

**Melton Primary School - Operating Procedures September 2020**

These guidelines are intended to assist Melton School in implementing precautionary measures to reduce the spread of COVID-19 disease in our setting. These guidelines are based on Public Health England and Department for Education guidance for educational settings. The fundamental principle of this procedure is to ensure physical distancing between identified groups and to implement good hygiene practices.

Focus	Assessment Area	Assessment Actions
<b>Children</b>	<b>Attendance</b>	<ul style="list-style-type: none"> <li>● Only children who are symptom free or have completed the required isolation period will attend the setting.</li> <li>● We will be allocating staggered drop off and pick up times.</li> <li>● This will be organised to enable each family to drop off and collect all their children at the same time.</li> <li>● Families who arrive after their allocated time will be required to enter via the main entrance at 9.45am.</li> </ul>
	<b>Physical distancing/ grouping</b>	<ul style="list-style-type: none"> <li>● Children will be in year group 'bubbles'. These will not mix during the day.</li> <li>● All activities and toileting will be within the space allocated to each 'bubble' wherever possible.</li> <li>● There will limited use of communal internal spaces by the children.</li> <li>● Our outdoor spaces will be used by different 'bubbles'. Each bubble group will have access to a designated outside area to provide additional learning.</li> <li>● Bubble groups will be required to socially distance from one another if they are outside at the same time.</li> </ul>
	<b>Wellbeing and education</b>	<ul style="list-style-type: none"> <li>● Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>● Children will be supported to understand the changes and challenges they may be encountering as a result of Covid-19.</li> <li>● Teachers will also ensure they are aware of children's attachments and their need for emotional support at this time.</li> <li>● There will be dedicated time within the school day to support children's wellbeing</li> </ul>
<b>Workforce</b>	<b>Attendance</b>	<ul style="list-style-type: none"> <li>● Staff will only attend the school if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> </ul>
	<b>Physical distancing/ grouping</b>	<ul style="list-style-type: none"> <li>● Most staff will remain with the 'bubble' of children who they are allocated to and not come into contact with other groups. There will be minimal cross-over of staff between 'bubbles'.</li> <li>● Staff social distancing will be maintained during breaks. This will be achieved through a range of strategies including the staggering of breaks and access to the staffroom.</li> <li>● Staff members will avoid physical contact with each other including handshakes, hugs etc. Meetings and training sessions will be conducted with social distancing in place or through virtual conferencing.</li> <li>● Staff will not handle pupils' workbooks and resources. Marking will be shared using sticky labels.</li> </ul>
	<b>Training</b>	<ul style="list-style-type: none"> <li>● All staff members will receive appropriate instruction in infection control and the standard operating procedure and risk assessments within which they will be operating.</li> <li>● All staff have completed the 'Prevent Covid-19' online training course.</li> </ul>

Parents	Physical distancing	<ul style="list-style-type: none"> <li>● Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>● We will limit drop off and pick up to one parent per family and stagger the timings for families.</li> <li>● Parents will not be allowed to enter the school building however we want to maintain an 'Open door' ethos. Any communication with school office needs to be via phone or email. Communication with teachers should be via Seesaw.</li> <li>● If parents are waiting while dropping off or collecting their child, physical distancing must be maintained on the school grounds.</li> <li>● All siblings not attending school should remain at home if it is safe to do so.</li> </ul>
	Communications	<ul style="list-style-type: none"> <li>● Parents will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.</li> </ul>
Visitors	Visitors	<ul style="list-style-type: none"> <li>● Attendance to the setting will be restricted.</li> <li>● All visitors to the site must have notified school in advance.</li> <li>● Where possible, contractors will visit school outside of school hours.</li> <li>● Visitors can be invited in to school to support learning. However, social distancing must be maintained throughout the visit.</li> </ul>
	Visits	<ul style="list-style-type: none"> <li>● Staff can arrange local education visits.</li> <li>● Appropriate planning and risk assessments need to be completed to ensure physical distancing is possible and to implement good hygiene practices.</li> </ul>
Travel	Travel associated with school	<ul style="list-style-type: none"> <li>● Wherever possible, staff and parents will travel to the school alone, using their own transport.</li> <li>● All educational visits will be within walking distance. Transport will not be used until further notice.</li> </ul>
Hygiene and Health & Safety	Hand Washing	<ul style="list-style-type: none"> <li>● All children and staff must wash their hands upon arrival at school.</li> <li>● Children and staff members will be encouraged to wash their hands frequently.</li> </ul> <p><b>Proper hand-washing protocol</b> Hand-washing is a cornerstone of our reopening plan. When in doubt, wash thoroughly and often, using liquid soap and water. Hand sanitizer that is 70% ethanol or stronger is our second preference, followed by disposable wipes.</p> <p><b>We will wash our hands:</b></p> <ul style="list-style-type: none"> <li>● Upon arrival in the morning and at regular intervals throughout the day.</li> <li>● Whenever one's hands are visibly dirty.</li> <li>● After using the toilet.</li> <li>● After coughing or sneezing into hands, or into a disposable tissue.</li> <li>● Before eating.</li> <li>● After physical contact with others.</li> <li>● After being outside.</li> </ul>

