


COVID-19 Policy - Appendix 1

Local Health & Safety Measures

Cidari | All Academies | Internal

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Local arrangements for St Silas School

Supported by the Trust, Graeme Hadwin has been appointed as Covid-19 supervisor for our Academy to work with the Trust to ensure the measures outlined in this policy are implemented and bring any issues or concerns immediately to the attention of the Headteacher or Senior Leader on site. Staff will be regularly briefed and actively encouraged to give feedback on the measures outlined to ensure they remain relevant, safe and appropriate.

Wider opening to all years

St Silas is open and all appropriate measures are reviewed regularly to allow us to be open with confidence that we are putting the safety and wellbeing of children and staff first.


Start and finish times

There is a staggered start and end to the school day to enable children to enter and leave school at a safe distance from each other. Start times are from 8.30am to 9.00am depending on the class. Finish times are from 2.30pm to 3.20pm again depending on the pod. The green gates open at 8.20am for child care purposes.

Reception children will enter school through the green gates at the back of the school and will be greeted by a member of reception staff. Reception children will leave their parents at the green gate. They will walk through the secret garden to their classroom where they will be greeted by a further member of the reception class team and directed to wash their hands in the sink in their classroom. During the time they are walking through the garden, queueing and washing their hands they will be supervised by staff who will be at a safe distance

KS1 children will enter school through the green gates at the back of the school, leaving their parents at the green gate. They will walk to their classrooms where they will be greeted by their teacher and directed to wash their hands in the sink in their classroom. During the time they are walking, queueing and washing their hands they will be supervised by staff who will be at a safe distance.

Year 3 children will enter school through the green gates at the back of the school, leaving their parents at the green gate. Birch class will walk to their classrooms where they will be greeted by their teacher and directed to wash their hands in the sink in their classroom. Hazel class will enter the school building via the metal outdoor stairs. They will use hand sanitiser at the bottom of the stairs and then wash their hands in their classroom. During the time they are walking, queueing and washing their hands they will be supervised by staff who will be at a safe distance.



Year 5 children will enter school through the green gates at the back of the school, leaving their parents at the green gate. They will enter the school building via the door at the bottom of the back stairs and wash their hands in the sink there before walking up the backstairs to their classroom. During the time they are walking, queueing and washing their hands they will be supervised by staff who will be at a safe distance.

Year 4 and Year 6 will enter through the front doors. They will queue in the school entrance and corridor, at a safe distance, to wash their hands in the sinks in the toilet block near to the office before walking to their classrooms using a one way system along the outside corridor, up the back stairs and across the astroturf. Pupils will be supervised during this time by staff who are at a safe distance. The fire doors between the entrance and the toilet area will be propped open and closed after all children have entered.

Only one parent/carer will be allowed to drop off/collect. Parents must not congregate at entrance or exit gates; these must be kept clear at all times. Whilst waiting outside the building, please observe social distancing.

Parents will not be able to meet with staff unless it is urgent and pre arranged by calling the office. It is really important that parents drop off and collect promptly at the specified times.

The one way system will only apply when the children are entering school.

Adults moving around the school will ensure they stay socially distanced. Only one person at once on the stairs ,other than the performance/wooden stairs, and staff members moving down the stairs will have priority.

Class Arrangements

As per Government guidance, pupils will be grouped into Covid secure classes. Both Reception classes will create one Covid secure pod. Staff placed with these Covid secure classes, and the children within it, will not mix with other groups. The use of specialist teachers for music and PE as well as PPA cover will be in line with government advice.

Classes in KS2 will be designed with children in rows or other safe configurations to minimise risk. The classrooms in KS1 will be designed to minimise contact as much as possible whilst providing an appropriate education for KS1 children.

Children in KS1 and KS2 will not leave their seats without permission to minimise contamination of resources.

Children should stay in the same seats in the classroom unless this is not possible for teaching purposes e.g. ability grouping in RWInc. If children do have to move the table and the chair needs sanitising before and after use.

Reception classrooms will be set up with continuous provision but the resources will be carefully selected to ensure they can be cleaned easily. Children will be outside as much as possible.

After considering the number of available staff and the sizes of classrooms in our Academy, the following arrangements have been put in place.



