Covid-19 Policy and Recovery Plan

St Joseph’s Primary School
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Covid 19 Policy
St Joseph’s Primary School is committed to providing the best support for our school community whilst ensuring the highest standard of health and safety in relation to the Covid-19 Coronavirus outbreak.

The guidance provided by NPT Council “Neath Port Talbot Check in, Catch Up and Prepare for Summer and September Arrangements” has also supported the development of the plan.

In particular we will follow the 5 key principles set out by the Education Minister:

1. The safety and mental, emotional and physical well-being of staff and students
2. Continuing contribution to the national effort and strategy to fight the spread of COVID-19
3. Having the confidence of parents, staff and students - based on evidence and information - so that they can plan ahead
4. Ability to prioritise learners at key points, including those from disadvantaged backgrounds
5. Consistency with the Welsh Government’s framework for decision making, to have guidance in place to support measures such as distancing, managing attendance and wider protective actions.

We will communicate with the children and parents who are part of our school community and with the wider community so that everyone understands:

- What services are being provided and when
- How to access those services
- How to stay safe whilst using the services
- Who to contact in an emergency
- Where to get more information

Signed : Mr A Potts (Chair of Governors)
Dated : 23/06/20

Risk Assessment
Document: Covid-19 Policy, Recovery Plan and Risk Assessment
Author: Claire Dineen
Version:1
Date: 16th June 2020
This Recovery Plan has been informed by the St Joseph’s Primary School Covid-19 risk assessment which applies the 5 steps to working safely from the UK Government and the Health and Safety Executive Guidance.

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely


They are:

1. Carry out a Covid 19 risk assessment
2. Develop cleaning, hand washing and hygiene procedures
3. Help People to work from home
4. Maintain 2m social distancing, where possible
5. Where people cannot be 2m apart, manage transmission risk

This plan should be read in conjunction with the school’s Risk Assessments for reducing the risk of contracting Covid-19.

The risk assessment document may be found – Risk Assessments linked here.
St Joseph’s Primary School Recovery Plan

Rationale:
This plan will ensure that we safeguard our community, so far as is reasonably practicable, by:

- Always being alert to risk.
- Reducing risk through effective organisation and controls.
- Reducing transmission risk by limiting at-risk interactions within the school community.

Key Messages
The key messages that we will communicate with everyone at the school are:

1. Keep a Safe Distance. We stay at least 2m apart whenever we can.
2. Stay Clean. We wash our hands regularly and use the hand sanitisers provided.
3. Be Hygienic
   a. We put tissues in bin.
   b. We keep hands off each other and our faces.
   c. We cough into our sleeves or a tissue.
4. Keep Belongings Safe. We don’t bring anything into the school or take anything home without permission.
### School Operational Plan

