

## APPENDIX 2

# CURDWORTH PRIMARY SCHOOL COVID 19 PROCEDURES



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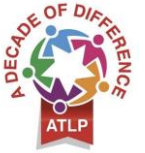
## PROCEDURE 1 – ENTRY AND EXIT TO SCHOOL

WHAT WE WILL DO	ANY OTHER NOTES
Staff to park in the staff carpark as usual.	Staff members must adhere to social distancing guidance when entering/exiting their vehicles.
All staff members/visitors will enter/exit school through the main reception area.	<p>Only 1 member of staff/visitor should be in the entrance area at any time. If you see another person in the entrance area, you should wait until they have left this area before you pass through.</p> <p>Only visitors who have an appointment may be allowed into school. Used visitor passes must be sanitised after use.</p>
Hand washing on arrival/exiting.	<p>All staff members and visitors must sanitise/wash their hands on arrival at school and when leaving school.</p> <p>Hand gel is available in foyer</p> <p>Visitors to be directed to the visitor toilet to use handwashing facilities.</p>
Structure pupils arrival/exit to/from school	<p>There will be a staggered timetable for entry and collection.</p> <p>Pupils may only be accompanied on to site by 1 adult</p> <p>Pupils will only enter the site through the pedestrian gate and exit via the vehicle gate</p> <p>A strict clockwise 1-way system will be in place. Entering through the KS1 playground and exiting through the KS 2 playground. Floor markings will be in place.</p> <p>Children will be dropped off/collected from an allocated door.</p> <p>Lisa Dodd, Daisy Chetwynd and Dave Ingley will oversee entry/exiting school and disperse parents who gather</p>
All pupils will enter/exit school through their allocated door (they will not be permitted to enter via any other door)	<p>Pupils/adult s will queue 1 metre apart when waiting to enter/exit the building.</p> <p>Only 1 pupil should pass through the door at a time.</p> <p>The staff member welcoming children will stand back to allow social distancing as children enter school.</p> <p>Parents will not be allowed to come inside.</p> <p>Staff consultation with parents will only take place via phone or email.</p>
Hand washing on arrival/exiting.	<p>All pupils must sanitise/wash their hands on arrival at school and when leaving school.</p> <p>Hand gel is available in each classroom</p> <p>All bubbles have allocated handwashing facilities.</p>



## PROCEDURE 2 – FIRE AND EVACUATION

WHAT WE WILL DO	ANY OTHER NOTES
<p>All staff will keep a register of the children in their bubble/class and share with the school secretary.</p>	<p>A register is taken daily and shared with Nicola Teasdale.</p> <p>Staff should record how many children and adults are in their bubble, alongside any children absent from the bubble that day, using the chart.</p> <p>In the event of evacuation from the building, the staff members in each bubble must ensure the chart is taken with them.</p>
<p>In the event of evacuation from the school building, children remain in their bubble.</p>	<p>Children will evacuate through their nearest fire exit onto the ks2 playground, remaining in their bubble at all times.</p> <p>As children line up they will be kept at a safe distance (2 metres) where possible.</p> <p>Each bubble will be kept at a safe distance from another bubble.</p>
<p>In the event of evacuation, children will leave via their nearest fire exit.</p>	<p>When evacuating the building, 1 member of staff from each bubble will be at the start of the line and 1 member of staff at the end of the line. If you are the only member of staff you send the children out ahead of you and close the door behind you.</p> <p>The member of staff will lead the children through the nearest fire exit onto the KS2 playground:</p> <p>Hedgehogs Class - Through Reception class door, leading the children around the back of the mobile classroom to avoid contact with another bubble.</p> <p>Owls Class - Through classroom door, leading the chn around the front of the mobile classroom to avoid contact with another bubble.</p> <p>Foxes Class - Through the hall door fire exit.</p> <p>Squirrels Class - Through the KS2 exit.</p> <p><b>Note:</b> In the event of a fire, as far as possible, children will be encouraged to keep a safe distance (1 metre) apart from each other. However, preservation of life is the priority and must be taken into account when evacuating. Therefore, distance may not be possible at all times during evacuation.</p>
<p>In addition to the above – all other regular procedures for evacuation will be followed</p>	



