with this in mind, these additional principles will need to drive the design of our wider opening plan:

- Ensure that returning children feel emotionally and physically safe at school through the use of our positive implementation of new requirements; use of positive language *"We can't do that at the moment but let's see what we can do..."*
- Ensure only essential minimal changes take place in classrooms and wider school areas including class layouts, resources, markings.
- 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.
- Ensure a mechanism is in place to offer effective 1:1 pastoral support if needed.
- Ensure those not attending due to shielding or illness have similar opportunities where possible through access to remote or supported learning.

2c) Safety and well-being of staff

- Ensure clear mechanisms and opportunities for staff to discuss the situation and raise suggestions or concerns.
- Ensure effective risk assessments are completed and ensure staff are comfortable / understand the measures in place.
- Ensure clear expectations and systems are in place to support social distancing (where possible) and keeping themselves and each other safe.
- Clear plans to ensure staff have adequate rest and breaks for teaching / supervisory roles and workload is assessed and manageable, taking into account changes to delivery and content of the curriculum.
- Ensure visitors are fully briefed and comply with arrangements

2d) Overall safety and well-being

- Completions of thorough risk assessments.
- Effective written plans for expectations of pupils, parents and staff.
- A plan that is discussed and contributed to by staff, particularly those who will be delivering in school provision.
- Support for the approach by the Department of Education and Education Authority.
- Sign off for the risk assessment and plan by the Board of Governors.

3. Bubbles

Each class will become a 'BUBBLE'. The class bubble may need to have some time with the other year group bubbles in relation to playtime and break. See later for details.

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 and where this is not the case, ensure staff social distance and have good hygiene
- Lunch staff will be assigned to a class and year group for supervision and will remain with them from collection, to dinner, to play.

4. Protective Measures & Arrangements

4a) Expectations of Parents and Staff

- See Home-School Agreement
- Parents expected to collect any pupil who is unwell when notified by the school.

- Parents will be reminded to update their emergency contacts.
- Parents should continue to monitor the health of their child, such as checking their temperature, although recognise that this is a limited measure.
- 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 government website <https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19>
- Pupils should wear school uniform.
- Children may wear PE kit on days they have PE to prevent having to change in school.
- Although not a requirement, you may like to ensure that children are in fully cleaned clothes each day and clothes worn in school are taken off as soon as returning home and placed straight into the wash.

4b) General Hygiene

- Hand hygiene is very important and should be carried out regularly including the start of the day, after any outdoor play, before and after lunch.
- Children should also wash their hands or use sanitiser if they cough or sneeze in class or have used shared equipment and of course after using the toilet.
- Children and staff will wash or sanitise their hands as they enter school. How to wash hands, will be modelled and supervised for younger children. There will be staggered times for children to wash hands.
- Children and staff will be permitted to bring their own hand sanitiser into school.
- Staff should revisit hand hygiene regularly with pupils including a demonstration or by using age appropriate materials.
- Bins will be positioned away from children and staff in each room
- Classrooms will have hand sanitiser but ideally soap and water should be used for class-based hand washing. Hand sanitiser could be used for occasional use after coughing and sneezing etc.
- Classrooms will also have a supply of paper towels and tissues.
- Posters will be displayed to remind children about how to wash their hands.
- Bins will be emptied as part of the cleaning schedule at the end of the day.

- Sanitiser stations will be in all communal areas mainly for adults and occasional pupil use where permitted. Children will wash hands before eating. Soap and water are best from the classroom sink.
- 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
- There will be staggered times for using the toilets. Ensure children flush and properly clean hands afterwards. Staff should avoid being in the toilet areas. Parents please ensure you have completed and returned an intimate care form if your child may need any help.

4c) Staff Hand washing – specific guidance.

- Staff hand washing / sanitising should take place at the following points as a minimum:
 - Before leaving for work ○ On arrival at work ○ At regular intervals
 - Before and after eating, touching face ○ After sneezing,
- Hand washing prior to and after close contact with child, use soap and warm water
- The following measures are recommended for staff care to reduce the risk to them and others:
 - Removal of all hand and wrist jewellery (Single metal ring bands are acceptable and/or wedding/engagement rings)
 - Clean short fingernails
 - All cuts or abrasions should be covered with waterproof dressing

4d) Cleaning

- Cleaning routines will follow the Government guidance and the Building Supervisor will liaise with the Education Authority to agree any additional cleaning required.
- All classrooms will be cleaned daily, at the usual times, with particular focus on high contact areas.
- Doors should be left open unless kept closed for safety or security.
- Lights should be left on and pupils told not to use the switches.
- Toilets will be cleaned during and at the end of the school day, paying attention to taps, handles and toilet seats.
- Classrooms will be equipped with cleaning fluid and cloths to wipe surfaces when needed. Staff should wash their hands thoroughly after doing any cleaning.

- Staff are advised not to remain in the room when they are being cleaned at the end of the day.
- Any resources and play equipment used by children should be sanitised or washed periodically with soap and warm water or put into quarantine for at least 72 hours.

