

HCA CE School

September 2020 Returning to School Protocol and Procedures- Information for

Parents and Other community members.

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. Key stage one and two will begin on Wednesday 2nd September 2020 and EYFS are having a phased welcome from Monday 7th September. The school has an INSET day on the 1st September. 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:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace

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"

At HCA we will continue to develop all our systems we implemented during the Summer Term and for our Childcare Hub. Many of the protocols and procedures that were implemented during this time 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 that has been produced using a LA-approved template 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. School has completed this in advance of opening.

"The following plan outlines relevant detail from the government's guidance with further detail about how HCA 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 can't negate them entirely."

| System of control | Actions |
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| <p>1.</p> <p>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</p> | <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, they must not attend school. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term. Posters in school will display symptoms as a constant reminder.</p> <p>If an adult becomes unwell, they are to remove themselves from the building immediately.</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. Staff caring for a child in this situation will be wearing PPE.</p> <p>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>The child or adult 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, then the school will follow the guidance provided public health England, it may involve all children and adults within that group self-isolating for 14 days and not attending school. 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>2.</p> <p>Clean hands thoroughly more often than usual.</p> | <p>Adults and children are to wash their hands or use hand sanitiser on the following occasions:</p> <ul style="list-style-type: none"> Entry to school Before/after break times and lunchtimes When they change rooms Before leaving school Anytime that they visit the toilet or cough/sneeze in to their hands. <p>Sanitising stations are located in each classroom and additional hand sanitisers are located at appropriate points in school i.e. the main entrance area for visitors and staff upon arrival. Sanitiser will be located by the photocopier and located in the hall and staffroom for staff during lunch time.</p> <p>Hand hygiene protocols are to be re-visited at the start of each day for the first 2- 3 weeks of term and then regular reminders about the expectations of practices and protocols in school. They will be established as part of our behaviour expectations.</p> |
| <p>3.</p> <p>Ensure good respiratory hygiene by promoting the</p> | <p>The children will be reminded or taught how to use a tissue to maintain good respiratory hygiene. Posters will be displayed around the school to encourage children 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 away in classroom bins and their hands must be cleaned afterwards.</p> |

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| 'catch it, bin it, kill it' approach. | 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. Parents will be fully included in this process. |
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| System of control | Actions |
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| <p>4.</p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> | <p>Additional cleaning will be undertaken in school during the school day by staff, over an extended period covering lunchtime to clean door handle, empty bins and clean toilet areas across the school.</p> <p>In classrooms, adults will clean tables, surfaces and door handles using the wipes provided. Each class will have their own allotted set of classroom cleaning equipment in a storage box.</p> <p>Children will 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.</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>5.</p> <p>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.</p> <p>We 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>Grouping the Children</p> <p>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.</p> <p>In order for HCA to offer a curriculum that is best placed to support 'catch-up' our bubbles will need to be in 2 phase bubbles – i.e. EYFS & Key stage and Lower Key Stage 2 & Upper Key Stage 2. However we will try to ensure that for the majority of the time individual classes are kept as a bubble.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum. As much as possible staff working in school will be limited to the classrooms they access, however there may be occasions that staff work across different phase groups and different classrooms.</p> <p>Measures within the classroom</p> <p>Adults will encourage children to socially distance reduce the amount of time that they are in face-to-face contact with one another. However we</p> |

