



The Federation of St Elphege's
and Regina Coeli Catholic Schools



Regina Coeli
Phase 4
Visitor Strategy

September 2020

Phase 4 Reopening September 2020

The Regina Coeli Phase 4 Strategy takes the government guidance and further guidance provided by Croydon Local Authority into account. It has included a review of the RC phase 3 strategy, an audit of staff well-being including discussions around the adaptations to the school for those members of staff who are yet to return, an audit of classroom resources and additional stock ordering. Supporting documents available on our website include:

- Suite of Risk Assessments
- Updated Safeguarding and Child Protection Policy
- Updated Positive Behaviour Policy
- Transmission control flow-chart

Visitors to the School Site

- It is essential that all visitors to the school site understand the key principals in this document. The schools reserve the right to refuse admission to any visitor, should they wilfully disregard the protocols detailed in this document, or where the school deems that the purpose of the visit can be reasonably undertaken online.
- DfE guidance states that supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual, making use of intervention screens.
- All essential visitors to the school will be briefed on the schools' strategy on arrival. Visiting professionals and those leading interventions will make use of screens, face shields or masks, as appropriate. Where visits can happen outside of school hours, they will. A record will be kept of all visitors.

- We strongly encourage all staff members and visitors to the school site to participate in the NHS COVID-19 Track and Trace app system. The app is available for download using the links below or by searching the Google Play Store or Apple App Store for: NHS COVID-19

[Google playstore: NHS Covid-19](#)

[Apple App store: NHS Covid-19](#)



Cleaning and Personal Hygiene

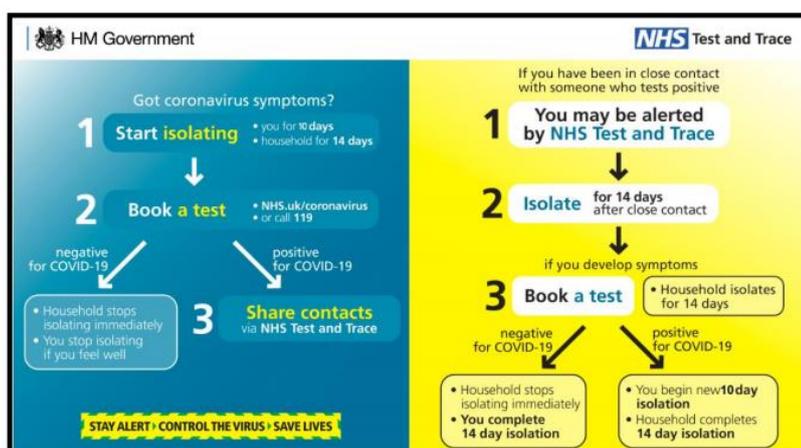
- Use hand sanitiser on entry to the school and when moving between rooms.
- Clean your hands more often than usual - with running water and soap - and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Use the 'catch it, bin it, kill it' approach with regard to respiratory hygiene.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often using standard products, such as detergents and bleach. These will be provided by the school.
- Think about ways to modify your working approach to keep a distance from others at all times, including children and staff.
- If the purpose for your visit requires you to be within 2 meters of others in an indoor setting, it is essential that you make use of one or more of the follow: a face covering, a visor, a PVC screen.

- Avoid those you come into contact with sharing equipment and resources. If the sharing of equipment or resources is absolutely necessary, you are responsible for their full sanitisation between each individual.
- Keep your working environment well ventilated: open doors and windows where possible.
- Limit the number of individuals you come into contact with during your visit. Do not congregate in shared spaces, especially if they are small rooms.

