

2021-2022

Moorside Community Primary School
Head Teacher – S Lawler-Smith



MOORSIDE COMMUNITY PRIMARY SCHOOL

COVID-19 STRATEGY

This Covid 19 strategy will be reviewed by the Head Teacher and full governing board as and when is required. At each review, the strategy will be approved by the Head Teacher

The written statement of behaviour principles will be reviewed and approved by the full governing board

Moorside Community Primary School
Head Teacher: S. Lawler-Smith

Named personnel with designated responsibility

Designated SLT	Deputy designated SLT	Nominated Governor	Chair of Governors
S. Lawler-Smith	H Kearsley S.Cooper	S. Corlett	S. Corlett

Version	Approved by	Date of approval	Key changes
April 2020	The Governing Board	03.09.2020	Updated Wording

Next Review Date	GB to review at each FGB Meeting
Committee Responsible	Governing Board
Document locations	Shared Drive

Change History

Version	Date	Change Description	Stored
1	02.06.2020	Y6 fire evacuation route updated	Staff Drive
2	03.06.2020	Staff door monitors and area supervisors detailed	Staff Drive
3	08.06.2020	EYFS site entrance details changed for Key Worker children	Staff Drive
4	11.06.2020	Suspected case flowchart added to Medical section	Staff Drive
5	17.06.2020	Arrangements and requirements for Nursery, Y2 and Y5 added to the Social Distancing section	Staff Drive
6	24.06.2020	<ul style="list-style-type: none"> • Procedure for suspected cases updated within Medical Section • Reminder included that this strategy is to be read in conjunction with all other policies added within Legislation and Statutory requirements section. 	Staff Drive
7	03.07.2020	Update on Entrances and Exits/staggered start and finish times and fire escape routes inserted and amendment to staff expectations - September Planning	Staff Drive
8	02.09.2020	Update on Intimate Care	Staff Drive
9	03.09.2020	<ul style="list-style-type: none"> • Safeguarding information amended to reflect changes to statutory guidelines • Suspected case flowchart amended and updated 	Staff Drive
10	18.09.2020	<ul style="list-style-type: none"> • Updated Attendance Section 	Staff Drive
11	04.11.2020	<ul style="list-style-type: none"> • Updated to reflect working in class bubbles from 03 November 2020 	Staff Drive

12	25.11.2020	<ul style="list-style-type: none"> Flowchart altered to show Class Bubbles Associated Policies embedded as Appendix A 	Staff Drive
13	05.01.2021	<ul style="list-style-type: none"> Isolation periods changed to 10 from 14 days 	Staff Drive
14	08.01.2021	<ul style="list-style-type: none"> Updates to reflect lockdown and school opening for Keyworker and vulnerable children Safeguarding information updated SEND pupils; Procedures, Monitoring and Evaluation 	Staff Drive
15	01.02.2021	<ul style="list-style-type: none"> Section added (p16) to incorporate Staff Testing week commencing 08/02/2021 	Staff Drive
16	01.03.2021	<ul style="list-style-type: none"> Updates to reflect whole school reopening on 08 March 2021 	Staff Drive
17	26.03.2021	<ul style="list-style-type: none"> Changes to Fire Evacuation when exiting from the Hall 	Staff Drive
18	09.09.2021	<ul style="list-style-type: none"> Updates to reflect updated September guidance 	Staff Drive

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LEGISLATION AND STATUTORY REQUIREMENTS

LEGISLATION AND STATUTORY REQUIREMENTS

The Government advice is being added to and amended almost daily at the time of writing and so this document is subject to change.

This document is based on advice from the following sources:

CDC.gov (Centers for Disease Control and Prevention)

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least (2 metres) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

DFE Coronavirus (COVID-19): guidance for educational settings

As from 01 September 2021 the school is fully reopen. The government has removed many of the restrictions that schools have had to follow over the last academic year.

If staff, young people or children become unwell on site with a new, continuous cough or a high temperature or has a loss of or change in, their normal sense of taste or smell they must be sent home

- Clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products.
- Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues, the ‘catch it, bin it, kill it’ approach.

Updated Guidance is regularly received by school from the DFE and actioned where applicable.

This Strategy is used in conjunction with key NHS advice namely:

1. Socially distance
2. Wash your hands
3. Use a tissue for coughs and sneezes
4. Avoid touching your face

This strategy should be read in conjunction with all other existing policies

AIMS AND RESPONSIBILITIES

AIMS AND RESPONSIBILITIES

We believe that:

- The safety of all of our children and staff is the highest priority
- Children have the right to the best education possible

Aims of the Covid-19 Strategy

1. To enable children and staff to attend school safely and with the most minimal chance of spreading or catching Covid-19.
2. To enable parents and carers to drop off / pick up their children with the most minimal chance of spreading or catching Covid-19
3. To enable staff to teach and supervise the children with the most minimal chance of spreading or catching Covid-19

Responsibilities

The school is committed to creating a safe and secure environment, in which children can learn. We believe that every member of the school community has a responsibility for minimising the risk of spreading Covid-19.

Staff are committed to working closely with parents, pupils and governors to ensure the risk of spreading Covid-19 is minimised as much as practically possible.