#### Preparation for Opening

<table>
<thead>
<tr>
<th>Action</th>
<th>Date/Time</th>
<th>Format</th>
<th>Monitored</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Producing a comprehensive timetable documenting daily operation including pupil numbers and staffing.</td>
<td>16.06.20</td>
<td>N/A</td>
<td>Jonathan Roberts</td>
<td>SMT</td>
</tr>
<tr>
<td>Ordering of extra PPE equipment.</td>
<td>16.06.20</td>
<td>N/A</td>
<td>By Head teacher</td>
<td>Caretaker, Bursar and Clerk</td>
</tr>
<tr>
<td>Timetables and draft outline of organisation in line with WAG guidance shared with teaching staff.</td>
<td>12.06.20</td>
<td>Virtual meeting Teams</td>
<td>Head teacher</td>
<td></td>
</tr>
<tr>
<td>Plan and RA to the LA to be approved.</td>
<td>16.06.20</td>
<td>2 Documents</td>
<td>Jonathan Roberts</td>
<td>Head teacher</td>
</tr>
<tr>
<td>Planning and RA to the LA to be approved.</td>
<td>16.06.20</td>
<td>Virtual meeting Teams</td>
<td>GB Working Party and Head teacher</td>
<td>Working Party and Head teacher</td>
</tr>
<tr>
<td>Communicating the plan and key messages to The GB Working Party.</td>
<td>Documentation sent to governors on the 11.06.20 Teams Meeting 15.06.20 11.15am</td>
<td>Virtual GB meeting Teams GB Working Party and Head teacher Further Teams meeting arranged 18.06.20 3.30pm</td>
<td>Working Party and Head teacher</td>
<td></td>
</tr>
<tr>
<td>Communicate plan to all GB members.</td>
<td>Documentation sent 17.06.20 Teams meeting 22.06.20 6pm</td>
<td>Virtual GB meeting Teams GB Working Party and Head teacher</td>
<td>Working Party and Head teacher</td>
<td></td>
</tr>
<tr>
<td>Chair of Governors signs off the plan and risk assessments.</td>
<td>22.06.20</td>
<td>Virtual FG B meeting Teams</td>
<td>Completed At the end of the meeting</td>
<td>Head teacher Chair of Governors</td>
</tr>
<tr>
<td>Communicating the plan including risk assessments and key messages to staff.</td>
<td>15.06.20</td>
<td>Virtual meeting Teams</td>
<td></td>
<td>Head teacher</td>
</tr>
<tr>
<td>Undertake 1:1 Wellbeing meetings with all staff.</td>
<td>19.06.20</td>
<td>Staff Meeting in school hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>23.06.20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24.06.20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action</td>
<td>Date/Time</td>
<td>Format</td>
<td>Monitored</td>
<td>Responsibility</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>-----------------------</td>
<td>------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Staff to prepare their classrooms in line with Welsh Government guidance.</td>
<td>16.06.20</td>
<td>In classrooms</td>
<td>Head teacher</td>
<td>Staff and Head teacher</td>
</tr>
<tr>
<td>Staff to prepare individual resource packs for each pupil.</td>
<td>Wk/C: 22.06.20</td>
<td>Staff Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff to read and sign in receipt of documentation i.e: Recovery Plan and Risk Assessment.</td>
<td>24.06.20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicating the plan and key messages to parents.</td>
<td>22.06.20</td>
<td>Survey Hero/Website Letter</td>
<td>Questionnaire/survey</td>
<td>SMT</td>
</tr>
<tr>
<td>Feedback from all stakeholders reviewed and appropriate advice and action taken to inform planning.</td>
<td>Completed prior to opening</td>
<td>Gathering information from questionnaires and surveys</td>
<td>Consultation with LEA</td>
<td>SMT</td>
</tr>
<tr>
<td>Regular Teams meetings with both staff and GB working pack to ensure that the plan developed for safe opening is in place and remains in place.</td>
<td>22.06.20</td>
<td>Minutes of meetings</td>
<td>Head teacher GB Working Party</td>
<td>Head teacher</td>
</tr>
</tbody>
</table>

**All the following actions are detailed in the “Preparing to Re-open Risk Assessment”**

- Deep cleaning of all areas that have been used by the hub population.
- Sanitising all equipment used by hub population.
- Bodily fluids training for identified staff. All TAs have received recent training.
- Info graphics displaying key messages located round the building and grounds.
- Capacity levels displayed in all classrooms, shared areas including the staffroom and toilets. Also displayed on the outside of all doors so it can be viewed before entering.
- 2m marking outside of school for waiting parents and pupils.
- 2m posters with key messages along the fence of the school for waiting parent and pupils.
• Health and safety check of the complete site ensuring all checks are up to date.
• Pupil showing symptoms to remain in that class/area. All other pupils to be evacuated to the school hall.