4e) Classrooms

- Desks should be spaced out as much as possible within the room.
- Children should have a set position/table to sit at and children should not move between tables or groups, wherever possible.
- Pupils should have their own writing materials (eg pencils, glue stick, rubber etc) as directed by the class teacher and stored in a suitable container or pencil case
- Coats should be hung on a cloakroom peg as they enter.
- Lunch boxes should be placed in the designated area in the class as they enter.
- Teaching will take place in the classroom space or outdoor spaces. **Before moving to a new space hands must be washed by everyone.**
- I pads – if being used should stay within the classroom bubble and should not be shared between children or between bubbles unless they have been wiped down properly.
- Windows should be open for ventilation as much as possible.
- Ground floor 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.
- The classroom door should be open to avoid touching of handles and enable increased ventilation.
- Children should not use the interactive board.
- Consider sitting children who have additional vulnerabilities in places where there is less movement of children and better ventilation

4f) Distancing and adult to child contact

- It will be difficult to fully distance staff from pupils especially the younger they are.
- Do not sit face to face – try to be away from direct contact with faces.

- Staff should be mindful of other staff in class and around the school, maintaining distancing, where possible.
- There will be reduced and coordinated movement within school, achieved through staggered times and careful timetabling of central/communal areas.
- Children should be limited in using the main corridors or other shared spaces as much as possible; shortest exit routes should be used.
- The number of pupils inside the toilets must be limited. Staff should be mindful not to send more than one child to the toilet at the same time. The only exception to this is for handwashing times and if supervised, the number allowed in is equal to the number of sinks but avoid crowding.
- Staff should avoid 'walking around the room' unless necessary.
- Staff should encourage children to self-mark / feedback learning

4g) Specific Year Group guidance

- Classrooms:
 - ALL BUBBLES:
 - Classroom zones set up so there is a clear 'protected' space for staff in the bubble room. Tape can be used on the floor or furniture used.

4h) Outdoor Spaces

- Using the outdoors is encouraged although staff should be mindful of sun exposure. Parents will be encouraged to be aware of this too and provide appropriate protection (hat and cream etc.)
- The playground has zones for each year group. Class bubbles from the same year group will use the appropriate zone. There will undoubtedly be some mixing of class bubbles from the same year group - social distancing will be promoted and encouraged.
- Playground equipment can be used by the individual bubbles with access to this. Children will be encouraged to play while attempting to keep a social distance, while staff will understand that this will be tricky for some children to achieve. In these cases, staff should ensure they are keeping a good supervisory distance away and maintaining the child to adult social distancing.
- Equipment MUST NOT be shared between year group bubbles unless it has either been quarantined for at least 72 hours or cleaned.

4i) Staff shared equipment and spaces

Staff room

- Staggered breaks/lunches where possible
- Maintaining social distance – allocated own chair in staff room.

- Additional staff room identified for eating to support social distancing (common sense approach)
- Staff can eat in their bubble room space.
- Staff room zoned. Max occupancy = no. of seats available.
- All staff to wash hands before entering staff room, before eating, after eating, and on leaving the room. Automatic hand sanitisers available throughout the school.

Photocopy and other shared resources (phone etc.)

1 Person at a time

- Wash hands before and after use; sanitiser or anti-bac wipes will be available at key shared devices
- Devices cleaned daily as per cleaning schedule.

Movement around site

- Keep 2m distance from all others (adult vs adult)
- Avoid touching rails and handles if you can
- Wash hands / sanitise before and after movement around the building

4j) Reducing touch points and transmission

- Be aware of what you are touching, especially in shared spaces; wash your hands regularly
- Key doors will be propped open to avoid the need to touch handles
- Security doors should be kept closed, including all external doors and office doors
- Fire doors should be kept closed

4k) Children's toilets

- Where possible avoid lots of children going to the toilet at the same time.
- Shared cloakrooms – please ensure children hang up coat within your allocated drop off and pick up time (this will be under review).

Toilet at break and lunch

- Children should be encouraged to use the toilet before break and lunch – in a staggered way
- If they need to use the toilet during outside time, break or lunch they should, as far as possible, use the allocated toilet for their age group.

5) Organisation of the Day

5a) Arriving:

Staggered arrival and pick up times are being introduced to limit interactions and avoid gatherings at the school gates and or car park. We would encourage pupils to walk to school where it is safe and practical to do so.

*****Parents / Guardians will not be permitted into the school buildings unless by prior appointment or in an emergency. Use of PPE may be required.*****

Families whose surnames begin with A to G to arrive at school at 8.50am.

Families whose surnames begin with H to M to arrive at 9.00am.

