



SS Peter & Paul RC Primary School

COVID-19 Protocol Document for Staff, Parents, Pupils and Visitors

June 2020

These protocols have been agreed on the basis of the information available at this time. Should further information come to light, or any circumstances change, these protocols are subject to change. You will be notified of any changes as soon as is practicably possible.

SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does Social Distancing mean within our school context?

Social Distancing means making changes in your everyday routines in order to minimise close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- avoid being next to someone for more than 15 minutes if less than 2 metres apart
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible
- remind pupils and staff as much as possible to do this
- adhere to any floor markings or directions to help achieve the above
- educating our pupils, including our youngest, about social distancing.

How you can practice Social Distancing outside of school:

- greet with a wave instead of a handshake, a kiss or a hug
- stay home as much as possible, including for meals and entertainment
- shop or take public transportation during off-peak hours
- conduct virtual meetings
- use technology to keep in touch with friends and family if possible
- use food delivery services or online shopping
- exercise at home or outside
- follow the government guidance on social distancing
- work from home if possible.

Remember to:

- wash your hands often for at least 20 seconds and avoid touching your face
- cough or sneeze into the bend of your arm or a tissue (which you then put in a bin)
- avoid touching surfaces people touch often
- avoid touching your face
- wear fresh clothes each day and wash clothing as soon as you can.

Our expectation of you as parents is to act responsibly regarding your child's health. If you or anyone within your household displays any symptoms of COVID-19, please isolate immediately, arrange a test, inform the school immediately and stay at home for 7 days (you) 14 days (the household). To support the school please monitor your child's health and undertake a regular temperature check.

STAFF AND PUPIL PROTOCOLS

The School Day:

The following arrangements prioritise the safety of all our pupils and staff to prevent the spread of the Covid-19 virus. It is essential that these protocols are followed at all times. In the event that a pupil is unable to follow the protocols, a member of senior staff will immediately be notified. The health and safety of our pupils, staff and families is of utmost importance. Failure to adhere to these protocols may be addressed as a formal disciplinary matter. If a staff member has concerns at any point during the day they will immediately contact the member of the Senior Leadership Team who is on the rota for that day. If this is a potential Safeguarding issue the staff member will follow our safeguarding procedure and/or contact our Designated Safeguarding Lead.

The arrangements that will be put in place in our school are set out below. Pupils and staff are required to follow these arrangements at all times in school.

- The provision in school follows the 'Bubble Model' as recommended by government guidance. This means that we must all make every effort to minimise contact between the different 'bubbles' of pupils and staff.
- There are slight differences in the protocols for each provision in school. Please read the guidance carefully so you and your child are aware of the protocols in the area in which they will be working.
- Social distancing is key. This applies to all interactions with pupils and staff whilst in school.
- The pupils also have an obligation, in accordance with the Government's instruction, to be socially distancing where possible outside of school too.
- Your child should use the same equipment and facilities throughout the day such as iPads, water bottles, stationery, toilets and wash basins.

The Bubble Model

The Bubble Model, pioneered in New Zealand, is designed to create small protective groups of people to limit infection. It is also being used in Danish schools which have reopened. Classes are split into small groups (bubbles), with as little cross-over between groups of pupils as possible, staggered times of the school day, social distancing and stringent hygiene measures. In our school this is how we will use the Bubble Strategy:

- The key worker and year 6 cohorts will be split into bubbles of 7 - 8 pupils. These will be the only pupils they will work directly with.
- Where possible, two staff members will be allocated to each bubble per day. Staff should not move between bubbles or teach different groups.
- Key worker and year 6 bubbles will be allocated its own area in the building. Pupils must use only that part of the building and allocated areas of the school grounds. Pupils should not use other rooms.
- Each group will have allocated toilets and handwashing facilities. Pupils and staff should not use toilets other than the ones they are told to.
- On a Friday and at the end of each day all areas will be thoroughly cleaned, in addition to the new routine cleaning.
- Non-teaching staff, such as cleaners and caretakers, will also endeavour to work in 'bubbles' as far as possible, although we recognise that this may not be possible for all. Movement between 'bubbles' will not take place during the school day.

