



Parent/Carer Site Safety Manual

September 2020





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Introduction



This manual sets out the arrangements for implementing protective measures against COVID-19 at Caister Infant & Nursery and Junior Schools.

It covers all aspects of preparing the school site, arrangements for adults bringing their children to school and collecting them at the end of the day, and the complete running of the school day.

It is written principally for staff. It is designed to ensure that we all understand what is expected of us as we reopen our school to more children from September 7th.

However, it will also be available to adults, so that we are entirely open about how we are setting up our school for COVID-19 prevention and control.

Some of this will seem very prescriptive. This is not the way we usually work – we would usually encourage colleagues to adapt their classrooms, for instance, in the way that best suits their teaching. Equally we would not usually be prescriptive about the language we use with adults.

But this situation is different – adults will be feeling extremely anxious about sending their children into school and we must reassure them by making it very clear that we have very clearly thought-through protocols and that we are all following them down the smallest detail. More importantly, following these protocols will minimise the chances of COVID19 spreading within our schools.

This manual follows the guidance provided by the government in the document

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The document sets out the following system of controls:

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 cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 has been properly considered and we have put in place measures that suit our particular circumstances.

Number 6 applies in specific circumstances - such as administering first aid.

Response to any infection:

- 7) engage with the NHS Test and Trace process
 - 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
 - 9) contain any outbreak by following local health protection team advice
- Numbers 7 to 9 must be followed in every case where they are relevant.

All stakeholders should be aware of these fundamental principles, which underpin the plans we have made.





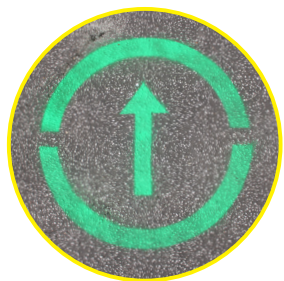
Coming to School

There will be three entrance points to the site. One will be the gate on Kingston Avenue. The other two will be School Lane. These will all be one way – adults and children will only be able to enter the site via these routes. Directional signs and social distancing reminders have been spray painted on the floor and helpful signage is placed along the route.

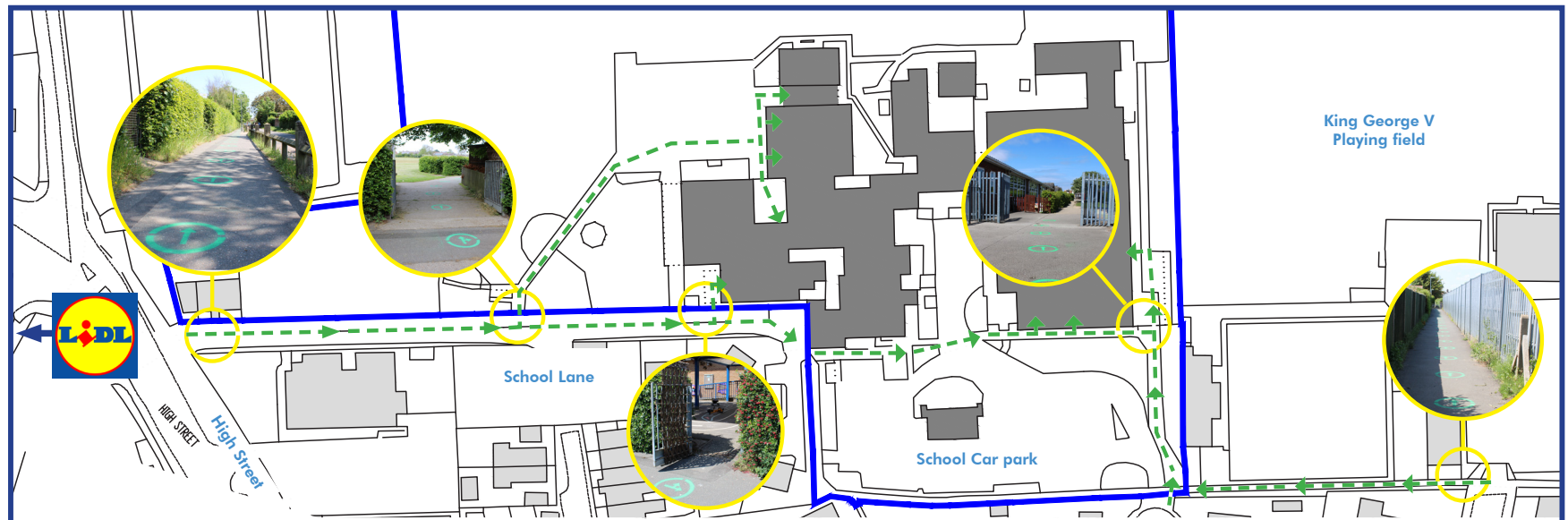
It is vital that adults and children move at a steady speed while maintaining social distancing.

Adults will be asked to keep their children with them at all times – not to allow children to run off to see their friends or join other family groups. **No scooters or bicycles will be allowed.**

Adults will be asked not to stop and chat with friends, no long goodbyes to children.



Social Distancing & Directional sign



School Lane



Adults and children will only be able to **walk along School Lane in one direction**; from the traffic lights on Norwich Road towards the school campus. Infant school adults and children can enter the infant school site at the gate half way along School Lane.

Initially, there will be marshals at both ends of School Lane and at the infant school gate. Junior school children can walk down School Lane and continue through the pedestrian gate straight to the external doors of their classrooms.

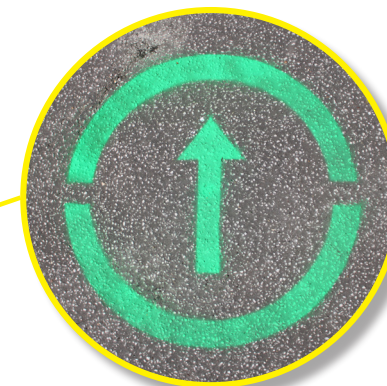
Nursery children and adults can continue through the pedestrian gate to the nursery entrance.

Marshal Point Notes

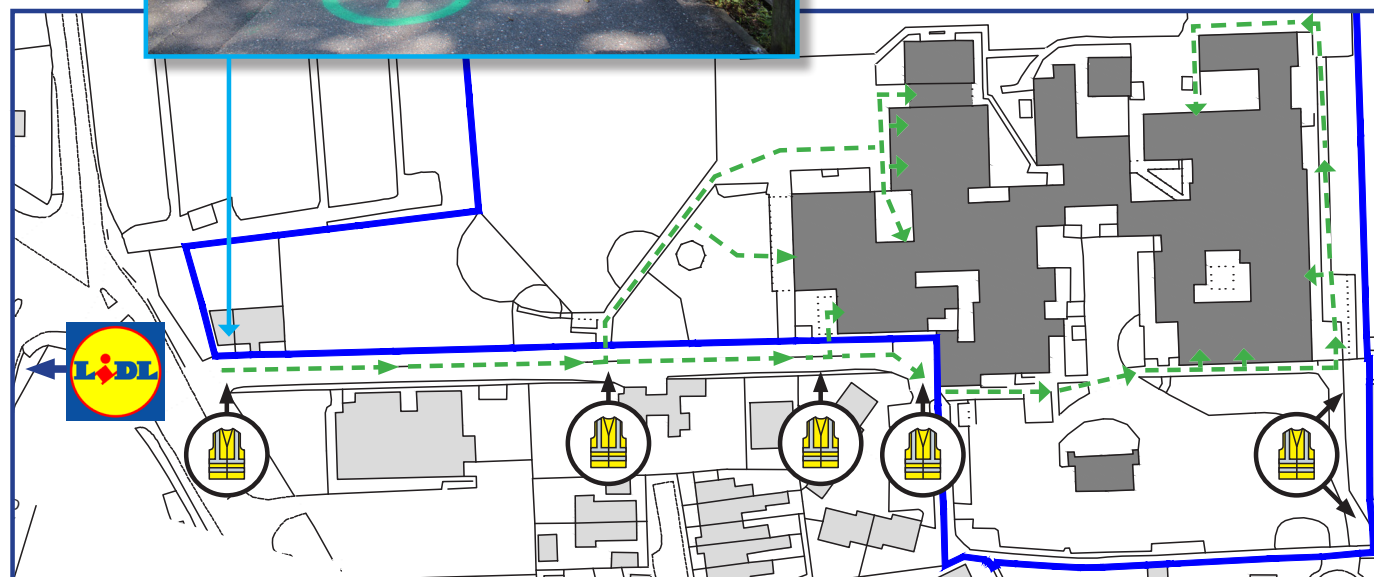
*Guide parents/carers to the main school gates.
Remind parents/carers of the one way system & social distancing.*



Direction of travel down School Lane



Social Distancing Indicators



Map of School Lane



Direction of Travel



Kingston Avenue

There are effectively two entrances into the junior school – **Kingston Avenue** itself, and the footpath from the **King George V** car park at the end of Allendale Road.

