



Annex 1:

Morecambe Bay Community Primary School Covid-19 Protocols

Overview: The list of items on the following pages remain a 'work in progress' and will be subject to continual review as of **Monday 22nd June 2020**. 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 (infant and juniors) will cater for 12 - 15 pupils with a minimum of 2 adults per class. Each class will contain 2 smaller groups or "bubbles" of approximately 6 - 8 children who will work, play and eat together, maintaining social distancing within their bubble.
- **Attendance:** Our offer will be for full-time schooling for an extended group of Key worker/ vulnerable children, Year 6 as per the government guidance and year 5:
 - The school will ask all eligible key worker families about their attendance by Thursday of each week for the following week;
 - Although the school would strongly encourage children to attend as per the government guidance, we will not follow-up or question the decision of parents who choose not to send their child unless we have concerns about the child's well-being or safety. No fines will be implemented for non-attendance during the partial re-opening of schools.
- **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 2 metres 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 pupil entrance door will be left open so that staff can enter the building unimpeded;
 - 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 are aware of the staff in school that day to ensure everyone is accounted for if an evacuation takes place (see **Evacuations** section).

- **Pupil Arrival:** A member of staff will be at the front gate each morning to direct children to the appropriate entrance. To ensure appropriate staffing is in place, the school day will start at **8:50 am for Key worker/ vulnerable children, 9:05 am for Year 6 children and 9.20 am for Year 5 children.** Parents and children must not come through the school gate until a member of staff is there to co-ordinate the drop off. If you can see that other parents and children are waiting, please ensure you leave at least 2 metres between family groups and stay back from the gate area until you can do so safely:
 - Key worker and vulnerable children will continue to enter school via the main entrance.
 - We are encouraging Year 5&6 children to walk to school by themselves to reduce the number of people around the school premises – for those who arrive by car, children could be dropped off away from the school and then walk the last part of the journey by themselves;
 - Year 5&6 children should use either playground gate and then use the fire escape pod next to Foundation Stage to access their classrooms which will be based around the upstairs hall. They will be met on the playground by their staff, lining up in a socially distanced manner;
 - Parents of year 5&6 will not be allowed onto the main school premises (wherever possible) and will need to say goodbye to their children at least 2 metres from the school gate. We would ask that parents do not meet, even in small groups, anywhere near the school so that the pavements are kept clear for local residents and that no more than one adult should accompany their child/ children to school;
 - All children will go straight to their classrooms with all of their equipment where they will wash their hands under the guidance of the adult in the room. Coats will be placed on the back of each child's chair.

- **Staffing plans:** Subject to change due to staff absence, the following table shows the staff who will be involved with each group:

<p>Break times:</p> <p>Miss Cassidy/Mrs Burrell 9.45 – 10am Mrs Howson - 10.am – 10.15am Miss Johnson - 10:15 – 10.30am Miss Brooks - 10.30 – 10.45am Miss Christie/Mrs Vincent – 10.45-11am Miss Standley – 11am – 11.15am Mr Marshall 11.15am – 11.30am Mr Hornby 11.30 – 11.45am</p> <p>Lunch Break –</p> <p>Sitting 1 – 11:45 -12:30, LC/KB, NH classes alternate between eating and use of FS playground. YJ and Yr 5 classes alternate between eating and use of main playground and use of MUGA</p> <p>Sitting 2 – 12.45 -13:30, Year 6, 3 classes alternate, one eating, one using MUGA, one using playground</p> <p>All 5 welfare staff to attend each day.</p>				
Key Worker/ Vulnerable Children		Priority Year Groups (Year 6)		
<p>Foundation Stage Classroom N, R and Yr1</p> <p>Miss Cassidy and Mrs Burrell</p>		<p>Paul Marshall</p>	<p>John Hornby</p>	<p>Julie Standley</p>
<p>YEAR 1 classroom Yrs 1, 2, 3, 4</p> <p>Mrs Howson</p>				
<p>YEAR 2 classroom Yrs 4, 5, 6</p> <p>Miss Johnson</p>		Priority Year Groups (Year 5)		
		<p>Mrs Vincent/ Miss Christie</p>	<p>Miss Brooks</p>	

- **Classroom Layouts:** Wherever possible, children will remain at their individual tables during indoor lessons



- **Resources:** Each child will have their own set of equipment at their own table. This will only be used by one child. Where the children use other equipment such as reading books, they will be used by one child and then placed in the resources box for that day, these will not be used again for 72 hours.
 - **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:

 - Year 5 & 6 will use the Upstairs Hall toilets;
 - All children in KS1 classrooms (NH, YJ) 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.

