

St Patrick's Primary School
Our New School Day
Welcome Back Information for Staff
(A Policy for Covid-19)

September 2020



Contents

1. Background
2. Rationale for the Plan
3. Bubbles
4. Protective Measures & Arrangements
5. Organisation of the Day
6. PPE (Personal Protective Equipment)
7. Office & Communications
8. Welfare
9. Evacuation procedures
10. Staffing
11. Pupil Attendance
12. Curriculum and Classroom
13. Dealing with suspected or confirmed cases of Coronavirus
14. Day to day issues summary
15. Risk Assessment and Review
16. Appendices

1. Background

The Department for Education published their updated guidance for schools to return in September 2020 on the 13th August 2020. This was subsequently updated on 23rd September 2020.

2. Rationale for the Plan

The following planning and guidance document is designed to identify the key aspects of a Covid-19 ready school return so staff and parents understand and can implement effective systems to increase safety and ensure effective delivery of the school curriculum and learning. It will also outline key aspects including dealing with outbreaks of Covid-19 and home learning.

2a) Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household with symptoms, do not attend school.
- 2) clean hands thoroughly on a regular basis throughout the day.
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) introduce enhanced cleaning, including regular cleaning of frequently touched surfaces.
- 5) minimise contact between individuals and maintain social distancing wherever possible (as per guidance).
- 6) where necessary, wear appropriate personal protective equipment (PPE).

Response to any infection

- 7) engage with the NHS Test and Trace process.
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 9) contain any outbreak by following local health protection team advice (PHA).

Numbers 7 to 9 must be followed in every case where they are relevant.

Further detailed advice about each section of this can be found in:

<https://www.eani.org.uk/education-restart>

2b) Safety and well-being for pupils:

At St Patrick's Primary School, we have a very strong ethos of understanding and support of the emotional well-being of pupils and, with this in mind, these additional principles will need to drive the design of our wider opening plan:

- Ensure that returning children feel emotionally and physically safe at school.
- Ensure enough time and resources are given to the social and emotional aspects of the curriculum and allow children to express themselves in a safe environment.
- Ensure a mechanism is in place to offer effective 1:1 pastoral support if needed.
- Ensure those not attending due to illness have similar opportunities where possible through access to remote or supported learning.

2c) Safety and well-being of staff

- Ensure clear mechanisms and opportunities for staff to discuss the situation and raise suggestions or concerns.
- Ensure effective risk assessments are completed and ensure staff are comfortable with and understand the measures in place.
- Ensure clear expectations and systems are in place to support social distancing (where possible), keeping themselves and each other safe.
- Ensure plans are in place for staff to have adequate rest and breaks for teaching and supervisory roles, taking into account changes to delivery and content of the curriculum.
- Ensure visitors are fully briefed and comply with arrangements.

3. Bubbles

Each bubble will:

- Stay as a group throughout the day and not mix with any other bubbles.
- Only use the toilets next to their classroom. Toilets will not be mixed between bubbles.
- Have the same adult(s) where possible and, where this is not the case, ensure staff social distance and follow good hygiene recommendations.
- Have the same lunch staff for supervision, where possible. The supervisors/classroom assistants will remain with the children during dinner and playtime. Children will have their lunch in their own classrooms.

4. Protective Measures & Arrangements

4a) Expectations of Parents and Staff

- See Document – “The New School Day” which was put on website on 17/08/20
- We will also post the following table to all parents via the school website and the School App. A copy of this table will be laminated for each classroom and one is kept in the office.

INFORMATION FOR PARENTS & CARERS

Everyone has a role to play in keeping our schools safe and helping to stop the spread of COVID-19.

DON'T SEND YOUR CHILD TO SCHOOL IF THEY HAVE COVID-19 SYMPTOMS.

VISIT [NHS.UK](https://www.direct.gov.uk/coronavirus) TO BOOK A TEST ONLINE. CALL 119 IF YOU CANNOT BOOK A TEST ONLINE.

YOU SHOULD BOOK A COVID-19 TEST IF YOUR CHILD HAS:

A HIGH TEMPERATURE

This means they feel hot to touch on their chest or back (you do not need to measure their temperature).

OR

A NEW CONTINUOUS COUGH

This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual).

OR

A LOSS OR CHANGE TO THEIR SENSE OF SMELL OR TASTE

This means they've noticed they cannot smell or taste anything, or things smell or taste different to normal.

IF YOUR CHILD DOES NOT HAVE SYMPTOMS OF COVID-19 BUT HAS OTHER COLD-LIKE SYMPTOMS, SUCH AS A BUNNY NOSE, THEY DO NOT NEED TO BE TESTED AND THEY OR MEMBERS OF YOUR HOUSEHOLD DO NOT NEED TO SELF-ISOLATE. YOUR CHILD CAN ATTEND SCHOOL IF FIT TO DO SO.