We are asking adults to treat both as one way for pedestrians.

Cars

We will be asking adults not to drive down Kingston Avenue to park outside the school, and certainly not to enter the school car park. Colleagues can use the staff car park as usual. There will be a car park marshal on the gate.

Marshal Point Notes

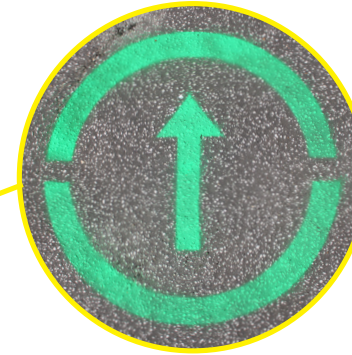
*Guide parents/carers to the main junior gate.
Remind parents/carers of the one way system & social distancing.*



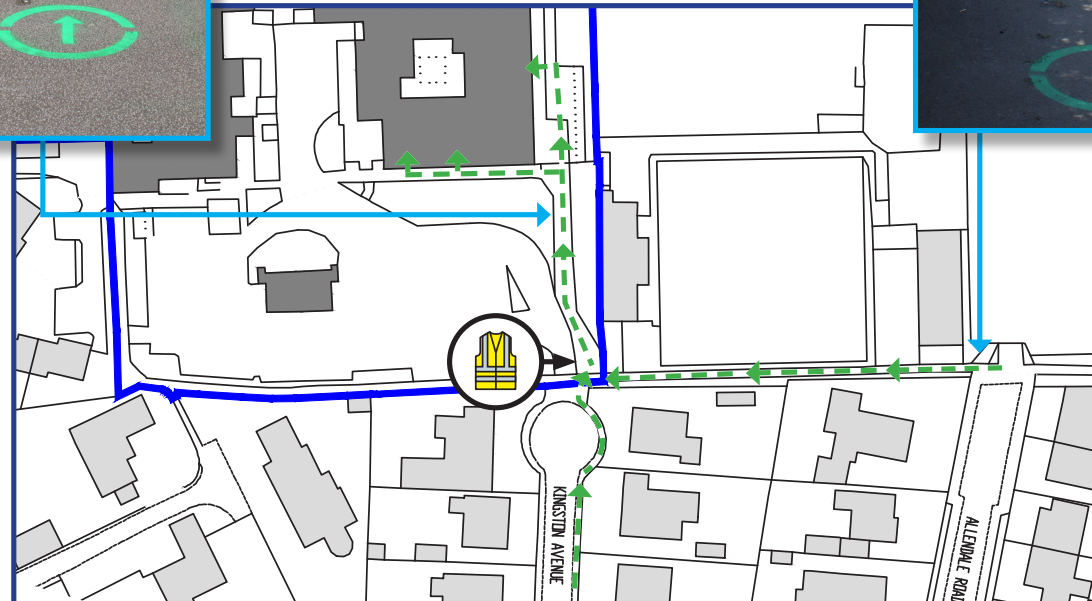
Direction of travel
Junior School



Social distancing markers



Direction of travel
Allendale foot path



Direction of Travel

Staggered timings



Times will be staggered throughout the day to avoid groups of children mixing and to reduce adults' footfall at any one time.

Please note the school day timings have changed.

If you have children in two different year groups, with different start/finish times, please contact us at office@caisterprimaryfederation.org before the start of term.

Junior School	Arrive	Break	Lunch	Depart
Year 6	8:30	10:00	11:50	2:30
Year 5	8:45	10:15	11:50	2:45
Year 4	9:00	10:30	12:30	3:00
Year 3	9:15	10:45	12:30	3:15
Infant School	Arrive	Break	Lunch	Depart
Year 2	8:30	10:15	11:30	2:30
Year 1	8:45	10:30	12:00	2:45
Reception	9:15	10:30	12:00	3:15
Nursery	9:00			3:00





After dropping off they will walk through the outdoor area and proceed across the field to exit via the gate on Charles Close.



Dropping off children at the infant school



Start times will be staggered ([see page 5](#)). We will ask adults to bring their children on to the infant school playground, make their way towards their classroom's external fire door, where staff will be waiting.

Adults will be asked to say a quick goodbye and then to leave via the gate on the far side of the field into Charles Close.

There will be marshals on the playground to remind adults to maintain social distance and at the gate on the field. **Adults will not be allowed to bring their children to the front office.**

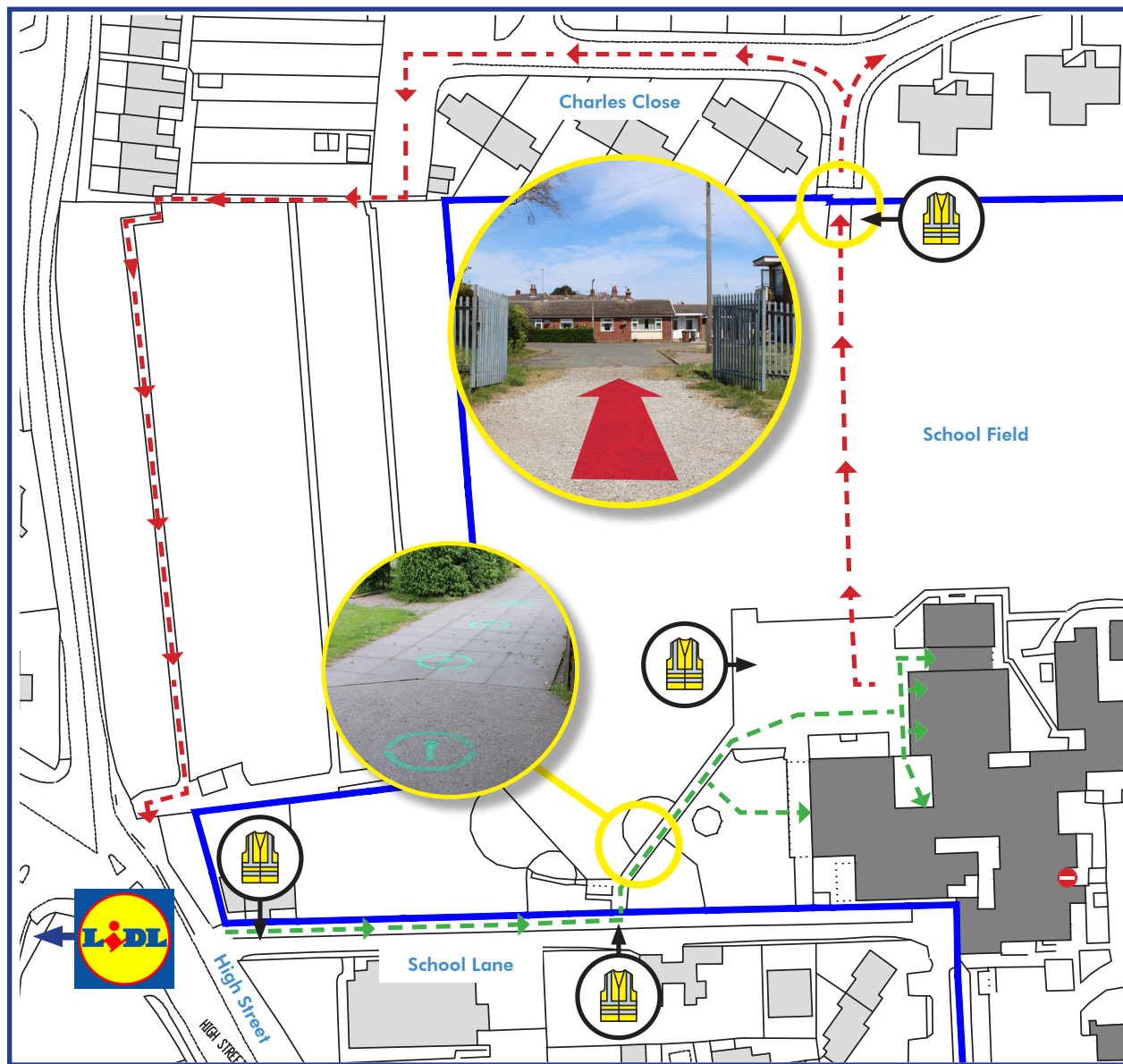
Marshal Point Notes

Guide parents/carers to the main infant school gate.
Remind parents/carers of the one way system & social distancing.