Responsibilities of the Children

1. To follow teachers' instructions in maintaining the health measures outlined below

Responsibilities of Head Teacher

1. To ensure school learning is robust, consistent and follows standard curriculum delivery.
2. To ensure all children are able to have access to on-line learning should a period of isolation occur.
3. To ensure the safeguarding process, in the absence of the children's physical attendance in school, is robustly adhered to.
4. To ensure all children have physical access to the school.
5. To ensure the Covid-19 strategy is shared, understood and consistently followed
6. To ensure parents have sight of this strategy and adhere to expectations
7. To monitor the enforcement of the measures outlined below
8. To provide support to all staff and children where required
9. To constantly reflect on practice to ensure maximum safety precautions, in terms of risk reduction, are in place consistently and effectively

Responsibilities of all Staff

1. To familiarise themselves with all aspects of this policy and how it relates to existing policy documents
2. To ask any question where they may be unclear to ensure that they are fully informed
3. To follow the health and safety measures outlined below
4. To direct children to follow the health and safety measures outlined below
5. To inform parents and direct as needed of the health and social distancing measures outlined below
6. To plan and deliver the 'Home Learning Strategy'.
7. To remain flexible and open to change in line with Government directives

Responsibilities of Parents and Carers

1. To follow the health and safety measures as outlined below
2. To ensure their children follow the health and safety measures as outlined below
3. To support children with their understanding of Covid-19

Responsibilities of Governors

1. To ensure the school has a Covid-19 strategy and procedures in place that are in accordance with local authority guidance, locally agreed inter-agency procedures and government guidance
2. To ensure the Covid-19 strategy is shared with parents

3. To ensure the school has procedures for dealing with instances of non-compliance with the outlined measures that comply with guidance from the local authority and locally agreed inter-agency procedures.
4. To review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.

Responsibilities of SPIE

1. To follow the Output Specification accordingly
2. Work with the school in this extraordinary situation
3. To be flexible in their approach to ensure all cleaning requirements are met to an exceptionally high standard

SOCIAL DISTANCING

SOCIAL DISTANCING

We will encourage social distancing to continue to promote a safer culture within our school. Albeit there is no expectation to social distance, this will still be encouraged within the school grounds.

Staggered start and finish times will remain in place for the present time (this will be reviewed regularly) and timings are listed below as follows:

Class	Entrance/ Exit to School Site	Entrance/ Exit to School Building	Arrival Time	Collection Time
Nursery 1 Nursery 2	East Lancs Pedestrian Gate (Next to the Staff Car Park)	Nursery Doors via the Nursery Gate	8:50am – 9:00am	3:05pm
Reception 1 Reception 3	East Lancs Pedestrian Gate (Next to the Astro Pitches)	Reception 1 and Reception 3 direct access classroom door	8:50am – 9:00am	3:10am
Reception 2	Westbrook Road Pedestrian Gate (green gate)	Reception 2 direct access classroom door	8:50am – 9:00am	3:10am
Year 1 – Ash 1 Year 1 – Ash 2	Holdsworth Street Pedestrian Gate (green gate)	Ash 1 and Ash 2 direct access classroom door	8:40am – 8:50am	3:15am
Year 1 – Ash 3	Westbrook Road Pedestrian Gate (green gate)	Ash 3 direct access classroom door	8:40am – 8:50am	3:15am
Year 2 – Chestnut 1 Year 2 – Chestnut 2	Westbrook Road Pedestrian Gate (green gate)	Chestnut 1 and Chestnut 2 direct access classroom door	8:50am – 9:00am	3:15pm
Year 2 – Chestnut 3	Holdsworth Street Pedestrian Gate (green gate)	Chestnut 3 direct access classroom door	8:50am – 9:00am	3:15pm
Year 3 – All classes	Holdsworth Street Pedestrian Gate (blue gate)	Usual KS2 Entrance and Exit (Next to Main Reception)	8:50am – 9:00am	3:15pm
Year 4 – All classes	Holdsworth Street Pedestrian Gate (blue gate)	Usual KS2 Entrance and Exit (Next to Main Reception)	8:40am – 8:50am	3:10pm
Year 5 – All classes	Holdsworth Street Pedestrian Gate (blue gate)	Usual KS2 Entrance and Exit (Next to Main Reception)	8:30am – 8:40am	3:00pm
Year 6 – All classes	Holdsworth Street Pedestrian Gate (green gate)	Previous Year 3 Exit (KS1 Playground)	8:30am – 8:40am	3:00pm

Break and Lunch times will resume as they previously was. Please see staff handbook for these timings.

CLASSROOMS

The classrooms furniture has been rearranged back to the full 30 class size.

There will be staggered start times and finishing times for all year groups which after October half term will remain in place at present. This shall be reviewed and parents will be consulted.

Classroom doors and windows should be left open when the children are present. Temporary door stops may be used in classrooms but the fire policy will be changed to include **staff responsibilities for removing the door stops should the fire alarm sound.**

Children may go to the toilet as needed. Good hygiene will be in place, regular hand washing will be integrated into the school day and hand sanitiser will continue to be utilised.

All gates will be opened to their maximum at drop off and pick up times to assist with the footfall on site.

