**Our New School Day**

**2021 Information**

**In Response to Covid-19**

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# 1. Background

The Department for Education published their revised updated guidance for schools to return in September 2021 on the 18th August 2021. The plan also takes note of guidance from various places including:

* [Department of Education](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)  <https://www.education-ni.gov.uk/coronavirus-covid-19-guidance-schools-and-educational-settings-northern-ireland>
* Education Authority EA Guidance for Schools published August 2021
* [Planning Guide for Primary Schools](https://neu.org.uk/planning-guide-primary-schools) (unions) <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guide>

<https://www.unison.org.uk/at-work/health-care/big-issues/covid-19-advice-health-workers/>

https://nipsa.org.uk/nipsa-in-action/nipsa-latest/496-coronavirus-covid-19-advice-to-members

* [Sage reports](https://www.gov.uk/government/groups/scientific-advisory-group-for-emergencies-sage-coronavirus-covid-19-response)  <https://www.gov.uk/government/collections/scientific-evidence-supporting-the-government-response-to-coronavirus-covid-19>
* Public Health Authority <https://www.publichealth.hscni.net/covid-19-coronavirus>

# 2. Rationale for the Plan

The following planning and guidance document is designed to identify the key aspects of a Covid-ready school return so staff and parents understand and can implement effective systems to increase safety and ensure effective delivery of the school curriculum and learning. It will also outline key aspects including dealing with outbreaks and home learning.

**2a)Prevention:**

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
4. introduce enhanced cleaning, including regular cleaning of frequently touched surfaces
5. minimise contact between individuals and maintain social distancing wherever possible (as per guidance)
6. where necessary, wear appropriate personal protective equipment (PPE)

***Response to any infection***

1. engage with the NHS Test and Trace process
2. manage confirmed cases of coronavirus (COVID-19) amongst the school community
3. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant

**Operational plan for continuation or provision**

10) To ensure effective provision of learning

## 

## **2b) Safety and well-being for pupils**

At Dromore Road Primary School as part of our strong caring ethos, we aim to understand and support the emotional wellbeing of our pupils and with this in mind, these additional principles will need to form our plans as we restart:

* Ensure that returning children feel emotionally and physically safe at school through the use of our positive implementation of new requirements; use of positive language “*We can’t do that at the moment but let’s see what we can do…*”
* Ensure only essential minimal changes take place in classrooms and wider school areas including class layouts, resources, markings.
* Ensure enough time and resources are given to the social and emotional aspects of the curriculum and allow children to express themselves in a safe environment.
* Ensure a mechanism is in place to offer effective 1:1 pastoral support if needed.
* Ensure those not attending due to self-isolating or illness have similar opportunities where possible through access to remote or supported learning.

## **2c) Safety and well-being of staff**

* Ensure clear mechanisms and opportunities for staff to discuss the situation and raise suggestions or concerns.
* Ensure effective risk assessments are completed and ensure staff are comfortable / understand the measures in place.
* Ensure clear expectations and systems are in place to support social distancing (where possible) and keeping themselves and each other safe.
* Clear plans to ensure staff have adequate rest and breaks for teaching / supervisory roles and workload is assessed and manageable, taking into account changes to delivery and content of the curriculum.
* Ensure visitors are fully briefed and comply with arrangements.

## **2d) Overall safety and well-being**

* Completions of thorough risk assessments.
* Effective written plans for expectations of pupils, parents and staff.
* A plan that is discussed and contributed to by staff, particularly those who will be delivering in school provision.
* Support for the approach by the Department of Education and Education Authority.
* Sign off for the risk assessment and plan by the Board of Governors.

**3. Consistent Group**

Each class will become a ‘Consistent group’ which will stay together during the day.

Each class of pupils will:

* Stay as a consistent group throughout the day and only mix with other groups in a controlled way (where possible). Where they are sharing a space such as the dinner hall/ assembly etc. classes will be kept at least 2m apart.
* Have the same adult(s) assigned to their group each day, where possible. Where adults are mixing between groups, social distance and good hygiene will be promoted. Visors and face coverings may also be used as an additional measure.
* Lunch supervisory staff will be assigned to a class and will remain with them from during dinner and play. As far as possible this will be the classroom assistant assigned to their room.

# 4. Protective Measures & Arrangements

## 4a) Expectations of Parents and Staff

To help my child at school, I know and understand that:

* If my child is unwell, I will not send them to school.
* If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, we will self-isolate and get a PCR test as soon as possible. I will let the school know as soon as possible via telephone or email;
* If my child, shows symptoms of COVID-19 at school, I will collect my child from school immediately and follow PHA guidance.
* On my commute, and when dropping my child off and picking them up, I will adhere to the Executive’s social distancing advice;
* When dropping off and picking up, I will stick to the school timings for my child. If I am going to be late I will let the school know;
* My child will have their temperature taken if they feel or present as being unwell;
* I will need to remind my child about social distancing rules from other ‘groups’ but accept they are difficult to follow and that my child may not always do this successfully;
* My child will need to use good respiratory and hand hygiene. This will be practised regularly at home;
* I will not be allowed into the school without a pre- arranged appointment – please make appointments via telephone or email;
* I need to support all staff in their efforts to create an ‘as safe as possible’ environment;
* I need to download the school app & the Seesaw app to ensure I don’t miss any important communication from school;
* I need to read all letters/messages/emails that are sent home;
* I need to inform the school immediately of any changes to parents/carer and emergency contacts details.
* If my child is deemed unsafe, he/she will be sent home and cannot return to school until they can be safe.
* Parents should continue to monitor the health of their child, such as checking their temperature, although recognise that this is a limited measure.

|  |  |  |
| --- | --- | --- |
| What to do if….. | Action needed | Return to school when… |
| *My child has coronavirus symptoms* | **DO NOT COME TO SCHOOL**  Self-isolate  Get a test  Inform school immediately by phone or email about test result | If negative pupil can return to school but if at any stage they feel unwell should self-isolate and get a PCR test. |

