

St Ursula's Catholic Primary School



Covid 19 Response Document

Version 3 – Reviewed February 2021

Introduction

This document outlines at St Ursula's Catholic Primary School how we have responded to the Covid 19 pandemic, post lockdown and moving through the next planned phases of the national strategy.

Staff and pupil safety is paramount and we have outlined our response in relation to multiple areas of school processes, systems and procedures. The purpose of this document is to ensure that we implement, establish and develop safe work-place behaviours whilst continuing the core purpose of the school; to provide education and care to our children and families.

As we work through the phases of the pandemic and national response, we will review the document and respond accordingly to the needs of our communities and expectations of schools.

Note, we have completed Risk Assessments to support this document.

Reducing the spread of viruses or germs in schools:

- sitting children at desks that are apart and chairs facing forward
- ensuring everyone eats apart
- keeping apart in class bubbles when in the playground or doing any physical exercise
- visiting the toilet one after the other
- staggering break and lunch times
- putting guidelines on the playgrounds and where possible other floor coverings
- avoiding unnecessary staff gatherings
- Staggering school times for bringing and collecting children to and from school
- Parents and Carers to wear face coverings when dropping off and collecting their children
- wash hands with soap and water or use hand sanitiser when entering school, and at regular intervals
- have a regular handwashing schedule
- limit activities that lead to mixing between classes and years
- avoid queuing
- postpone school assemblies and other whole school and community events
- regularly clean and disinfect surfaces that many people touch
- open windows and adjusting conditioning for more ventilation
- Leave doors open where you can for ventilation and to avoid touching handles etc
- promote strictest hygiene among food preparation (canteen) staff and their close contacts
- Staff will wear face coverings when in the school building

- Staff will take part in asymptomatic testing twice a week.

Environmental Changes to illicit social distancing to protect staff and children:

- ✓ Classrooms designed so that staff and children are distanced at all times in relation to pupil age range [guidance may change on distance in line with scientific response]
- ✓ Unnecessary furniture removed from classrooms to increase space and capacity
- ✓ For year 1 upwards children limit movement around classroom
- ✓ Children sit at desk facing forward
- ✓ Children sit in same seat each day where possible
- ✓ Children must stay in own class throughout the day, and for the consecutive days
- ✓ For our youngest children more space needed for less children
- ✓ Staff should keep a distance from children where possible and limit lengthy face to face time with individual children e.g. work alongside with some space
- ✓ Staggered break and lunch times to reduce pupil numbers and staff groups
- ✓ Children go out to play time and lunch from class doors that lead outside [including fire exits] and only use a main exit if this facility isn't available
- ✓ Zoned areas in playground so children stay in own class throughout the day
- ✓ Water fountains cannot be used
- ✓ No assemblies or collective worship however may be able to have assemblies or collective worship in class
- ✓ Staggered entry and exit times for children – see further documentation
- ✓ Restricted rules for parents on site
- ✓ Markings on school site to show the 2m social distancing expectations and indicate where children stand at the beginning and end of the day
- ✓ Staff ensure pupils know their position in the line at beginning / end of day and at breaks
- ✓ Position in line should reflect order for seating in class e.g. fill from front or back depending on where children enter their class
- ✓ Increased comfort break areas for teas and coffees to avoid gatherings of adults – staff room, office, PPA lounge, ICT suite, Infant hall
- ✓ Staff should use their own utensils e.g. cups, cutlery for lunch and breaks
- ✓ Copiers placed around school – with hand sanitiser
- ✓ Posters around school reminding staff and children to stay socially distant at all times and posters to remind staff and pupils about hygiene rules and expectations
- ✓ Staff communication by email, WhatsApp group and media meeting software to continue where possible
- ✓ Where staff meetings are held in person, staff must be socially distanced and in a well ventilated space e.g. KS2 hall
- ✓ Staff limit movement around the school and where possible staff to remain in own building and limit travel across the buildings where it is necessary

- ✓ Office staff, site manager and senior teachers only, allowed in School Office – where staff need to phone home, calls made from Pastoral Lead office in KS2 and using cordless phone in for Reception / KS1 (Nursery staff to use phone in Nursery Office)
- ✓ First aid where possible to be administered through instruction
- ✓ Staff must limit gathering in groups and remain always at least 2m apart from colleagues

Early Years:

- ✓ Outside space must also be continued to be used ensuring smaller groups of socially distanced children and staff
- ✓ Children play and learn from their tables or on wipeable mats
- ✓ Limit children per table
- ✓ Equipment used must be able to be wiped
- ✓ Children will also have their own age appropriate resource pack
- ✓ No water / soft toys / 'dressing up' clothes to be used
- ✓ Individual packs of playdough to be made. Each child's playdough to be stored in a separate, named container.

