



## **St Leonard's CE(A) First School**

**COVID-19 School Closure and opening for critical  
workers and vulnerable children**

### **Policy Addendums Document**

**Responsibility of: Full Governing  
Board**

**Developed in consultation with:**

Teaching Staff  
Governing Board

**Adopted by the Governing Board under chair's powers  
to act :**

Jan 2021

Date for review: In response to a further change in school  
**opening.**

# Behaviour Policy Addendum

## Context

The approach to behaviour management at St Leonard's will always be a positive one, supporting children to make the right choices. This will not change. Therefore the school's usual behaviour policy will be followed alongside this document.

This addendum is for use as children return to school and the threat of Covid-19 is still with us. It is to ensure that we keep pupils and staff as safe as possible, physically and emotionally. It is impossible for us to deal with behaviour in the same way as children need to remain contained in their own group where possible.

## Home- school agreement

To ensure clarity of approach across our school community we have drawn up a home –school agreement which recognise and emphasises the importance of new measures in place and supports everyone to prepare for the changes.

Families will be able to return on completion of a signed agreement and there is capacity to accommodate them.

## New rules that we must impose for safety are as follows.

Safety area	Expectations
<b>Arrival and departure</b>	Children arrive at the allocated time and wait patiently in a 2 metre distanced line with their adult. They do not bring any items into school other than a coat.  At the allocated time children will leave school in a distanced ordered fashion.
<b>Handwashing and hygiene.</b>	Handwashing must be done diligently as we have instructed on entry to school, after using the toilets and when instructed to do so by the group leader.  School equipment must not be placed in the mouth and children must try not to touch their noses, eyes and mouth.
<b>Socialising in school 'Social distancing'</b>	Pupils must not leave their group bubble and will not be able to socialise with children in other bubbles. We recognise that for our young pupils social distancing is not something we can expect to be maintained at all times. We will however be supporting and encouraging <i>safe distancing</i> for all pupils and staff.  This will be implemented through the use of specific 'bubble groups'. These groups will have their own designated adults and will have their own

	<p>designated classroom space, outdoor provision, toilet provision and entrance and exit to the building. Pupils will be expected to remain with their bubble group throughout their time in school, whether during indoor or outdoor play or learning experiences. Pupils should not attempt to ‘pop’ their bubble or that of another group. This would compromise the safety of all members of the community as well as the risk assessment procedures.</p> <p>Pupils will be supported to understand the need for safety and expectations will be clearly communicated. If a pupil is unable to maintain safe distancing and remain with their ‘bubble group’ it may be requested that they are collected from school while additional support strategies for this pupil are arranged.</p>
<b>Moving around the school</b>	<p>Children must stay in their allocated areas and move around the school as instructed by the signs.</p> <p>Movement within the school building will be very much restricted. The configuration of bubble groups allows for effective use of space for each bubble group. Pupils should only leave their classroom with their designated adults to use the outdoor space when it is safe to do so. No two groups of pupils can be inside the building but outside of their bubble space at any time. Children should not enter any space not designated to their bubble group.</p> <p>A timetable to support movement between indoors and outdoors will be set and clearly communicated to all pupils.</p> <p>Where any pupil puts themselves or others safety at risk they may be required to remain at home.</p>
<b>Physical Contact</b>	<p>Pupils will maintain their ‘bubbles’ and will not share any equipment unless it has been sufficiently cleaned. For breaks and lunchtimes each bubble group will have specified outdoor spaces. Staff will support pupils to play games or engage in learning where physical contact can be avoided. For our smallest children physical contact may well be unavoidable however must always be safe. We cannot tolerate any purposefully malicious or dangerous physical contact. We will employ strategies from our ‘usual’ behaviour policy to support pupils to adhere to these measures.</p>
<b>Sneezing and coughing</b>	<p>Children must catch it, bin it and kill it in a tissue. Hands must then be washed. If a tissue cannot be reached in time they must sneeze into their elbow.</p>
<b>Illness</b>	<p>If a child is unwell they must tell an adult immediately.</p>
<b>Water bottles</b>	<p>Children will have their own allocated named water cup which will be washed in the school dishwasher at the end of each day. Only an adult will fill up the cups.</p>
<b>Equipment</b>	<p>Pupils must use their own equipment allocated to them and keep in zipped wallet at their work station.</p>
<b>Play areas</b>	<p>Pupils must stay in their designated zoned areas. They must attempt to stay socially distanced and not leave the designated area.</p>
<b>Toilets and Hygiene</b>	<p>Pupils must flush the toilets after use and wash hands thoroughly. Each bubble group is designated a specific toilet block. Only one pupil at a time</p>

