

Covid-19 Policy - Appendix 1

Local Health & Safety Measures

Cidari | All Academies | Internal

Version 2.0 Published 1st March 2021

Local arrangements for Great Marsden St. John's Primary - A Church of England Academy.

Supported by the Trust, Michaela Underwood has been appointed as Covid-19 supervisor for our Academy to work with the Trust to ensure the measures outlined in this policy are implemented and bring any issues or concerns immediately to the attention of the Headteacher or Senior Leader on site. Staff will be regularly briefed and actively encouraged to give feedback on the measures outlined to ensure they remain relevant, safe and appropriate.

Full Return to School 8th March 2021

In order to fully comply with DFE Guidelines and robust Health and Safety Standards, the following control measures will be in place throughout school. All staff have been advised to attend a short briefing on Friday 5th March to ensure widespread understanding and compliance.

Start and finish times

We will operate staggered start and end times - as detailed below. Punctuality will be key.

Reception - 8.30 am start and 3.15pm finish from their Classroom door on the yard.

Year 1 - 8.30am start and 3.15pm finish from their Classroom door near the main entrance.

Year 2 - 8.45am start and 3.30pm finish from their Classroom door on the yard.

Year 3 - 8.45am start and 3.30pm finish from the Year 3 cloakroom door.

Year 4 - 8.30am start and 3.15pm finish from the Year 4 cloakroom door.

Year 5 - 8.45am start and 3.30pm finish from the Year 5 cloakroom door.

Year 6 - 8.30am start and 3.15pm finish from the Year 6 classroom door near the external hall door.

A one way system around schools will be in place. Children / a parent will enter via the car park path, carry on around the school building and exit via the top gate of the staff car park.

Clear waiting stations for children and a parent will be marked using floor markings in the form of footsteps.

Only one parent/carer will be allowed to drop off/collect. Parents must not congregate at entrance or exit gates; these must be kept clear at all times. Whilst waiting outside and moving around the building, they will observe social distancing. Children must walk with their adult so that the adult can enforce good

practice, including social distancing. Masks will be worn on school premises, unless a valid exception is produced.

Parents will not be able to meet with staff unless it is urgent and pre arranged by calling the office. It is really important that parents drop off and collect promptly at the specified times.

Class Arrangements

As per Government guidance, pupils will be grouped into Kingdoms. Children will not mix with other children from outside their Kingdom. As GMSJ is a one form entry school, a Kingdom is defined as a year group of 30 children. Staff will stay within their allocated Kingdom as much as possible, although DfE guidance does state that 'All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Junior Jam, who provide our PPA cover, have produced their own risk assessments. (See attached documents).

Every child from Woodpeckers' Kingdom to Badgers' has their own work station, chair, tray and equipment. Tables will be arranged so that they are front facing in these named Kingdoms.

In Reception class, children will not be expected to work at tables as this is not conducive to good quality Early Years teaching and learning. Enhanced hygiene measures will be in place and children will be more often in smaller Key Worker groups than normal.

Classroom windows will be open as much as the weather allows to facilitate good ventilation.

Staffing Arrangements

Every staff member will be made fully aware of the procedures and protocols in place to ensure that school is COVID secure. This will be done via a socially distanced meeting in the school hall on 5th March. This meeting serves to reestablish information which was disseminated prior to the spring lockdown.

Staff will also be made aware of expectations regarding COVID related illness, absence, shielding etc. (See attached)

At the time of writing, there is one long term one supply teacher in school covering a vacancy. She is familiar with the routines in place during partial opening and is able to attend the meeting to ensure she is aux fait with routines and procedures in wider opening.

Any new staff members will receive enhanced induction, this includes teaching and teaching assistant students.

Should any staff member need to self isolate, as far as is practically possible, that Kingdom will be taught by the remaining staff. If supply staff are needed, then the same one will be used to reduce the numbers of adults mixing with children and other staff members.

The staff room has been reorganised to facilitate greater social distancing and will remain open to those staff members who chose to use it. Should anyone feel uncomfortable making a drink in this area, they should speak to a member of SLT who will endeavour to put alternative facilities in place.