|  |  |  |
| --- | --- | --- |
| *My child tests positive for coronavirus* | Inform the school immediately by phone or email about the test result  **DO NOT COME TO SCHOOL**  Self-isolate for at least **10** days | They can return to school after **10**  days even if they have a cough or loss  of taste of smell/taste. These  symptoms can last for several weeks  once infection is gone. If they  continue to have a high temperature  they should stay at home. |
| *Somebody in my child’s household has coronavirus symptoms* | **DO NOT COME TO SCHOOL**  Household self-isolates and all members get a test  Inform school immediately by phone or email about test result | * If your child’s PCR test is positive they should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the test result   • If the test is negative they can return to school, however, if they do go on to develop new symptoms, they should stay at home, self-isolate with their household and book another PCR test. |
| *Somebody in my child’s household has tested positive with Coronavirus (close contact)* | **DO NOT COME TO SCHOOL**  Household self-isolates and all members get a test  Inform school immediately by phone or email about test result | If your child’s PCR test is positive they should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the test result  • If the test is negative they can return to school, however, if they do go on to develop new symptoms, they should stay at home, self-isolate with their household and book another PCR test. PHA also advises taking another PCR test on day 8. |
| *The Track and Trace scheme has identified my child as a* *close contact of somebody*  *with symptoms of confirmed* *coronavirus (close contact)* | **DO NOT COME TO SCHOOL**  Child self-isolates and gets a PCR test as soon as possible.  Inform school immediately by phone or email about test result | If your child’s PCR test is positive they should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the test result  • If the test is negative they can return to school, however, if they do go on to develop new symptoms, they should stay at home, self-isolate with their household and book another PCR test. PHA also advises taking another PCR test on day 8. |
| *My child has travelled abroad* | DO NOT COME TO SCHOOL  Follow latest health advice regarding testing or quarantine process for the country you are returning from. |  |
| *Staff or pupils in my child's class/ consistent group have tested positive* | Pupils who have been part of the same ‘consistent group’ as anyone who has tested positive for COVID-19, must follow PHA guidance and begin self-isolation and undertake a PCR test.  • Different self-isolation guidance applies for adult close contacts depending on vaccination status. • If fully vaccinated (i.e. 14 days have elapsed after their 2nd dose of a UK-approved vaccine), they can return to school straightaway, but are advised to take a PCR test on day 2 since their last contact with the case (or as soon as they have been informed if it is already more than 2 days since their contact) and another on Day 8. • Unvaccinated or partially vaccinated staff should self-isolate for the full 10 day period since their last contact with the case and book a PCR test. If an unvaccinated or partially vaccinated person’s PCR test is negative, they are still required to complete initial 10 days of self-isolation. | If PCR test is positive they should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the test result  • If the test is negative they can return to school, however, if they do go on to develop new symptoms, they should stay at home, self-isolate with their household and book another PCR test. PHA also advises taking another PCR test on day 8. |

Updated information can be found on the Public Health Agency Website on <https://www.publichealth.hscni.net/covid-19-coronavirus> Please ensure you have access to the most recent updated information in respect of any query.

Expectation of Staff:

* Staff should follow the current health guidance.
* If they develop symptoms of coronavirus they must self-isolate immediately and get a PCR test. If positive they must follow the 10 day period of self-isolation.
* If identified as a close contact, the guidance differs depending on vaccination status. If fully vaccinated (i.e. 14 days have elapsed after their 2nd dose of a UK-approved vaccine), they can return to school straightaway, but are advised to take a PCR test on day 2 since their last contact with the case (or as soon as they have been informed if it is already more than 2 days since their contact) and another on Day 8. • Unvaccinated or partially vaccinated staff should self-isolate for the full 10 day period since their last contact with the case and book a PCR test. If an unvaccinated or partially vaccinated person’s PCR test is negative, they are still required to complete initial 10 days of self-isolation.
* All staff are encouraged to self-administer an LFD test twice weekly and record the results on the testing portal <https://www.gov.uk/report-covid19-result>. Any staff member who has a positive LFD should not come into school, should organise a PCR test and they should self-isolate until the PCR result is obtained.
* Staff should monitor pupils’ health and well-being and report any concerns.
* 4b) General Hygiene
* Hand hygiene is very important and should be carried out regularly including the start of the day, after any outdoor play, before and after lunch and before going home.
* Children should also wash their hands or use sanitiser if they cough or sneeze in class or have used shared equipment and of course after using the toilet.
* Children and staff will wash or sanitise their hands as they enter school. How to wash hands, will be modelled and supervised for younger children. There will be staggered times for children to wash hands.
* Posters will be displayed to remind children about how to wash their hands. All classes will watch videos, e.g. <https://www.youtube.com/watch?v=S9VjeIWLnEg> to model good handwashing techniques.
* Children and staff will be permitted to bring their own hand sanitiser into school.
* Staff should revisit hand hygiene regularly with pupils including a demonstration or using age appropriate materials.
* Classrooms will have hand sanitiser but ideally soap and water should be used for class-based hand washing. Hand sanitiser should be used for more occasional use, e.g. after coughing and sneezing, before using shared equipment etc.
* Classrooms will also have a supply of paper towels.
* Sanitiser pumps will be in all communal areas. These will mainly be for adults use but occasional pupil use will be permitted. Soap and water are best from the classroom sink.
* Pedal pump sanitisers will be available at both entrances and pupils will wash hands or use the sanitiser in the playground before using outdoor equipment.
* ‘Catch it, bin it, kill it’ posters will be displayed to promote positive hygiene. This practice will be taught to the children.
* A general supply of tissues will be available in each classroom but it is recommended that you send your child in with a packet of tissues which they can keep on their desk for general use. Please also ensure they have a packet in their coat pocket.
* Bins for tissue waste will be positioned away as far as possible from children and staff in each room.
* Bins will be emptied as part of the cleaning schedule at the end of the day.
* Gloves are **not recommended** to be worn all the time, as they provide a false sense of safety and are difficult to take off without contamination. However, where a member of staff is treating a pupil or dealing with intimate care, it is recommended gloves and usual PPE is worn and then disposed of safely afterwards.
* There will be staggered times for using the toilets. Ensure children flush and properly clean hands afterwards. Staff should avoid being in the toilet areas. Parents please ensure you have completed and returned an intimate care form if your child may need any help.
* Each class has been supplied with their own cleaning materials for use during the day.

## 4c) Staff Hand washing – specific guidance.

* Staff hand washing / sanitising should take place at the following points as a minimum:
  + On arrival at work o Before leaving for work o At regular intervals during the day o Before and after eating o After sneezing, coughing, touching face etc o Before/ after using the bathroom o Before using shared equipment in the staffroom/ office including the photocopier/ laminator, paper cutter and phone.
* Hand washing prior to and after close contact with child, use soap and warm water.
* The following measures are recommended for staff care to reduce the risk to them and others:
  + Removal of all hand and wrist jewellery (Single metal ring bands are acceptable and/or wedding/engagement rings)
  + Clean short fingernails. Staff should also consider the increased risk of artificial nails or nail products
  + All cuts or abrasions should be covered with waterproof dressing

## 4d) Cleaning

* Cleaning routines will follow the [Government guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and the Building Supervisor will liaise with the Education Authority to agree any additional cleaning required.
* All classrooms will be cleaned daily, at the end of the day, with particular focus on high contact areas.
* Additional cleaning will take place during the day, focusing on high contact areas. Cleaning of door handles will also occur regularly during the day.
* Only teachers should touch the light switch during the day. Pupils should also be discouraged from touching the power switches.
* Toilets will be cleaned during and at the end of the school day, paying attention to taps, handles and toilet seats.
* Classrooms will be equipped with cleaning fluid and cloths to wipe surfaces when needed. Staff should wash their hands thoroughly after doing any cleaning.
* Pupils must wash/sanitise hands before using shared equipment and it must be sanitised/cleaned before other pupils use it.
* Any shared resources and play equipment used by the younger children should be sanitised or washed periodically with detergent and warm water.
* General surface cleaning materials will be provided in communal staff areas to enable staff to clean before/ after use.

