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Two travellers are transformed and enriched by sharing their journey with a guide. We view our work to be similar in making a difference to future lives. We travel together on our journey of transformation and commit our school to always being supportive, nurturing and challenging.
Luke 24: 13 – 35

COVID-19 Operational Policy

May 2020

This policy has been written and should be read in conjunction with the following DfE guidance:

Actions for childcare and educational setting for 1.6.20 wider opening (12.5.20):

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

From the week commencing 1 June 2020 at the earliest, we will be asking primary schools to welcome back children in Nursery, Reception, year 1 and year 6, alongside priority groups.

We will prioritise younger children in the first phases of wider opening, for several reasons. Firstly, because there is moderately high scientific confidence in evidence suggesting younger children are less likely to become unwell if infected with coronavirus (COVID-19); and secondly because evidence shows the particularly detrimental impact which time spent out of education can have upon them. In addition, older children are more likely to have higher numbers of contacts outside of school so pose a greater transmission risk, and they are typically better able to learn at home.

If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows:

- Essential pupils: key workers from all year groups, children with an EHCP and those with a social worker
- primary schools – reception followed by year 1 and finally year 6

Implementing Protective Measures (12.5.20):

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Class or group sizes

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

The Emmaus Federation Policy

Both primary schools acknowledge that social distancing for younger year groups will be harder to maintain. Staff, parents and carers should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for. In light of this, our primary schools have adapted their arrival and departure routines and are preventing parents/carers and visitors from entering the building. If a child displays symptoms of coronavirus (COVID-19), they should not come to the setting, or should be sent home with their parents/carers if symptoms arise during the day.

Staff should care for children as normal, although increasing the frequency of their handwashing (and always doing so before and after, for example, eating lunch). Children must be organised into small groups. Bubble groups will contain a maximum of 15 children (dependent on room size); these may be mixed age. They must stay in their bubble group throughout the day with the same key adult(s) all day, within their room and allocated outdoor space. They must not mix with other groups during the day.

The staff should use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, through the use of visuals, games, songs and stories. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.

As much as possible, both primary schools will prevent the sharing of food, drink, utensils, equipment, stationery and toys. Equipment, toys and surfaces should be cleaned and disinfected more frequently. This includes tables, chairs, door handles, toilet flushes, light switches, keyboards etc. Soft toys, furnishings and malleable equipment should not be used. If a child displays symptoms of coronavirus (COVID-19) at school, staff should follow the Public Health England guidance on cleaning for non-healthcare settings.

In response to COVID-19, both primary schools will endeavour to review and implement all Government guidance that is specific to our settings. The child protection policy will be kept under review as circumstances continue to evolve.

The school will prioritise pupils based on the Department for Education guidance. Places will be allocated to all key workers and other essential pupils first. If a place is not available for a key worker/essential pupil, arrangements will be made, which might result in a pupil losing some or all of their place. This will be based on creating spaces in year 6 first, followed by year 1 and then reception. It will be based on a first come-first basis from the applications for places received by 15th May.

ARRIVALS & DEPARTURES FROM SCHOOL

To ensure social distancing measures are adhered to in both primary schools we will implement the following procedures:

- At the present time, parents and carers are not allowed inside the school building. Our schools are restricting the number of people on-site to essential staff only. Parents are to wait 2 metres from the classroom door during drop off/collection and the school office is closed to visitors.
- Both schools have adopted an essential visitor only approach. Visitors will only be permitted if essential, e.g. to attend to a pupil's specific medical needs and will be asked to wait in the reception entrance where possible.
- Arrivals and departures are staggered so we only admit one child at a time. Just one adult must accompany their child(ren) to their designated entrance. The gate will not be manned in the morning/afternoon and it is a parent's responsibility to ensure their child enters/departs from the school safely, whilst following social distancing measures.

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PE20 2JN Tel: 01205 460547



- Staff who car-share are asked to follow social distancing measures such as the passenger to sit in the backseat, to have the windows open and to clean the car after the passenger leaves.
- Parents will be asked not to congregate in, or adjacent to the school grounds and to depart quickly.
- Parents and carers MUST wash their children's hands thoroughly at home before arrival at school. Staff will not apply sun cream for children and we request that parents take responsibility for this prior to school starting or ensuring their child is able to apply cream independently.
- Parents to transport their child. To contact Lincolnshire School Transport to arrange transport if this is not possible.
- Scooters and bikes will not be allowed on school premises.

HANDWASHING AND HYGIENE

There is guidance that both primary schools will follow to help prevent the spread of respiratory viruses, which include:

- Washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food. The children and staff will use hand santiser before they enter the school building. A table will be placed in the foyer for staff and outside the classroom for children.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who have symptoms.
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Catch it, bin it, kill it.
- Clean and disinfect frequently touched objects and surfaces.

CHILDRENS' WELFARE

The children are at the centre of everything we do and it is important that we can support, safeguard and co-regulate their feelings during this time of uncertainty. Although school is a familiar place, there are changes in routines.

- Children with symptoms (temperature 37.8, new persistent cough) need to stay home for 7 days. Children who come to school with symptoms will be isolated and parents informed

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immediately. The school has non-intrusive thermometers to check temperatures if someone is symptomatic.

