

Action Plan For Eastcourt Families

Activity/person/location	Coronavirus (COVID 19) Eastcourt Parents
Review date	Ongoing – Update in line with PHE & Government Guidance

Actions	Tasks	Actions by whom	Review
Communication	<p>The aim of this document is to attempt to ensure</p> <ul style="list-style-type: none"> • Clear communication with parents – new procedures – how, when to drop off and collect children. No gathering at setting entrances. • Clear communication regarding children about conduct and social distancing where this is possible. 	SLT	
First Aid Kit and medication	<ul style="list-style-type: none"> • Check with families regarding any new medical conditions. • Check with families whether they have needed to self isolate/contracted or been tested for Covid19. 	Parents/carers SLT Welfare co-ordinator	Daily/as necessary
Settling and re-settling	<ul style="list-style-type: none"> • Review each child and family individually. Check contact details and other important information is up to date. • Plan start and collection to allow children and staff to settle into a new routine. • Ensure families are fully aware of the safeguarding plans 	SLT All staff	daily
Well-being	<ul style="list-style-type: none"> • Monitor well-being, health, changes to personal/family circumstances, safeguarding 	SLT Welfare co-ordinator	daily

Dear parents/carers,

We hope you are all looking forward to returning to school even if our routine is slightly different. As I am sure you realise things are still constantly changing. It is possible by the time you read this certain details will indeed have altered.

A lot of work has been completed over the holidays in order to prepare the school buildings to facilitate social distancing and appropriate hygiene arrangements. The following steps are in place:

- Extra appropriate signage has been put up reminding pupils and staff of the importance of using good hygiene practices when entering or leaving the building and at all other times and highlighting the need for continued social distancing. This should also be discussed and encouraged at home.
- A one 'bubble' system in the corridors has been implemented and clear signage will remind pupils and staff to adhere to these arrangements at all times.
- Toilets have been allocated to certain year groups to enable one bubble to use the facilities and appropriate social distancing is in place.
- Each room has cleaning equipment so staff can regularly clean and sanitize furniture used by pupils and staff throughout the day.
- There is a cleaning rota in place for door handles and banisters during the day.
- The School has purchased a number of contactless thermometers and temperatures will be taken each morning before entering the building.
- Movement of pupils around the building during the day provision is organised so that pupils use the same desk and seat each day.
- Some classes have screen protectors on each desk and others classes have single desks. This means children will be separate from each other.
- Whilst the Government indicates there is little evidence to suggest that the use of face masks prevents infection in environments such as schools, we understand that many people may feel reassured by the use of masks, so therefore we are happy to be flexible, and allow any pupil or member of staff to wear a face mask should they wish to do so.
- Children are to bring their own hand sanitizer and water bottles to last throughout the day (clearly named). There will be regular points throughout the day when children will be asked to sanitise.

Parents must –

- ensure children are aware of the need to wash and dry hands thoroughly (<https://youtu.be/zxlQn7KaCNU>)
- teach children about avoiding touching faces (mouth, nose and eyes) (<https://www.parents.com/toddlers-preschoolers/health/how-to-get-kids-to-stop-touching-their-faces/>)
- promote 'catch it, bin it, kill it' approach. (<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>)
- teach children how to use a tissue or inside of elbow to catch coughs and sneezes. (<https://www.youtube.com/watch?v=DG4nOr8-UPA>)
- teach children about social distancing (<https://www.youtube.com/watch?v=3nQgTywKmvQ>)
- Ensure their child has the correct equipment as requested for school including hand sanitiser and pocket tissues.

All children are expected to abide by the measures put in place and to cooperate fully with staff at all times. Failure to do so will be reported to parents and any repetition will result in the child being excluded from school.

We understand that some staff, pupils and parents may be apprehensive regarding a return to school. This is entirely natural given the severity of the pandemic. We shall continue to do all we can to prepare and provide a safe and secure environment for our pupils and staff.

Reviewed: September 2020

Staff will work to agree what learning is appropriate, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up'.

