**Return to School Policy August 2020 (Managing COVID-19)**

**LISMORE PRIMARY SCHOOL AND ELC**

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|  | Primary School | ELC |
| Timetable | * Start and Stop times remain the same (9am-3.15pm) * The school timetable has been adapted to include increased outdoor learning * The school timetable has been adapted to place an emphasis on HWB | * Week of August 12th to August 15th staggered return? ELC children to finish 1 hour earlier than usual? |
| Transport | * All children aged 5 and over to wear a face mask on school bus. Facemasks should be brought with the children. In the event of a facemask being lost, replacements will be available. * Children are not required to socially distance from each other but should retain 1m distance from the driver. * All children should use hand sanitizer when entering/exiting the bus. * If dropping your child at school, please wear a facemask and retain 2m distance from other families. | * All children aged 5 and over to wear a face mask on school bus. Facemasks should be brought with the children. In the event of a facemask being lost, replacements will be available. * Children are not required to socially distance from each other but should retain 1m distance from the driver. * All children should use hand sanitizer when entering/exiting the bus. * If dropping your child at school, please wear a facemask and retain 2m distance from other families. |
| Resources | * Guidance suggests minimising the sharing of resources. As such all children have individual trays with all jotters and stationery they require on a daily basis. They will be responsible for collecting and returning their own resources to their trays. * Teacher contact with resources will be limited. No jotters will be collected in; self and peer marking will be encouraged. * Where teacher contact with resources is necessary (e.g. distribution of worksheets) gloves will be worn. * Play resources have been limited and items such as Lego and KNEX will be shared between family members where possible or with small groups of children (3). * Books can be accessed in class and taken home but when a child has finished with a book, they should place it in the ‘Used resource box’ where it will remain for 72 hours. * Other shared resources will be cleaned after each use (such as jigsaws and puzzles). | * ELC children will be able to share resources. * These resources will be cleaned at the end of each day. * Resources that are difficult to clean should be avoided. * Resources such as sand, water and playdough can be used with regular cleaning of the equipment used. Water and playdough should be replaced on a daily basis. * Children should be discouraged from bringing toys from home to the setting.  We recognise however that some children may require a transitional object or toy as a comforter, and consideration should be given as to how to safely manage this to ensure children are supported in their transition from home to the setting to feel reassured and comforted. * Children will require comfortable areas to play. Soft furnishings such as throws, if required, should be used for individual children and should be washed after use. * Books can be accessed in class and taken home but when a child has finished with a book, they should place it in the ‘Used resource box’ where it will remain for 72 hours. |
| COVID Symptoms | * No child or adult should attend the school with COVID-19 symptoms. Anyone who develops symptoms during the day will be sent home immediately. * If a child or staff member displays symptoms of COVID-19 (Sneezing, coughing persistently, loss of smell, high temperature), they will be placed in our self-isolation room until they are able to be collected by their parent/carer. * In this case, a child ‘self-isolating’ will be monitored by an adult in full PPE. * Test and Protect protocol should be followed by parents/carers on behalf of their child. * HT to contact School Service Support Manager for recording purposes. * Appropriate cleaning measures to take place. | * No child or adult should attend the school with COVID-19 symptoms. Anyone who develops symptoms during the day will be sent home immediately. * If a child or staff member displays symptoms of COVID-19 (Sneezing, coughing persistently, loss of smell, high temperature), they will be placed in our self-isolation room until they are able to be collected by their parent/carer. * In this case, a child ‘self-isolating’ will be monitored by an adult in full PPE. * Test and Protect protocol should be followed by parents/carers on behalf of their child. * HT to contact School Service Support Manager for recording purposes. * Appropriate cleaning measures to take place. |
| Catering | * Children who receive a free school meal will continue to do so. Please remember free school meals application must be applied for every academic year. * Where parents/carers pay for school meals they should use online payment methods where possible. Where this is not possible parents should provide exact change in a sealed envelope with their child’s name on it. * As children are not required to socially distance, they can sit at the same area for lunch, but some distance is recommended where possible. * Adults should not sit beside children but can sit 2m away. * Packed Lunches-It has recommended that all lunch boxes are of the hard plastic type that will close shut. * Please be mindful if wiping down lunch boxes that any product does not leak into the contents of the box. | * Children who receive a free school meal will continue to do so. Please remember free school meals application must be applied for every academic year. * Where parents/carers pay for school meals they should use online payment methods where possible. Where this is not possible parents should provide exact change in a sealed envelope with their child’s name on it. * As children are not required to socially distance, they can sit at the same area for lunch, but some distance is recommended where possible. * Adults can sit beside ELC children. * Packed Lunches-It has recommended that all lunch boxes are of the hard plastic type that will close shut. * Please be mindful if wiping down lunch boxes that any product does not leak into the contents of the box. |