Organisation on Reopening

Proposed Timetable

<table>
<thead>
<tr>
<th>Class</th>
<th>8.30-9</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
<th>Session 4</th>
<th>Session 5</th>
<th>Session 6</th>
<th>3.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y5/6</td>
<td>Drop off at Junior gate.</td>
<td>Breakfast in classroom</td>
<td>Teacher catch up Break 10.15-10.30</td>
<td>Teacher catch up</td>
<td>Lunch 12.15-12.45 in classroom</td>
<td>Teacher catch up Break 1.50-2.10</td>
<td>Teacher catch up</td>
<td>Pupils exit via Junior gate</td>
</tr>
<tr>
<td>Y4/5</td>
<td>Drop off at Junior gate.</td>
<td>Breakfast in classroom</td>
<td>Teacher catch up Break 10.15-10.30</td>
<td>Teacher catch up</td>
<td>Lunch 12.00-12.30 in classroom</td>
<td>Teacher catch up Break 1.50-2.10</td>
<td>Teacher catch up</td>
<td>Pupils exit via Junior gate</td>
</tr>
<tr>
<td>Y3/4</td>
<td>Drop off at Junior gate.</td>
<td>Breakfast in classroom</td>
<td>Teacher catch up Break 10-10.15</td>
<td>Teacher catch up</td>
<td>Lunch 12.00-12.30 in classroom</td>
<td>Teacher catch up Break 1.30-1.50</td>
<td>Teacher catch up</td>
<td>Pupils exit via Junior gate</td>
</tr>
<tr>
<td>Y1/2</td>
<td>Drop off at main gate. (In Infant Yard)</td>
<td>Breakfast in classroom</td>
<td>Teacher catch up Break 10-10.15</td>
<td>Teacher catch up</td>
<td>12.00-12.30 in classroom</td>
<td>Teacher catch up Break 1.30-1.50</td>
<td>Teacher catch up</td>
<td>Pupils exit via infant gate</td>
</tr>
</tbody>
</table>
It is important to start back to school with a familiar routine for pupils. Therefore the school day will run as before Covid-19.

- Measure the success of all planned organisation, activities and implementation of the Covid 19 risk assessments.
- Take account of staff, parents and pupils’ wellbeing.
- Take account of staff workload and new demands at home as well as work.
- Take account of parent, pupil and staff anxiety.
- Build confidence of staff, parents, pupils and the wider community.
- The timetable operates Monday, Tuesday, Thursday, Friday 8.30am – 3pm.
- Staff PPA and online learning will take place on a Wednesday.

Key information
- Social distancing, cleaning and hygiene will be key in keeping pupils, parents and staff safe. All aspects of the recovery plan will operate in line with the Covid 19 risk assessments that have been produced by the NPT LA Health and Safety department.
- School transport will not be provided.
- Head teacher and Deputy Head teacher will be supervising/managing all key movement at the start, end and throughout the day.
- KS2 - 8.30am – 3pm day – Monday, Tuesday, Thursday, Friday.
- Foundation Phase – 8.30am – 3pm – Monday, Tuesday, Thursday, Friday.
- In order that we keep to socially distancing guidelines provided by Welsh Government, there will be a maximum of 8 pupils in each class in school for the 3 week period commencing on 29th June 2020.
• Staggered start and end to each day (if required).
• Staggered break times and dinner times.
• Children and parents wait at designated markings outside the school gate to drop and collect pupils at their allocated time. No school transport is provided.
• Head teacher and Deputy Head teacher will be registering the pupils on arrival at the school gate.
• Siblings will attend on the same day.
• Pupils escorted (in 2m-gap line) by a member of staff around the outside of the school building to their classroom and back along the same route to the gate for collection at the end of the day. See CAD plan.
• Pupils and staff from different classes do not mix or interact throughout the day.
• The maximum number of pupils per class will be 8.
• Pupils have allocated area/desk in each classroom where all their personal belongings (coat, water bottle, plastic lunch box/carrier bag containing lunch) will be positioned throughout the day.
• Pupils will not be permitted to bring items in from home and will not be permitted to take items from school to home with the exception of a coat, drinks and a lunch box/ carrier with lunch in.
• Pupils will not be allowed to share items with others in their group.
• Pupils remain in their classroom, in their area for online working and wellbeing activities.
• Toilet cubicles/sinks will be labelled for individual class use where possible.
• In the initial opening weeks only computers will be used by the pupils accessing the hub to complete work or to engage in wellbeing activities.
• Pupils have allocated break times and time in the Nature Reserve.
• No play equipment (including fixed climbing and balance frames) will be used during break or lunch time. Staff will be organising games and activities that can be carried out while maintaining a 2m distance.
• Suitable breakfast food will be available in all classes between 8.30 am – 9am.
• Pupils are to eat their packed lunch in their classroom and if lunch in carrier bags, dispose litter in bins provided, double bag, date and store for 72hrs in the Ground Hog.
• No pupils will walk around the school unattended.
• No pupils will be sent to the office or accompany an adult to the office.
• During the initial weeks pupils will not use the photocopier and other office resources.
• Parents will contact the school via email or phone. Parents will also be able to communicate with the Headteacher and class teacher at the start and end of each day outside the school gate whilst complying with the 2m markings.

