



## COVID - 19 POLICY

Subject to Change and Reviewed Weekly  
Last Updated: Thursday, 14th December 2021

We frequently receive new advice from the Government and we wanted to provide you with the practical information. We appreciate the material is long and involved, but we feel it is important you are as informed as possible, hopefully providing some reassurance to you.

The outlined measures will be reviewed and changed when required, following all Department for Education and Government guidelines in relation to Early Years Settings.

### **Statement**

As part of our compliance, we hold an ongoing obligation to ensure the safety and well-being and hold a 'duty of care' for the whole school community. With this good health and safety management are an integral part of the way that the school operates across all operational and educational activities delivered. By developing the appropriate structures, procedures, and understanding of all Covid-19 precautions it is hoped that we maintain stability of the physical, emotional, and physiological learning environment in all forms.

In connection to the Covid19 virus all points relating to this duty of care are considering properly discharged into "what is reasonable to do, or not do, in the circumstances of this particular incident?" This will have to be assessed on a case-by-case basis.

Although procedures, guideline and expectations are put in place these are periodically reviewed, reflecting that this is a working document that requires to be revised whenever necessary.

### **Aim**

During physical or virtual school timings we aim to provide a broad menu of learning for the children to access a balanced curriculum. By devising all requirements for Covid19 procedures we aim to create protocols for dealing with and minimizing the risks to all. It is our aim to ensure that all stakeholders are at minimize risks of infection and to safeguard the whole school community. Ultimately, providing safe working and learning conditions and to ensure a systematic approach to the identification of risks and the allocation of resources to control them.

### **Rational**

Health and safety is at our core part of our ethos to provide a secure base for physical, and emotional development. To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level it is our intention to provide adequate control of risks

associated with Covid-19. For this to be fully implemented effectively requires everyone to understand the importance of the initiatives to ensure maintaining all procedures are compliant requirements.

### **The School Will:**

- Apply and communicate sensible risk management and safe working practices. This will involve regular assessment of hazards and associated risks.
- Implement preventive and protective control measures against those risks to an acceptable/tolerable level.
- Monitor the effectiveness of those measures by senior leaders.
- Provide information, instruction, training, and protective equipment to staff (and children where required).
- Review risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is observed across the premises and in all buildings consistent with and appropriate to the numbers of pupils, staff, and visitors in the school.
- Maintain an appropriate hygiene regime to be followed by all children, staff, and visitors.
- Operate an enhanced cleaning regime for the duration of COVID-19.
- Ensure that staff are informed and instructed to ensure competence and awareness of health and safety precautions required during COVID-19.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to COVID-19.
- Draw up contingency plans for: Someone falling ill or demonstrating symptoms on site
- Deep cleaning in the event of an outbreak of COVID-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid and intimate care.

### **School office**

The school office will be closed for face-to-face queries with it being operated daily for telephone or email communication. Parents or visitors coming to the premises/office will only be permitted to enter by appointment.

### **Parent undertaking**

Prior to returning to school, parents are required to sign an COVID-19 declaration form. In the event of illness, accident or if their child becomes ill during attendance, it is their sole responsibility to make all necessary arrangements for their child's medical/personal care. The school bears no liability for any claims against loss, damage, injury, death, physiological



conditions that their child may be involved in as part of any activities or incidents in the school. Additionally-

- Only one parent at the classroom/ entrance's door at any one time.
- No loitering at the entrances or within the premises.
- Allow children's temperatures to be checked at the gate every morning
- No toys from home will be accepted in the premises.
- Parents to send children in clean clothes each day to restrict the risk of cross- contamination.

### **Maintaining a Safe Environment**

Setting up a safe environment requires consideration to the age group requirement and space required. Set groups are formed referred to a 'bubble group', for a set cohort/class group. The following preventative measures will be put in place, to minimise the spread of infection-

- Staff where possible to remain with set groups rather than interchanging between different cohorts of children.
- Staff will remain in their own bubble group area of the school whilst on the premises.
- Increase air flow and ventilation where climate /physical safety allows (open windows and doors)
- Move lessons outdoors or ventilate rooms as much as possible.
- Staggering the beginning and end of the school day.
- Children to stay in one classroom/area throughout the day or week
- Where possible different bubble groups to use different entrances to enter and leave the building/classroom
- Limiting the number of children entering toilets at any time and where possible dividing bathroom usage to different bubble groups.
- Having designated play zones for specific bubble groups.
- No large bags or unnecessary items from home to be brought into the building.
- Preventing whole school assemblies or any other activity in which children mix in one space.
- Removing all toys, games, pieces of furniture etc. that cannot be wiped/washed (unless deemed essential/important within a single class).
- Daily sanitization of all common and classroom resources

### **Health and Safety precautions and Procedures**

- Recognize the symptoms of COVID-19 (coughing, fever, shortness of breath) Remember that symptoms of COVID-19 such as cough or fever can be similar to those of the flu, or the common cold, which are a lot more common. Symptoms include a high temperature, a new & continuous cough and loss/change in of sense of smell/taste.



