



Sledmere and Wetwang Federation

Coronavirus (COVID-19) Protocols for Pupils and Adults

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1 INTRODUCTION

At Sledmere and Wetwang Federation we have created protocols for safer working to seek to minimize the risk from Covid-19 as well as outlining procedures to follow after any known exposure or suspected exposure to this infection.

We know that COVID-19 has an incubation period of up to 14 days and the initial symptoms can include a cough, headache, difficulty in breathing, fever, loss of taste and / or loss of smell. More severe symptoms can develop in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Current evidence suggests that children and young people are less affected than other age groups; however, all people must, where possible, follow the safe working guidance in operation in this school.

We thank you for reading through this document and for playing your part in keeping our school and wider community safe.

2 BEFORE ARRIVAL AT SCHOOL

Hands should be washed in accordance with health guidance before leaving home.

Clothes worn to school, PE kits and any lunch boxes or bottles carried must be subject to regular and thorough cleaning.

Those using public transport should consider government advice on wearing face coverings. These, if worn, should be removed carefully and stored securely upon arrival in school. Non disposable masks must be washed before repeat use in order to limit any potential spread of infection.

If the weather forecast recommends using sun cream, please apply this to your child at home prior to them entering school.

Please do not bring any additional items into school beyond the minimum outdoor clothing needed for the school day. Pupils should bring clean PE kit on a Monday and take it home on a Friday. They may also bring in bottle of water if required. This is to ensure we can conduct our cleaning effectively. The school will supply other equipment for pupils in packs. Pupils having a packed lunch should bring it in a carrier bag so that the bag and any wrappings can be disposed of immediately after eating. We would ask that you consider the types of food given to your child so they can be easily opened. No food should be passed around, swapped or shared in school at any time.

Staff will also seek to minimise items and equipment brought into school.

2.1 TRANSPORT TO SCHOOL

In line with Government guidance, we ask that you initially consider other modes of transport to minimise risk. This could be walking, cycling (where safe to do so) or driving your child to school yourself.

It has been acknowledged by Government that it may not always be possible to adhere to the 2-metre social distancing rule on transport. Council staff have analysed the impact of risk on transport and reviewed how best they can maintain our services. When the phased return of pupils starts, East Riding aim to offer their usual transport services but reduce the number of pupils who usually travel on each individual vehicle to 50% where possible. (Please see letter – 'DM Letter to Parents' on our website.)

3 ARRIVAL / DEPARTURE FROM SCHOOL AND MOVEMENT WITHIN

We ask you all to respect the social distancing measures advised by the Government, as well as the ones we have put in place. Where necessary, we will have poster around key areas of school to remind everyone to keep the safe distance of 2 metres.

The small class bubbles we will work with will help keep people safe. We will use the outdoor spaces we have as much as possible and will seek to keep rooms well ventilated.

Please follow government advice and walk or cycle and bring your child to school where possible to minimize use of public and council transport. Social distancing should be observed when leaving or entering vehicles.

In order to support social distancing, we have made the following changes for arrival and departure at and from school respectively:

1. We have decided not to stagger the start time due to the small numbers of children we are looking to welcome back. We will stagger the collection time at Wetwang due to staffing. (We have fewer than 15 in total in either school from all eligible year groups. We will review this should numbers increase.) Please see section 3.1 below.
2. A maximum of one non–staff adult may accompany each child/family group to/ from school.
3. Social distancing must be observed at the school gates.
4. We ask that no adults, other than staff, enter the building unless in an emergency or for a pre-arranged appointment with staff and that social distancing is observed throughout any visit on site.

3.1 DROP-OFF AND COLLECTION

In order to support social distancing, we have made the following changes to arrangements for arrival to and departure from school. These will consist of:

Timings

	Monday – Thursday	Friday
Class 1	9.00 – 3.30	9.00 – 12.00
Class 2	9.00 – 3.30	9.00 – 12.00
Class 3	9.00 – 3.30	9.00 – 12.00

These timings are subject to change as more children return to school.

