**Covid-19 Policy - Appendix 1**

**Local Health & Safety Measures**

**Cidari | All Academies | Internal**

**Version 3.0 updated 04.03.21**

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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.

## Opening of school to all pupils

Opening of school to all pupils 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.

*See appendices 1.3a - Daily routines*

**Start and finish times**

*See appendices 1.3b - All class timings*

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 remain working within their class and will not mix with other classes.

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

**Staffing Arrangements**

In the event of the Head teacher, the Deputy Head teacher and the INCO being unable to come into work and unable to work remotely, the Academy would close until the return of either the Head teacher, the Deputy Head teacher or the INCO. 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 appendices 1.3b - All class timings*

Staff breaks and lunchtimes are staggered throughout the day. A larger space (the computer suite) has been allocated as the staffroom to allow staff to sit socially distanced. Teachers will take PPA staggered throughout the week. Teachers may choose to take their PPA at home, otherwise if staying in school, will work in a space that enables working at a safe distance.

In making arrangements for the full opening of school, consideration has been given to protect those who have received a shielding letter and are in the extremely vulnerable category. Those who have received a letter will be supported to allow working remotely from home.

**Curriculum and Remote Learning**

Staff will follow a recovery curriculum, with an increased focus on PSHEC, in particular pupil wellbeing and mental health and the social aspects of school. The recovery curriculum streamlines non-core subjects, allowing more time for personalised PSHEC lessons and additional short booster sessions in Maths and English, following a baseline to identify key areas of need.

Where individuals or full classes are required to self-isolate, *see appendices 1.3c - Remote learning flowchart*

**Resources**

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

**SEND, Behaviour, medical needs**

Children with SEND an EHCP or medical needs 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 class 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.

**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 appendices 1.3b - All class timings*

**Lunchtime**

*See appendices 1.3d - Hall timetable*

Lunch times are staggered. Each week Reception class will receive a hot meal in the dinner hall. All other classes will receive a hot meal in the dinner hall on a fortnightly basis, alternating with eating a cold lunch in the classroom. Children will stay with their class whilst eating lunch. Children to wash their hands before and after eating. Lunchtime play is staggered, making use of three different play areas.

**Uniform**

Children are expected to wear full school uniform. On PE days, children will come to school wearing their PE kit with their school jumper.

**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 and if a child requires first aid treatment.

Face coverings will be worn by all staff in communal areas and when meeting parents and carers at the school gates, unless a person is deemed to be exempt.

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 everyday to monitor the needs of vulnerable children and to communicate with parents where necessary
* PSHEC lessons delivered on a regular basis as part of the weekly timetable

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

**Further Measures**

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, particularly by adults.

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 class 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.

Enhanced cleaning schedules 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.