



Rasharkin Primary School

Return to School Policy and Procedures (COVID-19) School Year 2021/21

January 2022, v3

Contents

‘At a Glance’ Summary	3
Rationale	4
Aims.....	4
Pastoral Care, Safeguarding and SEN.....	4
Attendance	5
Pupil Behaviour	6
Curriculum Planning.....	6
Monitoring & Evaluating/ Assessment	6
Homework	7
Pupil Well-Being and Support	7
Drop Off and Pickups	8
School Buses.....	8
Communication.....	9
Health and Safety.....	9
Social Distancing	10
Other Protective Measures & Arrangements	10
Uniform.....	11
Break and Lunch times	12
Money.....	12
Visitors to School/ Trips	12
PPE (Personal Protective Equipment) and Face Masks	13
Evacuation Procedures.....	13
People who Become Symptomatic	13
Close Contacts.....	13
Pupils Who Have a Household Member Who Has Tested Positive	14
Appendices	15

‘At a Glance’ Summary

Title	Summary of some main points
Rationale	
Aims	
Pastoral Care and Safeguarding	We will continue to recognise the need for increased pastoral support.
Attendance	All pupils are expected to return to normal curricular activities unless they have a specific medical exemption.
Pupil Behaviour	
Curriculum Planning	We aim to support pupils to be motivated to learn and towards becoming skilled and independent learners through a curriculum that gives equal emphasis to knowledge, understanding and skills rather than catching up missed knowledge content.
Monitoring, Evaluating and Assessment	
Homework	<ul style="list-style-type: none"> • Each child will be given a weekly homework folder • Schoolbags are allowed (will stay in cloakrooms) • Pencil cases required (will stay in school) • Homework will be returned / issued on Fridays for the week
Reading	Will now be set nightly for younger classes. Books should be returned each day.
Staggered Drop off and Pickup Times	Not necessary as good spread last school year
Buses	Primary age pupils are strongly encouraged to wear a face covering on school transport where they are able to do so.
Communication	Notes between sch and home, can be by written letter, email or telephone message.. Sch notes will be placed on RPS website. Parents should not enter the school building.
Health and Safety	‘Protective bubbles’ will continue (some exceptions) and will have limited interactions with other classes throughout the school day.
Social Distancing	Social distancing is difficult for younger children, however where possible we will encourage it.
Other Protective Measures	Good hand and respiratory hygiene (‘Catch it, kill it, bin it’) remain vitally important
Uniform	Usual policy applies. Children come to school in P.E. clothes on set days for each class, in addition to Tuesdays for Coaching for Christ session(P1-5, Term 1)
Break and Lunch Times	Classes will stay in protective bubbles
Money	Exact change only, no change given. Paid weekly if possible.
Visitors and School Trips	We plan resuming local visits, e.g. Drumbolcan Park and track.
PPE	Masks not recommended for use in class by primary school children. Staff should use mask when not able to maintain 2m social distance, outside of class bubble.
Evacuation Procedures	
People who Become Symptomatic	
Appendices	

Rationale

This policy exists to share with the school community the key aspects of a COVID-19 aware school return. We agreed this plan, building on the experiences gained throughout the pandemic to ensure appropriate measures are in place to allow staff and pupils access to education in a safe environment.

Aims

- To provide guidance relating to the actions that will encourage positive well-being among all members of the school community and ensure continuity of learning for every child.
- To advise on health and safety guidelines for all members of the school community.
- To provide clarity with regard to practical approaches for the safe operation of Rasharkin Primary School

This policy document has been created with reference to:

- [DE Guidance for Schools and Educational Settings in Northern Ireland \(published Aug 2021\)](#)
- [DE Circular 2021/16 Attendance](#)
- [DE Circular 2021/18 Curriculum Planning 2021/22](#)

While we aim to ALWAYS put the needs of our child first with a nurturing approach, we ask parents to be patient and understanding for as guidance continues to change. Staff remain committed to ensuring we meet all children's needs all the time.

Please read this policy alongside all other existing school policies e.g. Pastoral Care, Safeguarding, SEN and Inclusion which are available to view on the school website.

