



Our Safety Protocols



Please read carefully



Coronavirus

Wash your hands with soap and water more often for 20 seconds



1
Palm to palm



2
The backs of hands



3
In between the fingers



4
The back of the fingers



5
The thumbs



6
The tips of the fingers

Use a tissue to turn off the tap.
Dry hands thoroughly.



The safety of our school community at Hove Junior School is paramount. We have put in place a clear set of protocols for staff, pupils and parents to ensure we are safe. These protocols follow DfE guidance. It is essential that we all adhere to these protocols.

DfE Guidance:

Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

These include:

- **Minimising contact with individuals who are unwell** by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend schools.
- **Cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- **Ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach.
- **Cleaning frequently touched surfaces** often using standard products, such as detergents.
- **Minimising contact and mixing by altering**, as much as possible, the environment and timetables.

Safety Protocols for Staff

- Ensure you keep up to date with information and advice shared via email and in briefings and have emailed the Head's PA to say you have read, understood and signed for the updated school risk assessment each term.
- If you are taking part in the Lateral Flow Testing for staff, please adhere to the school risk assessment and notification guidance.
- If you or a member of your household has any Covid-19 symptoms you must not come to school (please inform Maddie, Lorna or Niamh as soon as possible). You are required to: a) Follow national guidance on self-isolation b) Get tested www.gov.uk/guidance/coronavirus-covid-19-getting-tested.
- You must adhere to social distancing guidelines between adults at all times and pay heed to signage around the school. Ideally, adults should maintain 2 metre distance from each other, and from children. Where this is not possible they should avoid close face to face contact and minimise time spent within 1 metre of anyone.
- All adults in school should wear face coverings when moving around the corridors and communal areas or in situations where social distancing between adults is not possible.
- Staff should wear a mask when working 1:1 or in small groups with children.
- Staff are advised to wear a mask while teaching in the classroom.
- Note the maximum number of adults permitted in each of the adult areas and ensure you do not exceed this. Ensure you keep to the allocated staffrooms / toilets for your bubbles and minimise the time spent in communal areas.
- Practise physical distancing with the children as far as reasonably practical with consideration of the need to maintain the safety, security, safeguarding and welfare of those children who may require physical contact. Children should be supported to maintain distance and not touch staff where possible.
- Follow the one-way system at all times (IMPORTANT! In the case of fire do not use the one-way system – leave the building via the quickest route to the closest emergency exit.)
- You must wash or sanitise your hands on arrival (and departure). Wash hands frequently throughout the day.
- You should stay with your allocated class/year group 'bubble' as far as practically possible. If you need to move between classes and year groups you should try and keep your distance from pupils and other staff as much as you can, ideally 2 metres from other adults.
- If you have been shielding or previously categorised as clinically extremely vulnerable you can now return to work. Your line manager will discuss your return to work and put in place an individual risk assessment. You are advised to continue to take particular care while community transmission rates continue to fall.
- Keep movement around the school to a minimum – use walkie-talkies to contact the office or SLT. Access rooms directly from outside where possible.
- Use cleaning stations to disinfect work areas (desks, keyboards, telephones) before and after use.
- Keep windows open in classrooms/working areas to ensure good ventilation.

Whilst working with classes:

- Ensure good hygiene practices are adhered to in the classroom at all times. Monitor children handwashing routines.
- Only one child per class to go to the toilet at any one time.
- As far as possible, avoid physical contact with children. You should not go to children's desks or mark their books – instead provide opportunities for self-assessment.

- Ensure you follow the staggered timings of the school day – be on time to pick up children from the playground and for break / lunchtimes as lateness will impact on other groups.
- You should avoid any activities/games which lead to physical contact between children
- You must supervise children carefully as they move around the building. Where there are sufficient adults to supervise, they should move around the building in smaller groups.
- You must ensure you have read any individual risk assessments for children in your group – EHCP and vulnerable pupils. Inclusion staff to ensure these are shared.
- Log any behaviour incidents related to Covid-19 under the appropriate heading on CPOMS
- Explicitly teach children behaviour protocols and support all pupils, especially SEND, with managing the changes on their return.
- Only use the play equipment allocated to your year group. Ensure this is cleaned after each use.
- Consider which lessons can take place outdoors and use all available time slots to teach outside where possible.
- Monitor children’s emotional well-being carefully and plan for support as appropriate.

Requirements of the Children

- Children must stay in their class group or year group ‘bubble’ throughout the day and avoid mixing with other groups.
- Each child to use their designated area (desk, chair, equipment) throughout the day.
- All children to have their own frequently used equipment such as pens/pencils. Other classroom-based resources such as books and games can be shared within the bubble but will need to be cleaned regularly.
- Children should walk in a single file when moving around the building.
- Children should not hold hands or touch as much as practically possible.
- Children will eat their packed lunch in the classroom. Children having hot dinners will eat in the canteen.
- Each child must have their own drinking bottle for water – drinking fountains are not to be used.

Senior Leadership Team

- Ensure cleaners are aware of areas that need to be thoroughly cleaned each day.
- Follow government guidelines if a member of staff or child tests positive.
- Dynamically risk assess during the course of the day – e.g. identify any ‘pinch-points’ as groups move around the school – and ensure procedures are altered accordingly.
- Monitor the well-being of all school staff and plan support for individuals as necessary.
- Follow school closure procedures should this be necessary due to insufficient staff or key members of staff not able to be in school.

