
Critical-Worker Site Safety Manual

National Lockdown January 2021



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 parents 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 open our schools to critical worker & vulnerable children.

However, it will also be available to parents, 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 parents.

But this situation is different – parents 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>

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.





Opening Hours



School will be open to all our critical worker children **between 9am and 3pm.**

However if you only require your child(ren) to be in school for some of the day, you will be able to arrange to collect your child(ren) between the opening hours. Please contact admin@caisterprimaryfederation.org.

While on school grounds, we ask all parents and carers to wear a face covering.

Please only send one member of your house hold to collect the child(ren).

While collecting your child(ren) please maintain social distancing at all times.

*Please only use
our critical worker
provision as a
last resort.*



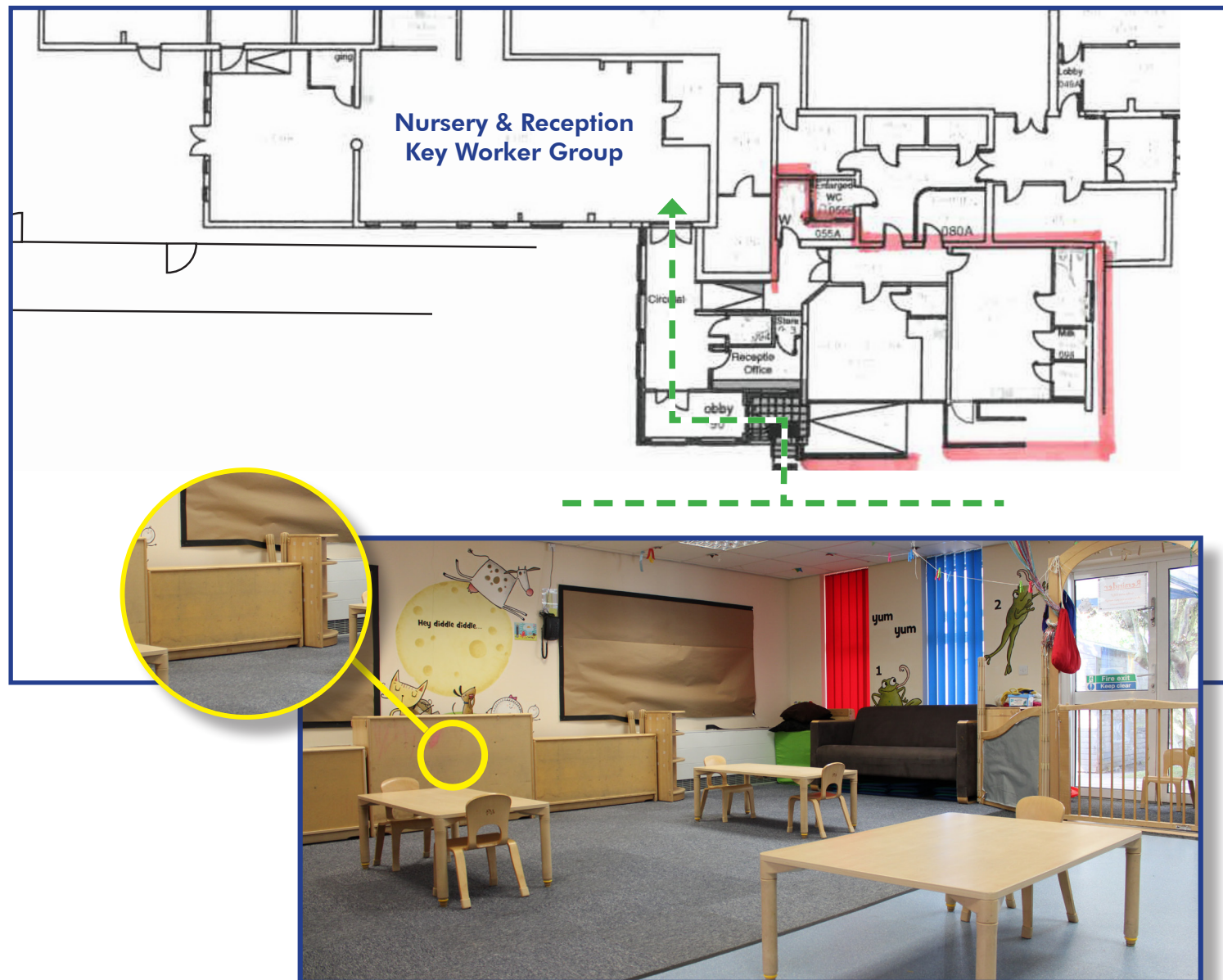
Nursery & Reception



Pupils in Nursery and Reception will be for a 'Bubble' and be based in the main Nursery room.

