

Baden Powell Primary School



COVID-19 Staff & Visitor Guidance

Revised: January 2022

If you have any symptoms of Covid-19: a new, persistent cough, raised temperature and/or loss/change of taste/smell, please do not enter school and begin to isolate immediately. Please ask if further guidance or support is needed.

A very warm welcome, croeso i Baden Powell

Arrival/Departure: Use main entrance & sign in/out

Car park: gates locked between 8.30 am and 3.15pm

Routes: A one way system will operate outside during pupil drop off and collection. *Unless at Alert level Zero, a 1-way system will operate inside once gates are locked.*

Pupil gates open 8.15am - 8.30am for Breakfast Club

8.50 - 9am and 2.55 - 3.05pm - Pupil entry/exit

Health & Safety Routines:

- Visitors are by appointment only
- A negative LFT is advised before entry
- Use antibac before signing in
- Wash hands with **soap and water** on entry to school building
- Follow the arrows around the school (unless at Alert Level Zero)
- Limit movement around the school - adults and children
- No more than 4 people in PPA room / 8 Staffroom
- Wipe copiers/keyboards before use using wipes/spray

Toilets: Toilets are at the front of the school and at the end of the FP Corridor. Handwashing facilities and hand sanitisers are sited around the school.

PPE: We will use the PPA room/school office to store PPE. **In the case of a child or adult displaying symptoms - they will be isolated in the BOARDROOM/Garden immediately and will need to follow all Welsh Government advice.** SLT on duty to support.

- **IIR fluid resistant masks to be worn by adults in communal areas and where unable to maintain a 2m distance. Masks are available from the school office.**

First Aid

For minor injuries, where possible, the child can assist, e.g. putting on a plaster, holding the gauze pad. If at risk of dealing with bodily fluids - PPE should be worn - gloves, apron, mask, visor.

Lunchtime

- Adults to prepare food at home where possible, limited use of staffroom - 2m distancing to be observed
- Dishwasher to be used for ALL cutlery, plates, mugs

Timetables: school sessions subject to pupil/staff needs, staff availability and weather! Class activities can be undertaken indoors or outdoors. Prioritise wellbeing.

Safeguarding: Please report any concerns you have about a child immediately. Ceri Gibbon (Headteacher) is the Designated Safeguarding Officer. Stu Parsons is the school Chair of Governors.

Wellbeing: I would encourage any concerns to be shared with me in the first instance, I can then signpost you in the right direction for additional support if appropriate.

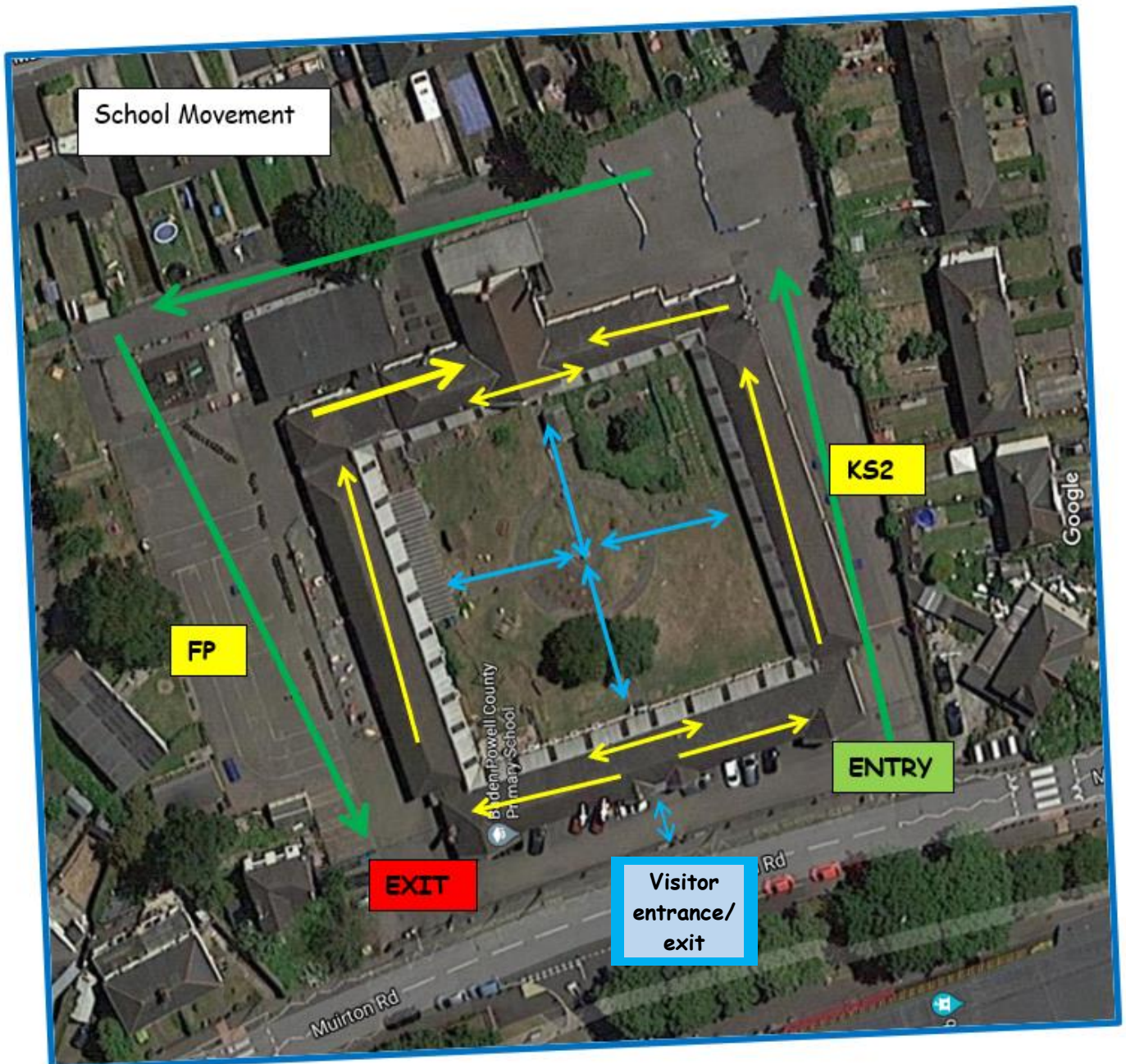
Staff can also contact *Care first, a confidential service on 0800 174319.*

Thanks Ceri Gibbon (Headteacher)

Appendix 1

Baden Powell Primary - Movement around school

(inside routes operate unless at Alert Level Zero)



In the event of a fire or other emergency, all nearest exits are to be used.