Premises Team:

- Ensure availability of PPE for office staff and supplies of sanitiser, tissues and anti-bacterial wipes around the school.
- Ensure Health and Safety checks are carried out in line with National and Local Authority guidelines.

If A Child Becomes Unwell:

- If a child develops symptoms of Covid-19 whilst in school, they must be taken directly to the medical area. Ensure the child goes straight to the area and is kept away from others.
- Ensure the area is well ventilated with windows open.
- Office staff to ring parents/carers and ask for the child to be collected ASAP.
- Whilst awaiting collection, the child needs to be supervised by a member of staff to ensure they do not come in to contact with others.
- Any staff dealing with the child should wear gloves, mask and apron.
- If the child needs to use the toilet whilst waiting for collection, this will then need to be sealed and subsequently thoroughly cleaned following the guidelines.
- When parent/carers arrive, they must be advised to take the child to be tested and inform the school office as soon as possible of the results of the test.
- After the child is collected staff must wash their hands thoroughly.
- If child tests positive all of their 'bubble' (adults and children) will be sent home and advised to isolate for 10 days.

If a member of staff becomes unwell:

- If you develop symptoms of Covid-19 whilst in school you must advise a member of SLT straight away and go directly home.
- Take the most direct route out of the building, avoid others and minimise contact with surfaces as much as possible.
- Ensure that you book a test as soon as possible and inform SLT as soon as you know the result.
- If a member of staff tests positive all of their 'bubble' (adults and children) will be sent home and advised to isolate for 14 days.

Safety Protocols for Parents/Carers

- Children should return to fulltime education from 8th March 2021 – except those symptomatic/positive result COVID-19 pupils, those continuing to ‘shield’ under medical advice or ill with non-COVID conditions.
- Children no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school and complete an individual risk assessment.
- Monitor your child/children closely for any symptoms of Covid-19 and inform the school office immediately if your child is unwell (with a new or continuous cough, high temperature, loss of taste /smell). **DO NOT** bring your child into school if they, or any member of your household, have any of these symptoms.
- Any symptomatic child or adult in your household should self-isolate and **arrange for a test as soon as possible**. You must inform the school office of the result of the test as soon as it is known.
- If the result of a test is negative the child may return to school as soon as they are well enough to do so. If it is positive, the other members of their ‘social bubble’ will be sent home and advised to self-isolate for 10 days.
- Please be available to collect your child if required.
- Be aware that the school may have to close if we have insufficient staff to ensure safety or if key members of staff are absent.
- Ensure your child does not bring unnecessary personal belongings into school. They must have their own water bottle.
- You may provide your child with a small, easily cleaned pencil case with their own pen, pencil and frequently used equipment.
- Please talk through the behaviour guidelines for children and remind your child of these each day. It is extremely important that all children follow these. If your child is not following the behaviour protocol in school, we will contact you to discuss this.

Drop-Off & Pick-Up Protocols:

- Where possible, walk or cycle to school. If you must use public transport, please ensure you are aware of the government guidelines relating to this and adhere to them.
- You must adhere to the social distancing guidelines at all times when dropping off or picking up your child.
- Ensure you adhere to the drop-off and pick up times for your child.
- Children should be dropped off at the main gates by **one adult** only. Parents/carers should then leave the area promptly. Please do not gather or linger at the school gates or doors.
- Portland Road site is also using an additional gate on Portland Road. Please use this gate if you are in Years 4 and 5 for your staggered start/exit unless you are coming in for breakfast club.
- Parents/carers will not be allowed into the school building unless it is essential that they do so.
- Where possible, contact the school office by telephone or email. If you do need to speak to someone in the school office, please adhere to the distancing markings on the floor – only one adult to be in the office area at any time. If you are waiting, you must wait outside adhering to the social distancing guidelines.
- If you do need to enter the school building you must follow the safety protocols for visitors.

Safety Protocols for Pupils

- If you or a member of your household has any Covid-19 symptoms you must not come to school. You are advised to:

a. Follow national guidance on self-isolation

b. Get tested www.gov.uk/guidance/coronavirus-covid-19-getting-tested

All Pupils:

- You should be in school every day unless you have symptoms, are ill or are shielding.
- You are required to wear school uniform.
- Please come into school wearing your PE kit on your allocated PE day.
- You should bring a healthy snack, packed lunch and a bottle of water with you to school (if you are entitled to free school meals a packed lunch will be provided by the school canteen).
- You may bring your own pen and pencils to write with or the school will provide these. Please do not share your equipment with other children in your class and please keep them in school.

Behaviour:

We will continue to use our school behaviour policy and behaviour appendix in class. (See HJS website - Covid section). In addition, we have had to put in place some new rules and procedures to make it safe for you to be in school during the Covid-19 pandemic. Your teachers and other staff will teach you these new rules to help us all work together.

- Remain in your social bubbles at all times including break and lunchtime
- Avoid physical contact and remain distanced from others where possible
- Arrive and leave school at your designated time and entrance
- Follow the direction of travel in your classroom and around the school
- Wash your hands regularly as well as when directed to do so by your teacher
- Do not play games which involve contact with other children

These rules are in place for everyone's safety. Any unacceptable behaviour will result in a phone call home.

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



**Please keep
your distance**



**We are practising
Social Distancing**