	may use their toilet block. Strict hand hygiene and flushing of toilets will be reinforced through our usual positive reinforcement systems.
<b>Coughing and spitting</b>	Pupils absolutely must not cough in anyone's face. They must cough into their elbow. Spitting is forbidden. Pupils who purposefully chose to spit or cough towards any other person will be putting others at risk and therefore parents will be collected and the pupil will need to remain at home until a consultation between pupil, parent and school deems the pupil safe to return.
<b>Behaviour at home doing distance learning</b>	Pupils must demonstrate the same respect for the teachers remotely as we expect in school. There should be no over familiarity.
<b>Celebration Assembly</b>	All worship will take place virtually. No mass-grouping will take place until further notice.

### **What happens if a child breaks these rules?**









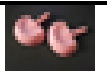










Allowances will be made for the age of the children and any underlying issues but deliberate flouting of the rules will lead to an immediate collection and a two day "stay away" from school. If the poor behaviour continues then the child will not be allowed to attend school in this period. The safety of all will be the priority. If a child requires escorting from the classroom then a member of staff wearing PPE will escort them to a safe space.

### **Rewards for good behaviour and effort**

Children at school will be given Dojo house points for maintaining these important rules at this time. Parents will be aware of great behaviour through the home notifications on this system.



Mr and Mrs Potato Head help us to remember  
how to be bright flames!

	LOVE learning.		LOVE each other and ourselves. Keep everyone safe and well.
	RESPECT the school environment and property.		RESPECT each other and ourselves. Coughs or sneezes should be done into a tissue or your elbow. Catch it, kill it, bin it!
	Thinking caps to think about God, about each other and about our learning.		Do share your thoughts.
	Looking eyes to notice and learn.		Stay in your own bubble.
	Listening ears to understand.		Tell an adult if you feel unwell.
	Loving hearts		Do share your feelings.
	Kind mouths with thoughtful words.		Say kind words but do not share your things or bring things from home.
	Helpful hands to do good deeds.		Clean hands washed for 20 seconds and dried. Do this often. Use hand sanitizer when you enter the room.
	Walking feet to keep us safe.	 	Keep 2 metres apart Put a superhero force field around you. Play games at a distance.

# Health and Safety Policy Addendum

## Context

This policy addendum is created to support the safe re-opening of St Leonard's CE First School. This addendum was created alongside a review of the main policy and includes temporary changes to the main school policy which will be reviewed in light of current circumstances.

The Governing Board and Head Teacher of St Leonards will strive to achieve the highest standards of health, safety and welfare which are consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted during the phased re-opening during the COVID-19 Pandemic. It includes a description of the school's organisation and arrangements for dealing with different areas of risk.

St Leonard's CE First School will, so far as is reasonably practicable, take steps to meet its responsibilities through a robust Risk assessment process which highlights the risk of transmission and infection of the COVID-19 virus as well as all steps taken to reduce the potential spread of the virus.

This policy:

- will be brought to the attention of, and / or issued to, all members of staff (a reference copy is kept on the shared access drive as well as in the policies folder in the Head of School's office and on the school website.
- will be reviewed regularly and updated if and when changes to the school risk assessment take place.

## Organisation

As a VA School the Governing Board, the employer, has overall accountability for health and safety at. At a school level, **Mrs Kelly Stanesby**, as Headteacher, is responsible for operational delivery of health and safety policies and procedures, ensuring that risk assessments are conducted, followed and reviewed and that employees, governors and pupils are aware of their responsibilities and duties in respect of health, safety and welfare.

## Responsibilities of the Head Teacher

Responsibilities of the Head Teacher, **Mrs Kelly Stanesby** remain the same as in the main school Health and Safety Policy.

In addition, during the COVID-19 Pandemic, **Mrs Kelly Stanesby** is responsible for:

- co-operating with the Governing Board to enable this health and safety policy and procedures to be implemented and complied with;
- communicating the policy and other appropriate health and safety information to all relevant people;
- ensuring effective arrangements are in place to proactively manage health and safety, by conducting risk assessments and implementing required actions;
- reporting to the Governing board on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds;
- reporting to the Governing Board any significant risks which cannot be rectified within the school's budget;

- ensuring that all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision; following all Department for Education guidelines, as specified in the:  
<https://www.gov.uk/coronavirus/education-and-childcare> and;  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- to follow this guidance, where reasonable and safe measures can be effectively implemented at St Leonard's CE First School without causing increased risk of infection to pupils, staff or the wider community.