ARRIVAL AT SCHOOL

Arrival at school: Pupils

- Each provision has its own area of school. Other areas of the site will be closed off. This is to enable high levels of hygiene to be undertaken daily. **CLOSED OFF AREAS OF SCHOOLS SHOULD NOT BE ACCESSED AT ANY TIME.**
- Parents who drive their children to school should park at a distance from the school site and walk the remaining distance, waiting to **enter** school through the **main gate** at the markings on the school fence, which will be 2 metres apart.
- Parents who walk their children to school must wait at the markings, which will be 2 metres apart.
- **Entry** to the school grounds will be from one point only, **the main school gate**, with a clear one way system in place. **Exiting** from the school grounds is from one gate only, the **top exit gate beside church**. Visitors **MUST** follow this system.
- Families will be asked to ensure that only one adult (parent/ carer) brings the pupil/pupils to school.
- A member of staff will take the child's temperature on arrival through the school gate. If the temperature is above 38.1 degrees centigrade (high temperature) and the thermometer shows red the child will go straight home with their parent/ carer.
- All pupils will wash their hands-on arrival at school at specifically allocated facilities.
- After handwashing, all pupils will be escorted to classrooms where they will be seated at their own table/area with appropriate distance between each pupil.
- In each bubble, every desk will have essential equipment on it. Pupils must use that equipment - they are not allowed to bring their own equipment with them. Equipment must not be shared. Pupils will use the same book or folder for all their work. It will remain on the desk (and placed in the pupil's tray at the end of the day) and will not be shared.
- All pupils will then be briefed in their classroom each day about hygiene rules and social distancing. Older pupils will be shown a briefing PowerPoint which makes these rules and procedures clear. Teachers of EY and KS1 pupils will read the PowerPoint to their pupils. CC/ KT to circulate PP to bubble staff.

BUBBLE	KEYWORKER	YEAR 6A	YEAR 6B	YEAR 6C
DROP OFF TIME/ WHERE	8.30AM KWA - YEAR 2 DOOR KWB- YEAR 1 DOOR KWC- RECEPTION CLASS GATE	8.45AM YEAR 6 LINE ON JUNIOR YARD BESIDE Y5/6 CLASSROOMS	8.45AM YEAR 6 LINE ON JUNIOR YARD BESIDE Y5/6 CLASSROOMS	9.00AM YEAR 4 FIRE DOOR
PICK UP TIME/ WHERE	3.30PM KWA - YEAR 2 DOOR KWB- YEAR 1 DOOR KWC- RECEPTION CLASS GATE	2.45PM YEAR 6 LINE ON JUNIOR YARD BESIDE Y5/6 CLASSROOMS	2.45PM YEAR 6 LINE ON JUNIOR YARD BESIDE Y5/6 CLASSROOMS	3.00PM YEAR 4 FIRE DOOR

Arrival at school: staff

- The site supervisor will arrive in school at 7.30am.
- Staff arrive at school will arrive at school between 8.00am and 8.30am ready for an 8.30am start.
- Staff will use the carpark entrance to school- the doors will be opened and manned by the site supervisor.
- All staff to wash their hands on arrival into school.
- Where possible staff go to their designated bubble.

Registration of pupils:

- It is essential that we know who is in school every day.
- A register will be taken in classrooms at the start of the day and after lunch. Office admin will ensure attendance data is complete and will telephone parents if a pupil who is expected is absent.

Pupils who arrive late to school:

- Parents of pupils who arrive late must contact the school office, and then wait at the main entrance point to be collected. If there are other pupils present they must distance themselves by the two metre markers.
- Office staff will allow the pupil access to school via their class entry point. Staff in the bubble will ensure that the children are accompanied to wash their hands in the correct hand washing facilities and then escorted to the correct classroom.
- The Office member of staff will then update the class/bubble register electronically.
- If your child is late on a number of occasions, parents will be contacted to discuss next steps. It is vital all pupils are at school on time for the health and safety of pupils and staff.

