



Annex 1:

Morecambe Bay Community Primary School

Covid-19 Protocols

UPDATED FOR MARCH 2021

Overview: The list of items on the following pages remain a 'work in progress' and will be subject to continual review. All of the information is informed and complimented by the Morecambe Bay Community Primary School risk assessment.

Changes to the protocols will be sent to all stakeholders and shared with pupils as they occur. All parents and staff will receive a copy of the most recent protocol document as it is reassessed.

If you do have questions that are not covered by the protocols or the risk assessment, please email head@morecambebay.lancs.sch.uk.

- **Pupil Numbers:** Each class bubble (infant and juniors) will contain 30 pupils with a minimum of 2 adults per class. Each class will work, play and eat together but not with other class bubbles as per the DfE guidance released Feb 2021.
- **Attendance:** Attendance is currently compulsory for all staff and children from March 2021 unless they have a shielding letter.
- **Staff Arrival: All staff must ensure that they have washed their hands before leaving home. Upon arrival at the school site:**
 - Upon arrival, only leave vehicle when you can adhere to a distance of 1 metre with other staff;
 - The school gate should have been opened by caretaking staff and should remain open to avoid touching it;
 - Where safe to do so, the normal main entrance door will be left open so that staff can enter the building unimpeded;
 - Staff to use the gel sanitiser when they arrive;
 - Staff must wash their hands as soon they arrive in the classroom they are working;
 - Staff do not need to sign in, but should ensure they inform the office if they are absent to ensure everyone is accounted for if an evacuation takes place (see **Evacuations** section).
- **Pupil Arrival:** A member of staff will be at the gates each morning to direct children to the appropriate entrance. To ensure appropriate staffing is in place, the school day will start at **8:45 am**.
 - Children in EYFS will enter school through the double gate on Euston Road near the bus stop and will congregate on the right hand side near to the Ross Centre. Teachers will then take the children into class through the EYFS gates.
 - Children in Mrs Watson's and Mrs Vincent/Miss Wood's classes will enter school through the gate nearest the staff carpark straight on to the playground. The children will be met by their

teachers and will go directly into their classrooms from the playground. Parents should then follow the one-way system and leave the playground by the gate at the top of Station Road.

- Children in Miss Brook's class should go passed the main entrance and round the back of school to enter the classroom via the external door.
- Children from Years 3 and 4 will enter the school grounds via the double gates on Euston Road near the bus stop and will go directly onto the Muga via the gate by the garage where they will be met by their teachers.
- Children from Years 5 and 6 will enter school from the gate nearest the staff carpark and will line up in the yard. We are encouraging Year 5 and 6 children to walk to and from school by themselves or with friends.

- **Teaching Staff**

Nursery – Miss Cassidy/Mrs Burrell

Reception – Miss Matthews/Miss Wood

Year 1 – Miss Brooks

Year 1/2 – Mrs Watson

Year 2 – Mrs Vincent/Miss Wood

Year 3 – Mr Hornby

Year 3/4 – Miss Standley

Year 4 – Mrs Howson

Year 5 – Mrs Manton

Year 5/6 – Miss Kay/Miss Selant

Year 6 – Mr Marshall

- **Break and Lunch Arrangements:** Subject to change due to staff absence, the following table shows the staff who will be involved with each group:

Break times:

10.15 – Nursery and Reception

10.15 – 10.30 – Year 1 yard

10.15 – 10.30 – Year 1/2 MUGA

10.30 -10.45 – Year 2 yard

10.30 – 10.45 – Year 3 MUGA

10.45 – 11.00 – Year 3/4 yard

10.45 – 11.00 – Year 4 MUGA

11.00 – 11.15 – Year 5 yard

11.00 – 11.15 – Year 5/6 MUGA

11.15 – Year 6 – yard or MUGA

Lunch Break:

11.30 – 12.15 – EY

Nursery and Reception to eat in the studio hall and then play out on the FS playground.

11.30 – 12.15 – KS1

Sitting 1 - Year 1 and Year 1/2 eating (separated in the hall), Year 2 play out

Sitting 2 – Year 2 eating. Year 1 play on the yard, year 1/2 play on the MUGA

12.15-12.45 – Yr3&4

Sitting 1 - Year 3 and Year 3/4 eating (separated in the hall), Year 4 play out

Sitting 2 – Year 4 eating. Year 3 play on the yard, year 3/4 play on the MUGA

12.45-1.15 – Yr5&6

Sitting 1 - Year 5 and Year 5/6 eating (separated in the hall), Year 6 play out

Sitting 2 – Year 6 eating. Year 5 play on the yard, year 5/6 play on the MUGA

Y6 children can go onto the spiny yard after they have finished eating

Afternoon breaks:

1.15-1.30 – Year 1 HB

1.30 – 1.45 Year 2 NV/KWo

1.45-2.00 Year 1/2

2.00 -2.15 – Year 3 (JH) and Year 4 (NH)

2.15-2.30 – Year 3/4 (JS)

- **Classroom Layouts:** Wherever possible, children will remain at their individual tables during indoor lessons. Desks will be forward facing for as much as possible in KS2.
- **Resources:** Each child will have their own set of equipment in a pencil case. Other resources will only be used by the class bubble and should be cleaned between use where required. Sports equipment will be allocated to a class bubble for the half term.
 - **Printing/Photocopying for Staff:** Only one member of staff at the photocopier at any one time and once finished printing/copying, they will need to wipe the printer (wipes provided) before leaving the area.

