



---

## Dove Bank Primary School Risk Mitigation Plan for COVID-19

---

*We have to recognise that it will not be possible to reduce the risk of transmission to zero whilst there is any circulation of the virus within the community and indeed nationally. There is no prospect of that happening for some considerable time. The risk to children of such a protracted period out of school is intolerable. Therefore, the purpose of this plan is to reduce the risk of transmission as far as it is practically possible whilst attempting to design a worthwhile provision for limited numbers of children and maintaining a high quality of remote learning. This plan is not working to a fixed date to start to widen participation; this will happen when we have consulted and refined this plan and colleagues feel confident in its implementation.*

**There will be a need to provide in-situ staff training on the key aspects of this plan.**

### **Managing social distancing when travelling to and from school**

All parents will be given reminders about social distancing to and from school. All children will receive end of day age appropriate reminders about this. All children will be reminded of the social distancing rules when travelling to and from school, at the end of each day.

If the bus is to be in operation - clear routines established when embarking and disembarking.

### **Managing admitting and exiting children into and from school to maximise social distancing**

Write to parents (and provide video clips) to explain how they will drop off and pick up their child from school. Parents will need to queue in the playground with 2m points marked

Clear marked "Zones" for each group of children that are in on that day/session, with duty staff to receive the children and monitor social distancing and behaviours.

Staff will have allocated all children to a 'bubble' family on the first morning – there will be no more than 10 children in each. There will be designated adults assigned to each 'bubble'. Children will be allocated to a group from day one and this will not change, if children attend at a later date they will have to join a different group.

All groups will be collected by the teacher/group leader and taken to different classrooms/areas of school. Where that is not possible, and classes/groups are located on the same corridor, teachers stagger taking their groups to the classroom on the corridor. E.g. furthest classroom leave first, use outside doors to enter/exit classes.

When leaving the school, parents will have been sent an allocated time and will be asked to wait by the markings outside their allocated entrance. Staff will bring the children to the entrance/exit and handover to parents one-by-one.

Staff will need to be prompt at the entrance/exit at the allocated times so that timings can be adhered to. 'Spare' staff will be allocated to assist in the social distancing process.

Parents will not be given access to the school building.

## **Managing movement around the building to maximise social distancing**

One way systems clearly marked around corridors. Use of external doors to enter or exit classrooms. Markings will be on the floors to show what 2m actually looks like.

Where there can be one convention across the whole school then implement it (such as always enter from the outside door and leave by the inside door, queue outside where at all possible).

We will amend our behaviour policy to reflect the action we may need to take for persistent rule breakers. These new guidelines will be clearly communicated to all staff, parents and children prior to opening.

Adults should observe the 2m rule at all times and a culture of reminding each other is encouraged.

The staffroom can be used for adult preparation of food and drinks but cannot be used as a 'social area'. Staff to bring a prepared lunch (sandwiches) rather than making a lunch with utensils and equipment. Also staff to bring own mugs etc and minimise sharing of cutlery and crockery.

## **Managing social time (including school lunches)**

**We will minimise the amount of social time as much as possible by amending the school day.**

At playtimes, each 'bubble' will have a minimum of one member of staff with them and will only socialise with their 'bubble' friends. Social time will be supervised rigorously, staggered and with clear zones for each class/group.

Adults should sanitise tables/chairs and frequently used equipment after each usage. A cleaning kit will be provided for each 'bubble'.

Where possible children should only use one pen or pencil, and a small selection of colouring pencils throughout the day which can be sanitised at the end of the day. One exercise book should be used throughout the rest of this year. Verbal feedback can be given but no marking. No tests should be given.

Tables will be disinfected after the children have finished eating and prior to leaving their classroom.

At dinnertime, each bubble will have one dinnertime supervisor with them (their usual adult). Children can eat outside at the adult's discretion whilst remaining socially distanced. A packed lunch can be provided for all children in Reception, Y1 and Y2. Children in other year groups should bring a packed lunch if they do not have FSM. Children should eat outside if we are short of socially distanced dining spaces.

## **Maintaining social distancing in classrooms. Managing PE lessons, changing and practical lessons**

Classrooms must be set out so children can only sit in an arrangement that observes social distancing. Children must not be allowed to move around the classroom or get out of their seats without permission. Have external PE where possible. Assess which PE plans are appropriate so that children can keep 2 metres apart. Children will need to wear PE kit (or other appropriate clothing) to school on their PE day and will not change back.

Use teacher demonstration for now and avoid practical lessons that involve children moving around a room. Use of outside space for outdoor learning wherever possible.

Furniture arranged so there is a clear line to the sink for hand washing as far as this is possible.

## **Focus on Hygiene: Daily hand washing routines Daily cleaning routines**

Hand sanitizer is available in every classroom, as well as the main entrances to the school.

Opportunities for a minimum of 5 hand washing opportunities must be planned. For example the start of the day as entering, before and after break and lunch and before leaving school. A clear line in the classroom to hand washing facilities and not sending large numbers of children to the toilets. Each bubble will use a designated toilet and children will be supervised.

## **Uniform policy**

Uniform policy remains largely the same, but perhaps a Covid 19 addendum needs adding.

Ultimately, uniform needs to be the desired attire for all of our children, although understanding and compassion about the reluctance to buy new uniform for a small number of weeks, and the potential economic pressures our parents/carers could be going through needs to be considered. We will ask for second hand uniform returns from anyone who has old uniform that may fit a younger/smaller child. Where uniform isn't correct, it must be a good attempt at blending in. Where families are struggling then we will provide them with items of uniform from our lost property (washed in advance).