For staff:

 - Staff will use the staff toilets, ensuring that the cleaning protocols are followed.
 - Toilets will be cleaned throughout the day.
- **In-school learning:** Mostly we will focus on wellbeing activities that encourage the children to address their response to the ongoing crisis, that encourage a sense of wellbeing, promote collaborative work and trust and build on the successful characteristics of lockdown learning – engagement, time to learn, outdoor learning, food tech, creative arts, problem solving and child led learning.

Year 6 Will work in the above manner but focusing heavily on successful transition to High School.

- **Breaktimes:** Break times will be staggered (see table above).

FS children will use FS playground.

1/2/3/4 Key Worker/ Vulnerable children will also use FS playground.

(co-ordinate together if changing any of the times in the table)

All KS2 Key worker/ vulnerable children to use main playground (see table above for timings).

These times will be adhered to closely to avoid any situation where the groups may cross over. The play frame will be out of use and individual play equipment such as skipping ropes will be used in the same way as other classroom equipment and put into resources boxes for 72 hours before being used again.

Year 5 & 6 pupils will access the playground from the main double doors and return to their class via the pod stairs to adhere to the one-way system in school.

- **Lunchtimes:** All children will have a free packed lunch provided by the school catering service (ordered on a weekly basis in advance). The children will eat at their desks and wait until all of their group have finished before being accompanied to the Playground/ MUGA by two adults. Children will wash their hands before lunch and after returning from outdoor play. During wet play, children will remain in their classrooms.
- **Pupil Collection:** The children will be directed out of class to their parent who will be waiting on the playground observing the 2M distancing guidelines. All Year 6 children will be brought to the front school entrance at 2:45pm, where any parents picking them up should congregate observing good social distancing. All Year 6 children should have left school by **2:55pm**. Year 5 children will then be collected at 3pm on the playground.
At 3.00pm, Key worker/ vulnerable children will be available to be sent out to their parent/carer who will be waiting in the appropriate playground space whilst remaining 2 metres apart.

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 2 metre gaps 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 2 metre 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?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

- School will not take pupils' temperatures. If school staff have a reason to be concerned about a child's temperature (through child reporting or visible signs) they will isolate the child and they will be sent home. School will then liaise with parents who will be expected to check if their child does have a temperature;
- A coronavirus test can be booked here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Essential workers in England, Scotland or Northern Ireland, can apply for priority testing through GOV.UK: <https://www.gov.uk/apply-coronavirus-test-essential-workers>

Infection Control:

Tissues in individual packs/boxes 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 contact points such as door handles are prioritised for cleaning each day by care-taking staff;
- Each class will have their own First Aid Kits;
- In order to ensure the safety of the rest of the school community it is vital that any parents choosing to send their child to school respect all government guidance and are not mixing with others outside of their household beyond the current regulations. If school has evidence that this is not the case, we reserve the right to not provide places for those children;

Medications: Existing regular medications such as inhalers will be kept in the appropriate classroom:

- Where a request is made to administer medicine, forms will need to be completed at home and sent in with the child;
- If a child needs medication for a condition such as hay fever, we would ask that this is administered before arriving at school;
- If any medical condition risk the safety of others e.g. regular sneezing through hay fever, we may need to ask parents to keep their child at home until those symptoms have abated.

Social Distancing: Children will be given regular visual reminders of what 2 metres looks like;

- We will follow our behaviour policy with children who find it hard to socially distance with gentle reminders escalating to firmer reprimands or sanctions, but if behaviour that puts the safety of the group continues, we may review with parents the availability of a place at the school;

- **Personal Protective Equipment (PPE):** Although we will have a stock of PPE in place prior to Monday 1st June (aprons, gloves, face-masks and eye protectors), 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.

Communication: The school office will be manned so current communication systems will be maintained.

- **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. Staff will talk these through with the children and discuss how social distancing can be kept in place where possible. 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:** No uniform needed. Clean clothes and trainers.
- **Visitors:** We will have no unplanned visitors to the school and planned visitors will be for essential purposes e.g. 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 such as Acorn Psychology and Sue Brierley 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;
 - We may allow visits where activities take place solely outside and can be kept distanced, this should only be arranged in negotiation with Mrs Jones, our Educational Visits Coordinator, who will liaise with County EVOLVE systems.