## 4e) Classrooms

* Desks should be spaced out as much as possible within the room. Access furniture should be removed to facilitate as much space between desks.
* Children will be allocated a table to sit at and children should not move between tables or groups, unless directed by the teacher. Pupils should avoid movement around the classroom unless necessary or directed by the teacher.
* Appropriate space will be left at the front of the room to facilitate the teacher to social distance.
* In Year 2 upwards each child should bring a pencil case containing their own individual supply of stationery (pens, pencils, glue stick, ruler, rubber etc).
* A zip wallet will be provided for homework resources, but pupils can bring a schoolbag if desired.
* Lunch bags/ plastic lunch boxes and water bottles should be placed under the desk as they enter or in the designated area in their classroom.
* Movement in confined spaces e.g. the cloakroom will be staggered to avoid close contact.
* Teaching will take place in the classroom space or outdoor spaces. **Before moving to a new space hands must be washed by everyone.**
* If being used iPads should stay within the allocated classroom. Each iPad should be allocated to a table and should not be shared between children unless it has been wiped down properly and hands has been sanitised.
* Windows should be open for ventilation as much as possible.
* Hands should be washed or sanitised before using the IWB pen.
* Consider sitting children who have additional vulnerabilities in places where there is less movement of children and better ventilation.

## 4f) Distancing and adult to child contact

* It will be difficult to fully distance staff from pupils especially the younger they are.
* Classroom seating will be arranged to maximise as much space between pupils as possible. Where possible and where space allows, pupils will sit facing the front.
* Staff should be mindful of other staff in class and around the school, maintaining 2m distancing, where possible.
* There will be reduced and coordinated movement within school, achieved through staggered playtimes and careful timetabling of central/communal areas.
* Children should be limited in using the main corridors or other shared spaces as much as possible; shortest exit routes should be used.
* Staff should be mindful not to send more than one child to the toilet at the same time. The only exception to this is for handwashing times and if supervised, the number allowed should be equal to the number of sinks.
* Staff should avoid ‘walking around the room’ unless necessary.
* Staff should encourage children to self-mark their own work and use oral feedback as much as possible to reduce the risk of virus transmission.
* Staff recognise that a supportive learning environment involves giving feedback. Face coverings, visors or protective screens may be used to mitigate risk if 1:1 support is needed by a child in class.
* Provision of one to one care and support is integral to the delivery of quality education and support to some of our most vulnerable pupils. Whilst adult to adult social distancing should be maintained at all times, where staff consistently remain with a pupil or a class they should likewise be viewed as part of the protective group and social distancing between those adults and children may be relaxed. Any such staff who wish to avail of face coverings while they carry out this role are free to do so and for any contact that has been risk assessed as requiring PPE, this will be provided.

## 4g) Specific Class Groups

* Pupils from the same consistent group will be timetabled for SEN support on the same day.
* Areas being shared by specific withdrawal groups will be wiped down between groups.
* 321 Club and Afterschool Clubs that involve mixing of classes will be treated as a consistent group.

## 4h) Outdoor Spaces

* Using the outdoors is encouraged although staff should be mindful of sun exposure. Parents will be encouraged to be aware of this too and provide appropriate protection (hat and cream etc.)
* Outside playground zones will be created to ensure classes have limited mixing (see playground rota). There will be a rota to enable the different classes to have access to different parts of the playground over the weeks and Y2-7 will have a rota for using the new outdoor play equipment.
* Pupils in P5 and P7 allocated the role of a ‘Playground Friend’ will have contact with other groups. Measures will be in place to support Track and Trace if necessary.
* Equipment such as balls, skipping ropes etc. will be available for use at break/ lunch. Pupils will wash hands going out to play and systems will be in place so that if equipment is shared, it will be cleaned before being use by a different class. Children will need to be shown how to play while attempting to keep a social distance, while staff will understand that this will be tricky for some children to achieve. In these cases, staff should ensure they are keeping a good supervisory distance away and maintaining the child to adult social distancing.
* Play equipment and resources MUST NOT be used simultaneously between groups unless it has been cleaned.
* The new outdoor play equipment will be used on a weekly rota basis. All pupils will wash/ sanitise hands before accessing the fixed equipment. High touch areas must be sanitised/cleaned before any other groups use it.

## 4i) Staff shared equipment and spaces

## Staff room

* Staggered breaks/lunches.
* All staff to wash hands before or on entering the staff room, before eating, after eating, and on leaving the room. Pump sanitisers are available throughout the school.

o A social distance of 2m must be adhered to.

* Max occupancy of the staff room is 6.
* Staff should ensure surfaces they have touched are cleaned down after use, e.g. kettle, fridge, microwave etc. Chairs that are shared will also be wiped.
* Staff should use a common sense approach at break and lunch and use additional areas for eating to support social distancing if necessary.

### Photocopy and other shared resources (phone, laminator etc.) **1 Person at a time**

* Wash/ sanitise hands before and after use; sanitiser or anti-bac wipes will be available by key shared devices.
* Devices cleaned daily as per cleaning schedule.

### Movement around site

O Keep 2m distance from all others (adult vs adult)

o Avoid touching rails and handles if you can

o Wash hands / sanitise before and after movement around the building

## 

## 4j) Reducing touch points and transmission

* Be aware of what you are touching, especially in shared spaces; wash your hands regularly.
* Key doors will be propped open in the morning and at home time to avoid the need to touch handles. Consideration will be given to whether these are fire doors and fire door retainers will be used in key areas to reduce contact.
* Security doors should be kept closed during the school day, including all external doors and office doors. The front security door will be opened briefly in the morning and at hometime to reduce pupil contact with the door.

## 4k) Children’s toilets

* Where possible congregating in the toilet should be avoided.
* Children should be encouraged to use the toilet before break and lunch – in a staggered way.
* If they need to use the toilet during outside time, break or lunch they should only use the allocated toilet for their age group. Pupils should sanitise hands before going inside to use the toilet. They will be accompanied by a child from their class.