When dropping off and picking up your child(ren) from school please make your way to the main Nursery reception and notify a member of staff or ring the bell for assistance.

While on site please wear face covering and maintain social distancing at all times.



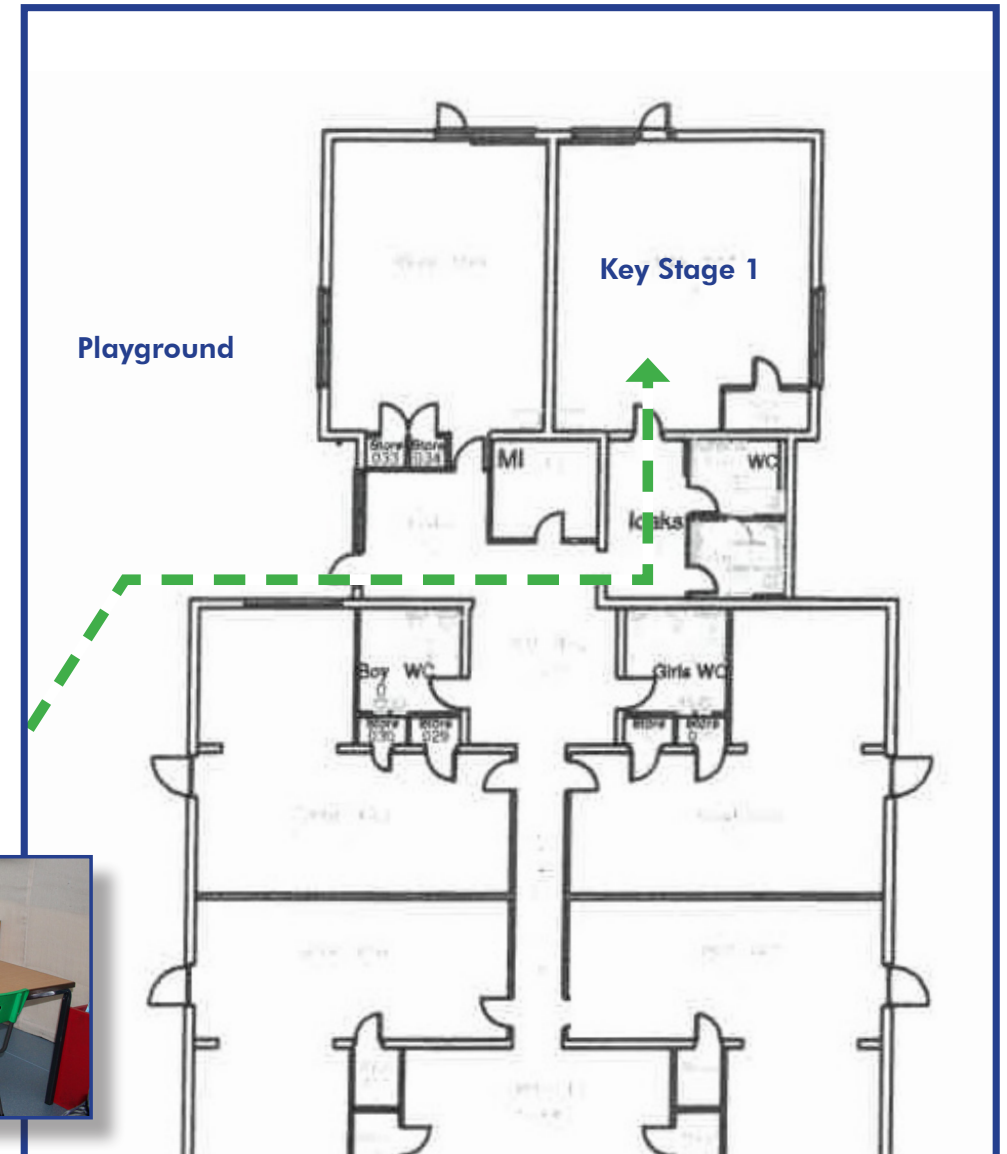


Key Stage 1

Year 1 & 2 children will form a Key Stage 1 bubble and be based in the Gulls classroom. Here a member of staff will collect your child at the 9am and return them at 3pm.

When entering and exiting the site please make your way across the playground to the Gulls external door.

While on site please wear face covering and maintain social distancing at all times.



