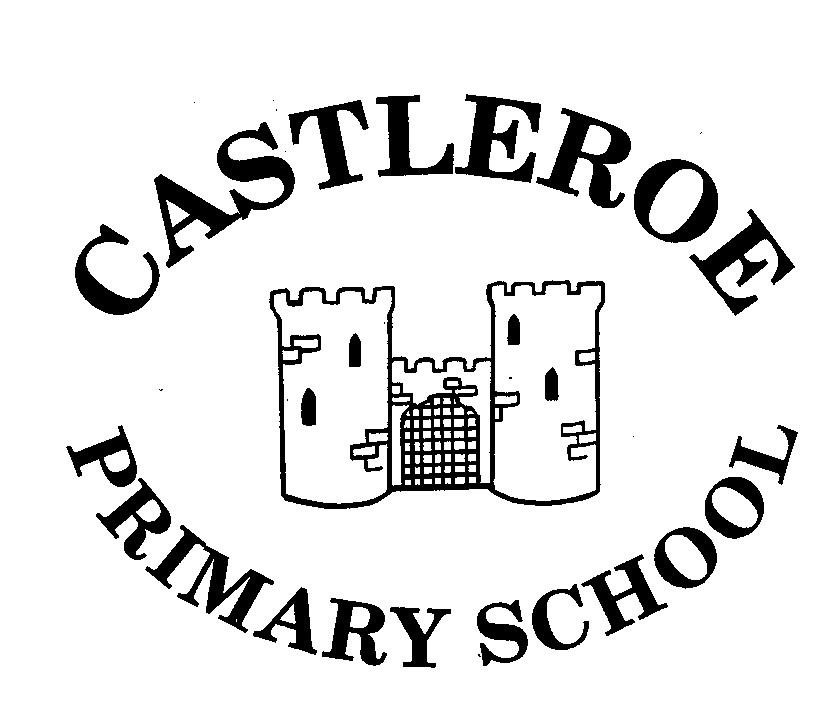
CASTLEROE PRIMARY SCHOOL



Our School Day

Welcome Back Information

August 2021

# 1. Background

The Department for Education published their updated guidance for schools to return in

September on 11th August 2021.

<https://www.education-ni.gov.uk/coronavirus-covid-19-guidance-schools-and-educational-settings-northern-ireland>

# 2. Rationale for the Plan

The following planning and guidance document is designed to identify the key aspects of a covid-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 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 who does, do not attend school
2. clean hands thoroughly more often than usual
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***

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

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>

***Operational plan for continuation or provision***

To ensure effective provision of learning

*2b) Safety and well-being for pupils*

At Castleroe Primary School, we have a very strong ethos of understanding and support of the emotional wellbeing 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 through the use of our positive implementation of new requirements; use of positive language “*We can’t do that at the moment but let’s see what we can do…*”
  + Ensure only essential minimal changes take place in classrooms and wider school areas including class layouts, resources, markings.
  + 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 shielding or 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 / understand the measures in place.
  + Ensure clear expectations and systems are in place to support social distancing (where possible) and keeping themselves and each other safe.
  + Clear plans to ensure staff have adequate rest and breaks for teaching / supervisory roles and workload is assessed and manageable, taking into account changes to delivery and content of the curriculum.
  + Ensure visitors are fully briefed and comply with arrangements.

*2d) Overall safety and well-being*

* + Completions of thorough risk assessments.
  + Effective written plans for expectations of pupils, parents and staff.
  + A plan that is discussed and contributed to by staff, particularly those who will be delivering in school provision.
  + Support for the approach by the Department of Education and Education Authority.

# 3. Consistent Grouping

Children and staff will remain in consistent groups to maximise safety.

Consistent groups will:

* Stay as a group throughout the day (where possible).
* Have the same adult(s) where possible and where this is not the case, ensure staff social distance and have good hygiene

# 4. Protective Measures & Arrangements

*4a) Expectations of Parents and Staff*

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

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

* Parents 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 are feeling unwell with symptoms of Coronavirus. Staff should follow the usual absence procedures.
* Staff will have the option of using Lateral Flow Tests twice a week. Should staff or pupils develop symptoms they are advised to book a PCR test. Details of how to get tested can be found on the government website [https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid19](https://www.publichealth.hscni.net/covid-19-coronavirus/testing-and-tracing-covid-19)
* Pupils should wear school uniform.
* Children will NOT be getting changed for PE. Pupils should wear navy tracksuit bottoms and trainers to school on PE days and Forest School days.

