

St Peter's Church of England Primary School Aylesford

Operational Procedures January 2021

PPE - Staff

- Staff are required to wear issue blue face masks whenever they are with the children.
- Advice is that these are changed every hour as they lose efficiency the longer they are worn. Staff may choose to do this. However, staff **are required** to change them at least at the start of each session – 8.30am, 10.30am and 1.15pm.
- When with pupils staff are advised to wear visors in addition to face masks. Staff **are required** to wear a visor when working with children in close proximity.
- Staff must wear face coverings when in the school office and no more than 4 people in total must be in the office at any one time.
- Staff must wear face coverings when moving around the school.

PPE – Children

- Parents will be asked to speak to their children about face coverings and if age appropriate, they will be encouraged to wear one. Attendance at school will not be dependent on their doing so.

Drop Off

- KS1 parents will drop their children at the school gate at 8.20am.
- KS2 parents will drop theirs at 8.30am.
- Sibling groups which include children in both key stage will be dropped at 8.30am.
- Parents are asked to wait outside the gate in a socially distanced manner during drop off.
- The children will be met on the playground and taken into their classrooms.

Collection

- The gates will be opened at 2.50 and KS1 parents will come onto the playground and stand in a socially distanced space. The KS1 children will be released to you.
- Those with children in both key stages are asked to come at 3pm when the KS2 parents will be admitted onto the playground to collect your children. KS1 siblings will wait with their teacher until their older brothers or sisters appear when they will wait with them.
- Teachers will line their pupils up on the playground with a 2m spacing whilst the collection process is completed.

Handwashing

- Children will be required to wash their hands at the start of the day; immediately prior to and following the morning and lunch breaks; and immediately prior to the end of the school day.
- Hand sanitiser will be available in classrooms and pupils will be directed to use it periodically during each session.
- Staff must follow at least the same hand washing regime and will sanitise regularly.

Bubble Formation and Staffing

KS2

- The Key Stage 2 children will be taught in three classrooms – Years 3, 4 and 5.
- Mrs Kalachaikis will lead the Year 3 children in their classroom, Mrs Beacher will have Years 4 and 5 in the Year 4 classroom, and Ms Wood will have the Year 6 children in the Year 5 classroom.
- We will maximise their separation as much as is possible. They remain separate for lessons and when eating lunch and will have distinct playground areas.
- In order to limit the possibility of siblings catching and spreading the virus, those with siblings in other year groups are to be identified and must sit at the end of rows and not between classmates.
- Further, children with siblings must not sit next to other children who also have siblings in different year groups.

KS1

- The Key Stage 1 children will be taught by Mrs Maloney in the Year 2 classroom. She will be supported by Mrs Johnson and Miss Price. The pedagogy required for Year R pupils differs enormously from that required for Year 2. We must deliver activities which allow the social and emotional development of these children. Because of this, and because of the comparatively small number of pupils attending from Year R and 1, it is not possible to split this key stage into 3 distinct classes. Instead they will work as one bubble, with the different aged pupils being taken off for age appropriate activities.

Admittance of Pupils

- Each of the classrooms being used for teaching will be assessed and a safety limit number identified for it.
- We will also complete individual risk assessments for each member of staff to determine their personal level of risk from catching Covid 19.
- From these assessments we will determine how many pupils can be safely admitted to each of the 3 KS2 classes and to the KS1 bubble.
- Once identified, we will admit the requisite number of pupils from the families of key workers.

Social Distancing and Classroom Organisation

- Staff are required to maintain a 2m distance from children and colleagues as the norm (this may be broken should an emergency arise, such as the need to administer first aid).
- Children will be seated 2m apart from each other as the norm and classrooms will be managed, in an age appropriate manner, to maintain this distance as much as possible.
- The activities which are delivered to pupils after they have completed the work which results from their remote learning must be such that children in Years 2-6 are not required to work collaboratively or to share resources to any degree. The activities must be tailored towards individual working.
- Year R/1 pupils will need closer contact at times, including child initiated learning, because of their age; but teachers should still review lessons to try to minimise the need for closer contact as much as is possible.
- Resources should not be used if this can be avoided. If any resources do need to be used, they should be allocated to just one child and cleaned before being used by another. This may not be possible in KS1, particularly during child initiated learning. Every reasonable precaution should be taken to limit shared use of resources and where it does happen, resources should be cleaned at the end of use.
- We will allocate numbered laptops to each child attending school so that none need share with another child from another year group. Children will not touch each other's laptops.
- The Key Stage bubbles will use separate playgrounds and will not mix.