Please remember that Redbridge are offering counselling for any families who are struggling to cope during this time – information was circulated during lockdown and can be found online.

We would again like to take this opportunity to thank parents and pupils for their continuing support for the school during these difficult times.

I continue to urge you all to take care and remain safe.

Eastcourt Independent School Risk Assessment

Activity/Person/Location	Coronavirus (COVID 19) Eastcourt Independent School	<table border="1"> <tr> <td>High Risk</td> </tr> <tr> <td>Medium</td> </tr> <tr> <td>Low</td> </tr> </table>	High Risk	Medium	Low
High Risk					
Medium					
Low					
Date of assessment	02/09/20				
Review date	Ongoing – update in line with PHE and Government Guidance				

Focus on high quality hygiene, safety & well-being

Actions for Educational and Childcare Settings: <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing Protective Measure: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Advice for parents and carers can be found at <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Risks	People	Control Measures	Actions by whom?	Review
Staffing	Children Staff Families	<ul style="list-style-type: none"> To contact all staff and assess staff well-being, health, shielding and access to setting. (Public transport to be avoided. If cannot be avoided, support relevant staff to travel outside of peak times). Clinically vulnerable individuals who are at higher risk of severe illness should take extra precautions or stay at home where possible. Review number of available staff, children to attend. Ensure staff members responsible for safeguarding and first aid are identified. 	SLT	Review daily
Symptoms of Coronavirus (COVID 19)	Children Staff Families	<ul style="list-style-type: none"> Staff and children should not attend if they have symptoms or are self-isolating due to symptoms in their household. Staff and children will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. 	SLT All staff	Review daily
Public transport	Children Staff Families	<ul style="list-style-type: none"> Staff and families to be advised not to use public transport. If public transport cannot be avoided, attempts should be made to avoid peak times. Face covering should be worn by adults on public transport (where social distancing is not possible). Part-time hours will be discussed on an individual basis. Eastcourt/The Oaks have arranged a minibus service for those who will find it difficult to get the The Oaks from Eastcourt. (Times circulated to parents). 	SLT	Review daily

Organisation

Arrivals and departures	Children Staff Families	<ul style="list-style-type: none"> Allocate arrival and departure times and entrance points for families to avoid congestion. Plan parents' drop off and pick-up protocols that minimise adult to adult contact. Use the front doors of each house and gate for both collection and delivery. Only one parent is permitted to bring and collect a child and social distancing must be observed at all times (like queuing for the supermarket). Children will use the same entrance throughout unless advised otherwise. Children to be handed over to a member of staff at the door where they will have their temperature taken. All staff and children to wash hands on arrival and departure for 20 seconds with soap and water or use sanitiser. 	SLT All staff Parents - Plan has been circulated to parents by email.	
Groupings	Children Staff Families	<ul style="list-style-type: none"> Keep groups together. No group is to mix with another group through the day. A timetable is in place to access the outside area. Sport/PE to be organised with individual activities. Specialist staff will sanitize between teaching different groups. 	SLT All staff	
Mealtimes		<ul style="list-style-type: none"> All staff and children to maintain usual hygiene routine of hand washing before and after eating. Lunchboxes – hot dinners will be collected and delivered to the classroom. Children do not need to go to the kitchen. 	SLT All staff	Review daily
Reduce movement around the setting		<ul style="list-style-type: none"> Lunchtime has been timetabled so only one bubble will be in the playground at one time. Social distancing rules still apply. Classrooms have been re-arranged to create as much space as possible. Each group to use designated toilets. Toilets are allocated to different classes – rather than different sexes. Children will use the facilities on an individual basis. In general groups and individuals should be kept apart. Brief, transitory contact such as passing in a corridor is low risk. 	SLT All staff	Review daily
Shared spaces		<ul style="list-style-type: none"> Plan with staff availability of activities for each group of children (timetabled) Stagger use of staff rooms and office. Downstairs each group has specific entry and exit routes to playground. Specialist staff to sanitize as per government guidelines between each group. 	SLT All staff	Review daily
Hygiene https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings				
COVID-19 training	Staff	<ul style="list-style-type: none"> All staff to complete online COVID-19 training https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training or https://cpdonline.co.uk/course/covid-19-awareness/ 	SLT All staff	Review daily
Infection	Staff	<ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature, they 	SLT	Review daily