Drop-off

Wetwang – via the large playground gates. (**Opposite the Village Hall.**)

Children + parent/carer to line up by cones.

Teachers come out and greet children.

Teachers take children in.

Parent / carer to leave immediately.

Sledmere

Sledmere – playground.

Children + parent/carer to line up by cones.

Teachers come out and greet children.

Teachers take children in.

Parent / carer to leave immediately.

Key worker and vulnerable children will also be collected at these times. (See separate letter to parents / carers of eligible children.)

Wetwang

Via the large playground gates.

Teachers come out and bring children.

Children to line up by cones.

Parents/ carers take children home immediately.

Sledmere

Via the playground.

Teachers come out and bring children.

Children to line up by cones.

Parents/ carers take children home immediately.

Again, parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. Whilst parents are waiting, social distancing must be adhered to.

Movement:

Everyone will be encouraged to keep to the left as much as possible.

Children need to move around school in their class bubbles and not mix with other children.

Children will remain predominantly in their classrooms. We have built into their day outdoor time in the morning, afternoon, as well as during lunchtime.

Teachers have considered timings of the school day so that contact between different groups of children is limited.

Where possible, children will remain in the same setting and area of the room throughout the day even retaining the same seat if they are attending on consecutive days.

The staff room will remain open to adults, however strict social distancing will be in place and, where possible, it is advised that adults use the hall space.

4 CONTACT WITH STAFF AND OFFICE

Teachers:

We would ask that social distancing is adhered to and that parents/ carers contact teachers through the office or by emailing prichardson@sledmerewetwang.co.uk.

Office:

The school office will be inaccessible. If parents/ carers need to speak face-to-face with the office team, then they need to call to make an appointment. It will not be open for parents/carers to drop-in to. However, parents/carers can still call and receive support over the phone or via email.

Teaching Assistants:

Will act as a point of contact regarding home learning and any enquiries. You may call them between 10am -11am and 1.15pm – 2.15pm.

5. OUR SCHOOL PROCEDURES

- We will operate a daily review of the operation of our risk assessments and operating protocols to ensure we optimize the health and safety of those on site.
- We will discuss our operating arrangements with staff, parents / carers, pupils and governors and will seek to answer any queries arising.
- We will also explain that we will aim to observe the 2 metre social distancing where possible, but that there may be instances where this is difficult to observe.
- We will advise hand washing regularly. This will always be at least on arrival at school; after toilet breaks; after activities; before any handling of food and prior to using any outdoor areas.
- Visitors will be asked to use the hand sanitisers at our main doors before coming into the main site.
- Hand sanitiser and tissues will be available in classrooms.
- Staff will regularly remind pupils that they must cover any cough or sneeze with a tissue, then throw the tissue in a bin in line with 'Catch it, Bin it, Kill it'.
- Signage to support social distancing will be in use throughout the site and public health messages will be on prominent display throughout the school.
- Pupils, parents / carers or staff who feel unwell with related symptoms must stay at home and not come to school.
- Pupils, parents / carers or staff must avoid close contact with people who are unwell.
- We are always vigilant about the health of our pupils and staff and we react quickly if we note any rise in temperature or changes in behaviour.
- We will advise pupils about not touching their eyes, nose, and mouth with their hands and we ask parents / carers to repeat this advice at home.
- Pupils will be told to inform staff if they feel unwell and we will respond accordingly.
- We maintain an adequate stock of PPE and will continue to use it as dictated by the latest DfE guidance.

If you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment.

COVID testing is now available for school staff and their families and for all those over the age of five. A coronavirus test can be booked here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Essential workers in England, Scotland or Northern Ireland, can apply for priority testing through GOV.UK. A coronavirus test can be booked here:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

6. CLEANING/ HYGIENE PROCEDURES

At various intervals, adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment that will be stored appropriately within the classrooms. (This will be undertaken at break times and lunchtimes, unless there is an issue – e.g. somebody sneezes onto their table.)

