

BELLAGHY PRIMARY SCHOOL COVID-19 POLICY

(including temporary annexes to other policies)



September 2020

Signed: _____

Date: _____

RATIONALE

The COVID-19 pandemic is an unknown and constantly evolving situation. In Bellaghy Primary School, we will strive to keep all members of our school community as safe as we possibly can. The actions outlined within this policy are aimed at helping to minimise the risk of spread of the virus, in order to protect all members of the community.

This policy explains the actions that will be taken within our school in response to COVID-19.

This policy will be regularly updated in line with advice received from the Department of Education for Northern Ireland and the Public Health Agency.

KEY LEGISLATION

This policy is based on the following documents:

- Northern Ireland Re-opening Schools Guidance: New School Day. (13/8/20. Department of Education)
- Circular 2020/08: Attendance Guidance and Absence Recording by Schools

Abbreviations used in this document – DE – Department of Education, EA – Education Authority, PHA – Public Health Agency

PROTECTIVE MEASURES

The following protective measures will be put in place. in an effort to keep our school safe:

- **Anyone displaying symptoms of COVID-19 must not attend school;**
- Enhanced hygiene and cleaning measures will be established during the school day;
- Children and adults will wash their hands regularly throughout the school day;
- Social distancing of 2m between adults and as far as is practicable between adults and children will be established;
- Protective bubbles of P1 – P5 and P6 –P7 pupils will be established;
- School will maximise the use of outdoor space;
- Where possible in P3 – P7, children will not sit facing each other;
- PHA guidance under the 'Test, Trace and Protect' programme will be applied for all pupils or staff in contact with someone who tests positive for COVID-19;
- Ventilation within the school will be increased by the opening of windows throughout the school site, dependant on the climate and weather conditions.

COVID-19 SYMPTOMS

The three key symptoms of COVID-19 are:

- New, persistent cough;

- High temperature or fever;
- Ansomnia (loss of taste or smell).

Where any member of our school community develops any one of these symptoms, arrangements will immediately be made for them to leave the school premises and they will be asked to be tested for COVID-19. Once a negative test result has been received, the individual may return to school as long as they have not had a high temperature for 48 hours. For consistency, any individual testing 37.8 °c or above will be classed as having a high temperature.

CHILDREN

Within our school, staff will on occasions, check the temperature of a child where the child expresses that he/she is feeling unwell. This will be done by using a non-contact thermometer.

When a child displays a symptom of COVID-19 he/she will be taken to the foyer area or the back-cloakroom area where he/she will be supervised at all times by a member of staff. Contact will be made with the adults on the child's contact list who will be asked to make arrangements for the collection of the child. When possible, we would ask that this is the parent/guardian of the child. The adult collecting the child will be asked to sign a completed form.

POSITIVE CASE OF COVID-19

Should a member of our school community test positive for COVID 19 then a number of measures will be taken:

- All members of the school community will be notified that there has been a positive case. To maintain confidentiality no names will be shared;
- Any area of the school that the person was in will be immediately quarantined and thoroughly cleaned, as per DE guidelines;
- Staff or children who have been part of the same bubble as anyone who has tested positive for COVID-19 must follow Public Health Agency guidance (see below).

TEST, TRACE AND PROTECT

Children and staff who exhibit any symptoms associated with COVID-19 should not attend school. The N.I. Executive has rolled out a Test and Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic staff are expected to follow the advice and obtain a test for COVID-19.

Where an individual has had a negative result, it is important to still apply caution. If everyone with symptoms who was tested in their household receive a negative result, the child or member of staff can return to work providing they are well enough and have not had a fever for 48 hours.

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency and will need to share information about their recent interactions. This could include household members, people with whom you have been in direct contact, or been within 2 metres for more than 15 minutes. Passing in corridors and short periods of contact does not therefore present a significant risk to staff or pupils. All household members should follow PHA isolation guidance which currently requires everyone in the house to stay at home. Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire class or 'bubble' being instructed to self-isolate at home.

The guidance is as follows:

- If you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days;
- If you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms;
- However, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period);
- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone;
- If you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period;
- It is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

Enhanced cleaning will be carried out within any classroom in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus. This will be clearly communicated to staff, parents and children to provide assurance that the environment is safe.

Children or members of staff can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission to those staff/children and will also assist in protecting the wider community.