The Covid-19 pandemic has necessitated school leaders, staff and governors work in ways which differ greatly from what we know and understand as normal practice. Whilst we are delighted that there has been a relaxation in some regulations, many measures will remain in place to protect everyone.

The underpinning principle is that all pupils will have access to high quality learning and teaching opportunities both in school and at home.

Pastoral Care, Safeguarding and SEN

We continue to recognise the need for increased pastoral support. We realise the context may have resulted in changed or challenging family dynamics.

We will be considering social and emotional well-being, mental health, heightened anxiety, separation/attachment issues, bereavement and re-adjustment to school challenges that children may face. While a nurturing environment is central to our whole school ethos, this will be prevalent and at the forefront more than ever. Staff may use some of these strategies with children;

- circle time sessions

- breathing activities
- activities that focus on developing resilience and a positive mind-set, fostering a sense of connection and belonging ([see RPS website](#))
- providing opportunities to renew and develop friendships amongst their peer groups (within the protective bubbles)
- Reminders to ‘Take 5’
- and provide a support network so children can talk about their experiences if they wish.

There will be a balance between freedom to talk about COVID-19 experiences and ideas but also getting away from the dominance of the pandemic.

We will continue to maximise the use of outdoors, including Daily Mile, outdoor play, etc.

We will continue to hold assemblies for two class bubbles in the hall, on a rota basis, with the other classes having a class assembly.

At the start of a period of face to face teaching, we will spend time establishing where children are at in their learning journey and prioritising available support sessions. When this has been agreed a staff member will be in contact with parents. No child who previously received additional support should assume they will automatically continue.

Where a child receives one – to –one support, the assistant will sit in close proximity and may wear a face mask. At the recommended 2m social distancing, it will be difficult to support the child but regular hand washing and adherence to good hygiene practices will help minimise risk. Parents of children who work closely with an adult e.g. on a one-to-one basis will be contacted to discuss the proposed support plan for the child to ensure they get as much support as possible but at the same time, remain safe.

The previous “lockdown” measures and ongoing need for social distancing and self-isolation have reduced the visibility of children and young people and has limited many of the social support structures for children and families. This means that neglect, abuse and escalating needs and challenges may have gone undetected and children and families may not be receiving the support they need. It is important to understand that existing safeguarding and child protection arrangements continue to apply and if you are concerned that a child is at risk of harm, contact the Designated Teacher (Mrs Henry) or the Deputy Designated Teacher (Mrs Calderwood), following the normal school procedures.

Attendance

All pupils are expected to return to normal curricular activities unless they have a specific medical exemption. For a small number of children, medical guidance would be to refrain from attending school. The vast majority of these children would routinely be advised not to attend school even outside a pandemic period due to the risk of infections other than COVID-19.

Where a parent has concerns about their child’s safe return to school, they should seek advice from their GP and then contact the school to discuss. A risk assessment can then be completed and agreed with all parties.

Pupil Behaviour

Upon return to school we will use developmentally appropriate language to explain and discuss the rules for staying safe at school with regard to social distancing and hand hygiene and would appreciate parents reinforcing such messages at home.

Pupils who wilfully refuse to adhere to the mitigating measures for COVID-19, e.g. arrangement of social distancing, hand washing, deliberately cough or spit at pupils or staff, putting them at risk will be dealt with through the school's Positive Behaviour Policy.

Curriculum Planning

In Northern Ireland the curriculum (2007) is statutory, yet schools have been given freedom to develop content and use approaches that they believe are best for the pupils within their school community at any time.

The aim in 2021/22 is to support pupils to be motivated to learn and towards becoming skilled and independent learners through a curriculum that gives equal emphasis to knowledge, understanding and skills. Gaps in curriculum coverage and children's understanding are complex issues. 'Children's needs will vary and not all gaps can – or should – be addressed immediately' (Pudner, 'A Recovery Curriculum'). As part of a well sequenced curriculum, however, teachers will identify the key knowledge and concepts that need further embedding before children can move on. There are undoubtedly key knowledge, skills, vocabulary, and concepts which allow pupils to make sense of later work and which should be prioritised. For example, work on telling the time to five minute intervals cannot progress until a child is confident with o'clock, half past and quarter to times. Evidence indicates that missed knowledge content is not likely to be a long-term problem for pupils, as long as they are given supportive tools to facilitate learning.

