

What are we doing to keep our Pakeman community safe?

The school has made a significant number of changes to mitigate against the risks of COVID.

Risk Assessment

The school has completed a significant Risk Assessment, which is shared with all staff and Governors.

This is reviewed on a regular basis, based on the latest advice available from the Local Authority, Public Health England and the Government.

Changes made within the school to mitigate the spread of COVID in school

Handwashing
<ul style="list-style-type: none">• Staff all wash or sanitise hands on entering school premises, when moving around the building and before and after eating or serving food• Children are supported by staff to wash or sanitise hands on entering school premises, when moving around the building and before eating• Visuals are in place at key points around the school to remind children to wash their hands frequently and for 20 seconds• New pump to sinks in all classrooms to ensure we can meet demand for water• Hand sanitiser dispensers at key points around the school• Hand sanitiser and cleaning product in each classroom, offices and workspaces
Hygiene and Cleanliness (Facilities and Resources)
<ul style="list-style-type: none">• Additional daily enhanced cleaning of 'high touch' or shared areas (e.g. toilets, light switches, hand rails, door handles, telephones etc.) during the school day• A box of 'quick use' cleaning products in each room for staff to use throughout the day• Monthly 'fogging' outside of school hours as part of deep clean• Staff responsible for cleaning shared resources e.g. computers and phones between uses• Visuals are in place at key points around the school to remind children to 'Catch it, Bin it, Kill it' and bins with lids are provided in all rooms• Decluttering around the school to enable effective cleaning• Water fountains closed throughout the building• Any soft furnishings removed• Classroom doors and windows open to increase ventilation and avoid touching (not fire doors)• Specific bin to dispose PPE equipment masks/ gloves used• Signage throughout the building – hygiene procedures• Screens provided at the reception desk
Social Distancing (Staff)
<ul style="list-style-type: none">• Staff meetings held in small groups in large, well ventilated spaces• Staff remain 2 metres away from each other whenever possible• Staggered break times and additional staffroom in place to minimise staff contact• Signage around the school to remind about social distancing• Meetings held online where possible (e.g. Governors' meetings)• Regular reminders to staff to maintain social distancing

Social Distancing (Parents)

- Senior leadership team on gates to remind parents about social distancing and to prevent people from congregating
- Staggered drop off and collection times and entry points for different key stages
- Soft start to reduce the number of children arriving together at the start of the school day
- Extended school provision (breakfast club and playcentre) reduces the volume of parents at the end of the day
- Designated areas in both playgrounds for parents to wait at drop off and collection times, marked out by barriers
- Parents asked to wear masks while on site where social distancing is difficult
- Parents encouraged to wear masks at drop of and pick up times where social distancing is difficult
- Senior leadership team wear masks when social distancing is more difficult
- Parent meetings with staff to initially be via telephone in most cases, all face to face meetings to be by appointment only as the need demands and held outside, where possible

Social Distancing (Children) / 'Bubbles/phases'

- Children do not social distance in bubbles/phases
- Children do not mix outside of their year groups
- Playgrounds are zoned and playtimes/ lunch times are staggered to avoid mixing and meeting in corridors/ stairwells
- Tables are sanitised between year groups eating lunches
- Children have individual equipment and any shared resources are cleaned
- Staff are informed to not send children to the school office with any messages
- Extended school provision organised in phase groups – no mixing across bubbles

Visitors (including Track and Trace)

- Only essential visitors on site during the school day – where possible contractors to come out of school hours
- Visitors are reminded that if they have any symptoms they must not come on site
- All visitors are asked to use a mask in communal areas like corridors
- Must sign in using Inentry and answer questions about COVID
- When signing in, visitors are asked for their telephone number for track & trace purposes
- Visitors are asked to sanitise hands upon arrival
- All visitors provided with guidance document of our procedures whilst on site

Procedures

- Individual risk assessments conducted for all staff
- Peripatetic staff limited and issued with own sanitiser packs
- External companies to provide their own risk assessments
- Designated room to be used by children showing symptoms while awaiting collection – this room will be deep cleaned between usage
- Frequent review and debrief with adjustments shared and discussed
- Daily adjustments informs the review
- Changes that are made to the risk assessment and resubmitted to the governors