PRACTICES AND PROCEDURES

All staff and children should continue to follow general principles of hygiene to help to prevent the spread of COVID-19 by:

- Washing hands with soap and water regularly;
- Covering their cough or sneeze with a tissue before disposing of it in a bagged bin;
- Coughing or sneezing into their elbow when a tissue is not immediately available;
- Avoiding touching of eyes, nose and mouth;
- Avoiding close contact with people who are unwell.

HANDWASHING

Hands will be washed using soap and water at regular periods throughout the school day and specifically:

- Upon arrival at school;
- Before and after eating;
- Before and after outside activities;
- After coughing or sneezing;
- After using the toilet;
- Before and after food preparation;

Hand sanitiser will be available throughout the school for all to avail of, as required.

SOCIAL DISTANCING

Social distancing of 2m between adults should be adhered to when in school. Adults and children will maintain at a social distance as far as is practicable. Seating for pupils will be spaced as widely as possible within the teaching space and will face to the front of the classroom as much as is possible, with the exception of P1 and P2 who will sit in groups as normal.

CLEANING

All frequently touched surfaces will be cleaned throughout the day. These include door handles, light switches, door release buttons, iPads, computer/laptop keyboards, toilets.

The Building Supervisor will continue her daily clean as usual.

PPE

PPE consisting of:

- Fluid resistant face mask;
- Disposable gloves;

- Disposable apron;
- Eye protection (where deemed necessary through risk assessment).

Will be worn by staff when:

- Administering first aid;
- Giving children medication;
- Providing intimate care;
- Supervising a pupil with symptoms of COVID-19.

All PPE should be donned and doffed as per PHA guidance.

FACE COVERING

A face covering may be worn by either a child or a member of staff. Proper procedure should be followed when removing and storing any face covering.

STAFF

If a member of staff receives advice from the Public Health Agency to self-isolate, she will be instructed not to attend school or will be sent home immediately following receipt of this guidance.

VISITORS AND PARENTS

Visitors can be admitted to our school provided:

- The visit is essential for the education, health or wellbeing of a child;
- The visit is to carry out essential maintenance work. Non-urgent maintenance work should be carried out when children are not present;
- The visitor is not showing any symptoms that would require self-isolation;
- The visitor follows handwashing and hygiene regulations;
- The visitor wears a face covering.

Visitors are not permitted in our school classrooms while children are present.

Parents are asked to contact school, where possible, via Seesaw, telephone or email.

IF A CHILD/MEMBER OF STAFF BECOMES SYMPTOMATIC IN SCHOOL

- The member of staff will be sent home immediately;
- The child's parent will be contacted immediately, and the child must be collected from school ASAP;
- The child will be removed to an isolated area where they will be supervised by an adult wearing PPE and at a social distance (if possible);

- If the child needs to use the bathroom while waiting to be collected, this bathroom will be cleaned after his/her use;
- The isolated area will be cleaned when the child leaves.;
- If the child is seriously ill, a member of staff will call 999;
- Enhanced cleaning will be carried out within any classroom in which an individual who has developed COVID-19 has been, to prevent the spread of the virus;
- The parent collecting the child will have to sign a form.

SCHOOL CLOSURE

As a result of COVID-19, school may be directed to close:

- in the event where we have insufficient members of staff available to safely open for our children. This would be classed as an Exceptional Closure;
- as result of a 'lockdown', either localised or regional;
- following advice received from the Public Health Agency.

Please note, any such closure may be at short notice. Parents will be contacted, as appropriate, using our normal lines of communication - a message via Seesaw.

At all times school, will follow the guidance received from the Education Authority, the Department of Education and the Public Health Agency.

Where school is directed to close, remote learning will be delivered to all children via Seesaw.

PUPIL ATTENDANCE

Children are encouraged to attend school. Previous guidelines remain for children who have a cold, a tummy bug etc.

Where parents feel that their child/children should be exempt from attendance due to a personal medical condition or a medical condition of an immediate family member, evidence from a medical professional must be presented to the Principal.

RESPONSIBILITIES

PARENTS

Parents will:

- follow government guidance on self-isolation;
- keep children at home if they display any of the key symptoms of COVID-19 and follow advice from PHA;
- inform the school immediately of the need for their family to self-isolate;
- keep the school informed of any health / sickness concerns via Seesaw;

- adhere to social distancing within the school grounds;
- encourage their children to practise good personal hygiene;
- support all staff members in their efforts to create 'as safe an environment as possible' for our children.

CHILDREN

Children will

- adhere to social distancing as best they possibly can;
- follow any amended school rules;
- tell an adult if feeling unwell;
- follow good hand hygiene;
- behave well at all times to maintain the safety of self and others;
- refrain from deliberately coughing, sneezing or spitting on another child or a member of staff.

