

Appendix to COVID Risk Assessment March 2021

These extra pieces of guidance **MUST** always be read with the original Risk Assessment and any older appendices produced.

COVID Safety Rules for the School site:

- **No mask, No entry to buildings for adults**
- At all times maintain **2 Metres Distance**
- following drop-off and collection please **leave the site immediately**
- Please comply with the **One-Way System**
- **NO Entry** to the school building without first phoning
- Please contact staff via **phone or email**, not on the playground
- Arrive only **between 8.40-8.50**
- **Collect from 3.00-3.15**

Outbreaks

(Defined as two plus cases within a 14 -day period)

With regard to any outbreak in the private nursery, our cleaning staff and professional visitors for maintenance purposes should only pass through for less than 15 minutes until the room/rooms have been suitably cleaned as directed by Shropshire Public Health. All windows possible and doors should be opened if contractors are working in those areas after they have been cleaned. Crowmoor School will require written assurances that this recommended cleaning has been done. Until the cleaning has happened school staff should not pass through that room, utilising the other entrance. Masks are worn by all people internally on the school site so that mitigation measure against risk in the Children's Centre and other Nursery rooms is already in place.

Visitors on School Premises

Nobody can enter the school building unless they have first phoned and asked for somebody to come and authorise their entry! We can encourage non-mask wearers crossing the school site to comply with our masks policy by offering free masks. But after over a year of facing the consequences of this virus and the requirements of other institutions/business, it is not acceptable for people to forget or not comply with this requirement.

We reserve the right to prohibit non-mask wearers from crossing the school site, even if they claim exemption.

Firstly, as we have an ultimate duty of care to our staff and pupils and secondly as we have the absolute right as the school is private property to decide who can come on site. Secondly, we will not be allowing **ANY** visitors into our buildings who are not wearing a mask. Any necessary contact with the school by people who cannot or will not wear masks can be made electronically, by phone or email or as a last resort through paper letters.

With regard to Pupils and Masks

The **DFE Guidance** on Thursday 4th March re-iterated:

Children in primary schools do not need to wear a face covering and they should not be asked to wear one. Dr Susan Hopkins, the Chief Medical Adviser for NHS Test and Trace, has said that “the consensus among educationalists, public health and clinical specialists is that it is not advisable for primary school children to wear face coverings. That is why Public Health England has not recommended to the Department for Education that they should be worn by primary pupils in the classroom. Children need to see facial expressions to develop their communication and language skills and practically, they can have difficulties keeping them on all day.”

However, if a parent wishes their child to wear a mask, we will not over-ride this parental decision; but staff will be unable to assist the child in removing a used mask safely or helping them to put a replacement mask on. Adults in school should replace their disposable masks at least three times during the day, more frequently if they become wet through humid breath. Worn masks obviously hold any germs etc that they have stopped and need to be taken off and disposed of in a lidded bin without touching the surface to avoid contaminating yourself. Children need to be shown how to put on and remove their masks by parents/carers. The swapping of masks between children and spreading infection is another concern that the DFE holds.

Hearing impaired children may not be able to hear as well if masks are used but personal safety must take precedence. Screens and visors are to be used to provide further control measures if staff are in close contact and stationary situations with pupils e.g. reading/catch-up activities. All adults need to remember they **MUST** keep the 2M distance from pupils as often as possible. Adults must maintain at least 1m+ when 2 M is not possible.

Contact in School

We absolutely must minimise contact between adults in the school environment.

We recognise the vital nature of incidental social conversations to mental health and would wish not to prohibit these completely. However, if staff do not minimise such conversations, not having corridor conversations if they can be avoided and then only between two staff members, (who are at least two metres apart). There should absolutely be **NO** group conversations in corridors or classrooms. As previously there is to be no going into each other’s classrooms to avoid spreading possible infections between bubbles, meetings can occur in meeting rooms/halls

Apart from PPA staff nobody else should go into more than one room.

Dinners

To avoid cross- infection it is quicker and safer for dinner staff / supervisors to take meals on trolleys to each class, rather than have pupils collect them from the trolley to minimise contact between bubbles in corridors. Reception 11.50. Rest 12.00 noon until 12.45.

Signage

Admin to ensure labels on all toilet doors for bubbles are in place weekly and also to check weekly the outdoor signage. The LA through Phil Wilson will provide signs if parents are not complying with the rules outside the school.

Labels need to be prepared to direct pupils into the correct entrances.

Entering School

No queuing, school adults to usher pupils in as soon as they arrive at gates, so as to avoid unnecessary contact with parents.

No queuing in corridors, children to be fed straight into classrooms.

Exiting School

The teaching staff are happy that the KS1 door, Extended Services Room Door, KS2 Girls and Boys doors are adequate to exit safely.