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Direction of Travel into school

--->
Direction of Travel out of school





Dropping off children at the junior school

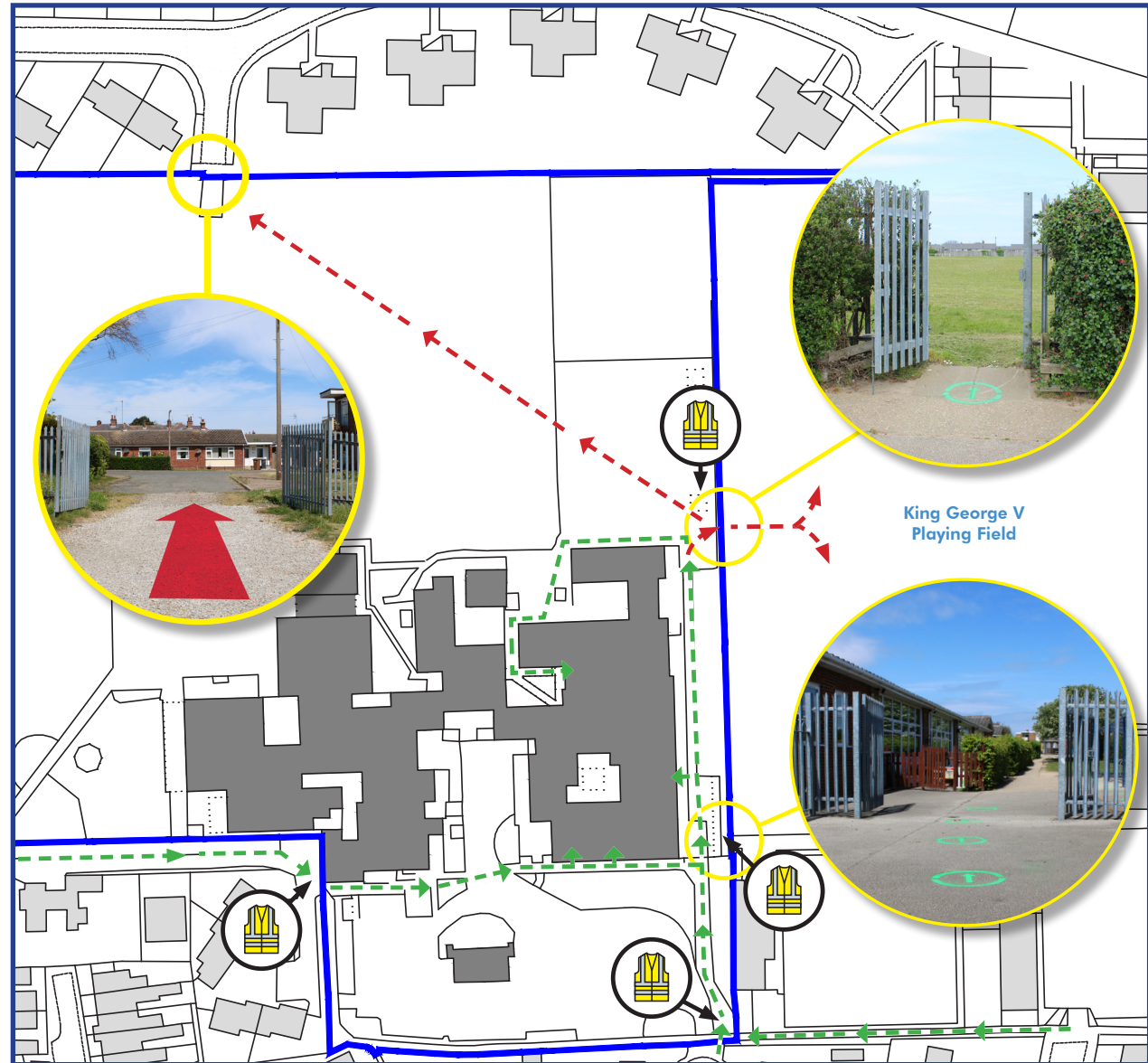
Start times will be staggered ([see page 5](#)). We will ask adults to bring their children to the front of the school and make their way towards their classroom external door where teaching staff will be waiting.

Adults will be asked to say a quick goodbye and then make their way to the path along the eastern side of the school. They will walk northwards and have a choice to exit the school either at the gate in the hedge back on to the King George V field, or to walk across the school field and exit through the gate on to Charles Close. Marshals will be at the bike shed corner of the school and both gates to keep adults moving and ensure social distancing.

Children in 3H, 4HB & 5JK, can walk across the field from the infant school and access their classroom, through the external doors in the courtyard.

 Direction of Travel into school

 Direction of Travel out of school



Going Home



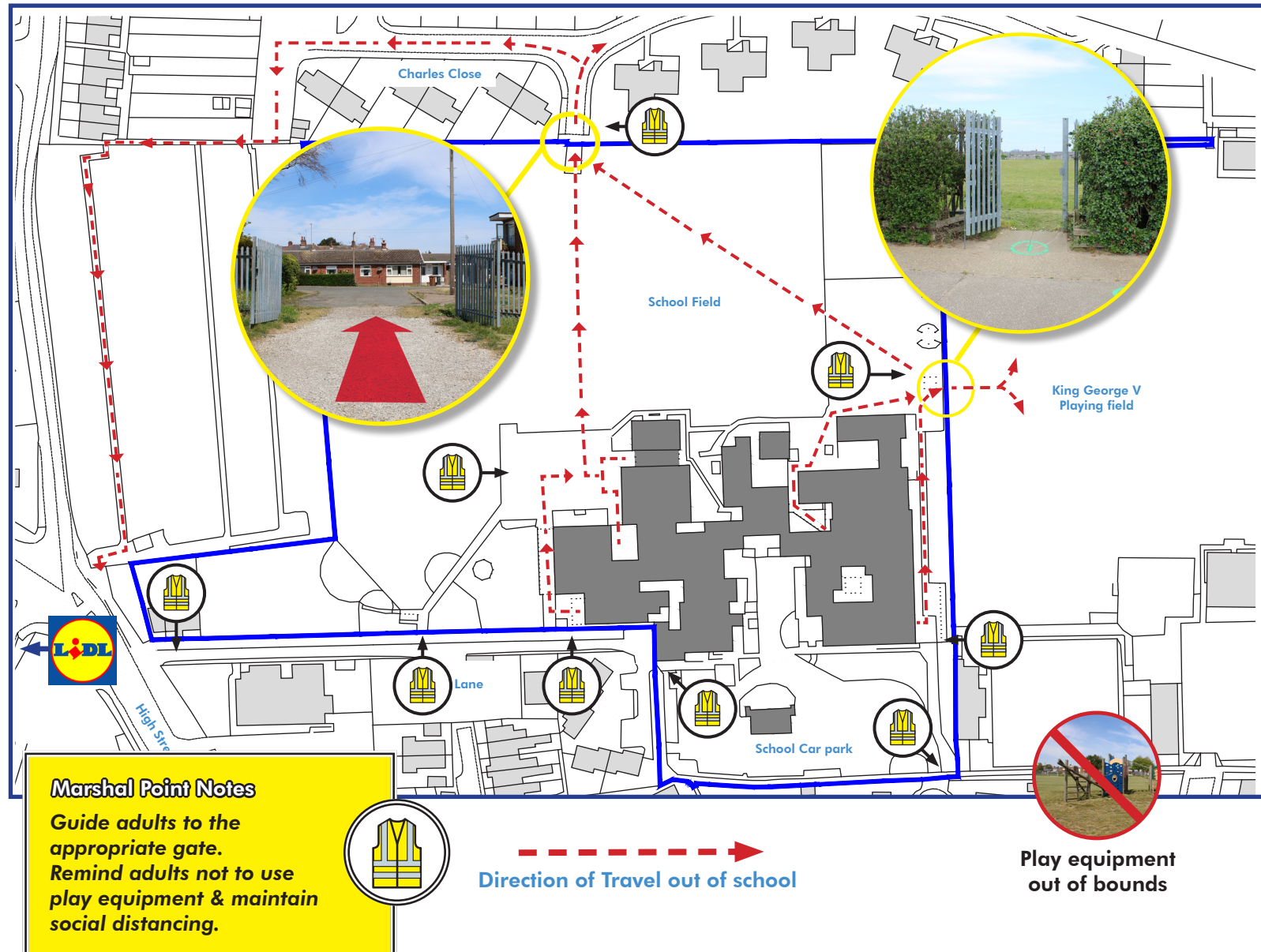
Staggered times will apply at home time ([see page 5](#)). Infant School adults are asked to enter the site via School Lane and exit via the school field onto Charles Close.

Junior School parent will be asked to enter the site via Kingston Avenue or School Lane and exit via the side gate onto King George V playing field. Adults will be asked to queue along the side of the school (see page 11).

Maintain social distancing, Year 3 adults can wait on the junior school playground to pick up their child. They can then leave via either gate.

