

## Daily Operating Procedures (DOP)

### Skylark Federation Schools

#### Phased re-opening from 1/6/20

Staff:

- Weekly briefing
- Staff to read DOP
- Sites to be open at times agreed with HOS and EHT
- Sites to be closed promptly once the last pupil has left at the end of each day
- Please be aware that we need to risk assess the numbers of staff each day; if the number of staff is low, the schools may not be able to open
- Numbers of first aiders in each school needs to be risk assessed every day
- All staff must:
  1. Sanitize hands
  2. Wash hands with soap and water
  3. Have temperature checked
  4. Protective gloves are available to use (for intimate care, for example)
- If you have any of these symptoms **DO NOT** come to work: a high temperature (this means you feel hot to touch on your chest or back-you do not need to measure your temperature); a new, continuous cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual). To protect others, do not go to places like a GP surgery, pharmacy or hospital; stay at home and self-isolate. Use the NHS 111 online coronavirus service to find out what to do.
- The office staff will take the temperature of all staff before the beginning of the school day. Anyone with a high temperature will be sent home. The staff member must self-isolate for 7 days and will be working at home unless they signify symptoms have worsened. A high temperature is a temperature above 37.8C
- Staff to carry and use walkie-talkies if required. Walkie-talkies are not to be shared. They must be returned to charging portals at the end of each day. HOS to check staff have a walkie-talkie. Each walkie-talkie must be cleaned thoroughly at the end of each day, before putting on charge.
- Registers to be completed electronically.
- Lunch registers to be completed electronically.

#### Drop-off & Pick-up Arrangements

- Drop-off and pick-up will be staggered for each year group and key worker group.
- Main gates to be used. Staff to direct children's entrance to their bubbles.
- All children and adults must wash their hands upon arrival and throughout the day at these times:
  1. After being outside
  2. After sneezing and coughing

3. After using the toilet
  4. Before and after eating
  5. Before they go home
  6. Before and after handling food packages
  7. In between all activities
- Parents and carers are not allowed into the school building
  - Parents and carers have been asked to promptly drop-off and pick-up their children; parents/carers are asked not to stay around on site at the beginning or end of the day
  - Parents and carers are asked to adhere to social distancing and stand 2 metres apart
  - Only 1 parent is allowed in the main reception area at a time
  - Some children may leave early; office staff will call on the walkie-talkies and collect them from bubbles if necessary (age/stage dependent)
  - Children leaving early will be collected from the main entrance. Only 1 parent/carer is allowed in the holding area at a time
  - All staff will be informed of the drop-off/pick-up points for each bubble
  - The School Office staff are responsible for updating and preparing registers for each day
  - Bubble leaders are responsible for taking the registers each day
  - Registers to the School Office by 9.30am; office member on duty needs to phone parents/carers of children who have not turned up (and were expected). HOS to check this has been done
  - All children must sit separately upon arrival
  - All personal belongings (coats, bags and lunch boxes) should be stored in a designated area for each child. Children to bring as little with them as possible each day
  - Tracking of attending key workers' children to be robust; each school needs to know who is expected on site every day
  - Lunch information to be passed to School Office and Chartwells staff as soon as possible

## First Aid

Green Issues-minor bumps, bruises, grazes etc.

Give appropriate first aid if required and reassure the child. Designated first aider should attend and manage risk for this contact-they must wear gloves, apron and remain at a safe distance if able. First aid kits available in each classroom/bubble.

Amber Issues-moderate bruises, cuts that need dressing, head bump etc.

Give appropriate first aid. Write a slip and, if necessary, call parents. Designated first aider should attend and manage risk for this contact-they must wear gloves, apron and remain at a safe distance if able.

Red Issues-major bleeds, head injury, breaks, anaphylaxis, seizures, choking

Give appropriate first aid. Must be designated first aider. Contact School Office to call parents. Inform HOS. If appropriate, call 999. Ideally, the call should be made where the child is (for

example, if the child has a serious injury on the field radio for SLT to come with a mobile to make the phone call). Office staff on duty to call parents and advise paramedics called.

