

CROFTON HAMMOND INFANT SCHOOL

The following guidelines outline the adaptations the school have made to ensure the safety and wellbeing of children and staff as at 3rd September 2020. Revised as at 5th November 2020 and further revisions as at 4th January 2021.

Social Distancing

- ✓ Only one parent should accompany each child to school and younger siblings should only come if no one is at home to look after them.
- ✓ Parents and children should line up at the appropriate gate leading to the outside area of their child's classroom, keeping an acceptable distance between family groups. Staff will collect children from their parent. The same arrangement will be in place at the end of the day – staff will bring the child to the parent.
- ✓ Parents should then walk away ensuring that they do not walk beside the waiting queue and leave the premises as soon as possible. The emergency exit gate will be open as an additional exit route for parents.
- ✓ Families with surnames **A-K** should arrive at **8.45am** to drop their children and families with surnames **L-Z** should arrive for **8.55am**. At the end of the day **A-K** families should arrive at **3.15pm** and **L-Z** families should arrive at **3.25pm** to collect their families. The need for a staggered start will be regularly reviewed.
- ✓ In order to fully deliver the Early Years Curriculum fully children in Year R will be in a Year Group bubble. This will mean they are able to continue a 'free flow' approach to their learning and have access to the provision in both of the classrooms which is important for their development.
- ✓ Because the Key Stage 1 curriculum can be delivered in classes, without the need to work across the year group, children in Years 1 and 2 will be in class bubbles. This means that the outside areas will need to be divided up into two rather than shared.
- ✓ Children will spread themselves out where possible when sitting on the carpet. Desks, if used, should be spaced around the classroom and organised so that children are not facing each other at a close distance.
- ✓ A one way system is in place around the school building; everyone will move in a clockwise direction around the school.
- ✓ The office door will be kept closed at all times and staff will need to go to the window for assistance.
- ✓ The kitchen will provide a choice of hot or cold packed lunches for the children one of which will be a vegetarian option.
- ✓ Year R children will eat their lunch in the hall, with tables spaced apart and only 4 children to a table. They will then go back to their shared outside area.
- ✓ Children in Years 1 and 2 will eat lunch inside their classrooms.
- ✓ Children will use their own water bottle at lunchtime to cut down on the number of items that they are drinking from.
- ✓ All children must wash their hands at regular intervals and especially before and after snack and lunchtimes and whenever they return from having been outside. Where possible children should wash their hands at the classroom sink or at one of the portable handwashing stations.
- ✓ Where possible children will only be allowed with other children from their year group into the toilets three at a time; any children waiting outside should queue leaving a sensible space between them. At lunchtime they will be supervised by the Senior Lunchtime Supervisor who will be patrolling the corridor areas. A member of the kitchen staff will also be available to support as needed – e.g. if lunches are wrong or additional resources are needed.

- ✓ Year 2 to use the toilets outside the Owls class; Year 1 use the toilets outside the Badgers (Squirrels to walk through Library corridor). Single additional toilet with changing bed reserved for EHCP children.
- ✓ There will be no whole school gatherings, i.e. assemblies. We will have year group assemblies in the hall instead, with each class separated within the hall. Each class to enter from a different door into the hall.
- ✓ Staff are responsible for maintaining a social distance when accessing the staff room – the quad may be used as an additional space. Year group staff will eat their lunch in ‘bubbles’ at different points around the school.
- ✓ Staff will be encouraged to have PPA either at home, or in different locations around the school.
- ✓ Screens will be placed in the office to increase the protection of staff working in shared areas.
- ✓ Where staff share a work station, surfaces and touch points are disinfected between users and a different keyboard/mouse is used by each individual.