No bicycles or scooters will be allowed and adults will be reminded to keep their children with them at all times. Children will not be permitted to play on the play equipment as they leave the school site.

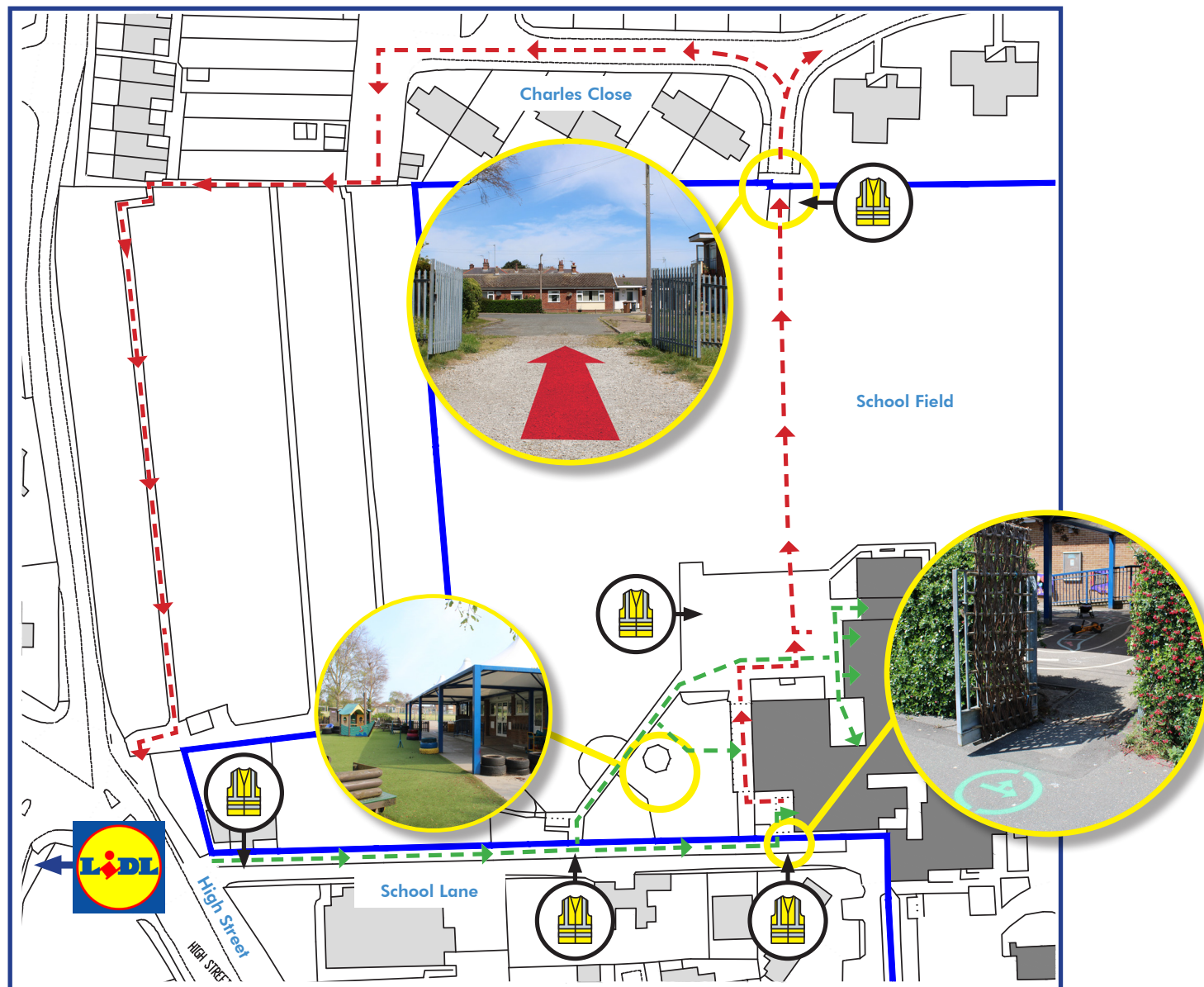
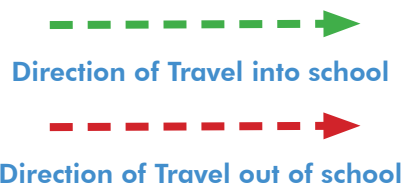
Marshalling will be the same as in the morning.





They will be reminded to maintain social distancing while they wait on the playground, or in the outside area, for their children to be brought out. Adults and children will then exit across the school field via the gate on to Charles Close.

Guide adults to the group access doors, then to the field gate. Remind adults to maintain social distancing.



Picking up children from the junior school



Pick up times will be staggered. Adults will be asked to wait outside along the path bordering the eastern hedge.

There will be social distancing markings sprayed on the path. Adults and children will then have a choice to exit via the gate on to the King George V field or walk across the school field to the gate on to Charles Close.

While maintaining social distancing, adults of Year 3 pupils can wait on the junior school playground to pick up their child. They can then leave via either gate.

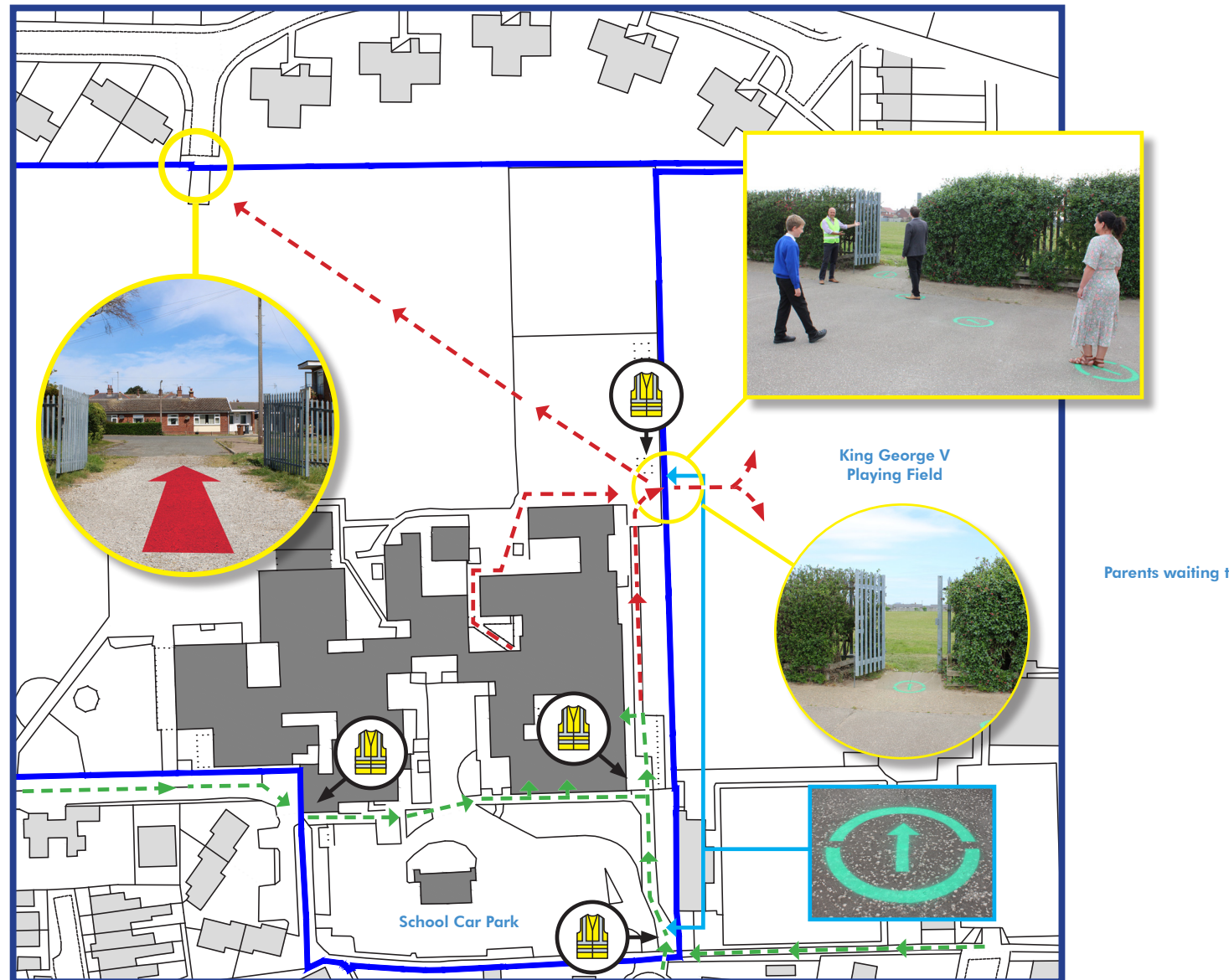
Marshal Point Notes

Phone through to the hall to let group leader know who is ready for collection. Remind adults to leave a marker between themselves and others.



