

# Syresham St James CE Primary School and Nursery

## 'Minimising Risks' – Operational Plan

September 2021

The following protocol is designed to reduce the risk to the school community on returning to school.

### Staff Entry and Exit:

Staff must be on site by 8.30 to be ready for the day. All staff must come to school wearing clean clothes and wash their hands-on entry to school. All staff advised to wear a mask when on the move in school in corridors and communal spaces.

### Pupil Entry and Exit Systems:

All parents and carers to wear a mask when on the school site. Dropping off and picking up of children whilst intending to maintain social distancing requires that only one parent brings their child/ren to school.

All children start and end the day at the same time.

Entry to school:

Year 5 and 6 - right gate – Hall Door (Wash hands in outside sink)

Reception – right gate – staff room door (wash hands in classroom)

Year 1 and 2 – left gate - classroom door (wash hands in classroom)

Year 3 and 4 - front door – (wash hands in toilets)

Nursery – left gate – wash hands in nursery

A member of staff will monitor the children entering school.

### Classroom Expectations:

All classrooms to be ventilated as much as possible.

Hand sanitiser and soap to be checked regularly

All bags, coats and personal belongings to be kept in lockers or on pegs.

### Lunchtime expectations:

Lunch time will be in the school hall – lunch boxes and school meals.

12.00 – Reception and Nursery eat

12.30 – KS2 eat.

Children will eat on their class tables.

### First Aid:

Mrs Allee will support first aid helped by staff at lunchtime.

### Nappy Changing/toileting:

All staff are to wear PPE when changing nappies or helping children on the toilet. Gloves and aprons must be removed and tied in a bin bag before being disposed of in the outdoor bin.

### Hygiene and Sanitisation:

All tables to be wiped with sanitiser cloth or disinfectant spray before and after eating snack if in the classrooms. Each classroom has a cloth and disinfectant spray, cloths will be replaced at the end of the week.

In all classrooms there should be at least two bottles on hand sanitizer, two boxes of tissue and a bin with a lid.

All children are to wash hands and or use gel at the following times:

- Entering school building
- After sneezing or coughing
- Before handling food
- After going to the toilet

Children to be reminded that if at all possible they should avoid touching their face with unwashed hands.

Staff to wipe down and clean their toilet after use.

Caretaker to empty bins at the end of the day and stock levels replaced of soap, paper towels and sanitizer replaced at the end of each day.

Cleaners to clean at the end of the day- including tables.

Deep cleans occur each school holiday.

### Testing:

All staff to take a Lateral flow test twice a week – Sunday and Wednesday evening. Positive results must be reported to the Headteacher. Staff must isolate and book a Covid test to confirm the result.

### Child Symptom Management:

Children must stay off school if they are unwell. Parents may choose to lateral flow their children or get a PCR test if their child displays covid symptoms, if symptoms persist or if they become more unwell

During the day, any child presenting with symptoms of a cough or temperature will be sent to the school office and parents will be contacted.

Any adult in the Nursery office with a child who is suspected to have a case of Covid-19 is required to wear basic PPE.

When collecting, parents should be advised that a test should be booked as soon as possible to confirm/rule out diagnosis of Covid-19. After a negative test and when well, the child may return to school. The result of tests must be communicated to the Headteacher who will then communicate the actions that will follow for the team that is in school.

### Dealing with Suspected Adult Cases:

If any member of the school community believes that they are presenting with the most common symptoms of Covid-19 they must take a lateral flow test. If symptoms persist but the lateral flow remains negative, a PCR test should be taken.

Staff members must confirm the result of the test with the Headteacher who will then communicate the actions that will follow for the team that is in school.

### Emergency Closure:

If necessary, the normal emergency closure procedure will be followed and parents / staff will be informed through the established channels.

Staff **MUST** make time for themselves and report to the Headteacher if they are finding any aspect of their job challenging. This is a new way of working in very difficult times. We are a team and will work together as we always do – THIS WILL ALWAYS BE IMPORTANT!

### Visitors to School:

All Visitors will report to the school office and record details for Track and Trace.

Visitors must all hand gel or wash their hands when entering t school.

### Parent Communication:

- Parents will be kept updates with newsletters from the headteacher who will disseminate information and via letters when necessary.