*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, of course, 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.
* Children and staff will be permitted to bring their own hand sanitiser into school as long as it is at least 70% Ethanol.
* 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 room
* Classrooms will have hand sanitiser 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. Please send in clean tissues with your child named that they can keep in their own bag.
* Posters will be displayed to remind children about how to wash their hands.
* Bins will be emptied as part of the cleaning schedule at the end of the day.
* Sanitiser stations will be in all communal areas mainly for adults and occasional pupil use where permitted. 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 o On arrival at work o At regular intervals

o Before and after eating, touching face o After sneezing,

* Hand washing prior to and after close contact with child, use soap and warm water ideally and to be effective needs to be facilitated by:
* The following measures are recommended for staff care to reduce the risk to them and others:

Clean short fingernails and no artificial nails or nail products

All cuts or abrasions should be covered with waterproof dressing

*4d) Staff Face Coverings*

Staff should be encouraged to wear face coverings where they cannot safely socially distance (i.e. under 2m) and any staff who wish to wear a face covering at other times are free to do so, however they are not recommended for routine use in classrooms generally. Outside of the classroom setting, where a 2m distance cannot be maintained from other persons either indoors or outdoors on a school side, all adults should be encouraged to wear a face covering.  This includes all adults visiting the school site.

*4e) Cleaning*

* Cleaning routines will follow the [Government guidance a](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)nd the Building Supervisor will liaise with the Education Authority to agree any additional cleaning required.
* All classrooms will be cleaned daily, at the usual times, with particular focus on high contact 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.
* Staff are advised not to remain in the room when they are being cleaned at the end of the day.
* Any resources and play equipment (Early Years) used by children will be sanitised with a antibacterial fogger or washed periodically with soap and warm water or put into quarantine for at least 72 hours.
* Staff toilets also have anti-bac toilet spray dispensers fitted to enable staff to clean the toilet before using.

*4f) Classrooms*

* Desks will be spaced out as much as possible within the room.
* Children will have a set position/table to sit at.
* From P3 up coats should be hung on the child’s chair their classroom.
* Lunch bags will be placed in a box/designated area in the class as they enter.
* 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 will be open for ventilation as much as possible.
* Ground floor external doors should remain closed for security and should be held open by an adult or wedged open when being used. Doors should not be held open by each child to pass to the next person.
* Children who have additional vulnerabilities will sit in places where there is less movement of children and better ventilation

*4g) Distancing and adult to child contact*

* It will be difficult to fully distance staff from pupils especially the younger they are.
* We will not sit face to face – try to be away from direct contact with faces.
* Staff should be mindful of other staff in class 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 central/communal 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 will 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.

*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.
* Playgrounds will be split into sections to allow for consistent grouping.
* Equipment such as footballs can be used by the consistent groups with access to this.

*4i) Staff shared equipment and spaces*

*Staff room*

* Staggered breaks/lunches
* Maintaining social distance – allocated own chair in staff room.
* Additional staff room identified for eating to support social distancing

(common sense approach)

* Staff can eat in their bubble room space.
* Staff room zoned.
* All staff to wash hands before entering staff room, before eating, after eating, and on leaving the room. Hand sanitisers available throughout the school.

*Photocopy and other shared resources (phone etc.)* **One person at a time**

* Wash hands before and after use; sanitiser or anti-bac wipes will be available by key shared devices
* Devices cleaned daily as per cleaning schedule.

*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
* Security doors should be kept closed, including all external doors and office doors
* Fire doors should be kept closed apart from those which have been risk assessed to be pegged open but which 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.

*Toilet at break and lunch*

* Children should be encouraged to use the toilet before break and lunch – in a staggered way

# 5) Organisation of the Day

*5a) Start and End of Day*

* School gates open for drop off at 8.30am, with school starting at 8.50am.

*5b) Arrival procedures:*

* Parents should remain in vehicles where possible. Children will enter the main playground through the pedestrian gate at the allocated arrival time, sanitise their hands and walk straight to the exterior door of their classroom.
* Only one parent should come with a child to school to minimise the number of adults on site.
* Parents are asked not to wait on site in the morning.
* There will be a one-way system of markings in operation – inside the front door and beyond around the school. Only pupils and school staff allowed in the main school building.
* Staff will be out in the mornings and afterschool where possible to monitor social distancing and to welcome the children.