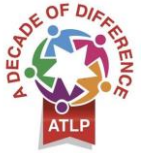
### PROCEDURE 3 – FIRST AID AND INTIMATE CARE (NOT INCLUDING CHILDREN EXHIBITING SYMPTOMS OF COVID 19)

WHAT WE WILL DO	ANY OTHER NOTES
Each class bubble will have a first aid kit	<p>Fully stocked first aid bum bags will be available to each bubble</p> <p>PPE will be available within each bubble base</p> <p>Staff within that bubble are responsible for keeping the PPE and bum bag stocked</p> <p>Additional first aid equipment will be stored outside the staffroom and in the hygiene suite</p>
Assign a qualified first aider to each bubble	First aid on pupils/staff will be carried out (where possible) by their assigned first aider (see Appendix 1)
PPE	<p>All first aiders will have access to PPE including (at the very least): disposable gloves, face masks and aprons</p> <p>Once used, the PPE will be disposed of in a lidded bin and hands thoroughly washed</p> <p>Stocks of PPE will be monitored by Susan Brown and orders placed when stocks are depleting. Nicky Teasdale will check in with Susan Brown on a weekly basis</p>
Minor first aid will be carried out in the base room for that bubble	<p>This may include: grazes and small bumps</p> <p>Where possible this should take place at the child's desk. If another table/chair is used, this must be sanitised before it is used again.</p>
Where necessary, the hygiene suite will be used for more serious first aid and/or intimate care	<p>This may include: nose bleeds, broken bones, deep cuts</p> <p>This room must be cleaned before it is used again.</p>
Handwashing	All first aiders will fully wash/ anti bac-gel their hands thoroughly before and after administering first aid/intimate care
Accident/intimate care form	<p>All first aiders will fully wash/ anti-bac gel their hands thoroughly before and after completing the accident/intimate care form</p> <p>Accident/intimate care forms will be placed in the child's tray for them to take home.</p>
In addition to the above – all other regular procedures for first aid, intimate care and accident reporting will be followed.	



**PROCEDURE 4 – CHILDREN AND STAFF SHOWING SYMPTOMS OF COVID 19 (THIS MAY BE UPDATED INLINE WITH GOVERNMENT GUIDANCE)**

WHAT WE WILL DO	ANY OTHER NOTES
<p>Any children/staff who are exhibiting signs of COVID 19 must self-isolate for 7 days. Those who have come into contact with someone who has had a positive result for COVID 19 and those who live with someone who is exhibiting symptoms of COVID 19 must self-isolate for 14 days.</p> <p>THESE CHILDREN/STAFF WILL NOT BE ALLOWED INTO SCHOOL UNTIL THE APPROPRIATE TIME PERIOD HAS LAPSED.</p>	<p>Information taken from NHS direct website</p> <p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> <li>• high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>Most people with coronavirus have at least one of these symptoms.</p> <p>If your symptoms are mild you must not to leave your home. This is called self-isolation.</p> <p>Anyone with symptoms must self-isolate for 7 days from when their symptoms started.</p> <p>Anyone who does not have symptoms must self-isolate for 14 days from when the first person in your home started having symptoms.</p>
<p>Areas of school are designated for pupils who exhibit symptoms of COVID 19</p>	<p>The blue room is our allocated quarantine area</p> <p>There is a COVID 19 kit available in the medical room</p> <p>The KS2 boys toilet is the allocated toilet for anyone who is in quarantine</p>
<p>If children exhibit signs of COVID 19 they will be given a face mask to put on and taken to the blue room by a member of staff (in PPE) from their bubble or Lisa Dodd.</p>	<p>The child will be seated at a chair furthest from the doorway</p> <p>The adult will supervise them from the doorway at a 2m distance</p> <p>Nicky Teasdale will make a call to the child's parent and will ask them to collect them straight away</p> <p>Nicky will notify the member of staff when the parent arrives.</p> <p>The child will be led out of school through the KS2 door and through the gate.</p> <p>The staff member will dispose of their PPE in the lidded pedal bin in the blue room.</p> <p>They will then anti-bac gel/ thoroughly wash their hands.</p> <p>This area will then be cleaned</p>
<p>If staff exhibit signs of COVID 19 they will be given a face mask to put on and required to go home.</p>	<p>Staff exhibiting signs of COVID 19 will not be allowed to walk around the building.</p> <p>Nicky Teasdale will collect the staff member's belongings and contact their next of kin if they are too unwell to get themselves home safely (in this instance, the staff member may go to the blue room or to their car to await collection. Lisa Dodd to stay with the staff member at a safe distance (in PPE) until they are collected.</p>
<p>Appropriate cleaning will take place to prevent the spread of infection</p>	<p>The blue room, quarantine toilet (if it has been used) and any touch point that the child has touched will be cleaned straight away.</p>



