

Marvels Lane Primary School

DATE: 01.09.21

School covid19 management plan

Purpose of this document:

This management plan document is a new version setting out the decisions taken and measures put in place to return to school for the Academic year 2021-22. It is in response to the latest guidance given by the Government/DFE/Lewisham This will ensure that Marvels Lane Primary School continues to operate in the safest way possible. It is based on current government guidance, local authority advice and taking into account our local context and the shift towards how we learn to live with and manage covid19.

This plan will be reviewed regularly and can also be subject to change at any time. It will be fully reviewed at October half term and then for January 2022

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010

Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:

The following principles underpin all planning and actions:

- Children's needs are paramount
- Staff physical and emotional well-being must be considered at all stages of planning and implementation
- Planning should be undertaken in consultation with staff, governors and parents.

System of controls

This is the set of actions schools must take. They seek to address both 'prevention' and 'response' to any infection.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have Coronavirus (COVID-19) symptoms do not attend school
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Maintain a high cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. Ventilations-windows and doors should be open where possible.

Response to any infection:

1. engage with the NHS Test and Trace process
2. manage confirmed cases of Coronavirus (COVID-19) amongst the school community
3. contain any outbreak by following local health protection team advice

Risk Assessment

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Area of risk/description of concern	Action Required-& by who/ Decision Made	Who?	Term of Action	+Risk Level Action (H/M/L) Post plan
<p>1a -Prevention measures and outbreak management plan shared and communicated with stakeholders.</p> <p>Risk assessments and outbreak management planning process engages staff, governing body and union representatives.</p>	<p>Detailed Outbreak management plan following updated guidelines.</p>	<p>JM/ED</p>	<p>SEPT</p>	<p>H</p>
<p>2a-Premises and utilities have been health and safety checked and building is compliant.</p>	<p>Frequent site checks are in place.</p>	<p>NW ED IH</p>	<p>Weekly</p>	<p>L</p>
<p>2b- Office spaces allow office-based staff to work safely.</p>	<p>Parents will be encouraged to continue to communicate through email and telephone where at all possible. Hand sanitizer and a reminder sign have been placed by the inner door Blinds should be open and signs on gates repositioned so staff view of the gate is not obstructed. The gates on either side of the office should remain locked from a safeguarding perspective</p>	<p>SS TB DM DW</p>	<p>SEPT</p>	<p>L</p>
<p>2c Water fountains disconnected or isolated.</p>	<p>Water fountains will remain disconnected in line with advice- all children asked to bring in water bottles.</p>	<p>NW</p>		<p>L</p>
<p>2d - Ventilation- The school will be well ventilated whilst maintaining a comfortable teaching</p>	<p>Windows and internal/external doors to be open as much as possible.</p>		<p>SEPT</p>	

<p>environment. Poorly ventilated areas will be identified and steps taken to improve fresh air flow in these areas.</p> <p>Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, with only fresh outside air circulated.</p>	<p>Review Oct</p>			
<p>2d Arrangements in place for any visitors/volunteers/contractors on site, protocols and expectations shared.</p>	<p>Visitors to buzz at a main gate and wait to be met. NW to check with contractors any requirements their employer has specified before visit.</p> <p>Space to be used will be allocated and cleaned in advance and following visit.. Antibacterial spray and cloths will be available. All supply staff will meet with IH before leaving office area. - supply teachers will join that year group for toilets and break rooms All visiting SEN agencies will meet with JM JM to check with visiting specialists any additional requirements e.g. Speech and language therapists.</p> <p>Volunteers will be permitted,. regular visitors will be offered LFTS if they have not already accessed.</p> <p>Any visitor developing symptoms whilst in school should inform Jacqui Macnamara if possible, if not inform the office staff that they are leaving and why. Office staff will then inform JM who will check the contact log and take any necessary action.</p>	<p>ED IH JM</p> <p>NW</p> <p>SLT</p> <p>JM</p> <p>IH IH</p>	<p>4.1.2021</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
<p>2e Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u></p>	<p>Cleaning staff to have a review meeting with NW to ensure enhanced cleaning procedures remain rigorous. Cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and hand wash are to be checked and replaced as needed by NW and cleaning staff</p>			