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| | <p>recognise that this will be challenging especially for younger children. We recognise that children will have close contact with other children or adults during the school day.</p> <p>Classrooms have been adapted while still providing opportunities for younger children to learn through play. In classrooms where tables are used, they face the front and children sit side-by-side. All children have a personal set of resources for their own use, other resources will be shared and cleaned appropriately after use.</p> <p>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.</p> |
| System of control | Actions |
| <p>5.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> | <p>Staff working closely with children need to be vigilant and try to work side by side as much as possible and where possible ensure some social distancing. Any face to face contact should be kept to an absolute minimum. Teachers have a working space at the front of the class than ensures that for the majority of the time they can socially distance.</p> <p>Other measures in school</p> <p>There will be no whole-school events where children and adults are required to congregate.</p> <p>Class assemblies or Year group assemblies will take place, however the children will be required to distance.</p> <p>A selection of reading books will be placed in classrooms to minimise contact with different groups of children. Books that are shared between bubbles will be stored for at least 3 days before they are returned to the reading scheme.</p> <p>Children will not be allowed to bring items from home, such as toys. No backpacks will be allowed in school due to limited space in cloakrooms. Children will only bring their packed lunch, which must be in a disposable carrier bag and will be stored within year groups.</p> <p>P.E kits will be worn on PE days (Mon/Fri)</p> <p>Measures for arriving at and leaving school (including break/lunch times)</p> <p>To minimise the number of people moving around the school site at any one time the school has extended start and finish times. Infants and juniors will use different entrances to minimise contact with other year groups.</p> <p>Children in EYFS/KS1 will use the main entrance Children in KS2 will use the design technology entrance</p> <p>Parents are encouraged to walk to school where possible and only one parent will be permitted on the school grounds and not beyond the bottom of the</p> |

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| | <p>school path. Please ensure younger siblings remain with parents and do not come up the main path.</p> <p>School will gather information in September as to how children get to school for TRACK and TRACE purposes.</p> <p>Parents of older children are encouraged to drop children off at the outer school gates to reduce the numbers of people on site.</p> <p>Parents will need to be patient and wait at the allotted spaces provided.</p> |
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| <p>5.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> | <p>The DfE guidance states that coming into the site without an appointment is not allowed.</p> <p>The school office is not to be accessed by parents unless an appointment has been made. Parents will need to telephone the school to make appointment. Parents will not be allowed to access the building during arrival and collection times. Parents will be encouraged to telephone school if they have a concern.</p> <p>Face coverings</p> <p>The DfE guidance currently states “wearing a face covering or face mask in school is not recommended”. Children arriving in face masks will be required to remove them before coming in to school.</p> <p>BREAKTIMES AND LUNCHTIMES</p> <p>Each class will be allocated specific playtimes and playground areas. Children must not go onto other class areas while they are playing outside...</p> <p>Lunchtimes will be organised slightly differently. Children will have two sittings. Hot meals will be available and ordered in the normal way and we ask that all dinner money is paid on a Monday in full or preferably at the beginning of each half term. The children will be kept within their bubble over lunchtimes.</p> <p>Other considerations</p> <p>A record of all visitors must be kept to support Track and Trace – all visitors are to use the entry system in the reception area.</p> <p>Supply teacher and temporary staff can move between schools, however whenever possible HCA primary school will limit the use of any external staff.</p> <p>Specialist teacher and other external agencies to support pupils will be able to access school, they will be made aware of school procedures and adhere to them.</p> |

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| | To ensure good ventilation in school, when possible classrooms will have their windows open when children are working. |
| 6. Where necessary, wear appropriate personal protective equipment (PPE). | 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). Children need to know that some adults might be wearing PPE and that it is 'ok'. |
| 7. Response to any infection Engage with NHS Test and Trace. | Parents and staff are expected to engage in the NHS Test and Trace process if required to do so. Anyone who displays symptoms of coronavirus can and should get a test and follow guidance for self-isolation. If the test result is negative, the child can return to school assuming they would do so under normal circumstances. If the test result is positive, the child and family need to follow the 'stay at home' guidelines. If parents refuse to share results of the test, we will assume it is positive and the children / family will have to isolate for the appropriate time. |
| System of control | Actions |
| 8. Response to any infection Manage confirmed cases of coronavirus (Covid-19) amongst the school community. | If there is a confirmed case school will contact the local health protection team. 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. School will inform parents of the infection, but we will not reveal the name of the infected child/adult. Information will be provided for parents relating to self-isolation for the child and members of the household to ensure information provided is up to date. 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. However we expect parents to be open and honest with school to ensure the safety of everyone in our community. |
| 9. Response to any infection Contain any outbreak by following local health protection team advice. | School will continue to seek advice from the local health protection team 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. This could result in a phase bubble lockdown, a school closure or/and a mobile testing station being established in school. |

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| | Testing will focus on the affected classes, then their year groups and then the remainder of school if required. |
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