The Department of Education also emphasise the key importance of ensuring children have good emotional health and wellbeing, are engaged and motivated to learn and have the tools and skills they require for learning. As a school we realise how stress and anxiety have a significant impact on the brain's ability to process, learn and retain information. Language is important and frequent references to "missed work" or "lost time" or "catch up" will potentially increase pupil anxiety.

Monitoring & Evaluating/ Assessment

We will be continuing to use monitoring and assessment of pupils' progress throughout the year to baseline, track progress of pupils and so that we can ensure all pupils' needs are being catered for. This information will also help us judge whether support or challenge is required and ensure we are addressing underachievement.

As well as summative assessment, as mentioned above, the emphasis will be on levels of engagement, well-being and formative assessment for learning. Formative assessment or 'soft assessment' methods include quizzes, polls, self-assessment, asking pupils to record themselves explaining a concept or ideas. These methods will help teachers understand how pupils are achieving whilst helping to reduce any particular anxieties a child may feel with a more formal test. Feedback will be invited to check

whether the class is ready to move on and the needs of the learner will be central to our approach as teachers.

Homework

As agreed after consultation with parents in June 2021, homework will:

- be set on a weekly basis, with work being returned to school on a Friday and issued on a Friday for the following week
- reading homework for younger children will revert to daily
- each child will be provided with a plastic, zipped homework folder as last year.
- children may bring a school bag to school, which will stay in the cloakroom.

Homeworks will be sent home from Friday 10th September. Reading by 17th September (some children may start earlier)

Homework Folder – What You Should Expect

- Spellings (P2-7) – spelling list and associated work or worksheet for entire week
- Tables (P2-7) – table facts and worksheets for entire week
- P1& 2- Maths and Literacy homework sheets (one each per week) and phonics book
- P3-7- Maths (two per week) and English (two per week). Children will receive a series of questions aimed at developing fluency in the basics of mathematics, spelling, grammar and punctuation and word work. These have been chosen at this time as repetition and revision help to consolidate children's learning. Each teacher will baseline their class before matching them to the correct level of work.
- Work can be completed at any time that is convenient for you and your child over the course of the week.

(P7 children who have chosen to complete work in preparation for sitting the transfer will differ and Mrs Howe will communicate these arrangements separately.)

Reading

Staff will complete benchmarking to work out the most appropriate level of book for each child. After this, children will be given reading books in class. Reading homework for younger children will revert to daily work, with books being sent back to school each day.

Despite the changes outlined above, the expectation to complete homework set will remain the same and we appreciate the efforts parents make to partner with us in this.

Pupil Well-Being and Support

We recognise that this is a unique and unprecedented time for our children and young people, some of whom may be experiencing a variety of emotions in response to the coronavirus (COVID-19) pandemic, such as anxiety, stress or low mood. This may particularly be the case for our vulnerable children, who may have already experienced trauma in their lives, including those with a social worker,

children looked after and young carers. It is important that we help these children and young people recover emotionally in order that they feel happy, safe and able to engage in their learning.

Parents can communicate any worries of anxieties that they or the children have via email or phoning the school office.

Staff will use their knowledge and professional expertise to adapt their usual plans and practice to suit the unique circumstances of particular groups of children.

At the beginning of the school term an adult will be at the front door to greet children and direct them to leave their lunchboxes in the correct area, wash their hands and then make their way to their classrooms. Where parents are dropping off young children and it is not possible to maintain physical distancing between adults, staff and children should wash hands after the child is safely in the setting. We will ensure both the child and the parent is comfortable in the handover and make any necessary arrangements if a child is distressed for the parent to comfort them without the parent coming into contact with other children or staff indoors. If you anticipate that your child may have difficulties making the transition, the accompanying adult (one adult only) should wear a face mask.

Drop Off and Pickups

The choice of parents to drop off children at various times from 8.30am – 9.10am avoided a congestion of parents at the school gate. We will continue with this rather than allocate time slots. Child should be dropped off at a safe location and walk into school via the front entrance.