Families whose surnames begin with N to Z to arrive at 9.10am

- Parents and children should maintain 2m distance when arriving for school.
- Only one parent should come with a child to school to minimise the number of adults on site.
- Parents should avoid waiting on site in the morning.
- There will be a one-way system of markings in operation – inside the front door and beyond around the school. Only pupils and school staff allowed in the main school building or mobiles.
- Leadership Team plus additional staff will be out in the mornings and afterschool where possible to monitor social distancing and to welcome the children.
- All after school activities are suspended until further notice.

5b) Arrival procedures:

On arrival pupils should enter the school by the following doors and proceed to their classrooms (refer to school map for further details):

P3K, P5F, P5G, P6McK/P	Main door
P3C, P4D, P4H, P6R	Door beside assembly hall
P2 pupils	enter via P1/2 door from P1 playground
P1 pupils	emergency exit doors directly into P1 classroom
LSC and ASC pupils	enter via Unit playground
P7 pupils	enter via P7 toilets door
P3G, P4McM, P6Parke	go directly to mobiles.

All children to wash their hands on arrival to school.

5c) Pick up procedures

All children should wash their hands before leaving.

From **Tuesday 1st September**, pupils will exit the building by the same doors that they entered at the following times:

P1	TBC
P2 & P3	2.05pm
P4 & P5	2.50pm
Bus pupils	3.00pm
P6 & P7	3.05pm

5d) Drop off / late:

- Parents informed about the importance of arriving on time to drop off / collect
- Staff will be outside on duty for the drop off duration and will bring in any initial late arrivals

- After this time, parents will need to bring children to the main entrance but should **not** come into the building. They should phone into school (028 417 62351) and a member of staff will usher the child in. The child will sanitise their hands and be escorted / sent to their classroom.

5e) Pick up lates:

- Children will remain in class / waiting area and parents will need to pick up from there.
- If a parent is 10 minutes or more late, staff should alert the main office and phone calls will be made. Children remain outside where possible or be taken back to their classes, while we wait for parents.

6) Break and Lunch

6a) Lunchtime: timings and play zones

Break Time

Break will be from 10.30am – 10.45am and mid morning snack will be eaten before going outside.

Mid Morning Snack:

Pupils will need a healthy mid-morning snack which may be brought in a disposable bag / container (preferably paper or cardboard to assist with recycling) or plastic lunch box. Children will also need a water bottle – but please be aware that there will not be access to refilling bottles during the day. Plastic lunch boxes, bottles and containers must be thoroughly cleaned each evening. Please ensure that you send food that can be managed by your child i.e. opened or peeled by themselves along with a spoon if needed.

Outside break:

- Pupils will be led out to the designated zone via the nearest door with access to the playground.
- Children will use toilet facilities before going out.
- Play equipment to be limited.
- Year groups to be designated individual play spaces within visibility of supervising staff.
- Staff to encourage children to adhere to social distancing guidelines.
- Children to use sanitiser and wash hands as directed by members of staff when entering the building / classroom.

Lunch Time

NB: The following timings will not apply to P1 in the first few weeks.

Lunch break will run from 11.45am – 12.45pm until further notice.

Pupils eating packed lunches will remain in their classroom. Lunch pupils from P3G, P4McM and P6P will eat their packed lunch in designated areas of the assembly hall.

- Lunch boxes are permitted, but must be in a suitable container that can be cleaned daily. Alternatively, lunch may be brought in a disposable bag (preferably recyclable).

***** please see advice above on mid morning snack*****

Those pupils who are taking school dinners, will be taken to the canteen at the following times:

P1-2	11.50am in the canteen
P3-4	12.00 noon in the canteen
P7	12.00 noon in the canteen
P5-6	12.05pm in the canteen

- Dinners will be in the canteen, with as much social distancing as possible
- In the canteen, pupils will remain in their class groups, as far as possible
- Staff will be provided with protective gloves to assist children where necessary.
- All children will wash their hands before and after eating.
- Access to the outside will be via the nearest door.
- Children use toilet facilities before going to lunch.
- Play equipment to be limited.
- Class groups to be designated individual play zones within visibility of supervising staff.
- Staff to encourage children to adhere to social distancing guidance.
- Children use hand sanitiser when entering the building and wash hands as directed by members of staff.

6b) Lunchtime: arrangements

- Lunches will be slightly staggered.
- Support staff will be needed for pastoral / behaviour indoors and outside.
- Children should wash hands before eating
- Classroom assistants will remain with their bubbles wherever possible
- Behaviour incidents will either be dealt with outside by the lunchtime staff or brought to the class teacher at the end of break
- See plan for entry and exit times and areas
- The same play zone will be used as break time.
- Supervisors to lead the children to the playground and must be aware of other year groups and keep their distance as far as possible.
- Handwashing or sanitising must take place before going out to the playground and re-entering the school building.
- Toilets when outside:
 - Children must go before they go outside.
 - As far as possible pupils should use their allocated toilets.
 - Hands must be sanitised coming in and then washed after the toilet.
- Wet lunch time: Children stay in classrooms and follow guidance from staff.

6d) Playground Equipment

- Equipment may be limited

7) After school activities

All activities have been suspended until further notice.