Staff wellbeing is of high priority. The Trust has provided every staff member with access to SAS Medical, Wellbeing and Support. The SAM delivers robust back to work interviews so that staff returning after a period of illness (Covid related or otherwise) have a platform to express their concerns and possible adjustments to roles and responsibilities.

Visitors to the school.

GMSJ will accept visitors into school, if their visit is deemed necessary on educational or operational grounds. These include peripatetic music teachers, children's support workers from outside agencies, specialist teachers, Educational Psychologists, maintenance and repair contractors etc.

All visitors will be required to complete the contractor checklist prior to entering the building. PPE must be worn and social distancing observed.

Curriculum and Remote Learning

Our GMSJ curriculum was adapted in September 2020 to facilitate 'catch up' whilst providing all children with a broad curriculum offer. By the end of Autumn term, diagnostics told us that some classes had made the required steps forward whilst others still required daily 'catch up' learning. It is anticipated that the number of children requiring such intense daily intervention will be less than in autumn as online learning has been more readily received and accessed. Staff have worked closely with children at home on a daily basis in live teaching and via the class stream. Class teachers will be able to quickly assess areas of need/learning gaps and facilitate appropriate strategies to mitigate these.

Google classrooms have been utilised fully during this spring lockdown. This resource will continue to be used weekly to deliver homework tasks. It will also be fully operational should any Kingdom need to isolate due to a positive Covid case.

Educational visits can resume. Robust risk assessments should include COVID mitigations.

After school clubs can also resume. These will be offered to one Kingdom at a time to maintain grouping coherence.

Resources

Children will, as far as possible, have their own resources. Where resources need to be shared with other Kingdoms they will either be cleaned using appropriate materials or be 'quarantined' for a period of time - as determined below:

Metal, wood, paper and plastics - 72 hours

Cardboard - 24hours

Fabrics - 24 hours

Books and games can be used and shared within a Kingdom, although cleaning is still recommended after use.

Outdoor play equipment will be cleaned more frequently.

SEND and Behaviour



SEND children will have their normal provision in place when they return to school, whether this be IEP time, intervention or one to one.

Individual risk assessments will be in place for all pupils who exhibit anti social behaviour such as biting and spitting. Where necessary, appropriate home learning will be put in place to protect staff and pupils.

Our GMSJ Behaviour Policy states the following:

We acknowledge that as school returns in September 2020, there are increased expectations being placed on all children around COVID secure procedures, notably good hand hygiene, 'catch it, bin it, kill it' and age appropriate social distancing in certain areas of school. We believe that if we educate the children to the reasons behind these measures they will be much more likely to fully comply. Any child who blatantly flaunts or disregards the requirements will be dealt with as in any other misdemeanour – warning, rainbow, thundercloud. However, there will be a slight change to normal protocols this being that staff will communicate issues to parents should children be given a warning and then persist to be given a rainbow. This will mean that parents can support school immediately and therefore nip escalation in the bud. THIS IS ONLY IN RESPECT OF HEALTH AND SAFETY ISSUES AND NOT GENERAL ISSUES. This protocol will also take into account that some children will find the new requirements difficult and will need more support in order to comply.

This statement is still valid in March 2021.

Vulnerable Children

Vulnerable children have been a focus of our work throughout . The numbers of children identified as vulnerable may well increase as they return to school. School has excellent provision in our ELSA, Inclusion Manager and Counsellor to ensure that needs are promptly met.

All staff know how to report concerns via My Concern and Safeguarding training has been delivered to all staff, including new staff members in this academy, in line with good practice.

Toilets and Handwashing

Hand hygiene remains crucial, as does 'catch it, bin it, kill it'.

Children will wash their hands on arrival into school each morning, playtime and lunchtime. Hands will also be washed before lunch and after going to the toilet.

Every kingdom has hand sanitizer readily available and each child has their own personal bottle at their workstation. Additional sanitizer units are positioned at strategic points around school, including in the staff room, office and hall.

