

COVID-19 safety precautions - Revision

South Devon Steiner School

March 2021



Thank you for your hard work so far!

The measures we have put in place have ensured that our school has remained 'COVID-free' throughout the pandemic.

Together, we can ensure our school remains a safe place for **everyone in the coming weeks and months.**

SDSS COVID-19 safety measures - a quick recap

The school must comply with Health & Safety law, which requires us to assess risks and put in place proportionate control measures.

The essential control measures have been revised:

- A requirement that people who are ill stay at home.
- Ensuring that face coverings are used where recommended (NEW)
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS test and trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school, and minimise potential for contamination.
- Keep occupied spaces well ventilated
- Promote and engage with asymptomatic testing (NEW)



Reducing contacts

As before, we will:

- Group together children, in classes and 'bubbles'
- Avoid contact between the groups
- Arrange classrooms with forward facing desks
- Ensure that staff maintain distance from pupils and other staff..

Our bubbles!

The bubbles are:

Willow Kindergarten	Acorn Bubble - Classes 1, 2 and 3
Hazelwood Kindergarten	Oak Bubble - Classes 4 and 5
Appletree Kindergarten	Greenwood Bubble - Classes 6, 7 and 8
Hood Barn - Classes 9, 10, 11 & 12	Gemel Bubble - Classes 6, 7, 8, 9, 10, 11 and 12 for some subject lessons only



Risk assessment

We have updated our risk assessment to incorporate the newest Guidance from the Government.

Please ensure you read it during this session and sign to say that you have read it, before you leave.

The most up to date copy of the risk assessment will always be on the [Pupil Safety \(COVID\)](#) page of our website.

Updates to the risk assessment and policy will be emailed to you.

ALL staff are asked to check their email before 8am each day to ensure they are abreast of any changes to our protocols and/or Government Guidance.



Our COVID-19 accountability structure

The Designated Person for COVID-19 safety precautions is:

[Kaycee Fordham](#)

The Designated Persons for the care of those with suspected COVID-19 are:

[Gaby Wood and Emma Brealey](#)

SLT will carefully monitor the measures put in place by the Designated Person through ongoing communication and review of the policies and procedures.

The Chair of Council has approved the most recent risk assessment, and will continue to monitor this through SLT reporting and direct communication with the Designated Person.



System of controls - Re-doubling our efforts

This is the set of actions we must take according to Government guidance. They are grouped into 'prevention' and 'response to any infection'.

It is essential that everyone working at school **fully understands the rationale** behind the system of controls, to ensure they can **implement them safely, knowledgeably and with confidence**.

Please ask questions whenever you feel unsure and always err on the side of caution if you are in a position where you must dynamically risk assess a situation.



Prevention

1. Minimise contact with individuals who are unwell.

- This means ensuring that anyone with coronavirus symptoms, or who have someone in their household who does, do not attend school.
- ALL staff must practice a high level of vigilance to ensure those who appear unwell, are promptly isolated and then sent home.
- Parents will be informed of their obligation to keep unwell children at home by letter and via our website and social media platforms.
- Clear signage on site will remind parents, pupils and staff of this requirement.



Prevention

2. Ensure that face coverings are used in recommended circumstances

- The Government now recommends that face coverings should be worn by adults and pupils in Class 6 and above when moving around the premises, outside of classrooms, such as in corridors and communal areas **where social distancing cannot be maintained.**
- Face coverings should also be worn in classrooms or during activities **unless social distancing can be maintained.**
- In primary schools, it is recommended that face coverings should be worn by staff and adult visitors in situations **where social distancing between adults is not possible** (for example, when moving around in corridors and communal areas).
- Children under 11 years should not wear face coverings.
- Face coverings do not need to be worn by pupils when outdoors on the premises.
- Face coverings need not be worn where wearing one would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.



Face Coverings

Having completed a full risk assessment, it has been concluded that it is possible to maintain physical distancing in classes 6 and above, and between all adults, **AT ALL TIMES.**

We can do this because:

- We have small classes and large classrooms which allow for physical distancing.
- We have re-routed pupils outside, rather than through busy corridors.
- We have introduced a toilet pass system to avoid overcrowding rest rooms.
- We can teach pupils in their own classroom to limit their movement around the site.
- We can remain at the front of our classrooms when teaching and ensure physical distancing is maintained.