## PROCEDURE 5 – SAFEGUARDING

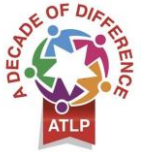
WHAT WE WILL DO	ANY OTHER NOTES
At least one Designated Safeguarding Lead (DSL) will always be on site.	The Designated Safeguarding Leads are: <ul style="list-style-type: none"> <li>- Lisa Dodd (Head Teacher)</li> <li>- Daisy Chetwynd (Assistant Head Teacher)</li> </ul>
All staff will continue to follow the safeguarding policy, alerting a DSL if there is a safeguarding concern.	Green forms/ my concern will be available in each bubble and used to record concerns and shared only with a DSL. Where possible, concerns will be shared with a DSL not in a bubble to ensure they stay secure.
Ensure that there are specific spaces available in school if a child requests to disclose a concern privately.	In the unlikely event of this scenario occurring there will be two designated spaces available: <ul style="list-style-type: none"> <li>- Children in Hedgehogs Class – KS1</li> <li>- Children in Owls Class - Library</li> <li>- Children in Foxes Class – School Hall</li> <li>- Children in Squirrels Class – Mobile Classroom</li> </ul> Adults need to ensure that they remain a safe distance (2 metres) from the child.
Safeguarding concerns about a child not in school are recorded and shared with a DSL.	Staff remain vigilant and monitor contact with children, discussing with DSL's where there is little or no contact made with children/families who are isolating/shielding. Staff record their concerns on my concern/green forms that have been in use from the beginning of lockdown. If there is a concern that a child is at immediate risk of serious the staff member should share concerns with the DSL immediately who will contact MASH.  Contact number for MASH (Multi-agency safeguarding hub) 01926 414144. (in school hours 8:30am- 5:30pm) 01926 886922 (out of school hours)
DSLs will continue to make telephone contact with vulnerable and potentially vulnerable families.	Where children are isolating/shielding from a family considered vulnerable, DSLs will make at least weekly telephone contact.  Isolating/shielding vulnerable families are kept up to date and supported with offers including meal vouchers, care packages, entitlement to FSM etc.
In addition to the above – all other regular procedures for safeguarding will be followed	



## PROCEDURE 6 – BEHAVIOUR

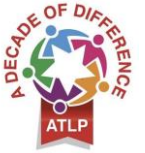
WHAT WE WILL DO	ANY OTHER NOTES
Within each bubble, staff will follow the behaviour policy.	Staff will ensure they remain 2m away from a child where possible.
Two members of staff will be allocated to each bubble which will support behaviour management.	<p>If a child's behaviour accelerates from low level challenges, one staff member is able to inform the member of SLT on duty in the office (Lisa Dodd/ Daisy Chetwynd).</p> <p>If a child's behaviour could potentially put other children or staff at risk, the evacuation process is followed with one staff member leading the children outside while another staff member remains at a safe distance but by the classroom.</p> <p><b>Note:</b> This is a highly unlikely scenario and therefore it is not expected that a member of SLT will need to intervene or evacuation to take place. Children must <b>not</b> be sent out of their bubble for positive or challenging behaviour.</p>
Staff will support children who are displaying anxiety.	<p>Parents will not be allowed in school and teachers will not be able to physically support children into school</p> <p>Staff will ensure the bubble is a positive environment through their positive praise, discussion and activities.</p> <p>Staff will make contact with parents/ carers (via telephone) where is a particular concern that a child has become distressed.</p>
During playtime/ lunchtime, staff will follow the behaviour policy using positive praise as the main approach.	<p>If a child's behaviour accelerates from low level challenges, one staff member is able to inform the member of SLT on duty in the office (Lisa Dodd/ Daisy Chetwynd).</p> <p><b>Note:</b> Children must <b>not</b> be sent out of their bubble for positive or challenging behaviour.</p>
In the event that a child refuses to come into school, the adults in the bubble will offer encouragement to the child.	<p>If a child is showing anxiety/upset about leaving their adult the staff members will offer encouragement from a safe distance.</p> <p>Staff members <b>will not</b> come into contact with the child when encouraging (e.g. not holding the child's hand)</p> <p>The staff members will offer support to the parent and if the child is still refusing will suggest supportively that the adult tries again after a allowing the child time to calm down.</p>