	<b>Risk assessment</b>	<ul style="list-style-type: none"> <li>● All activities will be risk assessed and due consideration given to any adaptations to usual practice.</li> <li>● This may include, but not be limited to, the suspension of some learning experiences involving materials which are not easily washable such as malleable materials and activities which normally involve physical contact (e.g. football).</li> </ul>
	<b>PPE</b>	<ul style="list-style-type: none"> <li>● Government guidance is that PPE is not required for general use in school settings to protect against COVID- 19 transmission.</li> <li>● PPE will continue to be worn as normal for any intimate care and the administration of first aid.</li> </ul>
	<b>Cleaning</b>	<ul style="list-style-type: none"> <li>● We have an enhanced cleaning schedule that will be implemented that includes furniture, surfaces and equipment.</li> <li>● Toilets will be cleaned daily using standard cleaning products.</li> <li>● All high-contact surfaces, including touch points and hand washing facilities, tables, door handles, faucets and light switches will be disinfected twice daily.</li> <li>● Resources will be cleaned at the end of each day, and any that are not easily disinfected will be put away until the end of the coronavirus pandemic.</li> <li>● Staff electronics such as tablets and computers will be disinfected before and after use.</li> <li>● Cleaning takes place whenever there is a break in the action, e.g. after an activity, in the middle of the day, while children are eating, or at the end of the day, once the children have gone home.</li> </ul>
<b>Premises</b>	<b>Building</b>	<ul style="list-style-type: none"> <li>● We will be keeping windows open where possible to ensure ventilation.</li> <li>● Each class bubble group will have access to a designated outside area to provide additional learning.</li> </ul>
	<b>Resources</b>	<ul style="list-style-type: none"> <li>● Children will not be permitted to bring items from home into the school unless absolutely essential for their wellbeing. This includes book bags and pencil cases.</li> <li>● Children can bring a coat, lunch box (if required) and a water bottle (use of the water fountains will not be permitted).</li> <li>● Children are expected to wear their normal school uniform except on days when they have PE. On these days, the children should come to school wearing their PE kit with their school jumper on top.</li> <li>● Children will be provided with all the resources needed to complete activities. Where possible, these will remain in the child's workspace and children will not be asked to share resources.</li> <li>● All resources required for learning experiences of children will be regularly cleaned.</li> <li>● Equipment used by staff such as stationery, tablets etc. will be allocated to individual staff members where possible and cleaned regularly.</li> </ul>
<b>Supplies</b>	<b>Procurement &amp; monitoring</b>	<ul style="list-style-type: none"> <li>● We will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies.</li> <li>● A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet our operational needs.</li> <li>● School will be able to provide a lunch for all children in Reception, Year 1 and Year 2, and for children in Key Stage 2 who are eligible for Free School Meals. All other children will be able to purchase a lunch from school or provide their own in a secure, washable container.</li> </ul>

<p style="text-align: center;"><b>Responding to a suspected case</b></p>	<p><b>Procedure</b></p>	<ul style="list-style-type: none"> <li>● In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be collected as soon as possible and isolate at home. School will arrange for the child to be tested for Covid-19.</li> <li>● Whilst waiting to be collected, the child will be isolated away from others.</li> <li>● The staff member responsible for the child during this time will be a staff member from their 'bubble'. The staff member will maintain a safe social distance. If this is not possible, the staff member will wear appropriate PPE including a face mask while waiting with the child.</li> <li>● In the event of a staff member developing suspected coronavirus symptoms whilst working at school, they will return home immediately and isolate at home in line with the NHS guidance and all parents will be informed. School will arrange for the staff member to be tested for Covid-19.</li> <li>● If any member of a 'bubble' (child or adult) tests positive for Covid-19, The school will notify Public Health England and follow the advice they give, which may require all members of the the 'bubble' to isolate for 14 days.</li> <li>● If two members of the school (children or adult) test positive within a 14 day period, the school will notify Public Health England and follow the advice they give, which may require the school to close for a 14 day isolation period.</li> </ul>
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