MAINTAINING PHYSICAL DISTANCING WITHIN OUR MIDDLE AND UPPER SCHOOL BUILDINGS IS ESSENTIAL TO THIS STRATEGY.



Rationale behind this decision

- We are in a very low risk area in terms of possible COVID-19 infection (South Hams - 10.3 per 100,000 people (down from 17.2) for the week ending 28.2.2021).
- Our rural location means that most parents use a private vehicle to drop/collect their child (versus public transport, which increases risk).
- We know that, if the wearing of face coverings was implemented, a significant minority of parents would withdraw their children from school, putting children at further risk of missing education and creating gaps in their learning.

The decision will be closely monitored. If physical distancing is not maintained in the classrooms, corridors and internal communal areas, we WILL introduce face coverings.



Supporting pupils who wish to wear a face covering

Although not mandated, some pupils and staff may wish to wear a face covering in order to feel safe.

To follow is a short video to show you how to wear and remove a face covering safely.

Where pupils or staff decide to wear a face covering, this procedure must be meticulously followed.

Parents have been asked in our recent communication to send in two face coverings per day and a sealable plastic bag. Where pupils or staff use disposable face coverings, these must be disposed of in the tissue bins and not the general classroom waste bins.



As you remove the mask, pull it away from your face.



Prevention

3. Clean hands thoroughly and more often than usual.

All parties **MUST** use the hand sanitiser provided upon entry to and exit from the school.

All parties **MUST** wash their hands frequently using soap and water. Please use classroom sinks where they are available. If you do not have a classroom sink, please collect a hand sanitiser to use in your classroom.

Handwashing should happen at key times each day for every pupil:

Before and after eating

After using the toilet

Before and after a change in venue

After sneezing or using a tissue.



**Now
wash
your
hands**

4. Ensure good respiratory hygiene...

We must ALL promote the 'catch it, bin it, kill it' approach to promoting good respiratory hygiene.

Please ensure that you still have a bin with a lid in your classroom and LABEL it to ensure pupils understand that this bin is JUST FOR TISSUES.

Please also collect and display the 'catch it, bin it, kill it' posters to display in your classrooms where these have been removed / become tatty.

Teachers should be vigilant to ensure that pupils use this approach reliably and effectively.



5. Enhanced cleaning

Our new cleaner (Josie) works during the school day to clean high touch surfaces such as door handles, bannisters and toilets, and empty tissue bins.

Common areas will be cleaned daily after school each day by Clean Eco staff.

A cleaning kit is provided for every class and subject teacher to assist them to keep their rooms clean AT ALL TIMES.

Cleaning should happen automatically **before and after eating, when there is a change of group in the space, and at the end of the school day.**



Classrooms will be deep cleaned weekly by the cleaning company.



Minimise contact between individuals...

...and maintain physical distancing.

We must work with a combination of 'bubbles' and physical distancing to minimise contact between individuals.



Physical distancing

It is accepted that for young children, social distancing is not possible.

In our school, this means that children in Kindergarten, Class 1, 2 and 3 will not be expected to socially distance from each other.

Teachers should attempt to maintain more space than usual from the children where possible and to remain at the front of the classroom as much as possible.

Prolonged touch should be avoided and should only be on a strictly 'essential' basis, such as for First Aid.





Physical distancing

Children from Class 4 and above should be encouraged to ‘give each other space’ and to keep a distance away from their teacher, as far as possible.

Our school will approach this topic from the perspective of honouring personal space, expecting ‘respect and care for the boundaries and needs of others’ and by asking pupils to ‘help keep everyone safe’.

Pupils from Class 6 and above are expected to adhere to physical distancing guidelines.

This is maintaining at least 1 metre of space and ideally 2 metres of space, between themselves and their teacher, **at all times**.

Teachers are asked NOT to move around the classroom during lessons, but to remain at the front of the class, with a distance of 2 metres between them and the pupils.