Hygiene and Prevention

- ✓ Targeted, enhanced cleaning will take place during the day by staff, focusing on cleaning surfaces, doors, handles, toilets etc, using detergents and/or bleach products.
- ✓ All tables in library area will be wiped down after use.
- ✓ Each class should limit the number of resources and play equipment that the children use. If resources are to be shared across bubbles they should be used for a week at a time before being quarantined for a week before being used again by the other bubble. This will negate the need to disinfect these resources each week.
- ✓ All classrooms will have their own stock of cleaning materials, gloves, hand gel and bacterial wipes to use during the school day.
- ✓ Children should be persuaded to only bring essential items into school, i.e. Packed Lunch Boxes and Book bags. Water bottles should be bought into school but should be taken home each night and thoroughly cleaned before being returned the next day.
- ✓ Children will wash their hands at regular intervals during the day: when they arrive, before snack, after snack, before lunch, after lunch, and on returning from outside.
- ✓ Additional hand washing stations have been purchased – one per year group. One of these will be put in the Ladybirds classroom as they don’t have their own sink. There will also be one for use by year 1 and one for year 2.
- ✓ Soft play, dressing up clothes, soft toys and cushions will be stored away until we are confident it is safe to reintroduce them.
- ✓ Doors and windows should be open if the weather permits it to ensure a good flow of air around the building and doors wedged open to minimise touch.
- ✓ As much learning as possible should happen outside, weather permitting.
- ✓ Resources will not be shared across classroom bubbles and where possible children will have their own pencil, whiteboard and pen. In Years 1 and 2 these should be kept in their individual drawers.
- ✓ Library books may be borrowed by children but should be quarantined for 72 hours before being returned to the shelves.

- ✓ Helping adults are suspended during 'Lockdown', and whilst in Tier 4, but may resume once Lockdown is over (or the tier level is reduced), as long as the appropriate measures are put in place – i.e. not to be with one child for more than 15 minutes, for forest school parent volunteers may come in to help as learning will be outside and adults won't be with the same child for more than 15 minutes.
- ✓ Inhalers are to be kept in the classroom. Minor first aid to be administered in the classroom, with appropriate social distancing in place where possible. More serious first aid incidents should be dealt with in the office.
- ✓ Medicines such as eye drops cannot be administered by staff – parents can be invited into the school to do this.
- ✓ Anyone with a temperature or cough, or who feels unwell, must be sent home. They will need to self-isolate for 14 days unless a test is taken and is negative. In this case the child or staff member can return ONCE THEY ARE WELL.
- ✓ Children with symptoms who are waiting to be collected should be isolated and accompanying staff should have access to PPE while they wait with them.
- ✓ If a child or adult shows symptoms and tests positive for COVID-19 the whole bubble must be sent home and self-isolate for 14 days. Advice should be sought from PHE at every opportunity.
- ✓ In the event of a positive test the rooms that the confirmed case was using should be cleaned and disinfected and staff doing the cleaning should have access to the required PPE.
- ✓ If other cases are confirmed at the school, then Public Health England will advise the Headteacher on next steps, including possible closure.
- ✓ All parents/visitors who need to enter the school building, must wear a Facemask.
- ✓ Parents have been advised to wear face coverings when on the school site with effect from 5th November 2020.
- ✓ Staff can choose to wear a face covering around shared school areas.
- ✓ Clear face shields will be made available for staff to use when interacting with children.

Breakfast and After School Club

- ✓ Box of cleaning materials containing wipes, disinfectant spray, gloves, etc to be placed in hall for staff usage.
- ✓ Children supervised in 4 separate Bubbles (cordoned areas) – Juniors and Year Groups R, 1 and 2, with one leader per two groups.
- ✓ All bowls, plates, cutlery, etc to be used once only and then washed in dishwasher.
- ✓ Group leaders to be responsible for maintaining safe-distancing within the group and for themselves.
- ✓ Each group to have their own table for eating, own box of toys and colouring/drawing materials.
- ✓ All surfaces and door handles to be regularly cleaned by staff.
- ✓ Hall floor to be disinfected and cleaned at the end of each session (or first thing in the morning).

PE Lessons

- ✓ PE kits – to be bought to school and kept in school.
- ✓ Year Groups to have set days for PE with equipment thoroughly cleaned after use - therefore it is recommended that the minimum of equipment is used.

- ✓ Where possible equipment will not be shared between bubbles - if it needs to be shared it should be cleaned thoroughly before the next class use it.
- ✓ All children will wash their hands before and after P.E sessions.
- ✓ Whenever possible consider aspects of the curriculum that minimises the need for contact or for the use of equipment.
- ✓ Where possible PE should be done outside.