- **Toilet Arrangements:**

For children:

- KS2 will use the Upstairs Hall toilets but must stick to the one-way system
- All children in KS1 classrooms will use the KS1 toilets;
- All children in Foundation stage classrooms will use in class toilets;
- Only one child will go to the toilet area at a time.
- Toilet handles, taps etc. to be cleaned throughout the day by the site supervisor

For staff:

- Staff will use the staff toilets, ensuring that the cleaning protocols are followed.
- Toilets will be cleaned throughout the day by the site supervisor

- **Lunchtimes for children:** Children will be seated in class bubbles. Children will wash their hands before lunch and after returning from outdoor play. During wet play, children will play in their classrooms.
- **Lunchtimes for staff:** The staff room will be out of use, staff can use their empty classrooms to eat lunch. Staff bubbles must not mix during break times.
- **Pupil Collection:**
 - Pick up times will be 2.45pm for EYFS and Years 5&6 and 3pm for Years 1, 2, 3 and 4.
 - Reception and Nursery parents to collect outside Early Years via the gate Euston Road as in the morning.
 - Years 3 and 4 parents will meet their children on the Muga via the gate on Euston Road.
 - Children in Years 5 and 6 may walk home independently or be collected by 1 adult from the main yard following the one way system.
 - Years 1&2 to be collected from their classrooms as in the morning. Please maintain the one way system on the playground.

Please maintain social distancing when collecting your child and we ask that only 1 adult comes to collect.

- **Infection Control/Social Distancing:** Everyone who attends the school (staff and pupils) will follow the protocols below that are designed using the government guidance and the ‘hierarchy’ of priorities for infection control:
 - *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
 - *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
 - *ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach*
 - *cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
 - *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

We would ask all parents to support the school with our measures by preparing your child as much as possible in advance; this can be done by discussing the measures or practicing at home (keeping this as fun as possible!).

The guidance is very clear that schools are not being expected to maintain social distancing between people and we want to be up front from the start that it is likely to be extremely challenging to do this at all times. Nonetheless, we believe we have already made plans that will maintain the distancing measures whilst in school as much of the time as possible (see previous sections for examples). The final point in the ‘hierarchy’ is important and although we are going to do all we can to distance everyone, we have to be clear with everyone that we cannot guarantee a 1m+ gap at all times.

Some of the infection control measures are covered in other sections and in the main risk assessment, but here are a number of key areas that are agreed as part of our protocols:

If anyone becomes unwell with a new, continuous cough or a high temperature, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved to the First Aid Room or outside if possible, with a senior leader providing supervision.

If they need to go to the bathroom they should use the toilet in the first aid room. The room should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE, including gloves, apron and mask should 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, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus in a setting?

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local 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.

The health protection team will work with schools in this situation to guide them through the actions they need to take. 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 10 days since they were last in close contact with that person when they were infectious.

Further guidance can be found at - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- **Infection Control:**

Tissues will be available for every child to help promote the 'Catch it, bin it, kill it' approach;

- Surfaces will be wiped at regular intervals throughout the day, with antibacterial spray and wipes and washed thoroughly at the end of each day;
- At break-time and lunchtime, all door handles and the locks on toilet doors will also be wiped down;
- All regular communal contact points such as door handles are prioritised for cleaning each day by care-taking staff;
- In order to ensure the safety of the rest of the school community it is vital that parents respect all government guidance and are following the current regulations. If school has evidence that this is not the case, we will contact parents to discuss this.

- **Personal Protective Equipment (PPE):** Although we will have a stock of PPE in place, the guidance is clear that this is not something we should use regularly and children should also not wear face-masks due to the increased risks that incorrect usage brings:

- Staff will use gloves for single use jobs (such as getting individual computers out of the charging trolleys), but during the school day, handwashing and good hygiene will be the priority;
- PPE will only be used when symptoms are displayed if 2 metre distancing cannot be maintained while that child is waiting to be collected;
- PPE will be used where intimate care, including first-aid, has to take place;
- Where possible, older children will be supported to apply their own first-aid (cleaning of grazes or similar);
- Each group will have their own supply of PPE, including hypo-allergenic gloves where required.

- **Evacuation Procedures:** All normal evacuation procedures will remain in place so that the children remain confident of how to leave the building in an emergency. This decision has been made as the risks associated with a reason to evacuate e.g. fire considerably outweigh the risk associated with Covid-19.

- **Uniform:** Uniform to be worn.

- **Visitors:** We will have no unplanned visitors to the school and planned visitors will be for essential purposes e.g. specialist teaching, children social care, maintenance. Where we do need to have a visitor they will undertake their visit away from everyone else with strict distancing, hand-washing and all other infection control measure in place:
 - Regular visitors who provide specialist teaching will attend school to support the Pastoral needs of pupils.
 - Irregular visits from outside agencies such as Police Protection Unit or CSC will be accommodated according to need, using the Meeting Room as a venue.
 - Specialist SEND teachers/ Speech therapists will attend according to need and be based in the SEND room upstairs.
 - Unfortunately, parents are included in this protocol and will not be allowed into the school buildings;
 - All visitors will be asked to complete a track and trace form.