

HEAVERS FARM AND SELSDON PRIMARY SCHOOLS COVID-19 SAFETY PLAN FOR OUR SCHOOLS DURING THE SCHOOL CLOSURE IN JANUARY 2021

We comply with health and safety law, by assessing risks and putting in place proportionate control measures. We have produced a detailed Covid-19 risk assessment which has been updated in line with this plan.

We have essential measures in place which include

- Closing the school to all pupils other than vulnerable children and key workers.
- Asking adults and children who are displaying symptoms of COVID-19 to stay at home.
- Asking adults and children who have had contact with anyone who has tested positive for COVID-19 to stay at home.
- Asking adults and children who have had contact with anyone who has display symptoms of COVID-19 to stay at home.
- Asking all staff and children who either display symptoms of COVID-19 or have had contact with someone displaying symptoms or tested positive for COVID-19 to be tested for COVID-19 immediately.
- Robust hand and respiratory hygiene.
- During the school closure in January 2021. Ensuring that all adults wear a face covering at all times when on school premises.
- During the school closure in January 2021. Ensuring that all children in year 1 and above wear a face covering at all times when on school premises.
- Enhanced cleaning arrangements.
- Enhanced ventilation arrangements. *A thorough change of air should be achieved by opening windows and doors for five minutes every 20 or 30. Students and staff should be encouraged to wear outdoor clothing in colder weather, with warm clothing supplied free to children in need.*
- Active engagement with NHS Test and Trace.
- Reducing contacts and maximising distance between those in school wherever possible.

We are reducing contacts by:

- Forming 'bubbles'
- Avoiding contact between 'bubbles'
- Arranging classrooms with forward facing tables
- Staff maintaining distance from pupils and other staff as much as possible

This is our plan is to ensure that everyone is safe and that children receive a high-quality education.

Staff should also read the '**Staff Covid-19 Safety Plan for our Schools**' document.

KEEPING OUR SITE SAFE

- The **climbing frames, play houses, water fountains, benches and adventure playground equipment** have been closed off and are not available for use until further notice.
- **Office spaces** have been organised to allow office-based staff to work safely. No other staff or children will be allowed to enter the school offices.
- **Staff should wear a face** covering any time another adult is present in their office.
- When in use, all rooms, including offices should be regularly ventilated. *A thorough change of air should be achieved by opening windows and doors for five minutes every 20 or 30. Students and staff should be encouraged to wear outdoor clothing in colder weather, with warm clothing supplied free to children in need.*
- **Entry and exit routes** into and out of school have been reorganised to support social distancing.
- *During the school closure in January 2021* – **no parents or other adults will be allowed onto the school site** for any reason.
- *During the school closure in January 2021* – **Classrooms** have been reorganised to ensure that there is at least 2 metres between each child and the adults. All shared resources have been removed from the rooms. All surfaces have been cleared so that they can be cleaned more easily.

STAYING HEALTHY

- We are doing everything we can to ensure that everyone **avoids 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
- Frequent **hand cleaning** and **good respiratory hygiene** practices are in place.
- Pupils wash their hands when they **arrive at school**, when they **return from breaks**, when they **change rooms** and **before and after eating**.
- Adults **explicitly teach and support** this in classrooms.
- All pupils must bring their own **water bottle** each day. No water fountains are available at school. Water is available in school to refill children's own water bottles.
- *During the school closure in January 2021* – **no contractors will be allowed on site**, except for emergencies.
- *During the school closure in January 2021*. Ensuring that all adults wear a face covering at all times when on school premises.
- *During the school closure in January 2021*. Ensuring that all children in year 1 and above wear a face covering at all times when on school premises.
- Staff must not come to work if they have **coronavirus symptoms**. They will be sent home immediately if they develop symptoms whilst at work and asked to access a test immediately.
- Everyone uses the '**catch it, bin it, kill it**' approach.
- Everyone has been asked to **avoid touching their mouth, nose and eyes**.

- Children have been encouraged **not to touch their faces** or to **put objects in their mouths**.

CLEANING

- **Enhanced, regular cleaning** of the school is in place, in line with government directions.
- **Additional cleaning staff** have been employed to carry out **touch surface cleaning** during the day.
- The caretaker checks the level of **soap and hand towels** in all bathrooms twice a day to ensure that these are well stocked.
- The Senior Site Manager has a system in place to **check the quality of cleaning** and rectify any issues immediately.
- There is a **waste disposal process** in place for potentially contaminated waste.

'BUBBLES'

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.