## PROCEDURE 7 – STAFF ALLOCATED SPACES

WHAT WE WILL DO	ANY OTHER NOTES
The staffroom door will be wedged open at all times	<p>Staff will not be permitted to gather or sit in this room, it may only be used for making drinks, heating food and returning items to be washed.</p> <p>Staff need to check how many people are in the staff room before they enter.</p> <p>There is a limit of 2 members of staff permitted to be in the staffroom at any time.</p> <p>Staff must socially distance within the staffroom.</p> <p>ONLY staff will be allowed into the staffroom.</p>
Staff will have staggered break times and lunch times. This will reduce the number of staff who are on a break at any one time (see Appendix 1)	<p>A staggered timetable for break times and lunch times will be in place - staff must stick to the timings</p> <p>Office and non-class based staff will also have allocated lunch times</p>
Alternative areas are available for staff to use	<p>Staff may eat their lunch in the school mobile classroom but must adhere to their allocated slot</p> <p>Staff cannot use the mobile classroom during breaktime</p> <p>Staff may also choose to eat their lunch in their bubble's base area if they wish</p>
Using shared items (such as milk, mugs, dishwasher, fridge etc)	<p>Staff are encouraged to use their own mug, glass, lidded cup, water bottle</p> <p>All staff must thoroughly wash/sanitise hands before and after touching shared items</p> <p>All mugs, cups, teaspoons will need to be put straight into the dishwasher after use (not left on the side or in the sink)</p> <p>If the dishwasher needs to be emptied, staff should wash their hands before they put the clean items away</p> <p>Staff must take home their own lunch boxes and water bottles to wash</p> <p>Food stored in the staffroom must be boxed or wrapped</p>
Staff will ensure that the staff room is kept tidy	<p>Items are not to be left cluttering the sides anywhere in the staffroom</p> <p>The staffroom will be cleaned during the day</p>
Staff will dispose of rubbish in the lidded bin	<p>Staff should operate the bin using the foot pedal</p>



## PROCEDURE 8 – TOILETS

WHAT WE WILL DO	ANY OTHER NOTES
All children and staff will be allocated a toilet and sink	Toilets/sinks will be identified using signage
A toilet will be allocated for visitors	Toilets/sinks will be identified using signage
A toilet will be allocated for pupils in quarantine	Toilets/sinks will be identified using signage
All external toilet doors will be wedged open.	This reduced the number of shared touchpoints
The staff cloakroom/toilet area can only have 1 person in at a time	The door to this area will be kept open unless someone is in there. If someone is in there, they will close the door. This will signal to staff that they need to wait/
Handwashing	Staff will check that children have thoroughly washed their hands after the toilet. Children/staff to dispose of paper towels in lidded bin operated by foot



## PROCEDURE 9 – GENERAL

WHAT WE WILL DO	ANY OTHER NOTES
Organise movement around school	Children will stay in their bubble bases throughout the day Movement from the classroom will be limited Staff movement around school will be limited Break and lunch times are on a staggered timetable Staff, pupils and visitors will walk on the left and give way to others when they are walking through doors or narrow corridors Staff will not gather to chat in corridors
Manage offices, rooms and other spaces	All rooms will be signed with a maximum number of people allowed in Rooms and spaces where social distancing cannot be maintained will be closed off
Cleaning	Extra hours for cleaning will be provided centrally so that someone is available on site throughout the day Unless it is within your contract, staff will not be expected to clean
In addition to those outlined in this document, all other normal policies and procedures for school should be followed.	