We will explain to parents / carers that keeping children in their school uniform means that they will have a clearly defined set of clothes to change out of when they get home and that they should do so.

As we are likely to have windows open to aid ventilation, children may need warm clothes.

## **Maintaining some online/home learning**

Continue to use BBC Bitesize and The Oak Academy to set remote learning for children not attending school. We may use some Bitesize resources in the classroom to increase parity between home & school learning.

Staff who are unable to return because of vulnerabilities, should take up the "lions share" of planning and monitoring the completion online/home learning.

Regular higher levels of contact also need to be maintained, as connectivity and the ground we have made with parents should never return to just the poor behaviour contacts/phone calls which tended to dominate certain parental communications pre lockdown.

## **Implementation of behaviour policy**

**We will amend our behaviour policy to add clear guidance on how we will deal with accidental, intended and persistent breaches to the new rules.**

Children's mental health may be fragile at this time and we must be mindful of this. Listen to the anecdotes and stories that children tell. Remind children about the rules but warnings should be a very last resort.

The compassion for and understanding of our children who display poor behaviour needs to be drawn out of each policy. We will need some understanding of potential signs of PTSD, and be flagging up children who are struggling with their mental health/family issues and finding a way to signpost support. This already exists in our school, but we need to make everyone understand how to act to support vulnerable children.

## **C19 specific staff training in advance of opening**

We will issue a one-page summary of the new procedures to all staff and children as they first come into the building. We will run weekly staff update sessions (or more frequently if required).

All staff must have a training session on-site on new procedures. Staff training itself will need social distancing.

## **How we give feedback on learning**

We will not be able to take books in. Teachers will give any feedback verbally in their contact time in school. We will use 'whole class' feedback grids/techniques where possible.

Celebration of children's work may be done through the OneDrive.

We will use low stakes quizzing that delivers instant feedback on knowledge. There will be greater use of modelling and examples of work. We will not start formally testing children.

## **Our policy on attendance – staff and children**

You should not attend if you are:

- 'Clinically extremely vulnerable'
- Self-isolating with someone who is clinically extremely vulnerable

Those children who are in the clinically vulnerable category should seek advice from their GP. Parents who are worried should contact the school and you can discuss their concerns.

All other children are expected to attend the scheduled sessions.

Strengthen communication regarding attendance to parents/carers to include clarity about perceived risks to children attending school and the actual risks, as we are guided by medical and scientific data and through the developing research.

## **Responding to an ill child in school (this is now different to March)**

Staff dealing with children who present as ill (in any way) should presume it may be C19. Your sick room therefore needs to be fit for purpose. These staff should have full PPE which means a plastic apron, disposable gloves, face mask and visor. They will need specific induction on the importance of wearing this properly, how to take it off, and hand washing immediately afterwards.

*Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. From [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings.](#)*

We will have a well ventilated room to place a child in which allows 2 metres distancing, whilst wearing appropriate PPE.

Consideration to a number of children becoming symptomatic at once they need to maintain the 2m rule or more if they are persistently or violently coughing.

Full cleanse of any area that a child has waited/been seen in with normal C19 cleaning materials. Ensure the cleaning staff wear gloves and aprons.

Testing should be arranged/offered for the child and family. Family should isolate for 14 days, as might be the suggestion by PHE for a larger group of children who were in direct contact with the ill child. If the test is negative, the child returns, the family can return to normal and other children identified by PHE can return.

If the test is positive, the child can return after 7 days, but the 14 day rule applies to all the children who they were with and any member of staff who taught them on the day they became symptomatic.

### **Responding to a first aid incident**

First aiders should wear full PPE as described above if the presented case cannot be dealt with from a 2m distance. They will need to be trained as above.

### **How we will respond to a confirmed case**

**If we are informed of a positive test then initially respond as above if the child (or staff member) has been in school in the last 7 days.**

Contact PHE and they will recommend actions or deviations from the above strategy.

### **How we will continue to support the mental wellbeing of staff, parents and our community**

Communication between home and school will continue to be readily available. We will use email and telephone calls to contact parents. Parents will not be able to meet within the school building.

### **Fire drill procedures**

There should be no changes to fire drill procedures (as in the event of a fire, the risk from that outweighs the risk of contracting C19), other than to socially distance when outside and taking registers.

We will have accurate registers for those who are in school.

We will not have a drill for now.

## **GUIDANCE FOR STAFF**

### **Arriving and parking on site**

We cannot leave every other space empty in the car parks. However, when parked in marked bays, driver's doors are over 2m apart. Therefore staff should 'take care to leave your car and the car park, observing 2m social distancing'.

### **Staff drinks**

Staff should bring their own drinks as a communal drinks preparation area would be impossible to keep sterile.

### **Staff Toilets**

Staff may use the toilets in the foyer and the disabled toilet in the extension. Staff should follow the hand washing guidance strictly (i.e., for at least 20 seconds). Staff should then wipe down taps and door handles upon leaving, using the antibacterial spray provided. The cleaning team will clean thoroughly clean the toilets at the end of the day.

### **Staffroom and lunch time**

There must be no more than 4 people in the staffroom at any one time. Soft furnishings should not be used. Record that you adjusted the staff room with a photograph. The door will be propped open during the day to minimise contact with surfaces. Disinfectant wipes will be available and staff should wipe down an area before they use it. Staff must eat lunch either: outside following the rules for this space, the staffroom, or in their allocated classroom with no more than one other colleague, socially distanced.

### **Staff communal offices**

These are not spaces appropriate for social contact. They are to be used as work spaces by those who use them regularly.