# 15) Organisation of the Day

## 5a) Start and End of Day (from Tuesday 31st August)

* Staggered start and end times will be in place as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group** | **Arrival time** | **Pickup time\*** | **Pickup place** |
| **1** | **8.45-9am** | **1st – 17th Sept 12 noon** | **Front reception door** |
| 8.45-9am | **20th Sept 1.30pm** | Front reception door |
| 2 | 8.45-9am | 2pm | Front reception door |
| 3 | 8.45-9am | Mon/Tues 2.45pm  Wed/Thurs/Fri 2pm | If being picked up by car, pupils will leave by the side entrance. Pedestrians will leave by the front door. |
| 4 | 8.45-9am | 2.45pm | If being picked up by car, pupils will leave by the side entrance. Pedestrians will leave by the front door. Older pupils will be allowed to leave at the same time as their younger sibling to prevent congestion in the car park. Pupils must socially distance from other classes and parents must also adhere to social distancing guidance. |
| 5 | 8.45-9am | 2.45pm |
| 6 | 8.45-9am | 2.50pm |
| 7 | 8.45-9am | 2.50pm |

* Parents and children should maintain a social distance when arriving to and collecting from school.
* Only one parent should come with a child to school to minimise the number of adults on site.
* In the morning we will be operating a drop and leave system. A member of staff will be in the car park and at the front door to welcome your child and direct them to their classroom.
* There will be a one-way system in operation – inside the front door and around the school.
* DE guidance discourages unnecessary entry by parents. Only pupils and school staff will be allowed in the main school building, without prior arrangement. We fully recognise that in the initial few weeks that some children will have difficulty transitioning from home and school and as a school we will show flexibility if needed.
* School meals will recommence on Wednesday 1st. Money pouches should be sent in with your child. We would encourage parents to try to send in the correct money to reduce the risk from change being brought home. Money should also only be brought at the start of the week to reduce risk of handling money. Mrs McParland will operate a messaging service to update parents of any money owed.
* After school 321 club will begin on Tuesday 31st August (2-2.45pm) for the P2/3 class and will cost £1. 50. P1 can access 321 Club from 20th August 1.30-2.00 £1 or £2.50 until 2.40pm.

## 5b) Arrival procedures:

* Pupils can arrive any time between 8.45-9am.
* Pedestrians should use the front door.
* Pupils arriving by car should use the side entrance.
* Children will enter the school building, follow designated routes and will walk straight to class to be greeted by their teacher. A hand washing system will be implemented immediately.

5c) *Pick up Procedure:*

* To reduce congestion and to enable better social distancing between parents, staggered pickups will operate initially.
* Pupils travelling by car will leave by the side entrance and pedestrians by the front door.
* Initial finish times:

*321 Club – 2.45pm*

*P1- 12 noon and 1.30pm from 20th September*

*P2-2pm*

*P3 – 2.40pm on Monday and Tuesday and 2pm on Wednesday, Thursday and Friday.*

*P4/5- 2.45pm*

*P6/7 - 2.50pm*

* Staff will try to coordinate older siblings going home with younger siblings.

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## 5d) Drop off lates:

Please try to avoid dropping off late.

* Staff will be outside on duty for the duration of drop off and will bring in any initial lates.
* If more than 10 minutes late, please ring Mrs McParland (02841752656) so that she has time to organise a member of staff from your child’s class (if necessary) to come and escort your child to class. Parents will need to bring children to the main entrance. Please sanitise hands before entering the building. The child will then be escorted / sent to their classroom.

## 5d) Pick up lates:

* Arriving on time to collect is vital, particularly if travelling by car. We would ask parents to mindful of parking while waiting for your child to be dismissed so that you don’t block other parents. Please also be mindful when driving in that pedestrians may be crossing the car park. Parents of younger children should remain in their car until they see their child’s class coming out and should then proceed to the collection point at the pitch. We have initially left only a 5 minute intervals getting out of school but may need to review this, particularly if there’s issues for parents getting in and out of the car park. Exiting onto a main road is not ideal for traffic management.
* Children will be taken back inside if not collected on time and parents will need to go to the office.
* If a parent is more than 10 minutes late, staff should alert the main office and phone calls will be made. Children will be taken back to their classes, while we wait for parents.
* Please note that the non-teaching staff supervising home times are only paid until the end of the school day and we would kindly ask you to avoid being late.
* If there are genuine circumstances for you finding it difficult to pick up on time, please speak to us and every effort will be made to find an agreeable solution.
* The principal will meet with parents who are continually late.

**6) Break and Lunch**

## 6a) Break time: timings and play zones

Outdoor fixed equipment will be used at playtime. The school will follow hand hygiene guidance and ensure that multiple groups do not use it simultaneously, as well as considering appropriate cleaning by staff. Use of fixed play equipment will be allocated to a class on a weekly basis and cleaned thoroughly before a different group uses it.

**Rota**

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| --- | --- | --- |
| **Week 1** | **Week 2** | **Week 3** |
| **P2/3** | **P4/5** | **P6/7** |

321 club can only use this zone when it is P2/3’s week on the rota.

**Break Time**

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| --- | --- | --- | --- | --- |
| **Time** | Week 1 | Week 2 | Week 3 | Additional info. |
| **1st break**  **10.25-10.45am**  **P2/3**  **P6/7** | P2/3 fixed play equipment and pitch  P6/7 car park | P2/3 pitch  P6/7 car park | P2/3 car park  P6/7 fixed play equipment and pitch | Social distanced games encouraged.  Limited play equipment out for first few weeks. Pupils will choose what they want to play and will be responsible for ensuring the equipment is returned for cleaning at the end of break.  Fixed play equipment part of cleaning schedule on Friday before group rotation. |
| **2nd break**  **10.45-11am**  **P1**  **P4/5** | P1 car park  P4/5 pitch | P1 car park  P4/5 pitch & fixed play equipment | P1 car park  P4/5 pitch |

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## 6b) Break time: arrangements

* Play zones will rotate so that P2-7 get to use the new fixed play equipment. P1’s use of the fixed play equipment will be reviewed later in the year.
* Breaks will be staggered: P2/3 and P6/7 from 10.25-10.40 am

P1 and P4/5 from 10.45-11am

* Handwashing must take place before and after break.
* Teachers to accompany their class to their play zone. Staff supervision rota is displayed on the staff noticeboard.
* Teacher should collect their class at the end of break; children line up in the play zone area they are in. A handwashing routine will be developed by each class.
* First Aid kits will be stored in the Undercroft and the Recobox. First aid kit (includes gloves and mask); child to self-administer wherever possible; more serious first aid needed – send child to staff room for help from the First Aider.
* Toilets: Children must go before they go outside. Toilets when outside:

o P1 pupils must be accompanied by an adult. P2-P7 must use their own toilets and be accompanied by a pupil from their class. Hands must be sanitised before coming in and then washed after the toilet.

o Staff to consider how to effectively manage toileting over the course of the lesson preceding a break/dinner.

