



## **Woodseaves C.E. Primary Academy**

### **Changes to existing procedures during Covid 19**

*Together we will create a respectful, caring and safe learning community that inspires all to achieve and flourish.*

*'Start children on the way they should go, and even when they are old, they will not turn from it.'*

*Proverbs 22:6*

**Date: 25<sup>th</sup> May 2020**

**Context:**

This document has been compiled to summarise the changes made to policies and procedures during the Covid 19 pandemic. It is a working document and will be updated following government and local authority guidelines as required.

**Policy Addendums:**

Policy addendums have been compiled for the following policies and can be found on our school website.

- Safeguarding and Child protection
- Behaviour
- First Aid and administering medicine

**Procedure/Policy updates:**

- COSHH – updates and risk assessments have been provided to cleaning and kitchen staff via their employers – Chartwells.
- Fire Safety – a full fire drill will be conducted on 5/6/2020 to ensure that children and staff are familiar with routines. All children and staff will be able to maintain social distancing during the drill.
- Changes to the school day have been made, this includes timings and staffing. Details have been emailed to parents and uploaded to the school website. These changes will be reviewed fortnightly and in line with government guidance.
- Staff well being risk assessment has been reviewed.
- Covid 19 whole school risk assessment has been completed and is available on the school website.
- Year group specific risk assessment and Key worker group risk assessment have been shared with staff and parents via email and are available on the school website.
- Visitors will not be permitted on school site unless it is for essential work. Outside agencies will be encouraged to use virtual means of communication to meet the needs of staff and children.
- Attendance – attendance is not compulsory. Staff will contact parents of children who were expected to attend to check they are safe and well. Children who have not accessed virtual learning platforms will also be contacted by school staff to check on their well being.
- Uniform – uniform will not be compulsory until September, this to aid parents in ensuring children are wearing clean clothes each day.