Key Stage 2



In Key Stage 2 each year group will form a bubble and be based in a different classroom.

At the beginning of the day please drop off your child(ren) at the main gate where they will make their way to their classroom bubble.

At the end of the day, please wait at the main gate to collect your child as they leave school.

While on site please wear face covering and maintain social distancing at all times.

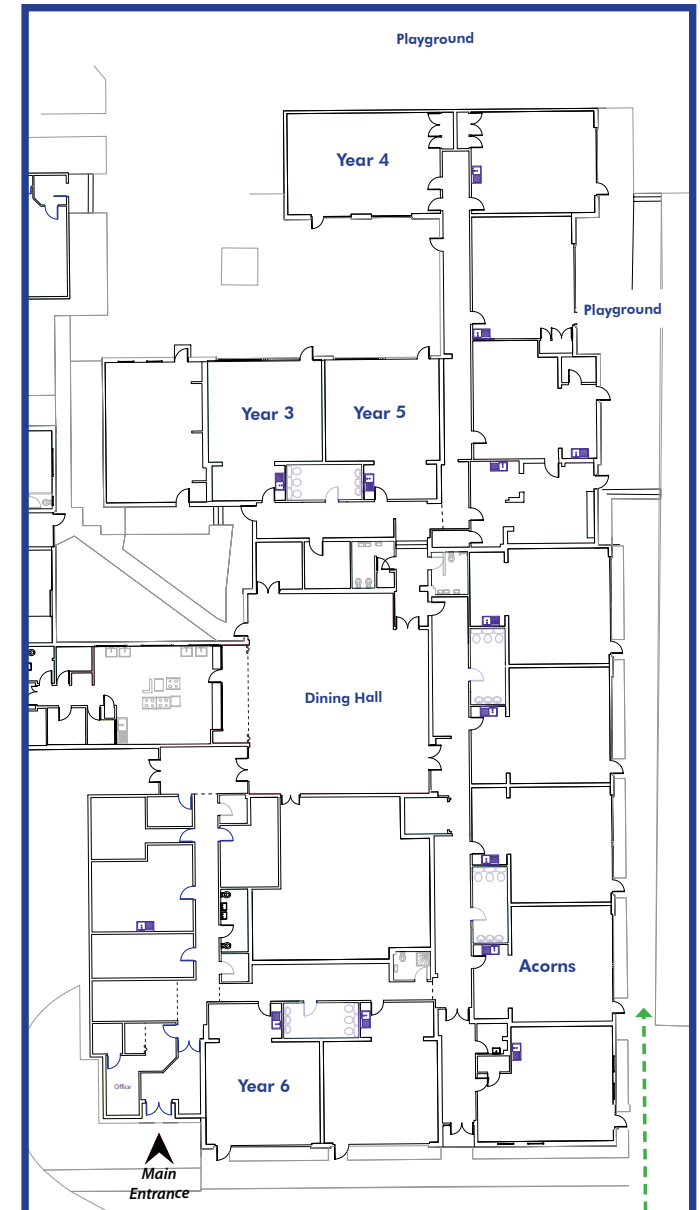
Bubbles are located in the following classrooms:

Year 3: 3H

Year 4: 4HB

Year 5: 5JK

Year 6: 6T





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.