### **Responsibilities of the Governing Board**

The Governing Board remains responsible for ensuring that health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

Where the designated Health and Safety Governor is unavailable to support in their usual role, the Chair of Governors and/or Vice-chair may take on the health and safety governor responsibilities.

Where required, the Governing Board will seek advice and support on health and safety matters.

### **Responsibilities of all staff**

As is always the case, staff are responsible for complying with and supporting the safe implementation of the Health and Safety Policy as well as those measures outlined in the COVID-19 risk assessment.

Staff must always remain vigilant, ensuring their own safety and that of their colleagues and pupils.

### **Responsibilities of pupils**

- Pupils will be expected to support the safe implementation of risk reducing measures as described in the Behaviour Policy Addendum.

Where pupils are unable to maintain safety precautions or the risk to individuals or groups of pupils, staff or community members is increased due to not being able to meet the safety procedures outline in the COVID-19 Risk Assessment then parents/guardians of pupils will be called to collect their child until support for this pupil's safe return can be implemented.

### **Responsibilities of Parents**

- All parents will be required to wear a face covering on the school premises.
- All parents and children will wait 2 metres apart and follow the entry and exit paths to and from the school.
- Parents will be prompt at drop off and pick up times.
- Parents must leave immediately when they have dropped their child/ children off.
- Children showing any sign of illness should be kept at home.
- Parents should encourage their children to be independent at home, tying shoe laces etc.. to support social distancing.
- Children should only bring their coat to school, no other belongings.

- Packed lunches should be placed into disposable packaging. Where possible children should have a school lunch to prevent cross contamination.

### **Arrangements**

For a full overview of arrangements, please refer to the full Health and Safety Policy and the COVID-19 Risk Assessment.

### **Accident and incident reporting**

In addition to usual Accident and Incident reporting, all confirmed cases of COVID-19 within our school will be recorded using the usual RIDDOR procedures, as well as reporting to Public Health England (PHE)

Accidents will be reports in the Accident book which will be scanned and emailed to the parent. This will keep them fully informed preventing the need for teachers to talk to parents at the end of the school day.

Parents and staff will also be informed of all confirmed cases of COVID-19 in the setting. All pupils and staff within the ‘bubble group’ will be sent home from the setting as soon as symptoms become apparent and should not return until a negative test result is received or a 10 day isolation period has ended and all symptoms are no longer present. If a member of a child’s or staff’s family has symptoms they must also isolate immediately until a negative test result is received.

For up to date guidance on symptoms please refer to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

All members of the school community will be able to request a COVID-19 testing kit.

All members of the school community who complete a COVID-19 test will be requested to submit their result, either positive or negative, to the Headteacher as soon as possible.

**Mrs Julie Amos (Office Manager)** as the school’s ‘My Health and Safety’ Administrator is responsible for:

- reporting incidents to ‘My Health and Safety’ (where required) as soon as possible and in any event within 24 hours of the incident occurring; and
- updating ‘ My Health and Safety’ incident records as required.
- Maintaining First aid resources, equipment and log’s to ensure effective prevention of future incidents can be avoided and that minor injuries can be effectively treated.

**All staff** are responsible for:

- ensuring that they report all incidents or symptoms without delay to the Headteacher, where emergency isolation procedures will be implemented
- providing to **Mrs Kelly Stanesby**, Headteacher, as soon as possible a copy of any written confirmation by a medical professional of an occupational (work-related) disease or illness with which they have been diagnosed which prevents them from safely returning to work at this time.

### **Morning Club and After-school Clubs**



These are only being provided currently for working parents who require childcare to attend work.

### **Behaviour management and bullying**

**Mrs Kelly Stanesby**, Headteacher is the lead for behaviour management.

The arrangements for behaviour management and bullying are outlined within the St Leonard's CE First School

- Behaviour and Discipline Policy; and
- Anti-Bullying Policy.

A Behaviour Policy Addendum has been produced for use during the COVID-19 Pandemic.

### **SEND Policy and procedures**

School teaching staff will decide in collaboration with parents whether SEND children are classed as 'vulnerable' and whether they need to be offered a place in school, either full or part time. If working from home SEND children's work will be differentiated as in class via the see saw platform. Additional 'Teams' or telephone calls will be offered where this is needed. Interventions that can be continued from home will carry on with teacher or TA remote support. Essential information sharing meetings will be done by either online meeting or telephone call. Where a child has an EHCP every effort will be made within the staffing structure available to allocate the correct number of supported hours. Where this is not possible the LA will be contacted to support the school.