Staff will escort any child not going home by bus, to the front gate to maintain their ‘bubbles’, so there may be a slight delay in children being released. Parents should be mindful of social distancing and wait in or beside their vehicle to avoid congregating at the school gate or approaching staff. Parents should wear a face mask when collecting children.

School Buses

It is strongly recommended that all pupils regardless of age **should wear a face covering on all buses**, for the journey to school where it is appropriate for them to do so and they are able to handle them as directed.

The correct removal and disposal of a mask is vitally important, therefore parents need to ensure their child can not only independently put on their own mask, but also take it off and place in a sealable plastic bag. Hands should be washed immediately after removing a mask. Due to the close contact required, staff will not be able to assist with this.

- Any close contacts identified on home to school transport will be notified.
- Parents should ensure their child knows that if they become aware of COVID-19 symptoms while on board a vehicle, they should inform the transport driver and school staff immediately upon arrival at school.

Communication

We really value communication with parents and are keen to avoid anything that diminishes this. Following a review of last year and the current regulations we have decided to:

1. General School to Home Communication

Continue with publishing notes or other information on the school website and sending a text message to parents to notify them. One-off communications may be sent in paper form, e.g. a class trip letter.

2. School to Parent Communication regarding Individual Children

If a member of staff needs to communicate with parents, e.g. a note that would have usually been sent home in the homework diary, this will now be sent to the email address you have provided. If your email address has changed please inform the school office. In other circumstances staff may wish to discuss a matter with parents and will phone to arrange a suitable time to do so.

3. Parent to School Communication

If a parent needs to contact school with 'routine' information, e.g. reason for absence, child being collected by someone different, etc, this information can be sent into school on a written note with the child or parents may wish to email the class teacher. As you will be aware we have a part-time secretary so to avoid unnecessary interruption to P6/7 class time, we would appreciate it if parents could phone the office Mon, Thurs & Fri 10.30 – 12.30pm or Tues & Wed 9.30 – 11.30am.

Emails will be checked first thing each day and again at lunch therefore **parents should aim to send emails the previous day**. If your query is of a more urgent nature, please do continue to phone the school at anytime.

4. Parents visiting the school

If you wish to discuss a matter with a member of staff please contact the staff member (by email or phone the office) to arrange an appointment for a telephone call. Parents are not permitted to enter the school building. All parents should wear face masks when collecting their children. We are aiming to minimise contact so face to face parent teacher meetings will only be held in exceptional circumstances.

Health and Safety

In Rasharkin PS we have a strong ethos of understanding and supporting of the whole child, and with this in mind, and by the completion of risk assessments we have agreed this plan for the school year 2021/22.

- Ensure that returning children feel emotionally and physically safe at school through the use of positive language “*We can't do that at the moment but let's see what we can do...*”.
- Ensure only essential minimal changes take place in classrooms and wider school areas including class layouts, resources.
- Ensure enough time and resources are given to the social and emotional aspects of the curriculum and allow children to express themselves in a safe environment.
- Ensure a mechanism is in place to offer effective 1:1 or small group support if needed.
- Ensure those not attending due to shielding or illness have access to supported learning.

Social Distancing

Government guidelines suggest that children should return to school in September 2021, continuing with social distancing. It is widely acknowledged that social distancing in the primary schools, especially amongst the early years, will be extremely difficult.

Our model will be based on the two principles of social distancing advised by DE; increasing separation and decreasing interaction. We will encourage and implement where possible 1m (between children) and 2m (adults) social distancing guidelines.

To support effective contact tracing and maximising the amount of time pupils are in school we have agreed to continue with the use of 'protective bubbles' (P1/2, P3, P4/5 and P6/7) with some exceptions, e.g. extra-curricular activities, in Rasharkin P.S..

Classrooms have been arranged to support social distancing recommendations, where possible. Each child will have their own space, and for the majority of children this will be an entire desk. Where possible children will face forward, rather than be seated in groups. P1/2 will be seated in groups to facilitate their more practical curriculum. Each bubble will have their break, lunch and playtime separately.

