



St Vincent's Catholic Primary School: Parent Guidance for full re-opening – September 2020

To love, serve and learn as Jesus shows us

Risk Assessment

Our existing Risk Assessment has been reviewed, revisited and updated, as is a legal requirement, based on learning to date and the practices they have already developed, and considering the additional risks and control measures needed to enable a return to full capacity in September. This review has involved all staff and Governors.

This risk assessment will outline measures being implemented or, to be implemented which are sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk of transmission to the lowest reasonably practicable level. These 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

The final risk assessment, which will be kept under regular review, has been shared with staff and Governors and is available on the school website for parents/carers.

Attendance

From September all children *must* attend school and any concerns around attendance and punctuality will be followed up in line with the School Attendance and Punctuality Policy.

We understand the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and will provide support for those who require it, with a particular awareness children who are clinically vulnerable, children living with someone who is clinically vulnerable or children who are at comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

At times, pupils may not be able to attend because they are following public health advice to self-isolate due to symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). Children who were previously advised to shield, may be advised to do so again, if rates of the disease rise in local areas. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Visitors to school

Visitors to school will continue to be limited and a record of visitors will be maintained, including contact details, in case of potential infection. Necessary visitors to school will be notified of arrangements for social distancing and hygiene, and must be aware that they must not enter the school building if they are displaying any symptoms of coronavirus.

Communication with staff should be email, phone or your child's diary.

Volunteers will not initially return, however if community transmission rates continue to fall, this will be reviewed. If volunteers can resume their support, training will need to be completed in relation to safeguarding (as is done annually anyway), and arrangements for social distancing and hygiene. Volunteers will not move between classes and must remain 2 metres from pupils and staff where possible.

Educational visits

In the autumn term, non-overnight domestic educational visits can take place as long as they do not compromise the protective measures outlined within the guidance.

School uniform

Usual uniform policy and expectation will resume in the autumn term. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Extra-curricular provision

No after-school clubs will be run during the Autumn Term. This will remain under review for the Spring Term.

Breakfast and after-school Link Club (Kool kids out of school)

Separate guidance and information for parents will be provided directly from Link Club.

Planned action (Systems of control) to minimise the risk of transmission of coronavirus (COVID-19) based on public health advice, endorsed by Public Health England (PHE).

Prevention: Hand hygiene and respiratory hygiene

Coronavirus (COVID-19) is an easy virus to kill when it is on skin.

All adults and children MUST:

- Wash their hands with soap and water for 20 seconds and dry thoroughly following the [guidance on hand cleaning](#) / use hand sanitiser at least:
 - On arrival at school
 - Before and after breaktime
 - Before and after eating
 - After sneezing or coughing
 - Before and after going to the toilet
 - After using and shared resources
 - When moving to a different room
- Be encouraged not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')

Younger children and children with complex needs will need to be supervised and supported to wash and dry their hands as required. They will also be supervised when using hand sanitizer due to the risk of ingestion. As with hand cleaning, younger children and those with complex needs will be helped to understand and follow respiratory hygiene rules and routines.

Hand sanitizer, soap, paper towels, tissues, cleaning cloths and products, and a lidded bin will be available in all rooms in use by children and adults. Hand sanitizer will also be available at the entrance to school.

Parents/carers and staff should be reminded of the need to use hand cream regularly to avoid the skin on hands becoming dry and sore due to high levels of washing / hand-sanitizing.

At the end of each day and during lunchtime, all bins will be emptied and areas will be checked to ensure that sufficient handwashing and cleaning facilities are available:

- Soap dispensers
- Hand sanitiser
- Paper towels
- Tissues
- Cleaning cloths and anti-bacterial cleaning products

When rooms are in use, windows and doors will be kept open to maintain good and natural ventilation. Doors will be shut and locked when a room is left empty to ensure the building remains secure.

Internal doors should be propped open when the room is in use, but shut when the rooms is left empty (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Public Health England does not recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.

PPE is only needed in a very small number of cases including:

- Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.

Prevention: enhanced cleaning

To prevent the indirect spread of the virus from person to person, twice daily cleaning will be in place for frequently-touched surfaces, such as: door handles, doors and door frames, handrails, table tops and furniture, chairs, play equipment, toys, electronic devices, sinks and toilets and light switches.

Resources / rooms which are shared will be kept to a minimum however some will have to be shared and will need to be cleaned after use throughout the day.

All staff have access to cleaning cloths and products for use as required throughout the day.

Prevention: Minimise contact between individuals and maintain social distancing wherever possible

Class Groupings

Each year group will form a separate group (7 groups), who will not have contact with any other group during the school day.

