

Red Oaks Primary School



Management Plan for: **Coronavirus Pandemic – Following Government relaxing of all Covid restrictions on 21.02.22**

Written by: Rachel Surch – Executive Primary Principal and agreed by the TPAT Trust board

Date: Updated on 21.12.21 Amended on 02.01.22 by Emily Maxfield . Updated again on 27.02.22 by Emily Maxfield.

Please read carefully. If at any time, the headteacher and Trust board feel that it is not safe to open the school as a whole, to groups or individuals, parents and staff will be informed immediately.

There is an outbreak management plan if the school is advised to take additional precautions by Public Health England. This will be shared if/when needed.

Any member of staff who is challenged on school systems and procedures by external individuals should respond with the following:

‘Our priority is to deliver face to face high quality education for all pupils. Evidence is clear that being taught out of formal education causes significant harm to attainment and mental health.’

Item, place or circumstance to be risk assessed	Actions taken to minimise risks	Person responsible
Whole school environment		
Mixing and ‘bubbles	<p>Children will go into year group bubbles and adults will be limited to no more than 3 bubbles if advised. At this point, there will be no internal movement throughout the school corridors by pupils.</p> <p>It would assist NHS Test and Trace if teachers put into place seating plans where possible. It is understood that this may not be possible with younger children. Warn and inform letters will be sent to identified close contact where we have been informed by parents of a positive case.</p>	<p>All staff</p> <p>All pupils</p>
Assemblies	<p>All assemblies will be virtual at this stage. Class cameras and microphones have been purchased for all classes. This will be reviewed on the 24.01.22.</p> <p>Assemblies will no longer be virtual unless there is a need. Assemblies will be kept to Phase 1-3 & 4-6 assemblies at this time to have no more than 180</p>	<p>All staff</p> <p>All pupils</p>

	children in the hall at time. Assemblies will be run one after the other.	
Lunchtime and break time	<p>Children will be in bubbles on the playground and separated in the hall in their year groups.</p> <p>This will remain for at least 1 week until we have the new structures in place to staff all children returning together at breaktime and lunchtime. We have found an improvement in behaviour since the year groups have been playing separately.</p>	<p>All staff</p> <p>All pupils</p>
Face coverings	<p>Face coverings will be worn by all adults in communal areas. Visitors into the school will be asked to take lateral flow tests before entering. Masks will be provided for visitors who do not have one.</p> <p>Parents do not have to wear a mask while outside on school site outside but may choose to do so.</p> <p>We have advised staff that face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. However, those staff who need to lip read or use transparent face coverings may do so but maintain social distancing where possible.</p> <p>Face covering are no longer required but adults may choose to wear these at any point as long as it does not compromise the quality of education the children are receiving.</p>	All adults
Close contact with pupils	<p>From Step 4 (July 19th 2021), close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will</p>	All staff

	<p>only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be contacted in exceptional cases to help with identifying a close contact of a positive Covid-19 case. However, we will contact with a warn and inform letter any children who we know have been a close contact.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take lateral flow tests for 7 days.</p> <p>If adults choose not to get vaccinated, they will need to self-isolate if identified as a close contact for 10 days.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.</p> <p>If we are notified of a positive case then, if it is possible, we will notify close contacts so they can be aware. There is no expectation to test for 7 days. We will record any positive cases to be able to identify patterns and outbreaks.</p>	
Providing work for absent pupils	Those who are absent with a positive test will be classed as sick – no work needs to be provided.	
Support with contact tracing	The headteacher should initiate contact tracing procedures. They can call the	

	DfE helpline on 08000468687. They should also contact the Swindon Covid Response desk CovidResponse@swindon.gov.uk	
External visitors	External visitors will be required to leave contact details when using the sign in system. This will be for Test and Trace purposes only.	All staff, visitors, office staff Deaf staff Access to Work staff
Class based activities		
Ventilation	Classrooms will have all doors and windows open for ventilation as much as possible.CO2 monitors are placed in all classrooms. Children will have increased opportunities to learn outside.	All staff All pupils
Seating arrangements	Tables no longer need to be forward facing but seating plans are advised for the purpose of Test and Trace. Pupils should sit in the same seats as much as possible so that there are not too many seating plans.	All class-based staff All pupils
Book corners and libraries	Book corners and libraries may be used at all times and by all pupils within the bubbles. Books will be quarantined for 48 hours in libraries.	Teachers Librarians Children
Curriculum	All curriculum activities may resume. School trips may be booked but it is imperative that the person arranging understands the cancellation implications and these have been discussed and agreed with the headteacher before a booking is finalised.	
Behaviour	The behaviour policy has a Covid annex which may apply if further measures are needed in the event of a local/school outbreak. Partner classes for 'time out' should not be used when 'bubble' systems are in use.	
Parents and carers		
Attendance	It is expected that all children will attend school. Where a child is required to self isolate or quarantine because of Covid 19 in	Parent Pupils