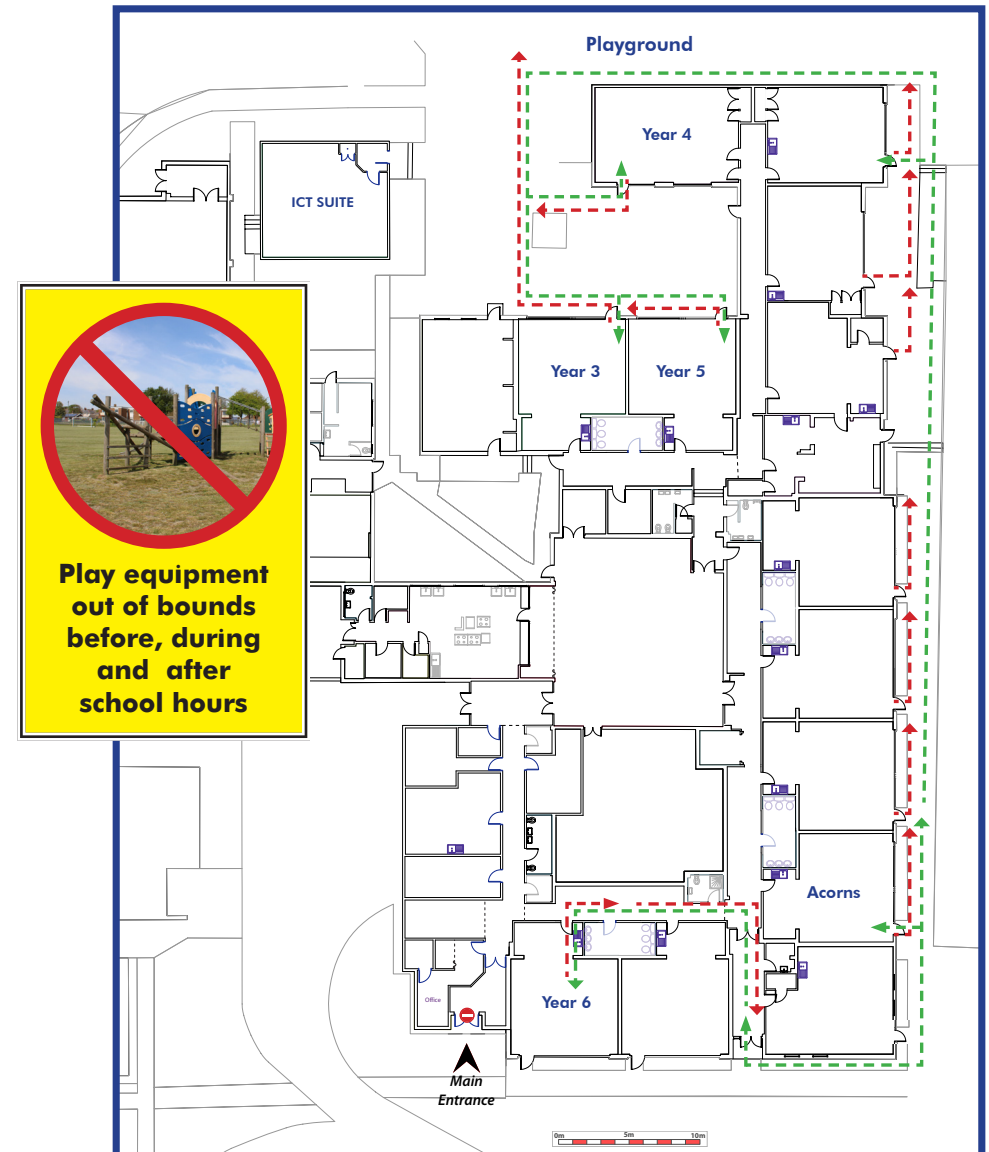
After lunch, children will access the playground and field via their classroom fire door. Children in 6T and 6D will access the playground and field via the staff corridor, the hall and the external door.

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

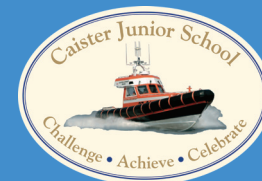




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