Health and Well-Being of the School Community

- ✓ Every action taken should be based on kindness, compassion and respect.
- ✓ Ensure we are aware of any families or staff members who may have been affected by the virus to ensure we have support in place for them if needed.
- ✓ Ensure that the support is in place over school holidays if necessary or is ready for them when they return to school.
- ✓ ELSA support to be provided face to face in Year R when ELSA in school, and online for Years 1 and 2, to individual children whenever they need it.
- ✓ Family Liaison Officer to meet regularly with SLT and ELSA to ensure support can be put in place at home for identified families.
- ✓ Support the journey back to 'normalisation' for the children and ensure that we use language consistently across the school.
- ✓ Develop a bank of online resources and support services that staff and parents can be signposted to if necessary.
- ✓ If a child is causing concern, ensure ELSA is involved and also make sure that the family are contacted to find out if they are aware of it and whether others in the family have issues.
- ✓ Where possible children will benefit from the reintroduction of structure and routines as soon as possible.
- ✓ Consider building in 5 minute breaks in lessons for children to gradually rebuild their stamina for learning.
- ✓ Ensure that all children – whether they have been identified as having a need or not – have space for 'recovery conversations'. This could be done through circle times, small group sessions or 1:1 with the ELSA.
- ✓ All staff to have access to the Health Assured support service (Telephone number 0800 030 5182) which is a service we buy into and which can supply support through counselling for staff members or members of their families. It is highly recommended.
- ✓ All staff also to have access to the Silver Cloud programme (details on request) which provides additional support for issues around sleep, well-being, and anxiety around Covid etc.
- ✓ Support for all staff is also available on the Hampshire County Council website under 'Resilience for staff and leaders in education settings' – lots of useful resources and also links to other websites.
- ✓ Fire Evacuation and Lockdown – The current Fire and Lockdown Evacuation Programme for the school is active with no changes or alterations.
- ✓ Staff to have access to SLT to review how things are going and to share concerns, this will be confidential to the group.

Crofton Hammond Infant School
COVID-19 CORE CONTROL MEASURES

CONTROL MEASURE		Notes/Action	Who	Review
Tissues and antiseptic wipes available for each class	1	<ul style="list-style-type: none"> • Ensure adequate stock levels for each item • Replenish as needed • Staff to also self-replenish from stock 	All Staff	
Alcohol based gel	1	<ul style="list-style-type: none"> • Additional dispenser in main reception • Each class to have a bottle • Ensure adequate stock level 	Site/Staff/Lunch staff	
Other users of the building	2,3	<ul style="list-style-type: none"> • Front door to be kept locked and visitors dealt with at the door if possible • Parents asked to contact office by phone unless matter is urgent • Visitors who need to enter building to use hand gel. • Office staff to sign in/out any essential visitors/contractors. • All contractors to phone ahead before arrival so that preparations can be made • All parents/visitors to wear Facemasks in the school building • Parents/Visitors advised to wear Facemasks whilst on the school site. 	Site	
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> • Absence to be followed up at the start of the day to check reasons for absence by contacting the absent staff member or child's family so that appropriate support or advice can be given. • Use SIMS to look at absence patterns and whether there are any patterns that need investigating 	Admin	
Finding out about travel arrangements for staff and pupils	3 (where specific threats are evident abroad)	<ul style="list-style-type: none"> • Letter to parents asking them to inform school of any close family member who has returned from abroad within the last month • Staff members to inform SLT of any travel arrangements to high-risk areas, including those of any close friends or family they have been in contact with. Staff may then need to take unpaid leave for anytime they cannot be in school • Where there are identified cases, the staged response above should be followed 	Admin	

Reducing contact point activities	2/3	<ul style="list-style-type: none"> • Ensuring high levels of hygiene for food making or tasting • Avoid any activity where you are passing items around a class e.g. circle time activities, artefact sharing, touching activities in PE/Gymnastics • Suspend hand shaking of children and visitors • Avoid sharing of cups – children to bring their own water bottle into school which should then be taken home and thoroughly cleaned before the child brings it into school the next day 	Staff/Parents	
Good Personal Hygiene	2	<ul style="list-style-type: none"> • Parents to be informed of hygiene expectations • Classes to teach children hand washing techniques • Children to wash hands before and after snack time and eating their lunch • Additional hand washing stations to be installed in each year group 	Site/Staff	
Review of Cleaning	2/3	<ul style="list-style-type: none"> • Meet with cleaning teams to review cleaning arrangement and make any necessary changes • Increase focus cleaning on touch points and tables instead of non-essential routines • Regular cleaning of classrooms and toilets throughout the day as necessary 	Site/Admin	
Support for families affected	2/3	<ul style="list-style-type: none"> • Communicate to parents and staff that they can access support from school if needed by either telephone or e-mail • ELSA and Family Liaison Officer to work with the SLT to ensure there is support for families who might be struggling 	ELSA/FLO	
Taking temperature of anyone in school who may begin to feel unwell	2/3	<ul style="list-style-type: none"> • Use of appropriate thermometer • Staff to have access to appropriate PPE, as outlined by PHE. 	Staff/Admin	