The school will maintain its’ current level of distance learning for all pupils throughout the school.

Critical Workers children and vulnerable pupils

Children of critical workers/Vulnerable pupils who attend on up to 5 days will:
• Be located in the Early Years setting.
• Be registered at the childcare by the hub lead.
• Enter via the Nursery/Reception entrance using the 2m distancing signage.
• Not interact with other classes on a day they are in the childcare.
• Be escorted to the gate for collection.
• Have one allocated ‘Catch Up’ session a week with their teacher.
• Be provided with suitable breakfast food in the hub on a daily basis between 8.30am and 9am, eating at their designated table.
• Be required to bring their own packed lunch on a daily basis and eat at their designated table in the hub setting.

Vulnerable Pupils will:
• Have one allocated ‘Catch Up’ session a week with their teacher.
• Have a check-in phone call once a week from the class teacher or senior leader on one of the days they are not attending.
• Have support via the outside agency involved with the family.
Next Steps

- Continuously monitor the success of the plan
- SMT will respond dynamically to emerging hazards, difficulties in the execution of the operational plan and staff, parents or pupils concerns.
- Parents and staff will be surveyed to establish perceived strengths and weakness in the operational plan and to measure the confidence of all parties.
Covid Monitoring Pack
The following monitoring tools will be used to ensure the efficacy of this Plan.

The monitoring pack will be out into MS forms so that forms can be filled electronically and this will populate a spreadsheet.

Key Performance Indicators
The following measures will be used to provide assurance to the head teacher, governing body and the LA that this plan is in place and effective.

1. Weekly survey of parents using Survey Hero initially shows decreasing levels of anxiety associated with children coming to school and lower state anxiety is maintained.
2. Weekly survey of parents using Survey Hero shows initially increasing child wellbeing associated with children coming to school and higher wellbeing is maintained
3. Weekly staff wellbeing meetings using Teams shows staff are satisfied with the Covid precautions in place and are confident following them.
4. Monitoring of physical precautions (social distancing, occupancy levels, use of play areas) is at 90% compliance or higher.
5. No more than one Covid related concern is raised by a member of staff each week

Pre-Opening Checklist

<table>
<thead>
<tr>
<th>Plan Item</th>
<th>Responsible Person</th>
<th>In Place Y/N</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Producing a comprehensive timetable documenting daily operation including pupil numbers and staffing.</td>
<td>SMT</td>
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<td>Head teacher Chair of Governors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicating the plan including risk assessments and key</td>
<td>SMT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Communicating the plan and key messages to parents | SMT
Feed back form all stakeholders reviewed and appropriate advice and action taken to inform planning. | SMT

### Operational Checklist

The following checklist will be used to monitor the precautions in place throughout operation.

<table>
<thead>
<tr>
<th>Plan Item</th>
<th>Responsible Person</th>
<th>In Place Y/N or N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signage and guidance displayed and visible</td>
<td>Head teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupancy levels correct</td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social distancing maintained by parents and children on arrival and departure</td>
<td>Parents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social distancing maintained during movement around the school.</td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social distancing maintained in play areas</td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social distancing maintained in classes</td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pupils only using permitted equipment and materials</td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduled Cleaning signed off</td>
<td>Caretaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand washing facility available in all areas</td>
<td>Caretaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand sanitiser available in all areas</td>
<td>Caretaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPE available for intimate care</td>
<td>Caretaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPE available for First Aid</td>
<td>Caretaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff parked correctly in car park</td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children keeping personal items in designate areas</td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Isolation room ready and clean</td>
<td>Caretaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catch Up phone calls are being made</td>
<td>Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>