Resources:

- ✓ Children will have their own resource pack of equipment e.g. pencil, pen, ruler, rubber etc – these packs will be age appropriate
- ✓ Class art packs also available to avoid sharing of these regularly used resources
- ✓ Packed lunches to be stored on the floor under desks or on trollies
- ✓ Children and staff cannot share or pass resources between them – again this limits transmission

Curriculum:

- ✓ Time will need to be given to establish and re-iterate new school expectations around Health and Safety practices but also working in smaller classes and staying in own class pods
- ✓ Increased time will need to be given to new PSHE scheme of work– children will need time to discuss and share when they need; their experiences, feelings, anxieties etc about lockdown during the pandemic and the effect on their lives and that of others..... and moving forward
- ✓ Some individual children and families may need referred support where there have been significant challenges and/or illnesses and bereavement
- ✓ Curriculum will reflect the learning of the year group however this will be responsive to where children are at, what gaps there are in the learning and what are the essential elements we need to teach
- ✓ Staff to use plans in place and modify where needed for children – timetables for weekly learning sufficient as children return to school as staff will need to be in the moment responsive to children's needs – this will be for own staff planning requirements
- ✓ Some subjects will need an adjustment to how they are taught e.g. virtual science investigations or children observe a class investigation together
- ✓ Outside learning encouraged

- ✓ For art lessons children will have their own use of required resources e.g. water colours, pastels, sketch pencils in order to reduce sharing
- ✓ Children should focus on essential skills of different subject areas – key skills in ICT, cutting, fine motor skills, listening etc
- ✓ Reading – school has invested in Bug Club where staff can allocate books online for home and school reading – separate training and expectations in this area
- ✓ Feedback – verbal feedback key and where staff are marking books – wash hands before and after each set or where the set of books can be left for a few days, this is preferable. Staff to make greater use of Mark Mate. Re-training required.
- ✓ ‘No mark’ guidance as agreed in September will be followed
- ✓ Staff should not take books home where at all possible

Safeguarding:

- ✓ Safeguarding systems in place already, will be used. Staff should report Safeguarding issues on My Concerns. Where possible, staff can email through concerns to the safeguarding team in order to reduce movement across the school
- ✓ Where children do not have the closer contact with staff as social distancing is used, staff should consider other mechanisms for identifying concerns e.g. worry box, ‘time to talk’ space
- ✓ Staff have always monitored and observed children’s behaviour and monitored any changes which cause concern and this approach will be vital
- ✓ Safeguarding concerns should then be reported in the same way with alerts to the team if there are any issues and concerns reported on My Concerns
- ✓ Parents must be encouraged to contact the school by phone or email with any concerns as we do not want the communication between school and home to be limited due to social distancing

Communication:

Staff Communication

- ✓ Continue using email communication with staff with regular updates of key areas to ensure staff fully informed and school has a consistent approach
- ✓ Where staff are planning this must be in a small group and planning meetings should be socially distanced
- ✓ Any large meetings should be carried out using Zoom or in a large socially distanced space
- ✓ Staff must keep in contact with school to inform of any issues

Parent communication

- ✓ Parents must use email or phone to contact the school – at collection parents and staff should have limited contact. School must communicate regularly with parents/carers via SchoolComms and alert to all on going school issues
- ✓ School must continue to sign post parents/carers to services offering support
- ✓ Communications must be clear and manageable for parents/carers and not overload with information
- ✓ Parents evening to be held remotely

- ✓ Office staff can use online forms so that paper copies of forms and letters are not needed
- ✓ Staff must not compromise safety in order to facilitate a parent request – any requests must be referred back to SLT or school office

First Aid:

- ✓ Where possible, First Aid should be administered through instruction – children can be monitored whilst they clean cuts etc and they can administer their own plasters
- ✓ PPE can be worn if adult is on First Aid duty or needs to administer First Aid
- ✓ Staff should observe the injury and ask questions about the injury and how, where [both place and on body] and when the injury took place
- ✓ Staff can look at the injured area of the child though if this is an area that can't be seen obviously then child should check themselves
- ✓ Staff still complete a medical injury slip for child to take home – child leaves note at desk and takes home at the end of the day
- ✓ Any concerns about an injury and if staff feel it needs further investigation e.g. Polyclinic etc then children must be sent home
- ✓ Staff ring for collection from cordless phone [KS1 & EYFS] and Pastoral Lead room [KS2]
- ✓ Child waits in Medical Room prior to collection and parent waits outside Office and child is brought out to parent – staff, child and parent standing 2m apart
- ✓ Children requiring intimate care will have their own Intimate Care plans and Risk Assessments to ensure safety of all

Any child exhibiting Coronavirus symptoms must be isolated and sent home immediately and all guidance followed regarding this procedure must be followed.