Please note if there are 5 or more positive cases within a classroom, Public Health have advised the school that we must contact them for further guidance in relation to forming a 'class bubble' for the class in question.

ASSEMBLIES

Assemblies will recommence for children from September 2021. Parents will be invited in once a review of COVID cases is completed throughout the year.

PICK UP/DROP OFF

Parents will be able to drop off their children at their allocated year group time between 8:30 and 9:00. **Only one parent/carer is encouraged to drop off their child where possible**

Parents will wait as usual in the playground and children will line up accordingly. Children will be dismissed by the teachers as usual. Parents are still encouraged to be cautious and maintain social distancing.

STAFF

INTERACTION WITH CHILDREN

Teachers are encouraged where possible to maintain social distancing and ensure that good hygiene is consistent.

INTERACTION WITH PARENTS

Teachers may need to communicate with parents but where possible this should be done via phone call, seesaw or email.

If face to face discussions cannot be avoided these should be done outside the school building standing at least 2 metres apart.

If the meetings are confidential or sensitive in nature, then the nurture room or a classroom may be used ensuring that the 2 meter distance is maintained. Parents must be advised to wash their hands on entry to the school.

Where a telephone call is not preferred, EYFS parent meetings may go ahead as usual with the 2-meter distance being maintained and ample ventilation.

INTERACTION WITH COLLEAGUES

Teachers are encouraged to still maintain social distancing with their peers and this includes lunch times and when conversing before and after school.

Teachers are role models for the children and they need to clearly set the example.

Staff Meetings

Staff meetings will take place either remotely or in a well ventilated area with adequately spaced seating.

Emails will continue to be the main source of communication and information and so there will be a continued expectation that emails are checked and read at least twice a day.

Staff Room

The staff room can be utilised for rest breaks however staff are again encouraged to maintain a safe distance from other member of staff.

Marking and Feedback

Expectations regarding marking and feedback will continue.

MOORSIDE PLUS

Moorside Plus - Before and After School provision will be operating to all pupils.

Drop Off

Parents to bring children to the usual Moorside Plus drop off (key stage 2 doors).

Moorside Plus Manager to mark off the children on the register and ask them to come in. Staff will then assist children to put their coats and bags in their allocated year group box. Good hygiene will be in place, hand washing and hand sanitising on a regular basis.

Pick up

Parents not allowed access into school. Pick up from key stage 2 area. The Moorside Plus manager will mark the children out on the register, stating who has picked the child up. A member of staff to assist the child to get belongings and will release the child to their parent.

Staffing

Moorside Plus staff will continue to follow the guidelines and will ensure that the children also follow these guidelines as far as physically possible.

Activities

Activities will be set up for the children and will be supervised by staff. Toys will regularly be sanitised on a rota basis.

Snack times

Tables will be sanitised by staff before eating snack. The children will wash their hands for 20 seconds before sitting down. Each child will have their own plate with the snack on to avoid food being touched.

Lateral Flow Testing

Staff are encouraged to continue with the weekly lateral flow testing. Lateral flow testing kits are available in the school office.

SAFEGUARDING AND ATTENDANCE



COVID-19 school arrangements for Safeguarding and Child Protection and Attendance at Moorside Primary School (to be used as an annex to the Safeguarding and Child protection policy and Attendance Policy)

Version 2 – Wider opening from 1st June 2020

Version 3 – September 2020

Version 4 – March 2021

Version 5 – September 2021

Key Contacts

Role	Name	Contact Number	Email
Designated Safeguarding Lead / Head Teacher	Stephen Lawler-Smith	07891 625653	Stephen.Lawler-Smith@salford.gov.uk
Deputy Safeguarding Lead	Sarah Copper	07983 086800	sarah.Cooper@salford.gov.uk
	Hayley Kearsley	07890 871442	Hayley.Kearsley@salford.gov.uk
Operational Safeguarding Lead	Dawn Howarth	07544 669369	Dawn.Howarth@salford.gov.uk
Safeguarding Governor	Stacey Corlett	07939 382944	Stacey.Winnard@ntlworld.com

A trained DSL will be on site at all times. The DSL and Operational DSL will continue to engage with social worker, and attend all multi-agency meetings, which can be done remotely.

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy, this includes immediate contact with the DSL and continuing to use CPOMS.

ABSENCE DUE TO CIRCUMSTANCES RELATED TO CORONAVIRUS

Although school attendance is mandatory there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

Where parents are concerned about the risk of the child contracting COVID19, Moorside Primary School will talk through these anxieties and complete a risk assessment with the parent/carer following the advice set out by Public Health England.

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows.

- **Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19**

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance.

- **Pupils who are a close contact of someone who has symptoms or confirmed COVID-19**

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive.

- **Pupils who are required by legislation to self-isolate as part of a period of quarantine**

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine.

- **Pupils who are clinically extremely vulnerable when shielding is advised**

Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

If shielding is advised nationally or in a local area again, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school.

Pupils who are self-isolating but who have not had a PCR test

In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school will decide if to authorise the absence or not.