DURING THE SCHOOL DAY

- Key worker and Y6 pupils must always sit at their permanently allocated desk/table which is at least two metres away from other pupils and staff. Windows and doors should be kept partially open for ventilation.
- Pupils are to use their books/folders for all work. They should keep their own book/folder.
- Each pupil will be assigned the same seating area and resources each day. Creative resources should also be individual e.g. colouring pens, scissors, glue and remain on site in pupil tray / on desk.
- Electronic devices will be cleaned at the end of each day once the pupils have left the premises.
- Tissues will be available in each classroom and pupils will be prompted to use these, dispose of them in designated bins and then wash their hands immediately.
- Every classroom should have a designated bin for the disposal of tissues.
- Antibacterial spray and sanitising wipes should be available in every classroom and pupils should be encouraged to use them if any item has to be shared.
- Teaching staff and Support staff will modify teaching approaches to maintain distance from pupils as much as possible.
- Where possible staff should avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Any planned activities should be non-contact. If it is unavoidable for multiple pupils to handle the same resource, pupils should wash their hands before and immediately after the activity and should use antibacterial sanitising wipes to clean the item.
- A member of admin staff will be located at the school office. There should be no access to this room other than to the Admin staff on the rota that day and SLT members who need to communicate with the Admin staff.
- If a pupil becomes ill or shows any signs of the virus the member of staff should contact the nearest member of Admin by email or phone. A member of staff with the class can make contact or bring the pupil to the allocated isolation room (server room). Admin staff will telephone home to arrange for them to be collected. A staff member will escort the pupil to the appropriate entrance when a parent / carer arrives. The Admin staff will update the register immediately.

Lunch Protocol:

- Pupils will wash their hands in their classroom/toilet before lunch and after they have eaten.
- Bubble staff will cover each other's lunch break and the children in the bubble between them. Packed lunches will be left outside Y5/6 doors, Y3/4 doors, year 1 and 2 doors for collection. They will also give each classroom a rubbish bag.
- If eating in the classroom, the children or staff will clean the tables with the antibacterial spray or wipes before children eat. Pupils should eat at their tables or on the grass in their allocated play area if the weather allows.
- Once pupils have eaten their lunch all rubbish should be placed in the rubbish bag.
- If eating in the classroom, pupils will then move outside to play. While they are outside, staff will again clean tables.

Staff Lunch Protocol:

- Staff must eat lunch in their designated break areas (staff room for key worker and admin bubbles- IT suite for Y6 bubbles). The same hygiene procedure must be adhered to.
- Lunches must be stored in the 'bubble group' area. It is recommended to bring in a packed lunch or access a school packed lunch as heating facilities will not be available. A cool box will be provided for each 'bubble' to store food and drink.
- Hot drink facilities will be available in the designated break areas.

Protocol for outdoor play – break and lunchtime

- Pupils must be supervised by bubble staff who should ensure that pupils keep two metres apart at all times.
- Pupils will use the following spaces for play:

Cohort	KWA	KWB	KWC	Y6A	Y6B	Y6C
Area	KS1 Playground	KS1 Playground	Reception area	KS2 playground	KS2 playground	KS2 playground

- The KS1 playground can be marked off for the two groups to ensure they do not mix. The KS2 playground can be marked off for the 3-4 groups (depending on numbers) to ensure they do not mix.
- Pupils should wash their hands at the end of break before returning to classrooms.

Movement around the school buildings

- Each area is a 'bubble'. Pupils and staff should avoid unnecessary movement around other areas of the school.
- Pupils should only access their own area and the grounds.
- When moving around a building, pupils and staff should take care to remain two metres from another person at all times. This will need to be enforced with pupils through reminders and modelling. The daily briefings will remind pupils of the way to move around their building.

