**CHAPELFORD VILLAGE PRIMARY SCHOOL**

**COVID 19**

**CRITICAL WORKERS AND VULNERABLE HANDBOOK**



**JANUARY 2021**

**This guidance is for schools during the national lockdown period.**

1. **Overview**

During the period of national lockdown the school will only allow vulnerable children and children of critical workers to attend. All other pupils and students should not attend and should learn remotely until February half term.

Limiting attendance does not suggest that schools have become less safe for young people. Instead limiting attendance is about supporting the reduction of the overall number of social contacts in our communities.

For vulnerable children and young people and the children of critical workers, who should still attend school or college, as they did in March to July, and their teachers, the system of protective measures means that any risks are well managed and controlled.

The systems of controls set out a set of principles for infection and control and if we follow this advice and maximise the use of these control measures, they will effectively minimise risks of viral transmission. Essential measures include:

* a requirement that people stay at home if they:
* are ill with virus symptoms • have tested positive, even if asymptomatic
* have been advised by NHS Test and Trace to do so
* are household members of a positive case, even if that case is asymptomatic
* are required to self-isolate for travel-related reasons
* robust hand and respiratory hygiene
* enhanced cleaning and ventilation arrangements
* active engagement with NHS Test and Trace
* formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible
* minimise the potential for contamination so far as is reasonably practicable

The school will:

* keeping children in consistent groups
* avoiding contact between groups
* arranging classrooms with forward facing desks
* staff maintaining distance from pupils and other staff as much as possible

During the National Lockdown the children attending school will be grouped in individual year group bubbles.

**Within each Bubble proportionate protective control measures will be in place that will reduce the risk of transmission:**

* Where possible two members of staff with each bubble.
* All staff can operate across different groups, where required.
* We will avoid pupils moving from one BUBBLE to another and ensure where possible pupils do not need to move through another BUBBLE to get to the toilet.
* Critical worker bubbles will enter and exit through the allocated classroom
* Once registered, if required and to support staff distancing from the children, bubbles can split across two classrooms
* Ventilation – windows should be open just enough to provide constant ventilation and opened more fully during breaks and lunch purge the air during these times. If necessary open internal and external, doors to support ventilation as long as they are not fire doors and where safe to do so
* Teaching staff will teach remotely to all pupils, including those in school, and at least one member of teaching staff will work on site each week
* Bubble supervisors will support the children to complete online learning set by the children but will also have additional activities to support if required (story, circle time, handwriting etc)
* Children from Year 2 will sit side by side and facing forwards
* Each Bubble will have separate eating space and outside recreational space.
* Each Bubble will have a dedicated trolley for all resources to support learning so that resource sharing within the Bubble is minimised.
* Each Bubble will have the 2m teaching box will remain to support the social distancing in the classroom.
* The school has reduced all social spaces and shared areas across the school to minimise transmission risks.
* Movement along corridors will therefore be very limited and on a “Keep Left System”.
* Staff will where possible maintain social distancing with other staff and pupils.

These measures will minimise the number of contacts within each of the Bubbles.

1. **School Day**

The school operating hours for All year groups is 8.50am to 3.15pm.

Children can be dropped off between 8.50am -9am and picked up between 3.05pm -3.15pm.

Location of Year Group Bubbles

Early Years Class 2

Year 1 Class 4

Year 2 Class 9

Year 3 Class 10

Year 4 Class 13

Year 5 Class 18

Year 6 Class 20

* Each year group bubble will have their own entrance and Bubble toilet and will not pass into any other Bubbles to reduce unnecessary movement around the building.
* All visitors to site including staff are asked to wear a face mask upon entering the school grounds both before and after school.
* Staff will wait by the external door and invite children in from the outdoor space 1 at a time. Preferably invite the child sitting at the furthest end of the classroom first. The children must stand at their workstation (not touching anything) and wait for all children to enter. The workstation MUST be clearly labelled and only used by that child at all times
* Children, unless unwell, **will not** be able to arrive or leave school at any other times other than their drop off and collection times unless prior appointment has been made via the school office. Children cannot be dropped off at any other location in school.
* Pupils and staff must wash their hands immediately on arrival and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again.

1. **End of the day**

* Children will be dismissed one at a time from the external door starting with the nearest child to the door.
* Children MUST ONLY walk home alone if parents have given written permission.
* Equipment returning to school for example reading books will be collected in a plastic box and stored for 72 hours before being returned to stock.
* Hands must be washed before the children go home- one at a time as per the guidance.

1. **Procedures in the classroom**

* When the children come into the classroom they must sit at the same desk each day and put their coat on the chair they are sitting on and their lunch under the table (if packed lunch)
* Children must only bring a coat, water bottle, packed lunch, PE Bag, Reading Bag and only items relevant to school. Teaching staff should discourage any other items. This includes children bringing in their own pencil cases and resources as these will be provided by school.
* Children must be directed to go and wash their hands by the staff, at the beginning of the day, before break, after break, before lunch, after lunch, end of the day and anytime the child uses the bathroom. This MUST be handwashing as per the guidance and not solely hand sanitiser. This is as an additional measure around these times.
* Children must not move around the classroom, unless directed to move by the staff. On the first day children will be trained on the most socially distanced way of moving around the classroom from their space.
* Children will remain in their BUBBLE and not visit other BUBBLES.