The school Attendance Officer will follow up with families if they are not satisfied with the reason as to why the pupil is not in school. School can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

REMOTE EDUCATION WHEN NOT ATTENDING IN CIRCUMSTANCES RELATED TO CORONAVIRUS (COVID-19)

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), Moorside Primary will be able to offer them access to remote education once advised they will be isolating for 10 days. We will keep a record of, and monitor engagement with this activity, but this will not be tracked in the attendance register.

Local lockdown

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Moorside Primary will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - will be used for pupils who are asked not to attend.

Supporting children not in school

Moorside Primary School is committed to ensuring the safety and wellbeing of all of its pupils.

Moorside Primary School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Staff at Moorside Primary School will be aware of this in setting expectations of pupils' work where they are at home.

Staff will have contact with pupils through SeeSaw and will continue to look out for signs a child may be at risk. Any such concerns should be dealt with in line with the school Child Protection and Safeguarding Policy. Online teaching should follow the same principles as set out in the school Code of Conduct. Moorside Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection.

Staff at Moorside Primary school will carry out Welfare Checks for any pupil not attending school due to COVID-19 related absence. This will be in the form of a telephone call or home visit. Where possible staff should try and speak directly to children to help identify any concerns.

A home visit checklist will be completed before carrying out a home visit. Two staff members are to carry out a home visit together; staff will not carry out a home visit alone.

Mental Health

Negative experiences and distressing life events, such as the current COVID-19 response can affect the mental health of us all, particularly for our pupils and parents. Staff should be aware of this when setting expectations of pupils' work where they are at home.

If staff have concerns that either our pupils or parents are struggling then you are required to inform the designated safeguarding lead immediately. Every case that is submitted will be actioned. Any outcome will be recorded in CPOMS.

Supporting children in school

Moorside Primary School is committed to ensuring the safety and wellbeing of all its students. Moorside Primary School will continue to provide a safe environment, including online. Where pupils are using computers in school, appropriate supervision will be in place.

Moorside Primary School will continue to be a safe space for all children to attend and flourish. The Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Moorside Primary School will ensure appropriate support is in place for all children attending school.

Visitors to School

To continue to try to minimise the risk of Covid-19 in Moorside Primary School visitors to school will be for essential reasons only. Visitors are required to use hand sanitiser provided at the entrance on arrival. Visitors will not be permitted to enter the school building without prior appointment. Safe distancing is to be advised to at all times.

Parents

Parents requiring support will be encouraged to seek this firstly via the telephone, email or seesaw. In cases where parents need to speak to staff directly they are advised to socially distance where possible. Large family event, such as joining assemblies, will not recommence under Salford guidance.



Checklist for Home Visit

Name of Child			
Date		Time	
Action	Comments		
Discussed & authorised with SLS/SLT			
Reason for visit			
Staff names completing home visit			
Mobile phone accessible to take			
Knowledge of family			
Potential Risks (e.g. violent family member)			
Signature of SLS / SLT		Date	
Signature of Staff 1		Date	
Signature of Staff 2		Date	
Comments from visit			

To be uploaded to CPOMS upon return

PROCEDURES MONITORING AND EVALUATION FOR SEND PUPILS WHILST SELF ISOLATING

Moorside Measure for SEND pupils; Procedures, Monitoring and Evaluation should a period of self isolation occur

SEN Monitoring and Evaluation at Moorside will look like:

1. SENCo to continue with all expected daily SEN practice as is detailed in all SEN policies and procedures located on the Moorside website
2. SENCo to make weekly welfare calls to those EHCP and Key SEN pupils awaiting an EHCP
3. SENCo to work alongside Inclusion team to ensure all SEN pupils not attending school are accessing Seesaw/ Paper pack; any SEN pupils found not to be accessing Seesaw will also be contacted by the SENCo
4. SENCo to continue writing and reviewing risk assessments and the Risk assessment overview for all EHCP pupils in line with Local Authority guidance
5. SENCo to review the work set by teaching staff for SEN pupils and assess if work has been appropriately differentiated
6. SENCo to complete informal learning walks within school to monitor SEN differentiation and that work in school and on Seesaw/Paper pack follow a similar theme when appropriate
7. SENCo to Work with staff in school to ensure that, when possible, provision for SEN pupils remains the same or similar to what is stated on their plans and/or EHCP
8. SENCo to use information gathered from Seesaw/ Paper packs monitoring and learning walks to regularly feedback to staff in order to maintain progress for SEN pupils where possible
9. Advice and support provided by the SENDCo for all staff to ensure SEND pupils continue to progress

SENCo will try to continue coordinating provision, ensuring work is differentiated effectively and help staff provide the pupils with ample opportunity to continue making progress against their individual targets.

Alongside the role of the SENCo, Class Teachers will work across their year group collaboratively and continue to ensure that they:

- Set high expectations which inspire, motivate and challenge pupils
- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Promote good progress and outcomes by pupils
- Be accountable for pupils' attainment, progress and outcomes
- Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- Guide pupils to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- Encourage pupils to take a responsible and conscientious attitude to their own work and study
- Plan and teach well-structured lessons
- Promote a love of learning and children's intellectual curiosity
- Adapt teaching to respond to the strengths and needs of all pupils
- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development

- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665522/Teachers_standard_information.pdf

HEALTH AND SAFETY

HEALTH AND SAFETY - Emergency and Evacuation Procedures

Emergency Evacuation Procedure – See Updated Staff Handbok in relation to escape routes.