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Direction of Travel into school

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Direction of Travel out of school





Marshals



Marshal Point



Direction of Travel into school



Direction of Travel out of school

The purpose of marshals is to

- welcome adults and children to the school site
- remind them that they are entering an area where we expect physical distancing to be observed
- enforce the one-way system
- move adults along quickly and keep them moving

Marshals will be stationed at key entrance and exit points and at intervals on families' journey through the school site. They will be clearly identifiable – they will wear a high-vis jacket. If the weather demands it they should wear a blue school coat under the high-vis jacket.

They are our meeters and greeters, our front of house, so they should present a cheerful demeanour and positive messaging about what we are asking adults and families to do. Smiling is essential! Key phrases to use would be:

"Good morning/afternoon"

"Lovely to see you"

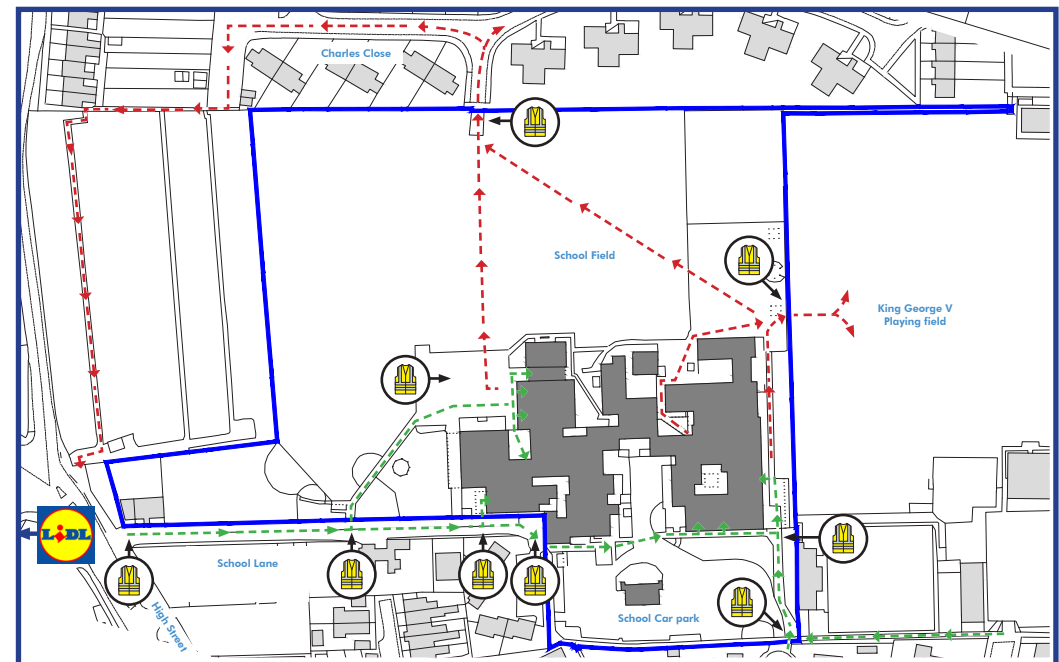
"Please remember social distancing everyone"

"Please keep a marker between you and others"

"Please remember to keep your children with you"

"One way only along here – please exit via the gate on the field / along the hedge"

We must avoid any build-up of adults around marshals. Therefore, if adults want to ask marshals questions or give them messages, they should be politely reminded to email or telephone the school office, or directed towards the FAQs.



Nursery Classrooms



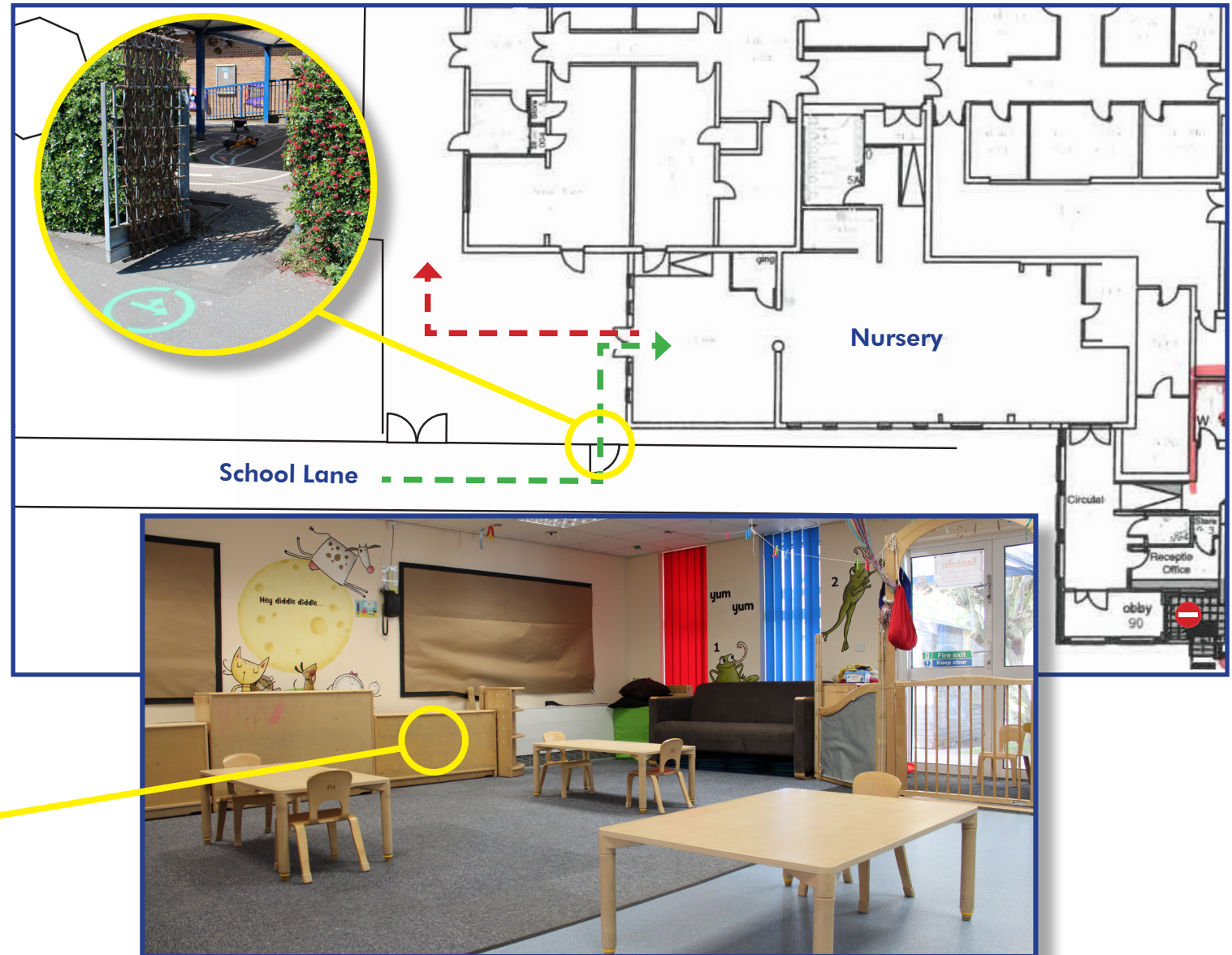
Tables within Seals and Otters will be spaced out. Soft furnishings, soft toys and toys that are hard to clean will be removed. The fire door should be clearly accessible without hindrance from desks or chairs.

The Tables should be spaced as shown in the image.

Entrance and Exit

The Seal and Otter children will enter the nursery via the small side gate on School Lane and go through to their class via Outside play area door. **Adults will be asked not bring their children to the nursery entrance.**

The children will also be collected via this door.





