



Castle Hill Primary School
Coronavirus Action Plan: Updated 12th March 2020
Executive Head Teacher Mr JDF Martin

Castle Hill Primary School will follow instructions from the Department of Education on the COVID-19 (Coronavirus) pandemic and Public Health England (PHE).

The Department of Education is emailing the school on a daily basis with updates, advice and instructions. Currently the advice is that no school should be closed in response to a suspected or confirmed COVID-19 case unless advised to do so by the PHE. Mr Martin will contact the Department of Education and PHE for advice and instructions.

Hand Washing Regime

Below we have identified where and when the children will need to wash their hands. We are also very aware of the impact this will have in class with regards to timings, but it is important we do this. We have a responsibility and duty of care to do the very best for our children in reducing and helping to 'contain' the outbreak.

This hand washing procedure **MUST** be followed by all staff and children. Hands must be washed:

- 1) when entering the school, once belongings have been put away this should be the first priority
- 2) before eating any snack/food/lunchtime
- 3) when re-entering the building from break/playtimes/PE lessons
- 4) when equipment has been touched e.g. PE equipment
- 5) before going home.

Children will also be reminded of the importance of washing their hands after going to the toilet and if coughing or sneezing into their hands.

Classes will use the following link to teach children how to wash their hands effectively. (Newsround Page <https://www.bbc.co.uk/newsround/51698180>)

Visitors to School

On arrival, all visitors will be asked to wash their hands and will be escorted to the adult toilets to ensure safeguarding.

School Closure Decision – Out of Hours

If the school is to be closed because of the coronavirus, our emergency closure procedure would be put into place to inform staff members. A text message will go out to parents/carers to inform them that the school is closed. It will also be posted on the school website. The length of time the school will be closed will be determined by PHE and the Department of Education. The school will keep everyone informed via text/emails/website. A sign will be placed on the gate to inform everyone that the school is closed.

Emergency School Closure Decision – During School Hours

If the government advises that the school should close during school hours, we will inform parents by text message and advise that they will need to collect their children as soon as possible. We will endeavour to give as much notice as is reasonable to enable parents to get to the school or make alternative collection arrangements.

If a parent is unable to collect their children and someone else is collecting on their behalf, they must let the school office know who this person will be. The office will then pass this information onto the class teacher.

All children must be collected. No child will be allowed to walk home by themselves.

Children should be collected from their normal collection point.

Social Media

We are aware of other schools in Hampshire that have had needless and inaccurate posts being made on social media about Coronavirus in their schools. If you have any concerns, please contact the school to avoid any miscommunication and undue panic. This will help to ensure that the school's attention is not unnecessarily diverted from the day to day tasks of the school and delivering an education to your children.

Coronavirus Information and Guidance

If any staff members, pupils or parents/carers think they have symptoms of the coronavirus, they should call NHS 111 for advice and follow the UK Government advice for childcare or educational settings. Parents/Carers can visit NHS.UK to find out more information. Teachers and support staff should follow the UK Government advice.

Coronavirus Helpline:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

Updates on COVID-19: <https://www.gov.uk/coronavirus>

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

As the situation is complex and continually evolving, the links above should be used to check the latest guidance.