As part of the monitoring process: -

- Children must be kept at home, if they develop coronavirus symptoms, for a minimum period of 14 days with parents arranging for coronavirus test immediately. Additionally, if someone in the household is suspected to have/has symptoms, covid-19, keep the child home, and inform the school. Only return after the stated isolation period.
- Parents to report any cases of COVID-19 that occur in the household (and everyone in the household) must self-isolate until a test has been carried out and result obtained.
- The policy of “staying at home if feeling unwell”, will be enforced. This is not limited to Covid19 but all illnesses.
- Mandatory requirement prior to returning is a doctor's medical certificate clearance for any illness (not only Covid19) taken within 24 hours must be submitted before entry to the school via email. Notification of returning to school is only subject to medical clearance. Without medical clearance entrance to the school will be prohibited.
- Daily screening for body temperature, and history of fever or feeling feverish in the previous 24 hours, on entry into the building for all staff, students, and visitors to identify persons who are sick.
- Check vaccination status for outbreak-prone preventable diseases (e.g., measles) and remind parents of the importance of ensuring their children are up to date with all eligible vaccinations.
- Set up class bubbles and designated areas with resources that remain with that cohort.
- Making alcohol-based hand sanitiser available throughout the setting.
- Being outdoors as much as possible and climate permits where the virus has less stamina.
- Encouraging staff and children to cover their cough or sneeze with a tissue, then put the tissue in a bin OR cough/sneeze into their elbow.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected throughout the day.
- The risk of transmission of COVID-19 to be added to risk assessments until restrictions are lifted. If a planned activity or action could increase the risk of transmission, the activity to be avoided.
- Children and team members who are classed as clinically vulnerable should follow professional medical advice.
- Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their uptake. Encourage frequent and thorough washing (at least 20 seconds) with water and soap in the following circumstances: -
  - On arrival at school/after outdoor breaks
  - Before food preparation
  - Before and after eating any food, including snacks
  - Before and after having a drink
  - Before and after administering medication
  - Before and after diapering/ encountering bodily fluid



### **Guests, Visitors, and Outside Organisations**

Professionals visiting school will be asked to keep 2-meter distance from children they are supporting. Parents, professionals, or guests are asked to wear face masks at all times as advised by public health.

### **Implementing social distancing**

Taking into consideration of the age groups at ELV, physical interaction will be unavoidable. The key to reducing the risk of coronavirus transmission is to maintain small groups and minimise physical interaction between these groups. Class bubbles with a maximum number of children dependent on age group per session, to be set up that remain in designated areas with designated staff.

- Only 1 adult come to collect each child.
- Playgrounds will be zoned, and break and lunchtimes will be staggered to ensure social distancing rules are maintained throughout the day, as much as possible.
- We will review these arrangements daily and adjust where required to ensure a safe environment for your child whilst in our care.

### **Intimate Care, Cleaning of Resources and Hygiene**

As a priority, increased cleaning schedules and practice will be enforced to maximise hygiene procedures. This may include:-

- Dress children in clothing that they can manage independently for toileting and self-care needs (nappy changes/personal care will still be done as and when necessary by an adult from the child's 'bubble' group.
- Clean and disinfect buildings, classrooms including items frequently touched surfaces - railings, tables, sports equipment, door and window handles, toys, light switches, doorframes, play equipment, teaching aids used by children, and covers of books etc.
- Remove items that cannot be cleaned daily-i.e. Cushions/Soft furnishing.
- Cleaning before and after the use of rooms will take place with classroom resources cleaned daily. Play equipment in communal areas (e.g. outdoor classrooms) to be sanitized between groups.
- Toys that children have placed in their mouths (play food, dishes, and utensils) or that are otherwise contaminated by body secretions or excretions to be set aside until they are cleaned by hand by a person wearing gloves. These are to be cleaned with water and detergent, rinsed, sanitized with disinfectant, rinsed again, and air-dry.
- Soft furnishings and resources with intricate parts, or difficult to clean and sanitized to be removed.
- No sharing of toys with other groups, unless they are washed and sanitized before being moved from one group to the other.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. However, these remain in a set bubble.



### **Attendance, drop off and collection**

The beginning and end of the day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements needs to be carefully controlled. Set procedures will help to establish a predictable, secure, and manageable system of attendance.

- Make sure contact information is current at school, including emergency contacts and individuals authorized to pick up your child(ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, consider identifying an alternate person.
- Parents must wear masks at all times whilst on the ELV premises.
- Check in with your child each morning for signs of illness. If your child has a temperature, they should not go to school. Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.
- Entry and exit will be through specified gates/doors (parents to be informed which to use).
- During transition, a limit of only one adult with their child/children in the premises.
- Anyone who has experienced coronavirus symptoms **must** have completed the required isolation period and be symptom free, and not be living with someone who is displaying the symptoms before returning to the school.
- Anyone returning from travel outside of their normal home environment are required to isolate for 7 days after returning from travel (this includes national or international travel).
- If someone becomes unwell, they are isolated in a separate room. Parents are required to collect immediately.
- If transmission is increasing in the wider community or if multiple children or staff test positive for COVID-19, the school building will be likely to close.
- Similarly, if a close contact of your child (within or outside of school) tests positive for COVID-19, your child may need to stay home for the quarantine period.

### **In the event of Further closure once reopened**

If a case of COVID-19 is identified in school, we will take advice from Public Health. It is likely that a class might be closed for a period of time. Whole school closure can hopefully be avoided, but it is possible that this may be necessary, in order to prevent the spread of the virus. In this scenario, education, and communication would take place using online learning platforms as was successfully practised in the lockdown period.

### **Track and trace**

For the first 7 days after teaching ends, if a child or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.

Parents are required to specify in the email: your child's name, class, date of birth, your name and contact number, as well as attaching the confirmation of a positive test.

This will mean you will have to self-isolate and school will need to try to determine any close contacts that your child has had that could be at potential risk of infection.

