



## COVID 19 POLICY

### Our Vision:

We are committed to quality learning in a positive, happy and Christian atmosphere where everyone within the school community is valued as an individual. We expect everyone to, 'Treat others as you want them to treat you.' (Matthew 7:12-14). We have high expectations of all and strive to provide a safe, challenging, exciting and stimulating environment.

### Our Values:

To ensure the health, safety and well being of our pupils, staff and visitors are met through our school values of:

- Respect – by all respecting the changes made to our safeguarding policies and procedures at this time of pandemic to ensure the safety and wellbeing of our whole school community.
- Compassion – by considering the needs of the whole school community. Understanding that each family has a unique set of circumstances and needs kindness and support whatever their situation.
- Creation – creating a safe and secure environment that enables children to thrive and flourish and parents/carers to feel supported and staff to feel confident.
- Perseverance – to persevere in creating a supportive and inclusive learning environment, ensuring equal opportunities for every child.
- Service – by providing support for home learning for all children, childcare for vulnerable children and children of keyworkers. To build trusting relationships, with the whole school community as we serve to help to keep everyone safe.

### What is Covid 19?

Covid 19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease.

### Why we need this policy

This policy is to be read in conjunction with all our other policies. This is a new policy to address the Covid-19 situation (June 2020), highlighting the changes we have made to our structure and routines to reduce the risk of harm to our children, staff, parents and visitors to school as informed by our risk assessments.

## Aims

- To minimise the contacts of all individuals
- To ensure everyone washes their hands more often than usual
- Promote good respiratory hygiene. “Catch it, bin it, kill it”, approach
- Regularly clean frequently touched surfaces
- Maintain social distancing two metres where possible

## Home Learning

Whilst children are at home, we will provide a weekly Learning Grid which will be planned and set by the class teacher in line with the year group National Curriculum expectations for all curriculum areas. Learning Grids will be sent home at 9am on a Monday morning and will be designed to include as much support for parents as possible. They will include as many practical tasks and video links which will be helpful to teach some of the learning objectives.

Keeping children motivated with home learning is challenging. The best approach is not to try to replicate school but establish a structured routine for every day. Little and often is the key. Children like to know what to expect and clear guidance about what you expect them to achieve each day. Tasks should be as varied and as practical as possible. Learning valuable life skills is just as important during this time.

We advise that parents/carers do not put too much pressure on themselves. You have your own work commitments. Home learning should be fun and something you can do together around your own commitments. If things are not going well, change what you are doing to something else and revisit at another time. Try not to fall out about home learning, it doesn't do either of you any good.

## Return to School

In the first instance, whilst lockdown is being relaxed, it is the decision of parents as to whether to send their child to school or not. School is not compulsory during this time period and no fines will be issued for none attendance.

We aim to return all pupils to school as quickly as we can and as safely as we can. We have therefore planned a cautious, phased, approach for all pupils returning to school on a rota basis. At all phases, staggered start and finish times will apply.

Phase 1 – Keyworker, vulnerable children, Reception, Year 1, Year 6 children. All groups on a rota basis, 1:10 ratio with no break or lunch time provision.

Phase 2 – As above with a further two classes returning to school. Increasing group size to 1:15, a daily session provided with a staggered break time.

Phase 3 – As above with final two classes to join school. All pupils taught by class teacher. 1:15 ratio. Staggered break time.

Phase 4 – All children returning to school, full time with staggered break times and staggered lunch times. Integration of keyworker children into year group classes will be considered.

## Transport to School

Parents to be aware of recommendations on transport to and from school. Read the Coronavirus (COVID-19): safer travel guidance for passengers. <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

## Uniform

Children attending school are expected to wear uniform. (Shirt/polo shirt and trousers/skirt/pinafore or blue check summer dress in the summer term only). Appropriate footwear, no open toe sandals. Children must be able to tie their own shoe laces if they wear shoes with laces. (We are unable to do this for them). Ties are not necessary. School sweatshirt or school cardigan if needed. Ideally uniform should be washed following every session that your child attends school if possible.

## Drop off and collection of pupils

If children need to be accompanied to school, only one parent will be admitted to the playground to drop off or collect. Parents and children must use the one way system for drop off and collection, following the coloured spots marked out on the playground measured two metres apart. Parents must adhere to appropriate staggered time for year group starts and finishes. Children must be willing to enter the classroom without physical intervention from a staff member. If a child is unwilling to enter school, the parent could try bringing their child in at another time.

