

If a DOWNHAM PREPARATORY SCHOOL and MONTESSORI NURSERY

UPDATED JANUARY 1st 2021 following guidelines issued by the Government on 30/12/2020

New or additional guidelines are written in red

CORONAVIRUS RISK ASSESSMENT and GUIDELINES

Primary

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. 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 PPE: gloves, aprons, face mask 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. We are not using hot-air hand driers as these blow particles into the surrounding area.

Frequent handwashing after using the lavatory and before children eat their snack and lunch, they will also be supervised whilst they also 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.
- 6) Staff must not wear rings, other than bands, as these could harbour germs and prevent safe hand washing.

Social Distancing in the school grounds

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

Primary drop off- 8.30

Primary Collection- 3.45

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.

Update 1/1/2021

The side entrance to the school and the path from the road, (along the cemetery wall), are narrow. At peak times it is not always possible to maintain a safe distance between groups of parents and children. We have several parents with quite serious health problems. We would therefore ask that all parents wear a face mask, or if they cannot wear a mask, a face shield when they are on school grounds. If there is a health reason that prevents you from their use, please contact the office and we will make alternative arrangements for you to collect your child safely from school.

Only one parent from each family is allowed on site. Please follow the signage for entering and leaving the school grounds.

Parents are not allowed into the school unless they are collecting a sick child. They will then be asked to wear a face mask, and apply hand sanitising gel on entering the building.

When parents are arriving or leaving the school with their children, they should maintain a distance of 2 metres apart from each other and leave the premises as soon as possible.

Please do not congregate in the car parks or allow your children to play with each other.

If your child travels to school in a taxi you must give the office the contact details of the taxi company so that we can contact them if we need to advise them of any infection at the school.

Can we please remind you that parents from different households are not allowed to lift share or invite other children for play dates or sleepovers.

What to do if your child or anyone in your household develops symptoms 1/1/2021

If your child or anyone in your household develops symptoms, you must inform the school immediately and arrange a test. Please use the link for the Government 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>). They should get a test:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform their setting immediately and must isolate for at least 7 days from the outset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home' guidance for households with possible or confirmed coronavirus (COVID-19) infection.

Further guidance is available on testing and tracing for coronavirus (COVID-19) (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing>).

Social distancing in groups and lessons

To enable all children to return to school there is no longer a requirement for them all to be 2 metres apart. The new guidelines state that the children should be grouped in protective 'bubbles'. The bubbles must not mix; the children in one bubble must keep a distance of 2 metres apart from the children who are in different bubbles to avoid any cross infection between groups.

The guidelines state that the children should be taught, by the same teacher, in the same classroom, as much as possible, and sit at the same desk every time they attend. Each child will have a personal supply of all the stationery, books and resources they will be using on their desk.

However, they have also said that they would like schools to teach a full curriculum, which is what we are determined to do. The children will have the majority of their lessons in their classroom or outside with their group and form teacher. Doors and windows will be kept open, wherever it is safe to do, to ensure a circulation of fresh air.

1/1/2021 Teachers will have a 2 metre safe zone around their desks. If a teacher or any member of the school staff needs to work closely with a child e.g. listening to individual children read, guiding handwriting or assisting a child with additional needs, they will wear a mask. Staff will wear a mask or a face shield when they are not in their own classroom and are moving around the school.

Science lab and Art room. To deliver the full curriculum for Science and Art the children need to go to the Science lab and the Art room. To enable us to do this safely we have put the following measures in place:

The resources and furniture in these rooms will be sterilised between use by different bubbles. Children will apply anti-viral hand sanitiser before entering and when leaving these rooms.

Sports lessons will continue but we will not be able to play any contact games. To comply with the advice, not to use communal changing rooms, on the days that children are timetabled for Sports, they should wear their sports kit and trainers to school. They will not need to bring to school any other kit e.g. boots, gum shields or shin pads. Children will apply anti-bacterial hand gel before and after sports lessons.

Swimming. We will not be going to the swimming pool this term as the, 'no communal changing areas' rule also applies to them. We understand that some private lessons are re-commencing but the children have to arrive in their costumes and go straight home afterwards wet. This is not possible for schools as the children would sit in wet costumes for the rest of the day. As soon as the guidelines change, we will resume swimming lessons.

Music. Singing and playing wind instruments is not allowed. We will however be able to use percussion instruments and sterilise them between use by different groups.

1/1/2021 Timetabled Music lessons will resume in the Spring term using recorded music and percussion instruments.

Individual piano lessons will resume. These will be in a designated room with only the peripatetic teacher and the child. The teacher will wear a face mask. The piano will be sterilised between use by different pupils.

ICT

We will not be using the computer suite as it would be very difficult to ensure that the equipment is sterilised effectively between different groups. The children will carry on practising ICT skills using I pads as these can be easily sterilised with anti-viral wipes

Assemblies and collective worship

Whole school assemblies are not permitted at the moment. Instead the children will have form meetings within their own groups.