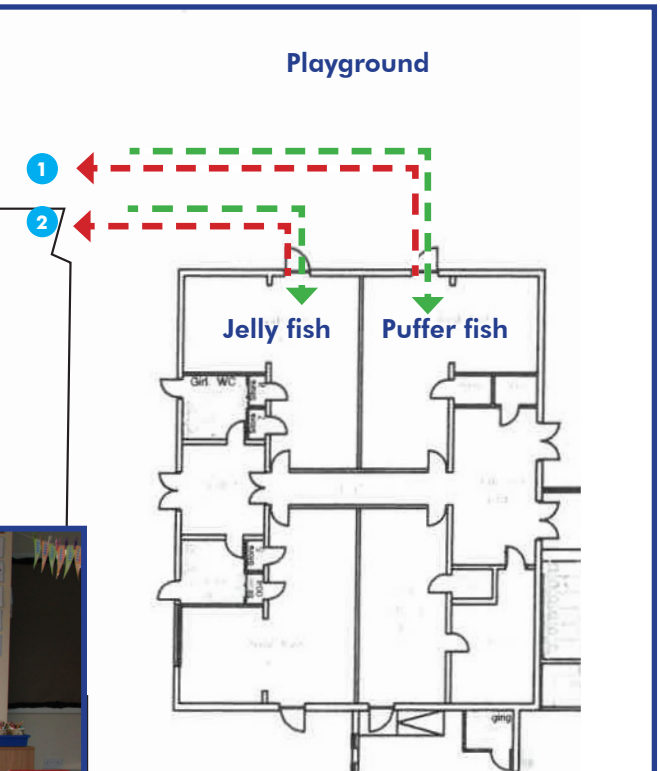
Reception classrooms

Reception classrooms will be set as usual with the addition of tray units being stored in the corridor to create more space and ease of access.

Entrance and Exit

- 1 Children in Pufferfish will continue to access their classroom via the Pufferfish door from the playground.
- 2 Children in Jellyfish will continue to access their classroom via the Jellyfish door from the playground.

Children will leave through the same doors as they entered.



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Direction of Travel into school

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Direction of Travel for
break & lunch times

Key Stage 1 classrooms



Chairs and desks should be arranged in rows facing the front. There should be space for the teacher to remain two metres from the children at the front of the class. The fire door should be clearly accessible without hindrance from desks or chairs.

The desks should be spaced as shown in the image.

Do not move the desks from the positions they have been placed in.

Prop doors open where possible to reduce the number of people touching the door handles.

Open windows to increase ventilation of the room.

Entrance and Exit

① Children in Sealions will access their classroom via the Year 2 cloakroom door.

② Children in Seashells will continue to access their classroom via the Seashells door from the playground.

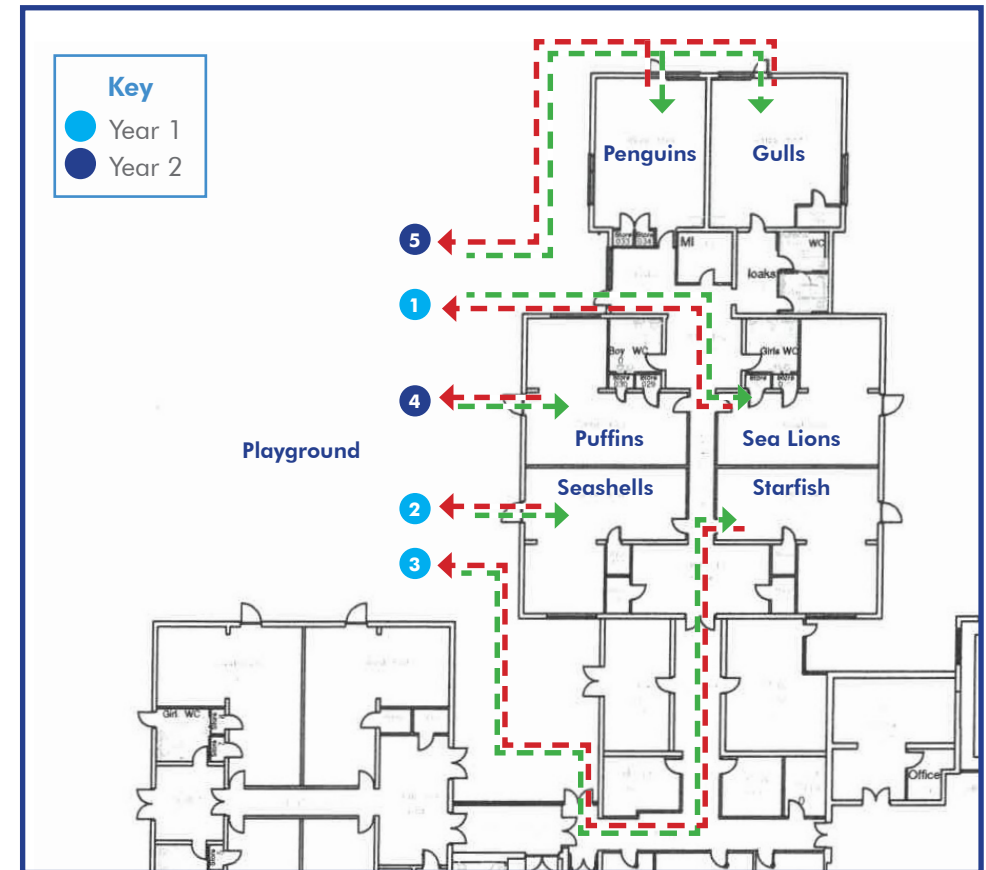
③ Children in Starfish will continue to access their classroom via the door in the courtyard.

④ Children in Pufferfish will access their classroom via the playground.

⑤ Children in Penguins & Gulls will access their classroom via the playground.

Children in Key Stage one will access the playground and field via the above doors.

Children will leave through the same doors.



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Direction of Travel into school

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Direction of Travel for
break & lunch times



Key Stage 2 classrooms

Chairs and desks will be arranged in rows facing the front. There should be space for the teacher to remain two metres from the children at the front of the class. The fire door should be clearly accessible without hindrance from desks or chairs.

The desks should be spaced as shown in the image.

Do not move the desks from the positions they have been placed in.

Prop doors open where possible to reduce the number of people touching the door handles.

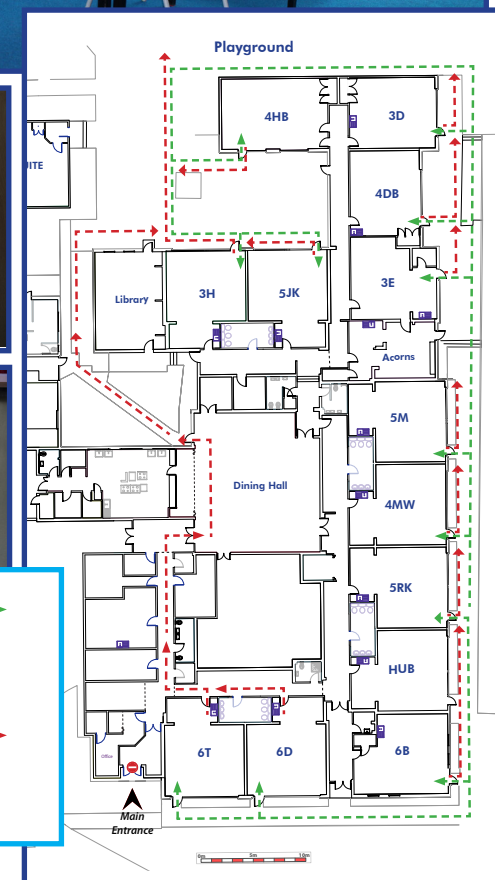
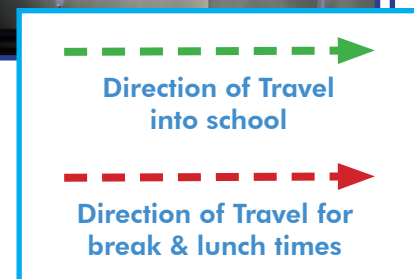
Open windows to increase ventilation of the room.

Children enter at the beginning of the day through the external doors and leave at the end of the day via the school hall.

Children will access the playground and field via their classroom fire door, except children in 6T and 6D who will access the playground and field via the staff corridor, the hall and the external door.

Children will be able to use their lockers. However, teachers must limit the number of children who access the locker area at any one time. Children can bring their own hand sanitiser and hand cream in their bags too if they wish to.

Children's mobile phones can be handed in to the teacher – they will be placed by the child directly into a poly pocket and kept in the classroom.



Grouping the children / During the school day



Grouping the children

Full classes will resume in September. Each year group will form one bubble. Staff and pupils will stay within that bubble. All cover for PPA and other reasons will be provided by the staff within the year group bubble.

Intervention will also remain within the year group bubble. However, movement between classes within the bubble will be limited – so there will be no sets.

During the school day

Staff and children will be able to use a designated outdoor space during the day for some of their learning where appropriate; this will be staggered to avoid mixing with other groups.

Children will have a designated area on the playground/field for outdoor recreation.

The children will be regularly reminded to social distance whilst playing.

ICT suite, laptops and iPads, library and activity hall will each be allocated to one year group bubble per day to allow for cleaning in between.

On their allocated PE/games day, children will be asked to come to school in their PE kit. Reading books can be taken home but they will need to be quarantined for 72 hours on their return.





Break & lunch times

Children will take breaks and have lunch in their year group bubbles. These times will be staggered to avoid mixing with other children.