CORONAVIRUS KEY ACTIONS (if situation escalates or changes during phased return)

Specific Issue	Actions including messages	Who	Notes
Suspected case in school – staff or pupil	<ul style="list-style-type: none"> • Contact relevant agencies e.g. LA/Public Health England • Ensure child/staff member isolates at home for 10 days from when symptoms started. The rest of the household also need to isolate for 10 days • Advise that the child/staff member get tested • If the test is negative case can return to school once well. Contacts can stop self-isolating and carry on as normal • If test is positive follow advice for confirmed cases • Deep clean affected target areas, e.g. the classroom and linked toilet, with staff wearing appropriate PPE to do this 	SLT	
Confirmed case in child or staff member	<ul style="list-style-type: none"> • Contact PHE SE HPT (Hospital Protection Team) on 0344225861 to notify of single case so they can support risk assessment and follow up • Ensure child/staff member isolates at home for 10 days from when symptoms started. The rest of the household need to isolate for 10 days even if they have a negative test • Advise that anyone with symptoms gets tested. Online via nhs.uk/coronavirus • The HPT will undertake an assessment to determine if any contacts in the setting need to self-isolate at home for 10 days. (The wider household will NOT need to isolate) • Clean and disinfect rooms the confirmed case was using – ensure appropriate PPE (minimum gloves and aprons) are used • Maintain the level of cleaning in these areas – even if not being used due to isolation protocols • If further suspected or confirmed cases occur they need to isolate for 10 days from when symptoms started. Any siblings also in the same setting (but a different unaffected area) would need to isolate at this point • Cases and contacts can return once the isolation period is complete 	SLT/Site	
2 or more confirmed cases in the same group/class	<ul style="list-style-type: none"> • Contact PHE SE HPT on 0344225861 to notify of cases so that they can support risk assessment and follow up • Ensure child/staff member isolates at home for 10 days from when symptoms started. The rest of the household need to isolate for 10 days • Advise that all suspected cases get tested. Online via nhs.uk/coronavirus 	SLT	

	<ul style="list-style-type: none"> • The HPT will undertake an assessment to determine if any contacts in the setting need to self-isolate at home for 10 days (the wider household will NOT need to isolate) • Clean and disinfect affected rooms/areas – ensure appropriate PPE (minimum gloves and apron) are used • SE HPT will provide tools to support outbreak communications • Call the HPT again if: <ul style="list-style-type: none"> - The situation worsens considerably - There are any hospitalisations or complex cases - Any media interest (also contact Hampshire LA in this instance) - Any other concerns we feel we need support with 		
Teacher Shortage	<ul style="list-style-type: none"> • Splitting classes/SLT or internal cover 	SLT	
Support Staff Shortage	<ul style="list-style-type: none"> • Supply teachers to be used only when there is no alternative • Regular supply teachers to be used to reduce number of adults going into the bubbles • Prioritise most needy children 	SLT	
Protection for most vulnerable children and families	<ul style="list-style-type: none"> • Identify those children who are vulnerable e.g. underlying health conditions that may be affected by the current threat • Discuss with parents the initial steps and agree key actions e.g. isolation/seclusion 	SLT	
Staff with health issues (e.g. heart, lung disease)	<ul style="list-style-type: none"> • Ask them to contact their consultants to seek advice on their condition • Work from home if appropriate 	SLT	
Staff with symptoms	<ul style="list-style-type: none"> • Stay at home • Follow NHS 111 advice • Inform parents and school community • Discuss with HT • Inform parents where necessary 	SLT	
Pregnant Staff	<ul style="list-style-type: none"> • Ask them to contact their midwife to seek advice • Consider working from home 	SLT	
Kitchen shut down	<ul style="list-style-type: none"> • Parents to provide packed lunches 	SLT/Families	
Site team shortage	<ul style="list-style-type: none"> • Discuss with cleaning team the cover arrangements before they occur and contact Caretaking Services for advice 	Site	
Leadership shortage	<ul style="list-style-type: none"> • Access via phone • Senior Member of staff to stand in 	SLT	
Admin shortage	<ul style="list-style-type: none"> • Cover with TAs/SLT 		

	<ul style="list-style-type: none">• Ask parents not to phone unless it is an emergency• Remote working may be possible		
Long period shut down	<ul style="list-style-type: none">• Continue learning activities through the home learnings shared on website and through the use of Tapestry and Seesaw		