HERE'S WHAT TO DO IF:

YOUR CHILD HAS COVID-19 SYMPTOMS

WHAT TO DO?

- DO NOT SEND YOUR CHILD TO SCHOOL.
- Book a COVID-19 test.
- Household self-isolate.
- Inform school immediately about test result.

WHEN CAN MY CHILD RETURN?

Your child can return to school if the test is negative providing they are well enough, have not had a fever for 48 hours and if they haven't been advised to self-isolate by the PHA Contact Tracing Service.

YOUR CHILD TESTS POSITIVE FOR COVID-19

WHAT TO DO?

- DO NOT SEND YOUR CHILD TO SCHOOL.
- Inform school immediately about test result.
- Self-isolate for at least 10 days as advised by the PHA.

WHEN CAN MY CHILD RETURN?

Your child can return to school after 10 days even if they still have a cough / loss of smell or taste. These symptoms can last for several weeks.

SOMEBODY IN MY HOUSEHOLD HAS COVID-19 SYMPTOMS

WHAT TO DO?

- DO NOT SEND YOUR CHILD TO SCHOOL.
- The household member should book a COVID-19 test.
- Household self-isolate.
- Inform school immediately about test result.

WHEN CAN MY CHILD RETURN?

Your child can return to school if the symptomatic household member's test is negative and if they haven't been advised to self-isolate by the PHA Contact Tracing Service.

SOMEBODY IN MY HOUSEHOLD TESTS POSITIVE FOR COVID-19

WHAT TO DO?

- DO NOT SEND YOUR CHILD TO SCHOOL.
- Inform school immediately about test result.

WHEN CAN MY CHILD RETURN?

Your child can return to school when they have completed 14 days of self-isolation without any symptoms*.

CONTACT TRACING HAS IDENTIFIED MY CHILD AS A CLOSE CONTACT

WHAT TO DO?

- DO NOT SEND YOUR CHILD TO SCHOOL.
- Self-isolate for at least 14 days as advised by the PHA Contact Tracing Service.

WHEN CAN MY CHILD RETURN?

Your child can return to school when they have completed 14 days of self-isolation without any symptoms*.

YOUR CHILD HAS BEEN IN CONTACT WITH SOMEONE WHO HAS BEEN IDENTIFIED AS A CLOSE CONTACT

WHAT TO DO?

- Attend school as normal.
- If your child does not have any COVID-19 symptoms they should carry on with normal activities.

YOUR CHILD HAS TRAVELLED ABROAD AND HAS TO SELF-ISOLATE

WHAT TO DO?

- DO NOT SEND YOUR CHILD TO SCHOOL.
- Self-isolate for 14 days in line with quarantine advice.

WHEN CAN MY CHILD RETURN?

Your child can return to school when they have completed 14 days of self-isolation without any symptoms*.

*If your child has been identified as a close contact of a case of COVID-19, or has returned from travel abroad and is self-isolating, they must self-isolate for 14 days regardless of a negative COVID-19 test result.

Further information, including **Frequently Asked Questions for Parents and Carers**, can be found on the Department of Education's website at www.education-uk.gov

HSC Public Health Agency

Department of Education
www.education-uk.gov

EDUCATION RESTART

WE ALL MUST DO IT TO GET THROUGH IT

Updated information can also be found on the Public Health Agency Website on <https://www.publichealth.hscni.net/covid-19-coronavirus> 0300 555 0114

Please ensure you have access to the most recent updated information in respect of any query.

- Parents are expected to collect any pupil who is unwell when notified by the school.
- Parents will be reminded to update their emergency contacts.
- Parents should continue to monitor the health of their child, such as checking their temperature, although recognise that this is a limited measure.
- Staff similarly should not attend work if they or a member of their household is feeling unwell with symptoms of Coronavirus. Staff should follow the usual absence procedures.
- Staff are able to be tested for Coronavirus and must do so if they develop symptoms. Details of how to get tested can be found on the government website <https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19>
- Pupils should wear school uniform.
- PE: updates will follow regarding exact arrangements for PE as these may differ in each class.
- Although not a requirement, parents may want to ensure that children are in fully cleaned clothes each day and clothes worn in school are taken off as soon as returning home and placed straight into the wash.

