



**Nurturing to Learn**

**COVID19 POLICY AND PLAN**

## *Elms School: Keeping Everyone Safe During the Covid-19 Crisis: July 2021 updates*

The Covid-19 pandemic something that none of us have experienced before. As such, there are no tried and tested protocols to follow at this time, so we have to respond to ever-changing needs, advice and directives from government and the Local Authority. This policy will be regularly updated as the guidance changes.

We are observing the following points in order to ensure the health and safety of all:

### How we will keep in touch

- All teachers are making regular calls home to the parents of children in their tutor groups.
- We will post regular updates to our website and Facebook page. We will send a Parentmail text to alert parents and carers of any new bulletins.

### What we would like parents and carers to do

- In the event of a case/suspected case of Covid-19, school will provide online learning for all pupils and we will send out hard copies to all families, as many do not have access to the internet/printers etc. Transport staff will deliver the packs as required and requested.
- Please support your child with home learning by providing a suitable working environment such as a quiet space to work. Your child's teacher will provide a suggested timetable each day with appropriate learning activities. Please discuss any concerns regarding learning with the teacher.
- Please encourage your child and all family members to regularly wash their hands **for a count of 20 seconds**. The latest government advice is that thorough handwashing is more effective than using an alcohol-based sanitiser, because the action of washing hands causes friction that can dislodge the virus.
- Please ensure that your child washes their hands before leaving the home each day. Hand sanitisers are available in school and your child will be asked to use these frequently throughout the day.
- If your child develops a **cough, high temperature, loss of taste or smell or any other Covid-19 symptoms**, please let us know and **keep them at home**.
- If any child shows signs of Covid-19 symptoms during the day, the school will contact parents and carers to arrange to have them sent home straightaway. They will be taken to the former IT office while they wait for transport, but they will not be left alone. Parents will be asked to collect their child, however, school will provide transport if necessary. Your child should then be kept off for a minimum of 10 days.
- In order to maintain the health and safety of all pupils and staff, we do not want to use physical interventions unless it is **absolutely necessary** to keep staff and pupils safe. For this reason, if we feel that a child's behaviour renders them unsafe in school at this time, we will have to review whether they can come onsite and we will arrange a different means of supporting you with childcare/respite.
- We would encourage pupils to wear a face mask on transport due to the number of pupils travelling together. Please provide a re-useable face mask if your child is willing to wear one. We have disposable face masks available if required.

### Free School Meals

- If a child is self-isolating we will make a cash payment or deliver a school packed lunch. We will post details of this on our Facebook page.
- If your child is attending school we will provide meals as usual.

### Transporting pupils

- Drivers will be given hand sanitiser, a face mask and disposable gloves.
- Pupils will be asked to use hand sanitiser when they get onto the vehicle. We cannot insist that pupils wear a face covering, however, we are encouraging this to minimise the spread of the virus.

### **Keeping everyone safe onsite**

- PPE: all staff and pupils will be required to use hand sanitiser on arrival at school and throughout the day, if available. Children will be asked to wash their hands and sanitise regularly. We are doing all we can to ensure that we have adequate supplies of hand sanitiser, face masks, disposable gloves etc.
- Pupils' temperatures will be taken using a non-contact thermometer on arrival.
- Staff will be asked to take their temperature on arrival and to record it on the signing in sheet.
- We have lateral flow testing available for all staff and secondary pupils. Staff are encouraged to test twice weekly.
- Each classroom will have a supply of disinfectant spray and disposable cloths and Teaching Assistants will be asked to wipe down surfaces and chairs after each double lesson finishes. Cloths will be disposed of in the lidded swing bins.
- Classrooms will be well ventilated, preferably with an external opening door. Staff will be encouraged to take pupils outside as much as possible, weather permitting.
- We will provide breakfast on arrival if required and school lunch. All pupils will eat in classrooms. Tables will be cleaned down before and after meals. TAs will collect lunches from the hall where they will be plated up and placed on a trolley by the catering staff.
- There will be three lunch sittings and split break times as normal, to minimise the number of pupils together outside at any point.
- Staff will collect their lunch at an allocated time of their choice.
- Everyone in the building will walk on the left-hand side of corridors. The corridors are just under 2 m wide, so we will endeavour to have as few people as possible in the corridor at any time.
- Classes P1, P2, P3 will use the Primary entrance at the start and end of the day; years 5 and 6 will use the main entrance, Years 7 and 8 will use the Secondary entrance. Years 9 and 11 will use the science room and art room external entrances and Y10 will use the door at the end of the secondary corridor, accessing it via the outside (walking past the FT room).

### **Cleaning the school**

- Refuse will still be collected from school and all bins will be emptied daily.
- Classrooms will be provided with a lidded swing bin for the disposal of used tissues.
- Cleaning staff have been issued some specific guidelines for adherence during this period. These include thoroughly cleaning all surfaces which are likely to be touched with disposable cloths and wearing gloves at all times which are then disposed of.
- Classrooms that are being used will be thoroughly cleaned each day.
- Toilets will be cleaned throughout the day.

### **What we expect from staff**

- All staff should keep us informed of any change to their circumstances.
- All staff should be available for work unless they are self-isolating due to confirmed or suspected Covid-19 infection. In most cases, staff should be able to work onsite while following the protocols above.
- All teachers are expected to make regular contact with parents and carers.

We would like to thank all members of our community for their continued support and understanding throughout this difficult time. We are aware that arrangements may have to change at short notice and we would ask everyone to continue to be patient as we work through this national crisis.

Stay safe!