Temperature Control within the School Building

The AHU air circulation within the building has been switched back on. Following CIBSE Ventilation Guidance, the decision was made for the AHU system to be switched back on. New filters have been installed and adjustments have been made to ensure extra safety. The thermal wheel within the AHU system is to remain switched off ensuring that no contaminated air between the two schools is circulated.

Staff must ensure that windows and classroom doors are opened as appropriate whilst the classrooms is in use to assist with ventilation.

Emergency Contact Numbers School Staff

Mr S Lawler-Smith Head Teacher	0161 921 1295 Stephen.lawler-smith@salford.gov.uk
Mrs H Kearsley Deputy Head Teacher	0161 921 1295 hayley.kearsley@salford.gov.uk
Ms S Cooper Deputy Head Teacher	0161 921 1295 Sarah.Cooper2@salford.gov.uk
Mrs H Byrne Operations Manager	0161 921 1295 Helen.byrne@salford.gov.uk
Ms N Leahy Executive PA	0161 921 1295 Natalie.leahy@salford.gov.uk
Mrs J Smith Administrative Assistant	0161 921 1295 Juliemc.smith@salford.gov.uk
Mrs C Boothman Administrative Assistant	0161 921 1295 Chantal.boothman@salford.gov.uk
Mrs E Turner Receptionist	0161 921 1295 Emma.turner@salford.gov.uk
Mrs T Gibson Administrative Assistant	0161 921 1295 tracy.gibson@salford.gov.uk

<u>Facilities Management Site Staff:</u>	
Dewald Greyling	0161 921 1053

MEDICAL

Appendix to whole school Risk Assessment:

The use of Personal Protective Equipment (PPE) in Education

This guidance applies to:

- staff working in education, childcare and children's social care settings in England
- children, young people and students who attend these settings
- their parents or carers

It explains the specific circumstances in which additional coronavirus (COVID-19) related PPE should be used in education, childcare and children's social care settings. It also includes the principles for undertaking aerosol generating procedures (AGPs) in education, childcare and children's social care settings, including the specific PPE needed in these circumstances.

1. When to wear PPE in an education, childcare or children's social care setting

Most staff in education, childcare and children's social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work.

If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.

Additional PPE for COVID-19 is only required in a very limited number of scenarios:

- if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary
- when performing aerosol generating procedures (AGPs)

2. What PPE to wear when caring for a symptomatic individual

Depending on how close you need be to an individual with COVID-19 symptoms you may need the following PPE:

- fluid-resistant surgical face masks (also known as Type IIR)
- disposable gloves
- disposable plastic aprons
- eye protection (for example, a face visor or goggles)

How much PPE you need to wear when caring for someone with symptoms of COVID-19 depends on how much contact you have.

1. A face mask should be worn if you are in face-to-face contact.
2. If physical contact is necessary, then gloves, an apron and a face mask should be worn.
3. Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.

If a child tests positive for COVID-19 and needs to remain in a residential setting, the same type and level of PPE as above should be used.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

Face masks should:

- cover both the nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands should be cleaned after disposal

3. Transporting children

If transporting children or young people you should read Coronavirus (COVID-19): safer transport guidance for operators for further guidance on how to provide safer services.

In non-residential settings, if a child, young person or student displays COVID-19 symptoms, or has a positive test while at their setting, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so, the child should walk, cycle or scoot home.

If this is not possible, and the setting needs to take responsibility for transporting them home, or if a symptomatic child or young person needs to be transported between residential settings, you should do one of the following:

- use a vehicle with a bulkhead or partition that separates the driver and passenger
- the driver and passenger should maintain a distance of 2 metres from each other
- the driver should use PPE, and the passenger should wear a face covering if they are old enough and able to do so

The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who should be made aware that the individual has tested positive or is displaying symptoms.

4. Education, health and care plans

Settings and health care professionals need to work with individual children, young people and students and their families to identify and manage risks to support the care of the child or young person and the safety of the setting. Where a child, young person or student has an existing education, health and care (EHC) plan, settings and local agencies can work together to update it as necessary, building on current processes in place.

For children, young people and students who do not have an EHC plan, a health assessment should be undertaken to determine levels of potential need and risk. If an AGP may be needed when travelling to and from the setting, this should be included in any risk or needs assessment.

5. How to access PPE for COVID-19 needs

Depending on local arrangements, education and childcare settings may be able to access PPE for their COVID-19 needs via their local authority or local resilience forum. In this context, education and childcare settings means all registered childcare providers, schools (including independent schools, special schools, 16 to 19 academies and alternative provision) and FE providers.

For information on the arrangements in your local area, read personal protective equipment (PPE): local contacts for providers. Where these local arrangements are not in place, education and childcare settings are responsible for sourcing their own PPE. Read the technical specifications for personal protective equipment (PPE).