	<p>accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>The school can refuse entry to a pupil who is symptomatic or has tested positive.</p> <p>We strongly advise that a lateral flow test is taken if there is evidence of one of the key symptoms; we recommend that if positive, they stay off until at least day 5.</p> <p>Children may still attend school if they are a close contact of a positive case but they should take daily lateral flow tests for 7 days and a PCR test may be requested by the school if the child displays any symptoms.</p> <p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.</p>	Headteacher
Drop off and pick up	Start and finish times will not be staggered. Gates will open at 8.30 and registration will be prompt at 8.40. Children arriving after this time will be marked as late. By opening both large gates and operating a one way system, parents are more spaces then when we staggered start times causing	Parents Pupils

	<p>congestion outside the gates.</p> <p>Children in Nursery will enter via their own gate.</p> <p>Children in Reception will enter via the doors close the reception classrooms (nearest to Abbey Park) at a staggered start 8:30 & 8:40, 3:00 & 3:10.</p> <p>Children in years 1-6 will enter via the playground gate at the top end of the car park.</p> <p>Adults will be able to drop off and pick up children from their classroom doors. For Reception parents, pick up will be via the same as the drop off point.</p> <p>Those arriving on SBC transport will enter through the top gate by kiss and drop.</p>	
Uniform	It is expected that all pupils will adhere to the school uniform policy. The guidance states that uniform does not need to be cleaned any more often than usual nor does it need to be cleaned using methods any different to normal.	Children Parents
Parent meetings	The school welcomes parents for meetings but understands that some may still feel anxious. It is therefore possible to request a phone or TEAMS meeting instead. We will request that all visitors sanitise their hands and distance in meetings will be maintained while wearing masks.	Parents Staff
Parent contact details in case of emergency	Parents will be frequently reminded to ensure primary and secondary contact details are up to date and registered with the school office.	Parents Mrs Tyler
Clubs including breakfast club and after school care (Early Birds and Acorns)	<p>Acorns and Early Bird club will be in the hall and children will be in their year group bubbles. Outdoor clubs will continue to run. Indoor clubs will be reviewed on an individual basis.</p> <p>Early bird will be in the hall as normal and Acorns will use the Intervention room and outside as much as possible.</p>	Headteacher
Late arrivals and pick ups	If children arrive at school or are collected later than they should be, parents must come to the main entrance.	Headteacher Office staff

Staff shortages	<p>Due to staff shortages, it may be necessary to close classes/ bubbles at very short notice. This will only be done if we believe classes cannot be covered safely.</p> <p>Children with an EHCP may have different adults and there may be times when children have to share an adult or have periods of time unsupported if we do not believe this to be a safety risk. Parents will be contacted if there is a long term staffing issue.</p>	Pupils Parents Staff
Well being		
Lateral Flow Tests	<p>These will be taken by all staff twice a week – Wednesday and Sunday and logged on the system. These will continue through holidays as per Government guidance. Anyone who is identified as a close contact of a positive PCR (no matter what variant) will test for 7 days.</p> <p>All staff and children will be asked to take a lateral flow test on TUESDAY 4th January before the return to school the following day.</p> <p>Staff have been asked to Lateral flow for the last time on Sunday 27th February on a test provided by the school. School will no longer be able to order and provide these. We still recommend that staff test if they have any concerns that they have been a close contact or have any symptoms.</p>	All staff
Staff meetings	<p>Staff meetings will be virtual where possible. If a meeting is held in person, it will be in a large, ventilated room with social distancing of 2m.</p> <p>Staff meetings will be held in person unless it is more convenient to hold on Teams. Distance will still be maintained where possible in a well-ventilated room.</p>	Headteacher
Mental Health and Well-Being – Pupils	<p>Children will be eased back into work and routines gently with explanations about what we can/ can't do.</p> <p>Social Stories and teddies will be used for specific children who may need additional support.</p>	Teachers Pupils