| Social Distancing | * Children are not required to socially distance from other children. * Adults should aim to keep 2m distance from children where possible. Where close contact is unavoidable (for more than 15minutes) PPE will be worn. * Adults are required to socially distance from other adults. * Avoid games/activities that encourage physical contact. | * Children in the ELC are not required to socially distance from other children or key adults. * If a child requires close intimate care (e.g. help with changing) PPE will be worn by staff. * Adults are required to socially distance from one another. * Avoid games/activities that encourage physical contact. |
| Personal Belongings | * As much as possible, children should avoid bringing personal belongings to school. All items required will be provided but should they wish to bring their own stationary etc. it will remain in their own tray when not in use. * If a child has a school bag it should be kept in their personal bucket. | * Children should be discouraged from bringing toys from home to the setting.  We recognise however that some children may require a transitional object or toy as a comforter. In this case, personal belongings should be kept in children’s personal trays/buckets and should only be held/played with by them. |
| Toothbrushing | * No toothbrushing for Primary Children for now. This will be revised at a later date. | * On return to ELC please postpone tooth brushing until further notice, in response to COVID-19  Childsmile are currently reviewing tooth brushing procedure and are preparing training for all ELC practitioner to participate in before resuming tooth brushing at your setting. |
| Physical Education | * To take place outdoors (2 sessions per week minimum). * Incorporate 15-minute morning movers (movement/yoga/mindfulness etc)- Encourage children to think about space whilst focusing on the joy of movement. * Minimise use of equipment, where possible. Use sibling groupings/group of 3 for activities such as throwing and catching. For term 1 focus on activities requiring little equipment e.g. Fitness. * Clean equipment after use/at end of day. All used equipment should be placed in ‘Used resources box’ if not cleaned immediately. * Wash hands before and after physical activity. * Consider the use of changing rooms- try to limit this where possible. Children can change two at a time in toilet facilities or at own desk. * Ask parents to ensure P.E. clothing is suitable for the outdoors- children should come with joggers and a long sleeved jumper/hoodie in case of cold weather. Waterproofs will be provided where necessary. Please note children will require trainers/gym shoes for P.E. * If outdoor clothing is needed (waterproofs etc.) children must be designated items only to be used by them (no sharing of clothing). These should be stored separately in children’s ‘buckets’ or hung on pegs. There will be provided by the school but where wellington boots are required they should be supplied from home. | * To take place outdoors (2 sessions per week minimum). * Incorporate 15-minute morning movers (movement/yoga/mindfulness etc)- Encourage children to think about space whilst focusing on the joy of movement. * Minimise use of equipment, where possible. Use sibling groupings/group of 3 for activities such as throwing and catching. For term 1 focus on activities requiring little equipment e.g. Fitness. * Clean equipment after use/at end of day. All used equipment should be placed in ‘Used resources box’ if not cleaned immediately. * Wash hands before and after physical activity. * Consider the use of changing rooms- try to limit this where possible. Children can change two at a time in toilet facilities or at own desk. * Ask parents to ensure P.E. clothing is suitable for the outdoors- children should come with joggers and a long sleeved jumper/hoodie in case of cold weather. Waterproofs will be provided where necessary. Please note children will require trainers/gym shoes for P.E. * If outdoor clothing is needed (waterproofs etc.) children must be designated items only to be used by them (no sharing of clothing). These should be stored separately in children’s ‘buckets’ or hung on pegs. There will be provided by the school but where wellington boots are required they should be supplied from home. |
| Practical Education  (Science/STEM/  Cooking) | * The incorporation of practical activities that require minimal, easy to source resources is essential to   ensure that all learners can access these learning opportunities at home and school.   * When considering the use of non-recyclable resources in class select easy to clean, waterproof items (rulers for example), as they can easily be disinfected by placing in detergent and then leaving to dry. Alternatively, if there is a kit available for each pupil, this is less of an issue. * Where possible, sit pupils’ side by side (as opposed to face to face). * Limit group work and focus on individual work/sibling pairs where possible. * Used equipment should be cleaned after use. * Cooking/baking guidance to be updated. | * The incorporation of practical activities that require minimal, easy to source resources is essential to   ensure that all learners can access these learning opportunities at home and school.   * When considering the use of non-recyclable resources in class select easy to clean, waterproof items (rulers for example), as they can easily be disinfected by placing in detergent and then leaving to dry. Alternatively, if there is a kit available for each pupil, this is less of an issue. * Where possible, sit pupils’ side by side (as opposed to face to face). * Limit group work and focus on individual work/sibling pairs where possible.   Used equipment should be cleaned after use.   * Cooking/baking guidance to be updated. |
| Visiting the School | * Only essential visitors permitted to access the school. * Clerical staff should fill in sign in sheet recording time in, time out and purpose of visit. They must also collect contact information of track and trace purposes. * Hand sanitizers should be used by all visitors when entering/exiting the building. * Visitors must retain 2m distance from all children and adults. * Visitors are not permitted to wait in the school building. | • Only essential visitors permitted to access the school.  • Clerical staff should fill in sign in sheet recording time in, time out and purpose of visit. They must also collect contact information of track and trace purposes.  • Hand sanitizers should be used by all visitors when entering/exiting the building.  • Visitors must retain 2m distance from all children and adults.  • Visitors are not permitted to wait in the school building. |