### **Cleaning**

During the school closure the school has been cleaned thoroughly by the Miss Belfield employed by Chartwells Cleaning Services.

New cleaning procedures have been included in the COVID-19 Risk Assessment and include daily checklists for each room being used.

- Limited resources will be available each day. Any shared resources will be cleaned by the bubble team each day;
- Each class has been allocated general anti-bacterial and disinfectant cleaning supplies and PPE to ensure the safe cleaning of materials each day;
- The school day has been altered to ensure that there is sufficient time for cleaning in EYFS.
- High risk areas, such as door handles, hard surfaces and light switches will be cleaned throughout the day by school staff on a rota basis, with a thorough clean at the end of each day and a deep clean each Friday by Miss Belfield. Miss Belfield will only enter the premises when all children and staff have left.
- Bubble teams will support the cleaning of resources in their bubble space each day to ensure the cleaner has effective time to maintain a high level of cleaning every day.
- Each child will be given a pack of tissues. If used they will place them straight into the bin and wash their hands.
- All bins in school are pedal bins with self-closing lids to reduce contamination. Bins will be emptied twice daily.

- Hand sanitiser points have been installed throughout the school, including one outside the front door so that children can sanitize their hands before entering the building.

If we reach a situation where our Cleaning team are unavailable, due to illness or other reasons, to clean the building and no alternative can be sourced we will need to consider the closure of the premises until a clean can take place.

If a positive test for COVID-19 in a pupil, member of staff or family member of any of the aforementioned is reported then this bubble group will be closed and the bubble group spaces will be cleaned thoroughly before any reopening can take place.

### **Dress code**

- Pupils are not expected to wear uniform in school at the current time.
- Pupils will need to ensure they are wearing clothes required for each day so that no changing of clothing is required during the school day. Uniform, PE kit or outdoor clothing for Welly Wednesday.
- Staff will wear school provided ‘scrubs’ style uniforms and washable shoes which should be washed each day, put on and taken off each day on the premises.
- All staff have been provided with full PPE to wear. Facemasks and visors, gloves and aprons are available.

### **Educational Visits and Journeys**

Local visits may be planned with parent consultation accommodating all COVID-19 health and Safety guidance and procedures from a school perspective and at the place being visited.

The village environment will be used as per normal risk assessments ensuring hygiene measures are maintained.

### **Fire evacuation and other emergency arrangements**

All current fire routes have been assessed for their suitability during the re-opening phase and no amendments are needed. All current fire routes are still applicable and allow for bubble groups to safely evacuate the building without cross-contaminating bubble group spaces. When lining up on the yard, pupils will ensure that they are spaced 2 metres apart. Markers on the school playground will support pupils with this. Fire evacuation practices will be carried out as each new bubble group re-joins the school.

### **First aid**

As per the full Health and Safety Policy: **Mrs Julie Amos** is responsible for:

- carrying out and recording a suitable and sufficient assessment of first aid needs;
- procuring such first aid equipment as is required following the completion of the first aid needs assessment;
- ensuring that lists around the school showing the names of first aiders and Paediatric first aiders are periodically updated as required;
- arranging for the purchase of replacement first aid equipment and supplies as required;

- ensuring that first aiders have appropriate training and that certificates are in date;
- periodically checking the location and contents of first aid kits reporting deficiencies or faults to **Mrs Kelly Stanesby**, Headteacher and
- restocking first aid equipment as required.

Each bubble space will be provided with a basic first-aid kit in their room. Each group has at least one trained paediatric first-aider dedicated to their group.

All first aid should be carried out using the appropriate PPE. PPE stores will be kept in the school office and wet area.

All staff have completed an online course in PPE and have been trained in the safe use of gloves, aprons, masks and goggles and should use these when administering first aid to anyone.

### **Food safety**

School lunches will be provided for children by catering staff. Catering staff employed by Chartwells will follow strict procedures outlined by the company.

All other foods brought to school must be in clean packaging to avoid the direct or indirect transmission of the COVID-19 Virus.

Pupils will eat their lunch in the Hall facing forwards on one side of the lunch tables.

No food should be shared between pupils.

### **Hazardous substances**

**Mrs Kelly Stanesby(Headteacher) and Miss Melissa Belfield(Cleaner)** are responsible overall for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place.

**Mrs Kelly Stanesby** will provide COSHH guidance to all adults who are supporting the cleaning process.

**Mrs Kelly Stanesby** will be responsible for ensuring the continued and safe supply of cleaning resources to each bubble group.