In addition to existing procurement routes, settings and local authorities can source PPE and cleaning products through the Crown Commercial Service (CCS) safer working supplies website. Suppliers and products listed on this website meet standards set out by the Department of Health and Social Care. Products purchased through this route will not detract from supply available to medical

settings. In addition, public sector buying organisations have pre-existing experience and relationships across the education, childcare and children's social care sectors. Some of these organisations have e-catalogues offering PPE and cleaning products. They include:

- ESPO
- YPO
- NEPO

Regardless of local arrangements, if any education or childcare setting has an urgent unmet need for PPE, they should contact their local authority. For urgent unmet need, local authorities should support settings to access PPE suppliers and locally available stock, including through co-ordinating the redistribution of available supplies according to priority needs.

If the local authority or local resilience forum is unable to respond to an education or childcare setting's unmet urgent need for PPE, they will need to make their own judgement in line with their risk assessment as to whether it is safe to continue to operate.

The PPE portal can be used by children's homes, secure children's homes, and all special school settings to access COVID-19 PPE. These providers will have received an email invitation to register with the portal. Go to the PPE portal for information about ordering PPE.

6. When PPE is not needed in an education, childcare or children's social care setting

6.1 Working with children who regularly spit or require physical contact

If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.

The issues will be specific to each child or young person and individual responses will be required. Staff should continue to review and update existing risk assessments.

In these circumstances, no additional PPE is necessary because these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, you should consider whether staff should have access to frequent opportunities to wash their hands when providing this care. Appropriate cleaning arrangements should also be maintained, with a particular focus on frequently touched surfaces.

Read guidance on cleaning non-healthcare settings.

6. Giving first aid

Children, young people or students who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have COVID-19 symptoms.

7. Disposing of PPE

Used PPE should be placed in a refuse bag and can be disposed of as normal domestic waste. Used PPE should not be put in a recycling bin or dropped as litter. If the wearer has symptoms of COVID-19, disposal of used PPE and other waste should be in line with cleaning non-healthcare settings outside the home.

In line with medical advice and PHE guidance, Moorside will adhere to the following stipulation in relation to their medical practices:

1. Minimise contact with individuals who are unwell
2. Clean your hands often
3. Respiratory hygiene (catch it, bin it, and kill it)
4. Clean surfaces that are touched frequently
5. Minimise contact and mixing
6. Personal protective equipment (PPE) as outlined above
7. Engage with track and trace process as directed

Intimate Care Update:

Moorside Primary School remains committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Moorside Primary School recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain. Staff will work in close partnership with parent / carers to share information and provide continuity of care.

"Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas, which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. Including the supervision of children involved in intimate self-care."

(https://conductive-education.org.uk/wp-content/uploads/2017/10/NICE_Policy-for-Intimate-Care_Oct16_Proof-141016.pdf, 2020)

Any child who requires regular intimate care is in receipt of a Health Care Plan and any changes will be reflected within this policy. For all other children who require one off intimate care, then safe practices will be followed and parents will be informed that day of any accidents, which resulted in intimate care being administered.

Two staff will be present when a staff member is undertaking an intimate care procedure to continue safeguarding both adults and the child being supported. Where possible the same adult will carry out the change to ensure continuity for the child. Waste will be disposed of immediately and placed in a designated hygiene bin to ensure the risk of transmission is significantly reduced.

All existing child protection practices and policies will continue to be upheld and any child who may require intimate care then a consent form should be signed prior to the child returning to school. Intimate care consent is reviewed annually.

How should I care for children who regularly spit or require physical contact?

If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.

The issues will be specific to each child or young person and individual responses will be required. Staff should review and update existing risk assessments and review individual Behaviour Plans and RAMPS for personalised strategies of support.

In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary because these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces, which are touched a lot.

Is PPE required for tasks involving changing nappies or general care for babies?

Staff should follow their normal practice when changing nappies and caring for babies more generally, provided the child is not showing symptoms of coronavirus (COVID-19). This includes continuing to use the PPE that they would normally wear in these situations, for example, aprons and gloves. If a child shows symptoms, they should not attend a childcare setting. They should be at home and get tested.

Asthma update:

1. No child should be self-administering medication (Blue inhalers only allowed in school)
2. Any child who needs an inhaler must do it in the presence of an adult
3. Each time the inhaler is administered an entry to the accident book must be made
4. All children must use a spacer when taking their spray (parents need to be reminded of this also)
5. During break and lunchtime all medication must be taken outside and kept by an adult on duty e.g. red bag/wallet

First Aid update:

All staff have attended first aid training (Appointed Persons) and are able to provide basic first aid and give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and, when necessary, ensure that an ambulance or other professional medical help is called.

At least one designated First Aid Point of Contact will be on site daily, (additional EYFS specialised Paediatric First Aider will also be on site at all times) and those individuals will perform any specific first aid that may be required as is normal practice.

The person supporting each class will need to ensure that they are in possession of a well-stocked first aid vessel (red bags/wallets) and supplies will need to be replenished weekly (or when supplies need to be replenished). Red bags/wallets containing current medical support, guidance and medicines are located in each classroom and the Class Teacher is responsible for ensuring it is accessible at all times throughout the day e.g. in case of an emergency. If medication is taken during the day then staff must follow stringently all correct procedures for administering said medication (Supporting Pupil's with Specific Medical Conditions), including the logging of any medication administered.