As far as practically possible, staff will remain with only one group of children, and where this cannot be maintained, staff will work across as few groups of children as possible.

Adults will maintain 2 metre social distancing from children and other adults where possible, and where this is not possible, they must avoid close face to face contact and minimise time spent within 1 metre of anyone. It is recognised that this will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support will be provided as normal.

Classroom Organisation

Children will remain in the same classroom throughout the day, which will be cleaned at lunchtime, and then thoroughly cleaned at the end of every day. The only other room they may access is the hall.

Within the classroom, children will be seated at the same desk each day, and will remain at their desk as much as possible. Children will be seated side by side and facing forwards, rather than face to face or side on, and desks will be separated as much as possible, given the space and number of children.

Unnecessary furniture and soft furnishings will be moved out of the classroom. Resources will be available in the classrooms but will be kept to a minimum based on what is required to support children's learning.

In each classroom, around school (including toilets), in the main entrance and at the school gates, posters will be displayed to promote hygiene and cleanliness.

Doors and windows will be kept open while a room is occupied. For safety, the doors must be shut when the room is left empty.

Resources

Individual resource packs will be allocated to every child, and stored in a bag with English and Maths books which will be used daily.

Classroom based resources, such as books and games, will be allocated to a class and can be used and shared within the class; these should be cleaned regularly, along with all frequently touched surfaces.

Resources that are shared between classes, such as sports, IT, art and science equipment should be cleaned frequently and meticulously and always after use. If possible, they should be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.

Reading books and diaries will be exchanged between home and school. When reading books are returned to school and changed, books will be left unused and out of reach for a period of 48 hours.

Printed activities should only be used where there is no alternative.

The only items to be brought into school from home are:

- Lunchbox (cleaned daily at home)
- Water bottle (cleaned daily and filled at home)
- Coat if required
- Reading book and school diary
- Children can bring items in a bag if required, but this must be in line with school uniform expectations: book bag for all classes up to Year 5; **small** rucksack for Year 6
- NO OTHER ITEMS SHOULD BE BROUGHT INTO SCHOOL

Movement around school

All classrooms will be accessed directly from outside.

No large gatherings are currently allowed in school so no assemblies can take place in the hall.

A one-way system is in place for the small amount of movement around school, but only adults or children accompanied by adults should be moving around school.

Children will only have access to the following areas of school: classroom, cloakroom, designated areas of the playground, designated toilets and the hall.

Toilets

Toilet facilities will remain at reduced availability – toilet doors will be locked and signage put up to indicate which toilets can be used; only cubicles will be in use so boys cannot use the urinals at this time.

Only cubicles will be in use so therefore, external toilet doors into the corridor can be left open:

- Fewer surfaces therefore need to be touched, reducing the risk of transmission
- Children can more easily see if toilets are in use before entering, reducing the potential for contact between children from different classes.

If toilets are in use, the next child must wait outside, following the floor markings. If someone is waiting outside a toilet to use it, any other children must wait in class until no children are waiting.

Children must wash and dry their hands before and after entering the toilets.

Toilet use will be organised as follows:

- Reception – use toilets within the Reception class.
- Year 1 – all children to use the toilets opposite the Year 1 classroom.
- Year 2 – all children to use the toilets opposite the Year 2 classroom.
- Year 3 and 4 will use the boys and girls toilets and sinks to the left of the corridor.
- Years 5 and 6 will use the boys and girls toilets and sinks to the right of the corridor.

Break time

Break time will be staggered by timing and play zones. Rather than set times, staff will take children out for a 15 minute break at a natural break in their learning. This is a chance to go to the toilet, have a snack, get some fresh air and do some activity e.g. daily mile.

The playground will be split into zones so that more than one class can be out at one time without contact.

Classes will have a set of play equipment allocated for their class use.

Snack normally offered (toast and juice) will not be available at this time so children must bring their own snack to school.

Lunchtime

Children in Reception and Key Stage 1 will continue to have the option of a free meal under the universal infant free school meals policy.

- School meals for children in Reception and Key Stage 1 will return to the usual 3 week cycle of hot meal choices.
- The hall will be split into 3 areas to keep each class separate.
- Meals will be pre-ordered and midday staff will bring children their lunch.
- Children will remain seated at all times.

School meals will also be available for Key Stage 2 children, free of charge for pupils who qualify for benefits-related free school meals.

- School meals for Key Stage 2 children will be a hot packed lunch.
- Key Stage 2 children will all eat their lunch in their classrooms.
- Packed lunches sent from home should include items that children can open without adult help as far as possible so that adults can remain socially distancing measures as far as practically possible.