	<p>There will be a focus on Personal, Social and Health Education (PSHE)</p> <p>Children have access to a Pastoral teacher and two ELSAs (Emotional Literacy Support Assistant).</p> <p>The school buys into TAMHS support for those pupils who need additional emotional support.</p> <p>Pupil perception surveys will be conducted on a regular basis and scores analysed at supervision meetings.</p>	
Mental Health and Well-Being - Staff	<p>Staff are encouraged to discuss any concerns with their line manager or headteacher.</p> <p>SLT and DSL have access to formal supervision through the school's TAMHS worker if requested.</p> <p>All staff in the Trust have access to DAS Zurich Municipal Counselling service This is free to Trust staff and confidential.</p> <p>Regular briefings, emails and messages of encouragement to be sent via email and/or phone/Teams</p> <p>'Marking on the move/Live marking' is strongly encouraged. All other marking is to be done in school and books should not be taken home unless absolutely necessary.</p> <p>Staff working 1:1 with children will sit 2m apart shoulder to shoulder where possible. 1:1s with Deaf children may be sat 2m apart face to face to allow for clear communication. All adults will remind each other.</p> <p>Teachers will be expected to take PPA time in school with their partner teacher unless there are specific circumstances.</p> <p><u>Staff who are clinically vulnerable or extremely clinically vulnerable.</u></p>	<p>All staff</p> <p>SLT Jo Bradley</p> <p>Headteacher SLT</p> <p>Teachers</p> <p>Teachers</p> <p>Teachers</p>

	Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves.	All staff
Hygiene, first aid and health and safety		
Individuals displaying symptoms	<p>If a pupil displays symptoms, an adult from within that group should accompany the child to the 'goldfish bowl' and phone the office for further instructions.</p> <p>The office should ring the child's parents and should tell the adult with the child who they should expect to collect.</p> <p>If the adult collecting is different from expected or is unknown, the responsible adult should clarify with the office before sending the child home.</p> <p>Office staff should confirm arrangements with the child's parents/carers, even if it results in a delay in sending the child home.</p> <p>Any member of staff or pupil with possible symptoms should be moved to the 'goldfish bowl'.</p> <p>If the child requires supervision then the responsible adult should wear PPE and should maintain distance.</p> <p>The room must be thoroughly cleaned after a suspected case.</p> <p>PPE available in the isolation room.</p> <p>Telephone available within the isolation room so that members of staff can contact the relevant people.</p> <p>Staff entering the room with a child who needs to be isolated must maintain 2m distancing.</p> <p>The disabled toilet next to the school hall should be used for this purpose.</p> <p>The office staff must then contact the on-site cleaner and the toilet should be considered out of action until it has been cleaned.</p>	<p>Trained First Aiders</p> <p>Pupils</p> <p>Staff, pupils, parents</p> <p>Local Health Protection Team</p>

	<p>Everyone must wash their hands thoroughly after any contact with someone who is unwell.</p> <p>Pinnacle will be informed so that appropriate cleaning can be undertaken after quarantine the room for 48 hours.</p> <p>If someone is injured, they can be seated in the KS1 library and a first aider will wear PPE to tend to them.</p> <p>Children with key symptoms should not attend school.</p> <p>The household (including nay siblings) should follow the PHE stay at home guidance for households with possible or confirmed cases.</p>	
Temperature checking	<p>We may take the temperature of a child or member of staff if they feel unwell.</p> <p>The school will always seek permission from parents before doing so.</p>	<p>All staff</p> <p>All pupils</p> <p>Parent verbal consent</p>
Cleaning	<p>The building is deep cleaned in the summer term.</p> <p>Anti-bacterial spray and cleaning cloths available in classrooms. These will be washed at the end of each day.</p> <p>Rooms where there is a confirmed case will be thoroughly cleaned before pupils return to school.</p>	<p>Cleaners</p> <p>All staff</p> <p>All pupils</p>
Handwashing	<p>Children will be encouraged to wash hands thoroughly and where possible/appropriate in the presence of an adult. Frequent reminder of what good handwashing is. Children will be asked to wash hands before and after lunch and immediately after playing outside. There may be other times of day when children need to wash hands and will be asked to do so.</p> <p>All children and staff must wash their hands as soon as they reach their classroom in the morning.</p> <p>All visitors will be asked to wash or sanitise hands upon entering the school.</p>	<p>All pupils</p> <p>All staff</p>

Sneezing	<p>Tissues will be available in every classroom and children will be encouraged to use these then asked to flush the tissue in the toilet.</p> <p>Children will be encouraged to sneeze into their elbow and clean up appropriately afterwards if they are unable to access a tissue in time.</p> <p>The school will encourage the 'catch it, bin it, kill it approach.'</p>	<p>All pupils All staff</p>
Ventilation	<p>Where possible, rooms should always be well ventilated by opening doors and/or windows. CO2 monitors in all classrooms and main offices.</p>	

