

Bairnsdale Primary School
Years F to 6 Return
to School from
Remote Learning
Policy and Procedural Guidelines



Introduction

The following guidelines provide information relating to the operation of the school during the return to school from remote learning. 754 is committed to providing a safe workplace/teaching and learning environment in the current circumstances. It will also address and manage the health, safety and wellbeing needs of students and staff. This guidance will ensure that the Teaching and Learning Program can operate effectively in a safe environment and staff and students are clear about expectations and responsibilities. The role of Educational Support staff is also outlined and will be vital in ensuring the school functions are operating effectively while staggering the return to school from remote learning.

Staff and students are to continue to follow the relevant school processes, procedures and policies during this time.

To support a successful transition on the first day back from remote learning, this information document outlining the expectations as well as reminding students and their families of the school's processes, procedures and policies to be sent out

Health and Safety

Cleaning and facilities management

DET advises that:

Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of coronavirus (COVID-19) transmission.

At our school we will:

- Continue extension of routine environmental cleaning, including progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch services. A cleaner will be provided to 754 between 10:30 am – 2:30 pm in addition to the normal routine.
- Students will continue to use materials and devices allocated to them for remote learning
- We will be practicing hand hygiene immediately before and after use of shared equipment

Individual Hygiene

- Hand sanitizer
 - When entering classrooms
 - In all staff work areas
- Soap
 - Staff and students will be constantly reminded about safe hygiene practices. This will be facilitated through appropriate noticing in key areas around the school and in regular messaging through normal information channels.

- All toilet areas will be supplied with appropriate levels of soaps to maintain high hygiene practices
- Contracted cleaners must meet DET / DHHS guidelines in replenishing soap and sanitizer dispensers

On site attendance requirements

The Department of Education and Training (DET) advises that:

(NB: To reduce the risk of transmission of coronavirus (COVID-19), any unwell staff, children and young people must remain at home.

While the risk of transmission of the virus is very low, staff or students most at risk of severe illness should individually assess appropriateness for onsite attendance at this time with support from their medical practitioner.

As the main risk of transmission of coronavirus (COVID-19) in a school environment is between adults, it is important that visitors to school grounds must be limited to those delivering or supporting essential school services and operations.)

This means that at 754:

- All unwell staff and students **must** stay home.
- Parents/carers of students with complex medical needs (including those with compromised immune systems), should seek advice from the student's medical practitioner to support decision-making about whether on-site education is suitable, noting that this advice may change depending on the status of the coronavirus (COVID-19) pandemic in Victoria. This is in line with the DET Health Care Needs policy.
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, specialist curriculum programs, maintenance workers).
- Additional staff, including parent volunteers, are discouraged from attending school at this time. Activities dependent on and involving parents, reading helpers in classrooms are cancelled until further notice.
- We ask that any parents/carers wishing to discuss any matters with a staff member to first use the options of either a phone call, video call or email. If a face-to face meeting is needed, it must meet the physical distancing requirements of 1.5m between adults.
- All interschool activities that involve onsite attendance by students from other schools will either take place virtually or will be cancelled.
- School assemblies, excursions, camps and other non-essential large gatherings will be postponed. This includes private Music Lessons

- **Procedures for arriving and departing from school**

DET advises that:

As the main risk of introducing coronavirus (COVID-19) to the school environment is from adults, close proximity between adult members of the school community should be avoided, particularly during school drop-off and pick-up.

This means that at 754:

- We ask staff and parents/carers to observe physical distancing measures by not congregating in areas inside or around the school, including the school gates
- To minimise interaction of students and adults within the school and at entry points we:
 - Suggest that drop off and pick up times will remain the same. Parents of older students should remain in the car. Parents of younger students will be required to maintain social distancing rules
 - request that parents do not enter the school grounds
 - encourage non-contact greetings
 - ask that parents/carers do not to linger while picking up or dropping off students

Voluntary coronavirus (COVID-19) testing for all staff

- Voluntary prioritised coronavirus (COVID-19) testing is available for all Victorian school staff for a two-week period from 13 May 2020 to 26 May 2020
- Guidance about the voluntary prioritised coronavirus (COVID-19) testing for all Victorian school staff is available on the DET website. Advice on the testing can be located in the School Update
- Participation in testing is voluntary. Testing is available for all school staff, including those who are asymptomatic.

Attendance at School

Staff Absences due to staff vulnerability during COVID-19

- The criteria set by the Victorian Chief Health Officer to determine the eligibility of teachers and school staff to not work onsite is outlined below:
 - aged 70 years and over
 - aged 65 years and over and have chronic medical conditions
 - of any age and have a compromised immune system
 - Aboriginal and Torres Strait Islander and are aged over 50 with chronic medical conditions.

The Chief Health Officer's advice does not require staff who are caring for elderly or chronically ill relatives to not work on-site.

Staff in these categories, except for those over 70, are required to provide a medical certificate if they are advised they should work from home. See DHHS Fact sheet for 'at-risk' groups in the community.

Staff who may be experiencing higher levels of anxiety or stress are encouraged to access departmental supports.

- If a staff member is unable to work onsite due to vulnerability during COVID-19 they will continue to work as per the 754 Staff Remote Learning Expectations. Their onsite class will be supervised

Staff

- All staff attend work from the 25th May unless arrangements have been made with the Principal

Normal Staff Absences

- Current school practices and procedures will continue to operate

Staff – Car parking arrangements. Nothing will change for car parking.

