

Activity	Support/ Control Measures: Staff	Support/ Control Measures: Pupils
Well-being	<p>Staff to have the opportunity to input into risk assessment and re-opening plans</p> <p>SLT available daily to support or discuss worries or concerns with staff</p> <p>One to one meetings arranged on request regarding any worries or concerns</p> <p>Support for each other within staff teams</p> <p>Staff training/ meetings to address any worries or concerns prior to the children returning to school</p> <p>Staff may wear their own face coverings if they wish to do so (mask or shield)</p>	<p>Contact to be made with children on Tuesday 1st September to Thursday 3rd September to set the expectation for coming back to school</p> <p>Reassure children of safety measures in place</p> <p>Teach new systems in a fun, interactive way</p> <p>Provide activities that are fun and engaging taking into account the likes and interests of the children</p> <p>Staff using their knowledge from training- managing the children in a trauma informed way</p>
Arrival	<p>Staff to reverse into parking spaces</p> <p>Staff to remain in their car until entrance to the building is clear</p> <p>Staff to manage social distancing in the carpark</p>	<p>Staggered drop off time for taxis and parents</p> <p>Parents/ Taxis/ Minibuses to reverse into spaces- one space gap to be left between each vehicle</p> <p>Pupils to wait in vehicles until directed by staff</p> <p>Pupils to be directed to leave the vehicle one at a time</p>

<p>Entrance to the school building</p>	<p>Social distancing measures adhered to</p> <p>NHS/ COVID-19 Posters/ visual reminders</p> <p>One adult to enter at a time</p> <p>Staff to sign themselves in</p> <p>Step 1: Hand Sanitising Station</p> <p>Step 2: Temperature & Health Check</p> <p>Step 3: Access allocated area of the school</p>	<p>Social distancing reminders</p> <p>Visual prompts/ posters</p> <p>One pupil to enter the building at a time, via the hub doors - directed & supported by staff</p> <p>Step 1: Hand Sanitising Station (Hub)</p> <p>Step 2: Temperature Check (Hub)</p> <p>Step 3: Access allocated zone supported by staff</p>
<p>Classroom set up</p>	<p>Zone for staff to base themselves, at least 2m apart</p> <p>Three/Four members of staff per Classroom</p> <p>Staff to have own set of equipment in a tray or box</p> <p>Resources/ equipment to be used by one person and sanitised after use</p> <p>Boxes of tissues available in each zone to support the 'Catch it, Bin it, Kill it' message</p> <p>Hand sanitising gel available in every room</p>	<p>Tables/ zoned areas set up at least 2 metres apart</p> <p>Maximum 7 pupils per classroom/ hub at any one time</p> <p>Pupils to have own set of equipment and resources in a tray or box</p> <p>Resources/ equipment shared in the classroom to be cleaned regularly</p> <p>Resources shared between classes, such as PE equipment to be cleaned after use</p> <p>Boxes of tissues available in each zone to support the 'Catch it, Bin it, Kill it' message</p> <p>Pupils to be reminded to wash or sanitise hands at 30 minute intervals</p>

Use of outdoor space	Staff will adhere to social distancing measures (with other staff members)	<p>Pupils to be allowed in small numbers e.g. 7 at a time</p> <p>Allocated zones and activities for the children to do, to encourage social distancing whilst outside</p> <p>Equipment e.g. bikes to be wiped down after each use</p> <p>Pupils to be encouraged wipe down outdoor equipment after use under the supervision of an adult if appropriate</p>
Ventilation	<p>Ventilation system to be switched off</p> <p>Staff to open windows on arrival</p> <p>Classroom doors to be propped open to aid ventilation</p>	<p>Ventilation system to be switched off</p> <p>Windows to be left open while the building is occupied</p> <p>Classroom doors to be propped open to aid ventilation</p>
Movement around school	<p>Social distancing adhered to</p> <p>Corridors- 2 metre markings on the floor</p> <p>Hubs- One way system for movement in and out of classrooms</p>	<p>Groups remain within their hubs</p> <p>Social distancing encouraged and maintained wherever possible</p> <p>Corridors- 2 metre markings on the floor as reminders and teaching reference points</p> <p>Hubs- One way system for movement in and out of classrooms</p>
Drinks/ Snacks	<p>Staff to bring lunch, snacks and cold drinks from home</p> <p>No food preparation will be done on site</p>	<p>Breakfast to be provided – children to be given their own food and not to touch shared equipment (e.g. jug of juice, plate of bagels)</p> <p>Children to bring a water bottle from home or one will be provided by school</p>

