



Heckington St. Andrew's C of E Primary School

September re-opening Plan

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term – Thursday 3rd September 2020 (1st/2nd Sept/Staff INSET).

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embed so that children who did not attend in the summer term will themselves adopt the measures also.

All protocol and procedures are aligned to the Risk Assessment of Schools document (appendix 1) that has been produced following 'Guidance for full opening: schools':

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>.

It is a legal requirement to review and update the previous risk assessment.

The following plan outlines relevant detail from the government's guidance with further detail about how Heckington St. Andrew's Primary School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we cannot negate them entirely.

All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Heckington St. Andrew's Primary School has made them appropriate to our specific context and circumstance.

System of controls

This is the set of actions schools **must take**. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

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 cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible

6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 **must be** in place in all schools, all the time.

Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7. engage with the NHS Test and Trace process

8. manage confirmed cases of coronavirus (COVID-19) amongst the school community

9. contain any outbreak by following local health protection team advice

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

Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Section 1: Public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
Prevention 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone	<p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, <u>they are not to attend school</u>. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned and disinfected and the children/adults will wash their hands thoroughly for 20 seconds.</p>

<p>in their household who does, do not attend school</p>	<p>In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person 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. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.</p> <p>The designated isolation spaces/toilets are as follows:</p> <ul style="list-style-type: none"> - Wave Room - Disabled toilet in the foyer <p>The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p> <p>Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result.</p> <p>Cases of COVID-19 should be reported to the Public Health Lincolnshire and Public Health England using the email address (HealthProtectionTeam@lincolnshire.gov.uk) or by telephone to 0344 225 3560 (opt 0 opt 2) or for out of hours advice 01384 679 031.</p>
<p>Prevention</p> <p>2. Clean hands thoroughly more often than usual.</p>	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> - Entry to school - Before/after break times - Before lunch - When they change rooms - Before leaving school - Anytime that they visit the toilet or cough/sneeze into their hands. <p>Additional hand sanitiser pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a ‘pinch point’ in the school.</p>

	<p>Where children are struggling to wash independently, they may receive support assuming the adult supporting is also washing their hands. Children may also use moisturiser supplied from home when required.</p> <p>If a child cannot appropriately wash their hands, then skin friendly skin cleaning wipes can be used as an alternative. Where required, staff are to request these packs from the office.</p> <p>Hand hygiene protocols are to be re-visited at the start of the year during our transition days when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.</p>
<p>Prevention</p> <p>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p>	<p>During our transition days, children will be reminded of the posters around school that encourage them to ‘catch it, bin it and kill it’. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown into the lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards.</p> <p>Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc.) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.</p>
<p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment, which will be stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day; however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines: (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).</p> <p>This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p>Prevention</p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>The purpose of ‘bubbles’ is to minimise contacts and mixing between people, reducing the transmission of coronavirus and allowing for track and trace where a case is confirmed. Heckington St. Andrew’s Primary School will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.</p> <p>Planned September transition can no longer occur as hoped. Children will need to return to their new class teacher on the first day in September.</p>

Grouping the Children

There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.

The DfE guidance reads as follows:

“In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”

In order for school to offer a curriculum that is best-placed to support ‘catch-up’, our bubbles will initially be in year groups. The guidance is clear that transitory contact such as in corridors or cloakrooms is not a risk as it will be for less than 15 minutes at a time. There is therefore no risk in our KS2 classes sharing cloakrooms, toilets and corridors.

Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum; this means that staff can cover PPA as normal as well as leading short intervention groups for less than 15 minutes at a time.

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.

Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.

Classrooms need to be adapted to support distancing where possible. If tables are used, they should face the front and children should sit side-by-side, not facing one another nor side on. Classrooms from Year 2 – Year 6 will be prepared as such ready for September. As Reception and Year 1 access continuous provision in different areas of the classroom environment, it would limit their educational opportunities to organise the tables in this way and therefore classrooms will be arranged to suit the needs of the children and the learning.

Measures elsewhere

There will be no whole-school events where children and adults are required to congregate. Collective Worship will be carried out virtually so that pupils can remain in their class bubbles. Children are not to sing during collective worship at the present time.

Use of the staff room should be minimal. The staff room will remain open to adults, however strict social distancing must be in place and where possible, it is advised that adults use alternative break out spaces across school. It is important for your own wellbeing that you see colleagues and I encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.