1. **Equipment**

* Equipment will be kept on the child’s table in their tray
* Each child will be allocated their own equipment for their sole use. Equipment will include pencils, writing pen, coloured pencils, ruler, rubber, pencil sharpener. The stationery will be kept in a see-through wallet with the child’s name on.
* IPADs will be cleaned after each use with cleaning supplies provided in the Bubbles (Ie. Sanitising Wipes etc).
* Books and games etc can be shared between a BUBBLE however they will be cleaned more regularly.
* Equipment should remain in the BUBBLE. If removed from the BUBBLE it will be deep cleaned
* Essential learning resources may be taken home but will be cleaned before and after leaving the BUBBLE.
* Desks are to be labelled with the child’s name. Desks in Years 2-6 will face forwards. In Early Years and Years 1 there will be a carpet spot in rows facing forwards for teaching input.
* Any additional resources that children require e.g. 3D shapes, where possible resources that can be sanitised or individual to the child is preferred to reduce any spread however to ensure high quality high teaching when sharing resources teaching and support staff need to risk assess and use precautionary measures.

1. **School Uniform**

* School uniform is to be worn
* Appropriate outdoor shoes should be worn.

1. **Food, drinks and snacks**

* Packed lunches to be brought to school by the child, if desired.
* Packed lunches ordered from the school kitchen will be brought to the Class BUBBLE by a member of the kitchen staff.

1. **Lunchtime**

* In all year group bubbles the children will eat their lunch in the classroom, at their desk
* The table will be sanitised with a wipe before and after the children eat their lunch by the child (age appropriate) lunchtime staff will support children if necessary
* Hands must be washed before and after eating lunch
* Part of the lunch break will be spent eating lunch inside the classroom; outside in the specified area and some time will be spent in the classroom.

1. **Moving around the school –children**

* Children are not to travel around school, unless they are supervised or there is an emergency situation.
* When moving around the school please keep left

1. **EHCP**

* Children with EHCP 1:1 support/behaviour needs who are in attendance will have individual risk assessments completed. PEEPS will be considered and reviewed on an individual basis if required.

1. **A child or adult who shows symptoms of Coronavirus**

* Parents should inform school immediately of the results of any tests and follow this guidance: -.
* If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.
* If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.
* Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test. PCR tests can be booked online through the NHS Website. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> or by contacting NHS 119 via telephone if they do not have internet access.
* Lateral Flow Tests (LFT) 30 minute Covid test, there are several ways in which staff are able to access Lateral Flow Tests.

From Monday 11th January there will be two LFT testing sites in Warrington that can be accessed by the general public

* + Halliwell Jones Stadium  8.00 – 6.30pm Mon-Fri  8.00 – 3.30 Saturday
  + Grappenhall Cricket Club  8.30 – 6.30 Mon-Fri  8.30-3.30 Saturday

There is no booking system for the sites you simply show up and queue

**12. Covid Information**

Coronavirus (COVID-19) is an easy virus to remove when it is on skin. This remains true for the new variant. This can be done with soap and running water or hand sanitiser. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

**What are the symptoms?**

The main symptoms of COVID-19 are:

new continuous cough and/or

fever (temperature of 37.8°C or higher)

Loss of or change in, normal sense of taste or smell (anosmia)

**What is the mode of transmission?**

COVID-19 is passed from person to person mainly by large respiratory droplets and direct contact (close unprotected contact, usually less than one metre). These droplets can be directly inhaled by the person, or can land on surfaces which another person may touch which can lead to infection if they then touch their nose, mouth or eyes.

**What is the incubation period?**

The incubation period (i.e. time between exposure to the virus and developing

symptoms) is between 1 and 14 days (median 5 days).

**When is a person infectious?**

A person is thought to be infectious 48 hours before symptoms appear, and up to ten days after they start displaying symptoms. 48 hours should be used to determine close contacts and not two days.

**Are children at risk of infection?**

Children of all ages can catch the infection but children make up a very small proportion of COVID-19 cases with about 1% of confirmed cases in England aged under 19 years. Children also have a much lower risk of developing symptoms or severe disease.

**Can children pass on the infection?**

There is some uncertainty about how much asymptomatic or mildly symptomatic children can transmit the disease but the evidence so far from a number of studies suggests children are less likely to pass it on and do not appear to play a major role in transmission. Most children with COVID-19 have caught the infection from adults and not the reverse.

While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.

**How long does self-isolation last?**

* If a child or staff member is a confirmed case they must not leave home for **10** days from the onset of symptoms or the date of test if they have no symptoms. The isolation period includes the day their symptoms started (or the day their test was taken if they do not have symptoms), and the next 10 full days. This means that if, for example, their symptoms started at any time on the 15th of the month (or if they did not have symptoms but their first positive COVID-19 test was taken on the 15th), their isolation period ends at 23:59 hrs on the 25th.
* If the child or staff member has been identified as a close contact of a confirmed case they must not leave home for **10** days from the date they last had contact with the case.

**What does self-isolation mean??**

Self-isolation means the child/staff member should

* + Not go to school, work or public places
  + Not attend any other out of school activities or go around to a friends house
  + Not use public transport or taxis
  + Not go out to shop – order it online or ask a friend to bring it to your home
  + Not have visitors in your home except for people providing essential care
  + Not go out to exercise – exercise at home or in your garden, if you have one
  + Inform GP practice or hospital or other healthcare setting that they are self-isolating if they must attend in person

**What to do if a child is unable to attend school because they have the following COVID-19 symptoms**

**Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate. They should not attend school and should follow the steps below.**

* Parent/Carer should notify the school of their absence by phone
* Direct to [Stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) for isolation advice for child and their households. The person with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days.
* Advise that the child/ should get tested via [NHS UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms.
* Advise school of any positive cases via phone or email to covidreporting@chapelfordvillageprimary.co.uk