Other Protective Measures & Arrangements

Whilst DE have advised there is minimal risk from surfaces, and removed the need to quarantine books, the emphasis on high standards of health and hygiene remain.

General Hygiene

- Upon entry into the building all visitors, staff and pupils will wash their hands and use sanitiser.
- It is essential that all children are reminded of the significance of personal hygiene as they return to school, particularly around the importance of regular hand washing.
- Children will be requested by staff to wash their hands regularly throughout the school day. Staff will revisit hand hygiene regularly with pupils including a demonstration or by using age appropriate materials., e.g. <https://www.e-bug.eu/> or <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Children should also wash their hands or use sanitiser if they cough or sneeze in class or have used shared equipment and of course after using the toilet.
- Although hand sanitiser is not a substitute for good hand washing, it will be provided at entry and exit points.
- Pupils may wish to bring their own hand sanitiser bottle to school. (Liquid or gel hand sanitiser only, not sprays)
- Children will be instructed to follow good respiratory hygiene, following the principle of 'Catch it, Bin it, Kill it' and will be discouraged from touching their eyes, face, nose and mouth. They should also be encouraged to cough into their elbow.
- All pupils should bring their own packet of tissues to school.
- Posters will be displayed to remind children about how to wash their hands. Signage will also remind pupils and any visitors to sanitise before entering the building.

Cleaning

- All classrooms have been cleaned during the summer holidays and will be cleaned daily
- Cleaning will take place at the usual times plus additional cleaning of key touch points and toilets during the day
- Classrooms will have a 'cleaning kit' which will include: anti-bacterial wipes, cleaning fluid and cloths to wipe surfaces when needed
- Doors should be left open unless kept closed for safety or security.
- Unnecessary equipment, furniture will be removed to provide more space.

Classrooms

- Children may bring their own pencil case, which will then remain in school.
- Schoolbags, coats and lunch boxes will be stored in the cloakrooms.
- Children will be seated forward facing, where possible.
- Windows should be open to maximise ventilation. DE recommend that the classrooms should not fall below 16^oC, so it may be necessary to open windows partly during lessons and then more widely when the classroom is vacated, e.g. at playtimes.
- Doors will be kept open to maximise ventilation. (not fire doors, or external doors).

Distancing and adult to child contact

- It will be difficult to fully distance staff from pupils especially the younger they are.
- Staff will not sit face to face but will try to be away from direct contact with faces.
- Staff should be mindful of other staff in class and around the school, maintaining distancing, where possible.

Outdoor Spaces

- Playgrounds - bubbles will continue to play separately in their designated areas.
- Baskets of playground equipment, e.g. balls, skipping ropes, can be used by the individual bubbles with access to this.
- Staff will aim to keep a good supervisory distance away and maintaining the recommended child to adult social distance.
- Staff realise that safety comes first and the well-being of the child.

Staff

- Wash hands before and after using shared spaces and resources, e.g. photocopier, phone, staffroom; sanitiser or anti-bac wipes will be available beside key shared devices
- Staff should keep 2m distance from all other adults
- Key doors will be open to avoid the need to touch handles
- Security doors should be kept closed, including all external doors and fire doors

Uniform

The usual school uniform policy applies, however children should continue to come to school in tracksuit bottoms or skort and trainers, on the P.E. days indicated below. Tracksuit bottoms should be **plain navy** i.e. not striped, branded, not leggings.

DE have recommended that children have additional P.E. lessons. We are delighted that Coaching for Christ will be offering an additional session each Tuesday to three classes throughout the year, focusing on football skills, R.E. and PDMU. On Tuesdays children in P1-3 & P6/7 should wear P.E. uniform for Term 2.

Days on which children should wear tracksuit bottoms and trainers are:

P1/2 – Fridays (& Tuesdays Coaching for Christ)

P3 – Thursdays (& Tuesdays Coaching for Christ)

P4/5 – Wednesdays

P6/7 – Mondays (& Tuesdays Coaching for Christ)

Break and Lunch times

It is important for us to continue to ensure that mealtimes are a relaxed and enjoyable time where children can socialise, while implementing practical approaches to prevent the spread and control of infection.