How to maintain physical distancing in classrooms and communal areas? THINK:

Give specifics - Sarah must sit at her desk and Peter must sit in his, one pupil at a time may go to the toilet, keep at least 1 metre away from your peers when indoors, you should remain seated in the classroom.

Empower teens to be responsible for the health of other people. Engage them in conversation.

Remind them of the Risk - it is never nice to be unwell!

Model Positive Behaviours - Maintain physical distancing, handwashing, good food and plenty of sleep.



PPE

The only members of staff who should use PPE in relation to COVID-19 are **Gaby Wood and Emma Brealey.**

Only members of staff trained to use PPE should use it.

We will not be carrying out temperature checks on pupils as they arrive, in line with Government guidelines.

Our PPE is stored in the COVID isolation room in Greenwood.

Parents

As a general rule, parents are not permitted on site at this time.

Parents should drop their child to their designated gate, either on foot (Kindergarten, Classes 1, 2 & 3) or by vehicle (Classes 4 and above) and leave site swiftly.

Parents should not linger and chat in the car parks.

They must adhere to physical distancing rules when they are in the car park areas.

If parent/teacher meetings are needed, please make an appointment and meet at the School Office to sign in. Ensure you have a place to meet arranged in advance, and go straight there, after having them apply hand sanitiser.

Meeting with groups of parents is not permitted at this time. Parent evenings will continue online.



Response to any infection

Our school must always follow these protocols in every case where they are relevant:

- Engage with NHS Test & Trace process
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- Contain any outbreak by following local health protection team advice.

The key staff for ensuring these protocols are followed are:

Jeff van Zyl, Julie Thomas, Gaby Wood, Emma Brealey and Kaycee Fordham

These staff members will receive further information on how to work with these protocols.



Asymptomatic Testing

The Government is asking schools to support asymptomatic testing as part of its strategy for a safe return to school.

All school staff are encouraged to take part in asymptomatic testing. Staff can now collect a Government issue Lateral Flow Device (LFD) self-testing kit from the School Office, should they wish to participate.

The Government strongly recommends that school staff take these tests twice weekly,

Testing is not mandatory and does not form a condition of employment for our staff.

The School does not have the resources needed to become a testing centre at this time.

Pupils will be able to begin the self testing programme in the coming weeks, supported by our school.



Drop off and collection times

- Drop off and collection remains staggered. [An updated timetable is available on our website.](#)
- Parents are expected to drop their child/ren to school at the correct time, and at the right gate.
- Kindergarten children and Upper School pupils will use the Hood Barn gate.
- Classes 4-8 will use the Main Gate.
- Classes 1-3 will now use the Hood Manor side gate adjacent to Car Park 2.
- The Velwell Gate is no longer a public access point and should remain closed and locked during the school day. Any access to the school must be through the new School Office.
- Pupils arriving in masks must be helped to remove these safely. Disposable masks must be put in the bins provided. Reusable masks must be placed in a sealed plastic bag. Ensure pupils sanitise their hands BEFORE AND AFTER handling their mask.