4b) General Hygiene

- Hand hygiene is very important and should be carried out regularly including the start of the day, after any outdoor play, before and after lunch.
- Children should also wash their hands or use sanitiser if they cough or sneeze in class or have used shared equipment and after using the toilet.
- Children and staff will wash or sanitise their hands as they enter school. How to wash hands, will be modelled and supervised for younger children. There will be staggered times for children to wash hands.
- Staff should revisit hand hygiene regularly with pupils including a demonstration or by using age appropriate materials.
- Bins will be positioned away from children and staff in each classroom.
- Classrooms will have access to hand sanitisers but ideally soap and water should be used for class-based hand washing. Hand sanitiser could be used for occasional use after coughing and sneezing etc.
- Classrooms will also have a supply of paper towels.
- Posters will be displayed to reminding children how to wash their hands.
- Bins will be emptied as part of the cleaning schedule at the end of the day.
- Sanitisers will be in all communal areas. Children will wash hands before eating. Soap and water are best from the classroom sink.
- Gloves are **not recommended** to be worn all the time, as they provide a false sense of safety and are difficult to take off without contamination. However, where a member

of staff is treating a pupil or dealing with intimate care, it is recommended gloves and usual PPE is worn and then disposed of safely afterwards.

- There will be staggered times for using the toilets. Ensure children flush and properly clean hands afterwards. Staff should avoid being in the toilet areas. Parents please ensure you have completed and returned an intimate care form if your child may need any help.

4c) Staff Hand washing – specific guidance.

- Staff hand washing / sanitising should take place at the following points as a minimum:
 - Before leaving for work
 - On arrival at work
 - At regular intervals
 - Before and after eating, touching face
 - After sneezing.
- Hand washing prior to and after close contact with a child, using soap and warm water ideally.
- The following measures are recommended for staff to reduce the risk to them and others:
 - Removal of all hand and wrist jewellery (Single metal ring bands are acceptable and/or wedding/engagement rings).
 - Clean short fingernails and no artificial nails or nail products.
 - All cuts or abrasions should be covered with waterproof dressing.

4d) Cleaning

- Cleaning routines will follow the DENI guidance.
- All classrooms will be cleaned daily at the usual times, with particular focus on high contact areas.
- Additional cleaning staff will be employed each day to clean touch points and toilets in all areas.
- Doors should be left open unless kept closed for safety or security.
- Lights should be left on and pupils told not to use the switches.
- Toilets will be cleaned during and at the end of the school day, paying attention to taps, handles and toilet seats.
- Classrooms will be equipped with cleaning fluid and cloths to wipe surfaces when needed. Staff should wash their hands thoroughly after doing any cleaning.
- Any resources and play equipment (Early Years) used by children should be sanitised or washed periodically with soap and warm water or put into quarantine for at least 72 hours.

- Staff toilets also contain anti-bacterial wipes to enable staff to clean the toilet area before and after using.

4e) Classrooms

- Desks should be spaced out as much as possible within the room.
- Children should have a set position/table to sit at and children should not move between tables or groups, wherever possible.
- Coats should be hung on a cloakroom peg as they enter.
- Lunch bags should be placed in a box/designated area in the classroom as children enter the room.
- A returns box/designated area for reading books should be set up so that books can be left for 72 hours before being touched and returned to the shelves.
- Teaching will take place in the classroom space or outdoor spaces. Before moving to a new space hands must be washed by everyone.
- Ipads – if being used should stay within the classroom bubble and should not be shared between children or between bubbles unless they have been wiped down properly.
- Windows should be open for ventilation as much as possible.
- Ground floor external doors should remain closed for security. Doors should not be held open by each child to pass to the next person.
- The classroom door should be open to avoid touching of handles and enable increased ventilation.
- Children should not use the interactive board.
- Consider sitting children who have additional vulnerabilities in places where there is less movement of children and better ventilation.

4f) Distancing and adult to child contact

- It will be difficult for staff to fully distance from pupils, especially the younger they are.
- Avoid sitting face to face, where possible – try to be away from direct contact with faces.
- Staff should be mindful of other staff members in the classroom and around the school, maintaining distancing where possible.
- There will be reduced and coordinated movement within school, achieved through staggered playtimes and careful timetabling of playground areas.
- Children should be limited in using the main corridors or other shared spaces as much as possible; shortest exit routes should be used.
- The number of pupils inside the toilets must be limited. Staff should be mindful not to send more than one child to the toilet at the same time. The only exception to this is

for handwashing times and if supervised, the number allowed in is equal to the number of sinks but avoid crowding.

- Staff should avoid 'walking around the room' unless necessary.
- Staff should encourage children to self-mark / feedback learning.

4g) Classrooms:

- Classroom zones are set up so there is a clear 'protected' space for staff in the classrooms.

4h) Outdoor Spaces

- Using the outdoors is encouraged, although staff should be mindful of sun exposure. Parents will be encouraged to be aware of this too and provide appropriate protection (hat and cream etc.).
- The green and outside playground spaces will be able to be used. Mixing bubbles outside must not happen, although more than bubble may be outside, socially distanced safely.
- Playgrounds will be split into sections to ensure bubbles are not mixing (see playground rota).
- Children will need to be shown how to play attempting to keep a social distance, while staff will understand that this will be difficult for some children to achieve. In these cases, staff should ensure they are keeping a good supervisory distance away and maintaining the child to adult social distancing.
- Equipment must not be shared between bubbles unless it has either been quarantined for at least 72 hours or cleaned.

