

Policy and Procedures

St. Mungo's RC Primary School

Aug 2020

Area of Concern: Children entering school building safely.	Consideration given to: Social Distancing of families Hygiene
Doors will be opened at 8.55am. Sanitizer has been located at the bottom of the stairwell. Only Broad Street Entrance to be used by St. Mungo's staff and children.	
Action	Proposal
Children entering playground	<ul style="list-style-type: none"> • Only enter from top 2 gates. • Member of staff to support • Children encouraged not to come into playground until 8.50 am. Line up in class groups. • Signage in playground encouraging 2m distancing
Children entering building	<ul style="list-style-type: none"> • Doors will open at 8.55 • Children– parent leaves playground by back 2 gates. • Supervised by member of staff. • Member of staff holding bottom door • Sanitizer available supervised by member of staff. • Member of staff at entrance to school – first floor.
Additional	<ul style="list-style-type: none"> • Stairwell sanitized – hand rail

Area of Concern: Classroom Organisation	Consideration given to: Social Distancing of adults Hygiene
Consideration given to resources available to children: no soft furnishings/toys	
Action	Proposal
Children accessing work at their desks	<ul style="list-style-type: none"> • Furniture positioned so that all children face the same direction. • Windows opened in room • Each child has a tray which is placed on desk prior to arrival • Trays stored on floor when not in use • School bags stored in tray • Snacks placed in tray • Water bottles placed in tray. • Textbooks to be used all week by a child Mon – Thurs. Book then placed in quarantine – can be reused next week – teachers to consider when planning. • Pupils' own choice novels can be taken home – quarantined when returned to school • Book Club – reading books remain in school – staff to plan for reading time.
Staff moving around room	<ul style="list-style-type: none"> • Excess furniture removed from room

	<ul style="list-style-type: none"> • Adults working in room agree procedures for working with children • Staff 2 maintain 2m social distancing • Signage to encourage 2m social distancing
Children accessing resources	<ul style="list-style-type: none"> • Tray placed on work station prior to arrival • Resources allocated to each child – stored in plastic wallet in tray - labelled • Consideration to play material • Routines in place for washing play materials • Certain items allocated to children, e.g. threads • Central storage of resources only to be accessed by specific personnel – art materials/paper
Levels of Hygiene	<ul style="list-style-type: none"> • Hand sanitizer available in class • Tissues available in every class • Wipes/spray for hard surfaces available in every class • Staff to wipe desk tops/keyboards regularly • Hand washing signage • Children reminded of hand washing procedures • Children reminded of safe cough/sneeze procedures
Additional	<ul style="list-style-type: none"> • Opportunities for outdoor learning explored and maximised. • Resources that need to be shared will be sanitized between use • Only washable resources will be available • IT equipment wiped after use – LA responsible for storage

Area of Concern: Use of Sunshine room to support play based learning approach – P1-P3	Consideration given to: Social Distancing - Adults Hygiene Personal Protection
If possible we would like to continue to use the sunshine room to support our play based approach to learning.	
Action	Proposal
Use of equipment	<ul style="list-style-type: none"> • Nominated group to access room on a given time • Consideration to equipment used – easily cleaned • Consideration to number of children accessing room • Consideration to learning activities – need for adult support • Soft furnishings/toys dressing up stored – not accessible
Different classes accessing room	<ul style="list-style-type: none"> • Room timetabled 1 am slot, 1 pm slot • Resources for different classes stored separately • Tables/chairs wiped down between sessions

Area of Concern: Break Time – Lunchtime	Consideration given to: Social Distancing Hygiene
Fluid breaks running from 10.05 – 10.30 Packed Lunches eaten in classroom	
Action	Proposal
Children accessing playground	<ul style="list-style-type: none"> • Hands sanitized before leaving school • Groups leave building area one at a time supervised on stairwell Top door wedged open at this point • Member of staff holding bottom door.
Children playing/equipment	<ul style="list-style-type: none"> • Play equipment rotated to allow cleaning • Play equipment allocated to classes • Children supervised in playground • Playground zoned to keep groups together – minimise mixing if groups • First Aider free to support
Returning in to school	<ul style="list-style-type: none"> • Supervised by adult • Children enter in line • Member of staff holding door • Hand sanitizer available at bottom of stairs • Member of staff supervising • Handrails wiped
Children eating lunch	<ul style="list-style-type: none"> • No school meals available – unless FME grab bag • Children eat lunch in classroom • Families to be encouraged to use no packed lunch boxes – no bags

Area of Concern: First Aid/Administering medicine Children falling ill with non-covid symptoms	Consideration given to: Social Distancing Hygiene Personal Protection
There are 2 members of staff trained in First Aid. They will supervise children in playground and will take it in turns to ensure one of them is available to deal with incidents requiring first aid.	
Action	Proposal
Child hurt– minor No contact required	<ul style="list-style-type: none"> • Simple first aid supplies available, e.g. wipes • Walkie Talkie used to get support from school building