The kingdoms situated in the Infant side of school all have toilets linked to each classroom. Each toilet room has 3 cubicles and 2 wash hand basins.

Toilets in the junior side of school are traditionally a boys and a girls that 2 classes share. Going forward, each kingdom will have a designated bathroom, regardless of gender. We will operate a strict 'one at a time' system. The older girls must have access to a sanitary bin.

Hand Basins in classrooms can be used for hand washing. Each class will have access to alcohol hand sanitiser as will all key areas of the Academy.

Additional wash basins will be sited in the school grounds. (Pending)



Breaks

Breaks will be staggered across the Key stages with each Kingdom having a designated area.

Hard plastic toys such as bats and balls will be provided for each Kingdom.

Adults will stay with their kingdoms at break times.

They will take out a first aid kit which is personal to their kingdom.

Lunchtime

A rotation system will be in place for lunches where Kingdoms will have hot meals in the hall and a sandwich option served in classrooms.

<u>Lunchtime</u> Children will be sent for when they are to come into the hall. We are continuing with alternate hot and cold lunches but within your group.		
Rec - KL	12.00 - hall / classroom lunch 12.20 - class (wait to go out) 12.45 - outside 1.00 - lesson time	Rec yard
Year 1 - EWi 12.00 - 12.30 (F - all lunchtime) JB 12.30 - 1.00 (M- Th)		KS1 yard
Year 4 - DE and SK		KS2 yard / football yard
Year 6 - RP/DB ½hr each		KS2 yard / football yard
Year 2 - TS JT outside KM	12.00 - outside 12.20 - class (wash hands) 12.30 - hall / classroom lunch 1.00 - lesson time	KS1 yard
Year 3 - JF (Fri - RH) JB outside RH (M - Th)		KS2 yard / football yard
Year 5 - BB		KS2 yard / football yard

Breakfast and After School Provision

GMSJ does not offer before and after school provision.

Uniform

School uniform will be worn.



PPE

Government guidance states that staff do not need to wear PPE equipment for a return back to teaching. However, PPE will be available to staff if they feel that an activity requires it. They will personally have the choice to wear it if they deem it appropriate. Additionally, PPE will be worn when carrying out intimate care as part of a child's care plan.

PPE provided by the Trust and available in each classroom includes:

- IIR Face Masks
- Nitrile Gloves
- Disposable Aprons
- Eye Protection

These will also be available as part of the Kingdom First Aid kit for staff on outdoor duties and supervision.

The Covid Supervisor is responsible for monitoring stock levels and requesting supplies from the Trust. This task has been delegated to Mrs T Stone.

All premises and cleaning staff will wear appropriate PPE for the task they are performing.

Wellbeing Arrangements

Regular update meetings and communication are ongoing to allay staff fears and worries.

When deploying staff, thought has been given to what their experience of the Covid pandemic has been. During the Spring lockdown all staff have been in school in order to facilitate provision for key worker and vulnerable children. Some have also had periods of home working due to personal isolation requirements or Kingdom cases. Where possible, staff deployment will be consistent to a particular role and kingdom which minimises cross kingdom working and lessens anxieties. This is the ideal scenario and will be normal working practice as far as is practicable.

Regular contact from the CEO, in which he briefs the whole workforce upon the wider Trust actions and strategy, ensures all staff are in the same communication loop.

All employees have access to a confidential Employee Assistance Programme and Wellbeing Support with Schools Advisory Service.

Further Measures

No large gathering eg worship- which will be carried out daily in Kingdoms.

Clear handwashing routines - identified on class timetables.

Clear signage and advisory notices to support social distancing, hygiene and the practices expected.

Social distancing as far as can be done when moving around school/ playtimes.

Configuring classrooms so that desks are front facing

Each class to have stocks of disinfectant, and alcohol hand sanitiser.

Each teacher/ child to have stationery that is only for their personal use (this will be provided by school).



Training children to follow good routines.

Outdoor learning used as this should reduce risk.