- Adults and children are to use the hand-sanitiser on entry to school.
- Adults and children are to wash their hands on entry to the school building, before break time, after break, before lunch, after lunch, before leaving school, and anytime that they visit the toilet or cough/sneeze in to their hands.
- Hand sanitisers are to be made available in classrooms.
- Each class bubble has access to its own toilet and sink.

Where children are struggling to wash independently they may receive support. In this instance the adult supporting is also washing their hands.

Children will be allowed to go to the toilet as they would do in a normal school day. Staff will be very aware of how many other children are using the toilet and ensure that children wash their hands afterwards.

If tissues are regularly disposed of throughout the day, where possible, bins should be emptied regularly. (Start and end of the day unless overflowing.)

All rooms will be well ventilated.

6.1 Enhanced Cleaning Procedures

Following advice from the Local Authority and having regard to PHE guidance for non-healthcare settings and DfE guidance our cleaning staff will, in addition to their normal routine:

- Disinfect door handles, toilet flush handles etc. regularly throughout the day.
- Empty all waste bins every lunchtime as well as after the school day and the contents will be double bagged.
- Carry out a thorough clean of the school on Fridays when pupils are not attending.

Furthermore school staff will regularly:

- Wipe down tables.
- Clean tablets, devices and phones used by them before and after use.

7 OUTDOOR PLAY (BREAK AND LUNCH)

Each class bubble will be able to take their break during the morning allotted time outside.

At lunch time they will eat in their classroom and then be escorted outside. Each bubble will have an allocated space in the grounds so they don't come in to contact with other children from different groups:

Wetwang

Class 1 Bubble – EYFS area

Class 2 Bubble – Playground

Class 3 Bubble – Field (**Not trim trail**)

Sledmere

Class 1 Bubble – FS2 area

Class 2 Bubble – Playground

Class 3 Bubble – Field area/ area behind Class 3

Adults supporting each bubble will remain vigilant to social distancing aspects and encourage children to remain apart.

Games that encourage distancing and little touch will be made available to the children. We will keep equipment within the bubble.

(Children in the Class 2 Bubble at Wetwang can also access their outdoor area for time, but only 2/3 children may be able to utilise this space.)

8 LUNCHTIMES

We ask that all children provide a packed lunch.

Lunch will be eaten by each class bubble in classroom.

The children will then be escorted outside.

Each bubble will have an allocated space in the grounds so they don't come in to contact with other children from different groups. (See Outdoor Play)

Water will be available for children throughout. Water coolers and water fountains will not be in use.

We have decided initially not to collect lunches from Middleton School to reduce the social interaction of people.

Providing lunches is subject to change as more children return to school.

9 USE OF PPE

DfE guidance states that PPE is only needed in a very small number of cases where:

- Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way, and...
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a 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.

10 PUBLIC HEALTH ENGLAND (PHE) GUIDELINES

10.1 Wider Travel

Our risk assessment of this virus extends from the pupils here, to their families, our staff and our visitors. Our assessment includes anyone who shares a house with you or our staff members, even if they have not travelled themselves, because of how the virus can spread.

We require that all adults and families who are travelling abroad to inform the school of dates of travel, places of travel including destinations, stop-overs, excursions and flights. We will assess the travel and countries visited using the advice from the Foreign Office and expect the latest Government Guidance for British people travelling overseas during the coronavirus (COVID-19) pandemic to be followed. This may be accessed via page 19 of this document. Please note this may be subject to change.

If a person is self-isolating for Coronavirus and has children who are dependent, the child / children must also remain self-isolated in order for that to be fully effective.

If a child or staff member is known to have returned from a country assessed by the Government as one which is hazardous / unsafe, we will expect the parents / carers or staff member to follow the latest Government guidance, take appropriate medical advice and if there are any health concerns to self-isolate.

Please remember that it is the Headteacher's decision whether or not a child is well enough to stay in school.