*5c) Drop off lates:*

* Please be aware of the about the importance of arriving on time to drop off / collect. This may cause your child undue distress. We know it is sometimes unavoidable and will of course care for and reassure your child.
* Staff will be outside on duty for the drop of duration and will bring in any initial lates.
* Parents will need to bring children around to the main entrance if late and staff are not visible, but should not come into the building. They should phone into school (028 70352880) and a member of staff will usher the child in. The child will sanitise their hands and be escorted / sent to their classroom.

*5d) Pick up procedures*

* Parents will arrive at their allocated pick up time, remaining at their cars where possible. Adults should not come into the building.
* All children should wash their hands before leaving.
* Pick up times as follows (please note Friday pick up times).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day  Class | Monday | Tuesday | Wednesday | Thursday | Friday |
| P1/2 | 1.50pm | 1.50pm | 1.50pm | 1.50pm | 1.50pm |
| P3 | 2.00pm | 2.00pm | 2.00pm | 2.00pm | 2.00pm |
| P4/5 | 2.55pm | 2.55pm | 2.55pm | 2.55pm | 2.05pm |
| P6 | 3.00pm | 3.00pm | 3.00pm | 3.00pm | 2.10pm |
| P6 |  | 3.00pm | 3.00pm | 3.00pm | 2.10pm |

*5e) Pick up lates:*

* Children will remain in the waiting area and parents will need to pick up from there.
* If a parent is ten minutes or more late, staff should alert the main office and phone calls will be made. Children remain outside where possible or be taken back to their classes, while we wait for parents.

6) Break and Lunch

**Break Time**

*6a) Break time: arrangements*

* Children must bring a coat to school daily
* Breaks will be on a rota basis
* One play zone will be in place for each year group. We will review this each week and may need to rotate as needed and as is possible.
* Handwashing must take place before and after break
* First Aid: First aid kit (includes gloves and mask) in each classroom.
* Toilets: Children must go before they go outside
* Toilets when outside: if needed, hands must be sanitised coming in and then washed after the toilet
* Children need to bring their own snack and water bottle.
* Wet Break: Children stay in classrooms and follow staffing as above

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Class** | **P1/2** | **P3** | **P4/5** | **P6** | **P7** |
| **Time** | Full access | Full access |  |  |  |
| **10.10-**  **10.25** |
| **10.30-**  **10.45** |  |  | Top play  ground | Bottom play  ground | Bottom play  ground |
| Other areas will be used, weather permitting, with use of areas alternating.  P1 – P2 children will line up at classroom door and re-enter classroom when greeted by staff.  P3 – P7 pupils will line up at designated spots in the playground, to be collected by staff when the bell rings. | | | | | |

**Lunch Time**

*6b) Lunchtime: arrangements*

* + Lunch will be on a rota basis.
  + Staff will be needed for pastoral / behaviour indoors and outside.
  + 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 supervisors or reported to class teacher at the end of play.
  + Wet dinner: Children stay in classrooms and follow guidance from staff.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **P1/2** | **P3** | **P4/5** | **P6** | **P7** | P1 – P2 children will line up at classroom door and re-enter classroom when greeted by staff.  P3 – P7 pupils will line up at designated spots in the playground, to be collected by staff when the bell rings. |
| **Eating in Hall** | 12.10 | 12.10 | 12.40 | 12.40 | 12.40 |
| **Outside Play** | 12.35 | 12.35 | 12.10 | 12.10 | 12.10 |

*6c) Playground Equipment*

* Equipment will be made available within consistent groups.

# 7) After school clubs

* Risk assessedafter school clubs will recommence in October 2021.

# 8) PPE (Personal Protective Equipment)

* Staff should wear a mask when working 1:1 with pupils.
* Staff should wear masks in communal areas.
* Full PPE is available for welfare matters, such as looking after an unwell child, nappy changing or first aid and those who will be responsible for this will have guidance on effective use of PPE.
* We have a supply of masks, gloves and aprons for intimate care and welfare issues, including dealing with first aid where the child cannot administer it themselves.
* Pupils are not required to wear a mask.
* No specific clothing is required to be worn and some staff may choose to wear clean clothes each day.
* 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; face shields; face masks.
* If dealing with a child for close care the above SHOULD be worn as a minimum
* If dealing with a child who is symptomatic the above MUST be worn with the addition of a full-face shield
* Posters with how to don and remove PPE will be in each classroom
* Please visit link below for further information :

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

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

# 9) Office & Communications

*9a) Office area guidance*

* The office will be open to essential visitors only, with parents encouraged to communicate via email or telephone.
* The post box in school front foyer will be available to avoid face to face contact.
* Parents may wish to speak to staff but will continue to be encouraged to communicate using telephone or email.
* Updates for parents will be sent via app and facebook.
* No children or staff should enter the admin 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

# 10) Welfare

* There will be at least one fully trained member of the team present each day to deal with sickness, injuries and those pupils feeling unwell. Please contact the main office or Principal 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. 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, changing the child from the side in a ventilated room. Hands and wrists should be thoroughly cleaned afterwards. Please ensure intimate care form has been authorised by parent.