4i) Staff shared equipment and spaces

Staff room /Canteen/Small Hall/Reprographics Room:

- Staggered breaks/lunches
- Maintaining social distance
- Additional staff rooms identified for eating to support social distancing - canteen, small hall, and reprographics room.
- Staff must not sit side by side – leave a spare seat between each member of staff.
- All staff to wash hands before entering staff room. Wall mounted hand sanitisers are available throughout the school.

Photocopy and other shared resources (phone etc.)

- Wash hands before and after use; sanitiser or anti-bacterial wipes will be available by key shared devices.

Movement around site

- Keep 2m distance from all others (adult vs adult).
- Avoid touching rails and handles if you can.
- Wash hands / sanitise before and after movement around the building.

4j) Reducing touch points and transmission

- Be aware of what you are touching, especially in shared spaces; wash your hands regularly.
- Key doors will be propped open to avoid the need to touch handles.
- Use a fob to open the outside doors.
- Children will not move around the school on messages until further notice.
- Security doors should be kept closed, including all external doors and office doors.
- Fire doors must be shut in the event of an evacuation.

4k) Children's toilets

- Where possible avoid lots of children going to the toilet at the same time.
- Shared cloakrooms – please ensure children hang up their coat.

4l) Toilet at break and lunch

- Children should be encouraged to use the toilet before break and lunch in a staggered manner.
- If children need to use the toilet during break or lunchtime they should only use the allocated toilet for their bubble.

5. Organisation of the Day

- Parents should maintain 2m distance from other adults when arriving for school.
- All children will enter the playground and walk to their line and be greeted by school staff.
- Only one parent should come with a child to school to minimise the number of adults on site.

- Parents will not be allowed to wait on site in the morning. There will be no cars allowed in the school to stop and park (with exception of school staff, construction staff, blue badge holders, EA transport vehicles and essential visitors).
- Leadership Team will be out in the mornings and afterschool where possible to monitor social distancing and to welcome the children.
- Pick up procedures: all pupils will line up at the end of the day with their teacher and teachers will dismiss classes one at a time from the playground thus ensuring appropriate segregation of bubbles. Parents will be encouraged to wait outside the playground also allowing appropriate distancing.

Lunchtime arrangements

- Lunch will be on a rota basis.
- Children should wash hands before eating.
- Classroom assistants will remain with their bubbles wherever possible.
- Behaviour incidents will either be dealt with outside by the lunchtime staff / by the member of staff on duty in each bubble.
- Packed lunches should be placed in shared areas outside the classroom door by the dinner staff.
- See plan for playground times.

Break time arrangements

- The same play zone will be used as for dinner time, where possible.
- Breaks will be on a rota basis.
- One play zone will be in place for each bubble.
- Teachers will take their classes onto the playground keeping their distance of other bubbles.
- Handwashing must take place before and after break.
- Teachers will go out at the end of break to collect their class.
- Teachers must bring their mobile phones to the playground. The Green Card System will not be in operation until further notice. This will be the same for lunchtime staff.
- First Aid: child to self-administer wherever possible. If more serious first aid is needed, staff should ring for help.
- Children must go to the toilet before they go outside.
- Break children need to bring their own break and snack and have in a disposable bag. Children need to bring their own water to drink.
- Children will stay in classrooms during wet days where they will be supervised.

6. PPE (Personal Protective Equipment)

6a) PPE VIDEO and guidance

All staff should watch this video.

<https://www.youtube.com/watch?v=vs9ZMSghbck>



- Guidance from the Government states that most staff will not need PPE.
- If staff wish to wear their own mask, then that is a personal choice.
- Full PPE is available for welfare matters, such as looking after an unwell child or first aid and those who will be responsible for this will have guidance on effective use of PPE. Please see <https://www.eani.org.uk/education-restart> for further guidance and updated advice.
- We have a supply of visors, masks, gloves and aprons for intimate care and welfare issues, including dealing with first aid where the child cannot administer it themselves.
- If a parent requires their child to wear a mask, then they should contact the school office to discuss this. Staff should not assist with the mask or handle it in any way.
- The staff dress code is relaxed but should remain smart.
- The following are available to use for general protection and are optional for staff.
 - Disposable aprons
 - Disposable gloves
 - Individual visors
 - Re-usable face masks
- If dealing with a child for close care the above should be worn as a minimum.
- Please visit link below for further information:

<https://www.education-ni.gov.uk/sites/default/files/publications/education/Northern%20Ireland%20Re-Opening%20Schools%20Guidance%20-%20New%20School%20Day.pdf#page=42>

6b) Donning and Removing PPE

Donning PPE order

1. Apron
2. Visor
3. Gloves

Removing PPE order

1. Gloves

2. Apron
3. Visor
4. Wash Hands

6c) Disposal of PPE

- General PPE waste to be bagged and placed in the general bin in the classroom.
- Symptomatic PPE waste to be double bagged and placed in the lock up beside the bins.
- Staff reusable masks must not be left on any shared surfaces and should be taken home daily and, when not in use, should be stored in a bag (e.g. zip lock sandwich bag).

