

DOWNHAM PREPARATORY SCHOOL and MONTESSORI NURSERY
and DOWNHAM NURSERY

June 1st 2020

CORONAVIRUS RISK ASSESSMENT and GUIDELINES

Temperature and supervision of children who are unwell

Every child will have their temperature taken, using a no-touch thermometer, on arrival at school in the morning and again after lunch. In addition, any child displaying any symptoms of ill health during the day will have their temperature taken immediately. Children with a persistent dry cough or a temperature will be kept in isolation until a parent or carer comes to collect them. Staff supervising children who become unwell will wear gloves, aprons and a face shield to protect their eyes. If the child has a cough we will provide them with a disposable mask to wear until they are collected. Children who are unwell will be taken to the medical room and be supervised by a member of staff until they are collected. The medical room will then be thoroughly disinfected.

Handwashing

Children and staff are to wash their hands for **30** seconds (new guidelines; 20 seconds still leaves some germs) with soap and water and dry them with a paper towel. Before children eat their snack and lunch, they will be supervised whilst they apply hand sanitiser.

Guidance on the general frequency of handwashing.

How often should staff and children wash their hands?

As soon as they arrive at school in the morning.

Immediately before eating their morning snack and lunch, and **after** eating, as their hands, could then be infected with saliva.

After using the lavatory.

After coughing or sneezing.

After touching any area that might be contaminated.

After playing outside.

After touching their faces

The chief Medical Officer has told us that the virus enters the body, when we touch our faces, through the mouth, nose and EYES. To avoid children touching their faces, staff will follow these guidelines:

- 1) *Children and staff with long hair must wear it tied back.* (When hair falls across the face we automatically brush it away with our hands.)
- 2) It is recommended that people who wear contact lenses should use spectacles, if they have them, to avoid putting foreign bodies into their eyes and touching them.
- 3) If the children are not using their hands e.g. watching a film, listening to a story, they will be asked to put their hands in their laps and interlock their fingers to avoid them unconsciously touching their faces.
- 4) Children must not hold hands with other children or play games involving physical contact.
- 5) If a child sucks their finger, puts a finger up their nose or rubs their eyes, they must be sent to wash their hands immediately.

Social Distancing

We have staggered drop off and collection times, to allow parents to observe social distancing.

Primary drop off- 8.45

Primary Collection- 3.40

Nursery drop off -8.30

Nursery collection: morning session 11.30, afternoon session 3.30.

Guidelines state that everyone, adults and children, should try to maintain a distance apart of 2 metres, where possible.

Desks will be placed 2 metres apart and each group of children and their teacher will remain in one classroom throughout the school day. They will each have their own desk, with a personal supply of all the stationery, books and resources they will be using.

We will be using our largest classrooms, on the ground floor, that have direct access to toilets and a separate access to the outdoors. These rooms also have large windows and doors to ensure maximum ventilation.

This will also ensure that each cohort uses a different entrance and exit door and thus avoid large groups being in too close a proximity to each other.

It is well-documented that germs are far less likely to spread in the open air. Therefore, weather permitting, staff will plan to take the children outside for learning activities and free play times. They will also eat outside. N.B. The 2 metre rule must still be adhered to.

Nursery Kitchen /Staff only

This kitchen is to be used by staff to make their own drinks and prepare lunch. Please ensure only one member of staff is in the kitchen at a time. Please also make sure that this is cleaned after each use and any cups or plates are washed up immediately.

Staff are to use the lavatory in the medical room or next to the nursery kitchen. Please wash your hands in the designated staff lavatory.

STAFF ARE TO EAT WITH THE CHILDREN TO ENSURE THEY FOLLOW THE GUIDELINES.

All tables must be wiped before and after eating with anti-bac.

Nursery Staff

Nursery staff have to touch the children in their care; to feed them, change nappies etc. It is impossible to follow the 2 metre advice with these children. However, please keep touch to a minimum. Always wash your hands for 30 secs before and after you have touched a child. When changing nappies or dealing with children who have soiled themselves, staff will wear disposable gloves, aprons and a face shield to protect their eyes from splashes.

Label cups and plates so that each child always uses the same one. Use permanent marker. Wash in hot soapy water after use.

At the end of the day, put cups, plates and utensils into a diluted bleach solution, leave overnight and wash with hot soapy water before school the next morning.