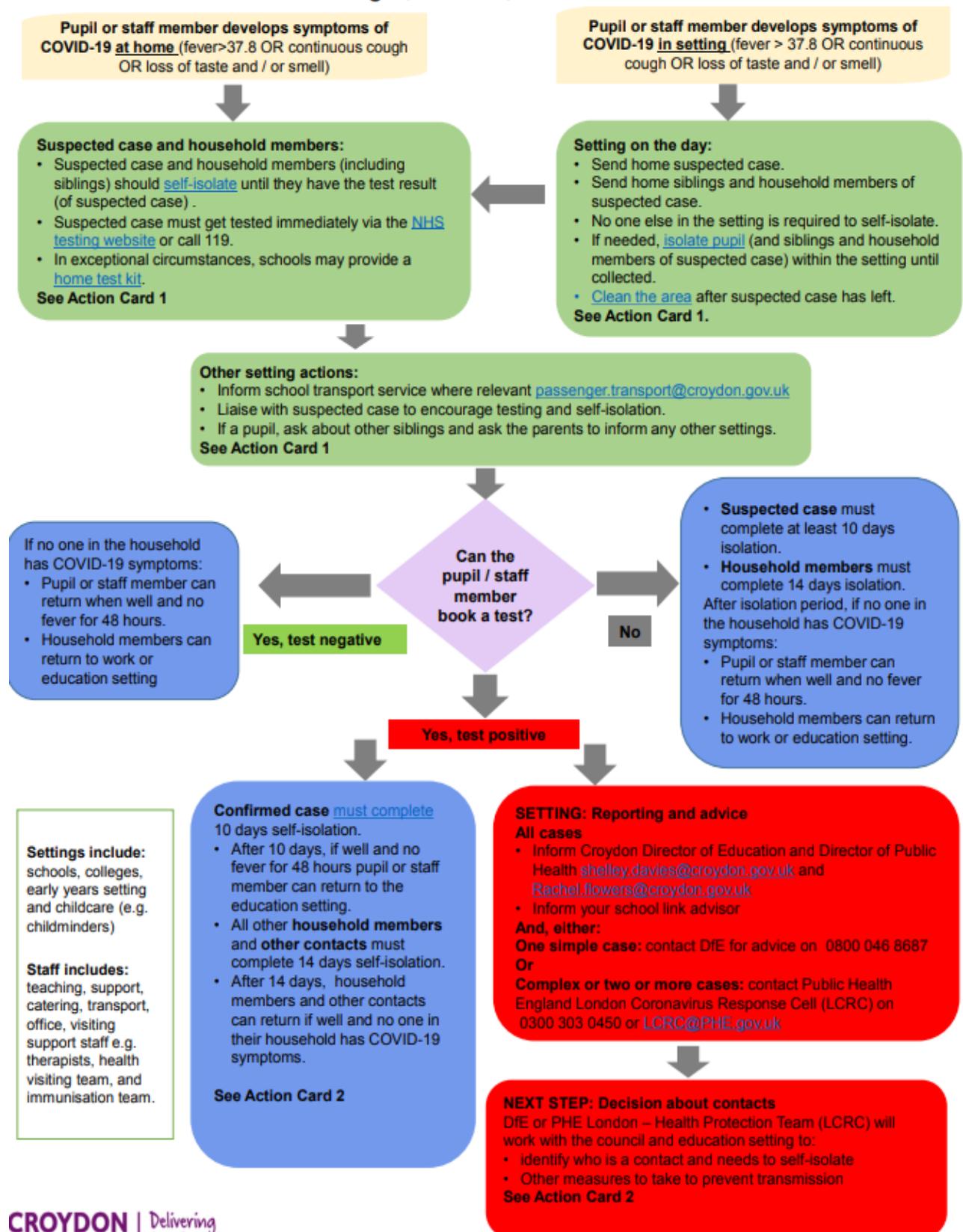
Transmission Control

- If any member of a bubble develops symptoms of Covid-19 they must inform the school immediately.
- That individual will be isolated and sent home from school. (When the home testing kits become available we can issue these to staff) they will be asked to book a test.
- Areas used by the bubble will be deep-cleaned and any waste generated disposed of in-line with PHE guidance.
- If the test is returned negative the individual may return to school.
- If the test is positive, the entire bubble will isolate and follow the advice from the London Corona virus Response Team (LCRC)
- The school will contact the Croydon Director of Education and the Croydon Director of Public Health.

- School will liaise with the above mentioned groups and act upon the advice given.



Flowchart 1: CASES. What to do if there is a suspected or confirmed case of COVID-19 in an education setting Updated: 18 September 2020



Strategy Overview

Pupil 'Bubbles'

- Returning pupils will be split into class bubbles of no more than 30 pupils in each classroom.
- Two members of staff will be allocated to each of the bubbles. Where necessary, if a child with an EHCP is in attendance, a learning support assistant will be allocated.
- Both staff and pupils will remain in each bubble and will not mix during the school day; there will be no movement of individuals between bubbles.
- Each bubble will be allocated a room in the school for learning.
- Each bubble will be allocated a designated zone for break and lunchtimes.
- Allocated staff will accompany their children at all times, including during break and lunchtimes. Midday supervisors will be on duty to supervise the children and support the bubble adults in taking their breaks.
- Maximising distancing between adults through the provision of the second staffroom and minimise potential for contamination so far as is reasonably practicable through the introduction of forward facing desks (years 2-6) and the use of screening for some teachers and intervention groups.
- Where cover for teachers is provided this will be blocked to avoid adults moving between more than one 'bubble' in each day.
- Pupils in KS1 will be encouraged to take up the UFSM offer. Those children who request to bring a packed lunch will be required to use disposable containers.
- Two Year groups to have their lunch delivered to their classrooms- these meals will be delivered in disposable containers.

- Pupils may only bring a water bottle in to school- the use of school bags will be reviewed in autumn.
- PE kits will remain in school and only go home when they require washing.
- PPE will be added to the personal first aid kits for each bubble group.
- PPE will be provided for staff when physically marking work in books.
- Senior leaders may be required to cover classes.

Classrooms & Outdoor Spaces

- Classrooms have been adapted to allow for forward facing pupils.
- Staff have removed non-essential, high-contact and high-risk items.
- Physical resources will be used sparingly and often only by school staff.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Outdoor spaces have been zoned for use only by designated bubbles and at designated times
- The early years will share their outside area but NOT continue with 'free-flow' in the classrooms.
- If Climbing frames are used they need to be cleaned between each bubble. Bubbles will be allocated a small selection of wipeable equipment to play with during break and lunchtimes. This equipment will be cleaned after use by the staff members allocated to each bubble.