Measures for arriving at and leaving school

The start and end time of school will vary for each phase bubble:

Arrival

We will have a rolling arrival time for pupils from 8.35 – 8.50 am; the gates to the playground will not be open before this time. We will have a one-way system with children and adults entering from the gate to the playing fields and leaving through the green gate by the swimming pool. Children and adults are not to congregate on the playground and children are to enter school through their designated entrance (see below) and parents leaving promptly through the green gate. **You may arrive at any time in this 15-minute window.**

Reception Class: to enter via pre-school door initially

Years 1 and 2: to enter via the KS2 door

Year 3: Year 3 fire door

Year 4: Year 4 fire door

Year 5: Year 5 fire door

Year 6: Year 6 fire door

Leaving School

Reception/Year 1/Year 2 will leave at 3.20 pm

Year 3/Year 4 will leave at 3.25 pm

Year 5/Year 6 will leave at 3.30 pm

We endeavour to keep waiting times to a minimum. For the safety of everyone, we trust that you will not congregate on the playground and will keep a two-metre distance from other families whilst waiting to collect your child/ren. Parent/carers who have children in different year groups may need to wait for up to 10 minutes. They will be asked to wait in the “cage” away from the flow of other parents arriving to collect children.

Having a rolling arrival and staggered collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles. This will be difficult for some families of multiple children.

Parent/carers are to be encouraged to walk to school where possible and only **one parent/carers** will be permitted on the school grounds. If children cycle or scooter to school, then they are to use the storage area to lock their bike/scooter securely near the KS2 entrance. Adults will be on the gates to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents must not congregate at the 'drop-off' point; they must instead **arrive and depart promptly**.

We are aware that this system will mean that there will be some footfall along the path to the carpark at The Pavilion. We appreciate that this is not ideal, but we ask that everyone works together, is patient, kind, and aware of the extra pedestrian traffic that will be around. If it is busy, please wait in your car for a few minutes until it is safe. We are hoping that a 15-minute rolling drop off will mean that traffic is more spread out and less busy.

Again, parents must not arrive early or late to collect their children from school. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to. Again, the one-way system will be in operation with entry via the gate to the playing fields and exit via the green gate near the swimming pool. Please be mindful of other families who may also be leaving at the same time to ensure social distancing.

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through the school office or via email if they have queries about the day or they can call to make a phone appointment.

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

Parents/carers will not be allowed to enter the main school building and will be asked to communicate either by telephoning the school office or by emailing enquiries@heckington.lincs.sch.uk. There is a box in the main entrance where parents/carers may drop any forms etc.

The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email. A member of the team will go to classrooms throughout the day to collect any items brought into school (money, forms etc.).

	<p>Other considerations</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise, specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them. A pamphlet of these will be provided alongside the normal safeguarding procedures.</p> <p>Where contractors can attend outside of school hours, they should. If that is not possible, they should follow all procedures as determined by school.</p> <p>A record of all visitors must be kept to support NHS Test and Trace.</p> <p>Teachers need to ensure that classrooms have good ventilation (open windows and doors).</p> <p>In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. This will be kept in a pillowcase, which will be attached to the back of their chair. Other classroom resources like books and games can be used within the bubble but should be cleaned following use.</p> <p>Shared resources, like art/science equipment should be meticulously cleaned between uses or rotated to allow 72 hours between uses to ensure they are safe.</p> <p>Games that encourage distancing and little touch need to be made available to the children. However, outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time and cleaned.</p> <p>Pupils should not bring anything additional from home. There can be no 'show and tell'. However, children can now take books home and return them as normal. Books are to be returned as normal but taken out of circulation for 72 hours before being returned to the library. Teachers can now take books home (and return them freely) to assess or use to support planning etc. This is also true of library books.</p>
<p>Prevention</p> <p>6. Where necessary, wear appropriate personal protective equipment (PPE).</p>	<p>PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> - Face masks - Aprons - Gloves of various sizes - Face shields (limited quantities)

	<p>Children need to know that some adults might be wearing PPE and that it is 'ok'.</p>
<p>Response to any infection 7. Engage with NHS Test and Trace.</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations. Anyone who displays symptoms of coronavirus can and should get a test.</p> <p>If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term, and they will be stored in the Wave Room. Given the potential low numbers of kits, they will only be issued with the agreement of either JB, TF or HK.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>
<p>Response to any infection 8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>School should follow the coronavirus action card that has been provided by the local authority which includes contacting the local health protection team: Public Health Lincolnshire HealthProtectionTeam@Lincolnshire.gov.uk</p> <p>Public Health England Telephone 0344 225 3560 (option 1) 111 online Coronavirus available here or via calling 111 service if they are unable to access the online platform.</p> <p>School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>The admin team will prepare a report that shows the contact details of each member of the phase bubbles to support the contact tracers. School will inform parents of the infection, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point, the household will need to go into full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 10 days from the onset of symptoms.</p>

	<p>Heckington St. Andrew's Primary School will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</p>
<p><i>Response to any infection</i> 9. Contain any outbreak by following local health protection team advice.</p>	<p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14-day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a phase bubble lockdown; a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p>