| Music | * Scientific and medical advice around how activities such as singing, talking at volume e.g. in theatre performance, or playing wind/brass musical instruments can be managed safely is still being developed. These activities should be avoided during the initial return to schools. | * Scientific and medical advice around how activities such as singing, talking at volume e.g. in theatre performance, or playing wind/brass musical instruments can be managed safely is still being developed. These activities should be avoided during the initial return to schools. |
| Hygiene Practices | * Wash hands regularly. Build this into the timetable. Where possible, wash hands with soap and water for 20 seconds. In the case of children with skin conditions, hand sanitizer can be used, at times, but washing with soap and water should be used at essential times (after toileting/before eating). Ensure hands are washed when entering/exiting a room/after using shared resources/using the toilet/before and after eating/when changing environments. * Encourage children to use tissues to catch sneezes or sneeze into crook of elbow where this is unavailable. Wash hands after coughing, sneezing. Ensure tissues are binned immediately. * Wipe surfaces of tables/chairs if sharing with others. * Sit children beside each other (instead of face to face) where possible. * Long hair should be tied up. * Supervise children washing their hands and provide assistance if required. * Never share water in a communal bowl when washing hands. * Always dry hands thoroughly. | * Antibacterial hand gel is not recommended for children when soap and water is available. Antibacterial hand gel should not be used by children under 12 months. * ELC services must ensure that handwashing facilities are accessible for children. They may wish to have a supply of antibacterial hand gel available to parents and staff at the entrance to the setting. Staff should ensure enhanced hand hygiene measures are in place including washing their own hands and the hands of all children. * Ensure all staff and children frequently wash their hands with soap and water for 20 seconds. * Handwashing should take place: On arrival at the setting; before and after eating; after toileting; at regular intervals throughout the day; when moving between different areas (e.g. between different rooms or between inside and outside). * Long hair should be tied up. * Encourage children not to touch their face, where it is age appropriate to do so. Use distraction methods and keep children busy, rather than making this an issue. * Use a tissue or elbow to cough or sneeze into, and dispose of tissues appropriately * Supervise children washing their hands and provide assistance if required. * Never share water in a communal bowl when washing hands. * Always dry hands thoroughly. |
| Cleaning | * 2.5 additional hours have been allocated to cleaning. * All used resources should be cleaned at the end of the day or between usage in the case of shared resources. A box for keeping these resources in should be present and clearly labelled. * When used resources cannot be cleaned they will be left untouched for a period of 72 hours. * A box for used books should also be present and clearly labelled. Books should remain in the ‘used box’ for 72 hours. * Regular ‘touch points’ should be cleaned often (e.g. door handles, light switches, table, chair backs, routine toilet cleaning). * Rigorous cleaning should occur each night in accordance with appendix B. The cleaning schedule will allow for 2 days deep clean throughout the week. * If children are moving between desks/changing chairs these surfaces should be wiped down. | * Settings should ensure regular (at least twice daily) cleaning of commonly touched objects and surfaces (e.g. desks, handles, dining tables, etc.). * It is recommended that children access toys and equipment that are easy to clean. * All used resources should be cleaned at the end of the day or between usage in the case of shared resources. A box for keeping these resources in should be present and clearly labelled. * When used resources cannot be cleaned they will be left untouched for a period of 72 hours. * A box for used books should also be present and clearly labelled. Books should remain in the ‘used box’ for 72 hours. * Surfaces in dining or snack areas should be wiped down and disinfected in between use by each group of children. * All crockery and equipment used in the provision of meals and snacks for children should be cleaned with general-purpose detergent and dried thoroughly before being stored for re-use. * Cleaning of staff areas should be considered as part of the overall cleaning strategy. Staff should use their own cup/cutlery and ensure these are cleaned straight after use. |
| Ventilation | * Doors and windows should be kept open where possible. * Fire doors should not be kept open. * Time outdoors should be maximised. | * Doors and windows should be kept open where possible. * Fire doors should not be kept open. * Time outdoors should be maximised. |
| Outdoor Learning | * Outdoor learning should be utilised where possible. * Children should wash hands/use anti-bacterial gel before and after time outdoors. * Outdoor equipment should be cleaned after use of placed in the ‘used resources’ box for cleaning at the end of the day. * Areas, such as the playpark, should be cleaned at the end of each day (on the days it is used). | * Outdoor learning should be utilised where possible. * Children should wash hands/use anti-bacterial gel before and after time outdoors. * Outdoor equipment should be cleaned after use of placed in the ‘used resources’ box for cleaning at the end of the day. * Areas, such as the playpark, should be cleaned at the end of each day (on the days it is used). * The government’s aim is for 50% of learning to occur outdoors. Staff to timetable for this, where possible. |
| Shared Staff Spaces | * Staff must always stay 2m apart. * If staff members share an office space, desks must be 2m apart. If this is not possible, staff must use separate areas to work in or negotiate a blended working model. | * Staff must always stay 2m apart. * If staff members share an office space, desks must be 2m apart. If this is not possible, staff must use separate areas to work in or negotiate a blended working model. |