Posters relating to preventing the spread of the illness are erected across the site and detail how staff and pupils can continue to promote the health, safety and welfare of all pupils. All hazardous equipment now located onsite (hand sanitiser and additional soap dispensers) are stored appropriately with all health and safety measures in place.

All medical concerns/descriptions will continue to be logged, maintained and made easily accessible. Updated medical records are located on the Shared drive and details of specific HCPs or medical conditions logged on CPOMS. This is ongoing and updated frequently.

Supporting Pupils with Medical Conditions:

There remains no legal obligation or duty to administer medicines during school hours. This is up to the discretion of the individual (and the school). If medication is required in order for a child to attend then the designated First Aid Point of Contact will administer medication, when a child cannot self-administer, keeping to the 2 meter distance where possible. If this is not possible then the First Aid PoC may wear PPE in order to perform their duties safely and in a way, which will minimise the risk of transmission. Parent consent will still be obtained prior to any medication being administered.

See Supporting Pupils with Medical Conditions for full detail on the administering of medication within schools as the procedures will remain the same.

Vulnerable Individuals:

Moorside has requested information from staff and families of anyone who may be classed as vulnerable so appropriate steps and risk assessments can be carried out.

Moving and Handling:

Existing risk assessments and HCP will continue to be adhered to. This must be done in adherence with health and safety guidelines and only actions named in their health care plan are to be completed.

Use of Restraint:

We as a school prefer to use the Team Teach approach, this is a last resort and de-escalation techniques MUST be initiated in the first instance. Only when all strategies linked to a child or set of children have been deployed should the use of Team Teach be used and a specially trained member of staff should only implement it. However, we also understand that there are times when a child's safety is the main priority and any member of the school team may need to physically intervene to prevent harm.

Any child with significant behavioural issues linked to their SEN need have a RAMP and staff supporting them are aware of the techniques, strategies and procedures to de-escalate them accordingly. If under exceptional circumstances, when all other strategies have failed, then a restraint technique may be used. The trained staff member will employ the caring 'C' technique and stand side on where possible. Two members of staff must be present at all times to safeguard the child and the staff member executing the Team Teach restraint.

General de-escalation techniques include:

- Making eye contact and smiling
- Patting the child briefly on the shoulder
- Chatting with the student briefly about their weekend or evening
- Praising the student for the work that they are doing
- Encouraging the child when they are working on a task
- Giving the student classroom tasks that they enjoy
- Inviting the child to participate in discussions by asking them their opinion in a friendly, engaging way
- Asking the child about their personal views in relation to the topic on a one-on-one basis
- Attunement (reacting to another person's needs)
- Wondering aloud (I wonder if we did this.... If it would make me feel better?)

(<https://www.teamteach.co.uk/misleading-and-inaccurate-information-regarding-team-teach-holds/>, 2020)

STAFF EXPECTATIONS

STAFF EXPECTATIONS

Staff Expectations

Due to the current situation with COVID 19, there will be some notable changes in procedure and expectations of staff during this time.

Flexibility

There is the continued expectation of flexibility from all staff, staff may be required to work elsewhere within the school.

Entry and Exit

In the interest of infection control, all staff must use the **main entrance at reception** when arriving and leaving the premises irrespective of where they park, walk or usually enter. Upon arrival they must sign in, scanning for those that have the facility, and then **immediately wash their hands**. Hand sanitiser will be available at the front desk.

Clothing

Smart attire is to be worn in line with staff handbook.

Hygiene

Staff must regularly wash their own hands and ensure that all children do the same at the identified times and when additionally required. Staff must ensure hands are washed thoroughly following government guidelines.

Staff must refrain from touching their faces and encourage the children to do the same.

Symptoms

Should a member of staff display symptoms they must strictly follow government guidelines and arrange for a PCR test.

Staff members are required to swiftly arrange a test to identify if they have Covid-19 or not as this outcome will impact school actions.

Staff are expected to keep school informed regarding test results as quickly as possible.

Interaction with Staff

Staff are encouraged to still maintain social distancing where possible.

Staff must whistleblow (see Whistleblowing section below) should they have any concerns about staff not adhering to any measures put in place to protect everyone's safety..

Absence

The policy for absence reporting remains. This must be strictly adhered to, ensuring that the maximum amount of notice is given. Staff absence will impact the school and therefore planning time is required.

In Summary

Teaching and Support Staff to call Deputy Head Teacher by 07.30

Admin Staff/Welfare to call School Operations Manager by 07.30

Deputy Head Teacher and School Operations Manager to call Head Teacher by 07.30

Head Teacher will contact School Operations Manager in case of illness and this will also be by 07.30.

Moorside Plus staff to contact Moorside Plus Manager.

For the purposes of reporting absence, all staff are asked to, themselves make a phone call as per the above. **Text messages are not to be used for reporting absence– phone calls only.**

Use of PPE

There is no requirement for face covering – however staff and pupils are free to wear them should they chose to do so and can do safely. Visitors are free to wear a face covering in communal areas should they wish. School have a limited supply of face masks, to be used when supporting a suspected case predominantly. Should staff choose to wear masks regularly throughout the day, they will need to provide their own.