### **Personal Protective Equipment (PPE)**

Where identified as required by risk assessment, PPE will be provided.

**Mrs Eloise Crooks** is responsible for the:

- procurement and issuing of PPE;
- recording of PPE issued; and
- monitoring of the condition of PPE issued.

**All staff and pupils** must wear PPE when required by risk assessments. Staff issued with PPE for their personal use or for provision to others under their control must ensure that PPE is stored

appropriately, that it is maintained in good condition, checked before use and that defects are reported for replacements to be made.

All staff have been trained in the safe and effective use of PPE that may need to be used during this pandemic, including gloves, masks, aprons and goggles.

Once used PPE should be disposed of safely and in accordance with the relevant guidelines.

A PPE support file will be created to support staff with remembering the safe and correct use of PPE, including donning and doffing of PPE and safe disposal.

### **Risk assessment**

The COVID-19 Risk assessment is reviewed at least weekly by the Headteacher and will be shared via the school website as well as regular copies issued to staff electronically. This document is the core working document throughout this process.

Individual risk assessments for pupils who have an EHCP or those at risk due to other SEND or emotional needs will be managed by the SENDCo and the lead teacher in each bubble group.

### **Safeguarding**

The specific arrangements for safeguarding and child protection are outlined within the St Leonards CE First School Safeguarding and Child Protection Policy (Sep 2020) and the COVID-19 Safeguarding Policy (Jan 2021).

**Mrs Kelly Stanesby** is the Designated Safeguarding Lead.

**Miss Aimee Torr** and **Mrs Julie Amos** are Deputy Designated Safeguarding Leads.

### **Visitor management**

- During the COVID-19 Pandemic parents and visitors to the site will need to follow the one-way system created for entering and exiting the site and the hand sanitisation routine.
- Visitors to the site will only be welcomed by appointment with the Head teacher and with additional risk assessment completion.
- All unnecessary visits will be cancelled and, where possible, re-scheduled to take place virtually. Parent consultations will be carried out via telephone call.
- All visitors should read the rules on a poster inside the entrance to school.

### **Sun Safety Policy Addendum**

- Social distancing of 2 metres must be considered when children are encouraged to use shady areas in the playground or on the field.
- Parents should ensure that children bring sun hats and sun screen when they return to school.
- Children should where possible apply their own sun screen. Parents should encourage children to practice this.
- If a child is struggling to apply their own sun screen an adult can help them but only if wearing full PPE.
- Children will be encouraged to drink water regularly in hot weather using their individual water cups which are only to be filled by an adult.

## Intimate Care Policy Addendum

- If a child is needing intimate care then the usual policy will be followed although the member of staff providing the care will need to be wearing full PPE.

## Positive Handling and Restraint Policy Addendum

- The usual positive handling and restraint policy will be followed by staff if needed although only members of staff wearing full PPE may have this close contact with a pupil.

## Medicines Policy Addendum

- All children will have their temperature taken using a non-contact forehead thermometer on arrival at school. Any child with a temperature of 37.8 or above will be asked to return home.
- Any child requiring medicine within school will be asked to fill in a form as the usual policy. Only staff wearing full PPE will be able to administer medicine to a child.
- Parents should not send their child to school if they or anyone else in the household is displaying symptoms of coronavirus. If this does happen you must inform the school immediately so that rapid actions can ensure the health and safety of the school community. All school staff and pupils in school are now eligible for testing if they become ill. All families will be required to send a home-school agreement if they would like to return their child to school.
- Parents will be reminded of the following symptoms on a regular basis in each weekly newsletter.



- If a child becomes unwell whilst at school with coronavirus symptoms they will be given PPE to wear whilst they wait to be collected. They will be isolated to an area of the school where there is no one else and looked after by a member of staff wearing PPE. The child will be allocated a separate bathroom to use. If a child goes home with symptoms then the current guidance from Track and trace/ Government will be followed.
- If a child is clinically vulnerable then Government guidance should be followed to determine whether they can return to school.

## Staff Behaviour Policy Addendum

- The usual staff behaviour policy should still be followed by all staff at this time.
- Staff still working from home should follow the expectations set when school closure commenced.
- Staff commencing work in school should follow all new guidance relating to these policy addendums.
- If staff have any difficulties implementing aspects of school policy relating to COVID-19 they have a duty to inform the Headteacher immediately in order that risk assessments can be adapted and support given. This includes any effects on their well-being.

### **Policy approval and review**

This addendum has also been created for use during the pandemic and will support the safe re-opening of the school. The policy will be amended if and when the risk assessment is updated and changes are needed.