



ST IGNATIUS
CATHOLIC SCHOOL

Health and safety plan

*Having staff vaccinated with at least one dose, is already in place.

UPDATED 26th November 2021

Mitigations	Notes
<p>Reduce risk of congregating</p> <ul style="list-style-type: none">● no non-essential visitors onsite● no volunteers in classrooms● staggered break times for LC1, LC2 & LC3● assigning outdoor areas to different groups at different times● access to the playground or other outdoor spaces has been timetabled (maintain good hand hygiene before and after use)● monitoring entrances to limit visitors onsite where possible. Parents needing to be on grounds to come through office● one-way systems for drop offs and pick-ups by car, on schools grounds● no early before school drop-offs● after school care does not operate at this time as it would involve groups mixing	<p>All children onsite. Separate entrances continue.</p> <p>AP to collect bus children at 2.50pm and take them out to the bus. Bus children will be recorded in a book each day.</p> <p>Other children: LC1: 2:40 LC2: 2.50 LC3: 2.55</p> <p>Teachers will be on gates and entrances in the morning and afternoon. Parents will not come on site unless it is an exceptional circumstance e.g settling a NE child. They will come through the office and follow guidelines - wear mask, sign in, keep distanced. No more than 3 in a space at a time</p>
<p>Keeping staff safe</p> <ul style="list-style-type: none">● minimise as much as possible, staff working across groups/classes of students● keep indoor spaces well ventilated.	<p>Staff allocated to Learning community groups.</p>

- staff are fully vaccinated, wearing face coverings and 1 metre physically distanced so are able to participate in meetings indoors (assuming the space is well ventilated), otherwise look to hold meetings outside or continue with online meetings.
- ensure there are sufficient and appropriate staff onsite to support first aid and emergency responses
- No other staff (eg: music tutors) will be onsite for the rest of 2021
- minimise opportunities for staff mixing in staff room as breaks are staggered and staff will follow mask wearing and distancing protocols
- meetings with parents/outside agencies will continue to be held virtually if needed

Staff meetings on Wednesdays for teachers will continue in Kia Hari to keep physical distancing and enable ventilation. All other meetings by zoom.

First aid kits to be allocated to a central point in each Learning community and if care is required in the health room teachers are to phone the school office and P and AP will come to support the child to come up to the Health room.

Good hygiene and public health practices

- good hand hygiene and cough sneeze etiquette
- only using indoor spaces that can be kept well-ventilated
- for those in a group, there is no specific physical distancing requirement inside or outside, but a one-metre distance is recommended wherever practicable, particularly between adults
- groups are defined by Kaitiaki groups (no more than 30 children with one teacher) for Years 0-4 children. Years 5 & 6 will be grouped by Year level with up to 2 teachers per group.
- place furniture as much as is practicable, to support physical distancing and space between individuals
- keep a minimum distance of two metres from other groups inside and outside, and from people you don't know, wherever practicable
- disinfect and clean surfaces daily
- Keep rooms well ventilated – windows and doors open where possible.
- face coverings are required to be worn when inside by students and staff in years 4 to 6 (unless otherwise exempted). Note that in classes of mixed year groups teachers can be pragmatic about enforcement for Year 4s.

Sanitiser in spaces and NEW posters up in spaces

Ventilate spaces using open doors and windows. No air con units to be used as they just recirculate the air from inside.

Cleaners to be instructed to disinfect and clean surfaces daily.

No air-con units to be used.