7a) Children's general movement around school

- Ideally children should not be moving around school unsupervised and should be escorted at all times.
- Certain children may continue to perform jobs e.g. take things to another class / office but they must have received clear guidance and instructions including:
 - Going directly to the location of the job
 - Distancing / giving way to other children and adults
 - Washing hands before and after deliveries

8) PPE (Personal Protective Equipment)

8a) PPE VIDEO and guidance

ALL STAFF MUST WATCH:

<https://www.youtube.com/watch?v=vs9ZMSghbck>



- Guidance from the Government states that most staff will not need PPE.
- If staff wish to wear their own mask, then that is a personal choice.
- Full PPE is available for welfare matters, such as looking after an unwell child or first aid and those who will be responsible for this will have guidance on effective use of PPE. Please see <https://www.eani.org.uk/education-restart> for further guidance and updated advice.
- We have a supply of masks, 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 the school office to discuss this. Staff should not assist with the mask or handle it in any way.
- No specific clothing is required to be worn and some staff may choose to wear clean clothes each day.
- The staff dress code is relaxed but should remain smart.
- The following are available to use for general protection and are optional for staff
 - Disposable aprons
 - Disposable gloves
 - Face mask
- 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
- Please visit link below for further information :

<https://www.education-ni.gov.uk/sites/default/files/publications/education/Northern%20Ireland%20Re-Opening%20Schools%20Guidance%20-%20New%20School%20Day.pdf#page=42>

8b) Donning 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

8c) Disposal of PPE

- General PPE waste to be double bagged and placed in your general bin in your room.
- Symptomatic PPE waste to be double bagged and placed in the lock up beside the bins.
- 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)

9) Office & Communications

9a) Office area guidance

- The office will be open to essential visitors only, with parents encouraged to communicate via email or telephone.
- The office screen will remain closed to protect staff within the office

- **Parents or individuals from outside agencies are not permitted in the school building or mobiles unless they have a pre-arranged appointment.** Parents will continue to be encouraged to communicate using telephone or email.
- Updates for parents will be sent via website, Facebook, text message, Class Dojo.
- No children or staff should enter the admin office, other than those staff designated to work in there.
- Requests should be made from the hatch or doorway and only after authorised by staff in office.

10) Welfare

- There will be at least one member of the team present each day to deal with sickness, injuries and those pupils feeling unwell. Please contact the main office or Principal's office if someone is needed.
- Where possible all minor injuries should be dealt with within the bubbles and children should be encouraged to self-administer where possible e.g. plaster.
- PPE will be available for any member of staff who requires it to assist with a pupil in close proximity, including personal care.
- Any supported changing of a child's clothes should be done with PPE, changing the child from the side in a ventilated room. Hands and wrists should be thoroughly cleaned afterwards. Please ensure intimate care form has been authorised by parent.

11) Evacuation procedures

- Keep social distancing whenever possible
- Exit through external fire exit doors
- Assemble in tennis courts as normal.
- Children to line up 2m apart from any other bubble and spaced out as much as possible within their own class
- All other procedures the same

12. Staffing

12a) Safeguarding

- Safeguarding procedures remain the same but be aware due to the increased time children spent at home there may be more initial disclosures.

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12b) Critically Extremely Vulnerable Staff or Household

- All staff, including those who were shielding are expected to return to school in September. Where work can be completed at home, this will continue to be available.
- Occupational health advice is that the risk assessments and control measures in place for everyone are adequate for all staff, but those staff who have a higher risk of complications should ensure they take extra care of their own hygiene and social distancing.
- Referrals to occupational health is an offer to all staff and may help where members of staff require additional reassurance or consideration in specific individual cases.
- Evidence so far from the pandemic identifies that people from a Black Asian Minority Ethnic (BAME) background are being adversely affected by the disease.
- Those from BAME background should consider themselves as higher risk and therefore be rigorous in their hygiene and social distancing practices
- School will continue to take advice from DENI and EA on the above.

12c) Staff Absence

- Absence should continue to be reported to the Principal or Vice Principal using the normal procedures in the staff handbook.
- Absence procedures resume for all other absences.

Any staff required to self-isolate and who are well enough to do so, will continue to provide learning / live lessons for their class and will be deemed as remote learning. If they are ill while self-isolating, staff must contact the office and the absence will be recorded as sickness.

12d) Meetings and Communications

- Staff Meetings have taken place virtually via Zoom. When held in person, then social distancing and face masks will be required for attendance at the meetings which will take place in the Assembly hall.
- CPD opportunities will be assessed depending on how the return to school is going.
- Any updates will continue to be via school WhatsApp group, via the school email, or Microsoft Teams. Please ensure that all staff read emails.
- Staff are encouraged to share any suggestions or concerns with the Principal, Senior Leadership Team and Board of Governors, so we can consider any changes to the arrangements.

13. Pupil Attendance

13a) Which children should not attend school?