Parents and carers must not gather at the entrance gates or doors and must maintain two metre distance from other adults clearly marked in coloured spots on school playground.

Children and parents may be anxious about returning to school. A social story will be provided for all families to help with explaining what school will be like.

## In classrooms

Children will be in a ratio of 1:10 at Phase 1 of our planned extended opening of school. This will change to 1:15 from Phase 2, hopefully as the risk decreases to allow for all children to return to school.

- Children will enter the classroom through the outside door.
- They will bring no other equipment other than water bottle.
- Desks will be individually spaced.
- Resources will be provided by school in individual packs not used by any other child.
- Teaching will be focused on Social & Emotional, English/Phonics and Maths, taken from Home Learning Grids.
- Classrooms will be well ventilated with learning taking place outside if possible.
- Collective worship will take place in individual classrooms.
- Children will only access the classroom and toilets in Phase 1

### Lunch and break times

- In Phase 2,3 and 4 there will be staggered break times.
- From Phase 2, snack will initially be provided by school until it is felt safe to allow children to bring in snacks from home.
- In Phase 4, staggered lunch times will be taken in the classroom if possible.
- Large outdoor play equipment (climbing frame, tree house, monkey bars) is out of bounds.
- Play equipment outside will be limited to what can be cleaned easily.

### First Aid

All staff are qualified emergency first aiders and are advised to wear PPE when applying first aid or giving any medication.

### Cleaning

- Classrooms, offices and toilets will be cleaned after each teaching session, (morning and afternoon).
- Children will have their own resources in individual envelopes/plastic wallets which they will clean themselves at the end of the session with wipes.
- Children returning from the toilet will be asked to wash their hands again in view of the staff member.
- Hand sanitiser will be used by everyone entering a classroom.
- Parents and children will be asked to use hand sanitiser on their entrance to the playground.

### Use of sports and PE equipment

There will be a minimum use of sports equipment and resources in the early phases of our extended opening. Any equipment used will be cleaned afterwards. As many lessons as possible will take place outside.

### Communication

As the Covid 19 situation constantly changes this will inevitably have an impact on what we need to do in school. Our risk assessment remains under constant review, and we aim to provide our school community with as much information as we can - with the most notice possible.

In order to keep everyone as safe as possible, office staff will be working mainly from home. Parents are encouraged to contact the office via email rather than in person. [office@willastonce.cheshire.sch.uk](mailto:office@willastonce.cheshire.sch.uk)

Any visitors to school will be kept behind the glass panel, while two metre social distancing must always be acknowledged. PPE will be available for staff members who wish to use it.

Parents/carers are encouraged to contact school staff by email through [office@willastonce.cheshire.sch.uk](mailto:office@willastonce.cheshire.sch.uk) or you can leave a telephone message for a staff member to ring you back.

Staff and Governors meetings will take place electronically.

We aim to keep in regular contact, communicate and engage families as much as possible. We will:

- Send Learning Grids home on a Monday with your child's learning for the week
- Provide a weekly assembly on a Monday delivered by a member of staff, Rev. Bazely or some children
- Either read a story or set a challenge from a member of staff by video weekly
- Send an Outdoor Learning task from Mr Ellinson weekly
- Our class teachers will write a letter to children in their class, weekly to try to help to keep children motivated
- Organise videos and events to keep children and families engaged ie. Rainbow stones, sports week, 'say hello' videos from staff
- Encourage families to share their home learning via email or twitter and respond to all contributions

### **Who should or should not be attending school as directed by the Government (31 May 2020).**

#### Shielded and clinically vulnerable children and young people

For the vast majority of children and young people, coronavirus (COVID-19) is a mild illness. Children and young people (0 to 18 years of age) who have been [classified as clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. The Government do not expect these children to be attending school, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus (COVID-19). A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

#### Shielded and clinically vulnerable adults

Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus (COVID-19) and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe.

Staff in this position are advised not to attend work. Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others \(social distancing\) guidance](#)) have been advised to take extra care in

observing social distancing and should work from home where possible. Willaston CE Primary School supports this. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.