Close Proximity Working

- Children with more complex needs including medical conditions, those in receipt of EHCPs and those in EYFS may need staff to work in closer proximity than 2m. If this is the case, staff must take every precaution available whilst doing so and must make SLT aware of any issues which they feel reduce safety to an unacceptable level.
- When working with children less than 2m distance, staff must wear both a mask and visor. When supporting class work, they should screen between themselves and the child when possible.
- Written work can be reviewed via a visualiser which can be placed by the child.
- If administering any form of first aid/medical support, the staff member should don a protective apron which should be discarded into an identified waste box as soon as possible. The waste box will be safely discarded at the end of each day.

Ventilation

- All rooms being occupied by more than one person will be adequately ventilated. As appropriate, external doors will be propped open and/or windows will be kept open.
- Both pupils and staff are allowed to wear sufficient warm clothing to remain comfortable whilst working.
- All internal fire doors will remain propped open.

Toileting

- KS1 children will use the toilets on the ground floor of the Lodge building.
- Staff in the Lodge will use the toilets in Year 1 or the toilet outside the staff room.
- Staff in Mount Pleasant will use the toilet outside the old staff room.
- KS2 children will use the toilets in Mount Pleasant. Each of the 4 year groups will be designated a particular toilet cubicle for their use.

Movement/Separation around the Site

- Movement around the site will continue to be controlled with a one way system between the upper and lower playground.
- No child is to be sent to the school office. If help is required, teachers are to phone the office from their classrooms.

Break time

- The sloping playground is divided in two. Years 3 and Years 4/5 will have half each; Year 6 will use the flat playground, as will KS1 during their break.
- Use of lay equipment should be minimized and not shared during sessions.
- Water fountains will be returned to use but only for the filling of water bottles – children will not drink directly from the fountains.

Lunchtime Supervision

- Lunch will be eaten in the classroom. One MMS will supervise the KS1 children, one will supervise Year 6, and a third will supervise Years 3-5.
- KS1 lunch will run from 12.00 – 12.45 and KS2 lunch will run from 12.30-1.15.
- Doing so limits the number of staff using the staff room at any one time.
- The children will use the playgrounds allotted to them.

Cleaning and Staff Access to Site

- One cleaner will be employed for the Lodge and one for Mount Pleasant. They will provide a deep clean to all areas being used each day.
- It is recommended that pupils limit the amount of equipment they bring into school each day to essentials, such as lunch boxes, hats, coats, books, stationery. Bags are allowed.

- The younger children may need to occasionally bring in a comfort toy. This is allowed.
- Once the children have completed their written work, they will put this into individual files. These will remain in school until half term when they will be sent home for parents to review.

Staff Room

- The staff room doors and windows will remain open to provide ventilation when in use.
- Seating has been removed to ensure that 2m gaps are maintained between those sitting in the staff room.
- A working space has been left around the food preparation area.
- Staff may prepare food/drinks at this area during break/lunch times, but must always maintain a safe social distance from others when doing so.
- Staff may sit to consume drinks/food at the seating provided but if no space is available they should sit at a space in the Year 6 classroom which is not used by pupils during their zoom sessions. These have been identified and marked.

