



System of control: protective measures – Copnor Primary School Breakfast and After School Clubs

(Based upon the Guidance for full opening –school -2/7/20)

NB: sections in quotation marks are taken directly from the aforementioned guidance.

Overview:

The Senior Leadership Team assessed how the Guidelines would impact upon the full opening of the school. Class-sized groups (or bubbles) are ‘not compatible with offering a full range of subjects or managing the practical logistics within and around the school.’ Therefore, we have opted for year group bubbles. However, if Portsmouth City Council’s alert level increases, we will be able to lockdown into smaller, class-sized bubbles.

Breakfast and After School Clubs

- These will be separated into four groups. Group 1 will be EYFS children only; Group 2 will be comprised of both Year 1 and Year 2 children; Group 3 will be Years 3 and 5; and Group 4 consist of Years 4 and 6. Both halls will be used with each hall split into 2, with 2 groups in each hall. In the KS1 hall, there will be Group 1 (EYFS children) who will be kept separate from Group 2 (made up of Year 1 and 2 children only). In the KS2 Hall, there will be Group 3 (which consists of Year 3 and 5 children) and Group 4 (consisting of Years 4 and 6 children).
- Children will not mix across the 2 groups within a hall. Each group will have an adult with it. Children will remain in their group throughout their time in the club.
- Each of the four groups will have their own phone that the parent/carer will phone in order to drop off a child in the morning and/or to collect a children from the group. The child will then be taken to the office gate or collected from the gate if it is a drop off for the breakfast club. The after-school club adult in each hall will supervise while the other adult is completing this collection/ dropping off. The children will not be left unsupervised and this may mean that the parents will need to wait at the gate for a longer period than normal to enable this supervision to take place.

Minimising contact

- We will ‘minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.’ Any staff, pupil or adult who has tested positive in the last 7 days will not attend school. Anyone who develops symptoms, will also need to stay at home for ‘at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.’
- There will be minimised contact between individuals and we will ‘maintain social distancing wherever possible.’ We will do ‘everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.’
- The ‘overarching principle’ we will apply is ‘reducing the number of contacts between pupils and staff.’

Wider public transport

- The use of wider public transport by our parents/carers, pupils and staff is limited. We have staggered times to reduce the demand on public transport and we will encourage the school’s community to walk to school where possible.

Staffroom

- Adults using the staffroom will need to consider whether there is sufficient space in there for them to social distance. Where this is not the case, the adult should choose not to sit in the staffroom. To support the adults, an additional staffroom has been created in the Conference Room. Where both rooms are at capacity, the adult should seek an alternative place to have a break or return at a quieter point. Break provision will be monitored by the Senior Leadership Team and alternative arrangements made should it be deemed necessary.

Handwashing

- We will ensure that the children and adults in school: 'Clean hands thoroughly more often than usual.' The children will sanitise their hands when they enter the group, before and after food (if applicable) and when they leave the group to return home. These routines will be built into the school culture, with additional support provided to younger children and children with complex needs in order to support their understanding of the need to regularly clean hands.
- In KS1, the toilets are shared. To reduce the number of children visiting each toilet, only one child per group will be allowed to visit the toilets at any one time. They will also wash/sanitise their hands upon re-entry into the hall.
- In KS2, each bubble will have their own toilet. They will wash/sanitise their hands upon re-entry into the classroom.
- When a child/children move between classrooms, they will also wash/sanitise their hands.

Respiratory hygiene

- The 'catch it, bin it, kill it' approach will be part of the school's approach. Each hall will have a sufficient stock of tissues and there will be a pedal bin in each hall. Younger children and those with complex needs will need to be helped to get this right. Where a tissue is not available, children and adults should be encouraged to use the crook of their arm in order to catch the sneeze as this is a better option than sneezing into the room.

Equipment use

- Where a child/adult brings in a face covering from home, they will be provided with a punch pocket with their name on it. It will be stored somewhere where it will not be cross-contaminated or fiddled with by the pupil. 'Pupils will be instructed not to touch the front of their face covering during use or when removing them.' If it is a temporary face covering, it will need to be disposed of in the white pedal bin.
- The items the children bring in from home will be reduced. Children will be allowed to bring in a bag, their packed lunch, a water bottle (which needs to be taken home each day to be cleaned), their PE kit, a sun hat and sun cream and/or a coat. Soft toys, stationery and toys will be discouraged. If children need to bring in a mobile phone (as they are walking home on their own and their parents/carers wish to be able to contact them), then these will be kept in the classroom with the Year Group Leader in a locked cupboard. If they bring a phone into wraparound care, then the phone will be left with the group leader and handed back to the child at an appropriate time i.e. so they can take it to their class if it is breakfast club or so that they can take it home when their parent/carer collects them.
- We will try to reduce the equipment in the groups to make it easier for everything to be frequently cleaned. Each group will have their own equipment. If it is transferred from one group to another, it will be left for 48 hours (72 hours if plastic) or it will be carefully and thoroughly disinfected.
- Each hall will be disinfected by our cleaning staff once per day and each hall will have its own disinfectant kit that our teaching staff will use at intervals throughout the club's opening hours to disinfect key touchpoints such as door handles.