<p>2f Adequate cleaning supplies and facilities around the school are in place.</p> <p>Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.</p>	<p>Large quantity of additional supplies has been purchased.</p> <p>Cleaning resource order book in office to ensure continuity of supplies Hand sanitiser available at the school entrance, in all shared areas and classrooms. Signs will remind that hand washing is most effective method of prevention.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Cleaning resources safely stored in all classrooms for additional cleaning by group staff and, where appropriate, the children. Large stores of paper towels and disposable cloths have been purchased.</p>	NW	Checked weekly	L
<p>3a- Lateral Flow Testing procedures in place. All staff received opportunity to opt in or out and have had process fully explained</p>	<p>Staff to be reminded of importance of taking and reporting LFTS <u><i>If an LFT is positive- The person testing positive MUST isolate and have a PCR test.</i></u> <u><i>If the PCR is negative – the person can return to work</i></u> <u><i>If the PCR is positive all close contacts must then have a PCR test.</i></u></p> <p><u><i>Anybody showing symptoms must have a PCR test</i></u></p>	ED/JM TB	28/2/21	L
<p>3b Procedures in place to collect all data and report to relevant authorities.</p>	<p>All tests have been numbered and are then signed for by staff. Staff reminded to report to relevant authorities following instructions given in the instructions Support available for any staff members who may find it difficult</p>	SLT/ Admin	From 29/1/21	L
<p>3c Procedures in place to adjust staff rotas and/or close year groups as necessary</p>	<p>IH will keep record of staff isolating following positive tests and expected return to work dates. ED/IH/JM will risk assess each positive case reported closing year groups as necessary.</p>			M
<p>3d Good hand hygiene – Frequent and thorough hand cleaning should now be regular practice. We continue</p>	<p>Procedures and expectations will be re-emphasised and where necessary, re-taught to the children. Adults and children will wash hands on arrival, before leaving and at key points identified during</p>	All CTs, TAs	Ongoing	L

<p>to ensure that pupils clean their hands regularly with soap and water</p> <p>Hand sanitiser is available as necessary</p>	<p>the day such as before and after lunch and some use of resources. Where necessary, children will need to be supervised to make sure they wash their hands properly.</p> <p>Thorough hand washing for at least 20 seconds will be used for the majority of the time, but hand sanitizer will also be available for use when required.</p> <p>Clearly labeled hand sanitizers stations to be added at key points around school and children to make posters for these areas to reinforce their understanding.</p>			
<p>3e Respiratory hygiene - The 'catch it, bin it, kill it' approach continues to be very important and we continue to encourage our pupils and staff to follow this advice.</p>	<p>Tissues in all classrooms</p> <p>Children frequently reminded</p>			
<p>3f Frequently share information with staff, children, parents, or visitors, not to enter setting if they are displaying any symptoms of corona virus.</p>	<p>Reminders in parent updates not to send children into school if they show symptoms of Covid 19</p> <p>Parents should still children to school even if the parents have been contacted and told to self-isolate by Test and Trace.</p> <p>Staff supervising entry to be aware of what symptoms are and to be vigilant.</p> <p>Parents to be asked to inform the school if anyone in the house is displaying symptoms.</p> <p>Office staff to ask for more details of symptoms when parents phone in absence.</p>	<p>ED</p> <p>All staff</p>	<p>Weekly/ each update</p>	
<p>3g</p> <p>Changes to the school day/timetables shared with children and parents.</p>	<p>All parents emailed and given a plan outlining procedures for the school day, staggered start and end times, expectations for parents' onsite, social distancing and any other relevant information. Full risk assessment available if requested</p> <p>All staff to ensure that children and parents feel as secure and confident as possible.</p>			