* Children need to bring their own healthy snack in a disposable bag or plastic lunchbox.Children need to bring their own water bottle each day.
* Wet Break: Children stay in classrooms and follow staffing as above.

*6c) Lunchtime: timings and play zones* **NB:** Year 1 will go home at 12 noon until Friday 17th

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| **Time** | Week 1 | Week 2 | Week 3 | Additional info. |
| **Staggered Lunch Time**  **12.30-1.15pm**  **P6/7**  **P2/3** | P2/3 fixed play equipment and garden  P6/7 pitch | P2/3 pitch  P6/7 Car park | P6/7 fixed play equipment and garden  P2/3 Car park | * Dinners and lunches will be in the dining hall, with staggered sittings to ensure bubbles stay together. * In the dining hall the children will remain in class groups. * Lunch boxes are permitted but must be plastic so that can be cleaned daily. * Any packed lunch brought to school in a disposable bag will be placed in the waste bin. * Parents should try to ensure that their child can independently access different component parts of their lunch (e.g. they can open plastic containers or yoghurt pots etc.) * Staff will be provided with protective gloves to assist children where necessary. * All children will wash their hands before eating and will sanitise their hands before playing. * Access to the outside areas will be via the door the children use to arrive and depart from. * Children use toilet facilities before going to lunch. * Class groups to be designated individual play spaces. Classroom assistants will supervise their bubble at lunchtime as far as possible. * Staff to encourage children to adhere to social distancing guidance. * Children will wash hands/ sanitise immediately after their lunch break. |
| **P1**  **12.45-1.30pm**  **P4/5**  **12.50-1.35pm** | P4/5 car park  P1 – upper play equipment | P4/5 fixed play equipment and garden  P1 – upper play equipment | P4/5 pitch  P1 – upper play equipment |

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## 6d) Lunchtime: arrangements

* Lunch will be on a staggered basis and classes will be socially distanced in the assembly hall.
* Children should wash hands before eating.
* Classroom assistants will remain with their classes wherever possible.
* Behaviour incidents will be dealt with outside by the lunchtime staff or following up after lunch by the teacher or Principal.
* P2-7 packed lunch boxes should be placed on the appropriate shelf on the trolley and left out for collection after lunch. P1 will return boxes to their room and wash hands, ready for hometime at 1.30pm.
* Toilets when outside:

Children must go to the toilet before they go outside. If they need to go over lunch they must use their own classroom toilets. A pupil from their class will accompany them. Hands must be sanitised before entering the school building and then washed after using the toilet.

* Wet dinner: Children stay in classrooms and follow guidance from staff.

6e) Playground Resources

* Play resources will be limited initially to encourage social interaction. Resources will be gradually increased during the term.
* Fixed play equipment will be used by the same consistent group on a weekly basis. 321 club can only use it in the afternoons if it’s their class’s week or if has been cleaned down.
* Equipment will be routinely cleaned between use by different classes.

# 7) Wrap around care and after school clubs

## 7a) After school clubs

* After school clubs will operate this term for Y4-7 and a timetable will be sent home at the beginning of each term. Each class will be able to access a range of extracurricular activities.
* Where classes are mixing for clubs they will be treated as a consistent group and clear records of attendance will be in place for track and trace purposes when they commence.
* 321 Club will begin on Tuesday 31st August but will initially only be available for the P2/3 class. P1 can access 321 Club from 20th September, if their child is ready to stay for the extended day.

## 7b) General movement around school/ after school

* Children’s movements around the school will be kept to a minimum to avoid unnecessary contact with other pupils.
* Pupils will normally be accompanied by an adult.
* The only exceptions being: at break/lunchtime or during an after school club if a child desperately needs to go to the toilet or when they’re doing a message. In this instance they will be accompanied by a friend.

# 8) PPE (Personal Protective Equipment)

## 8a) PPE VIDEO and guidance

ALL STAFF MUST WATCH: <https://www.youtube.com/watch?v=vs9ZMSghbck>

* Guidance from the Government states that most staff will not need PPE.
* If staff wish to wear their own mask or face covering, then that is a personal choice.
* Full PPE is available for welfare matters, such as looking after an unwell child, intimate care or first aid and those who will be responsible for this will have guidance on effective use of PPE. Please see <https://www.eani.org.uk/education-restart> for further guidance and updated advice.
* We have a supply of masks, gloves and aprons for intimate care and welfare issues, including dealing with first aid where the child cannot administer it themselves.
* If a parent requires their child to wear a face covering, this is acceptable if the child know how to don and remove it properly. Staff should not assist with the mask or handle it in any way.
* No specific clothing is required to be worn but clean clothes are recommended each day.
* The staff dress code is relaxed but should remain smart.
* The following are available to use for general protection and are optional for staff:

o Disposable aprons

o Disposable gloves

o Face mask

* If dealing with a child for close care the above SHOULD be worn as a minimum
* If dealing with a child who is symptomatic the above MUST be worn with the addition of a full-face shield
* Staff should familiarise themselves with the posters on how to don and remove PPE
* Please visit link below for further information:

<https://www.education-ni.gov.uk/sites/default/files/publications/education/Northern%20Ireland%20Re-Opening%20Schools%20Guidance%20-%20New%20School%20Day.pdf#page=42>

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on donning (putting on) and doffing (taking off) PPE safely to reduce the risk of contamination (a link to video guidance is available at the end of this document).

Face masks:-

• MUST cover both nose and mouth;

• MUST be changed when they become moist or damaged;

• MUST be worn once and then discarded – hands must be cleaned after disposal;

• MUST NOT be allowed to dangle around the neck; and

• MUST NOT be touched once put on, except when carefully removed before disposal.

## 8b) Donning and Removing PPE

### Donning PPE order

1. Apron
2. Mask
3. Eye Protection
4. Gloves

### Removing PPE order

1. Gloves
2. Apron
3. Eye Protection
4. Mask
5. Wash Hands

## 8c) Disposal of PPE

* General PPE waste to be placed in your general bin in your room.
* Symptomatic PPE waste to be double bagged and placed in the lock up beside the bins.
* Staff reusable masks must not be left on any shared surfaces and should be taken home daily to be washed. When not in use they should be stored in a bag (e.g. zip lock sandwich bag).

8d) Children and PPE

The Department of Education’s Reopening School guidance clearly states PPE should not be worn by pupils. Face coverings are not considered PPE.