7. Office & Communications

Office area guidance

- The office will be open to essential visitors only, with parents encouraged to communicate via email or telephone. Parents may wish to speak to staff in the morning and after school, but they should wait until pupils are all dismissed and this should be at a 2m distance. Parents will continue to be encouraged to communicate using telephone or email.
- Updates for parents will be sent via website, school app, Facebook or text message.
- No children or staff should enter the office, other than those staff designated to work in there.
- Requests should be made from the hatch or doorway and only after authorised by staff in office

8. Welfare

- There will be at least one member of the team present each day to deal with sickness, injuries and those pupils feeling unwell. Please contact the main office or Mr Devlin's office if someone is needed.
- Where possible, all minor injuries should be dealt with within the bubbles and children should be encouraged to self-administer where possible e.g. putting on a plaster.
- PPE will be available for any member of staff who requires it to assist with a pupil in close proximity, including personal care.
- Any supported changing of a child's clothes should be done with PPE, in a ventilated room. Hands and wrists should be thoroughly cleaned afterwards. Please ensure that the intimate care form has been authorised by parent.

9. Evacuation procedures

- Keep social distancing whenever possible.
- Exit through external fire exit doors.
- Assemble at muster points as normal.
- Children to line up 2m apart from any other bubble and spaced out as much as possible within their own class.
- All other procedures will remain the same.

10. Staffing

10a) Safeguarding

- Safeguarding procedures remain the same but, due to the increased time children spent at home, there may be more initial disclosures.

10b) Critically Extremely Vulnerable Staff or Household

- All staff, including those who were shielding are expected to return to school in September.
- Occupational health advice is that the risk assessments and control measures in place for everyone are adequate for all staff, but those staff who have a higher risk of complications should ensure they take extra care of their own hygiene and social distancing.
- School will continue to take advice from DENI and EA on the above.

10c) Staff Absence

- Absence should continue to be reported to the Principal or Vice Principals using the normal procedures.
- Absence procedures remain the same for all other absences.

10d) Staff Meetings/Training

- If staff meetings are needed, then social distancing and face masks will be required for attendance at the meetings which will take place in the Assembly hall.
- CPD opportunities will be assessed depending on how the return to school is going.
- Any updates will continue to be via the school email and the Monday note. Please ensure that all staff read emails

11. Pupil Attendance**11a) Which children should not attend school?**

- Children who are extremely clinically vulnerable should discuss this with school.
- Children who live with someone who is extremely clinically vulnerable are expected to return to school, but may wish to contact school to discuss this.
- Any child who is feeling unwell with symptoms of Coronavirus should not attend school and should get tested.
- Any child who lives with someone who has symptoms of Coronavirus should not attend school and self-isolate for 14 days.

11b) Reporting Absence

Parents should report absence by telephone or through the 'Report Absence' link on the Website. Registers will remain open for 20 minutes after each Bubble's start time.

See the Attendance Policy for codes to use if children are late or their absence is Covid-19 related. All other codes for absences remain the same.

12. Curriculum and Classroom

12a) Adapted provision

As a result of the pandemic, the children are likely to return with a range of additional needs that will need to be considered through a sensitive and adaptive provision. This will include:

- A reduced expectation of curriculum content requirements.
- An increase in physical and outdoor activity.
- Increased PDMU, nurture, mental health and well-being activities.
- Reducing the length of lessons.
- Increased opportunities within lessons for the following:
 - Talk
 - Group work
 - Play/social activities
 - Reflection

12b) Blended learning

- We must continue to prepare and plan for a second closure / lockdown either of the whole school or of certain bubbles.
- We also need to ensure effective provision is in place for those children who may need to self-isolate. Key consideration should include:
 - Does the child have access to technology?
 - Are we able to send paper versions of lessons?
- By the end of October, we will endeavour to have a full blended / home learning policy and procedures in place and additional preparations made.

12c) Assemblies

- Whole school assemblies will be suspended until further notice.

12d) Feedback to Pupils

- Children will continue to need reassurance and feedback from their teachers. However, this needs to be balanced with reducing the risk of staff touching lots of books.
- Teachers should increase self-marking and should limit close proximity feedback.
- Exercise books should not be taken home
- Books can be marked after a lesson but staff should wash hands before and after.
- Staff may wish to consider how books could be left for 72hrs before marking to avoid multi-touch areas.