- We will try to design tasks in such a way as to maximise social distancing, both within the groups and in the wider school environment.
- Physical activities will be undertaken outside. The halls will not be used for strenuous exercise. If it is raining and the children are unable to be outside they are able to complete similar activities to those conducted in the classrooms such as Cosmic Yoga.

First aid

- Where possible, first aid will need to be conducted in the hall. Each hall will have its own first aid kit and any first aid carried out needs to be recorded in the first aid book provided for each group. The taking of asthma pumps and medication will also be recorded in these books.
- If a child requires medicine that has to be stored in a fridge, then a member of staff from the hall the child is in will need to collect the medicine and administer to the child, following the guidance on the packaging.
- If a child needs treatment from a qualified first aider/ needs to be assessed by a first aider, then they will be sent to the medical room. A member of the office staff/ wraparound care staff as appropriate, who is first aid trained, will ensure that there is no one else in the medical room and will then check the child's medical needs. If there are two children waiting to use the medical room, then a different space will be located, each one of the small offices so that the children are kept separate (unless they are from the same group).
- 'As is usual practice, in an emergency, (we will) call 999 if somebody is seriously ill or injured or their life is at risk.'

Response to any infection

- Copnor Primary School will ensure that the NHS Test and Trace process is followed and will make sure that staff and parents/carers understand that they will be ready and willing to:
 - Book a test if they or a member of their family is displaying symptoms;
 - That children or staff will be sent home to self-isolate if they develop symptoms at school;
 - That staff or parents/carers will need to 'provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace';
 - 'Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- The details for how to access testing will be placed on the school's website. If parents/ carers phone the school to report that their child has coronavirus (COVID-19) symptoms, then the attendance officer will phone the parent/carer to ensure that they are aware of the need to have the child or parent/carer tested.
- While a child is waiting to be collected should they fall ill at school with coronavirus (COVID-19) symptoms, they will be moved to the medical room or a suitable room if this is already occupied. The window in the room will be open. This room and also any toilet they use (if appropriate) will be cleaned and disinfected 'using standard cleaning products before being used by anyone else.'
- 'If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19) they can stop self-isolating. They could still have another virus, such as a cold or flu- in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop isolating.'
- If someone tests positive, then they must continue to self-isolate for 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of smell/taste. 'This is because a cough or anosmia can last for several weeks once

the infection has gone. The 7-day period starts from the day when they first become ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Others members of their household should continue to self-isolate for the full 14 days.'

- The school will work closely with the local health protection team if a case is identified as being connected with the school (either a staff member or a family of a pupil/pupils).
- The school will not request evidence of negative test results.

Use of Personal Protective Equipment (PPE)

- 'The majority of staff in education settings will not require PPE beyond what they would normally use for their work.' However, it will be used when an individual child becomes ill with coronavirus (COVID-19) symptoms 'and only if a distance of 2 metres cannot be maintained.' It will also be used should a child need support with taking an asthma pump or if a child is projectile vomiting and there is a risk of airborne particles reaching the member of staff.
- In each classroom there will be a face shield, masks, gloves and plastic aprons and these shall constitute our PPE equipment. Additional stock will be available in the medical room and the golden room.

Pupils, parents/carers and members of staff who are shielding or self-isolating

- The only people who should be shielding (and based on the current guidelines) will be 'in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).'
- Where a child is self-isolating, we will only inform parents/carers if there is a positive result for coronavirus and following advice from the local health protection team.
- The expectation is that from the 1st August (again on current advice) everyone who is shielding will return to school, including those who have family members who are shielding.
- Should there be a local lockdown, we will be advised whether we are required to close the school and this will be communicated with the school community throughout the process.
- Where a member of the school community remains under the care of a 'specialist health professional' they or their legal guardian may need to discuss the return to school for this person. It is envisaged that this will be a very small minority of the school's community.
- Where a child is unable to access school because they are complying with clinical and/or public health advice, we will offer them access to remote education, including photocopied packs if they are unable to access the internet.