	<p>Microwave can be used to heat food - equipment to be sanitised after use (e.g. door and buttons to be wiped etc)</p> <p>Hot drinks- Kettles can be used to make hot drinks prior to pupils arriving and at the end of the day (Upper primary hub, Lower primary hub or staffroom to be used)</p> <p>One adult to make a drink at a time- equipment to be sanitised after use (e.g. kettle handles wiped etc)</p> <p>Water cooler-accessed by staff only and sanitised after us (cleaning equipment available by the cooler)</p>	<p>Pupils will have access to cold drinks only</p> <p>Fresh fruit provided by school as snacks for pupils- fruit to be washed and placed in individual pupil zone</p> <p>Staff to refill water bottles if required</p> <p>School dinners will be served to minimise movement of children</p> <p>Only one class at a time in the hub to eat</p>
<p>Quarantine</p>	<p>Identified Quarantine Room if needed- Lego Room</p> <p>Staff displaying any of the COVID-19 warning sign symptoms will be asked to leave immediately and arrange to be tested</p> <p>Staff who need to be picked up will wait in the quarantine room until someone arrives to take them home</p> <p>Supervising Quarantined Pupils- Staff will be allocated PPE (Apron, mask and gloves)</p> <p>Staff wearing PPE will accompany the child to their parent on arrival (parent will be asked to wait outside in their vehicle)</p> <p>Quarantine room will be isolated and cleaned after each use</p>	<p>Identified Quarantine Room if needed- Lego Room</p> <p>If pupils have a raised temperature on arrival OR feel unwell during their session- they will wait in the Lego Room until a parent/ carer arrives to take them home</p> <p>A box of 'keep busy' equipment to be available should a pupil need to use the quarantine room (this will be sanitised after use)</p>

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Cleaning	<p>Cleaning will be carried out at the end of each day by the cleaning staff</p> <p>Increased hygiene measures in place- hand washing etc</p> <p>Any items that may be shared will be cleaned by staff after use or at regular intervals e.g. door handles, kettle, water cooler</p> <p>Cleaning kit containing specialist anti-viral spray available in each hub</p>	<p>Cleaning will be carried out daily</p> <p>Increased hygiene measures in place- hand washing/ sanitising at 30 minute intervals (staff to set reminders)</p>
Leaving the building	<p>Staff to ensure all equipment used has been cleaned or quarantined (as appropriate) before leaving</p> <p>Staff to leave via reception one at a time</p> <p>Staff will sign themselves out</p> <p>Sanitise hands prior to leaving the building</p>	<p>Pupils will be called via radios</p> <p>Pupils to leave one at a time</p> <p>Sanitise hands prior to leaving the building</p>
Communication during the school day	<p>One member of staff per group to be allocated a radio for communicating with SLT</p> <p>Radio to be used by the allocated adult only</p> <p>Radio brought back to the office at the end of the day- sanitised and placed on charge</p>	

<p>Dress & PPE</p>	<p>Staff- as per dress code policy</p> <p>Staff are encouraged to wear long sleeved tops</p> <p>Gloves: May offer protection if there is a known risk of a pupil scratching Staff have the option to wear gloves of they wish</p> <p>PPE is available should it be needed for intimate care or specific needs (masks, gloves, aprons and shields)</p>	<p>Pupils to wear school uniform</p> <p>Primary pupils to wear Portland sweatshirt and plain polo shirt</p> <p>Pupils may wear a mask if they choose to, however, this is not part of Government guidelines</p>
<p>Visitors</p>	<p>Any visits to the school must be pre-arranged</p> <p>Site visits will be managed by SLT and our Site Staff</p> <p>Meetings with external agencies will not be held in the school building until further notice</p> <p>Visitors will be signed in by SLT or Office Staff</p> <p>Visitors will be asked to sanitise their hands on arrival- Signs in reception to prompt this</p> <p>Visitors will be expected to abide by social distancing rules</p>	
<p>Other Information: SLT will be onsite each day A safeguarding officer will be onsite A First Aider will be onsite Additional guidance on risk assessments and use of MAPA will be provided</p>		

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