	<ul style="list-style-type: none"> Floating member of staff to accompany children upstairs if required
Children hurt – more serious Contact required Children become ill – non covid symptoms	<ul style="list-style-type: none"> PPE available for First Aid Staff Separate space available to administer first aid – Sunshine Room Family member called to collect child if feeling unwell
Administering medicines Diabetic management care	<ul style="list-style-type: none"> PPE available Guidelines from Diabetes health care professionals

Area of Concern: Staff, Children falling ill with COVID symptoms	Consideration given to: Social Distancing Hygiene Personal Protection
Children, families and staff will be reminded to be aware of symptoms and follow current NHS and Scottish Government guidance as appropriate.	
Action	Proposal
Children reports feeling unwell/displays COVID symptoms	<ul style="list-style-type: none"> Isolate the child immediately to the medical room – right hand side of lower stair case. Call child's emergency contact Move all staff and children to another classroom Close the room for 72 hours to allow for cleaning Alternate the use of the first aid room and hygiene suite so that these can be cleaned too. Ensure have correct contact details for all families Clear processes in place, and known to, the office staff for informing relevant bodies if an individual displays Covid symptoms – Phone ext 2225 for H&S
Staff member reports feeling unwell/displays COVID symptoms	<ul style="list-style-type: none"> Send member of staff home – if well enough. Isolate and arrange to be collected if not well enough to take self home immediately to the medical room – right hand side of lower stair case. Move all staff and children to another classroom Close the room for 72 hours to allow for cleaning Alternate the use of the first aid room and hygiene suite so that these can be cleaned too.
Family member reports to feeling unwell/displaying COVID symptoms	<ul style="list-style-type: none"> Families reminded of guidance to be followed if anyone in household displays symptoms Child sent home to self-isolate as per NHS/Scottish Government guidance.

Area of Concern: Staff Facilities	Consideration given to: Social Distancing Hygiene Personal Protection
Staff split into 3 groups. 2 groups share staffroom – wooden chairs. 3 rd group use resource rooms for breaks. Cleaning material available for wiping seats after use.	
Action	Proposal
Making tea/Coffee	<ul style="list-style-type: none"> • No sharing of cups • Water Urn available • Staff make own tea/coffee • Milk carton to be wiped after use. • Staff clean own cup
Lunch	<ul style="list-style-type: none"> • Staff to bring pre - prepared food • Staff bring own crockery and cutlery daily if required • Food packaging/lunch boxes to be wiped before being placed in fridge
Maintaining 2m Distancing	<ul style="list-style-type: none"> • Chairs placed in staffroom.
Toilets	<ul style="list-style-type: none"> • Using staff toilet above lunch hall.
Collegiate Working	<ul style="list-style-type: none"> • Staff work in small groups – not all together • Use of cleaned classrooms if required for staff to meet • Use of Google Meets

Area of Concern: Children using Toilet	Consideration given to: Social Distancing Hygiene Personal Protection Safety of children accessing toilets on different floor
Action	Proposal
Children using toilet during class time	<ul style="list-style-type: none"> • Small toilet P1, P2/3, P3/4 • Larger toilet P4/5, P5/6, P6/7 • St. Mungo's has sole use of Alloa Academy toilets on ground floor at HT office.
Children going in small groups	<ul style="list-style-type: none"> • Support staff can take children in small groups to lower floor toilets.

Area of Concern: Dismissing Children at end of school day	Consideration given to: Social Distancing
School will be operating at 50% capacity at any one session – reducing number of children leaving school and number of adults in the playground	
Action	Proposal
Maintaining social distancing when reuniting with family member	<ul style="list-style-type: none"> • Groups brought out 1 at a time • Lower door held open at this time • Staff member allows child to leave their care when they can see adult – 1 child dismissed at a time. • All families using back gates to exit playground
Transport	<ul style="list-style-type: none"> • Children sanitize hands before leaving school • All belongings in bags • No eating/sharing food on the bus • Children are allocated a seat and keep to the same seat.

Area of Concern: Administration office	Consideration given to: Social Distancing Hygiene Personal Protection
Children are often sent to the office with messages - registers	
Action	Proposal
Morning routines	<ul style="list-style-type: none"> • Teachers to email Admin and JA absences by 9.30am • No monies collected in school – use of parent pay if required
Access throughout the day	<ul style="list-style-type: none"> • Children to wait at marker within door – marked with tape on carpet. 2m from Admin desk. • Staff and admin to use email to communicate – staff and admin ensure they check emails regularly
Cleaning of equipment	<ul style="list-style-type: none"> • Each staff member using the office responsible for cleaning phone, keyboard and table top daily. • Use own work station
Communication with parents	<ul style="list-style-type: none"> • Use of email, sway, sms, as opposed to paper methods

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| | <ul style="list-style-type: none">• Use of Google classroom for setting home learning tasks |
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To be considered:

- Storage of resources which cannot be used
- Use of books – 3 day holding system
- Transport – size of bus, contract details
- Provision of Signage
- Use of medical room
- Alternate room if a classroom needs to be evacuated
- Alloa Academy proposed procedures/timetable
- Use of parent helpers
- Sunshine room
- Fire Evacuation Procedures in line with Alloa Academy
- Staffing cross over of lunchtime
- Contingency for Test, Trace and Protect