Break time Arrangements

- Handwashing must take place before and after break.
- School snacks will be delivered to class before breaktime
- Staff will practise increased hygiene when preparing snacks
- The senior playground will be split into three areas to accommodate bubbles, with an additional bubble in the small playground.

Lunchtime Arrangements

- Children should wash hands before eating.
- The assembly hall will be split into two zones, at least 2m apart. This will accommodate two bubbles, at a minimum of 2m social distance, at a time. Normal school meals will be available.
- Two shifts of lunch will continue. Shift 1 will eat (two bubbles), while shift 2 play (one bubble in each playground) and then swap. Lunch will end at 1.15pm to accommodate cleaning in hall and the changeover.
- Teachers will supervise hand washing before afternoon classes commence.

Money

We are still awaiting the EA approved online payment system, therefore any money will continue to be handled in school with care. **Exact money** should be sent to school **with each child**, not siblings, in a clearly labelled envelope. **No change can be given.** We encourage payment of monies to be made on **a weekly basis** where possible to reduce handling of money.

Visitors to School/ Trips

At present day educational visits are once again permitted. We have no trips planned and will keep you informed of any relevant details as they arise. We do intend to resume using Drumbolcan Park (play park and walking track) again. Parental permission for this is sought when children first join the school. If you wish to change this please contact the school office.

Visitors coming into school will follow current safeguarding guidelines as well as social distancing measures in place. Appropriate risk assessments have been completed.

PPE (Personal Protective Equipment) and Face Masks

- Staff will wear face masks, when they cannot maintain 2m social distance, other than when with their class bubbles. If staff may wish to wear face masks within their bubble.
- PPE is available for welfare matters, e.g. looking after an unwell child, first aid, intimate care
- Staff should not assist with the mask or handle a child's mask (e.g. for children travelling on school bus) in any way.
- If dealing with a child who is symptomatic PPE SHOULD be worn
- Staff reusable masks must not be left on any shared surfaces, should be taken home daily and when not in use should be stored in a bag (e.g. zip lock sandwich bag)
- DE has advised that visors only protect the eyes and are not a replacement for masks. Staff are welcome to use however if they wish.

Evacuation Procedures

In the event of a fire or any other emergency incident the exit routes remain the same as well as the assembly points. Appropriate physical distancing arrangements will be maintained between individuals/groups as far as practically possible. During these times it may be that children are upset or need reassurance from staff, and this should be given by staff comforting children.

People who Become Symptomatic

1. All members of the educational establishment including staff and pupils will be supported to understand the symptoms to look for and clear advice provided on how to respond if symptoms become apparent while on-site. ([PHA guidance on COVID-19 symptoms available here](#))
2. If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell), in an educational setting, they must be sent home and advised to follow the PHA guidance for households with possible coronavirus infection. Settings should keep a full record of such actions.
3. If, however, a child does not have symptoms of COVID-19 but has other flu or cold-like symptoms, such as a runny nose, they do not need to be tested and do not need to self-isolate. The child can go to school if fit to do so.

Close Contacts

(Extracted from 'EA Guidance for Schools August 2021')

Close contacts

- Schools no longer have the responsibility to identify or close contacts. Instead PHA will contact the necessary people following a confirmed PCR.

- Those identified as close contacts by this process will be contacted by the PHA CTS by phone or text, advised they have been identified as a close contact and directed to advice on self-isolation and testing. Parents will be encouraged to inform the school of their child's positive test or identification as a close contact as part of routine absence reporting.
- A child awaiting collection should be protectively isolated and moved, if possible, to a room where they can be quarantined behind a closed door (for example a school first aid room). In addition:
 - Schools must fully document this process to ensure a record is held of who made the decision, where isolation occurred, who was contacted, who provided supervision and who picked up the child.
 - If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected before being used by anyone else.
 - PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs).
 - If the child is seriously ill or injured or their life is at risk, call 999. Do not visit the GP, pharmacy, urgent care centre or a hospital.
 - If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with a new, continuous cough or a high temperature or loss of taste/smell, they do not need to go home unless they develop symptoms themselves. PPE will only exempt an individual from being a close contact if disposable gloves, disposable apron, surgical mask +/- eye protection is worn and if the individual was trained in appropriate donning and doffing of said PPE.
 - They should wash their hands thoroughly for 20 seconds after any contact with someone who has developed symptoms. Cleaning the affected area with available cleaning products, followed by disinfection after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Pupils Who Have a Household Member Who Has Tested Positive

PHA guidance currently would permit a child who has had a negative result and is symptom free, but living with someone who has tested positive to return to school, without completing an isolation period. We realise many parents may have concerns about this, therefore we will support parents if they decide to keep children at home for a period of protective quarantine although the child has tested negative.

