

## **APPENDIX TO HEALTH AND SAFETY POLICY DURING CORONAVIRUS**

Children and staff have been alerted to the different conditions under which they will be operating before they return to School at the beginning of the Michaelmas Term. The following rules have been put in place

### **RULES FOR PUPILS UPON RETURN TO SCHOOL**

A number of new rules have been introduced at this time. All pupils will be told about them and expected to obey them. The disciplinary system of the school may be used to ensure that they are adhered to.

1. Ensure that you arrive at school during your allocated slot.
  - Prep School: 8.00 – 8.25
  - All pupils in Nursery, Reception, Form 1 or Form 2 with a sibling attending the Prep School at CCCS: 8:25 am
  - Form 2: 8:35 am
  - Reception and Form 1: 8:45 am
  - Nursery: 8:50 am
2. Sanitise your hands upon arrival.
3. Only socialise with those in your bubble
4. Ensure that you listen to instructions about walking round the School.
5. During Break time please do not touch others and ensure that you have sanitised your hands before using the climbing equipment. Only use those areas which you are told you may use.
6. While queueing for Lunch remain two metres apart.
7. Always wash your hands for at least 20 seconds before eating or after going to the toilet.
8. If you sneeze, try to use a tissue. Please bin it immediately. Wash your hands and do not touch your face or mouth.
9. Do not cough or sneeze in the direction of anyone else.
10. On no account should you spit.
11. Tell an adult immediately if you are experiencing any of the symptoms of coronavirus. They are:
  - a. a high temperature
  - b. a new, continuous cough
  - c. a loss of, or change to, your sense of smell or taste
12. Do not share any equipment, especially cups or cutlery.
13. Remain two metres away from all other people wherever possible.
14. For those receiving education online, the School's policy for online education must be adhered to
15. If you are given an instruction by a member of staff, it is particularly important that you do what you have been asked to do.

In addition, there will be a Fire Practice soon after return to ensure that all pupils are certain of procedures.

## **HEALTH AND SAFETY CHECK OF THE BUILDING**

The building has not been used normally since March and as such an inspection of the building should be made to ensure that it is safe.

## **CLEANING AND HYGIENE**

Once children are back in school, all frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly each day and during the course of the day. A cleaner will be employed in the afternoon.

Hand sanitisers will be available at the entrance to the school, at doors allowing access to school buildings, and in all classrooms.

Windows will be kept open to allow air to circulate in classrooms.

Lidded bins will be available in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying.

Supervised handwashing will occur and pupils will be reminded of hygiene rules on a regular basis.

Staff will follow procedures as directed by DfE when dealing with pupils who have Coronavirus symptoms. PPE will be available for such pupils and staff.

All supplies on the Governments Annex d of Planning Guide for primary Schools have been purchased

Posters in Annex c are to be displayed

## **ROUTINES AND STRUCTURES**

Movement around the school is to be controlled in order to prevent Year groups from interacting with one another. Lessons will finish early in order for teachers to accompany their classes to the playground from where they will be picked up by their new teacher. When moving between classrooms, teachers and Form 7 and 8 pupils will wear masks. Lunches and playtimes will be staggered.

We have ensured that Thomas Franks has a Risk assessment for its employees. Discussion has occurred with the catering manager to ensure that catering will occur on a staggered basis and that cross contamination does not occur in the dining room. Tables will be sanitised in between sittings.

Clubs will take into consideration the Bubbles.

## **CURRICULUM**

No resources will be shared. Computer keyboards will be thoroughly sanitised in between use.

Classrooms are to be laid out so as to minimise contact between pupils. Desks will not face one another.

## **WELFARE**

The welfare of pupils has been taken into consideration and it has been made obvious to pupils that they can contact staff. The counsellor Mrs Wellesley is available to all pupils. Pupils are discussed by the whole staff on a weekly basis. The staff will receive INSET training on pupil and staff welfare and emotional wellbeing.

Those teachers holding paediatric First Aid certificates are being retrained. Other staff have basic first Aid training.

A risk Assessment for the return and for boarding has been written and checked by SMT and the Governors' Compliance committee.