Staff will not attend school if they are feeling unwell or been in contact with someone who has tested positive for COVID 19

Students

- Students – Years F-2 return 26th May; Years 3 – 6 students from 9th June
- Student assemblies should be conducted only online. Smaller group student meetings (Normal classroom size) to be conducted in rooms that provide for social distancing
- Students will not attend school if they are feeling unwell or been in contact with someone who has tested positive for COVID 19
- Student Absences and accessing work – As per normal procedures

Parents

- Parents are not allowed to enter the school grounds. Where contact with parents is required, phone and email contact are advised as the preferred option. Where interviews with individual parents needs to take place arrangements will be made as required in line with social distancing routines

Specific arrangements for teaching and learning environments and break times

At 754 we will:

- keep windows and doors open to promote fresh air flow indoors as practical
- monitor students in the playground as normal
- remain in the same classroom areas where possible.
- Postpone Spelling Mastery until further notice
- maintain physical distancing as much as practical when working in a classroom together

School offices and staff facilities

DET advises that:

As the greatest risk of transmission of coronavirus (COVID-19) in the school environment is between adults, close proximity between staff will be avoided where possible and especially in offices and staff rooms.

At 754 we will:

- In line with other workplaces across Victoria, we will remind staff to maintain physical distancing from each other as much as possible in the reception, staff room and offices.

Mental health and wellbeing

- The mental health and wellbeing of principals, teachers, school staff and students will be an important consideration during the Return to School transition. The pupil-free day on 25 May and the student back to school transitional period 25 May – 5 June will provides an opportunity to consider and plan around both student and staff wellbeing
- The Department continues to provide its full suite of services to support staff mental health and wellbeing. This includes services and resources aimed at addressing individual needs, but also tools and supports to help guide staff navigate through this time
- More information and the full list of supports and services can be found on the COVID-19 Health, Safety and Wellbeing Support for Schools page.
- Wellbeing will be available on site for students as per normal arrangements

Sickbay

- Sickbay will be open and staffed Monday to Friday. Guideline around safe hygiene and infectious disease practices will be adhered too

Staff Yard Duty

- As per the Yard Duty schedule
- Wet day timetable will run as normal

Drinking Water

- Students and staff need to bring their own water bottle
- Drink fountains will not be in use

Playground Equipment

- Playground equipment can be used. However, students will be directed to practice hand hygiene before and after use
- Wherever possible, outdoor facilities will be used for physical education and recreational play. Where indoor facilities are used, we will limit the number of students within the space
- The school will ensure regular cleaning of equipment takes place to meet appropriate hygiene levels for student use.

Timetable

- The regular timetabled schedule will be maintained each day

Teaching and Learning Schedule

- Year Level, Learning Area and PLT meetings will run as per the schools meeting schedule following social distancing guidelines

Library

- Library timetable will run as normal, cleaners will clean as required each day, before and after Library sessions

Educational Support Staff

- ES will continue to support students
- Administration staff will be working as normal but work spaces will be governed by social distancing guidelines.

Principal Team

- The Principal Team will be onsite and will always be available for support.

Provision of routine care and first aid

DET advises that:

Physical distancing is not practical when providing direct care. In this situation standard precautions, including hand hygiene, are important for infection control.

At our school:

- Standard precautions as per DET [Infectious Diseases policy](#) and 754's policy/ies, eg First Aid Policy will be followed when providing first aid. For example, we will use gloves and an apron when dealing with blood or body fluids/substances.
- Hand hygiene will be practiced before and after performing routine care or first aid.
- Additional Personal Protective Equipment (PPE), for example face masks, is not required to provide routine care or first aid for students who are well, unless such precautions are usually adopted in the routine care of an individual student.

Staff and students who become unwell at school

It is important that any staff member or student who becomes unwell while at school returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have coronavirus (COVID-19) there are some sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.

At 754:

- Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carers as soon as possible. Urgent medical attention will be sought where needed. Unwell students will not be permitted to travel home unsupervised.

- Where staff or students are experiencing compatible symptoms with coronavirus, we will ensure hand hygiene, physical distancing and (where possible) use of a face mask. See DET [guidance for the use of Personal Protective Equipment in education](#).
- Health care plans, where relevant, will be updated to provide additional advice on monitoring and identification of the unwell child in the context of coronavirus (COVID-19).
- If a staff member is unsure whether a student is unwell in the first instance, contact will be made with the parent/carer to discuss any concerns about the health status of the student, and we will take a precautionary approach, requesting the parent/carer to collect their child if concerns remain. A trained staff member will take the temperature of the student, where appropriate, to support decision-making. Gloves will be worn for the purpose of taking a temperature.
- Staff or students experiencing compatible symptoms with coronavirus (COVID-19) will be encouraged to seek the advice of their healthcare professional who can advise on next steps. A medical certificate is not required to return to school after a period of illness, however staff and students will be encouraged not to return until symptoms resolve.
- If a student spreads body fluid droplets (eg. by sneezing, coughing or vomiting), surfaces will be immediately cleaned with disinfectant wipes (and using gloves).
- We will contact the Department of Health and Human Services on 1300 651 160 to discuss what to do next if a student or staff member:
 - is a confirmed case
 - has been in close contact with a confirmed case
- We will inform the Department by making an [IRIS incident alert](#).

Child Safe Standards

All Mandatory Reporting obligations still stand. If a staff member has formed a belief that a student is at risk, they must make a mandatory report to **(School Designated staff)** ASAP.

We are following the normal **our School's** Mandatory Reporting process.

If online collaboration tools are used, the staff member must remind students of Acceptable Use Agreement and discuss responsible online use.

***754** is committed to the practices and values surrounding child safety. All procedures, measures and practices have been developed in accordance with Ministerial Order No 870 -Child Safe Standards-Managing the risk of child abuse in schools.*

***754** is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making.*

***754** is committed to providing a child safe remote learning environment where children and young people feel safe, and their voices are heard about decisions that affect their lives, with particular attention being given to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, LGBTI students, and children with a disability.*

*Every person involved in **754** has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.*