Throughout the pandemic much of what is 'normal' school routine has had to change. Some of the changes have been positive whilst others are not so convenient but considered as necessary as we try to maximise the time everyone can safely attend school. As we try to find the best ways to implement this we appreciate your patience and support.

This policy will be reviewed in light of any changes and should be read alongside our existing policies available on the school website.

Appendices

Use of PPE in Exceptional Circumstances

Reference to PPE in the following situations means:

- face masks • disposable gloves • disposable plastic aprons • eye protection (e.g. face visor)
-

Where PPE is recommended:

- A facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of COVID-19. [Symptomatic children should not be in school]
- If contact is necessary, gloves, an apron and a facemask should be worn
- If a risk assessment determines that there is a risk of fluids entering the eye (e.g. from coughing, spitting or vomiting), eye protection should also be worn
- When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on donning (putting on) and doffing (taking off) PPE safely to reduce the risk of contamination.

Face masks:

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

How should PPE and face coverings be disposed of?

PPE should be removed in a specific order that minimises the potential for cross contamination.

The order of removal of PPE should be:

1. Peel off gloves and dispose of in a plastic bag, then double bag
2. Perform hand hygiene, by handwashing with soap and water, or using alcohol gel
3. Remove apron by folding in on itself and place in a waste bin bag
4. Remove goggles or visor only by the headband or sides and dispose of in waste bin bag
5. Remove fluid repellent surgical face mask from behind and dispose in waste bin bag
6. Perform hand hygiene All used PPE must be double bagged and disposed of as waste. Scrupulous hand hygiene is essential to reduce cross-contamination. Coronaviruses can be killed by alcohol hand gel and most disinfectants.

Used PPE and any disposable face coverings should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of COVID.

HAND HYGIENE IS ESSENTIAL IMMEDIATELY FOLLOWING REMOVAL OR TOUCHING OF THE MASK OR FACECOVERING



Education Authority, North Eastern Region

RASHARKIN PRIMARY SCHOOL
BAMFORD PARK
RASHARKIN
BALLYMENA
BT44 8RX

Tel: 028 29571383

Principal: Mrs R Howe

The following questions ask you for contact information and health questions specific to COVID-19. All adults visiting or working in this school must complete this form on each visit, to help with contact tracing if necessary. Information will be stored securely and shredded after 10 days.

Name		
Address* You may prefer to give work details rather than personal info.		
Telephone No.*		
Email Address*		
Reason for Visit	Visitor	Work, please state company
Date of Visit		
Is anyone in your household currently self-isolating?	Yes	No
Do you believe you may have Covid-19?	Yes	No
Have you had any of these symptoms?	New continuous cough Yes No	High temperature or fever Yes No
	Loss of taste or smell Yes No	
Signature		

Please leave completed form in office. Thank you for your cooperation.

Record of Symptomatic Child

Name of child _____

Class _____

Teacher _____

Date _____

(Delete and complete as appropriate)

Concern was raised by:

- the pupil
- a member of staff _____

Due to any of the following reasons:

- a new, continuous cough
- high temperature
- fever
- anosmia (a loss or change in in your normal sense of smell, which an also affect your sense of taste)

_____ (name of staff member) made the decision to isolate

_____ (name of staff member) contacted parents

_____ (name of staff member) supervised the pupil until collection

I have been informed of this record and acknowledge that the household has been advised to follow PHA guidance for households with possible coronavirus infection. Tests are to be taken with results shared with school. If test is not taken the household will need to stay at home following PHA advice.

Name and role of adult who collected pupil:

Name (please print) _____

Role _____

Date _____