Cleaning schedules will be enhanced to provide additional capacity throughout the day.

The Headteacher, SLT and Trust will monitor the impact of plans and review appropriately. This will ensure we control risks as much as possible.

Junior Jam Covid-19 School Policy Academic Year 2020/21

Junior Jam Covid-19 Policy

This policy will outline what Junior Jam have put in place to minimise the spread or contamination of Covid-19 while working in primary schools from September 2020 until further notice. This policy will detail what changes we have made and advised our staff to ensure every precaution is taken while working on school premises. It will also detail what we would require from you regarding your new policies and procedures and information sharing should any suspected positive cases be reported. *Please read in conjunction with the Covid-19 risk assessment.*

We have revised the units and subjects to be taught to ones that reduce the amount of equipment having to be brought into school and to minimise any cross contamination and cleaning time required minimising risk to school staff, pupils and Junior Jam employees.

Junior Jam Covid-19 Staff Procedures.

We have instructed all staff to endeavour to adhere to your policies. If for any reason they are unable they will advise their line manager and Junior Jam management will liaise with you on each individual case.

We have issued all our staff with cleaning supplies, these are to ensure any equipment we bring into school with us, both pupils and staff equipment, is cleaned thoroughly between each class and at the end of each teaching day to minimise any risks to pupils and/ or staff. Junior Jams staff cleaning manual is comprehensive and explains exactly how all equipment is to be cleaned and how often. All staff have also been issued with hand sanitiser and advised on hand washing best practice. Junior Jam staff will not use any of their issued cleaning products or sanitising gel on school equipment or offer to pupils, we would ask that if you require them to clean school equipment please supply them with the products and instructions as required as we wouldn't wish to damage any school property with our cleaning materials. Therefore, if we are using school iPads, please provide cleaning products.

Junior Jam staff who have equipment will each have a full kit containing cleaning spray, cleaning cloths, microfiber cloth, antibacterial hand sanitiser and self-seal bags. The kits also have designated sealable bags for



each item and once a cloth is used once, they will be stored safely until disposed of.

Our staff will follow social distancing rules to minimise risk, keeping a 2m distance between pupils and other staff, including other Junior Jam staff. We have asked all staff to follow this guidance even in the situation where schools are not following the same guidelines. We will allow children to mix and share equipment within their class bubbles.

Junior Jam staff will only clean school property, desks and workspaces or white board cables within the classrooms if there is an emergency or a child has sneezed or coughed directly on a surface. This will be done with cleaning products supplied by the school.

The subjects we teach have been changed slightly to reduce the equipment having to be brought into school and minimise any cross contamination and cleaning required.

iMedia iProgam will be taught in Autumn 1 rather than iJam so headphones are not used. **Music** in the first half of the year Boom Whackers will replace singing for KS1 and KS2. This is not suitable for reception so they will sing facing forward and spaced out within their bubble. **PE** If you have Martial Arts or boxercise in Autumn 1, no gloves will be worn, pads will be spayed between classes, with children washing their hands afterwards. We will be revising our policy regarding Autumn 2 in October.

2 Covid-19 School Policy Sept 2020/21

Languages this does not require any equipment so can continue as planned. **The Arts** The order of the units will be changed so singing appears in the second half of the year.

School Requirements.

Please provide any Junior Staff members with your policy if you have one, please ensure where any staff changes occur you reissue the policy. If you do not have a policy, we ask you give our staff detailed, and where possible written instructions of what you expect from them while in school. As these are updated please ensure staff are informed. If this happens outside of our teaching time and you would like us to make the staff aware before returning please email admin@juniorjam.co.uk.

Where our staff must clean equipment between lessons/groups of pupils please understand that this may take time, therefore sessions may be shorter. Please allow time for this and update your staff.

We believe pupils should be washing their hands/sanitising between lessons, please let us know if we are tasked with overseeing this process and where supplies are located.

Confirmed cases of Coronavirus.

Junior Jam will advise effected staff should any school we work with report a confirmed case from their staff or



pupils. If a Junior Jam staff member tests positive, schools will be advised via email if the staff member has been in your school in the previous 7 days from the positive result.