<p>Face coverings are not required outside, although teachers may choose to encourage them.</p> <ul style="list-style-type: none"> ● parents and caregivers are to wear face coverings if they do come onsite, and when doing pick-ups and drop offs ● parents and caregivers should maintain a two-metre physical distance from those not in their household group ● Make use of outdoor spaces as much as possible ● display posters promoting good practices ● ensure sufficient cleaning supplies 	<p>Updates are given to parents via Heads up and on the school website</p>
<p>Managing illness</p> <ul style="list-style-type: none"> ● those who are unwell stay home (and they should phone Healthline or their GP to seek advice about getting tested) ● observe students/children on arrival checking for symptoms and those presenting as unwell to go home - arrange for parents and caregivers to come and pick up ● facilities are in place to support isolation if becoming unwell when onsite 	<p>Teachers to call office if children appear unwell at any time.</p> <p>Health Room to be used by no more than one child at a time. If additional spaces are needed we can use the meeting room, library, AP office.</p>
<p>Managing cases</p> <ul style="list-style-type: none"> ● contact the Ministry of Education Director of Education if notified of a <u>confirmed case in our community</u> ● have good contact tracing systems in place (up to date attendance register, visitor register and timetable) and display QR codes, to support public health response ● have up to date vaccine registers for staff ● communicate with community to advise on actions that will need to be taken such as self-isolation and testing (in accordance with information provided by the local public authority and/or the Ministry of Education) ● have distance learning plans in place, if a group, or groups, of students and/or staff are required to self-isolate for a period of time as have been in close contact with a confirmed case 	<p>If there is a case of Covid in school, communication to parents will be by email and we will follow MOH guidelines and direction regarding partial or full school closure.</p> <p>Distance learning plans are in place</p>
<p>Supporting those with complex medical needs</p> <ul style="list-style-type: none"> ● unless fully vaccinated, staff who have a higher risk of severe illness from COVID-19 should stay at home ● staff to work with their GP or specialist if they need help understanding their own level of risk and how best to stay healthy. 	<p>All our staff are vaccinated</p>

<ul style="list-style-type: none"> • children with complex medical needs can seek advice from their health professional about whether it is appropriate to come to school. • distance learning will continue to be available to those who are advised to remain at home. • regularly review with the individual, the plans you have in place to support their health, safety and wellbeing 	<p>SENCO to contact the families with children that have complex medical needs about returning to school</p>
<p>Managing emergencies</p> <ul style="list-style-type: none"> • the priority in an emergency will be to keep students and staff safe from the threat arising through the emergency event – fire, flood, earthquake etc., rather than expect all COVID-19 public health requirements to continue to be met • ensure there are sufficient staff onsite to support first aid and emergency response requirements 	<p>All current, permanent teachers and staff have up to date First Aid training certificate</p>
<p>Limit events onsite</p> <ul style="list-style-type: none"> • events at school should not go ahead at Alert Level 3 and this will remain the case for the rest of 2021 when we move to the new RED protection framework from 3 December. • Public Health advice is that large groups of students meeting indoors should be avoided including assemblies, prizegiving and performances. • No non-essential visitors or parents onsite • all essential visitors should wear face coverings when on school grounds and keep physical distance from others 	<p>No assemblies or gatherings</p> <p>Graduation ceremony outside with children only (to be videoed) distanced as appropriate</p>
<p>Outside activities encouraged</p> <ul style="list-style-type: none"> • exercising and singing must be held outdoors • physical distancing of two metres when singing outside • physical education classes and break time activities can include access to sports equipment including playgrounds, but hygiene practice should be observed before and after playing with equipment • roster groups to playground or other outside facilities 	<p>Each Learning Community has been given their own equipment to use and have staggered timetables for outside time.</p>
<p>Review administration practices</p> <ul style="list-style-type: none"> • are there any processes that need to be modified to ensure health and safety requirements can be met (eg, new entrant enrolment, parent/teacher meetings, behaviour management) 	<p>New Entrant information meeting via ZOOM, CaPT conferences via ZOOM</p>

Behaviour management procedures will follow the schools policies and be managed within Learning Communities, if there is an extreme circumstance the AP/P will be available to support staff.

Communication

- review communication practices so that staff, students and whānau get the information they need and in a timely way
- regularly remind staff and whānau to update their contact information

Daily notices for staff and students (staff must pass this information onto students daily)

Weekly newsletters to parents and additional emails as necessary

Website Covid page and FAQ document to be regularly updated and parents to be referred to this

Review systems and practices regularly

- ensure staff and their representatives participate in any reviews
- incorporate consultation with parents and caregivers into review process
- for those with complex medical needs, regularly check in to ensure the plan that is in place, is meeting their needs
- discussions in Te Wa and staff meetings to review the plan and assess any changes that are proposed

Survey sent to community 29 Oct to consult about returning

Te Wa meeting Sat 13 Nov to review safety and learning plans

Staff only day on Mon 15th Nov to go over safety procedures and systems. Question and answer doc to staff to use as needed

Consultation with parents on the 25th Nov to review plan

SENCO to review medical plans with families and review

when children are onsite

Consultation with teaching staff on the 23 Nov

Survey for parents on the 25 Nov showed that at least 75% of children will return to school if the school opens up to everyone.