# 9) Office & Communications

## 9a) Reception Foyer area guidance

* Hands must be sanitised before entering reception
* Only one person or household will be allowed in this area for social distancing reasons.
* The office will be open to essential visitors only, with parents encouraged to communicate via email or telephone. Visitors must wear a face covering in school.
* The office window will remain closed to protect staff within the office. If a staff member needs to open the window, we would ask visitors and parents to be mindful of social distancing by standing on the sticker provided.
* Parents may wish to speak to staff in the morning and after school. If so, they should wait until pupils are dismissed and should be mindful of socially distancing and face covering guidance. Parents will continue to be encouraged to communicate using telephone or email.
* If a parent has an appointment to see a member of staff, we would ask that accompanying children be discouraged from touching surfaces and buttons in the foyer. Face covering must also be worn by all adults inside the school building.
* Updates for parents will be sent via website, text message or Seesaw.

9b) *Office guidance*

* No children should enter the admin office.
* Staff and pupils should not enter if Mrs McParland is working at her desk. Requests should be made from the doorway.
* If staff are using the phone when the office is unmanned it must be wiped after use.
* Sharing of stationery should be avoided. Pens etc. must be wiped down if borrowed.

# 10) Welfare

* There will be at least one member of the team present each day to deal with sickness, injuries and those pupils feeling unwell. Please contact the main office or Principal if someone is needed.
* Where possible all minor injuries should be dealt with within the class group and children should be encouraged to self-administer where possible e.g. plaster.
* PPE will be available for any member of staff who requires it to assist with a pupil in close proximity, including personal care.
* Any supported changing of a child’s clothes should be done with PPE, changing the child from the side in a ventilated room. Hands and wrists should be thoroughly cleaned afterwards. Please ensure intimate care form has been authorised by parent.

# 11) Evacuation procedures

* Keep social distancing whenever possible
* Exit through external fire exit doors
* Assemble in main playground against back fence.
* Children to line up in class group, spaced out as much as possible within their own class and 2m from other classes.
* PEEP for individual pupils discussed and reviewed with parents.

# 12. Staffing

## 12a) Safeguarding

* Safeguarding procedures remain the same but be aware due to the increased time children spent at home there may be more initial disclosures.
* The school will review the availability of staff on a daily basis. In the event the school does not have a member of CP team or trained First Aider on site, EA will be contacted for guidance.

## 12b) Critically Extremely Vulnerable Staff or Household

* All staff, including those who were shielding are expected to return to school in September. Where work can be completed at home, this will continue to be available.
* Occupational health advice is that the risk assessments and control measures in place for everyone are adequate for all staff, but those staff who have a higher risk of complications should ensure they take extra care of their own hygiene and social distancing.
* Following a staff audit, referrals to occupational health may be offered; this is an offer to all staff and may help where members of staff require additional reassurance or consideration in specific individual cases, e.g. medical, BAME, age.

## 12c) Staff Absence

* Absence should continue to be reported to the Principal using the normal procedures in the staff handbook.
* Absence procedures resume for all other absences.
* Any staff required to self-isolate and who are well enough to do so, will continue to provide learning for their class via remote learning. If they are ill while self-isolating, staff must contact the office and the absence will be recorded as sickness.

## 12d) Meetings and Communications

* Staff Meetings will take place via video conferencing or in the Assembly Hall as this space allows for better social distancing. Face coverings will be required for any short meetings in the staff room or office.
* CPD opportunities will be assessed depending on how the return to school is going.
* It is important that staff read emails, particularly those marked – updates.
* Staff are encouraged to share any suggestions or concerns with the Principal and Board of Governors, so we can consider any changes to the arrangements.

# 13. Pupil Attendance

## 13a) Which children should not attend school?

* Children who are extremely clinically vulnerable should discuss this with school.
* Children who live with someone who is extremely clinically vulnerable are expected to return to school but may wish to contact school to discuss this.
* Children quarantining due to travelling from a restricted country.
* Any child who is feeling unwell with symptoms of Coronavirus should stay at home, self-isolate with their household and book a PCR test. If positive they need to self-isolate for 10 days.
* Pupils who are close contacts of a confirmed case are advised to self-isolate until they have taken a PCR test. If the PCR test is positive, they should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the test result. If the test is negative, they can return to school, however, if they do go on to develop new symptoms, they should stay at home, self-isolate with their household and book another PCR test.

13b) Individual pupil risk assessments

* It may be necessary to review individual’s attendance or alter the school day to mitigate potential risks for some children.
* Evidence so far from the pandemic identifies that people from a Black Asian Minority Ethnic (BAME) background are being adversely affected by the disease. Those from BAME background should consider themselves as higher risk and therefore be rigorous in their hygiene and social distancing practices.
* School will continue to take advice from DENI and EA on the above.

13c) My child has to self-isolate, how is attendance impacted?

It is recognised that classes will still be disrupted in the event of a confirmed case. Where a child is self-isolating, but not ill the COVID-19 codes will be used by the school to explain why they are off. If a pupil is self-isolating and ill then they will be marked as ill. If a pupil refuses to take a PCR test, they must self-isolate for the full period and the school will record absence as Code H [other absence] and include a note to that effect in SIMS.

When not required to attend physically at school due to self-isolating or remote learning, pupils must evidence their learning through completion of work on Seesaw. This will be percentage checked daily by school.

If insufficient evidence is provided of the learning assigned, school will record attendance as an unauthorised absence.

**14. Curriculum and Classroom**

## 14a) Adapted provision

As a result of the pandemic, the children are likely to return with a range of additional needs that will need to be considered through a sensitive and adaptive provision. This will include:

* A reduced expectation of curriculum content requirements
* An increase in physical and outdoor activity
* Increased PDMU, Nurture, mental health and well-being activities
* Reducing the length of lessons
* Increased opportunities within lessons for the following:

Talk

Peer work

Play/social activities

Reflection

* Each day there should be a visual timetable displayed in each classroom to help give children a sense of structure and routine.

## 14b) Blended learning

The school will continue to develop its contingency plan for the delivery of remote learning in the event of local or wider school closures, or that a class or group of pupils need to self-isolate. Our plan is to continue to use Seesaw and other online resources to support learners so please update us immediately if your child does not have access to technology.

## 14c) Assemblies

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Whole school assemblies will recommence again, with social distancing and other measures in place.

- Visitors will be asked to follow our ‘Visitor Code of Conduct’ and provide appropriate contact details for track and trace.

- A whole school award assembly will also take place on a weekly basis.

14d) Homework

- There will be no homework initially. Homework will begin week for P2-7 week beginning 13th September.

- Homework will consist of spellings, mental maths, reading, computerised tasks and written tasks.

- Learning materials will be sent home in a wipeable plastic folder. Reading books and classroom books no longer need to be quarantined for 72 hours before being used by another group.

- Seesaw will continue to be used for homework as this will ensure pupils and parents remain familiar with the tools in case a return to remote learning is necessary.

