



Upton-upon-Severn Protocol for arrangements from 1st June 2020

**Riverboats Children's Centre and the School organisation now running separately.
Information for Parent/carers and staff**

This protocol will work in school and keep us safe but we need to trust our community to continue to follow the government advice on social distancing this guidance protects us all. If we do not maintain the strict social guidance that has worked so well over these last weeks, we may see a rise on the cases of COVID 19. This must be avoided so please, work with us, ensure social distancing at all times. Follow the latest government guidance.

This protocol has been designed, in-line with the current Government guidance, to assist the school community with the phased re-opening. We have worked extensively as a staff with the Governing body to ensure the school and the Children's centre are set up in accordance with the strict protocol.

The groups set below are the 'safety bubble' groups in which we will be working during the initial phase of re-opening.

There is no expectation that children have to return to school during the Summer Term if parents would prefer to leave them until September.

We understand fully the constant media coverage and change of guidance regulations creates stress for parents/carers wishing to ensure the safety of their children and family.

Please be re-assured that this plan has been set following significant review and in accordance with all the Worcestershire Children's First support in line with the Government Guidance. These are very challenging times for anyone, but for those who are now finding themselves in position of home-schooling their children as well as possibly managing their own jobs or other family circumstances the COVID crisis has impacted all of our school community in different ways.

Change is very constant in this crisis; we will update this protocol accordingly and we ask for your support and understanding whilst we use our best endeavours to make our school environment as safe as it is possible for all of our school community.

School and Riverboats will run as a separate organisation to ensure the two communities do not mix no children will go through the Children's Centre the school secretary has been moved to the centre of the main school adjacent to the first aid room.

Social distancing is in place for all within school, the adult community will adhere to this protocol at all times.

There are 6 key groups that are covered at this point in time:

- River Room – Nursery 2 to 3 Year Olds (Maximum of 6 children)
- Pre-School – 3 to 4 Year Olds (Maximum of 12 children)
- Reception – 4 to 5 Year Olds (Maximum of 12 children)

- Y1 – 5 to 6 Year Olds (Maximum of 10 - 5 split between two adjoining classrooms)
- Y6 – 10 to 11 Year Olds (Maximum of 10 children)
- Children of critical workers/vulnerable (A separate group which we already accommodate for)

Pod Work

To ensure the pre-school and main school stay as separate communities we have created different ‘pods’. There are two office bases one for the Riverboats and one for the school. Parent admission to school will be limited at this point in time any queries ideally should be by phone or, if unavoidable, by using the bell by the front door of the main entrance, where your query will be dealt with. Any admission for school will be via the Olive Courtyard leading to pre-school and all meetings will take place in the Heads office, which is set up for socially distanced meetings.

Wrap Around Care:

Children returning to school from June 1st requiring wrap around care must be integrated into the ‘critical worker’ group in accordance with government guidance. Charges for this academic year will now apply for the wrap around care service. Once the pre-school room has been cleaned at the end of each day the children will be moved to this room so that meal catering can still resume and collection will be as normal from the olive courtyard.

Group	Agreed Principles by which to follow.
River Room Service offered Mon - Fri	<ul style="list-style-type: none"> • Children to be based in normal setting • To have ‘normal staff’ working • Children to enter through the main River Boats front door. <u>IE, one parent</u> needs to come in with their child given their young age, no other adults or children will be admitted until that parent has left the premises. • We request children do not bring book bags to school; all equipment will be provided. <u>The only thing children will need to bring into school is medication, a healthy snack, a drink and lunch</u> (unless ordered from Black Pepper). Please apply high factor sun cream and hat if it is hot before your child comes to school • Social distancing measures will be in place and a one way system will be used for entering and exiting the building. • Expanded opening time: 08:45 – 09:00 (queue system to be maintained to ensure social distancing if ‘busy’) • Wash hands using facilities • Lunchtimes will work with usual routine children will eat their lunch in their room • Outside activities whilst the internal room is cleaned • Expanded ‘end of day’ parental arrival between 2:45 and 3:00 please buzz the front door and your child will be brought out to you • All equipment that has been used to be placed in an available position for steam cleaning at the end of the day

