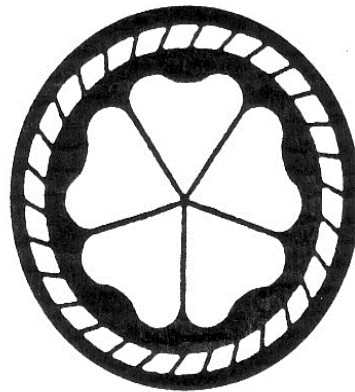


COVID-19

Great Bardfield Primary School



Approved by:	Alison Kerrell (Headteacher)	Date: May 2020
Last reviewed:	May 2020	
Next review due by:	June 2020	

Introduction

The COVID-19 (Coronavirus) pandemic has had a major impact on how we all live our lives. This document sets out the school policy on actions to be taken in response to the pandemic. It should be noted that any compelling advice issued by central government or the local authority will take precedence over the actions set out in this policy.

We recognise that some of the children in our care are among the most vulnerable members of society and so may need additional precautions.

We also recognise that for many of the students, the routine and structure of school is extremely important for their wellbeing, so we aim to maintain normal routine as much as possible.

The school's response to the COVID-19 pandemic is summarised below. Some of these are additional measures and some are a continuation of our Child Protection Policy, Health and Safety policy and Behaviour Policy. We intend to limit the risk to children and staff by:

- maintaining robust **safeguarding** procedures both at school and at home by following our Child Protection Policy and identifying vulnerable children whom we will closely monitor. Where children have an EHCP, a 1:1 discussion will take place with the parent to ascertain if school, at present, is the safest place for their child;
- the introduction of additional **personal hygiene requirements** for staff and children as they move around the school (e.g. hand washing/sanitising, temperature checks, face coverings);
- the setting up of **groups (bubbles)** from 1st June, which will remain constant in terms of members of that group (staff and pupils) and wherever possible there is minimal crossover between bubbles eg: it may be necessary for a teacher to be part of two bubbles. If this is the case parents will be informed;
- **social distancing** is to be achieved by pupil bubbles **remaining isolated** from other pupil bubbles throughout the school day. This is to be managed by staggered drop off and pick up times and staggered lunch and break times
- **limiting cross contamination** by limiting clothing and items being brought in from outside the school and within school by removing soft toys and soft furnishings;
- **limiting cross contamination** through reducing the school meals' provision to individual packed lunches
- those children not in school completing remote **Home Learning** managed by the class teachers;
- limiting **pupil travel** by the cancellation of residential trips and by reviewing the risk of even local [out of school] activities;
- **limiting staff travel** – staff should not attend external events such as conferences, training or exchanges;
- **the minimising of school visitors** – only those deemed essential will be allowed to come onto school premises. Parents will not be allowed on to school premises but will be encouraged to liaise with school via the school office via email;

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- **offering parental choice** - school will authorise absence if parents/carers take the view that the risk to a student is minimised by staying away from school (for example a particularly vulnerable student).

Partial School Closure

Current Government direction is that schools are open for Key Worker children only. By 1st June schools have been directed to undertake a Risk Assessment and offer a partial phased reopening for Reception, Year 1 and Year 6 pupils. The Head Teacher in conjunction with Governors has undertaken a Risk Assessment which will be reviewed weekly. In agreement with the Chair of Governors the Headteacher has the **discretion to fully close the school** if in her judgement:

- the overall staffing absence level is so high that the **safety of children** cannot be guaranteed and/or
- the number of staff or student confirmed cases of COVID-19 is one per bubble.

Responsibilities

The Head Teacher

- must ensure that safeguarding policies and procedures are being followed at all times.
- must work in close consultation with all stakeholders to ensure that the risk of pupils, staff and visitors contracting Covid-19, when on school premises, is at its lowest level.
- must maintain and update all school information relating to the development of the pandemic and the current advice from the Government, Local Authority and NHS
- must ensure that children have access to Remote Home Learning.
- must write and regularly review a bespoke Risk Assessment for the school premises to manage the risk of transmission of Covid 19.
- must make decisions, in conjunction with school governors, regarding the operational viability of the school with regards to a phased re-opening.

School Governors

- must work with the Headteacher to ensure that safeguarding policies and procedures and behavioural policies are being followed at all times.
- must agree and review the Risk Assessment for the school in regards to managing the risk of pupils, staff and visitors contracting Covid-19.
- must work in close partnership with the Headteacher to support staff with managing their mental health and wellbeing.

School Staff

- must follow safeguarding policies and procedures at all times.
- must follow the school guidelines and procedures on effectively managing the risk of Covid-19.

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- must follow government guidance on self-isolation.
 - must report symptoms immediately to Head Teacher,
 - must report any concerns regarding a child displaying relevant symptoms.

Actions

Groups (Bubbles)

Parents will be encouraged to send their child in to school from the 1st June if they are a Key Worker or have a child in Reception, Year 1 and Year 6. Pupils and staff will then be arranged into set groups or Bubbles. These will remain set from 1st June and cross over between the groups should be avoided if possible. If this cannot be achieved parents must be informed of the nature of the crossover eg: a teacher may need to be in two bubbles.

Bubbles will be outside for learning wherever possible and should not mix within the school day. Additional staff eg: Sports Coach may work outside with bubbles of children but they must social distance at all times. Equipment to be used by different groups of children must be kept to a minimum and sanitised between each group.

Social Distancing

Bubbles will be isolated from each other throughout the school day and will not be allowed to mix. Pupils will be spaced 2m apart wherever possible and where this is not possible (Reception Class) regular reminders about social distancing are to be given to the children in a child friendly way so that pupils do not become alarmed or anxious. Staff and pupils will receive training on social distancing on and before the 1st June and pupils and parents will be asked to sign a Home School Agreement to confirm that they will follow the recommendations of the school for everyone to remain as safe as possible.