All soft toys, soft furnishing, dressing-up clothes and cuddly toys will be removed from the nursery. We will minimize the amount of toys within the setting and ensure that resources being used are wooden or plastic and can be easily wiped clean throughout the day.

Nursery children will be in small, manageable groups and they will stay within their own group with their key worker. The groups will maintain a safe distance from other groups.

They will also have staggered, outdoor time within their groups.

Primary

Teachers are to plan as many of their lessons as possible, outdoors.
The guidance for the resources available and their cleaning is the same as for nursery.
Doors are to be kept open, where it is safe to do so, to avoid the touching of handles and doors throughout the day.

Keeping surfaces sterile

If a child coughs or sneezes onto a surface, a toy or a piece of equipment, the surface must be cleaned immediately. We have plenty of anti-bac spray but a solution of 1 part bleach to 10 parts water can also be used. This is just as good at killing germs as the anti-bac sprays. Keep all sprays out of the reach of children.

Cleaning

The cleaners will deep clean all the areas of the school that we have informed them that we are using: classrooms, door handles, lavatories and banisters, with anti-bacterial products. If you use another room you must inform the cleaners by writing a note on the cleaner's clipboard. This is on the window sill near the rear entrance to the Rector. The cleaner will check this every day for messages.

Tissues

If a child blows their nose or coughs into a tissue, do not tell them to put it in the bin. Send them to flush the tissue down the lavatory adjacent to their classroom, and then wash their hands.

Computers and Stationery

We will NOT be using any computers in school or nursery.

Each child will be provided with their own individually named I pad and stationery pack.

The computer in nursery will be covered up to avoid the children trying to use it.

Photocopiers/ Staff only

If you use any of the photocopiers, you must wipe the touch screen with anti-bac spray after each use.

Lavatories

Staff are to check the children's lavatories and cloakrooms whenever possible. Please ensure all W.C.s have been properly flushed and that there is enough soap and paper towels. Please only allow one child at a time to use their designated lavatory.

Pets' Corner

Only one child at a time will be allowed into the stables to feed the animals, unless they are siblings, in which case they can enter together.

Visitors.

No parents or visitors are allowed to enter the school.

Primary Parents

Clothing and personal possessions

Children will not wear school uniform. They should wear comfortable outdoor clothes, a tracksuit or shorts (if it is hot) and trainers. We will endeavour to use the outdoor environment as much as possible and children will be sitting on the grass, taking part in outdoor learning and exercise. This will avoid bringing a change of clothes into school and it will also be easier for parents to provide them with clean clothing every day.

Morning drop off

The children will be brought to the playground and will leave their lunch box on the playground benches. When the staff bring the children inside, they will anti-bac all lunch boxes before taking the children's temperatures. If they have a morning snack it should be in their lunch box and not in a separate container, to avoid the need to anti-bac additional containers.

We are asking parents not to bring in homework carriers or backpacks, they will not be used and we would have to clean them before allowing them into school.

However, we will not be using our water fountains and we would ask that you do provide your child with plenty to drink. If their flask does not fit in their lunch box they can bring it in separately and it will be cleaned. If they finish their drink before the end of the day we will supply them with water in a disposable cup.

Afternoon collection-

The children will wait on the playing field so that there will be room for parents to wait on the playground and maintain social distancing. If it is wet weather or you need to collect your child before the end of the school day, please ring the doorbell on the back door of the Rectory (nursery entrance) and a member of staff will bring your child to you.

Nursery Parents

When dropping off in the morning, parents will ring on the nursery door. A member of staff will come and collect the child. At the end of the day, parents will ring on the bell and a member of staff will answer the door and go back into the nursery to collect the child.

Parents are not allowed to enter the school to leave buggies. We have buggies of our own which will be kept disinfected.

Playtimes

Children will be supervised at playtimes to ensure social distancing is maintained. We are providing play equipment which can be used independently. Equipment will be cleaned with anti-bac daily.

This policy was written on 13-5-2020 for the proposed opening of schools on June 1 2020

Policy up-dates

We are monitoring the advice from the Chief Medical Office and the Department of Education constantly throughout every day. If any new advice or guidelines are issued, we will send you an update immediately.

We feel it is important to keep all of our parents informed about the precautions we are taking at our school to enable you to make an informed decision about your child's attendance.

If you do decide to send your child to school, we want to assure you that we will do all we can to protect our staff and children and keep them safe on the journey through this crisis and back to normality.