



Bratton Primary School

Actions and protocols for Covid-19 risk management

This document outlines key actions and protocols to be followed by all staff, pupils and parents. The information included sets out the schools assessment and plans to manage the risks from Coronavirus (Covid-19), encompassing managing the risks the staff and pupils face and doing everything reasonably practicable to minimise them, recognising that as a school we cannot completely eliminate the risk of coronavirus (COVID-19).

Date of protocols: **April 2021**



Bratton Primary School

- The aim of this document is to set out clear expectations and protocols for us all during the Covid-19 pandemic
- We would state from the outset the aim is also to ensure absolute safety for all stakeholders but with the balance that we are also a school and we are educating children, so we will need to adapt expectations based on the unforeseen and take measures in a professional, pragmatic way
- This is an open document and will be updated regularly in light of reflected best practice and future Government advice and policy changes
- We will also amend the document and protocols based on planned in regular reviews
- **The expectation is that from Monday 8th March all pupils and staff will be attending school**
- This document has been written in compliance with all national Government guidance and the information included links in with the larger Whole School Risk Assessment document that has been overseen by the County Health and Safety team.
- This document therefore sets out the school's assessment and plan to manage the risks from Coronavirus (Covid-19), encompassing managing the risks the staff and pupils face and doing everything reasonably practicable to minimise them, recognising that as a school we cannot completely eliminate the risk of coronavirus (COVID-19).
- **The schools risk assessment document remains a live document and will be added to, updated and amended as time, new national directives and situations develop**



General guidance:

- There will be no large gatherings in school, such as assemblies, during this time, to maximize social distancing
- The aim is that classes stay together and work with their allocated staff members across the whole day in safe 'bubbles' so we can control who is working and socializing with who and know who is with anyone at any one time.
- The guidance does offer pragmatic flexibility within this aim to ensure the compatibility with offering a full range of subjects or managing the practical logistics within and around school, stating: *schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, with the key aim always being to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.*
- Staff will primarily remain with their class 'bubbles' across a day, however the guidance states that: *All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision.*
- All school policies and procedures still apply during this period, including school uniform policy.
- All safeguarding processes and protocols will still be adhered to during this period.
- Shielding advice has been paused nationally from 31 March 2021. Clinically Extremely Vulnerable individuals (adults and children) are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions.



School arrival and dismissal:

- We have staggered arrival and dismissal times, in line with DFE national guidance included in bold below, which indicates:
- **Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.**
- **Staggered start and finish times should not reduce the amount of overall teaching time.**
- **A staggered start may, for example, include keeping the length of the day the same but starting and finishing later to avoid rush hour.**
- **Schools should communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.**
- Following this guidance, we have therefore staggered arrival and dismissal times, but ensured that no class has diminished time in school when looking at total hours of schooling.
- Children are welcome to wear face coverings to and from school but in line with Government advice will be asked to safely remove them upon entering the building and store re-usable face coverings in a plastic bag until leaving the premises at the end of the day. As stated by Government national guidance: *The government is not recommending universal use of face coverings in all schools. Primary school **children** will not need to wear a face covering.*
- **However, the most recent Government guidance (dated 6 April 2021) states that: In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) in situations where social distancing is not possible (for example, when moving around in corridors and communal areas).**
- In light of new guidance, staff will wear face coverings where social distancing is not possible eg in corridors and communal areas such as staff rooms.
- All visitors on site will also be asked to wear face coverings.
- Face visors or shields can be worn for those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.



School day start and timings:

- *As part of the national and local response to Covid-19 we are encouraging all those who can to walk or cycle to school.*
- *Signage guiding and instructing parents and pupils will be clearly displayed on the front and side gates as you enter the premises.*
- Staff to wear face coverings to collect the children from their designated points.
- Arrival times for children and parents will be staggered, with two classes arriving at 8-40am, two classes arriving at 8-50am and two classes arriving at 9am.
- Classes, i.e. parents and children, will be asked to line up in three locations, all marked out with spray painted lines at defined safe intervals.
- **One parent / carer only will be allowed to accompany children onto school premises. We must ask that all families follow this protocol.**
- **Leopard, Lemur and Zebras parents and children will be expected to enter and leave the school site via the side gate to the alleyway.**
- **Meerkats, Antelopes and Giraffe parents and children will use the main front gate**, to minimize contact.