End of the school day: Pupils

- Pupils should wash their hands before they leave the school site.
- Pupils will be dismissed from the entrance through which they entered.
- Parent/ carer will be waiting for their child at the allocated socially distanced line outside of the classroom/ Y5/6 area for their child to be dismissed. Children remain in their seats until the teacher can see their parent/ carer in the waiting line. The Y6B bubble will wait in a socially distanced line for their parent/ carer.
- Parent will collect their child and leave school through the **top EXIT gate near church**.

Handwashing protocol:

Each pupil will be directed to wash their hands at the following times:

- On arrival at school
- Immediately before entering a new classroom or designated area for activity
- Before break and lunchtime
- After break and eating
- After using the toilet
- After activities sessions
- After sneezing or coughing

Handwashing protocol contd:

- Staff must also wash their hands upon arrival at work and before departure, before and after eating and whenever they change location or activity. They should also wash their hands immediately if they have touched equipment or surfaces that have been touched by others.
- Pupils and staff must wash their hands for at least 20 seconds with soap and water.
- Pupils and staff should try to avoid touching their faces. Younger children will have to be reminded of this.
- Hand sanitisers are available in rooms. These are not to be used as a substitute for hand washing, but are for use when hand washing is not possible.

Toilet Protocol:

- Set times will be agreed by the teacher and class for toilet breaks to ensure that pupils are supervised.
- Pupils must not visit the toilet together.
- Pupils must be supervised and must wash their hands after using the toilet.
- Some pupils may still have toileting accidents. If staff are required to assist pupils in changing after such an accident they should use PPE (gloves, apron, mask). As far as possible the pupil should be encouraged to change themselves. The pupil's soiled clothes should be bagged immediately and tied securely to be delivered to the parent at pick up. The PPE worn must be disposed of carefully into a lidded bin.
- Staff will use toilets allocated to their bubbles.

Cleaning routines and protocols:

- The site supervisor or cleaner will be in school for the whole day. They will be allocated appropriate duties each, in line with stringent cleaning plans and protocols.
- Entrances to the buildings, assigned classrooms and toilet and washroom areas will be cleaned with appropriate products before the start of the day. Particular attention will be paid to the cleaning of all door handles, light switches, door frames, tables, chairs and work areas.
- Further cleaning and checking of toilet facilities and soap dispensers, door handles and other frequently used surfaces will take place during the school day.
- Each classroom will be cleaned at the end of the school day and additionally disinfected on a Wednesday and at the end of each week.
- A detailed Cleaning Protocol for cleaning staff is in place, which describes the duties that must be undertaken each day. This is outlined in the school risk assessment and South Tyneside building cleaning risk assessment.

ILLNESS PROTOCOL

- There will be a First Aider in each bubble where possible. The majority of support staff are Paediatric First Aiders.

If a pupil shows symptoms of Covid-19:

- If a pupil becomes ill or shows any signs of the virus they must be removed from other pupils and staff **immediately**.
- Admin staff will be notified who will arrange to have the pupil removed to the identified isolation room (server room). Admin staff will then arrange for them to be collected.
- The First Aider and any other staff who are attending to the pupil should wear gloves, apron and face mask at all times. The PPE worn must be disposed of carefully into a lidded bin once the pupil has been escorted off site. The child must be supervised through the class panel in the door.
- If this occurs a staff member will escort the pupil to the allocated entrance when a parent / carer arrives.

If a pupil is otherwise unwell or injured:

- If a pupil is unwell or injured the first aiders in the bubbles will administer first aid. If a first aider needs support or one is unavailable a member of staff will take the child to the first aid station in the hall and admin staff will be notified and arrange for First Aid.
- The First Aider and any other staff who are attending to the pupil should wear gloves, apron and face mask at all times. The PPE must be disposed of carefully into a lidded bin once the pupil has been seen to.
- If the pupil is too unwell to remain in school, the Admin staff will arrange for them to be collected or for appropriate next steps depending on the severity of injury or illness.