Break times

Children must wash their hands before break times and upon returning to the classroom.

Children in the Infant school will access the playground and field via the doors in which they arrived through.

Children will access the playground and field via their classroom fire door, except children in 6T and 6D who will access the playground and field via the staff corridor, the hall and the external door.

The whole field should be used as well as the playground to give maximum opportunity for distancing. However, junior school children should not enter the infant school areas and vice versa.

Lunch times

Children must wash their hands before lunch and before leaving the classroom to go outside.

Children will eat their lunch at their desks in the classroom. Hot school dinners will be delivered to the classrooms.

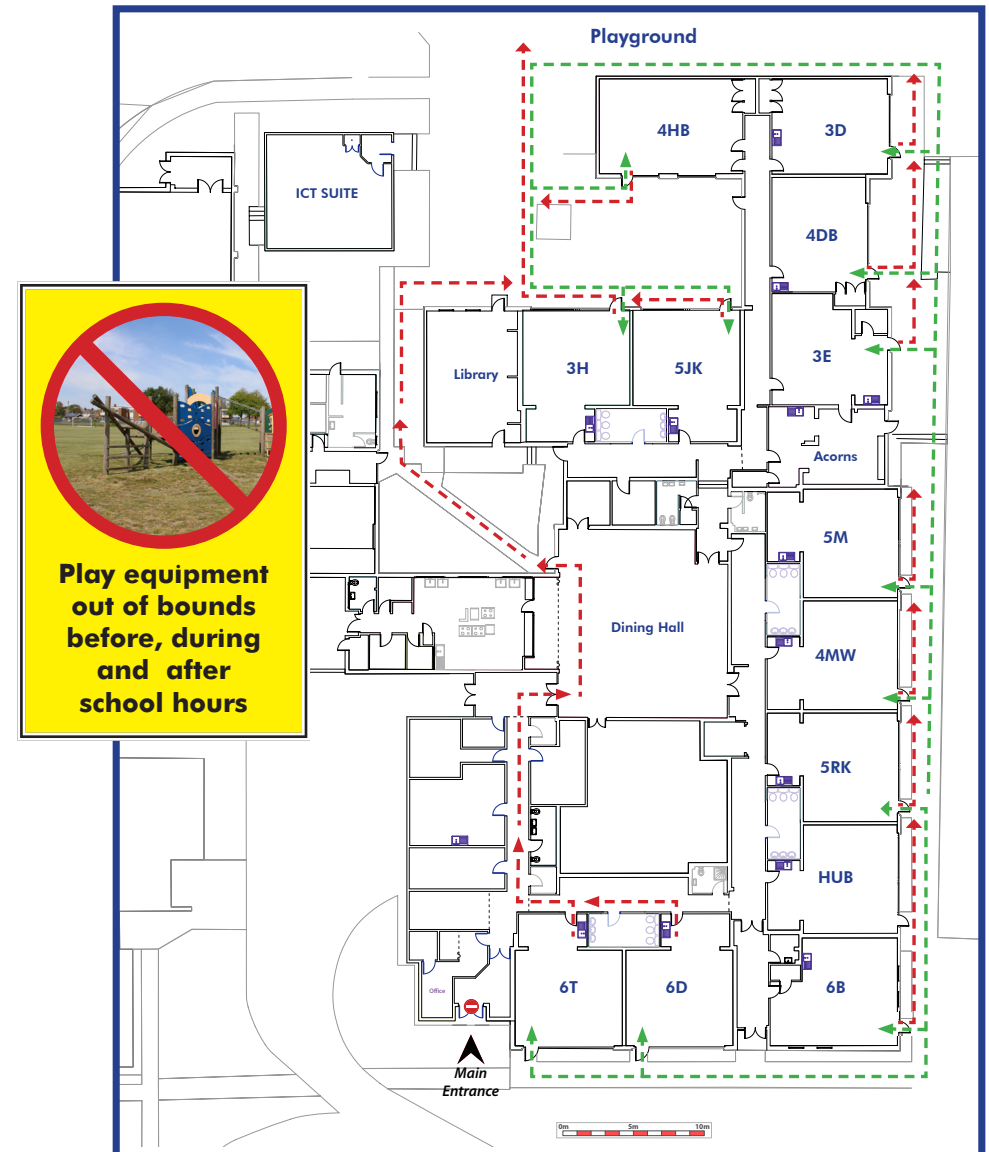
After lunch, children will access the playground and field via their classroom fire door. Children in 6T and 6D will access the playground and field via the staff corridor, the hall and the external door.

Children in the Infant school will access the playground and field via the doors in which they arrived through.

Where possible, children should sit at socially distanced interval on the tables. Lunch will be served at the hatch and brought to the tables by colleagues.

Afterwards, hot lunch children will access the playground and field via the external door.

Junior school



Cleaning



There will be two levels of cleaning in operation. Firstly, cleaning of frequently touched surfaces will take place constantly through the day. Secondly a deep clean of the buildings, classrooms and sanitation facilities once a day.

Frequently touched surfaces.

Designated colleagues will clean frequently touched surfaces with standard products such as detergents and bleach. A bottle of spray detergent, a cloth and protective gloves will be required by each. This is a roving commission. Colleagues should patrol the area being used by the children and clean each surface on a rolling basis. Examples of frequently touched surfaces are:

- **door handles**
- **window handles**
- **worktops**
- **sinks and taps**
- **soap dispensers**
- **desks**
- **chairs**
- **light switches.**
- **key pads**
- **interactive White Boards**

Colleagues may share this role during the day – an hour shift at a time.

ICT suite, laptops and iPads, library and activity hall will each be allocated to one year group bubble per day to allow for cleaning in between.

Deep cleaning. This will be performed by the school's cleaning staff and cover all areas of the school building which have been used during the day, especially:

- **classrooms**
- **toilets**
- **sinks**
- **dining hall**
- **sports hall**
- **sports equipment**
- **used equipment (toys etc)**
- **teaching & learning aids**
- **key pads**





Hand washing

This remains the single most effective infection control strategy available to us. However, there is also anxiety from some adults that washing hands too frequently will cause their children's hands to become dry and cracked, which is an increased infection risk. So we must make sure this is proportionate and that we are sensitive to the condition of the children's hands.

Hand washing will be conducted principally at the sinks in classrooms, and only in the bathrooms after going to the toilet.

Children and colleagues should:

- wash their hands frequently with soap and water for 20 seconds and dry thoroughly.
- wash their hands on arrival at school, before and after eating, and after sneezing or coughing.
- visit the sink one at a time.

We need to ensure we are available to help children who may have trouble cleaning their hands independently.



Further hygiene measures



If children need to sneeze or cough, they should be encouraged to use a tissue or their elbow. The tissue should be placed in the bin. We will repeat the mantra '**Catch it, bin it, kill it**' when this happens.

Flip lid bins for tissues should be emptied regularly during the day. This will be part of the role of the designated colleague.

Children should be avoid touching their mouth, eyes and nose. Children will need to be regularly reminded of this.

Children may bring their own hand sanitiser and hand cream too if adults want them to.



Using the toilets

Children should be limited to one at a time in the toilets.

Older children can wait outside if the toilets are occupied.

Children should be reminded to wash their hands after using the toilet.

Q: What does my child need to bring with them?

A: Please keep these items to a minimum – water bottle, a pen, pencil, pencil sharpener, eraser and ruler would be ideal, to avoid children having to share resources. Please do not send your child in with pencils cases and unnecessary items of equipment. If possible please send you child in with a bag large enough to hold their coat, this will enable us to keep each child's belongings separate.



PPE, First aid and intimate care

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. However PPE will be made available. PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.



Example of PPE- Disposable gloves

Displaying symptoms



If someone develops symptoms of coronavirus (COVID-19) whilst at school:

If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a colleague has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

When a child, young person or colleague develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All colleagues and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are

encouraged to get tested in this scenario.

Where the child, young person or colleague tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or colleague tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or colleague they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number

of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Shielding

Children, young people and colleagues who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect people in this category to be attending school, and they should continue to be supported to learn or work 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. Few if any children will fall into this category, but adults should follow medical advice if their child is in this category. Colleagues in this category should work from home where possible.



Managing mental health & well being - Pupils

Schools provide an ideal environment for promoting good emotional wellbeing and identifying early behaviour changes and signs of mental distress. The social and emotional skills, knowledge and behaviours that young people learn in the classroom can help them to build resilience and set the pattern for how they will manage their mental health throughout their lives.

