



South Gloucestershire Council

Redfield Edge primary School

'Striving to be the best version of ourselves'



Our Covid-19 Response Summary

General infection protocol principles.

We aim to protect everyone who attends school (pupils, staff and any essential visitors) by:

- having systems in place that minimise the spread of infection within school,
- rapidly identifying potential cases and acting accordingly,
- ensuring all people are familiar with these protocols and can follow them,
- reviewing processes and procedures as changes occur (*e.g. new information, a new expectation from Government, continued sharing of best practice*).

We will do this by:

- Not allowing anyone who is ill or showing symptoms to attend school and taking swift action if illness is suspected (temp check, isolated in small room away from others).
- Cleaning hands more often than usual – soap and water for 20 seconds or sanitiser at sanitizing stations.
- Promoting 'catch it, bin it, kill it'.
- Frequently cleaning touched surfaces in addition to ongoing deep cleaning and regular cleaning.
- Reducing mixing fixed groups (teachers and pupils) by using the bubble approach; see below.

Personal protection equipment – masks, gloves, aprons and eye protection.

The Government states: *"Wearing a face covering or face mask in schools or other education settings is not recommended"*.

There may be times that we at Redfield Edge decide this to be useful, and this includes the following reasons:

- Anyone working with a child in a situation where they would have previously used PPE (most likely intimate care needs / first aid).
- If someone becomes unwell with symptoms and needs personal care until they can return home and if a distance of 2 metres cannot be maintained. If there is a risk of splashing (for example from coughing, spitting, or vomiting, then eye protection should also be worn).

We have a number of PPE Boxes in the office / staffroom that contain these items for staff to use. Staff who choose to wear a face mask is able to do so.

Shielded or medically vulnerable

Any child or adult who is **clinically extremely vulnerable** should not attend school. Staff in this position are advised not to attend work but work from home if possible.

Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable.

If a person lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their educational setting.

Class sizes.

The Government acknowledges that Primary Children cannot be expected to remain 2 metres apart from each other and staff.

At Redfield Edge we feel it vital to reduce contact between people as much as possible.

We will have no more than 15 in a class group with the room set up as close to 2m distance between each child as is possible with the geography of the room.

If there are shortages of teachers, under Government advice TAs will be allocated to lead a group directed by a teacher.

Detail (please see risk assessment and FAQ on our website for more details)

At Redfield Edge we have:

- Updated our school risk assessment in light of recent advice, identifying protective measures (*as listed below*).
- Organised small class groups (max of 15).
- Asked teachers to organise classrooms and other learning environments, tables spaced out to adhere to distancing advice, personal resource packs to minimise sharing, excess furniture removed to enable space, resources limited to avoid contamination...)
- Identified the new timetable (discussed curriculum focus) and how it can safely be delivered.
- Staggered break times and lunchtimes. Designated areas identified for specific groups of children. These are to remain consistent.
- Staggered drop-off and collection times and different entrances for different groups to minimise contact
- Shared our drop off and pick up plans with parents to minimise contact / congestion (*see attached*).
- Asked staff to frequently clean play and learning equipment (antibacterial wipes on surfaces and resources).
- Remove soft furnishings, soft toys and toys that are hard to clean from classrooms.
- Told all groups of people wishing to enter the building not to do so if they show symptoms.
- Only visitors with pre-arranged appointments to the office following the guidance as displayed there.
- Been in communication with our suppliers and contractors to identify their ability to provide our vital resources and services such as food, cleaning materials etc.
- Identified and shared with cleaning contractors an updated and rigorous cleaning regime.
- Communicated all processes and procedures in place to all staff to ensure continuity of approach.

During the day with pupils

Cleaning and hygiene:

- We follow the COVID-19: cleaning of non-healthcare settings guidance
- Each classroom has sufficient handwashing facilities available. Hand-sanitizing stations have been put on entry/exit to every room in the school as well as directly outside of toilets. Signs are displayed to remind children to regularly wash their hands.
- We clean the areas that children are using and the surfaces they touch, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, keyboards, telephones more regularly than normal.
- Clean hands: frequently with soap and water for 20 seconds. Give children guidance on hand cleaning
- Clean hands on arrival, before and after eating, and after sneezing or coughing
- Encourage not to touch mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze and follow 'catch it, bin it, kill it' – signs displayed to remind children.
- Help children who have trouble cleaning hands independently – through modelling and instruction.
- Ask teachers to empty bins if they have been used for tissues throughout the day.
- Well ventilate spaces if possible – windows / doors open.
- Prop classroom doors open, (carefully consider fire safety and safeguarding), to limit use of door handles / aid ventilation.
- Ensure sufficient supply of cleaning products.

In classes, we are following the bubble method:

- Your child will be in a class with no more than 14 other pupils from their own class (unless you are a keyworker child in the years 2 to 5 who will be in a single fixed class or spread over 2 classes to ensure no more than 15 pupils). These groups will be fixed and there will not be any opportunity to switch classes at any time. We will split current classes in half to achieve this. Class teachers are unable to meet all friendship requests however will make decisions based on their knowledge of the children and with their best interests at heart.
- Children are in the same small groups at all times each day, and different groups do not mix where at all possible.
- The same staff work with the same groups, each day where at all possible.
- Wherever possible children use the same area of school throughout the day, with a thorough cleaning of the rooms at the end of the day. We will aim to have children using the same desks and equipment.
- Your child will have an assigned teacher or teaching assistant from our available staff who will be fixed with their group. We will not be using supply agency staff during this time.
- Teachers will plan all of the learning that will take place and the opportunities and activities will be mirrored in both groups of children for each year group. Eg Holly A and Holly B will receive the same.
- We will have x8 classes of 15 pupils. Our school capacity will be 120 pupils and this is due to staff numbers, the need to split classes and the number of rooms we have available as classrooms.
- These groups will not mix and will not have contact with each other within the day.