# 11) Evacuation procedures

* Keep social distancing whenever possible
* Exit through external fire exit doors
* Assemble in main playground as normal.
* All other procedures the same

# 12. Staffing

*12a) Safeguarding*

* Safeguarding procedures remain the same as throughout the previous academic year.

*12b) Staff Absence*

* Absence should continue to be reported to the Principal using the normal procedures in the staff handbook.
* Absence procedures resume for all other absences.

Any staff required to self-isolate and who are well enough to do so, will continue to provide learning / live lessons for their class and will be deemed as remote learning. If there are ill while self-isolating, staff must contact the office and the absence will be recorded as sickness.

*12c) Meetings and Communications*

* Staff Meetings will be social distanced and face masks will be required for attendance at the meetings which we plan to take place in the Assembly Hall twice a month.
* CPD opportunities will be made available in line with DE and EA guidance.
* Any staff updates will continue to be via school WhatsApp group or via the school email, if it is essential school business. Please ensure that all staff read emails, in particular, those marked – updates.
* Staff are encouraged to share any suggestions or concerns with the Principal, senior managers and Board of Governors, so we can consider any changes to the arrangements.

# 13. Pupil Attendance

*13a) Which children should not attend school?*

* Children who are extremely clinically vulnerable should discuss this with school
* Individuals with COVID-19 symptoms, and anyone else who lives in their household (for example, siblings) should self-isolate while the symptomatic individual awaits their result of their PCR test. If this PCR test is positive, the person will self-isolate for 10 days from symptom onset.  Guidance on self-isolation for contacts of positive cases is changing and may differ depending on vaccination status.  The PHA contact tracing service will advise the household on the current guidance.  If the symptomatic person’s PCR result is negative, the household can leave self-isolation provided they are asymptomatic. The symptomatic individual can leave self-isolation if they have a negative test and have been fever free for 48 hours. If, however, a child does not have symptoms of COVID-19 but has other flu or cold-like symptoms, such as a runny nose, they do not need to be tested and do not need to self-isolate. The child can go to school if fit to do so.

*13b) Reporting Absence*

* Registers will remain open for 10 minutes after the last arrival time on the plan (i.e.

9.00am).

* Parents are responsible for cancelling school dinners booked on ParentPay. If not cancelled before 9.30am a refund will not be processed.

**14. Curriculum and Classroom**

*14a) Adapted provision*

Whilst the vaccination programme means that we can approach planning for 2021/22 with cautious optimism, the public health situation can change rapidly. The big picture in planning for 2021/22 is, therefore, the continued flexibility and agility which we have shown throughout the pandemic

This will include:

* Reviewing expectation of curriculum content requirements
* An increase in physical and outdoor activity
* Increased PDMU, nurture, mental health and well-being activities through the Barnardo’s PATHS programme
* Adapting teaching and learning strategies
* Each day there should be a visual timetable displayed in each classroom to help give children a sense of structure and routine.
* Well-targeted interventions, for example through the Engage 2 Programme or other targeted support, will complement decisions about curriculum prioritisation and teaching. Additional interventions are explicitly linked to the content of daily lessons and that systems for feedback are effective, so that pupils experience the curriculum as a coherent whole.

*14b) Blended learning*

We will continue to contingency plan for the delivery of remote learning in the event of local or wider school closures, or that a class or a large group of pupils within the class need to self-isolate. Schools will wish to have detailed plans in place. Remote learning will not be used to facilitate any other circumstances.

Please refer to our Home Learning Policy.

*14c) Assemblies*

* Whole school assemblies will be suspended for the time being

Assemblies may take place in classrooms run by the staff within the classroom

*14d) Feedback to Pupils*

* Children will continue to need reassurance and feedback from their teachers.
* Teachers should increase self-marking, and should limit close proximity feedback.
* Books can be marked after a lesson but staff should wash hands before and after.

*14e) Physical activity*

* Both indoor and outdoor PE and extra-curricular sporting activities are permitted without COVID related restrictions on the numbers of participants. In the delivery of PE and wider sporting activities, we will take due regard to wide public health requirements and the guidance provided by individual sporting governing bodies around safe delivery.
* Changing continues to be considered a higher risk environment so we will minimise the need for changing wherever possible. Pupils come to school in their PE uniform on relevant days to minimise the need for changing.