If your child is showing any symptoms of Covid-19 at home you must ring school or email Mrs Butt mbutt@sspeterpaul.s-tyneside.sch.uk at the earliest opportunity. You can also leave a message on the school answering machine and we will return your call in the morning.

PUPIL BEHAVIOUR

Pupil behaviour policy:

- Standards of behaviour and our high expectations of pupils are even more important at this time.
- The School behaviour system and the school behaviour policy should be adhered to by pupils and staff at all times.
- Routines and behaviour expectations will be reinforced by the daily briefing.

If a pupil does not adhere to the protocols in this document:

These arrangements for social distancing will only prevent the spread of the Covid-19 if they are followed. If pupils are found to be deliberately in breach of these protocols, this will be addressed in accordance with the school behaviour policy:

- Serious breaches of Health and Safety will be addressed in line with the behaviour policy and the addendum to the behaviour policy.
- Behaviour that could cause harm to others will be addressed in line with the behaviour policy and the addendum to the behaviour policy.
- We reserve the right to fixed-term exclusion or in very serious cases permanently exclude for breaches of behaviour including breaches of protocol related to Covid19.
- As a school we have a duty of care to our whole community and deliberate disregard for the measures in place will result in the application of our behaviour sanctions. Pupils who have additional needs will be risk assessed and measures, where appropriate, will have necessary adjustment. We cannot, however, under any circumstances, allow behaviour that puts another member of our community, pupils or staff, at risk.

Pupil uniform:

- Due to the requirement of fresh clothes being worn daily, pupils do not need to wear school uniform during this period. However, they can should they wish. Children should dress appropriately for the weather. As windows and doors will be open, a Hoody/cardigan etc. may be appropriate on colder days.
- Parents will be reminded of the need to wash clothes at the end of each day at school and pupils are expected to come to school in clean clothes each day.

Staff Dress Code:

- Due to the requirement of fresh clothes being worn daily, staff do not need to wear 'office wear' during this period. However, they can should they wish.
- Staff are reminded of the need to wash clothes at the end of each day.

Safeguarding Protocol:

- When working in school, staff should revert to our usual Safeguarding practice, as outlined in the school policy and addendum.

VISITOR PROTOCOLS

Visitors to site:

- Wherever possible, visitors to site are to be discouraged.
- No visitors are to be allowed on site without a prior appointment, notified by staff. Unexpected visitors will not be allowed access to the site.
- The office window will remain closed to allow staff to stay behind glass.
- Visitors are to sign in utilising the sign in book. A new pen must be used each time.
- All visitors must be told to wash their hands upon arrival in school.
- Social Distance must be maintained by all visitors.

Deliveries:

- Post can be delivered and placed inside the school gate for collection by a member of the admin team.
- Deliveries which are too large for the post box are to be left just outside the Main Door.

FIRE AND EMERGENCY PROTOCOL FOR PUPILS, STAFF AND VISITORS

Regular Fire Drills will be held to ensure that all staff and pupils understand the procedures and their roles if a fire were to occur.

Fire and emergency evacuation procedures:

- Fire and emergency evacuation procedures largely remain unchanged, though the plan has been amended to cover the new group organisation.
- Pupils will be informed of the new procedures and a practice will take place in the first week.
- In the case of emergency, all pupils and staff will exit the buildings using the closest emergency exit.
- One member of staff will evacuate the children, in most cases this will be the Teacher or HLTA. The support member of staff will act as fire warden and will check the toilets, corridors etc. they will then close all doors in the bubble before going to the evacuation point.
- Pupils and staff should line up in their designated 'bubble' area in the groups from which they have come. Social distance must be maintained in the lines.
- Support staff and visitors should gather to the side of pupils. They must remain two metres apart.
- Registers should be taken by the members of staff leading the current sessions and Admin staff member will ensure that pupils, staff and visitors are accounted for.