Arrangements from September 2020

Class	Year	Teacher	Arrive	Leave	Entrance	Hand washing on arrival	Exit	Toilet block
Elm	R	Leanne Melia	9.00	2.50	Green gate and then the Blue door	Classroom	Blue door and green gate	classroom
Ash	R	Michelle Owens	9.00	2.50	Green gate and then the Blue door	Classroom	Blue door and green gate	classroom
Oak	1/2	Safiyya Ghadiyali	9.00	3.10	Green gate and then straight to the classroom	Classroom	Green gate at the back of the school	classroom
Willow	1/2	Melissa Matthews	8.50	3.00	Green gate and then straight to the classroom	Classroom	Green gate at the back of the school	Toilets at the bottom of the back stairs
Cherry	1/2	Rachel Maddock	8.55	3.05	Green gate and then straight to the classroom	Classroom	Green gate at the back of the school	Toilets at the bottom of the back stairs
Hazel	3	Kaeera Raja	8.40	2.50	Green gate and then straight to the classroom via metal outside	Handsantizer at the bottom of the metal stairs and then wash hands in classroom	Green gate at the back of the school	Toilets at the bottom of the back stairs

					staircase			
Birch	3	Hayley Smith	8.45	2.55	Green gate and then straight to	Classroom	Green gate at the back of the	Toilets at the bottom of the back



					the classroom		school	stairs
Rowan	4	Alison Morgan	8.40	2.50	Front door	Sinks near office area	Front door	Toilets near the office area
Elder	4	Paul Ellis	8.45	2.55	Front door	Sinks near office area	Front door	Toilets near the office area
Beech	5	Yasmeen Abbas	8.30	3.00	Green gate Back stairs to classroom	Sinks at the bottom of the back stairs	Green gate Back stairs to classroom	Year 5 toilets
Alder	5	Jessica Capewell	8.35	3.05	Green gate Back stairs to classroom	Sinks at the bottom of the back stairs	Green gate Back stairs to classroom	Year 5 toilets
Hornbeam	6	Laura Payne	8.30	3.00	Front door	Sinks near office area	Front door	Year 6 toilets
Hawthorne	6	Andrew Burcher	8.35	3.05	Front door	Sinks near office area	Front door	Year 6 toilets

Staffing Arrangements

The headteacher will be on the premises. In the absence of the headteacher, Andrew Burcher, Graeme Hadwin, Paul Ellis or Melissa Matthews will be on the premises. If the headteacher was too ill to lead then Andrew Burcher will lead the school, supported by Cidari.

Laura Smith is the SENCO. If she is not available, the headteacher or another member of SLT would cover the role.

DSL is Laura Smith and the headteacher, Michele Battersby is deputy DSL. Paul Ellis and Melissa Matthews are also qualified DSLs and would cover in the absence of the DSL and deputy DSL.

Staff cleaners, Mrs Lala and Mrs Natha will cover the cleaning between 10am and 3pm.

The site supervisor Suriath Miah will be on site except between 11am and 2pm..

Reception staff will cover lunchtime with the Reception children.

Midday supervisors and teaching assistants will cover lunchtimes. Some midday supervisors and teaching assistants will cover two classes. These classes will be consistent to minimise contact and staff will socially distance from children wherever possible.

In making arrangements for full opening, consideration has been given to protect those who are at higher risk and vulnerable by allowing them to work from home or through stringent social distancing if the role allows. This also include BAME and those who have members of their household who are shielding.

The PPA room can be used to make drinks for staff to reduce the number of people using the staff room. The window must be open and no more than 2 people at once.

The performance stairs can be used as a further area for staff to use to reduce the number of people using the staffroom. Staff members need to ensure they are socially distanced by following the seating notices.

There will be no tea towels or similar in any of the shared areas.

Visitors to the Academy (including parents)

All visits to the Academy are by appointment only and these have been limited.

All visitors to the Academy will arrive via the main entrance and report immediately to reception. Clear signage is in place and visible advising all visitors not to enter the site if they are experiencing any symptoms of COVID-19.


Visitors must complete a visitor declaration before proceeding beyond the reception area. The usual safeguarding protocols will also be followed.

Contractors

Only essential or emergency contractor works should take place during school hours.

All Contractors must follow all guidance required by the Academy and will be asked to leave the site if this is not adhered to.

All contractors are required to complete and return the contractor checklist before attending the Academy. This includes providing all relevant documentation and risk assessments relating to the work being carried out, with specific reference to the COVID measures required. No contractor will be allowed on site until this document is reviewed and approved, along with the scope of works, by the responsible member of staff at the Academy.



Upon arrival contractors will complete a visitor declaration.

The usual safeguarding and contractor management protocols will be followed.

Curriculum and Remote Learning

The pupils will receive a full and balanced curriculum. Subject leaders have identified the key learning children need to cover to recover from the Covid lockdown and where necessary and created Covid Long Term plans.

Remote Learning is available immediately for any child who has to isolate. The Academy has full access to GSuite for education including Google Classroom.