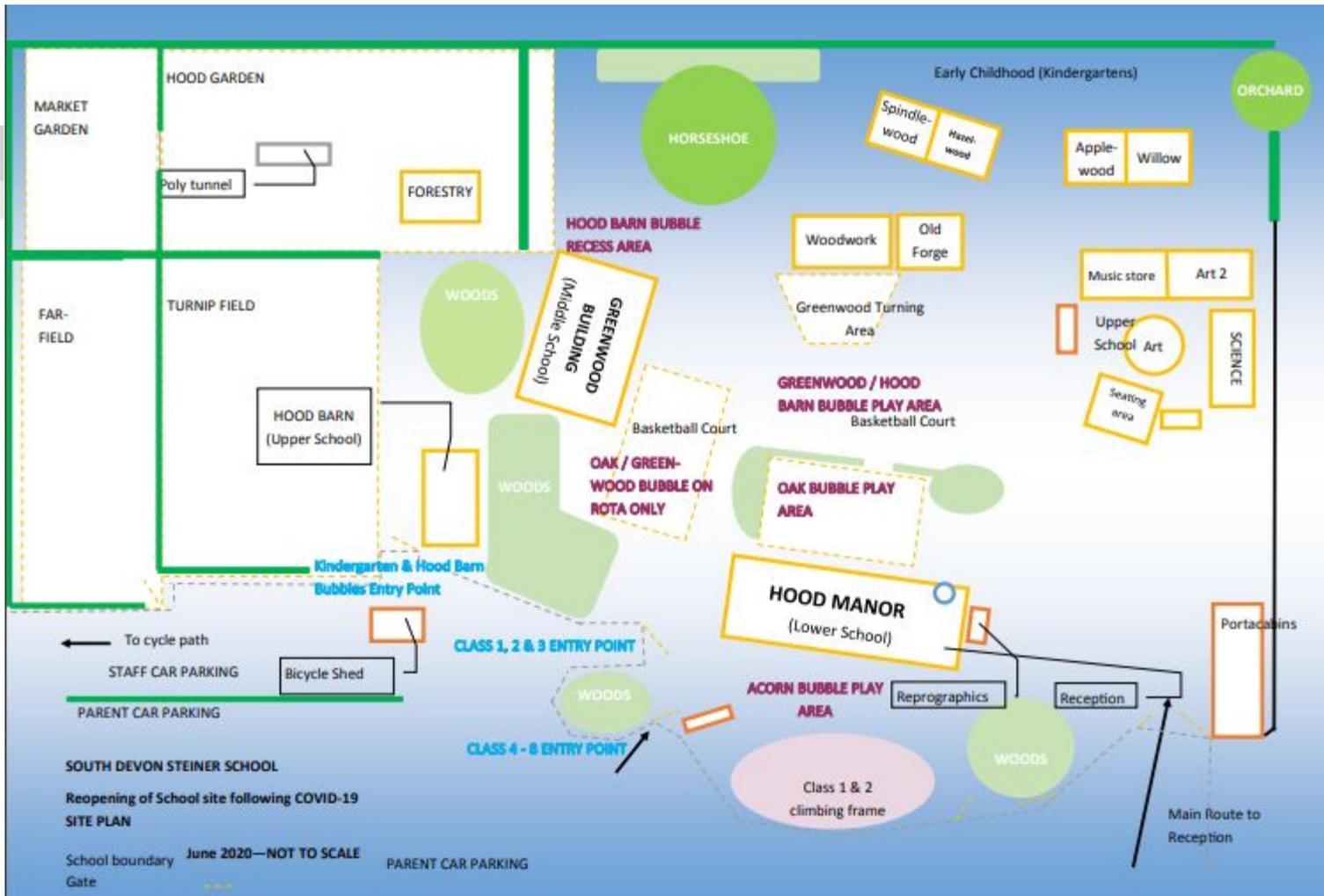


Late arrivals

- It is important that the gate opening times are strictly adhered to.
- At the end of the gate opening time, it must be closed and locked.
- Late arrivals must go to the School Office and wait to be taken through to their classroom.
- Due to the risk of mixing bubbles of children, this is best avoided.
 - Pupils from Kindergarten to Class 5 must be accompanied to the School Office by a parent if they arrive late.

**THE SCHOOL OFFICE WILL ONLY BE OPEN BETWEEN
8.30am - 9.00am and 2.45pm - 3.30pm.**

Where to play?





Break and Lunch Time Duty

There is a new rota for break and lunch time duty which is now displayed in the staff room.

ALL Lower School and Upper School staff should check this rota as to when they are on break / lunch time duty.

A copy has also been emailed to all teachers and support staff, along with the most up to date version of the risk assessment.

It is very important that bubbles DO NOT MIX. Please ensure bubbles remain within their play area boundary.



Attendance

School attendance is mandatory.

This means the usual rules on attendance apply.

Gaby Wood is now holding attendance and can support you with any registration or attendance related queries.



Staff returning to work

Any staff member who wishes to discuss their return to work, those who self identify with a condition which puts them in the high risk category for coronavirus / COVID-19, and those who are feeling anxious about returning to work are invited to self declare for a health risk assessment.

If you wish to book a meeting to discuss your return to work, please contact Julie Thomas.



Questions

Any questions?

Please contact: kaycee.fordham@steiner-south-devon.org