Minimal mixing by:

- Accessing rooms directly from outside where possible (Pine Class). Different entry and exit points for different groups – Holly (Holly class door) Hazel (Library door and Pine class door) Keyworkers (ramp door) and Year 6 (ramp Door)
- Identifying one-way circulation where possible – corridors split to encourage single file with 2 meter markers on the floor.
- Movement around the school will be limited. Children will only leave the classrooms if essential – toilet break, feeling unwell. Walkie talkies will be used to communicate with school office when appropriate or office staff will deliver messages (at the beginning or end of the day if necessary in person).
- Staggering breaks to limit contact (including in corridors).
- Staggering lunch - wash hands before, stay in existing groups, children will eat lunch in their classrooms at their assigned tables.
- Limit the number of pupils accessing the toilets – one pupil at a time.
- Supporting some children who need additional support to follow these measures (routes in school marked shared and rehearsed, marked with meaningful symbols, and social stories).
- There will be a staggered start and finish to the day, to limit contact of others, with specific classes being allowed to use only designated entrances. Assigned slots may well run in 5-10 minute intervals -at present planning stage it looks like this will be from 8.45 to 9.30 and from 3.00 to 15.30. Times are subject to change and we will endeavour to finalise these as soon as we know final details from the Government. We ask that when parents drop off and pick that only one parent comes to avoid unnecessary congestion at the gate.
- Due to limited staff and a staggered entry, TAs will not be taking notes on the gate. Any communication with school will need to go via the school office by email or phone call.

Outdoor space:

- Used for light exercise and breaks
- Used for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff

- Outdoor equipment (Trim Trail) will not be used during this period. This is due to a lack staff capacity to ensure cleaned between groups using it and the risk of pupils injuring themselves leading to staff having to administer first aid.
- Children will have assigned areas of the playground and will not be able to use other areas.
- Children will not mix with other groups during this time.
- The area of the school field in use will be cordoned off from the public.

For shared spaces:

- Overflow staffroom in place (Computing suite) to enable staff to socially distance
- Movement around the school (corridors) to be minimised / discouraged
- Door handles throughout the school to be wiped clean over the lunch period

Reduce the use of shared resources:

- Avoiding sharing. Any shared items and surfaces to be cleaned frequently – teachers have the resources to do this, include PPE for cleaning.
- Pupils are to come to school with only their **named water bottle** and **lunch box** (*if required*). No pencil cases or bags will be allowed in school. On cold days, children will of course be able to bring a coat.
- School will not be sending any items such as reading books home during this time in order to reduce possible contamination.
- There will be no toast, fruit or milk available at this time. Children can bring in a small snack, which will be kept on their table for them to have at break time.

Lunches.

- We will have up to nearly 120 pupils on site. They cannot all eat in the hall due to the hall now acting as a classroom for one group. Children will therefore eat in the classrooms. To allow this to happen safely, we will restrict school lunches to cold lunches. This allows food to be moved safely from the kitchens to the 8 operational classrooms.
- Families will have the choice of home packed lunch or cold lunches, which will be a piece of fruit, a sandwich and a snack. For pupils in Holly and Hazel Class, a school cold lunch will be free. Parents will be asked to inform the school if they require a school cold lunch.
- If you are in receipt of Free School Meal vouchers, we will continue to issue these, but ask that you in turn provide your child with a cold packed lunch to bring to school. This is to ensure that if you stop attending school (say through illness) then you will continue to receive the vouchers. If we take you off the scheme, this may not happen. If this is not possible for you, please speak to school as soon as possible.

If someone becomes ill

Stay alert!

If you spot: **A new, continuous cough or a high temperature or a lack of taste and smell**
Send home and advised to follow the *COVID-19: guidance for households with possible coronavirus infection guidance*.

When waiting for collection.

- a) Child to be isolated behind a closed door in the food tech room (isolation pod), with appropriate adult supervision. Open a window for ventilation. A sign on the door stops others from entering. The room must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- b) If an unwell child needs to go to the toilet when waiting, they must use the accessibility toilet. A sign will then be put on the toilet door to stop others using it. The room must be cleaned and disinfected using standard cleaning products before being used by anyone else.

- c) PPE must be worn by staff caring for the child if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). We have a PPE box in the office and staffroom that contains these items.
- d) Call 999 if they are seriously ill or injured or their life is at risk. Do not use other emergency routes such as GP.

Government guidance says: *If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.*

If we have a confirmed case at Redfield Edge

As per guidance, anyone developing coronavirus symptoms, will be sent home and told to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children of Redfield Edge have the right to access a test if they display symptoms and will be asked to take this test in this situation. <https://www.gov.uk/apply-coronavirus-test>

If such test is negative, they can return to school and household members can end their self-isolation. If the test is positive, the rest of their class / group will be sent home and asked to self-isolate for 14 days. The other household members of that class or group do not need to self-isolate unless the child or staff member develops symptoms.

After a confirmed case and a rapid investigation, we could be advised by Public Health England's local health protection teams that a larger number of other children / adults may be asked to self-isolate at home as a precautionary measure. We will contact Public Health England if we have a case and the guidance states if we have 2 cases within 14 days to contact them as it could indicate a possible outbreak and the school may then need to close for a short period to allow for a deep clean.

Children with complex needs

We will follow the advice within an EHCP (Education Health Care Plan), for children who have one, as closely as we are able to within these new protocols. If anything needs to change due to the new Covid restrictions, we will communicate this with the individual families and draw up a shared short term Covid plan. Some children with complex learning or behavioural needs do not have EHCPs. We will do our absolute best to provide for each child – every child deserves education.