10.2 What we will do if children or staff become unwell and we / they believe they have been exposed to covid-19 (either through travel to a specified country or area or contact with a confirmed case)?

We will call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), and if appropriate, explain which country they have returned from in the last 14 days. Whilst we wait for advice from NHS 111 or an ambulance to arrive, we will keep that person sitting somewhere safe and at least 2 metres away from other people, isolated from others. Parents/ carers will be contacted at the earliest opportunity. Staff dealing with this pupil, once referred, will wear PPE in line with government guidance. We will clean the room once the pupil leaves according to PHE guidelines.

10.3 What we will do if a case of COVID-19 (pupil or staff) is suspected in our school?

We do not need to close or send other pupils home. The pupil concerned will be eligible for testing and, while we wait to hear about results, we will clean any area he / she has been in and dispose of any waste as advised by PHE. The pupil or staff member that develops the symptoms compatible with coronavirus, are advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. If the test results are negative, they can return to their setting and the fellow household members can end their self-isolation.

10.4 What we will do if a case of COVID-19 (pupil or staff) is confirmed in our school:

We will be contacted by the local PHE Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of the school will be undertaken by the PHE Protection Team with relevant staff and advice given on cleaning rooms and toilets. If the pupil or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. PHE say that “in most cases, closure of the childcare or education setting will be unnecessary but this will be a local decision.”

10.5 What we will do if pupils or staff are contacts of a confirmed case of COVID-19, where contact is defined as:

- Any pupil or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes).
- Talking with or being coughed on for any length of time while the individual is symptomatic
- Anyone who has cleaned up any bodily fluids of the individual.
- Close friendship groups.
- Any pupil or staff member living in the same household as a confirmed case, or equivalent setting.

The approach will be based on government guidance as of 22nd May 2020. Please note this may be subject to change.

They will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case.

Contacts are not considered cases and, if they are well, they are very unlikely to have spread the infection to others. However:

- They will be actively followed up by the PHE Protection Team.
- If they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment.
- If they become unwell with cough, fever or shortness of breath they will be tested for COVID-19.
- If they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19.
- If they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection.

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending school, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

PHE say that “outside those that are defined as close contacts, the rest of the setting does not need to take any precautions or make any changes to their own activities, unless they become unwell. If they become unwell they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and pupils in the rest of the school who are not in a close group. The decision as to whether pupils and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the school and the family. Advice should be given as follows:

- If individuals become unwell with a cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111.
- If individuals are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

11 LINKED PUBLICATIONS

Opening Schools for more young children and young people: initial planning framework for schools in England

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Actions for education and childcare settings to prepare for wider opening from 1 June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Planning guide for primary schools

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Conducting a SEND risk assessment during the coronavirus outbreak

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

Coronavirus (COVID-19): guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Critical workers who can access schools or educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidancefor-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Remote education during coronavirus (COVID-19)

<https://www.gov.uk/guidance/remote-education-duringcoronavirus-covid-19>

Managing school premises, which are partially open, during the coronavirus outbreak

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

Overview of scientific information on coronavirus (COVID-19)

<https://www.gov.uk/government/publications/overview-of-scientific-information-on-oronavirus-covid-19>

What parents and carers need to know about schools, colleges and other education settings during thecoronavirus outbreak

<https://www.gov.uk/government/publications/closure-of-educational-settings-informationfor-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Rebooting Behaviour after Lockdown

<https://www.dropbox.com/s/f1mdjnzd70w9ciz/Lockdown%20Behaviour%201.pdf?dl=0>

Staying alert and safe (social distancing)

<https://www.gov.uk/government/publications/staying-alert-and-safesocial-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Guidance for British people travelling overseas during the coronavirus (COVID-19) pandemic

<https://www.google.co.uk/urlsa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=2ahUKEwjHyeTZgMXpAhXNbsAKHRbIBtkQFjABegQICxAE&url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Ftravel-advice-novel-coronavirus&usg=AOvVaw096o1ZjCduWASlqQIMDB08>