**Covid-19 Policy - Appendix 1**

**Local Health & Safety Measures**

**Cidari | All Academies | Internal**

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# 

## Local arrangements for St Luke and St Philip’s Primary Academy

Supported by the Trust, Ann Webster has been appointed as Covid-19 supervisor for our Academy to work with the Trust to ensure the measures outlined in this policy are implemented and bring any issues or concerns immediately to the attention of the Headteacher or Senior Leader on site. Staff will be regularly briefed and actively encouraged to give feedback on the measures outlined to ensure they remain relevant, safe and appropriate.

## Wider opening to years One and Five

Wider opening to these year groups when we are satisfied that all appropriate measures are in place will allow us to open with confidence that we are putting the safety and wellbeing of children and staff first.

**Start and finish times**

*See appendix 1a*

Only one parent/carer will be allowed to drop off/collect. Parents must not congregate at entrance or exit gates; these must be kept clear at all times. Whilst waiting outside the building, please observe social distancing.

Parents will not be able to meet with staff unless it is urgent and pre arranged by calling the office. It is really important that parents drop off and collect promptly at the specified times.

**Class Arrangements**

As per Government guidance, pupils will be grouped into pods of no more than 10 children (8 in EYFS). Staff placed with a group of children, and the children within it, will not mix with other groups.

After considering the number of available staff and the sizes of classrooms in our Academy, the following arrangements have been put in place.

*See appendix 1b*

**Staffing Arrangements**

*In the event of both the Head teacher and the Deputy Head teacher being unable to work, the Academy would close until the return of either the Head teacher or the Deputy Head teacher. The SENCO is working remotely and in daily contact with the Head teacher and Deputy Head teacher. Both the Head teacher and Deputy Head teacher are DSLs, along with the Pupil Wellbeing Lead.*

*In the event of the Site Supervisor being absent, the Head teacher/Deputy Head teacher will open and close school and take on the role in supervising the cleaning of the school.*

*In the event of all cleaning staff being absent, the Academy would contact Andy Tierney at St Barnabas’ Academy to see whether there is capacity within the Trust to support. If not, contractors would be hired.*

*Approach to PPA and staff breaks/ lunch arrangements - see appendix 1a*

In making arrangements for wider opening, consideration has been given to protect those who are at higher risk and vulnerable by allowing them to work from home or through stringent social distancing if the role allows. This also include BAME and those who have members of their household who are shielding.

**Curriculum and Remote Learning**

*See appendix 1c*

**Resources**

Resources will be split between pods, and where required purchased to support delivery of the curriculum.

**SEND and Behaviour**

Children with SEND or a EHCP will have an individual risk assessment ensuring their specific needs are met and is adaptable according to their needs and following government guidance on safe working. This is shared with all members of staff and discussed/shared with parents. Those with 1:1 support will be in a pod with their key worker.

Individual risk assessments will be in place for all pupils who exhibit anti social behaviour such as biting and spitting, and where necessary and appropriate home learning is put in place to protect staff and pupils.

**Key Workers Children & Vulnerable Children**

*Key Worker and Vulnerable children will be in pods and follow through the same guidelines as years One and Five.*

**Toilets and Handwashing**

*Infant classes use infant toilets, Junior classes use Junior toilets. Staff in Pods use walkie talkies to communicate with each other when a child is using the toilets. Only one child allowed at a time in each toilet area. A member of staff from the relevant pod to monitor.*

All children to wash their hands after being outside. Handbasins in the toilet areas and resource areas can be used for hand washing - monitored by members of staff from the pods. Each class will have access to alcohol hand sanitiser as will all key areas of the Academy.

**Breaks**

*See appendix 1a*

**Lunchtime**

*Lunch times are staggered. Children will eat lunch within their classroom pods. Lunches will be delivered outside the door by welfare staff. Children to wash their hands before eating, collect a lunch pack from the trolley, and returning any waste to the trolley before washing hands again. Lunch break will be either before or after lunch, depending on the Pod timetable.*

**Uniform**

*Children are not expected to wear school uniform. Parents are informed that children need to wear clean clothes every day.*

**PPE**

Government guidance states that staff don’t need to wear PPE equipment for a return back to teaching. However, PPE will be available to staff if they feel that an activity requires it. They will personally have the choice to wear it if they deem it appropriate. Additionally, PPE will be worn when carrying out intimate care as part of a child’s care plan.

PPE provided by the Trust and available in each classroom includes:

* IIR Face Masks
* Nitrile Gloves
* Disposable Aprons
* Eye Protection

These will also be available as personal ‘on body’ packs for staff on outdoor duties and supervision.

The Covid Supervisor is responsible for monitoring stock levels and requesting supplies from the Trust.

All premises and cleaning staff will wear appropriate PPE for the task they are performing.

**Wellbeing Arrangements**

*Staff -*

* *Have access to SAS wellbeing app*
* *Receive regular emails regarding updates from SAS ie relaxation sessions*
* *Weekly hangout meetings with all staff and 1:1 catch-up meetings with individuals*
* *Individual staff needs are addressed as and when required eg bereavement*

*Pupils -*

* *Pupil Wellbeing Lead is in school up to twice a week to speak with vulnerable children*
* *Counsellor in school once a week to speak with identified children*
* *PSHEC lessons delivered several times a week*

All employees have access to a confidential Employee Assistance Programme and Wellbeing Support with Schools Advisory Service.

**Further Measures - *Feel free to add as appropriate***

Clear handwashing routines.

Clear signage and advisory notices to support social distancing, hygiene and the practices expected.

Social distancing as far as can be done when moving around school/ playtimes.

Classrooms will be cleared of some toys and other high-risk items e.g. Lego.

Soft furnishings will be removed from classrooms.

Use of outdoor equipment - trim trail and climbing frame - not allowed.

Each pod to have their own box of outdoor equipment for their use only; cleaned following the guidance.

Configuring classrooms so that they are in line with social distancing advice.

Each class to have stocks of disinfectant, and alcohol hand sanitiser.

Each teacher/ child to have stationery that is only for their personal use (this will be provided by school).

Training children to follow good routines.

Outdoor learning used as this should reduce risk.

Cleaning schedules will be enhanced to provide additional capacity throughout the day.

The Headteacher, SLT and Trust will monitor the impact of plans and review appropriately. This will ensure we control risks as much as possible.