- Arrival times will be:
 - **8-40 am – Meerkat and Leopard classes**
 - **8-50am – Antelope and Lemur classes**
 - **9-00am – Giraffe and Zebra classes**
- To enter the building we will be using the following doors and no parents or children will be allowed into the back playground:
- **Meerkats (yr6)** will line up along the path at the side of the school and enter and leave the building through the Meerkat cloakroom door
- **Antelopes (yr 4/5)** will line up along the path at the side of the school and enter and leave the building through the Antelope cloakroom door

Bratton Primary School



- **Giraffes (yr3/4)** will line up along the path at the side of the school and enter and leave the building through the Giraffe cloakroom door
- **Lemurs (yr1/2) and Leopard (yr2/3) classes** will line up in the car park and then enter through the front door
- **Zebra class (Yr R)** will line up in the car park and enter the Reception outside play area via a new gate adjacent to the kitchen.
- **Parents will be expected to leave the premises as soon as they have dropped their children off**
- **We would then ask that parents do not gather outside the school gates to ensure continued social distancing and ensure smooth entry to the school premises.**



End of the day routine:

- We will dismiss in the same order and we will stagger this as well.
- Staff will wear a face covering when dismissing children.
- Staff will ensure all children wash their hands and sanitise before leaving the building.
- We will therefore dismiss:
 - **Meerkat and Leopard classes at 3-05pm**
 - **Antelope and Lemur classes at 3-15pm**
 - **Giraffe and Zebra classes at 3-25pm**
- Meerkat, Antelope and Giraffe classes will dismiss out of their respective cloakroom doors and down the side path.
- Leopards and Lemurs will be dismissed out of the front door.
- Zebras will dismiss out of their new gate, leading from their outdoor play area, adjacent to the kitchen.
- **Meerkats, Antelope and Giraffe children will leave the site via the front gate and Leopards, Lemurs and Zebras will leave via the side gate/alleyway**, again to minimize contact.
- Any children going to after school care will be temporarily held in classrooms if dismissed at 3-05pm and then led down to the school hall at 3-15pm, after washing their hands first.
- Children using the school transport (bus) will be collected, led out and supported by staff to access this on time, as needed
- **Parents will again be asked to wait at the defined intervals, as marked out by spray paint on the pathway and car park, and staff will release children to parents directly one at a time.**
- **Parents will be expected to leave the premises as soon as they have collected children**
- **We would then ask that parents and children do not gather outside the school gates to ensure continued social distancing.**



Moving around the building:

- There will be a 'one way' system in operation around the corridors, marked out with hazard tape and arrows indicating direction of travel
- This will be a 'keep left' system with signs displayed around the school
- This will have a centre line to ensure distancing is maintained in the corridor.
- There will also be a centre line and directions of travel for crossing the hall to exit and enter the building at breaks or lunchtimes.
- All adults to wear face coverings when leaving their classroom, eg when walking in the corridors or in communal areas
- Movement around the building will aim to be minimized and staggered to avoid and limit moments of crossing
- Doors that can safely be 'wedged' open, will be, to minimize contamination through over touching of door handles and doors. (Fire doors not to be part of this)
- Classes all have separate cloakroom spaces and separate delineated lunchbox storage
- These will continue to be used with children staggered in using these spaces to maximise and maintain social distancing.
- There will be no large gatherings in school, such as assemblies, during this time, to maximize social distancing
- Assemblies will take place in classrooms, delivered by the class teacher, with whole school assemblies and communication delivered electronically.



Classrooms:

- ❑ Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission.
- ❑ To clarify Government advice: *For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.*
- ❑ We will therefore operate a pragmatic and realistic approach to this in the classroom by establishing with children the aim and expectation for social distancing, with the professional understanding that this will always be tricky to maintain constantly.
- ❑ Regular reminders, mini class assemblies and praise will be used to encourage adhering to protocols.
- ❑ Positive reinforcement and a 'gentle reminder' approach will be followed by all staff.
- ❑ We will take out of classrooms any unnecessary furniture and equipment to maximize space and to ensure that furniture and equipment left is easily cleaned.
- ❑ Desks and seating will ensure children are sat side by side and facing forwards, rather than face to face or side on.
- ❑ This approach means classrooms will predominantly be set up in rows facing forwards.
- ❑ Seating and classroom plans will be clearly set out and explained to pupils.
- ❑ Classrooms will be set up with a 'pathway' system so children have an easy exit path to get to the door that minimises travel through other pupil's desks
- ❑ 'Carpet time' will be minimised due to social distancing issues as sitting on the carpet is not as controllable as when sitting on hard chairs/hard surfaces.
- ❑ This approach will mean that at times children can play and sit on the carpet, especially Reception and KS1, but when doing so, hand-washing protocols will be followed stringently and the aim remains to limit unnecessary contact, particularly face to face.
- ❑ Interactive whiteboards will only be used by teachers and teaching assistants. No children will use the interactive whiteboard.