12e) Physical activity

- All physical activities must only be done outdoors

12f) Support for Vulnerable Pupils

- Parents will be advised to start talking and preparing their children to transition back to school, even walking up to the gate they will be coming in through.
- St. Patrick's will use 'reasonable measures' to ensure inclusion for all.
- We will consider approaches to ensure all groups, including vulnerable groups, have the best opportunities to meet their potential.
- Staff should alert the pastoral team (Principal and Safeguarding Team) to any emerging pastoral needs.

12g) Pupil Assessment and Reporting

- It is vital to assess children as the majority will not have been in school for nearly 6 months.

We are balancing the need to assess without adding to children's worry.

Special Needs:

- SEN children should be monitored closely.
- IEPs reviewed and updated in the first half-term.

12h) General classroom guidance including use of resources

- Ensure good ventilation; keep windows open.
- Consider outdoor learning and activities where possible.

Organisation of classrooms:

- Tables facing forwards in rows, where possible.
- Teacher Zone area.
- Maximise outdoor learning across all subjects where possible.
- Children have the same seat and their own equipment.
- Other malleable equipment (such as playdough) can be used but each child should have an individual labelled container and not share.

12i) Curriculum restrictions**Inside**

- No physical activity in hall.
- Minimise movement around the school and classroom.

Outside

Physical activity lessons

- Increase distance between children wherever possible by adapting games / provision.
- Minimise sharing of resources and ensure good hygiene after play.
- Wipe down equipment after use or put into quarantine for at least 72hrs.

12j) Use of External curriculum providers

- Music services will resume in the second half of the first term after a Risk Assessment has been carried out and a designated area agreed upon.
- RISE – to confirm future arrangements.
- Anyone within school will be briefed regarding expectations.
- All visitors to school will be asked to complete a Covid-19 questionnaire (See Visitors in School Policy).

13. Dealing with suspected or confirmed cases of Coronavirus

13a) Suspected case of coronavirus within school

- Mr Devlin, Mrs McSheffrey, Mrs McConnellogue or Mrs Logue will take individual to the big hall where their temperature will be taken.

If a child becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home, then a face mask/visor should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a visor should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

- Any child displaying symptoms will need to be taken to the hall area, as this has been identified as the holding room for anyone with symptoms, while waiting to be collected.
- Anyone with symptoms will need to be tested and proof of testing may be asked for by the school to ensure that prompt action has been taken; the result of this test will need to be communicated to school as soon as it is known.
- Parents and staff will not be informed that someone from the year group is being tested as this may only be precautionary, but this decision will be made on a case by case basis. Staff will be alerted and should continue to social distance and maintain high levels of hygiene.

- Please visit the Education Restart Guidance (23 September 2020) or visit the Public Health Agency website for updated guidance.

<https://www.publichealth.hscni.net/covid-19-coronavirus>

13b) Confirmed case of coronavirus within school

- If a child or adult tests positive for Coronavirus they should follow the guidance as per Public Health Agency. <https://www.publichealth.hscni.net/covid-19-coronavirus>
- If the member of staff in the class bubble where a child has tested positive, has had contact with other children or staff, it is not necessary for those children or staff to self-isolate unless the member of staff themselves tests positive. It is recommended that the member of staff is tested wherever possible. Each case will be looked at on a case by case basis. St. Patrick's will follow advice from the PHA at all times.
- As part of the Government's track and trace program, the local health investigation team may carry out an assessment at the school if there is an outbreak across the setting. They will advise on future action.
- Enhanced clean of core areas will take place.

14. Day to day issues summary

14a) First aid

- Where possible, pass first aid items to child to do themselves e.g. wipe and plaster.
- Staff member should don PPE from class PPE box if they feel comfortable to deal with the issue.
- If staff member does not feel comfortable dealing with the issue, then they should phone the office to ask for support.
- Usual first aid reporting should take place.
- Lunchtime supervisors will deal with minor injuries in their own year group bubbles and call for assistance where a second opinion is needed.

14b) Managing Social Distancing of children

Classrooms/Playgrounds:

- Classroom zones set up so there is a clear 'protected' space for staff in the classroom.
- Foundation Stage: Children have access to equipment while

teacher remains at least 2 metres away, whenever possible; access to outdoors for proportion of the sessions.

- Year 3 upwards: Children to have individual trays (if possible) with all equipment needed on there. They should remain in their spaces as much as possible while indoors.

- Break and lunch.

Play zone areas on playground for each year group bubble.

Staggered Breaks and Lunch times (see Timetable).

15. Risk Assessment and Review

- We have developed a comprehensive risk assessment which will be kept under review based on any new guidance and experience.
- If you feel there are some additional measures which would make you feel safer in school, please share with Principal, Vice Principals and Board of Governors.
- This plan will be reviewed regularly and changes will be made to meet the current guidance and situation and staff will be informed of any changes.