- On arrival and throughout the day, staff should supervise children to ensure they wash their hands for 20 seconds with soap and water and catch coughs and sneezes in tissues. The staff will encourage children to learn and practise these habits through visuals, games, songs and repetition. A timetable will be devised for organised timetabled hand-washing and toileting.
- Children will be organised into small bubble groups.
- The use of the outdoor areas will be timetabled so **bubble groups** can access these areas with their key adults. The children will only play with other children from their room. Some outdoor equipment, such as climbing frames, will be cordoned off.
- Childcare providers need to comply with the 'bubbles' in school. Parents need to contact their childminder/childcare provider to inform them of their child's 'bubble'. The school will contact Mon Ami and Bramble Hall (and all other childcare providers) to make them aware of our procedures.
- All children need to be self-sufficient for the entire day where applicable bringing their packed lunch (if not having school lunch), drinks bottle, stationery, sun cream and sun hat. All items must be clearly named and will remain with the child
- The library will be out of use and books will be issued per pupil or individual photocopies.
- Lunch times and break times will be staggered and the movement of children around the school monitored, to reduce large groups of children gathering.
- The children will not be able to play with soft toys at school.
- Toys are no longer allowed to be brought from home.
- Uniform to be worn or something similar if your child has out-grown it. Children can come to school in a PE kit on their PE day.

SAFEGUARDING

Both primary schools will continue to follow their Child Protection Policy and this will be kept under review.

- With regard to safeguarding, the best interests of children must always continue to come first.
- If anyone in the school has a safeguarding concern about any child or member of staff they should continue to act and act immediately.

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- Designated safeguarding leads: It is important to have a trained DSL on site during opening times. It is recognised this may not be possible, and where this is the case a trained DSL can be available to be contacted via phone or online video - for example working from home. All staff are aware of safeguarding procedures and will signpost concerns appropriately.

VULNERABLE CHILDREN and SEN

Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. Staff can use PPE for intimate care or if there are bodily fluids.

- In relation to vulnerable children, the continued importance for both primary school staff is to work with and support children's social workers and the local authority for looked-after children will be adhered to.
- Where a child has a variety of outside agencies involved, both primary schools will facilitate virtual meetings where face to face meetings or visits within the setting cannot take place.

STAFF WELFARE

Staff should pay particular attention to handwashing before and after supporting children who need help with toileting or eating, as well as avoiding touching their own face whilst at work. We are aware that the guidance currently suggests that PPE is only required for medical and care professionals providing specific close contact care or procedures that create airborne risk, such as suctioning and physiotherapy, to people with a possible or confirmed case of coronavirus covid-19. Unless there are any changes, the staff will follow the Department for Education guidance in relation to PPE. However, staff at The Emmaus Federation are allowed to use PPE for any potential exposure to bodily fluids or during intimate care.

- Long hair must be tied back and nails cut short.
- All staff will have read and signed the school Covid 19 policy and risk assessment.
- Staff are limited to working within one bubble group based on statutory ratio requirements.
- Limit resources and toys that are available to the children. Resources where possible should be washable. All resources used to be cleaned, as far as practicably possible, at the end of each day,
- Staff will be updated on how they can access tests for coronavirus.



PROCEDURES IF STAFF OR A CHILD START TO DEVELOP SYMPTOMS

If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be isolated, sent home immediately and advised to follow the staying at home guidance. The child or staff member would not be able to return to school for 7 days and must self-isolate at home. In situations where there has been a suspected or confirmed case, our primary schools will follow the following guidance: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

STAFF DISPLAYING SYMPTOMS

- If a member of staff displays symptoms, they should go home immediately and follow the government's self-isolation guidance.
- Arrangements for testing for students and staff who have symptoms will be available by following this link: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>.
- Any member of staff who has been supervising a child with suspected symptoms should immediately wash their hands in line with current guidance. They do not need to go home. The room that a child has used in this circumstance (including toilets) should be fully cleaned before anyone else uses them.

A CHILD DISPLAYING SYMPTOMS

If a child displays symptoms, they should be immediately isolated from other pupils. The school should contact parents and request they collect their child from the school immediately.

- If a child is awaiting collection, they should be moved, if possible, 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, move them to an area which is at least 2 metres away from other people. Staff should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need.
- If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.

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- 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.
- Children and their families will not be able to return to school unless a test for COVID-19 has shown a negative result.

CLEANING

Public Health England guidance on cleaning for non-healthcare settings would be followed.

- Cleaning routines will take account of the guidance on cleaning of non- healthcare settings. It is recommended that surfaces in classrooms, including desks and handles, and within toilet areas are cleaned twice a day, paying attention to frequently touched areas and surfaces.
- Wear disposable or washing-up gloves and aprons for cleaning. If a case of coronavirus (COVID-19) is suspected, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. If coronavirus (COVID-19) is not suspected, cleaning equipment should be disposed of in the normal way, or in the regular rubbish.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use.
- Lidded bins for tissues and paper towels should be emptied regularly and at least once a day.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Mrs. C Collett
Executive Headteacher

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