

Safety Protocol for Hygiene at Oxbridge Lane Primary School



Staff at Oxbridge Lane have agreed to adhere to this protocol.

On arrival

- Staff and children will have short nails to limit cross-contamination and improve hand hygiene.
- Children will sanitise their hands at the station by the gate, as they enter via the gate.
- After sanitising, children will stand on the two-metre distance markers on the inside of the gate as they arrive, until all group members have arrived/the time slot given has ended. The gate will then be locked and the children will be walked to their classroom – reminded to keep a two-metre distance between themselves.
- Children will then wash their hands with antibacterial soap once they have placed their belongings at their workstation. The adult will wash their hands too.
- Next, children will sit at their workstation and await instruction.
- Before teaching begins, the adult will remind the children:
 - about the importance of maintaining social distancing
 - how to wash their hands appropriately and be talked through the supporting poster
 - how to use a tissue when coughing or sneezing and be talked through the supporting poster (Catch it! Bin it! Kill it!).
 - to use the toilet cubicles for their group.

During the school day

- Children must raise their hand if they wish to leave their workstation so the adult is aware and deems it safe to do so.
- Children will follow the 'Catch it! Bin it! Kill it!' approach when using a tissue.
- Children will drink from their own water bottle and keep this at their own workstation.
- Children will use resources from their work pack only and be encouraged to return items to the pack as they are used.
- Children and the adult will wash their hands with antibacterial soap and dry their hands with a paper towel:
 - As they enter the classroom
 - As they leave the classroom (including for the toilet, playtime or lunchtime)
 - After using a tissue to catch a cough or a sneeze
 - If they touch their face

At the end of the day

- Children will wash their hands before they put on their coats for home time.
- Children will stand behind their chair with their belongings ready to go home and be asked to line up one at a time to keep a two-metre distance. They will then walk outside keeping a two-metre distance between themselves.
- Children will stand on the two metre distance markers near the gate and remain there until the staff member sees their adult. The child will then be guided safely past the other children and greet their adult. They will then be reminded to follow the one-way system in place so they do not pass other parents waiting to collect their children. Staff members will not be in close proximity to parents.
- Any children not collected by the end of the allocated time, will be taken to the office to call parents and a safe collection time will be agreed.