- *During the school closure in January 2021* Each year group will form a **'bubble'**.
- The leadership team, premises team and administration teams at each school have formed their own 'bubbles'.
- Each 'bubble' is based in their own room
- There is **no physical contact between each 'bubble'** in school.
- Children (Y1-Y6) and adults-must **keep at least 2 metres away from everyone else** within their 'bubbles'. We acknowledge that this is not always possible with younger children.
- We have **reorganised the furniture** in each classroom to maximise social distancing.
- Each child in years one to six has their **own designated table and chair**.
- Each 'bubble' has their **own time in the playground**. During this time children follow **social distancing guidance** and must not have any physical contact with each other.
- The **leadership team** has formed several 'bubbles'. They continue to move about the school but respect social distancing guidelines and remain at least 2 metres away from other 'bubbles' unless there are exceptional circumstances, in which case they wear PPE.
- **Resources** which are not easily washable or wipeable have been removed from the classrooms and playgrounds.

UNIFORM

- The **uniform policy** has been adjusted for the spring term 2021. Children should come to school in warm, winter wear even for indoors.
- Children should wear their **own, warm, easily washable, clothes to school each day**.
- Clothes should be suitable for PE and sports activities as children will be taking part in physical activities every day. **Dresses and skirts are not suitable** and should not be worn to school.

- Children should wear **trainers** to school every day.
- Parents should follow normal personal hygiene routines and **wash children's clothes** following a day in a school.

CHANGES IN SCHOOL DAY

- Children need to bring their **own water bottle** to school and **nothing else**
- Children **should not bring in bags, books or any other personal items** into school.
- Pupils do not take books or other shared resources home. Access to e-books and other resources has been made available to all children.
- If a child needs to wear a **coat to school**, it should be hung on the back of their chair in the classroom.
- **No reading diaries** will be in use this year.
- There will be no **packed lunches allowed this term**. Free school meals will be provided to all children who attend school during the period of school closure.
- Children will use their own **named plastic, zip up wallet** to contain their individual exercise books, pencils and resources. These wallets will be wiped down regularly and should not be touched or used by any other child (or adult).
- **No resources will be shared between 'bubbles'**
- **Reading books** are handed out to individual children in the classroom to be read in class. Once they have been read, books are returned to a box. This box of books is separated and taken out of use for 7 days before being put back in use in the classroom.
- Any child who absolutely needs to bring a **mobile phone** into school should switch it off on entry to school (*in line with current school rules*). When in their classroom they will be asked to place their mobile in a clear plastic bag which will be stored in the teacher's cupboard. *We will not accept any responsibility for the loss or damage of any mobile phone brought onto the school site. Mobile phones are brought into school entirely at the risk of each parent/carer.*
- **Whole group assemblies in the school hall** are cancelled until further notice.

STAGGERED TIMETABLES

- Each year group has their **own drop-off and collection times**. One of the adults from the year group bubble will come to the school gate to collect the children. ensure that parents and children can arrive and leave school as safely as possible (see chart below).
- **Only one school gate will be in use during the school closure period**. At Selsdon this will be the main school gate (apart from Nursery who can use their own gate). At Heavers this will be the Dinsdale Gate. These gates will remain closed apart from when the adult from each bubble comes to collect or drop off the children.
- **The start and end times will remain the same for each year group** and will be shared with the parents of vulnerable pupils and children of key workers attending school during the school closure period.
- The staggered start and finish times **do not reduce the amount of overall teaching time**.
- If a child is **late to school**, they should buzz the office and wait for instructions.

- All classrooms will be **accessed directly from outside** wherever possible

SOCIAL DISTANCING

- Children are supported to **maintain distance** and not touch staff or other children.
- **Break and lunch times are staggered** so that no 'bubble' has contact with any other.
- **No adults or visitors** are allowed onto the school site.
- All **questions and queries** must be put to the school via email or telephone.
- All adults are asked to adhere to **social distancing guidelines** when dropping off or collecting their child(ren) from the school gate.
- **PE lessons** will continue to take place for those children in school, and will be held outside whenever possible. The sports coaches plan non-contact sports which are taught from a distance of at least 2 metres.
- In KS1 and KS2, no shared equipment is used in the **playground**. Children will be given time to run around and socialise with the children in their 'bubble' at a 2-metre distance during their playtime.

BEHAVIOUR

- All **children must follow the school's Behaviour Policy** at all times. This includes on the way to and from school.
- The school's **Behaviour Policy** remains in place during remote learning.
- An **addendum to the school's Behaviour Policy** will be in place until the end of Covid-19 restrictions.
- It is important that children observe **far higher standards of respiratory and tactile**
- **Unhygienic behaviour** has been reclassified from a misdemeanour to something much more serious. Pupils are explicitly told that the consequences for behaviour that threatens distancing measures, respiratory or tactile hygiene, are very serious indeed. And malicious, deliberate acts of transmission (e.g. spitting, coughing) or social distancing will be treated with the greatest seriousness.