*14f) Singing and choirs*

School choirs can take place in a well-ventilated room but 2m distancing should be respected. Note that the area of the room is critical here: a higher ceiling does not mean singers are safe to stand closer together. A practical approach is to limit rehearsal time to a maximum of 40 minutes and then ventilate the empty room for at least 15 minutes.

Singing within classes does not require pupils to observe social distancing, however for school choir rehearsals where pupils attend from multiple classes, all participants should observe distancing of at least 2m.

When singing outdoors be aware of wind direction for both the singers and the leader. If singing indoors, ventilation should be increased by keeping doors and windows open.

The teacher/leader should remain at least 2m from the nearest singer.

*14g) Support for Vulnerable Pupils*

* School will use 'reasonable adjustments’ 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

*14h) Pupil Assessment and Reporting*

It is important to understand where pupils are in regard to their learning when they return for the new school year. Formative assessment approaches, in particular the use of teacher observations and running records within the classroom setting, will be the most useful way of identifying individual pupil learning needs. That approach will retain an emphasis on making pupils feel confident and secure in what they already know while supporting engagement with learning.

*Special Educational Needs*

SEN Register shared with all staff and children monitored closely.

PLPs reviewed and updated at the end of September/beginning of October.

*Medical Needs*

The medical register will be shared with all staff and reasonable adjustments agreed to allow for full access of the curriculum.

*Parent/Teacher Interviews*

Staff will meet with all parents at the end of October to discuss pupil progress. At this time a decision will be made as to how these will be conducted i.e. via zoom or in person.

*14h) General classroom guidance including use of resources*

We will seek to maximise the ability of their existing space to accommodate pupils by rearranging teaching spaces to minimise the risk of transmission and infection by:

* Spacing seating as widely as possible within a teaching space;
* Facing children to the front of the classroom as much as possible;
* Assigning pupils to particular desks; and
* Giving consideration to maximising space for individual pupils by removing non-essential furniture from teaching spaces.
* Ensuring good ventilation; keeping windows open
* Consider outdoor learning and activities where possible

*14i) Use of External curriculum providers*

* Music Services have resumed
* EA services have all resumed
* Services with external providers have resumed

Anyone within school will be briefed regarding expectations to ensure the safety of the community.

# 15. Dealing with suspected or confirmed cases of Coronavirus

*15a) Suspected case of coronavirus within school*

* If anyone displays symptoms of COVID-19, they, and any members of their household within that school setting, must be sent home and advised to follow the [PHA guidance(external link opens in a new window / tab)](https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public#what-should-i-do-if-i-think-i-have-covid-19) for households with a possible COVID-19 infection. Schools should keep a full record of such actions and request that a parent, carer, or guardian record their acknowledgement of this action.
* 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.
* While waiting for results, a deep clean of the classroom will take place before the next day.
* Deep clean of core areas will take place

*15b) Confirmed case of coronavirus within school*

# The [PHA website (external link opens in a new window / tab)](https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public#what-should-i-do-if-i-think-i-have-covid-19)details the procedures to be followed by any individual who is symptomatic or has been identified as a positive case through a PCR test. Further information on what to do if a person is asymptomatic but has either a positive LFD or LAMP test can be found on the [EA website (external link opens in a new window / tab)](https://www.eani.org.uk/covid-19-testing-in-ni-schools).

# 16. Day to day issues summary

*16a) 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 following the basic training guidance
* If staff member does not feel comfortable dealing with the issue, then they 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.

*16b) Managing children*

* Classrooms:

Classroom zones set up so there is a clear space for staff in the room

Foundation Stage: Children have free flow access to equipment while teacher remains at least 2 metres away, whenever possible; access to outdoors for large proportion of the session; clearly marked carpet spaces.

Year 3 upwards: Children to have individual equipment. They should remain in their spaces as much as possible while indoors.

# 17. Risk Assessment and Review

We have developed a comprehensive risk assessment which will be kept under review based on any new guidance and experience. The key indicator on the risk assessment is the residual risk for each aspect following the implementation of the control measures.

If you feel there are some additional measures which would make you feel safer in school, please share with Principal, senior manager and Board of Governors.

This plan will be reviewed regularly, and changes made to meet the current guidance and situation and staff will be informed of any changes.

Each version of this document will be dated.

Written by

Samantha Williams

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