After School Clubs

1/1/2021 Art club and ASC are held on Monday after school. There are two separate groups for Adventure Service Challenge, which is held in the same pupil 'bubbles' as lessons i.e. classes 3&4 together and 5, 6/7. Art club pupils are in their class bubble i.e. classes 1&2.

Before and After school care.

1/1/2021 The children will be in a bubble and will stay with a supervising teacher. Before school care will be held in the music room conservatory with Mrs. Batterbee. After school care will be held in the conservatory and will be supervised by a member of Primary staff. We will have separate areas for each bubble. The children will be able to do their homework, read a book, access fun colouring and a small selection of games. Children are to be collected from the conservatory.

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, banisters etc., with anti-viral products. If staff use a different or additional room, they must inform the cleaners by writing a note on the cleaner's clipboards. These are on the window sill near the rear entrance to the Rectory and in the disabled toilet in the main school. The cleaners will check these every day for messages.

Cloakrooms and lavatories are checked and cleaned during the lunch break by teaching staff.

Tissues.

A supply of tissue will be kept in every room. If a child uses a tissue, they will be instructed to put it in the sealed bin. There will be a bin, with a bin liner in each room. This bin is not to be used for any other purpose.

Each room will also have a supply of anti-viral hand sanitiser and anti-viral cleaning spray, (with a disposable cloth.)

Primary staff room

No more than 2 staff are allowed in the staff room at the same time and must ensure they maintain social distancing. Staff should check their in trays or make a hot drink. Staff must not stay in the staffroom as this will prevent other staff from entering. The chairs have been removed from the staff room. There are, however, two plastic chairs in the room for staff to use when administering first aid.

Lunches

1/1/2021 Lunch Time Co, who run our school kitchen, have carried out their own risk assessment with their cooks for use in the kitchen. The school has issued the cooks with our own guidelines for use in the lunch hall.

Lunches will be served in two separate sittings in the school hall with the children sitting in their separate bubbles. All lunches, hot or packed, will be eaten in the hall. All tables and chairs will be sterilised between sittings using a quick drying anti-viral spray in a misting machine.

Keeping surfaces sterile

If a child coughs or sneezes onto a surface, a toy or a piece of equipment, the surface will be cleaned immediately using an anti-viral spray. All cleaning products are to be kept out of the reach of children,

Photo copiers and printers

These are only for staff use and must be wiped with an anti-viral wipe after each user.

Lavatories

Staff will check the children's lavatories and cloakrooms whenever possible and ensure all W.C.s have been properly flushed and that there is enough soap and paper towels. Toilets and cloakrooms are only to be used, at the same time, by children who are in the same bubble. Only 3 children to be in the cloakroom at the same time.

Staff will clean them with an anti-viral solution at lunch time break.

Pets' Corner

Only children from the same bubble will be allowed into the stables to feed the animals, Children must use the hand sanitiser which is provided.

Visitors.

1/1/2021 Due to the increase in the infection rate, caused by the new variant of Covid 19, we are not able to offer face -to- face meetings with parents. Parents wanting to speak to a teacher should contact the school office. We will then arrange a meeting via Teams or a phone call, if parents prefer.

Tradesmen and maintenance workers will be asked to do any necessary work out of school hours and will only be allowed on site during the school day if there is an emergency. They will be required to leave their contact details and wear PPE whilst on site.

Uniform

Children are to wear full school uniform when term starts in September.

1/1/2021 We are required to leave windows open for ventilation. During the Spring term the weather is very cold. To ensure that they are warm, girls should not wear their kilts. They can wear their school tracksuit bottoms, or black or grey trousers, with tights underneath.

All pupils should wear a warm winter coat, hat and gloves as they will be outside for play and some lessons.

Morning drop off

Primary parents are not allowed on the playground where there are children.

Each 'Bubble' has their own entrance and the children must enter through their designated entrance, unaccompanied.

Please ensure your child's lunchbox and bottle are named and their snack is in a separate named wipeable box.

For hygiene reasons we will not be using our water fountains and we would ask that you do provide your child with plenty to drink. If they finish their drink before the end of the day, we will refill their bottle.

Please do not send your child into school with personal possessions. In addition to the above they should only bring their homework bag and art apron. Reading books will be sent home in a plastic wallet and they will be sterilised between users.

Children will have their temperatures taken when they enter the classroom.

Afternoon collection

Collection points for each year group are detailed in the parent information letter.

Playtimes

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

The children will be reminded of the Covid rules for safe play:

No games that involve physical contact e.g. tag

No shouting instructions into other children's faces

Maintain a distance of one metre apart. Children will be reminded to use their outstretched arm to measure safe distance.

This policy was revised and re-written on 1 January 2021 in line with the updated guidelines issued for the opening of schools in the Spring Term, issued on 30/12/2020.

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 issue an update immediately.