Uniform, PE kit and drinks bottles:

- Normal school uniform rules will apply and will be expected to be worn at all times
- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- All children to bring PE kit into school – *this will be sent home at the end of every week for washing, to be returned the following Monday*
- All children will need to bring in a reusable water bottle

Resources:

- It is still recommended that pupils limit the amount of equipment they bring into school each day to essentials.
- Bags and book bags are allowed.
- Pupils can take books, homework and other necessary shared resources home, although unnecessary sharing should be avoided.
- Children will all be issued with plastic polypockets and these will be labelled
- These will store all of their personal equipment needed frequently in lessons – e.g. a pencil, pen, ruler, their exercise books etc.
- Individual polypockets will also house mini whiteboards and pens and none of this equipment will be shared but used by that child alone
- Polypockets will be stored in their trays at the end of each day and can then be used on their desks throughout the next working day
- Classroom based resources, such as books and games, can be used and shared within the class 'bubble'.
- These will be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously.
- If other children in another class are going to use resources later that day, staff will ensure these are thoroughly cleaned before the next group use them
- Any resources that cannot or are not cleaned will be left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.



- Laptops – all laptops will be gently cleaned and wiped after each session and headphone usage will be minimized. If headphones are used then all will be cleaned and wiped at the end of usage
- Cleaning hands more often than usual is essential – children will wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly regularly across the day.
- We will ensure this happens at a minimum - on entry to school, before and after break, before and after lunch – i.e. as a minimum: on arrival, before and after each session/lesson and before leaving school at the end of the day.

Playtimes / lunchtimes

- Playtimes and lunchtimes will be staggered
- Children will only be allowed to play with their 'bubbles' or class they have been learning with. Two classes will be playing at one time and staff will space them out accordingly, using the tyres on the playground as the central dividing line.
- For the time being the climbing frame will not be in use due to impractical cleaning and hygiene issues but we will review this as time and protocols progress.
- Playtime games will be encouraged that minimize social contact – i.e. no tag, no football unless just passing the ball etc.
- Equipment used will all be wiped down and/or sprayed before putting away for next usage.

Lunchtimes

- Our school catering company, Aspens, will be providing school lunches – ordering to take place as normal.
- Best practice dictates that children eat in their rooms with their class – maintaining the security of potential transmissions
- All children with packed lunches will therefore eat lunch in their classrooms
- Children receiving School dinners will eat in the hall, sitting in class specific tables.
- The hall will be well ventilated at all times.
- To ensure outdoor play space is maximized, lunchtimes will be staggered, with three classes eating for the first session (12-15pm to 12-45pm) whilst three classes are outside playing in controlled, allocated spaced areas. These classes will then change over and for the second session (12-45pm to 1-15pm) the classes who ate first will go out to play and



those who were outside will come in to eat.

- Classes will have defined/marked off play areas and these will be made clear to the children.
- These play areas can and will be rotated.
- The field will be used whenever practically possible, making this process and spacing easier to manage

Wet playtimes

- Wet breaktimes – children will stay with class teachers and play seated at their desks.
- Staff will provide wordsearches or colouring for children to work on individually
- As per resources – class based shared resources can be used sat at desks, but will then be cleaned thoroughly before being put away.
- Children can again play seated at their desks - wordsearches, colouring, shared in class resources as above etc.
- Staff can also put on Jackanory stories, CBBC stories being read or approved and vetted maths/history/science based programming to occupy and support the children as needed, ensuring they remain in their seats and distanced.
- Children can have resources on their desk/play equipment and it will then all be washed and cleaned before use by others and before being put away.

Handwashing and hygiene:

- All staff will be re-emphasizing strongly the 'catch it, bin it, kill it' message, also ensuring everyone uses sleeves/elbows to cough etc.
- Posters and signage will be used around the school to remind and encourage this approach.
- We have separate plastic bins purely for tissues to be used in the classroom
- These bins have swing lids and bin bags to trap any potential germs etc. and the lids will be kept on bins at all times
- All classes will have hand sanitizer dispensers to use regularly
- Hand sanitizer dispensers will also be located around the building, at entrances, exits and in the school hall.
- Cleaning hands more often than usual is essential – children will wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly regularly across the day.
- Support and guidance will be provided for pupils requiring this.



Effective infection protection and control

In school, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).

We will ensure the following:

- 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 school. See further advice below.
- Cleaning hands more often than usual – all children and adults will wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.
- Ensuring good respiratory hygiene – the whole school will promote the ‘catch it, bin it, kill it’ approach
- Cleaning frequently touched surfaces often using standard products, such as detergents, antibacterial spray and bleach.