Resources

Outdoor and PE resources will be split between classes to avoid breaking Covid security and stored in a plastic box with a lid. The class name is clearly displayed on the lid. They are cleaned regularly.

Each child will have their own frequently used stationery in a A3 plastic wallet or similar.

Reading books will be sent home and then quarantined for 48 hours on their return to school.

Resources shared between classes such as art equipment will be cleaned meticulously between classes and where possible left for 48 hours (72 hours for plastic).

The library, ICT room and the nurture room will not be in use.

The nurture room and the iCT room will be used for storage of furniture and resources not in regular use.

SEND and Behaviour

SEND children with EHCPs have their own SSA as normal. The teacher and SSAs are being supported by SENCO to ensure their IEP targets support planning.

Individual risk assessments will be in place for all pupils who exhibit anti social behaviour such as biting and spitting, and where necessary appropriate home learning is put in place to protect staff and pupils.

Toilets and Handwashing

Hand basins in classrooms will be used for hand washing. Each class will have access to alcohol hand sanitiser as will all key areas of the Academy.


Classes have identified toilets that are cleaned regularly throughout the day.

Breaks

Reception will use their outdoor provision areas for playtimes.

KS1 classes will use the courtyard. They will not be outside at the same time as another class. Each class has their own playground resources in a plastic box so resources are not shared.

Year 3 and Year 4 will use the playdeck. They will not be outside at the same time as another class. Each class has their own playground resources in a plastic box so resources are not shared.



Year 5 and Year 6 will use the astroturf. They will not be outside at the same time as another class. Each class has their own playground resources in a plastic box so resources are not shared.

Lunchtime

Reception children will eat in the dining hall. All other classes will eat in their classroom. Dinners will be delivered to the classrooms by teaching assistants or midday supervisors. Dinners will include a hot meal. Staff will socially distance at all times.

Breakfast and After School Provision

Children's University and Breakfast Club will start after Christmas subject to health and safety and will be risk assessed then.

Uniform

Children will wear their normal school uniform. KS2 children will arrive at school wearing their PE kit on the day they have PE as separate changing for boys and girls cannot be provided due to Covid security. Due to increased ventilation, children will be able to wear a fleece or warm jumper when the temperature drops in order to stay warm.

PPE

Government guidance states that staff don't need to wear PPE equipment for a return back to teaching. However, PPE will be available to staff if they feel that an activity requires it. They will personally have the choice to wear it if they deem it appropriate. Additionally, PPE will be worn when carrying out intimate care as part of a child's care plan.

PPE provided by the Trust and available in each classroom includes:

- IIR Face Masks
- Nitrile Gloves
- Disposable Aprons
- Eye Protection

These will also be available as personal 'on body' packs for staff on outdoor duties and supervision.

The Covid Supervisor is responsible for monitoring stock levels and requesting supplies from the Trust.

All premises and cleaning staff will wear appropriate PPE for the task they are performing.

Masks will be worn by all staff in communal areas unless eating and drinking.

Wellbeing Arrangements

There are regular staff meetings via Google Meet to support staff. Staff members know they can contact the headteacher or any member of SLT for support.

All employees have access to a confidential Employee Assistance Programme and Wellbeing Support with Schools Advisory Service.

Suspected Cases



The first aid room will be used for suspected cases. It will be cleaned immediately after use.

Members of staff will wear PPE putting it on in their classroom.

Spare PPE in case of contamination with bodily fluids will be available in emergency plastic wallets in the first aid room for staff to change PPE without contaminating PPE supplies.

Further Measures

Clear hand washing routines.

Clear signage and advisory notices to support social distancing, hygiene and the practices expected.

Social distancing as far as can be done when moving around school/ playtimes.

Classrooms will be cleared of resources that are not needed for teaching.

Hands will be sanitised before and after touching shared resources eg Numicon.

Resources that are shared within the classroom will be cleaned regularly.

Soft furnishings will be removed from classrooms.

Classrooms will be ventilated.

Use of outdoor/ PE equipment will not be allowed.

Configuring classrooms so that they are in line with social distancing advice.

Each class to have stocks of disinfectant, and alcohol hand sanitiser.

Each teacher/ child to have stationery that is only for their personal use (this will be provided by school).

Training children to follow good routines.

Outdoor learning used as this should reduce risk.

Cleaning schedules will be enhanced to provide additional capacity throughout the day.

The Headteacher, SLT and Trust will monitor the impact of plans and review appropriately. This will ensure we control risks as much as possible.

Only one adult and one child will use the lift at the same time. Children not to use the lift unless absolutely necessary.