## 14e) Feedback to Pupils

* Children will continue to need reassurance and feedback from their teachers. However, this needs to be balanced with reducing the risk of transmission and staff can wear a face covering if social distancing is not feasible.
* Teachers should increase self-marking and should limit close proximity feedback.
* Books can be marked after a lesson but staff should wash hands before and after.

## 14f) Physical activity and Singing

* Revised guidance now facilitates physical activities to can take place both inside and outside. Children should wear their school tracksuit and trainers to school to facilitate classes to make use as much as possible of the outdoors. Pupils will be required to change for gymnastics and will need black shorts and plimsolls for some indoor PE.
* Music tuition and singing activities can also now resume, with additional social distancing as transmission distances increase with these types of activities.

## 14g) Support for Vulnerable Pupils

* The SENCO will discuss with parents about what provision can be reasonably provided in line with guidance. Schools need to use 'reasonable measures’ to ensure inclusion for all.
* We will consider approaches to ensure all groups, including vulnerable groups, have the best opportunities to meet their potential.
* Staff should alert the pastoral team (Principal and Safeguarding Team) to any emerging pastoral or learning needs.
* The SEN Register will be shared with appropriate staff and children monitored closely. IEPs will be reviewed and updated at the end of September/beginning of October.

## 14h) Pupil Assessment and Reporting

Pupils have experienced two significant periods of school closure in recent years and we are balancing the need to assess without adding to children’s worry. Initially as we return in September, our focus will be on assessing pupils’ health and well-being and we will baseline pupils informally during the first two weeks. More formal assessment test will be completed by Y3-7 throughout the year, the results will be shared with parents.

## 14i) General classroom guidance including use of resources

**Year 1-3**

* Ensure good ventilation; keep windows open.
* Consider outdoor learning and activities where possible.
* Tables will be arranged in groups in Foundation Stage.
* The use of malleable equipment (such as playdough) and sand will be risk assessed in line with updated guidance.

**Year 4 upwards:**

* 1. Tables arranged with maximum spacing between pupils. Arranged forward facing if possible.

○ Teacher Zone area .

○ Maximise outdoor learning across all subjects where possible.

* Ensure good ventilation; keep windows open.

○ Children have the same seat and encouraged to use own stationery.

○ Hands must be sanitised/ washed before using shared resources.

* Use of sanitiser and wipes when moving seat for group work.

## 14j) Curriculum restrictions

## DE expects to see the resumption of practical activities across the curriculum for all pupils in 2021-22.

## 14k) Use of External curriculum providers

The revised guidance states that both indoor and outdoor extra-curricular activities can resume in educational settings. Thus:

* Music services will operate as normal this year, with mitigations in place. However, no piano lessons will be offered this year.
* RISE – to confirm future arrangements
* Burns Skills School and other external providers will be used to enhance the range of activities offered by the school.
* Anyone visiting school will be briefed regarding expectations
* Online platforms will be used by providers, if deemed appropriate.

# 15. Dealing with suspected or confirmed cases of Coronavirus

## 15a) Suspected case of coronavirus within school

* If your child presents as being unwell **do not** send them to school. This will reduce the potential of the virus spreading to our school community.
* Transition room – Mrs McIlroy’s room.
* If a child becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home, then a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Full PPE kit is available next to the transition room in the book store. Basic PPE kits will be available in each class and additional material centrally stored.
* Any child displaying symptoms will need to be taken to the transition room, as this has been identified as the holding room for anyone with symptoms, while waiting to be collected. Siblings will also be sent home and asked to self-isolate.
* Anyone with symptoms will need to self-isolate and get a PCR test; the result of this test will need to be given to school as soon as it is known. If the test is positive the school will take action to inform all parents impacted.

## 15b) Confirmed case of coronavirus within school

* If a child or adult tests positive for Coronavirus they should follow the guidance as per Public Health Agency. [https://www.publichealth.hscni.net](https://www.publichealth.hscni.net/covid-19-coronavirus)
* Pupils who have been part of the same ‘consistent group’ as anyone who has tested positive for COVID-19, must follow PHA guidance and begin self-isolation and undertake a PCR test. Pupils in the class can return to school following a negative result but are encouraged to retest on day 8.
* Pupils who do not take a PCR test must complete the full 10 day isolation period.
* Different self-isolation guidance applies for adult close contacts depending on vaccination status.
* If fully vaccinated (i.e. 14 days have elapsed after their 2nd dose of a UK-approved vaccine), they can return to school straightaway, but are advised to take a PCR test on day 2 since their last contact with the case (or as soon as they have been informed if it is already more than 2 days since their contact) and another on Day 8.
* Unvaccinated or partially vaccinated staff should self-isolate for the full 10 day period since their last contact with the case and book a PCR test. If an unvaccinated or partially vaccinated person’s PCR test is negative, they are still required to complete initial 10 days of self-isolation.
* Deep clean of core areas will take place if there is a confirmed case and the school will close whilst this cleaning takes place. EA will be contacted.
* As part of the Government’s track and trace program, the local health investigation team will carry out an assessment at the school if there is an outbreak (2 or more case) across the setting. They will advise the school community on future action.
* Testing is available here : <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

# 16. Day to day issues summary

## 16a) First aid

* Where possible, pass first aid items to child to do themselves, e.g. wipe and plaster
* Staff member should don PPE from class PPE box if they feel comfortable to deal with the issue following the basic training guidance
* If staff member does not feel comfortable the child should be sent to the first aider on site.
* Usual first aid reporting should take place
* Lunchtime supervisors will deal with minor injuries in their own bubbles and call for assistance where a second opinion is needed.

## 16b) Managing Social Distancing of children

**Classrooms:**

- Y1 Children have free flow access to equipment while teacher maintains social distance, whenever possible; access to outdoors for large proportion of the session.

- Y2/3 will have free flow access to equipment during structured play. Tables will be groups but spaced to allow for maximum social distancing.

- Y4-7 should remain in their spaces as much as possible while indoors. Staff 2m distance.

* Play zone areas for each year group at break and lunch; staggered breaks and dinner
* A one-way system around the school will be promoted and signage used to encourage social distancing in school.

**17. Behaviour Policy**

The Revised School Guidance advises that the school’s pupil behaviour policy will need to be reviewed to ensure that it covers COVID-19 related incidents. As a means to prevent flagrant abuse of the COVID -19 risks, the school has added an addendum to our policy to make provision to enforce sanctions, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.

# 18. Risk Assessment and Review

We have developed a comprehensive risk assessment which will be kept under review based on any new guidance and experience. The key indicator on the risk assessment is the residual risk for each aspect following the implementation of the control measures.

If you feel there are some additional measures which would make you feel safer in school, please feel free to share with Principal and Board of Governors.