<p>3i Bringing items into school from home</p>	<p>In Reception and Year 1 PE kit will be worn to school on P.E days to reduce the close contact needed to support dressing and undressing.</p> <p>Children should bring in a clearly labeled water bottle. Children can bring in lunch bags and a P.E bag. Parents to be reminded to label all children's belongings as lost property cannot be stored and accessed as previously.</p>	<p>All staff</p>		<p>L</p>
<p>3j Approaches to staff meetings and training.</p>	<p>Staff meetings for teachers will continue on a Tuesday night. Staff meetings will be face to face in an appropriately sized well ventilated space There will be no Thursday morning briefings until further notice, these will be replaced with scholarpack memos and additional use of the daybook. Where possible staff will access daybook from own devices to prevent gathering in the staff room. (IH can support)</p> <p>Scholarpack will be used as a communication method for all staff. All staff are expected to check their school emails on a regular basis.</p>			
<p>3k Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p>	<p>Continued supportive ethos and culture and communication will be maintained across the team.</p> <p>All staff and children to be made aware of continuing provision from Place2Be and how to access the service.</p> <p>Staff are aware of available support and advice for schools and children available from ECC, including the Educational Psychology service</p> <p>Staff are aware of where to access support for their own wellbeing.</p>			

	<p>(e.g. Lewisham Council mental wellbeing support https://lewisham.gov.uk/information-for-staff/staff-support-hub/)</p> <p>Staff updates will have reminders and signpost staff to available support and advice.</p>			
<p>3l Risk assessments in place for those staff who were previously working from home due to shielding and appropriate arrangements for mitigating risk are identified.</p>	<p>In light of new guidelines, anybody previously regarded as extremely vulnerable or shielding needs to talk to ED as does anybody with additional vulnerabilities. All staff to return to school and where necessary, to update individual risk assessments with ED/IH or JM</p>			
<p>4a Approach to adults/children displaying COVID19 symptoms during the school day. An isolation room must be identified for any persons suspected of having Covid.</p>	<p>. We may use thermometers if a child appears unwell or is showing other symptoms to confirm presence of a temperature. Although taking temperatures can be unreliable,. If a high temperature is recorded it could be a Covid symptom and so child will be sent home. (see below) When a child's temperature is taken it will be recorded and parents will receive a slip similar to those for first aid.</p> <p>If any child shows symptoms during the day, ED, IH or JM must be told immediately. A child showing symptoms:</p> <ul style="list-style-type: none"> ● new and persistent cough ● temperature ● change to sense of taste and smell <p>will be taken to Sapphire room. (Not headaches, runny nose, watery eyes etc.) The window should be opened. If the child is young and needs supervision, PPE is available in that room. If older, then can be supervised from 2m distance or outside the room. Parents will be called to collect the child as quickly as possible and advised that child should access a PCR test or self-isolate for 10 days and that they should access a test. Information on accessing tests to be given. The isolation room and all areas affected will then be additionally</p>	SLT		M