- Children who are extremely clinically vulnerable should discuss this with school
- Children who live with someone who is extremely clinically vulnerable are expected to return to school, but may wish to contact school to discuss this.
- Any child who is feeling unwell with symptoms of Coronavirus should not attend school and should self-isolate for 7 days.
- Any child who lives with someone who has symptoms of Coronavirus should not attend school and self-isolate for 14 days.

13b) Reporting Absence

Please report any absences to the office via telephone or email as soon as possible.

14. Curriculum and Classroom

14a) Adapted provision

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 curriculum content requirements
- An increase in physical and outdoor activity
- Increased PDMU, Nurture, mental health and well-being activities
- Reducing the length of lessons
- Increased opportunities within lessons for the following
 - Talk
 - Group work
 - Play/social activities
 - Reflection
- Each day there should be a visual timetable displayed in each classroom to help give children a sense of structure and routine.
- No homework will be set. This will be kept under review.

14b) 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. Key consideration should include:

- Does the child have access to technology?
- Are we able to send paper versions of lessons?
- Could aspects of the introductions be recorded / streamed?

By the end of September, we will endeavour to have a full blended / home learning policy and procedures are in place and additional preparations made.

14c) Assemblies

- Whole school assemblies will be suspended for the time being
- Assemblies may take place in classrooms run by the staff within the bubble
- In September we will explore opportunities for some hall-based assemblies if appropriate.

14d) 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.
- Exercise books should not be taken home
- Books can be marked after a lesson but staff should wash hands before and after.
- Staff may wish to consider how books could be left for 72hrs before marking to avoid multi-touch areas.

14e) Physical activity and Singing

- All physical or singing activities must only be done outdoors and with additional social distancing as transmission distances increase with these types of activities.
- Children will not change for PE but come to school in their PE kit on their PE days. This will be shared with parents in advance.

14f) Support for Vulnerable Pupils

- 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.
- The SEND team will discuss with parents about what provision can be reasonably provided in line with guidance. Schools need to use 'reasonable measures' to ensure inclusion for all.
- We will consider approaches to ensure all groups, including vulnerable groups, have the best opportunities to meet their potential.
- Staff should alert the pastoral team (Principal and Safeguarding Team) to any emerging pastoral needs

14g) Pupil Assessment and Reporting

It is vital to assess children as the majority will not have been in school for nearly 6 months. We are balancing the need to assess without adding to children's worry. Plans TBC.

- **Special Needs :**

SEN Register shared and children monitored closely.

IEPs reviewed and updated at the end of September/beginning of October.

14h) General classroom guidance including use of resources

- Ensure good ventilation; keep windows open
- Consider outdoor learning and activities where possible
- in the classroom
 - Tables facing forwards, in rows where possible
 - Teacher Zone area
 - Maximise outdoor learning across all subjects where possible
 - Children have the same seat and own equipment

Other malleable equipment (such as playdough) can be used but each child should have an individual labelled container and not share.

14i) Curriculum restrictions

- **Inside**
 - Timetabled physical activity in hall
 - Social distance as far as possible
 - Minimise movement around room
- **Outside**
 - Physical activity lessons
 - Increase distance between children wherever possible by adapting games / provision
 - Minimise sharing of resources e.g. have own ball or ensure good hygiene after play
 - Wipe down equipment after use or put into quarantine for at least 72hrs

14j) Use of External curriculum providers

- Music services currently on hold.
- SpLD support currently on hold.

- RISE – to confirm future arrangements .
- Anyone within school will be briefed regarding expectations

15. Dealing with suspected or confirmed cases of Coronavirus

15a) Suspected case of coronavirus within school

- Transition room – SpLD support room beside Principal's office.
- If a child becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home, then a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child 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. Full PPE kit is available in the transition room. Basic PPE kits will be available in each class and additional material centrally stored.
- Any child displaying symptoms will need to be taken to the transition room, as this has been identified as the holding room for anyone with symptoms, while waiting to be collected.
- Anyone with symptoms will need to be tested and proof of testing will be expected to be seen by the school to ensure that prompt action has been taken; the result of this test will need to be given to school as soon as it is known.
- Parents and staff will NOT be informed that someone from the year group is being tested as this may only be precautionary, but this decision will be made on a case by case basis. Staff will be alerted and should continue to social distance and maintain high levels of hygiene.
- While waiting for results, a deep clean of the classroom will take place before the next day.
- Deep clean of core areas will take place
- Core reminders of hygiene for those remaining in school on return
- Please visit the New Day Guidance (13 August 2020) as below.
- <https://www.education-ni.gov.uk/sites/default/files/publications/education/Northern%20Ireland%20Re-Opening%20Schools%20Guidance%20-%20New%20School%20Day.pdf#page=42>

or visit the Public Health Agency website for updated guidance

<https://www.publichealth.hscni.net/covid-19-coronavirus>

15b) Confirmed case of coronavirus within school

- If a child or adult tests positive for Coronavirus they should follow the guidance as per Public Health Agency. <https://www.publichealth.hscni.net/covid-19-coronavirus>
- 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. We will look at each case by case basis and may result in closing to certain classes/year groups
- As part of the Government's new track and trace program, the local health investigation team may carry out an assessment at the school if there is an outbreak across the setting. They will advise on future action.
- Deep clean of core areas will take place
- Core reminders of hygiene for those remaining in school on return
- Testing is available here : <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