Parents will be given staggered drop off and collection times for their children and will be asked to kiss and drop/ collect so that they can move away from the school gate quickly. Parents will not be allowed on site and will be encouraged to communicate with school via the school office admin@greatbardfield.essex.sch.uk or on the learning platforms Seesaw and Tapestry.

Hygiene Precautions

Children and Staff will be required to follow the government advice on regular hand washing as being the best method of avoiding transmission of the virus. Hand sanitiser and tissues will be available in school. Signs and posters will be used to remind staff and children of the above. Good respiratory hygiene will be encouraged and used tissues and hand towels collected in separate labelled bins.

Face masks made of child friendly material will be worn by staff and parents and

children will be informed of this in advance of 1st June. Children will have their temperature taken on arrival at school, using a non-invasive scanner and sent home if it is 37.8 degrees or above. Parents will have a 'Returning to school guide' issued to them in advance of 1st June so that they can best prepare their child.

Limiting Cross Contamination

Children and Staff will be required to wear clean clothes to school every day. Children will be asked to use Hand Sanitiser on arrival at school and will be encouraged to regularly wash their hands and practice good respiratory hygiene.

Parents will be given a list of essential items which must be brought to school on the 1st June, these will then be sanitised and remain in school. Pupils in Year 1 and 6 will be given set equipment every day which only they must use.

Soft furnishings and toys will be removed from all learning areas and pupils will be taught outside wherever possible.

Each child in Reception and Key Stage One will be offered an individual packed lunch which they will eat on the school field. Key Worker children in KS2 and Year 6 children will be given the option of ordering a packed lunch. Children will not be with other pupils outside their bubble at lunch or breaktime.

If there is a suspected case of Covid 19

If a child or adult is suspected of having symptoms of Covid-19, they will be isolated and parents phoned to collect the child as soon as possible. Other parents of children in that bubble will then be informed that a child/ adult has been sent home with symptoms of Covid-19 and may decide to also collect their child. This will need to be arranged with the school office.

The child/ adult who has been sent home with symptoms must then be tested for Covid-19 and will not be allowed to return to school unless the test is negative. If the child/ adult tests positive for Covid-19 all children and adults within this bubble, including Key Worker children, will need to isolate away from school for fourteen days.

The school recognises that this may result in an increase in staff and/or pupil absence from school, but also that this is appropriate to limit the risk to all members of school and their families. Should there be a significant increase in the number of cases of Covid-19 within the school, the Headteacher, in consultation with the Chair of Governors, may decide to fully close the school.

Managing Remote Home Learning

All pupils who are not attending school will be required to complete Remote Home Learning. This learning will be set by the child's class teacher and will follow as closely as possible the Curriculum Map for the school. Pupils will be given access to a Learning Platform - for Reception and Key Stage One pupils this will be Tapestry and for all Key Stage Two pupils this will be Seesaw. Teachers will set work for the week and this will be available for pupils on Monday morning. Pupils are expected

to do as much as they can and should endeavour to complete some learning every day. The learning should be uploaded to the relevant learning platform where the teacher will offer feedback on what the child has completed.

Where a pupil is not completing work regularly, the class teacher will make contact initially to offer support. After this point, if learning is still not being completed the Headteacher will contact the family to establish what the barriers are to the child completing their learning. An expectation will be agreed and a way forward established so that the child does not regress.

Safeguarding and Vulnerable pupils

This Covid-19 policy, should be read alongside our Child Protection Policy and staff will follow our usual safeguarding procedures. Staff will have a weekly meeting and part of this meeting will be to establish any safeguarding concerns about individual pupils. These families will receive a weekly (more often if required) phone call from the Headteacher or SENCO to 'check in' on the family and ensure that the health and wellbeing of the pupil is being maintained. A contact log will be kept of interactions with the families.

Where there are deeper concerns for a pupil the Headteacher may request weekly face to face contact with the child using social distancing measures. If the Headteacher meets with a family and decides that a child's mental health and wellbeing is being compromised by being at home, the Headteacher may, in extreme circumstances, use her discretion to bring the child in to school.

Parents will be given advice about keeping their child safe on the internet when at home. As part of our Child Protection Policy parents can access links for guidance on safe internet use by their child.

Visitors to School

Only essential visitors to the school will be allowed access to school premises.

Visitors will be admitted provided:

- The visit is essential for the education, health or wellbeing of a child
- The visit is a planned daily visit from Wethersfield or Finchingfield Primary Schools to collect their lunches
- The visit is to carry out essential urgent maintenance on school property – non-urgent maintenance should be carried out when children are not present in school / college.
- The visitor is not showing any symptoms that would require 'self-isolation' under the current government guidance.
- The visitor follows the hand washing / sanitisation requirements/ social distancing requirements at all times.

Parental Choice

The school recognises that some parents/carers may judge that the risk to a child will be minimised if they do not attend school. This is most likely to be the case for those students at highest risk from COVID-19. The school will authorise such absences for as long as the Local Authority agrees not to issue penalty notices to parents who keep their child off school. If this position changes, parents will be notified immediately.

Staffing Levels

The safety of our children while in school is our overriding priority. The varying needs of our children means that it is not possible to specify a simple number of staff that are needed to ensure the safety of our children. Our ability to ensure the safety of our children will be assessed daily and on a 'per bubble' basis and in careful consideration of the individual needs of each child and/or each group.

If in the judgement of the Head Teacher, there are insufficient staff to ensure the safety of all children, one or more classes may be closed for a period for pupils who are not Key Worker children.

Review Period

This policy shall be reviewed at least monthly.

References

- [1] [Government COVID-19 advice web site](#)