Written by

Eamonn Devlin

Principal

Agreed by Board of Governors November 2020

Appendices

- 1) Quick guide to Coronavirus related absences
- 2) Poster - Catch it. Bin it. Kill it.
- 3) Poster – How to wash hands
- 4) Hand Cleaning Techniques for soap and water / link to PHA website
- 5) Guide to donning and doffing PPE
- 6) When is this PPE required?
- 7) School Restart Booklet for parents
- 8) Recording sheet for a case of Covid
- 9) INSPIRE Workplace

What to do if.....	Action needed	Return to school when....
<i>My child has coronavirus symptoms</i>	DO NOT COME TO SCHOOL Contact school daily Self-isolate Get a test Inform school immediately about test result	The test comes back negative and Child is fever free for 48 hours. ²¹
<i>My child tests positive for coronavirus</i>	Inform the school immediately about the test result DO NOT COME TO SCHOOL Contact school daily Self-isolate for at least 10 days	The child can return to school after 10 days even if they have a cough or loss of taste or smell. These symptoms can last for several weeks once infection is gone. If they continue to have a high temperature they should stay at home.
<i>Somebody in my household has coronavirus symptoms</i>	DO NOT COME TO SCHOOL for 14 days Contact school daily Household member to get a test Inform the school immediately about the test result	Stay at home for 14 days after the first person in your home started having symptoms.
<i>Somebody in my household has tested positive with Coronavirus</i>	Inform the school immediately about the test result DO NOT COME TO SCHOOL Contact school daily	The child has completed 14 days of self-isolation
<i>The Track and Trace scheme has identified my child as a close contact of somebody with symptoms of confirmed coronavirus</i>	DO NOT COME TO SCHOOL Contact school daily Self-isolate for 14 days	The child has completed 14 days of self-isolation
<i>My child has travelled abroad and has to self-isolate as part of the quarantine process</i>	<u>Returning from a destination where quarantine is needed</u> DO NOT COME TO SCHOOL Contact school daily Self-isolate for 14 days Provide information to the school as per attendance policy	When the quarantine period of 14 days has been completed
<i>Staff or pupils in my child's bubble have tested positive</i>	Inform the school DO NOT COME TO SCHOOL Everyone in the bubble must self-isolate and take a test.	When a negative test is confirmed or the necessary isolation period has been completed.



CATCH IT.



BIN IT.



KILL IT.

For information on COVID-19 see
www.pha.site/coronavirus

Coronavirus

Wash your hands more often for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

For more information and the Government's Action Plan go to **nhs.uk/coronavirus**

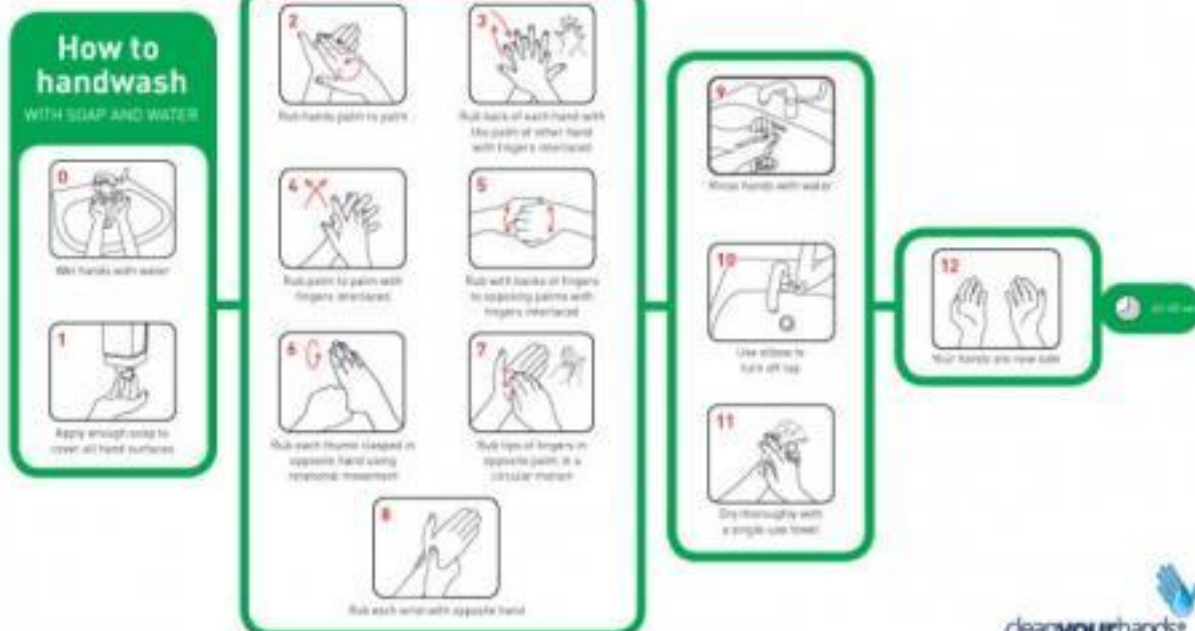
CORONAVIRUS

**PROTECT
YOURSELF
& OTHERS**

19/03/2020

https://www.publichealth.hscni.net/sites/default/files/Hand%20cleaning%20techniques_0.pdf