Cleaning:

- ✓ Wipes in rooms for wiping down desks after sessions
- ✓ Wipes at desks for wiping down any computers etc
- ✓ Handwashing regularly throughout the day using handwashing routine and practices – staff and children
- ✓ Posters in toilet areas reminding staff and children about handwashing
- ✓ Hand sanitiser available in classes and in the School Office
- ✓ Cleaners to come in through the day to clean adult toilets and door handles etc
- ✓ Continued clear procedural approach to whole school cleaning

Conduct:

- ✓ Adhere to social distancing guidance with colleagues
- ✓ Limit movement across schools and keep staff gatherings small and where you can to your own year group or phases
- ✓ Use email etc for communication amongst staff – consider times emails sent
- ✓ Children to wear Winter school uniform.

Summary of provision

Social Distancing	Common Areas	Classroom
<p>Social distancing at St Ursula’s ensures members of the school community are keeping apart to help reduce the spread of COVID-19. Where possible, we are keeping people 2m apart. Where this is not possible we have considered additional control measures in the above risk assessment.</p> <p>Some of the measures we have put in place include:</p> <ul style="list-style-type: none"> • 2m markings on the floor of the school site and premises. • Posters around the school to remind all members of the school community to remain 2m apart, where possible. • Pupils are working side-by-side rather than face-to-face. • Class bubbles and school timetable limits the movement staff and pupils in high-traffic areas • Face coverings to be worn by staff while in the school building and when on the school gate. 	<p>Common areas such as the staff room, reception areas and toilets are used by many people and have the potential to spread COVID-19.</p> <p>The following control measures are in place for these areas:</p> <ul style="list-style-type: none"> • The number of people at any one time using any areas have been limited by opening up an extra staff room, designating toilets to different bubbles and timetabling bubbles so that only 1 bubble is using the area at a time. • Furniture has been removed and floor markings have been added maintain social distancing • Windows are open to maximize ventilation • Rules about using common areas were shared during the school inset day • Poster have been used to remind people to socially distance, wash hands and not touch their faces • ‘one in, one out’ system for some toilets as it isn’t possible to maintain social distancing • The school uses Zoom and Skype to face-to-face meetings 	<p>Class bubbles are kept apart and large gatherings such as assemblies and collective worship have been cancelled.</p> <p>Where possible adults maintain a 2 metres distance from each other, and from children. Staff avoid avoid close face to face contact and also minimise time spent within 1 metre of anyone. 2 metre distancing will not be possible when working with many pupils who have complex needs or who need close contact care. Staff will use a plastic barrier when working 1:1.</p> <p>The School has made adaptations to the layout of the classroom to support distancing such as:</p> <ul style="list-style-type: none"> • Pupils sitting side by side and facing forwards • Furniture moved out of classrooms to make more space. • Pupils provided with their own equipment pack so resources are not shared. • Floor markings for staff zones. <p>Timetabling ensures class bubbles are kept apart and movement around the school site kept to a minimum.</p>

Arriving and leaving school	Movement around the school building	Emergencies
<p>As a school we have limited the number of people entering and exiting the school premises and site at any given time.</p> <p>The following measure have been put in place to support the start and end of each day:</p> <ul style="list-style-type: none"> • Staggered arrival and departure times • Encouraged staff and pupils walk, run, and cycle • Using 3 entrances to stop congestion • Marking and maps are used to support entry and exit points • hand sanitiser facilities at entry and exit points of school • touch-based sign-in screen is cleaned regularly and hand sanitizer is located next to screen 	<p>While passing briefly in the corridor or playground is low risk, We have avoided creating busy corridors, entrances and exits by implementing the following:</p> <ul style="list-style-type: none"> • Staggered start and finish times • Staggered break times and lunch times • Bubbles to remain in their own area of the school building • Staff remaining in class bubbles where possible • Hand sanitizer near classroom doors so children can use them as they enter or exit the room 	<p>Please refer to the section on First Aid above.</p>