protection-unwell child	Families Children	<p>must be sent home and advised to follow the <u>COVID-19:guidance for households with possible coronavirus infection guidance.</u></p> <ul style="list-style-type: none"> • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision. 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. (Use 4C). • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (boy's toilet upstairs). The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for a child while they await collection if 2 metres cannot be maintained. • In an emergency, call 999. Do not visit a GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (in which case a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Cleaning will be arranged of the affected area with disinfectant after someone with symptoms has left. <u>COVID-19: cleaning of non-healthcare settings guidance.</u> • Uniform: Children are to wear clean clothes each day. Fosters may have a back log of orders. Please wear a plain tracksuit you have at home until supplies are available. • Plimsolls and black trainers are to be left in school as PE sessions will take place each day. • Information forms are to be handed to the class teacher on the first day of school with a small photograph attached at the top for identification purpose unless they have been sent to Mrs Murphy already. • Reading books – We are planning to read with children as usual. Returned books will be ‘quarantined’ for one week after use. 	All Staff	
Confirmed case of Coronavirus in the setting	Staff Families Children	<ul style="list-style-type: none"> • If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days • Fellow household members should self-isolate for 14 days • All Staff will have access to a test if they display symptoms of coronavirus and are to be encouraged to get tested. • If the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. • If the child or staff member tests positive, the rest of the group within their childcare 	SLT All staff Welfare Coordinator	Review daily

		<p>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 or staff member they live with in the group subsequently develops symptoms.</p> <ul style="list-style-type: none"> • 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 may be asked to self-isolate at home, 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. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 		
Reduce Spread of infection	Staff Families Children	<ul style="list-style-type: none"> • Follow updates and advice from Public Health England (PHE) • Regular updates to be followed by all staff, parents and children. • Regular reminders and support about following NHS guidelines to reduce the spread of the virus to be followed. • Hand hygiene posters displayed in areas including toilets and kitchen • Increase daily cleaning procedures • Hot water and hand soap/soap dispensers checked regularly • Social distancing 	SLT All staff	Review daily
Cleaning		<ul style="list-style-type: none"> • Clean frequently touched surfaces often, using standard products such as detergents and bleach • Thorough cleaning of the rooms; surfaces; light switches, toilets, door handles • Ensure that wherever possible children use the same area of a setting throughout the day, with a thorough cleaning of the rooms and equipment used at the end of the day. • Discuss with cleaning staff the additional cleaning requirements • Follow https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings and https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	SLT All staff	Review daily
Hand washing	Children Staff	<ul style="list-style-type: none"> • All staff and children to wash hands more regularly throughout the day for 20 seconds with soap and hot water • All staff and children to wash hands on arrival for 20 seconds with soap and hot water or use hand sanitiser. • Staff to remind children to dry hands correctly to reduce skin infections from wet hands (refer to clip used by parents) 	SLT All staff	Review daily

