

Covid-19 Policy

For the Following Academies:

Holy Trinity C of E Primary School
Connaught Junior School
Crawley Ridge Infant School
Crawley Ridge Junior School
Windlesham Village Infant School

Please see information below to be followed by TAMAT Schools during the current Covid-19 Pandemic, any further information updated by Public Health England will be forwarded to the Academies as appropriate.

Basic Measures

Make sure you have the right number of staff in attendance every day to maintain an appropriate ratio with pupils and to cover any essential staff roles you've identified – try to keep class sizes as small as possible.

Identify which parts of the school you'll be using and close off unused parts, to reduce the amount of cleaning needed. Keep an area clean in the event of needing to move to a different area following a suspected case.

Stagger the beginning and end of the school day, so not all pupils enter and leave school at the same time using the same entrances and exits.

If any child shows any symptoms upon arrival, then that child and any siblings should not be accepted into the childcare setting – even if families claim that 14-day isolation period has been met. School staff are not medical professionals and should therefore err on the side of caution to protect other children and staff.

Discourage those parents picking up their children from gathering outside the school.

Do not allow parents or visitors inside the school unless it is urgent.

Identify a room that sick pupils can be kept in until parents come to collect them, ideally with:

- A door you can close
- A window you can open for ventilation
- A separate bathroom they can use (either attached to the room or nearby)

Make sure staff in school know that they should:

- Move pupils to this room if they're sick
- Wash their hands for 20 seconds after contacting the ill pupil

Make sure staff know:

- How to get in touch with the parents of children at school if they need to pick their child up
- If you need to contact social workers if the pupil is a vulnerable child

Always at least one DSL on site who has contact details for C-SPA, MASH Team and relevant Social Workers for vulnerable children.

At least one trained first aider is on site and accessible at all times. Staff notified who this is at start of the week.

During the School Day

Each KS1 child has their own tray which includes, login, iPad, whiteboard, pen and rubber and any other relevant equipment. These will be prepared at the start of each day. The iPad screens will be cleaned with anti-bacteria solution and paper towels at the end of each day.

Pupils will use same computer all day and used keyboards will be cleaned in same way as iPads with anti-bacteria solution and paper towels at the end of each day.

Children to be kept 2 metres apart at any time including when they need to queue e.g. waiting for toilet, lining up for playtime, lunch etc... KS1 children will be taught to keep themselves inside a 'Germ Bubble'.

During physical workouts children are on individual gym mats in the hall (siblings can go together) and in classroom children are spread out around the room.

Tables in classrooms are labelled with pupils' name and child's tray is ready there for them when they arrive. Children complete remote learning in their place and remain there for other activities too. KS1 children free flow can move to other equipment as long as another child is not already using it.

Prior to break time children wash hands (KS1 Under supervision) and eat fruit outside in playground.

Children encouraged to play individually and to use own equipment on playground)
Aim is to use school field to allow children to spread out as much as possible. If field not suitable then KS1 children on KS1 playground and KS2 on KS2 playground.

Tissues and hand sanitiser are available in rooms that you're using, and pupils and staff will try to catch sneezes and coughs in these and bin them afterwards or use their elbow if they don't have a tissue available.

Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:

- After coming into school
- After sneezing or coughing
- Before and after handling or eating food
- After going to the toilet
- Before and after staff hand out food packages, if you're organising free school meals

Avoid any group activities that requires pupils to be in close physical contact with each other, such as:

- Lunchtimes
- Certain sports and playground games

Keep pupils at their desks, away from each other, for as much of the school day as you can, ideally 2 metres (3 steps) apart – try to keep class sizes small so you can achieve this more easily.

When serving meals:

Ensure children keep 2m distance and consider staggering lunch times so fewer children are eating in the same area at once.

Provide tissues in rooms that you're using, and make sure pupils and staff are trying to catch sneezes and coughs in these and binning them afterwards, or using their elbow if they don't have a tissue available.

Encourage pupils and staff to avoid touching their face with unwashed hands.

When possible, open windows to increase air flow and ventilation

Daily cleaning

Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:

- Railings
- Door and window handles
- Desks and table tops
- Chairs
- Sports equipment
- Toys
- Teaching and learning aids
- Computer equipment
- Telephones
- Bathroom facilities

Have all cleaning staff use appropriate equipment (e.g. disposable gloves, aprons)
Ensure cleaning staff don't come into contact with any children in the building.

The Cleaning staff should also be using the social distancing set out by the Government, checks will be done on external cleaning companies to ensure regulations are being adhered to.

Remove rubbish daily and dispose of it safely.

Cleaning if there's been a suspected case in school

Clean and disinfect surfaces the person has come into contact with, including:

- Objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab rails (in corridors and stairwells)).

You don't need to especially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids

When cleaning hard surfaces and sanitary fittings, use either:

- Disposable cloths, or
- Paper rolls and disposable mop heads

When cleaning and disinfecting, use either:

- A combined disinfectant solution at a dilution of 1,000 parts per mil available chlorine
- A household detergent, followed by a disinfectant with the same dilution as above

Have all cleaning staff wear:

- Disposable gloves and aprons, washing their hands with soap and water once these have been removed.
- If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, a surgical mask or full-face visor should be considered

Place any possibly contaminated fabric items, like curtains and beddings, in a bag and take it to a point of laundering, using gloves and aprons when loading the laundry in the machine and disposing of the bag afterwards

Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.

If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning

Dispose any items that are heavily soiled or contaminated with body fluids

Keep any waste from possible cases and cleaning (e.g. tissues, disposable cloths) in a tied plastic rubbish bag inside a tied bin bag, and place these bags in a suitable and secure place, marked for storage.

After 72 hours, dispose of these bags in your normal waste.

Always follow advice provided by Public Health England who have access to up to date information on a daily basis.

Keep the Compliance Officer updated who has access to Public Health England to provide you ongoing advice.