Pre-School	<ul style="list-style-type: none"> • Children to be based in normal setting • To have 'normal staff' working • Children to enter through their normal front door; • <u>IF one parent</u> needs to come in with their child given their young age, no other adults or children will be admitted until that parent has left the premises. • Social distancing measures will be in place and a one way system will be used for entering and exiting the building • We request children do not bring book bags to school; all equipment will be provided. <u>The only thing children will need to bring into school is medication, a healthy snack, a drink and lunch</u> (unless ordered from Black Pepper). Please apply high factor sun cream and hat if it is hot before your child comes to school • Expanded opening time: 08:45 – 09:00 (queue system to be maintained to ensure social distancing if 'busy') • Wash hands using facilities • Lunchtimes will be in the pre-school • Outside session following lunch whilst the room is cleaned • Expanded 'end of day' where the TA will oversee parental arrival between 2:45 and 3:00 children will be brought out to you • All equipment that has been used to be placed in an available position for steam cleaning at the end of the day
Reception	<ul style="list-style-type: none"> • Children to be based in normal setting • To have 'normal staff' working • Children to enter through staff car park and proceed through Reception Classroom Door • Expanded opening time: 09:00 – 09:15 (queue system to be maintained to ensure social distancing if 'busy') • Wash hands using facilities • We request children do not bring book bags to school; all equipment will be provided. <u>The only thing children will need to bring into school is medication, a healthy snack, a drink and lunch</u> (unless ordered from Black Pepper). Please apply high factor sun cream and hat if it is hot before your child comes to school • School uniform is requested to be worn where possible apart from footwear, if uniform no longer fits your child they must come to school in comfortable clothing that is appropriate for both indoor and outdoor learning at school. So children do not need to bring PE Kit to school, we are requesting that they wear trainers or pumps all day • Timetable to be produced to follow break times and lunchtimes. Lunchtimes will work with half an hour outside with an assigned dinner supervisor - a teacher will then go outside to supervise the children for a further 30 minutes whilst the room is cleaned

	<ul style="list-style-type: none"> • Expanded 'end of day' where the TA will oversee parental arrival between 2:45 and 3:00 • All equipment that has been used to be placed in an available position for steam cleaning at the end of the day
Year 1	<ul style="list-style-type: none"> • Children to be based in Year 1 & Year 2 classrooms • Children to enter through usual school playground gate and go to the designated waiting point on the playground in line with the classroom door; there will be 10 points, all 2m apart, in front of the disabled ramp • Expanded opening time: 08:30 – 09:00 (queue system to be maintained to ensure social distancing if 'busy') • We request children do not bring book bags to school; all equipment will be provided. <u>The only thing children will need to bring into school is medication, a healthy snack, a drink and lunch</u> (unless ordered from Black Pepper). Please apply high factor sun cream and hat if it is hot before your child comes to school • School uniform is requested to be worn where possible apart from footwear, if uniform no longer fits your child they must come to school in comfortable clothing that is appropriate for both indoor and outdoor learning at school. So children do not need to bring PE Kit to school, we are requesting that they wear trainers or pumps all day • Wash hands using facilities • Timetable to be produced to follow break times and lunchtimes. • Lunchtimes will work with half an hour outside with an assigned dinner supervisor - a teacher will then go outside to supervise the children for a further 30 minutes whilst the room is cleaned • Expanded 'end of day' where the TA will oversee parental arrival between 2:45 and 3:00 • All equipment that has been used to be placed in an available position for steam cleaning at the end of the day
Year 6	<ul style="list-style-type: none"> • Children to be based in school hall • Parents and children to use hall door by olive courtyard • Please note no hot meals are being supplied during this time of the phased re-opening • We request children do not bring book bags to school; all equipment will be provided. <u>The only thing children will need to bring into school is medication, a healthy snack, a drink and lunch</u> (unless ordered from Black Pepper). Please apply high factor sun cream and hat if it is hot before your child comes to school • School uniform is requested to be worn where possible apart from footwear, if uniform no longer fits your child they must come to school in comfortable clothing that is appropriate for both indoor and outdoor learning at school. So children do not need to bring PE Kit to school, we are requesting that they wear trainers or pumps all day.