16. Day to day issues summary

16a) First aid

- Where possible, pass first aid items to child to do themselves e.g wipe and plaster
- Each class bubble will have a basic supply of plasters and paper towels.
- If staff member does not feel comfortable dealing with the issue, then they contact a designated first aider to ask for support.
- Usual first aid reporting should take place
- Lunchtime supervisors will deal with minor injuries in their own year group bubbles and call for assistance where a second opinion is needed.

16b) Managing Social Distancing of children

- Classrooms:
 - ALL BUBBLES: Classroom zones set up so there is a clear 'protected' space for staff in the bubble room
 - Foundation Stage : Children have free flow access to equipment while teacher remains at least 2 metres away, whenever possible; access to outdoors for large proportion of the session; clearly marked carpet spaces.

- Year 3 upwards: Children to have suitable individual container with all equipment needed . They should remain in their spaces as much as possible while indoors.
- Break and lunch
 - o Play zone areas on playground for each year group

Children encouraged to play a range of social distancing outdoor games.

17. Risk Assessment and Review

We have developed a comprehensive risk assessment which will be kept under review based on any new guidance and experience. The key indicator on the risk assessment is the residual risk for each aspect following the implementation of the control measures.

If you feel there are some additional measures which would make you feel safer in school, please share with Principal, Vice Principal and Board of Governors.

This plan will be reviewed regularly, and changes made to meet the current guidance and situation and staff will be informed of any changes.

Each version of this document will be dated.

Written by

Mrs H McCabe

Principal

Agreed by Board of Governors _____ (DATE)

Appendices

- 1) Quick guide to Coronavirus related absences
- 2) Poster - Catch it. Bin it. Kill it.
- 3) Poster – How to wash hands
- 4) Hand Cleaning Techniques for soap and water / link to PHA website
- 5) Guide to donning and doffing PPE
- 6) PPE guidance
- 7) When is this PPE required?
- 8) People who have become symptomatic onsite : DE August 2020
- 9) INSPIRE Workplace

What to do if.....	Action needed	Return to school when....
<i>My child has coronavirus symptoms</i>	DO NOT COME TO SCHOOL Contact school daily Self-isolate Get a test Inform school immediately about test result	The test comes back negative and they are fever free for 48 hours.
<i>My child tests positive for coronavirus</i>	Inform the school immediately about the test result DO NOT COME TO SCHOOL Contact school daily Self-isolate for at least 10 days	They can return to school after 10 days even if they have a cough or loss of taste or smell. These symptoms can last for several weeks once infection is gone. If they continue to have a high temperature they should stay at home.
<i>Somebody in my household has coronavirus symptoms</i>	DO NOT COME TO SCHOOL for 14 days Contact school daily Household member to get a test Inform the school immediately about the test result	Stay at home for 14 days after the first person in your home started having symptoms.
<i>Somebody in my household has tested positive with Coronavirus</i>	Inform the school immediately about the test result DO NOT COME TO SCHOOL Contact school daily	The child has completed 14 days of self-isolation
<i>The Track and Trace scheme has identified my child as a close contact of somebody with symptoms of confirmed coronavirus</i>	DO NOT COME TO SCHOOL Contact school daily Self-isolate for 14 days	The child has completed 14 days of self-isolation
<i>My child has travelled abroad and has to self-isolate as part of the quarantine process</i>	<u>Returning from a destination where quarantine is needed</u> DO NOT COME TO SCHOOL Contact school daily Self-isolate for 14 days Provide information to the school as per attendance policy	When the quarantine period of 14 days has been completed
<i>Staff or pupils in my child's bubble have tested positive</i>	Inform the school DO NOT COME TO SCHOOL Everyone in the bubble must self-isolate and take a test.	When a negative test is confirmed or the necessary isolation period has been completed.



CATCH IT. BIN IT. KILL IT.