This plan will be reviewed regularly, and changes made to meet the current guidance and situation and staff will be informed of any changes.

S. McGrath

Principal

Agreed by Board of Governors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DATE)

**Appendices**

1. Quick guide to Coronavirus related absences
2. Poster - Catch it. Bin it. Kill it.
3. Poster – How to wash hands
4. Hand Cleaning Techniques for soap and water / link to PHA website
5. Guide to donning and doffing PPE
6. PPE guidance
7. When is this PPE required?
8. People who have become symptomatic onsite : DE August 2020
9. INSPIRE Workplace

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| --- | --- | --- |
| What to do if….. | Action needed | Return to school when… |
| *My child has coronavirus symptoms* | **DO NOT COME TO SCHOOL**  Self-isolate  Get a test  Inform school immediately by phone or email about test result | If negative pupil can return to school but if at any stage they feel unwell should self-isolate and get a PCR test. |

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| --- | --- | --- |
| *My child tests positive for coronavirus* | Inform the school immediately by phone or email about the test result  **DO NOT COME TO SCHOOL**  Self-isolate for at least **10** days | They can return to school after **10**  days even if they have a cough or loss  of taste of smell/taste. These  symptoms can last for several weeks  once infection is gone. If they  continue to have a high temperature  they should stay at home. |
| *Somebody in my child’s household has coronavirus symptoms* | **DO NOT COME TO SCHOOL**  Household self-isolates and all members get a test  Inform school immediately by phone or email about test result | If your child’s PCR test is positive they should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the test result  • If the test is negative they can return to school, however, if they do go on to develop new symptoms, they should stay at home, self-isolate with their household and book another PCR test. |
| *Somebody in my child’s household has tested positive with Coronavirus* | **DO NOT COME TO SCHOOL**  Household self-isolates and all members get a test  Inform school immediately by phone or email about test result | If your child’s PCR test is positive they should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the test result  • If the test is negative they can return to school, however, if they do go on to develop new symptoms, they should stay at home, self-isolate with their household and book another PCR test. PHA advises testing again on day 8. |
| *The Track and Trace scheme has identified my child as a* *close contact of somebody*  *with symptoms of confirmed* *coronavirus* | **DO NOT COME TO SCHOOL**  Child self-isolates and gets a PCR test as soon as possible.  Inform school immediately by phone or email about test result | If your child’s PCR test is positive they should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the test result  • If the test is negative they can return to school, however, if they do go on to develop new symptoms, they should stay at home, self-isolate with their household and book another PCR test. PHA advises testing again on day 8. |
| *My child has travelled abroad* | DO NOT COME TO SCHOOL  Follow latest health advice regarding testing or quarantine process for the country you are returning from. |  |
| *Staff or pupils in my child's class/ consistent group have tested positive* | Pupils who have been part of the same ‘consistent group’ as anyone who has tested positive for COVID-19, must follow PHA guidance and begin self-isolation and undertake a PCR test.  • Different self-isolation guidance applies for adult close contacts depending on vaccination status. • If fully vaccinated (i.e. 14 days have elapsed after their 2nd dose of a UK-approved vaccine), they can return to school straightaway, but are advised to take a PCR test on day 2 since their last contact with the case (or as soon as they have been informed if it is already more than 2 days since their contact) and another on Day 8. • Unvaccinated or partially vaccinated staff should self-isolate for the full 10 day period since their last contact with the case and book a PCR test. If an unvaccinated or partially vaccinated person’s PCR test is negative, they are still required to complete initial 10 days of self-isolation. | If PCR test is positive they should self-isolate for 10 days from the onset of symptoms or, if they have no symptoms, for 10 days from the test result  • If the test is negative they can return to school, however, if they do go on to develop new symptoms, they should stay at home, self-isolate with their household and book another PCR test. PHA advises testing again on day 8. |

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# <https://www.publichealth.hscni.net/sites/default/files/Hand%20cleaning%20techniques_0.pdf>

# Hand cleaning technique

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# PPE (Personal Protective Equipment)

## PPE VIDEO and guidance

ALL STAFF MUST WATCH: <https://www.youtube.com/watch?v=vs9ZMSghbck>

* Guidance from the Government states that most staff will not need PPE.
* If staff wish to wear their own mask, then that is a personal choice.
* Full PPE is available for welfare matters, such as looking after an unwell child, nappy changing or first aid and those who will be responsible for this will receive guidance on effective use of PPE
* We have a supply of masks, gloves and aprons for intimate care and welfare issues, including dealing with first aid where the child cannot administer it themselves.
* If a parent requires their child to wear a mask, then they should contact the school office to discuss this. Staff should not assist with the mask or handle it in any way.
* No specific clothing is required to be worn and some staff may choose to wear clean clothes each day.
* The staff dress code is relaxed but should remain smart.
* The following are available to use for general protection and are optional for staff
  + Disposable aprons
  + Disposable gloves
  + Face mask
* If dealing with a child for close care the above SHOULD be worn as a minimum
* If dealing with a child who is symptomatic the above MUST be worn with the addition of a full-face shield
* Posters with how to don and remove PPE will be in each classroom
* Please visit link below for further information :
* <https://www.education-ni.gov.uk/sites/default/files/publications/education/Northern%20Ireland%20Re-Opening%20Schools%20Guidance%20-%20New%20School%20Day.pdf#page=42>

## Donning and Removing PPE

### Donning PPE order

1. Apron
2. Mask
3. Eye Protection
4. Gloves

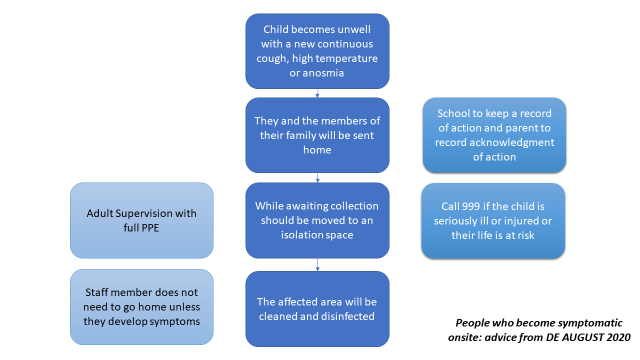
### Removing PPE order

1. Gloves
2. Apron
3. Eye Protection
4. Mask
5. Wash Hands

## 8c) Disposal of PPE

* General PPE waste to be double bagged in bags and placed in your general bin in your room.
* Symptomatic PPE waste to be double bagged and placed in the locked area outside beside the bins.
* Staff reusable masks must not be left on any shared surfaces and should be taken home daily and when not in use should be stored in a bag (e.g. zip lock sandwich bag)







Whatever’s on your mind,

call us free and confidentially

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