

# **St. John's Prep. & Senior School**



# **Promoting Health, Safety & Welfare in School during COVID-19 Policy**

**Additional guidelines for pupils' full return to school based on  
COVID-19 government expectations**

**(To be read in conjunction with our Health, Safety and Welfare  
Policy)**

## **Introduction:**

Our School is committed to doing all that we can to ensure that the students in our care are healthy, safe and enjoy emotional well-being. We also have a fundamental duty of care to the adults who work in our School.

In light of the COVID-19 full return to school programme, St. John's Prep & Senior School will continue to be open to all pupils. As a result, this addendum to our Health, Safety and Welfare Policy seeks to advise staff and parents how we intend to keep St. John's Prep. & Senior School a safe place for our children and staff to attend.

## **School Security:**

While it is difficult to make the School site totally secure, we will do all we can to ensure that the School is a safe environment for all who work or learn here. To this end, we will meet our pupils from their parent's cars on arrival at school in the morning and deliver them back to the cars at the end of the school day. Parents who wish to speak to a teacher have been asked to telephone the office to request a zoom meeting with the child's form teacher. In this way, we can avoid parents coming into the school building and causing a further risk to our pupils.

A Risk Assessment has been carried out to ensure maximum safety for our pupils and staff and this has been forwarded to all staff via email and all parents via our website.

## **School Meals:**

As our school kitchen will now be open, albeit with limited seating arrangements and the requirement for full cleaning before each sitting, parents have been issued with a menu informing them of what food we will be providing on a day to day basis. They have been asked to select their child's daily requirement or to inform us if the child will be bringing a packed lunch for a particular day or days. The chosen food will be eaten in the dining room at the allotted time for their year group. All pupils have been asked to bring their own water bottles as the water fountains will not be in use until further notice.

## **School Uniform:**

School uniform is to be worn at school and, to avoid cross contamination, parents have been asked to launder their child's clothes regularly if possible.

The wearing of masks in corridors and whilst walking around the building at the Senior School is advisable at the present time, but will become compulsory in the event of a local outbreak of COVID-19. Masks in class are optional.

## **Fire and Other Emergency Procedures:**

Fire procedures at St. John's Prep & Senior School have been reviewed prior to the pupils' return and staff have been briefed on any new evacuation procedures. On their return to school, pupils will be advised of the revised route to follow in the event of a fire (if necessary). The following procedures will also continue to be in place in order to maintain high standards of fire safety:

- The fire evacuation procedure will be practised each time a new cohort returns to school, the results being recorded in the fire log book. The details of the evacuation plan are displayed in all classrooms/general rooms and all staff are aware of these details.
- All exits and emergency routes are to be kept clear at all times. These routes have been properly signed, adequately lit and fitted with the relevant standard of fire doors.

- The premises have appropriate fire equipment, detectors and alarms. Fire safety testing and maintenance is carried out on a regular basis, as defined in the fire log book.
- The premises have been equipped with emergency lighting as required to allow for safe evacuation of staff in the event of the failure of normal lighting during an emergency. Emergency lighting will be tested on a regular basis as defined in the fire log book.
- The fire alarm will continue to be tested each week from a different call point. Records will be kept in the fire log book.

### **Educational Visits:**

Only educational day visits will take place during the Autumn Term as the DfE has advised against residential or overseas visits at this time.

### **Medicines and Pupil Sickness while at School:**

Any medicine administered whilst a child is at school will continue to be recorded on Behaviour Watch (Prep. School) or in the record book at the Senior School.

Although it is our intention that each child's temperature is taken on their arrival at school, it is possible that a child may become ill with a temperature whilst at school. In this case the following actions will be taken: -

- A member of staff wearing PPE (gloves, apron, mask and visor) will take the child to the medical room where they will be isolated until their parent comes to collect them. The 2-metre distancing will be maintained if at all possible. Parents will be reminded that their child needs to self-isolate for seven days if they test positive for Coronavirus.
- The area the child has been in will be thoroughly disinfected and cleaned once the child has been taken home and any contaminated rubbish will be dealt with in the usual way.
- If the pupil tests positive for Coronavirus, the Head teacher will notify PHE and follow their advice.

### **Safety:**

The safety of the staff and pupils at St. John's Prep & Senior School is paramount. To help with this, the following procedures have been put into place: -

- All Health and Safety Checks have been undertaken prior to the pupils returning to school;
- Each member of staff has been risk assessed and checked for antibodies to the virus from an outside agency.
- Classrooms have been re-arranged to be able to accommodate students safely, taking into consideration the 2m distancing requirement where possible. Where this is not possible, Perspex shields have been installed between pupils;
- Early Years and Key Stage 1 pupils now use an online reading scheme in place of physical books taken home daily.
- Pupils at the Prep School will stay in the same seat in the classroom and in the same group of pupils for the time being;

- Groups of pupils will stay with their own group at all times, including break and lunch times which are supervised by a teacher to ensure social distancing is maintained;
- Clear signage has been displayed in all classroom, corridors, entrances etc. to remind pupils of the need for regular hand washing and maintaining a 2m distance from each other;
- Hand washing facilities or hand sanitising gel is provided in all classrooms and entrances to the building;
- Start and departure times have been staggered to avoid over-crowding;
- Different entrances and exits are used for each group;
- Staff model social distancing consistently;
- Year group 'bubbles' have been introduced throughout both schools;
- Pupils reminded that they are not allowed to share resources;
- Movement around the school is minimised and a careful check on the number of pupils using the toilets at any one time is made;
- Handshaking between pupils and teachers on arrival or departure from school has been suspended for the time being;
- Classrooms are cleaned with antibacterial wipes on door handles and tables etc. at regular intervals during the day and a thorough clean is undertaken after school by our cleaning contractors;
- Hand dryers in cloakrooms have been switched off at source and an adequate supply of hand towels is to be found in each toilet area;
- Both sites have been deep cleaned at great expense during the summer break;

The Head teacher and the SLT implements this policy on a day-to-day basis and ensures that all staff are aware of the details herein.

September, 2020.