For information on COVID-19 see
www.pha.site/coronavirus



Coronavirus

Wash your hands more often for 20 seconds

Use soap and water or a hand sanitiser when you:

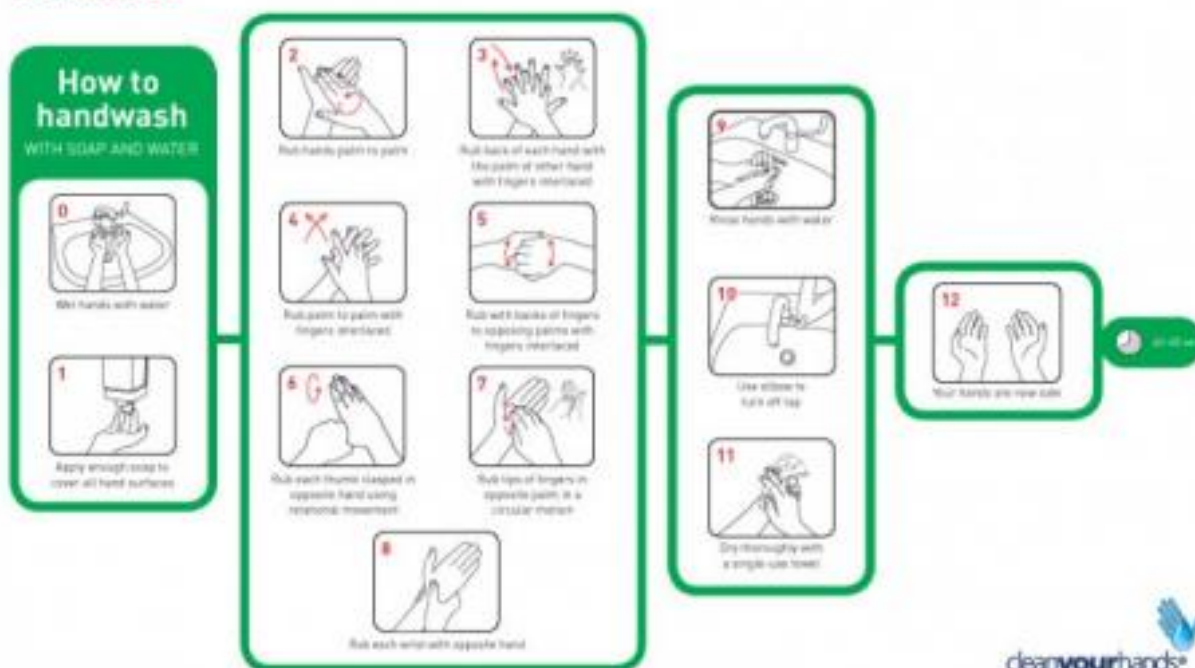
- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

For more information and the Government's Action Plan go to **nhs.uk/coronavirus**



https://www.publichealth.hscni.net/sites/default/files/Hand%20cleaning%20techniques_0.pdf

HAND CLEANING TECHNIQUE



www.publichealth.hscni.net
www.hscboard.hscni.net
www.dhsspsni.gov.uk/cleanyourhands.htm

Adapted from World Health Organisation Guidelines on Hand Hygiene in Health Care

PHAC Public Health
Agency

HSC Health and Social
Care Board

DHSSPS
Department of Health
Social Services and
Public Safety

NPSA
National Patient
Safety Agency

cleanyourhands®
campaign



Public Health
England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.
- 3 Put on your eye protection if there is a risk of splashing.
- 4 Put on non-sterile nitrile gloves.
- 5 You are now ready to enter the patient area.

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 3 Snap or unfasten apron ties the neck and allow to fall forward.
- 4 Once outside the patient room. Remove eye protection.
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 6 Remove surgical mask.
- 7 Now wash your hands with soap and water.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

PPE (Personal Protective Equipment)

PPE VIDEO and guidance

ALL STAFF MUST WATCH: <https://www.youtube.com/watch?v=vs9ZMSghbck>

- Guidance from the Government states that most staff will not need PPE.
- If staff wish to wear their own mask, then that is a personal choice.
- 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 guidance on effective use of PPE
- We have a supply of masks, 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 the school office to discuss this. Staff should not assist with the mask or handle it in any way.
- No specific clothing is required to be worn and some staff may choose to wear clean clothes each day.
- The staff dress code is relaxed but should remain smart.
- The following are available to use for general protection and are optional for staff
 - Disposable aprons
 - Disposable gloves
 - Face mask
- 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
- Posters with how to don and remove PPE will be in each classroom
- Please visit link below for further information :
- <https://www.education-ni.gov.uk/sites/default/files/publications/education/Northern%20Ireland%20Re-Opening%20Schools%20Guidance%20-%20New%20School%20Day.pdf#page=42>