What happens if someone becomes unwell at school?

- 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 must be sent home
- They will be advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).
- Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.
- Schools must ensure they understand the NHS Test and Trace process. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:
 - book a PCR test if they or their child are displaying symptoms.
 - The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell



or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.

□

- All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test (symptomatic testing).
- PCR tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.
- Essential workers, who include anyone involved in education or childcare, have priority access to PCR testing as well as regular asymptomatic LFD testing.
- The government will ensure that it is as easy as possible to get a PCR test through a wide range of routes that are locally accessible, fast and convenient.
- Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.
- If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter.
- The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 full days from the date of that contact. 2.
- If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate at least from the day of onset of their symptoms and for the following 10 full days and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.



- This is because a cough or anosmia can last for several weeks once the infection has gone. 3. The period of isolation starts from the day when they first became symptomatic and the following 10 full days.
- If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal.
- Other members of their household should all self-isolate starting from the day the individual's symptoms started and the next 10 full days.

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

- Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.
- Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority.
- This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
- The advice service (or PHE local health protection team if escalated) will work with you to guide you through the actions you need to take.
- Based on their advice, you must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.
- Close contact means:
 - anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
 - anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre



- been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane
-
- The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home.
 - To support them in doing so, school will keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section 6 of the system of control for more on grouping pupils).
 - Where individuals are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.
 - A template letter will be provided to you, on the advice of the health protection team, to send to parents and staff if needed. You must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate.
 - If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.
 - They should get a test, and:
 - 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 coronavirus (COVID-19) within the remaining days.
 - if the test result is positive, they should inform their school immediately, and they should isolate from the day of onset of their symptoms and at least the following 10 full days.
 - Their household should self-isolate starting from when the symptomatic person in their household first had symptoms



and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection

- Based on advice from Public Health England (PHE) and NHS Test and Trace, the testing programme initially included offering those who came into close contact with a positive case in schools the option of 7 days of daily contact testing (with self-isolation if a subsequent test was positive) as an alternative to self-isolation.
- PHE and NHS Test and Trace have now reviewed their initial advice in light of the higher prevalence and rates of transmission of new variants.
- They have concluded that these changes in virus mutations warrant further evaluation work and that daily contact testing in place of self-isolation should be paused until this evaluation has taken place. We will update this guidance once this evaluation is complete.
- If schools have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak.
- Schools should call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required.
- Schools can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.
- This could be the class or year group. If schools are implementing the system of controls, addressing any issues you have identified and therefore reducing transmission risks, whole site closure will not generally be necessary.
- Schools should not close except on the advice of health protection teams

PPE:

- We have PPE for our staff treating injuries or if a child is vomiting, experiencing diarrhoea or showing a temperature or coughing.
- Gloves and required PPE will be worn at all times when treating a child for first aid and injuries, as with on-going best



practice.

- PPE will also be worn by staff working with pupils who may require changing or toileting support.
- This comprises: reusable protective face shields, disposable aprons, disposable masks and disposable gloves.

Cleaning:

- The government documentation stipulates that the building and classrooms should be cleaned regularly across the day
- We have formulated a thorough plan to ensure this is happening and the school will also be cleaned daily after school by our outside cleaning company
- As part of the outside cleaning companies daily protocol, every evening, every classroom will receive a fine mist disinfectant full spray, including carpets, allowing this to take full effect and to have sufficient drying time in readiness for the following day.



Front entrance and office:

- We will be minimizing adult entry into the building
- Signage guiding and instructing and guiding parents and visitors will be clearly displayed on the front and side gates as they enter the premises.
- Parental access will only be granted on site by prior appointment**
- Parents will be asked to contact the office by email or phone unless ringing the door is absolutely necessary, e.g. in the case of an emergency
- We have a metal weatherproof letterbox for any forms, letters, larger letters and smaller parcels which is attached outside the building
- Please use this to minimize entry to the building
- All visitors and services attending the site will be directed to wash their hands, sanitize at the door and/or in the foyer and to follow all school protocols, including wearing face coverings.
- Visitors will be issued with a bullet point leaflet setting out key protocols to be followed and adhered to when on site.
- There will also be a rope barrier in the archway to visually demonstrate to parents and visitors/services that the main building is a place they should not be moving into
- Office staff will keep a temporary record of visitors for 21 days, using signing in recording sheets, to assist NHS Test and Trace with requests for that data if needed, helping contain clusters or outbreaks
- We will ensure the buzzer and door handles are thoroughly cleaned across the day