#### During the Day:

- Children to sit away from each other at all times (ideally 2 metres), on opposite sides of tables, for as much of the day as possible (this is obviously difficult for younger children)
- If sitting at lunch tables then sit at either end; if a normal school table, 1 child per table
- Children should be encouraged not to touch their faces, hold hands or hug
- Tissues need to be available to ensure everyone is trying to catch sneezes and coughs. Tissues to be placed in lidded bins (with foot pedals) when used. Elbows to be used for coughs where appropriate
- Windows should be open where possible to ensure good ventilation
- Children should not be walking around the school without supervision (unless they are accessing their nearest toilet)
- Each bubble has designated toilets
- Cleaning to be undertaken in the middle of the day as well as at the end of the day
- Disinfectant wipes to be available for staff to use as required. Staff to wipe down equipment they have used throughout the day (computers, keyboards, iPads, phones, kettles, handles etc.)

#### Breaks:

- Staff to alternate taking breaks (in keeping with the overall daily plan). If this is not possible, they should request that a member of SLT covers breaks
- Staff encouraged to be outside as much as possible in order to minimise the risk of infection
- Weather permitting, bubble groups to seek opportunities to work and play outside
- Lunch timetable to be followed promptly
- When the children are walking to and from the hall, they should be at least 2 metres or more from each other. Do not allow children to stand closely to each other
- If children are eating in the hall, they need to be sitting away from each other as far as possible
- Kitchen staff will need time to clean and disinfect the tables and seats in the hall. Time needs to be organised to facilitate this
- Serving arrangements to be agreed by staff
- Staff must wash their hands before undertaking any lunch duty activity
- Please ensure good hygiene procedures throughout lunch
- During the children's lunch hour, bubble leaders should take their 30-minute lunch break
- SLT to support supervision at lunchtimes
- Bubble groups can use the outside spaces but not at the same time. Please liaise with each other every day re this
- Caretaker to clean outside playing equipment being used

### Specific Needs of Children:

- Bubble leaders to check the individual needs of the children in their group each day
- Welfare Concern Forms/MyConcern should be used to record any concerns as normal
- Medical registers/health care plans to be updated as appropriate
- Member of staff responsible for administering medicines and First Aid Co-ordinator to liaise with staff regarding specific medication for children
- DSL is responsible for safeguarding and checking the children on site each day. This includes checking children who are identified as vulnerable and those with medical needs who require medication; staff working with these children need to be aware of their needs and how to meet them
- Office staff to check that children who should be self-isolating are not back at school
- If any child has a high temperature or symptoms, they will be isolated and sent home
- The office staff will contact the child's parent/carers and ask for them to be collected

### If a Child becomes Sick during the Day:

- If a child becomes sick or displays symptoms, they need to be isolated from the other children and adults
- The child needs to be taken to the Holding Room
- Staff must wash their hands after contact with the ill child
- Staff to stay outside the room. If the child is young, their well-being must be considered, and this may necessitate the staff member being nearer to the child
- Staff should not put themselves at any undue risk
- The office staff will phone the parent/carers to collect the child. That child will then have to be isolated at home. HOS to be informed
- When parent/carers arrive, they are allowed into the building to collect their child. The parent/carers must be temperature-checked upon arrival and must be 2 metres away from staff. They must not touch surfaces, doors etc.
- Cleaning staff to be informed via the School Office; everywhere that the child has been will need to be deep cleaned

### Fire Alarm:

- A fire drill may be planned for June
- If you hear the fire alarm, you must leave by the nearest exit
- The potential risk of fire outweighs the risk of virus transfer
- Staff must ensure a rapid exit
- Once outside the building and it is safe to do, social distancing rules to be re-established
- Everyone to assemble at the normal assembly points
- Children to keep 2 metres apart
- HOS responsible for registers and head count
- Only return to the building once it has been cleared as safe
- EHT to be contacted

- Office staff to communicate with the fire brigade (if attending)

#### Activities during the Day

- It is up to the adults running their bubble groups to decide on activities; use your skills and passions to offer the children a range of activities in line with *Take One Step*. Class Teachers to provide planning support for HLTAs and TAs who are leading groups
- Joe Wicks Live Challenge can be used every day!
- Resources and toys that are used need to be cleaned at the end of each day
- Children have access to laptops and iPads (these need to be monitored). Screen time should be limited to learning activities
- All keyboards/iPads should be cleaned at the end of each day using recommended cleaning methods; these are high risk transfer areas

#### End of Day

- Staff should ensure rooms are kept tidy and clean
- Staff should wear protective gloves if tidying resources that have been used during the day
- Children will be picked-up from the designated collection points. Some Upper KS2 children may have permission to walk home; School Office to inform staff promptly re this
- Cleaning staff will clean all areas that have been used during each day