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<p>Critical Workers / Vulnerable children / Upton HUB CLASS 1 (Requiring Wrap Care)</p>	<ul style="list-style-type: none"> Children to be based in Y3 Rota between remaining staff (EM Mon; Tues; Wed - AM – Thurs & Fri) Children to enter through Y3 Expanded opening time: 08:30 – 09:00 (queue system to be maintained to ensure social distancing if ‘busy’) Wash hands using facilities Timetable to be produced to follow break times and lunchtimes. Lunchtimes will work with half an hour outside with an assigned dinner supervisor - a teacher will then go outside to supervise the children for a further 30 minutes whilst the room is cleaned We request children do not bring book bags to school; all equipment will be provided. <u>The only thing children will need to bring into school is medication, a healthy snack, a drink and lunch</u> (unless ordered from Black Pepper). Please apply high factor sun cream and hat if it is hot before your child comes to school School uniform is requested to be worn where possible apart from footwear, if uniform no longer fits your child they must come to school in comfortable clothing that is appropriate for both indoor and outdoor learning at school. So children do not need to bring PE Kit to school, we are requesting that they wear trainers or pumps all day Expanded ‘end of day’ where the TA will oversee parental arrival between 2:45 and 3:00 All equipment that has been used to be placed in an available position for steam cleaning at the end of the day

Hub Timetable for Outdoor Use

*Other times outdoors

	<p>Upton Hub Classes</p>	<p>R</p>	<p>Y1</p>	<p>Y6</p>
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Break	10:30 - 10:45	10:00 – 10:15	10:15 – 10:30	10:45 – 11:00
Lunch (11:45 - 1:15)	12:30 – 1:30 *Stay in classroom until 12:45	11:45 – 12:45	11:45 – 12:45	12:30 – 1:30 *Stay in classroom until 12:45

If parents need to talk to a member of staff urgently, it is requested this is done via email or telephone conversation. Parental admission to school is at this point being discouraged and in order to ensure we keep adult interaction to a minimum.

The ethos of our school is that we work closely in partnership with our parents, we are therefore asking for your support with the rigorous social distancing measures that we wish to keep in place to ensure the safety of our school community. If parents need to enter the school they should go to the main office for instruction.

Soft furnishings pose a higher risk to the spread of infection so all of our soft furnishings are now in storage to make the school environment safer. Classrooms have reduced furniture to adhere to social distancing and all environments can be steam cleaned each evening as part of the rigorous cleaning schedule.

First aiders in school:

Paediatric	At Work	Forest School
Mrs A Marlow Mrs A Miles Miss E Gregory Mrs F Barnett Mrs J Martin Mrs L Berryman Mrs L-A Buxton Mrs R Furze Miss S Fletcher Mrs S Hollier	Mrs M Cooper Mr R Miles Mrs S Dodd Mrs S Dobbin Miss M Barnes	Mr M Farmer Mr R Miles Mrs S Gabriel

Our socially distanced rooms:



Administration

An additional photocopier and printer installed in the stock cupboard. School secretary moved to PPA room, which is at hub of the main school site. All first aid and children's queries to be managed via this office. Children to go to the door, enter to the clearly marked area, and wait. Immediate attention to be given to any child sent to the office. In an emergency staff to use the red triangle system.

Staff working in the school are to use this rather than the one in the entrance hall office.

Staff and TA's are to do their own photocopying and printing and are not to ask the admin staff (MC and SD) to do this. It is important that we reduce the amount of contact on surfaces as much as possible. There will be anti-bacterial cloths available to use before and after copying.

All teachers to carry out PPA working from home base.

Entry to school

All staff to enter school by the main door currently and sign in to the system using their FOB there is no need to touch the screen. ONLY 1 member of staff at a time to enter the building to maintain social distancing. Door opened with fob internal door propped open. There is an additional unit being put into the SEND office for school entry to ensure we can reduce the footfall through the Children's centre. This will be installed within the next few weeks and once it is in a different school entry protocol will be in place.