STAFF

All school staff will:

- care for all children and help them to adjust to being back in school following the extended closure;
- provide as safe and as comfortable an environment as possible at this challenging time;
- teach a curriculum that best meets the needs of all children following the closure;
- report any concerns of a child displaying relevant symptoms;
- support children in maintaining good hygiene and handwashing practices throughout the day;
- communicate with parents as required via Seesaw;
- adhere to social distancing as best they can;
- follow government guidance on self-isolation if required;
- report own symptoms immediately to the Principal, leave work and go home to self-isolate;
- ensure surfaces and resources are thoroughly and regularly cleaned throughout the school day.

PRINCIPAL

The Principal will:

- provide an environment which has been risk assessed to response to DE guidelines;
- maintain and update all information relating to COVID-19;

- follow guidance received from the Education Authority, Department of Education for Northern Ireland and the Public Health Agency and keep all members of the school community informed;
- assist Mrs Torrens with the completion of appropriate risk assessments for whole school and individuals, as required;
- keep members of the Board of Governors abreast with school practices and procedures.

BOARD OF GOVERNORS

The Board of Governors will:

- monitor the practices and procedures that are implemented in response to COVID-19.

ANNEXES TO POLICIES

POSITIVE BEHAVIOUR POLICY

Deliberate coughing, sneezing or spitting on another child or member of staff is an immediate red card offence i.e. no Golden Time on a Friday and parents are contacted.

ATTENDANCE POLICY

If your child is unable to attend school, please message your child's teacher on the first morning of the absence, via Seesaw, to explain the absence. When your child returns to school, please complete the Absence Form on Bellaghy PS App.

If a child is self-isolating for a period of time, and is fit and well to complete school work, learning activities are assigned remotely via Seesaw.

ADMINISTERING MEDICATION POLICY

If your child requires medication during the school day, please complete the AM2 or AM3 form (whichever is applicable) on Bellaghy PS App.

CHILD PROTECTION POLICY

The Child Protection Policy remains the same throughout this pandemic with the exception of the following amendment which comes into effect when children are learning from home because of a school closure or because a child or family is self-isolating.

CONTEXT

For many children, the need to spend most of their day at home will bring an additional challenge, and for some this will be an additional safeguarding risk factor. It is important

that the adults responsible for safeguarding children are sensitive to their physical, social and emotional needs in the unusual circumstances, where a family finds itself self-isolating or in lockdown. It is critically important that children who are, or may be at risk are identified so that a proportionate, compassionate and sensitive response can be taken.

AS TEACHERS, OUR CHILDREN'S SAFETY AND PROTECTION IS OUR PRIMARY CONCERN.

PROCEDURES

Staff will continue to follow the procedures outlined in the school's Child Protection Policy. In addition, the following arrangements have been put in place to support families and monitor child protection:

- Teachers can be contacted through Seesaw and the Principal can be contacted via email mrichmond484@c2kni.net
- Teachers provide online learning via Seesaw with strict procedures in place to minimise risk.
- This platform provides parents with a range of teaching and learning activities and links to additional online learning, support and guidance. When a teacher uses You Tube to support an activity, Safe You Tube will be used.
- We would remind everyone to stay safe when using online resources and to report any concerns to a member of the safeguarding team.
- In line with the information previously provided to schools by the EA CPSS, teachers may make phone calls to parents. These will be pastoral in nature and a record will be kept of any issues reported by parents. Any concerns around pupil well-being will be shared without delay with a member of the Safeguarding team and procedures will be followed as indicated in the Child Protection Policy. Staff members may seek advice for the EA Child Protection Service for Schools or from the Department of Health and Social Care.

ONLINE SAFETY

In order to ensure the safety of all involved the following guidance should be followed if staff and pupils are engaging in online teaching/communication using video conferencing or simply sharing a recorded message from their teacher:

- Teachers and children need to be fully dressed and should not wear pyjamas/sleep wear during any online session.
- Students cannot participate in an online session from a bedroom.
- A disclosure or concern over any online forum will be followed up as it would be in school in accordance with the Child Protection Policy.

- Online sessions should be time limited for the benefit of both children and teachers.
- Seesaw activities provide children with a range of resources and links to additional online learning, support and guidance. Safe You Tube will be used to support teaching and learning.
- Parents need to constantly monitor their child's online activity and consistently reinforce the importance of online safety as outlined in the school's E Safety policy.