	<p>and thoroughly cleaned.</p> <p>If the child has needed to use a bathroom then that should be closed until it can be disinfected thoroughly.</p> <p>An adult showing symptoms should go home immediately and be expected to access a test.</p> <p>ED, IH/JM will inform Lewisham Public Health if advised of a positive test.</p> <p>ED, IH or JM will then risk assess that class/group.</p> <p>Year groups would likely only need to be closed following 5 or more positive tests within 10 days and/or an increase in absence in a group possibly related to Covid19 symptoms.</p>			
<p>4b</p> <p>Approach to confirmed COVID19 cases in place: outside of school hours.</p>	<p>Parents will be reminded frequently that children showing symptoms should not be brought to school. If we are aware that a child has symptoms or a member of their household has symptoms we should not allow them into school for 10 days or until a negative test result has been obtained.</p> <p>If a child or adult from any class/group develops a confirmed case of covid19 then the classroom and areas used by will be cleared for additional cleaning.</p> <p>Discussion will take place with staff and parents will be informed as to whether the other members of that class/group need to self-isolate. (See above)</p> <p>Where we know that a child is in quarantine or is self-isolating, the admin team will mark the dates on the register, if a child comes into school during that period the office and then JM/IH/ED will be informed and if necessary the child sent home. On receiving a negative test, admin staff can remove the dates indicated.</p>	ED	Ongoing see above	M
<p>4c</p> <p>Process in place to engage with the Test and Trace process.</p> <p>Refer to Lewisham PH and public health guidance for more information.</p> <p>Process in place to respond to a positive test</p>	<p>Relevant staff are familiar with Test and Trace process in order to be able to support families.</p> <p>Parents should inform school of all test outcomes whether positive or negative as soon as possible.</p> <p>Children and adults who have tested positive may return to school following period of self-isolation with a cough and no sense of smell/taste. They should not return with a temperature.</p>	SLT		L

<p>See section 21</p> <p>Lateral flow testing</p>	<p>Consideration must also be given following a negative test or period of self-isolate that symptoms may indicate another medical condition and we should be vigilant around Winter flu, measles etc.</p> <p>If a test (Adult, child) is positive the school will follow its protocol for response to a positive test/confirmed case by:</p> <p>Informing the relevant authorities /seeking additional advice where necessary/ completing a full risk assessment contacting the parents of the appropriate class/group to collect/ keep the children at home for the next day Informing the parents of the year group/class concerned of any necessary closure. Putting remote learning plan in place.</p> <p><u>If an LFT is positive- all close contacts are to self-isolate. The person testing positive MUST have a PCR test.</u> <u>If the PCR is negative - all close contacts can return to school</u> <u>If the PCR is positive all close contacts must then have a PCR test.</u> <u>If they have a positive result- all of their close contacts must isolate.</u> <u>Anybody showing symptoms must have a PCR test</u></p>			
<p>5a</p> <p>Information shared with parents regarding arriving at school, travelling to school, encouraging walking and avoiding public transport as much as possible.</p>	<p>Communication to parents will include encouragement to walk where possible and information about the safer use of public transport.</p>			<p>M</p>

<p>5b Prevention measures In place at key points and key times of the day.</p>	<p>All classes/year groups will have specified times for arrival and departure. All year groups/classes will have a specified gate for arrival and departure. Children and parents will line up outside the school. Arrival:The class teacher and/or TA will open the gate and bring in their class. Hand sanitiser will be used at the gate. The gate will then be re-locked before the entry of the next class. Teachers need to remind parents to line up and not take children from parents coming to the gate without lining up. For KS1, parents will line at home time and be handed their children one by one, any parents choosing not to join the line will have to wait until the end. JM/IH/ED will meet with any parents finding this difficult. Special arrangements are in place for those families with more than one child at the same time on opposite sides of the building. Children arriving late will need to be taken to the Children's Centre entrance where they will be signed in by an allocated member of staff. There will be an emphasis on punctuality for all parents and children.</p> <p>Departure: All classes will be taken to their allocated gate at their allocated time and dismissed - sanitizer to be used at this point. See above Children who are not collected on time will be taken back to the classroom until 3:40. During the period from finish time to 3:40 the children will be collected from the classrooms and taken to the Children's Centre gate by the allocated person. From 3:40 they will be taken to the lower hall by RN, parents will need to buzz at the office and wait for the children to be brought to them. Cones will be placed on yellow lines at top of Riddons Road.</p>	<p>SLT All group staff</p>	<p>4.9.2020 4.1.2021</p>	<p>M</p>
<p>5c Assemblies would need to consider social distancing.</p>	<p>We will have assembly on Fridays for years 3,4,5,6, Circle time/class assemblies must take place on Wednesday/and should include opportunities for learning/discussion around values words, children's ongoing concerns and worries generally and specifically related to Coronavirus and language/vocabulary development.</p>			<p>L</p>