Lunch time for children will be staggered as follows:

	11.30 -	11.45 -	12.00 -	12.15 -	12.30 -	12.45 – 1.00
Reception and Key Stage 1	MDAs to set up the hall in 3 zones					
Key Stage 2						

Measures for arriving at and leaving school

Any measures in place which adjust timings to the day, do not impact on the amount of teaching time for children.

Parents/carers and children are encouraged to walk or cycle to school where possible, and avoid public transport. Families using public transport should refer to the [safer travel guidance for passengers](#). If using public transport, and a face covering is required, they must be removed safely upon arrival at school.

- Do not touch the front of the face covering during use or when removing it.
- Wash/sanitize hands then remove the face covering
- Dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag that can be taken home,
- Wash hands again before entering the classroom.

Parents/carers must not be transporting or accompanying children, other than their own, to school. When dropping off and picking up, children should be accompanied by only one adult.

Parents or carers are responsible for managing the risk of allowing Year 6 children to walk to and from school unaccompanied. Children walking unaccompanied must be clear of the expectation to maintain social distancing at all time.

Social distancing rules must be followed: there must be a 2 metre distance between you and anyone not from the same household.

Parents/carers must not gather on the playground or at the school gates. When on the playground waiting, markings should be followed.

Parents/carers must not enter the school building.

Members of staff will be on duty to direct children from a safe social distance and to ensure social distancing is maintained on school premises. Signage will be used to remind parents/carers of drop off / pick up procedures.

Timings of drop off and pick up have been staggered with Penketh South as far as possible to avoid large numbers of adults dropping off / picking up at the same time.

Dropping off in a morning:

All children should be dropped off between 8.30 and 8.45 – the gates will be locked at 8.45 to minimise cross over with Penketh South's drop off times

All children in Years 3 – 6 should be dropped off at the main green gates at the entrance to the playground and walk round to their classroom door

Where possible, children in Years 1 and 2 should also be dropped off at the main green gates at the entrance to the playground and walk to their classroom door also. If children will not enter the playground without an adult, they can be accompanied to the coloured fence but parents should not enter the Reception Class outdoor area beyond this fence.

Children will be required to wash and dry their hands immediately on entry to the school building. Outside classroom doors, markings will show 2 metre gaps in case entry is slowed down by hand washing and a queuing system is required.

Pick up at the end of day:

At home time, all parents / carers should enter the playground through the main green gates. Please do not arrive at school too early in order to support us in keeping the number of people on site to a minimum

	Time:
Reception, Year 1 and 2	2.45
Year 3, 4, 5 and 6	3.00

Markings at each classroom / outside the coloured fence area at Reception Class will be set out at 2 metre distances – the adult picking up should wait at the next available marking outside the appropriate classroom. Teachers will dismiss children directly from classrooms to the next waiting adult.

Prevention: 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

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Pupils, staff and other adults must not come into the school if they have any of the symptoms listed above or they have tested positive in the last 10 days.

If anyone in the school becomes unwell with any of the symptoms listed above, they will be sent home, asked to engage with the NHS Test and Trace process, and be advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)':

If a child is awaiting collection, they will be moved to Computer Suite where they will remain isolated behind a closed door with appropriate adult supervision, who will remain at a distance of at least 2 metres.

They should be picked up via the main office.

Windows and doors in this room will be kept open for ventilation if someone is isolating.

If they need to go to the bathroom while waiting to be collected, they will use the disabled toilet near the office, which will then be out of use until it can be cleaned and disinfected using standard cleaning products.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.

Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.

The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Response to an infection: Engage with the NHS Test and Trace process

If a child or member of staff shows symptoms, staff and parents/carers must engage with the NHS Test and Trace process as follows:

- [Book a test](#) if displaying symptoms (*all children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.*)
- Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Once test results are returned, the result must be shared with school immediately:

- If negative, the child or member of staff can stop self-isolating and return to school once they feel better (following the normal 48 hours period)
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)
 - Self-isolate for at least 10 days from the day they first became ill and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (a cough or anosmia can last for several weeks once the infection has gone). Self-isolation must continue until temperature returns to normal.
 - Other members of their household should self-isolate for the full 14 days.

Response to an infection: Manage confirmed cases of coronavirus (COVID-19) amongst the school community

If someone who has attended school has tested positive for coronavirus (COVID-19), school will contact the Cheshire and Merseyside Health Protection Team. (This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.)

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

To support this process, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (although this should be rare).

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.

Response to an infection: Contain any outbreak by following local health protection team advice

If, as a school we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may have an outbreak, and we will contact the Cheshire and Merseyside Health Protection Team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, then the whole school if necessary, in line with routine public health outbreak control practice.

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.

In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. This may involve a return to remaining open only for vulnerable children and the children of critical workers.