Once in school please do not walk through to the Children's centre during the day Finance and Office are in the main school and there is a new photocopier in the stockroom. All teachers and their TA's to be responsible for the photocopying no administration person to be requested to do this activity UNLESS there is an emergency and the teacher is on her own.

Environment

Please keep all doors and windows open to ensure full ventilation through the building at all times.

Social Distancing

It is imperative that the staff all follow the strict social distancing protocol to ensure we can all remain safe. All the guidance that we have shared **must** be read and the office will be monitoring a record that you have read all the relevant documents.

We need to work together to ensure this works positively.

Please remember though that we are dealing with children whose idea of social distancing is limited. No child is to be corrected for not socially distanced behaviour just remind them in a kind and gentle fashion. The well-being of all the children is at the heart of what we do, the children must be treated with compassion, and kindness at all times.

What to do if a pupil or adult develops symptoms of coronavirus (COVID-19) whilst attending Upton-Upon-Severn Primary School.

PUPILS

- If any adult or child develops coronavirus (COVID-19) symptoms in the school premises they must be sent home and advised to follow the government guidelines for staying at home.

The main symptoms of coronavirus are:

- a high temperature;
 - a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours;
 - a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal.
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- Whilst a child is awaiting collection, they should be moved to the Health Visitors Room where they can be isolated with appropriate adult supervision at a 2m distance.
 - A window should be opened for ventilation.
 - If a distance of 2 metres cannot be maintained, PPE should be worn by staff caring for the child while they await collection. Staff may also wear PPE if they feel safer to do so.
 - If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they **do not** need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

- Once the child has been collected the room should be closed off and a sign put on the door to prevent anyone entering before cleaning has taken place– these are available from the school office.
- If the pupil requires the toilet whilst waiting to be collected they should use a separate toilet – this toilet **MUST** not then be used by anyone until cleaning procedures have been completed. Signs to place on the door are available from the school office.

**IF THE PUPIL IS SERIOUSLY ILL OR THEIR LIFE IS AT RISK
YOU MUST CALL 999.**

STAFF

- If a member of staff develops coronavirus (COVID-19) symptoms in the school premises they should inform a member of SLT immediately. This member of staff must be sent home and advised to follow the staying at home guidance.(next page)

The main symptoms of coronavirus are:

- a high temperature;
 - a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours;
 - a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal.
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- If they require transport to collect them they must move to the Health Visitors Room and isolate behind a closed door whilst they wait.
 - The member of SLT is responsible for ensuring that staffing remains at a safe level in school.
 - Once the adult has been collected the room should be closed off and a sign put on the door to prevent anyone entering before cleaning has taken place– these are available from the school office.
 - If the adult requires the toilet whilst waiting to be collected they should use a separate toilet – this toilet **MUST** not then be used by anyone until cleaning procedures have been completed. Signs to place on the door are available from the school office.

IF THE MEMBER OF STAFF IS SERIOUSLY ILL OR THEIR LIFE IS AT RISK YOU MUST CALL 999.

KEY WORKER TESTING

If you develop symptoms of coronavirus illness (COVID-19), however mild, you must stay at home.

You must contact SLT and inform them that you are displaying symptoms

- All staff working in schools or educational settings are entitled to be tested for COVID19 and can book testing through the employer hub; this enables these tests to be prioritised.

Tests can be booked by completing this form:

<https://capublic.worcestershire.gov.uk/HRFormsEmployee/CVCovidTesting.aspx>.

- If completed before 11am you will be contacted on the same day by a member of the HR team who will then ask you for additional required information before booking you on to an allocated time slot for the following day (subject to availability of slots).

Cleaning procedures following someone developing symptoms of coronavirus (COVID-19) whilst attending Upton-Upon-Severn Primary and Pre School

- The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
- PPE should be disposed of safely. All into the yellow bins.
- If a risk assessment of the setting indicates that a higher level of virus may be present eg. is there visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.
- Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
- In most cases, closure of the educational setting will not be needed but this will be a local decision based on various factors such as establishment size and risk of further spread. We will notify you of a decision regarding this once the local authority have given us advice.