		<ul style="list-style-type: none"> • Display hand washing posters • Empty bins frequently • Staff to teach about hand washing in simple, clear child friendly language. Staff to reiterate and reinforce key messages throughout the day. Praise children for use of good hygiene routines (refer to clip used by parents) <p>Follow https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p>		
Faces	Children Staff	<ul style="list-style-type: none"> • Staff to remind children about avoiding touching faces (mouth, nose and eyes) in simple, clear child friendly language (refer to clip used by parents) • Staff to reiterate and reinforce key messages throughout the day • Praise children for use of good hygiene routines. 	SLT All staff	Review daily
Respiratory hygiene (coughs and sneezing)	Children Staff	<ul style="list-style-type: none"> • Ensure good respiratory hygiene – promote the ‘catch it, bin it, kill it’ approach. (refer to clip shown by parents) • Staff to teach how to use a tissue or inside of elbow to catch coughs and sneezes, in clear child friendly language. • Staff to reiterate and reinforce key messages throughout the day. • Praise the children for good hygiene routines. 	SLT All Staff	Review daily
Two-metre social distancing	Staff Families Children	<ul style="list-style-type: none"> • Staff to remain 2 metres apart where possible, taking into account practical considerations when working with young children. • Staff to teach children about social distancing in simple, clear child friendly language (refer to clip used by parents) • Staff to reiterate and reinforce key messages • Staff to recognise that young children cannot be expected to remain 2 metres apart but to reduce mixing with other groups as much as possible. • Staff room – maintain safe distancing during breaks, before and after school. 	SLT All Staff	Review daily
Toileting	Children Staff	<ul style="list-style-type: none"> • Stagger access to toilets • Maintain and increase cleaning of bathrooms and toilets • Organise children accessing toilets • Empty bins frequently • Staff to remind about hygiene and handwashing. 	SLT All staff	Review daily
Ventilation	Children Staff	<ul style="list-style-type: none"> • Maintain good ventilation all the time – open windows • Open doors, if safe to do so, to prevent use of door handles 	SLT All Staff	Review daily
Bodily fluids	Children Staff Families	<ul style="list-style-type: none"> • All staff to follow bodily fluids procedures, including removal of vomit, urine, and faeces, from a child and surfaces. • Staff to wear aprons and gloves when cleaning the area. • All items then placed in a nappy sack and put in the bin outside. • The area to be cleaned with the correct chemicals. 	SLT All Staff	Review daily

		<ul style="list-style-type: none"> If a child has a fever or cough follow https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 		
Kitchen	Staff	<ul style="list-style-type: none"> Minimal access to the kitchen All surfaces to be cleaned before and after food preparation Staff to be responsible for bringing their own lunch. Mealtimes – all children and staff to wash hands before and after a meal or snack. 	SLT All staff	Review daily
PPE	Staff Children	<ul style="list-style-type: none"> Wearing a face covering or face mask in the setting is not mandatory. Staff must follow setting procedures for all intimate care - gloves and aprons. PPE is only needed if a child becomes unwell with symptoms of coronavirus while in the 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 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. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	SLT All Staff	Review daily
Personal hygiene	Staff Children families	<ul style="list-style-type: none"> Each evening follow normal personal hygiene and wash clothes following a day in setting 	All Staff SLT	Review daily
Hygiene equipment	Staff	<ul style="list-style-type: none"> Maintain orders Track orders Staff report shortages Additional orders placed as required Consider maintaining a small contingency supply 	SLT All Staff	Review daily
<p>Routine</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>				
Outside space	Children Staff	<ul style="list-style-type: none"> Use outside space as much as possible throughout the day Revise routine Use outside for exercise but equipment to be used and cleaned with disinfectant after each use. 	All Staff SLT	Review daily
Equipment	Children Staff	<ul style="list-style-type: none"> Remove resources that cannot easily be washed 	All staff SLT	Review daily

		<ul style="list-style-type: none"> • Reduce number of resources • Clean play equipment regularly • Ensure multiple groups do not use equipment without cleaning. • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • Children may bring and take home each day, own toy e.g. lego for personal use. • Prevent the sharing of stationery and other equipment. 		
Activities	Staff Children	<ul style="list-style-type: none"> • Whilst trying to meet existing curriculum requirements as far as is possible there may be occasions where it will not be possible to provide activities and experience across all areas of learning for all children all of the time. 	SLT All staff	Review daily
Attendance	Staff Children Families	<ul style="list-style-type: none"> • No one with symptoms should attend a setting for any reason • The Local Authority, on behalf of the Department for Education, will continue to monitor attendance. • Parents are to inform Mrs Murphy (eastcourtschoolwelfare@outlook.com) or Jane Forbes (oakscativitycentre@btconnect.com) if their child will not be attending school and outline honestly the reason for absence. • Parents are to ensure prompt arrival and collection as circulated by email. 	SLT Mrs Murphy Parents	Review daily