BEHAVIOUR

BEHAVIOUR

Staff are expected to implement the previous behavior policy upon return in September 2021 due to restrictions of social distancing being lifted.

There are some elements which will continue for the children on returning in September 2021:

- Children must cough / sneeze into their elbow
- Children must wash their hands regularly and robustly
- Children must not drink from the water fountains

Teachers will use the same rewards and sanctions but the following will be incorporated:

Praise and reward children following displaying good personal and social hygiene. E.g. Give points to children reminding others to wash their hands.

Sanction any deliberate or continuous breach of social distancing, refusal to wash hands or cough / sneeze into the elbow, mocking or joking about serious Covid-19 implications or impacts e.g. pretending to cough in someone's face. Such sanctions may include verbal warnings, moving names down the traffic light system, speaking to parents, informing the Year Group Leader, Phase Leader, DHT or HT depending on the nature and severity of the incident or behavior.

COMMUNICATION STRATEGY

COMMUNICATION STRATEGY

All communication between Moorside and parents/carers needs to be factual and provide support or key information/updates. Over the next few months the regularity of communication may change but the way in which we communicate and the quality of information shared with stakeholders will remain the same.

Head Teacher

SLS will continue to provide updates as and when the need arises.

Seesaw

Seesaw will continue to be used as the main form of communication between school, parents and children. Class teachers will still be responsible for keeping up to date with their class Seesaw account. Responses should continue to be prompt.

Consistency is key. Any form of communication to a whole year group needs to be approved by SLS or the DHT of the phase.

Whole school communications need to be checked by SLS or the DHT of the phase. These will then be sent out central by Emma Turner.

If there is ever a question that you do not feel comfortable answering, then firstly respond and let the parent know that the query is being followed up. You are not expected to know all of the answers therefore do not put yourself in a position where you feel uncomfortable answering questions. Always seek the guidance of an SLT member first.

The School Website

There is a section on the school website titled 'Covid 19 Information' providing information to parents.

CPOMS

Staff are expected to continue using CPOMS as and when necessary. Please ensure that important information is shared using the correct categories on CPOMS. All conversations with parents need to be recorded. The use of CPOMS needs to be consistent across the whole school to ensure all parties are informed. Should you require support with this please speak to Dawn or a member of SLT immediately.

HOME LEARNING

HOME LEARNING

Please refer to the Home Learning Strategy. Should you require a copy of the same, please speak to your relevant phase lead.

WHISTLEBLOWING

WHISTLEBLOWING

In line with the school policy, school and the council expect employees and other interested parties, to come forward to express concern about any aspect of a council run school or decisions with respect to its Covid 19 strategy without fear of reprisals. The purpose is to ensure the matter is dealt with swiftly, correctly and confidentially as necessary.

This policy is for grievances that fall outside the remit of other policies that cover employee's employment therefore a reasonable belief that one of the following has occurred:

- criminal activity;
- miscarriages of justice;
- danger to health and safety;
- damage to the environment;
- failure to comply with any legal obligation or regulatory requirements;
- the deliberate concealment of any of the above matters is being, or has been, or is likely to be, committed.

In relation to our COVID-19 strategy- most notable complaints would be in regard to **health and safety**. Specifically the adherence to the risk assessment.

Moorside Primary has developed an extensive risk assessment to keep children, staff and parents safe during the reintegration of pupils to school. If you reasonably believe aspects of this are not followed and this concerns you, you must raise this.

Allegations- How to raise a concern

Whilst staff can make allegations anonymously, named allegations are taken more seriously and the policy does not tolerate victimisation or harassment of anyone raising a concern.

However if the person raising the concern does not wish their identify to be revealed, it will not.

If possible, concerns are preferred in writing with details of names, dates, places and why you feel you are particularly concerned about the situation. However if the employee does not wish to do this, it can be done face to face but this information will be asked for.

1. The first step depends on seriousness of the issue and who is thought to be involved. If practicable, you should raise your concerns with the SLT of the school, or if you believe the headteacher to be involved, with the Chair of Governors. If you feel the issue is not dealt with, in line with our policy you could refer this matter to one of the options below.
Or
2. You may wish to invite your trade union to raise the matter on your behalf.
Or
3. If concerns involve senior staff or governors you may wish to raise the matter externally by reporting to:

Internal Audit Team

Hotline: 0808 100 1235

Internal Audit 0161 607 6969

Email audit@salford.gov.uk

Writing to: David Smith, Internal Audit Manager, Internal Audit Services , 3rd Floor, Salford Civic Centre, Swinton M27 5AW.

Stating from the outset if you wish to keep your name confidential.

Further details can be found on the Salford Council Whistleblowing Policy online.

APPENDIX A – ASSOCIATED POLICIES

Safeguarding Policy



Safeguarding Policy
2020-2021.pdf

Attendance Policy



Attendance Policy
Sept 2020.pdf

Health and Safety Policy



Health and Safety,
School Security and

Supporting Pupils with Medical Conditions



Supporting Pupils
With Medical Condi

Behaviour Policy



Behaviour Policy
2020-21.pdf

Home Learning Strategy



Home Learning
Agreement - Draft.p

Whistleblowing



whistleblowing-pol
icy 20 - 21.pdf

(Policies Currently Due For Review)