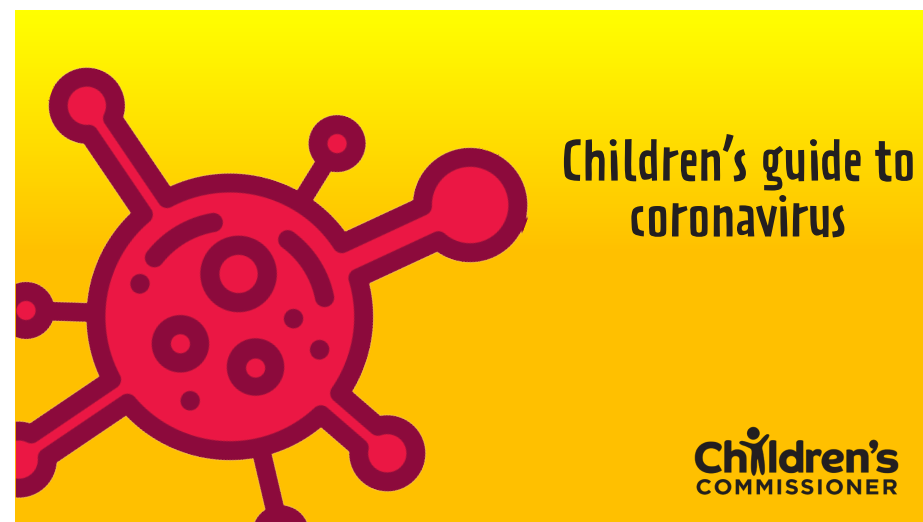
Children will be encouraged to talk about their feelings throughout the day and ask questions in regard to their thoughts.

Colleagues will respond in a calm manner and treat each concern with understanding and responding appropriately in a consistent way.

Children will take part in increased PSHE PATHS lessons and projects to support their emotional and social development needs according to their age. These will include developing the children's self-care strategies such as being positive, thinking through problems calmly and mindfulness. They will also be taught about and take part in Pathways to wellbeing activities: connect, take notice, keep learning, be active and give.

The Children's Commissioner has produced some great resources which can be found here:

<https://www.childrenscommissioner.gov.uk/wp-content/uploads/2020/03/cco-childrens-guide-to-coronavirus.pdf>



Frequently asked questions



Q: Why can't my child(ren) use their bike or scooter to come to school?

A: This is to maintain the footfall flow, so that everyone is walking at a similar pace

Q: Why do I have to use a specified entrance and exit to and from the school site?

A: We have developed a one way in/out system to make it easier to maintain a safe distance from one another.

Q: I do not live near the "exit" gate, can I use an alternative exit?

A: No, to allow us to maintain a safe flow of people on the school site we ask that all adults use the designated entry and exit gates.

Q: Why can only one parent/carer drop off at school?

A: This is to reduce the number of people on site and ensure social distancing.

Q: I have children in different year groups with different start/finish times.

A: If you have children in two different year groups, with different start/finish times please contact us at office@caisterprimaryfederation.org before start of term.

Q: I have some information I want to give you about my child, who do I tell?

A: Please either email your query to admin@caisterprimaryfederation.org and we will ensure that it is passed on to the most suitable colleague. Or you can telephone our school offices. To enable us to maintain the footfall flow we respectfully ask that you do not stop to speak to the marshals.

Q: Will my child be taught by their usual class teacher?

A: Wherever possible we will try to ensure that your child are with their usual teacher. However, we do have some teachers who are not able to return to work, therefore this may not always be possible.

Q: Will my child be allowed to play with all of the other children at break and lunch times?

A: No, to allow us to minimise contact with too many people, each year group will have separate break and lunchtimes.

Q: Will I still be able to use breakfast and after school club?

A: Yes, you will be able to book your child into breakfast and after school club from 8am to 5.30pm. There will be a charge for this provision.

Q: What does my child need to bring with them?

A: Please keep these items to a minimum – water bottle, a pen, pencil, pencil sharpener, eraser and ruler would be ideal, to avoid children having to share resources. Please do not send your child in with pencils cases and unnecessary items of equipment.

Q: Will my child need to bring their PE kit?

A: Yes, however only on their allocated day, children will be asked to come to school in their PE kit.

Q: What if my child needs to bring medication into school, how will I let you know?

A: If your child is on antibiotics please inform the school via email or telephone and we will ensure that takes their medication at the specified time. If your child uses an inhaler, please ensure this is in their school bag. **Q: My child normally brings their mobile phone to school, will they still be able to do this?**

A: Yes, but this will need to be kept in their classroom & we will ask for it to be switched off whilst they are in school.

Q: Will the school be open normal school hours?

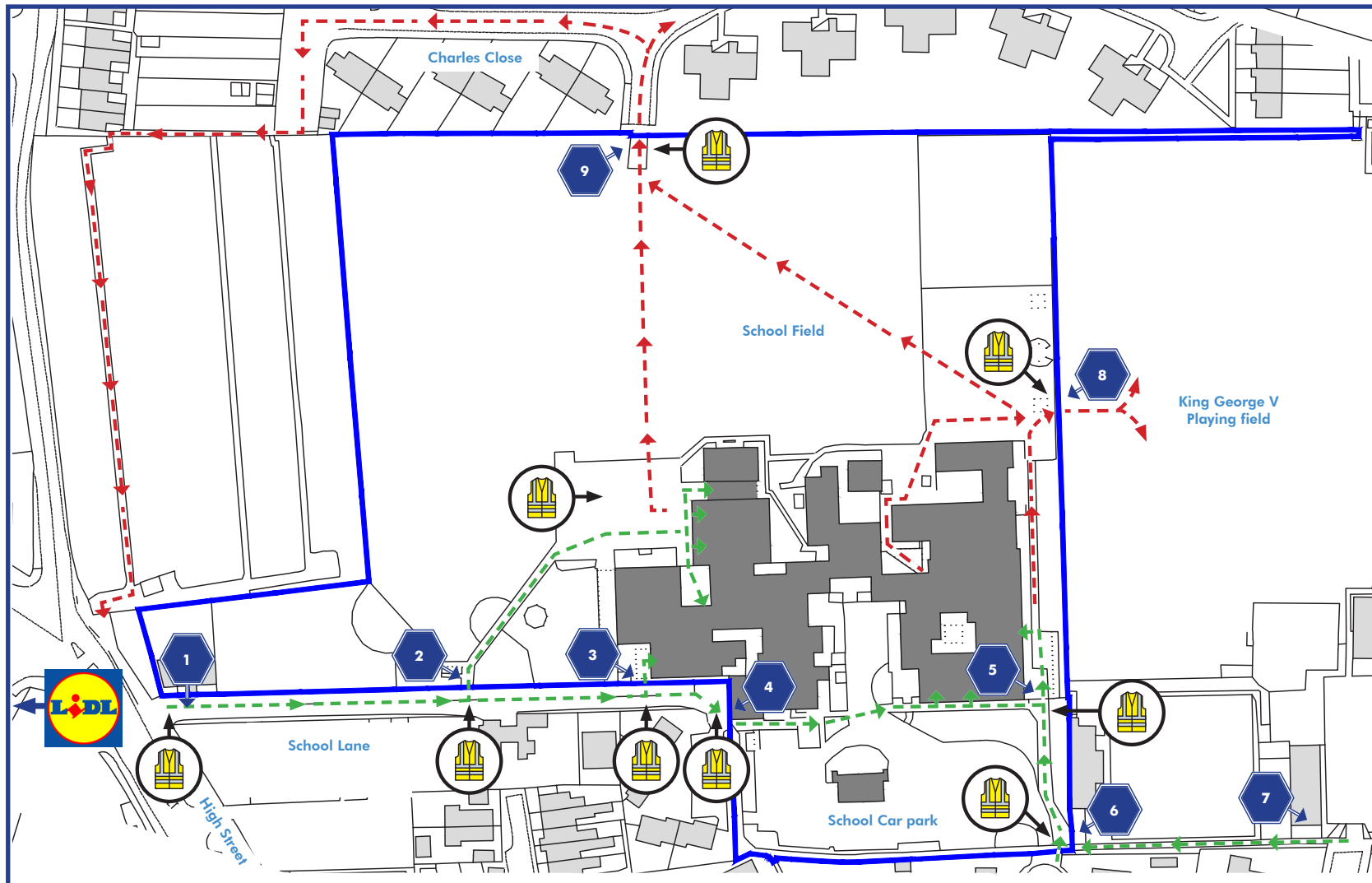
A: To allow us to manage the number of people on site during peak times we will have staggered start and end times.

Q: What happens if my child becomes ill whilst they are at school?

A: We will attend to your child, following government guidelines, and will telephone you to come and collect them from school.



Overview Map

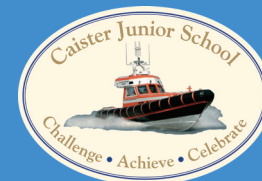




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