Timings

Gates opened at 8.40, last entry to be by 8.50 am.

Children that are persistently brought in late by their adults will be potentially endangering the people and children in school and if this continues the cut off point for absence will be examined so that enforcement action can be taken by the Education Welfare Officer.

Reception pupils will finish school at 3.05 and Year 1- 6 at 3.15 pm.

Equipment

Children must come to school each day with a **waterproof and warm coat**, extra layers as the classroom windows and doors will be open.

Only bring in a small washable lunch-box and School book bag.

On PE days come in their track-suit bottoms, T-shirt, sweat shirt and anything else to keep warm. They can bring spare clothes in case it rains.

Transmission

It is vital that to prevent transmission between home and school and from School to home, that children DO NOT mix out of school, in homes or playing/meeting outside. Support bubbles should be kept as small as possible.

If children show any of the symptoms, as listed on the School website they should be kept at home and tested and the school informed of their results.

Under no circumstances should children exhibiting any of the child symptoms be sent into school.

Procedure if Bubbles are Burst

Once a confirmed case has been notified to the school by the relevant public body:

- Keep children in their classroom as much as possible, ensuring that they only use their designated toilet.
- Inform parents and carers of the need to collect them as quickly as possible.
- Inform parents to get them tested and that it will be from today, unless a negative test is obtained and no symptoms are present. No test means the full 10 days!
- Children to be sent home with work books/materials and electronic devices where required (each class to be provided with a list by Admin of which children need devices) and Admin to issue these devices when pupils are collected and get the loan agreements signed. A timetable of expected work will be sent home with the children
- Online work to be provided from the day following the bubble being burst, it will be a mixture of Oak Academy work and Teams contact each and every day. Staff will use 365 Forms daily to assess each session of work delivered. Emails will be checked constantly from 9.30 until 12.00 and then hourly during the afternoon
- Pupils will be seen daily online, if not they will be contacted by a class staff member. If no contact is made within five days the EWO will be informed.
- Parents are expected to ensure that the work timetable is followed and complied with by their child. Support is available every morning all morning and via email and phone at other times, so there is no reason why expected work cannot be completed satisfactorily.
- Parents will be expected to hear children read for 10-15 minutes daily and test their tables and spellings/phonics.
- The Online protocol will be followed at all times by staff, pupils and parents.

Crowmoor School Online Lesson/ Contact Protocol

- Pupil Safeguarding is our number one priority and all sessions are recorded and will be kept until the end of each half- term
- If your child is unable to attend please let the school know in advance
- All sessions must be in a quiet place (not a bedroom) where there will not be lots of background noise and constant supervised by an adult is required
- Children must be dressed appropriately wearing day-time clothes (not pyjamas or nightwear)
- The government expects children to complete 3-4 hours of work each day as set by school and for this work to be evidenced
- The work needs to be their priority and they should follow the daily timetable

- Children should be ready to work at the agreed time with appropriate materials and access to the work school set and that they have completed
- Pupils must behave and be ready to participate as they would at school (eating or non- engagement in the session is not allowable)
- We politely request that all adults remember the sessions are recorded and that comments -off camera can be easily over-heard and will be recorded
- Adults are there for safeguarding and behaviour management reasons, but they may on occasion be asked to become involved. Please do not interrupt the pupil or teacher unless asked to participate
- As emails are visible to all participants addresses containing inappropriate words for children cannot be used
- By signing into an online school session parents, carers and pupils are agreeing to abide by and be party to all the above protocols.
- If any of the protocols are not followed the session for that participant will be stopped until the protocols are seen to be complied with

Ventilation

All classrooms will have access to CO₂ monitors to ensure that the air quality is acceptable and refreshed between the usual break time replenishments.

WHAT ARE SAFE LEVELS OF CO AND CO₂ IN ROOMS?¹

CO₂	
250-350ppm	Normal background concentration in outdoor ambient air.
350-1,000ppm	Concentrations typical of occupied indoor spaces with good air exchange.
1,000-2,000ppm	Complaints of drowsiness and poor air.
2,000-5,000 ppm	Headaches, sleepiness and stagnant, stale, stuffy air. Poor concentration, loss of attention, increased heart rate and slight nausea may also be present.
>40,000 ppm	Exposure may lead to serious oxygen deprivation resulting in permanent brain damage, coma, even death.

As weather gets warmer, doors and windows can be opened beyond the minimum allowed to always increase exchange of air, on-top of break time extra opening.

Vaccination

As the vaccination programme reaches greater numbers of the population, including staff and parents, staff must ensure that they and parents do not lapse in following these guidelines and requirements, alongside those with those of the government.