If your school staff or pupils test positive; we would require you to tell us of any confirmed cases, we would request the information below so we can ensure our staff do not unknowingly catch or pass the virus to other staff and pupils.

Please email immediately, or as soon as you are made aware, to rachel@juniorjam.co.uk with the following information.

Child or Staff members name with positive test: Class/Group Name: Date of positive result: If you intend to continue or if the school will close and the intended duration.

If it was a pupil Did our staff member teach the child, in what setting e.g. Hall or Classroom? And the duration they were together in any setting. **If it was a school staff member** Where did our staff member interact with the individual, how long for and in what setting? Were social distancing guidelines adhered and if not did they spend longer than 15 minutes in close proximity?

Junior Jam will be maintaining 2m between staff and pupils, so do not anticipate requiring to self- isolate unless they display symptoms. Should your Junior Jam staff member test positive you will be informed, and they will begin the 7-day isolation period. We will offer an alternative instructor where required, should this not be accepted the session will still be charged to the school.

If you have any concerns or questions other than reporting a case, please call 01274 608576 and we will be happy to speak further.



Risk Assessment Hazard Checklist: Covid -19

Area	Potential Effect	Controls in Place	Score Low/Medium/High Risk
General Hygiene	Spreading virus on to surfaces and equipment.	Staff to wash / sanitise hands upon entering the school, when distributing equipment, between lessons, after break / lunch and when leaving the school. Keep areas well ventilated by opening windows Follow school's policy on pupil hand washing	Low
Social Distancing	Spread of virus to staff and pupils	Children to stay in class bubbles and mix within bubbles. Staff to remain 2m from pupils and other staff.	Medium
Cleaning of iPads, music equipment and sports equipment	Spread of virus to staff and pupils through equipment	Clean all equipment with anti-bacterial spray between classes and end of day, staff to hand sanitize afterwards No bibs to be worn in PE. Request children attend school in PE Kits and stay in PE kits for the day.	Low
Martial Arts / Boxcercise	Spread of virus to staff and pupils through equipment	Bag gloves not to be worn, focus pads to be wiped and sprayed, staff to hand sanitize afterwards and children to wash hands. Kick Paddles / shields to be supplied. Option to be discussed with individual schools. or Unit switched to Dodge Ball if running in Autumn 2 or Spring 1.	Low
iMedia	Spread of virus to staff and pupils through equipment	Perform iProgram in Autumn 1 and iJam in Autumn 2 to minimise equipment used. Schools to photocopy iProgram worksheets rather than sharing the supplied booklets.	Low
Music	Spread of virus to staff and pupils through air	Singing replaced by Boom Whackers for first half for the year for KS1 and KS2. For reception replace singing with drama where possible, if not possible sing facing forward and with 6 feet between each child. Instructor to stand at front of class 3m away for any child.	Low
The Arts	Spread of virus to staff and pupils through air	Singing moved to second half of the academic year.	Low
Pupil / school staff positive test	Spread of virus to staff and pupils	Junior Jam staff to maintain 2m social distancing. If Staff member to be informed and self-isolate if they display symptoms or have a positive test. Equipment deep cleaned.	Medium
Junior Jam Staff positive test	Spread of virus to staff and pupils	Staff member to self-isolate for 7 days. Equipment deep cleaned. Schools they have visited in last 7 days informed.	High
Junior Jam Staff member displays symptoms	Spread of virus to staff and pupils	Staff member self-isolate for 14 days or until negative test received.	High
Some in Junior Jam Staff member's household displays symptoms	Spread of virus to staff and pupils	Staff member self-isolate for 14 days or until negative test received.	Low
First Aid emergency	Spread of virus to staff and pupils – injured child	Staff member to assess situation and forgo social distancing if child is in danger. Apply face covering if possible and minimise time in close range. or apply PPE, if available, and assist child or Maintain social distance and send for first aider	Low

Assessed by: Rachel Burrowes

Date: July 2020