HAND CLEANING TECHNIQUE



www.publichealth.hscni.net

www.hscboard.hscni.net

www.dhssps.gov.uk/cleanyourhands.htm

Adapted from World Health Organisation Guidelines on Hand Hygiene in Health Care

HSC Public Health Agency

HSC Health and Social Care Board

DHSSPS Department of Health, Social Services and Public Safety

NHS National Patient Safety Agency

cleanyourhands®
campaign



**Public Health
England**

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

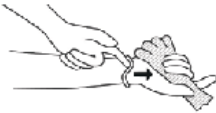






Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

<p>1 Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p>2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p>3 Put on your eye protection if there is a risk of splashing.</p> 	<p>4 Put on non-sterile nitrile gloves.</p> 	<p>5 You are now ready to enter the patient area.</p> 
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Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.





<p>1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.</p> 	<p>2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>3 Snap or unfasten apron ties the neck and allow to fall forward.</p> 	
<p>Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.</p>			
<p>4 Once outside the patient room. Remove eye protection.</p> 	<p>5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>6 Remove surgical mask.</p> 	<p>7 Now wash your hands with soap and water.</p> 

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

PPE type	When is this PPE Required?
Surgical Face Masks Type IIR Single use/disposable 	<ul style="list-style-type: none"> • Working with children, young people and pupils whose care routinely already involves the use of PPE, due to their intimate care needs; • Giving a pupil medication; • In a situation where a member of staff is supervising a pupil with symptoms of Covid-19, whilst awaiting collection from the school; • When administering first aid and social distancing cannot be achieved.
Face Shield or Visor 	<p>In a situation where there is a risk of bodily fluids coming in contact with eyes, face or mouth.</p>
Examination Glove Single use/disposable 	<ul style="list-style-type: none"> • Working with children, young people and pupils whose care routinely already involves the use of PPE, due to their intimate care needs; • Giving a pupil medication; • In a situation where a member of staff is supervising a pupil with symptoms of Covid-19, whilst awaiting collection from the school; • When administering first aid and social distancing cannot be achieved. • For use when cleaning down high contact surfaces.
Disposable Plastic Apron 	<ul style="list-style-type: none"> • Working with children, young people and pupils whose care routinely already involves the use of PPE, due to their intimate care needs; • Giving a pupil medication; • In a situation where a member of staff is supervising a pupil with symptoms of Covid-19, whilst awaiting collection from the school; • When administering first aid and social distancing cannot be achieved. • For use when cleaning down high contact surfaces.



Whatever's on your mind,
call us free and confidentially
0808 800 0002

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You can contact us by email:
UK - workandstudy@inspirewellbeing.org

School Day Timetable September 2020

Year Group	Room Numbers	Starting Time	Break	Lunch	Playground	Finishing Time
P1	1 and 2 Bubble 1	8.45am	10.15am	11.30-12.10	P1 Playground A	2.15
P1	3 and 4 Bubble 2	9.15am	10.30am	12.00-12.40	P1 Playground B/A	2.45
P2	5 and 6 Bubble 1	8.45am	10.00am	11.30-12.10	P2 Playground	2.15
P2	7 and 8 Bubble 2	9.15am	10.30am	12.00-12.40	P2 Playground	2.45
P3	Room 9 Bubble 1	8.45am	10.00am	11.30-12.10	P3 Playground	2.15
P3	11 and 12 Bubble 2	9.15am	10.30am	12.30-1.10	P3 Playground	2.45
P3/4	13 and 14 Bubble 1	8.45am	10.15am	12.00-12.40	P3 Playground	2.15
P4	15 and 16 Bubble 2	9.15am	10.30am	12.00-12.40	Upper Playground A	2.45
P4	17 and 18 Bubble 1	8.45am	10.00am	11.30-12.10	Upper Playground A	2.15
P5	19 and 20 Bubble 2	9.15am	10.45am	12.00-12.40	P1 Playground B	2.45
P5	21 and 22 Bubble 1	8.45am	10.00am	11.30-12.10	P1 Playground B	2.15
P5/6	23 and 24 Bubble 2	9.15am	10.45am	12.30-1.10	P1 Playground A	2.45
P6	25 and 26 Bubble 1	8.45am	10.00am	12.00-12.40	Upper Playground B	2.15
P6	27 and 28 Bubble 2	9.15am	10.45am	12.30-1.10	Upper Playground B	2.45
P7	29 and 30 Bubble 1	8.45am	10.15am	11.30-12.10	Upper Playground B	2.15
P7	31 and 32 Bubble 2	9.15am	10.45am	12.30-1.10	Upper Playground A	2.45