PUPILS WITH ADDITIONAL NEEDS

- Some **pupils with SEND** (whether with education, health and care plans or on SEN support) need specific help and preparation for the changes to routine that this will involve. Staff and the SENCo continue to work with the parents and carers of these children to meet these needs.
- **Specialists, therapists, clinicians** and other support staff for pupils with SEND continue provide interventions as usual either online or via telephone.

CATERING AND SCHOOL MEALS

- We will provide free **hot meals** for all children attending school during the school closure period.
- Our school kitchens are operating as usual and comply with the guidance for food businesses on coronavirus (COVID-19).
- **Lunch times are staggered** and children eat their meal within their own 'bubble'. Children are not allowed to mix with children from other bubbles.
- **Free school meal vouchers** will be sent to parents for eligible children over the school closure period.

FACE COVERINGS

- During the school closure in January 2021 **All staff must wear a face covering** at all times when they are on the school site, including within their bubble. This includes on the way into and out of school.
- Anyone who has an **exemption from wearing a face mask** will be asked to wear a face shield. If this is not possible, staff will arrange to collect and drop off their children at the gate.
- During the school closure in January 2021 **All pupils from Y1 to Y6 must wear a face covering in school.** They will be taught the safe way to wear face coverings and will be asked to remove them for PE lessons, when eating and when drinking.
- Pupils and staff are instructed **not to touch the front of their face covering** during use or when removing face coverings. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

RESPONSE TO ANY INFECTION

We aim to 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.

- Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms or have **tested positive in at least the last 10 days**.
- Anyone **developing these symptoms** during the school day is sent home.
- If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), **they will be sent home** and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days
- Anyone sent home from school with any of these symptoms must **arrange to have a test** to see if they have coronavirus (COVID-19).
- **Other members of their household** (including any siblings) should self-isolate for 10 days from when the symptomatic person first had 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.
- All parents, carers and staff must 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 & Trace.
- All **parents, carers and staff must 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)
- All parents, carers and staff must **inform us immediately of the results of a test**.
- We will **contain any outbreak** by following local health protection team advice.
- 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 A CHILD OR ADULT DISPLAYING SYMPTOMS OF COVID-19

- If a child or adult in school displays any symptoms of COVID-19, the **designated First Aider and leadership team** will be alerted.
- The designated First Aider will put on **full PPE and remove the child** from their class as soon as possible.
- If a **child is awaiting collection**, they will be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.
- If they need to go to the **bathroom** while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected before being used by anyone else.
- **PPE will 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).
- **In an emergency**, we will call 999, if they are seriously ill or injured or their life is at risk.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.
- The **affected area will be cleaned** with disinfectant after someone with symptoms. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

RESPONSE TO CONFIRMED CASE IN SCHOOL

- The school will take **swift action** when we become aware that someone who has attended has tested positive for coronavirus (COVID-19).
- We will carry out an **immediate risk assessment** using the materials provided by Croydon.
- We will **contact anyone who has had close contact** with the person who has tested positive and ask them to self-isolate for 10 days.
- We will notify **Croydon** and the **school's governing board**.

- We will notify **all parents and carers** that we have had a positive case reported in school. We will not share any details about the person who has tested positive unless it directly compromises the safety of school community.
- We will contact **London Coronavirus Response Centre, Public Health England** if we have an outbreak that meets the criteria outlined in their guidance dated 9th October 2020.

TEACHING AND LEARNING

- During any period of school closure, the school will follow the **Remote Learning Policy**.
- All pupils, particularly disadvantaged, SEND and vulnerable pupils will be given the support they needed to make **substantial progress by the end of the academic year**.

ATTENDANCE

- **School attendance will not be mandatory** during the period of school closure during January 2021.
- **We expect all children to access our remote education provision each day**. The school will contact parents of any children not taking part each day.
- We will **record attendance and follow up all absences as above**.

PUPILS WHO ARE SHIELDING OR SELF ISOLATING

A small number of pupils will still be unable to attend in line with public health advice to self-isolate. They should access the school's remote learning programme each day.

TRAVELLING TO AND FROM SCHOOL

- We encourage parents, staff and pupils to **walk, use a scooter or cycle to school** if at all possible.
- Everyone should avoid use of public transport during Tier 4 restrictions.
- Children **should not travel to or from school with other children** or with another family.

If you have any questions about the school's safety plans, please email the school office office@heaversfarm.croydon.sch.uk and one of the leadership team will get back to you as soon as possible.

The government have produced guidance for parents, which they regularly update. You can find this guidance [here](#):