#### Living with a shielded or clinically vulnerable person

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

**If a child, family or staff member is in any of the categories highlighted above they should inform the Headteacher before returning to school or why they are not returning to school. [head@willastonce.cheshire.sch.uk](mailto:head@willastonce.cheshire.sch.uk)**

### **CORONAVIRUS IN CHILDREN**

**CHILDREN CAN GET CORONAVIRUS (COVID-19), BUT THEY SEEM TO GET IT LESS OFTEN THAN ADULTS AND IT'S USUALLY LESS SERIOUS.**

**What to do if your child has symptoms of coronavirus.**

The main symptoms of coronavirus are:

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

Use the [111 online coronavirus service](#) if your child is 5 or over. Call 111 if they're under 5.

#### What happens if a child becomes unwell in school?

It may be very difficult to determine if a child has suspected coronavirus in school. Children will sometimes say they have a 'tummy ache' if they are feeling unwell because they may not have the vocabulary to accurately describe how they are actually feeling. In school, we will err on the side of caution and take action which we

feel protects the health and safety of everyone. We would be really grateful if you kept your child at home if they are unwell.

What happens if there is a suspected case of coronavirus whilst a child or staff member is in school?

The child or staff member will be directed to a designated space away from others. (Chill Tank or Outside Classroom).

Parents/Carers will be called for collection.

Staff providing support to individual will be expected to wear face covering, gloves and plastic apron.

Although presently national guidance recommends a 'bubble' can continue to operate whilst the outcome of a test result is received, Willaston C of E Primary may take a more cautious approach and may ask the 'bubble' not to return to school until such test result is known or we have advice from public health to confirm that it is safe for the 'bubble' to continue. This approach has been supported by Cheshire West and Chester whilst 'Test and Trace' is in its early stages of development. We will continue to seek advice from the Public Health Team at Cheshire West and Chester, and as the 'Test & Trace' process becomes more practiced, our above approach may change.

If the case was found to be negative, the 'bubble' will return to school. If the case is found to be positive, everyone in the bubble will be expected to self-isolate for fourteen days.

Parents and carers will be informed of any positive cases identified from school.

Review

This policy will remain under constant review, in-line with our school risk assessment. The school community will be kept up to date regarding changes as they happen.

We will consult with the Local Authority, Public Health England North West (Telephone: 0344 2250562), and the Public Health Team at Cheshire West [publichealth@cheshirewestandchester.gov.uk](mailto:publichealth@cheshirewestandchester.gov.uk) if we have any queries regarding the health and safety of our children, staff and families.

**Approved by Governors – June 2020**



**Signed Chair of Governors**

PROCESS MAP - COVID-19 RESOURCE PACK FOR SCHOOLS  
CHESHIRE WEST AND CHESTER

Child or staff member is unable to attend school because they have COVID-19 symptoms

- Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, **should immediately self-isolate**
- They should not attend school and should follow the steps highlighted on **page 7** of the PHE NW COVID-19 Resource Pack for Schools
- In some circumstances, the school may decide, with the support of the Local Authority, to isolate the bubble/pod earlier than the national guidance would indicate prior to the outcome of the test result being known, as Test and Trace is still so early in its implementation.

Child or staff member develops coronavirus COVID-19 symptoms whilst at school

- If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be **sent home as soon as possible**
- Follow the steps highlighted on **page 8** of the PHE NW COVID-19 Resource Pack for Schools
- In some circumstances, the school may decide, with the support of the Local Authority, to isolate the bubble/pod earlier than the national guidance would indicate prior to the outcome of the test result being known, as Test and Trace is still so early in its implementation.

Management of a confirmed case

- If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then the school will be contacted by a **contact tracer**
- Follow the steps highlighted on **page 9** of the PHE NW COVID-19 Resource Pack for Schools

Further help and support: Department for Education (DfE)

- Phone: 0800 046 8687
- Email: [dfe.CoronavirusHelpline@education.gov.uk](mailto:dfe.CoronavirusHelpline@education.gov.uk)
- Lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends.

Further help and support: Public Health England (PHE)

- Phone: 0344 225 0562
- Email: [JCC.Northwest@phe.gov.uk](mailto:JCC.Northwest@phe.gov.uk)
- Lines are open: 9am - 5pm Monday to Friday
- Out of Hours PHE phone: 0151 434 4819

Further help and support: Cheshire West and Chester Council

- School Relationship Team
- Email: [SchoolRelationshipTeam@cheshirewestandchester.gov.uk](mailto:SchoolRelationshipTeam@cheshirewestandchester.gov.uk)

## Appendix 2

Further information can be found at PHE NW Guidance – just double click on the below file.



CWC PHE NW  
Schools Resource Pa

Please bear in mind that section 7 is constantly under review.