HOW A PARENT CAN RAISE AN ISSUE OR EXPRESS A CONCERN

We would welcome parents asking for advice and help, if they have concerns about their child's well-being or safety. Asking for help is a protective factor and parental concerns and requests for help will always be taken seriously. Any member of staff will listen carefully to parental concerns and ensure that the request for help, if necessary, is brought to the attention of a member of the safeguarding team. In this case a decision can be made as to how best to provide help and support.

HOW A CHILD CAN RAISE A CONCERN

We know that while many children may enjoy their time at home, there will be others who feel scared and lonely. For some children, school is their only safe haven, so to be denied that daily routine of attending school may be a huge concern for them. Our safeguarding responsibility to all our children continues and we will seek to maintain contact with our children as well as signpost them to other agencies where they can receive help and support. When contacting parents via phone we will always ask to speak to their child. Children can be signposted to other agencies - NSPCC Childline, CEOP, Safer Schools.

SOME USEFUL LINKS AND CONTACT TELEPHONE NUMBERS WHICH CAN BE SHARED WITH CHILDREN: –

<https://learning.nspcc.org.uk/safeguarding-child-protection/coronavirus>

<https://www.camhs-resources.co.uk/>

<https://www.childline.org.uk/>

<https://www.saferinternet.org.uk/>

<https://www.ceop.police.uk/>

SCHOOL REMAINING OPEN DURING COVID-19 LOCKDOWN

If school is open for vulnerable pupils and key workers children, the school adheres to the EA guidance. In any event, staff and children follow current Department of Education and Department of Health guidelines regarding social distancing, hygiene and personal protective equipment to ensure the safety of the entire school community.

HEALTH AND SAFETY POLICY

Class Bubbles – We have created two bubbles within our school to minimise the potential spread of Covid-19. The bubbles are P1 – P5 (25 children) and P6 – P7 (21 children). Children from one bubble have minimal contact with children from the other bubble.

Correspondence from home to school – We have limited correspondence between home and school. Most communication takes place via Seesaw, email and Bellaghy PS App.

Transfer of Homework from school to home and vice versa – There is limited movement of Book Bags from school to home. These go home on a Monday and are returned on a Thursday (with the exception of children using Hub Club). Reading books are kept in a plastic folder and when returned, are placed in quarantine for 72 hours.

School Resources – All children have their own daily essentials. iPad, keyboards and laptops are wiped with an antiseptic wipe after use. Play resources are used, then quarantined for the required amount of time. Outside toys are sprayed after break and lunch daily. School workbooks are on a 24-hour cycle i.e. Monday, Wednesday, Friday and Tuesday, Thursday. Photocopied worksheets are copied 24 hours in advance of use.

Cleaning – Regular cleaning of high contact surfaces takes place after break and after lunch daily. The normal school clean takes place at the end of the school day by our Building Supervisor. The photocopier is wiped down after each use.

Entrance and exit – Different classes use different doors to enter and exit the school therefore maintaining class bubbles.

Emergency Procedures – Exit routes remain the same but children line up in a socially distanced fashion at the Assembly Point.

First Aid – Minor First Aid is administered outside (e.g.a cut knee). A First Aid kit has been placed in the stores in each playground. Those administering minor First Aid must wear a mask and gloves.

Contractors – See below (Visitors' Policy)

INTIMATE CARE POLICY

In the event of a child requiring a change of clothes, the school contacts the parent immediately. If the parent is not available or uncontactable, two members of staff wear PPE and change the child, using the school's supply of clean clothing.

SEN POLICY

If a member of staff is working with a small group or individual child in a nurturing learning support situation, the member of staff must wear a face covering.

VISITORS' POLICY

Visitors can be admitted to our school provided:

- The visit is essential for the education, health or wellbeing of a child;
- The visit is to carry out essential maintenance work. Non-urgent maintenance work should be carried out when children are not present;
- The visitor is not showing any symptoms that would require self-isolation;
- The visitor follows handwashing and hygiene regulations;
- The visitor wears a face covering.

Visitors are not permitted in our school classrooms while children are present.

SUPERVISION OF CHILDREN POLICY

Teachers are present in their classroom from 8.15am to supervise those children who arrive into school early to allow parents to attend their work on time.

**ALL OF THE ABOVE WILL BE KEPT UNDER REVIEW BY THE BOARD OF GOVERNORS AT
BELLAGHY PRIMARY SCHOOL.**

TERM 1 2020-21