Donning and Removing PPE

Donning PPE order





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

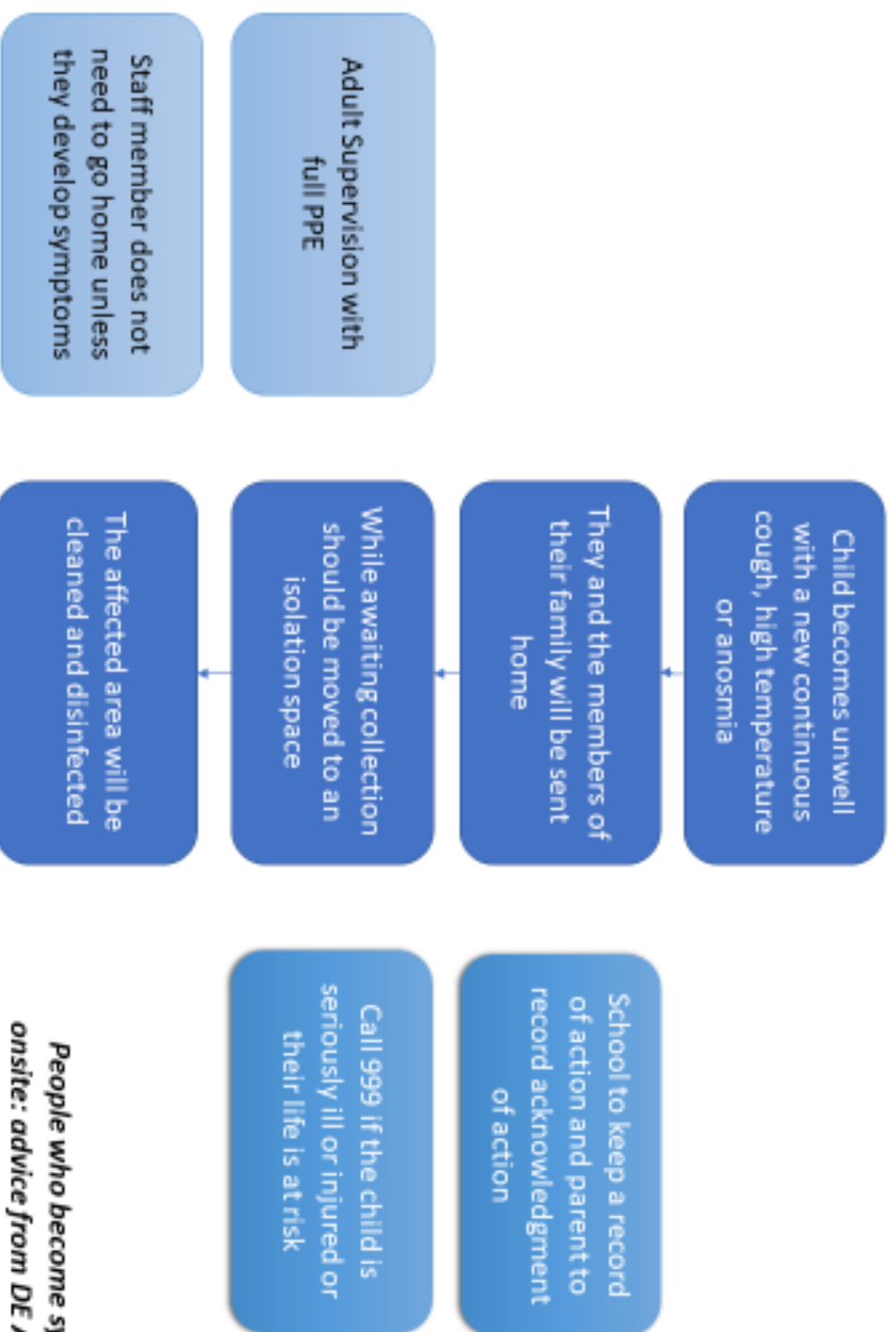
Removing PPE order

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

8c) Disposal of PPE

- General PPE waste to be double bagged in bags and placed in your general bin in your room.
- Symptomatic PPE waste to be double bagged and placed in the locked area outside beside the bins.
- 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)

PPE type	When is this PPE Required?
Surgical Face Masks Type IIR Single use/disposable 	<ul style="list-style-type: none"> • Working with children, young people and pupils whose care routinely already involves the use of PPE, due to their intimate care needs; • Giving a pupil medication; • In a situation where a member of staff is supervising a pupil with symptoms of Covid-19, whilst awaiting collection from the school; • When administering first aid and social distancing cannot be achieved.
Face Shield or Visor 	<p>In a situation where there is a risk of bodily fluids coming in contact with eyes, face or mouth.</p>
Examination Glove Single use/disposable 	<ul style="list-style-type: none"> • Working with children, young people and pupils whose care routinely already involves the use of PPE, due to their intimate care needs; • Giving a pupil medication; • In a situation where a member of staff is supervising a pupil with symptoms of Covid-19, whilst awaiting collection from the school; • When administering first aid and social distancing cannot be achieved. • For use when cleaning down high contact surfaces.
Disposable Plastic Apron 	<ul style="list-style-type: none"> • Working with children, young people and pupils whose care routinely already involves the use of PPE, due to their intimate care needs; • Giving a pupil medication; • In a situation where a member of staff is supervising a pupil with symptoms of Covid-19, whilst awaiting collection from the school; • When administering first aid and social distancing cannot be achieved. • For use when cleaning down high contact surfaces.



***People who become symptomatic
onsite: advice from DE AUGUST 2020***



Whatever's on your mind,
call us free and confidentially
0808 800 0002

**Lombard House
10-20 Lombard Street
Belfast BT1 1RD**

You can contact us by email:
UK - workandstudy@inspirewellbeing.org