

Appendix to COVID Risk Assessment September 2021

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

It has been produced after consulting the staff and the much-reduced government guidance and in the context of the more infectious Delta variant and possible new variants and the increasing number of infections, particularly in younger people.

COVID Safety Rules for the School site:

- **No mask, No entry to School for adults**
- **NO Entry** to the school building without first phoning
- At all times please maintain **2 Metres Distance**
- following drop-off (8.40-8.50) ,and collection (3.15),please **leave the site immediately**
- Please comply with the **One-Way System**
- Please contact staff via **phone or email**, not on the playground.
- If talking to staff please maintain 2 metres and wear a mask

Testing

Test twice a week even if you do not have symptoms. The Office will provide kits.

This is the strong advice from the government. Around 1 in 3 people with COVID-19 do not have any symptoms. This means they could be spreading the virus without knowing it.

Testing twice a week increases the chances of detecting COVID-19 when you are infectious but aren't displaying symptoms, helping to make sure you do not spread COVID-19.

Rapid lateral flow testing is available for free to anybody, but is particularly focused on those who are not fully vaccinated, **those in education**, and those in higher-risk settings such as the NHS, social care and prisons.

Morally testing helps to keep others safe, particularly when returning to work after a break and mixing with a more diverse group of people

Outbreaks

(Defined as 5 plus cases within a 14 -day period in one group or 10% of the School population)

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 in the Family Hub, utilising the other entrance.

Masks are worn by staff and visitors internally on the school site so that mitigation measure against risk in the Family Centre and other Nursery rooms is already in place. The private nursery will continue not to be allowed access into or through the main school for any reason.

Visitors on School Premises

Nobody should enter the main school building into Reception unless they have first phoned or been invited in!

We continue to encourage mask wearing whilst crossing the school site to comply with our masks policy by offering free masks and with the governments advice for a crowded place.

We reserve the right to not speak in person to non-mask wearers, 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 and in what circumstances.

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.

Parent's Evenings will remain virtual by default, as will meetings around the needs of a child or CPD sessions for parents.

With regard to Wearing Masks, the Government Guidance as of 1/09/21:

“Wear a face covering

COVID-19 spreads through the air by droplets and aerosols that are exhaled from the nose and mouth of an infected person. The government expects and recommends that people wear face coverings in crowded and enclosed areas where you come into contact with people you do not normally meet, such as public transport.” This obviously applies to schools.

School Masks

Adults in School will be wearing masks in corridors (where 2m is not possible or when sat down) and may wear masks in their classrooms or visors. Staff will wear masks when having contact with parents/visitors. Staff 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 if they send them into school wearing a mask and provided with three masks per day. The swopping 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, so screens can be used. Screens and visors can be used to provide further control measures if staff are in close contact and in stationary situations with pupils e.g. reading/catch-up activities.

There are staff who have comprised immune systems which is in itself a reason for keeping masks and socially distancing.

All adults need to remember they **MUST** keep the 2M distance from pupils as much as possible. Adults must maintain at least 1m+ when the 2 M is not possible.

Contact between pupils and staff in School

We should attempt to minimise contact between different class groups and adults in the school environment. Although bubbles have been discontinued, we should aim to avoid unnecessary mixing as much as possible.

Advice says that Assemblies can now take place in well ventilated rooms, initially assemblies will remain virtual with a rotation of each grouping (starting with Year 5-6).

The quadrant system at Breaks will remain with Year 3 / 4 being able to mix and 5 and 6, with KS1 and R acting as a unit.

Wash your hands regularly

Wash your hands with soap and water or use hand sanitiser regularly throughout the day. Regular hand washing is an effective way to reduce your risk of catching illnesses, including COVID-19. The same sanitisation expectations remain as before :

On arrival prior to and post breaks/lunch and before going home.

It is particularly important to continue washing your hands:

- When you arrive
- after coughing, sneezing and blowing your nose
- before you eat or handle food
- after coming into contact with surfaces touched by many others, such as handles, handrails and light switches and outside
- after coming into contact with shared areas such as kitchens and bathrooms
- when you return home

Where possible, avoid touching your eyes, nose and mouth. If you do need to touch your face, for example to put on or take off your face covering, wash or sanitise your hands before and after.

Dinners

For the first full week we will attempt to resurrect the use of the Dining Room (this will be reviewed at weekly intervals each Friday), the procedures and timings drawn up to get pupils to and from the room with minimum contact. For the first two days due to building work and cleaning needs dinners will remain in classes.

Lunch boxes can be bought into school.

Signage

Admin to ensure labels on all toilet doors for classes are in place weekly and also to check weekly the outdoor signage.

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.

Cloakrooms and Lockers

These can be used for coat and bag storage as long as children avoid conversations and congestion.

Exiting School

The teaching staff are happy that the KS1 door, KS2 Girls and Boys, Year 5 and 6 doors are adequate to exit safely.

Timings

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

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 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 should NOT mix out of school, in homes or playing/meeting outside and minimise in-school mixing.

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 pupils or staff /adults/parents are infected :

It's a legal requirement to self-isolate if you are told to by NHS Test and Trace. You could be fined if you do not self-isolate.

When to self-isolate

Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

You should also self-isolate straight away if:

- you've tested positive for COVID-19 – this means you have the virus
- someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)
- you've been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). The government encourage all individuals to take a PCR test if advised to do so.

If a potential positive case arises it is important to:

- 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 the child as quickly as possible.
- Inform parents to get the children tested and that if it is positive the isolation will be from today, unless a negative test is obtained and no symptoms are present.

- Each child must 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 issues 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.

Ventilation

The School has provided CO2 monitors for all teaching areas since last year. All classrooms will have access to CO2 monitors to ensure that the air quality is acceptable and refreshed between the usual break time replenishments. It is important that windows on each side of the Class are kept open and more opened if the detector indicates higher levels of CO2.

As weather gets colder, just 50% of the doors and windows can be opened beyond the minimum allowed to always increase exchange of air, on-top of break time extra opening. Prof John Wenger, director of the Centre for Research into Atmospheric Chemistry in UCC suggests a target of 1,000 ppm if CO2 is being used as a proxy for COVID-19 in classrooms, and argues that room level transmission is “the key. It’s in the air, and it can fill a room. The amount of the virus in the air can accumulate, and we get an increased exposure. If you’re indoors, in a poorly ventilated room for a long time, then you’re at quite a high risk even if you’re distanced, because the air moves around.”

- We should aim to maintain the indoor concentrations of CO2 below 1,000 ppm

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 from following these guidelines and requirements, alongside those with those of the government.

Co-operation

As a School we value the safety of our pupils and staff and will take all reasonable measures to ensure this, we hope that parents and carers support our view and co-operate in following the measures above and in keeping everyone safe in the face of this deadly virus.

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 the Team's lesson 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 supervision 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 and assessed .We will use Microsoft Forms to facilitate this.
- 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 ready and access to the work set
- 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