Fire Evacuation

- In the event of a fire Social Distancing is to be disregarded if necessary during any evacuation.
- Social Distancing will be maintained during any practice fire evacuation.
- During the period of partial re-opening, staff will take and retain written register of the children attending. These will be taken out in the event of an evacuation for roll call.
- If the fire alarm is activated, all staff and pupils will evacuate to the flat playground where they will line up in key stages and a roll will be taken.
- Office staff will collect the registers, the grab bag, the signing in books and whatever is required for contacting parents and evacuate to the playground muster point.
- Whichever member of SLT is present will call the Fire Brigade.
- The visitor and staff signing in books will be used to account for all adults.
- All members of staff must sign in when they enter school.
- Person responsible for meeting the fire brigade- Jim Holditch. If he is absent, the member of SLT will perform this duty.
- Once the roll has been called and all children are accounted for, they will be taken to warmth and safety. If the fire alarm has been sounded in the Lodge, all adults and children will go to the hall in the Mount Pleasant building, where they will remain. If the fire alarm has sounded in the Mount Pleasant building, the school will evacuate to the church.
- **Social distancing will be maintained as much as possible at all times, but disregarded as and when required, as evacuation from the fire is paramount.**

- The following people are trained as Fire Wardens: Jim Holditch, Anne Cooper, Gayle Rein, Julie Wood and Debbie Kalaichakis.
- In the event of a fire alarm being sounded, the Fire Wardens will evacuate to the playground and then two people will be designated to check one each of the two buildings.
- As the school musters on the playground, one fire warden, or another member of staff, will be designated to go to each of the two gates. These will have opened automatically as the alarm was activated. The wardens will ensure that no child leaves the site through the open gates.
- If the fire is relatively minor and can be easily dealt with by the fire brigade, all will remain in the church/school hall until it is safe to return to the school. However, because the situation will inevitably come to the attention of parents in the community, we will use the contact system to inform them that the fire is minor, that everyone is safe and that we will be returning to the school as normal once the incident has been dealt with.
- Should the fire turn out to be a major conflagration, the school will be evacuated to the church and we will then initiate a procedure for contacting parents and having the children collected.

First Aid

- Given that people may have the virus but be asymptomatic, we must take steps to ensure that any close physical contact, as required when treating a minor injury, does not have the potential to allow transmission of the virus, as this poses a greater threat than the immediate danger of the injury being treated.
- Consequently, those administering first aid should wear gloves and a mask or visor when doing so.
- ***It is highly likely that this will cover all circumstances requiring first aid at this school.***
- However, should an incident occur at any other time, or in another location around school, when the first aider is not wearing PPE, and the victim appears unconscious or displays any other symptoms requiring immediate investigation, the first aider may examine the victim without first donning PPE – *if they so wish.*
- If the first aider feels that the injury poses such a serious risk to the life of the victim that immediate aid is required, they may, if they so wish, administer first aid without donning the appropriate PPE.
- This may also be the case when the victim is in extreme distress. However, all first aiders should don PPE as soon as is practical when dealing with a serious incident.
- First aid kits and full PPE are supplied to all classrooms for sole use within that bubble.
- First aid should be administered within the classroom or on the playground, and children should not be taken to the office for treatment.

- Obviously, if the injury is serious, the child will be moved to wherever is required to receive treatment and first aiders will attend from whichever bubble they support.

Administering Medicines

- If when administering medicine those administering need to be less than 1m from the child, then they should wear gloves, a mask and visor.

Performing CPR

- The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. **You can read their full advice on their website.**
- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Because of the risk of contamination it is advised that first aiders try to avoid checking for breathing by placing their ear and cheek close to the patient's mouth.
- If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.

Paediatric Resuscitation

- Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival.
- If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.
- Performing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.
- Thus, in the event of a child suffering a cardiac arrest and requiring CPR, the first aider is asked to perform full CPR including rescue breaths, if they are so willing, whilst the ambulance is summoned. However, the Headteacher must be informed as soon as possible that such a situation arises and he will perform rescue breaths as part of the CPR treatment if required.

Adult Resuscitation

- The recommendation for first aiders in the event of an adult requiring CPR is that they limit their treatment to chest compressions only.
- Those first aiders attending any adult on site who requires CPR, are asked to give serious consideration to performing rescue breaths as part of the CPR treatment. The Headteacher must be informed as soon as possible that such a situation arises and he will perform rescue breaths as part of the CPR treatment.

- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water.