	Each year group will have a weekly 30 minute assembly with ED/IH or JM- time and day to be individually agreed.			
<p>5e Arrangements for when and where each group will take lunch including hand washing are in place so that children do not mix with children from other groups.</p> <p>Timetable for allocated playtime space and duties</p>	<p>A timetable will give allocated slots in the dining room to year groups at a time, followed by allocated outside space. All children will wash their hands before entering and after leaving the dining room. Dining room slots will be 15 mins long and all children will need to remain seated for that allocated time. The tables and chairs will be cleaned before the next time slot. Each group will be accompanied by their allotted MMS. Years 3,4,5,6 will enter the dining room through double doors and not go past year 1 and reception classes..</p> <p>Red zone??????</p>		4.1.2021	L
<p>5f First aid to be administered where possible within the year groups/classes.</p> <p>5g PPE located in classrooms where children may require personal care and for the administering first aid.</p>	<p>All classes to have well stocked first aid kits including gloves and face masks.</p> <p>All minor first aid issues to be dealt with by staff within a group. If first aider is in the group, then they should do it but any adult can administer basic first aid. First aid will be recorded in class/group books. Children, where appropriate, are to be encouraged to put on own plasters etc. First aiders must be sent for in the case of head or any other more significant injury</p> <p>Medicines for children with ongoing medical conditions including asthma inhalers will be kept in classrooms and administered according to individual care plans. Medication for temporary conditions must be agreed with JM or IH, administered and stored in classroom. This should be kept to a minimum and only agreed when adheres to policy. Supplies of appropriate PPE have been purchased and stocks will be monitored. The school will only provide gloves and face coverings for the administering of first aid and intimate care where the child does not</p>			

	have the self-care skills or is too distressed to do so independently.			
5h Provision of wraparound care to continue with restrictions for those parents who need it in order to be able to return to work.	After School Club and Breakfast Club will continue to provide for working families We will operate on both sides of Quartz room for ASC separating the children into smaller groups to be defined by the need/context. BC will continue in the hall with the children also separated into smaller groups.	JM	4.1.2021	L
5i- Additional use of Children's Centre.	. JM to support DM/JC and TB with separate risk assessment.			
6. Trips and other events				
6a The school's annual calendar of events will be reviewed and decisions made with regard to current situation	School trips will be risk assessed on an individual basis. All local trips may happen Parent volunteers will be asked to take an LFT- Special events will be risk assessed on an individual basis including such events as sharing assemblies, meet the teacher/parent carer evenings and annual events such as summer fair/sports day			
7a Current learning plans, revised expectations and required adjustments have been considered.	Learning to be planned as before across year group teams. Whole school approach to adapting curriculum (S/M/L term), to include emphasis on well-being and a recovery curriculum will be led by IH. Maths by JH Shared planning is expected to take place on Wednesday after school unless alternative arrangements agreed with ED.	IH/JH		
7b Contingency plans for remote learning offer are in place with technology/access issues identified. Offer takes this in to account.	Remote learning contingency available for individuals, small groups and large groups of children and ready to be 'switched-on' when needed. Comprehensive audit of children's capacity for online remote learning carried out. Alternative measures determined where necessary. JM and IH to monitor provision of learning for individual children self-isolating	ED		

7c Consideration has been given to what activities/lessons are more difficult/	Singing is currently permitted in Primary school outside or with some distancing. We will minimise risk further by maintaining social distancing and staying within year groups.	CTS		
8. Safeguarding				
8a Individual risk assessments are in place and welfare checks will continue to be undertaken.	Individual Risk assessments reviewed SLT and safeguarding team will maintain overview of all potentially vulnerable children.	JM/JY		L
18c Updated Child Protection Policy in place.	Updated Temporary COVID19 Annex added to Child Protection Policy. IH and JM have now had Designated Leader Training	ED/JC		