



PARENT INFORMATION: SAFEGUARDING PRACTICES COVID-19

Purpose:

To provide the highest quality education, while maintaining the safety and wellbeing of our students and staff. In a time of increased uncertainty around COVID-19, this document outlines the safeguarding practices implemented at Modderfontein Montessori School | Infinite Schools, in line with the Department of Basic Education.

This document will be updated as government directives are released.

We will open on the 6 July 2020 with restrictions, meaning there will be limitations of people's interaction and movement. All student may return to campus, with certain restrictions applicable. Parent access to the school remains limited for us to reduce the risk of cross contamination.

Use of Face Masks:

Face masks are always to be worn while on school premises, unless otherwise outlined in the SOPs provided by the Department of Basic Education and the Department of Social Development. Facemasks must be rotated and washed DAILY. A spare facemask must be put in a Ziplock plastic in the child's school bag.

Weekly or Bi-Monthly Return Surveys:

Weekly or Bi-Monthly surveys will be implemented as this is a crucial step to understand how many students will be at school, which will inform staffing, curriculum, and pedagogy decisions. Should the number of children exceed the safe social distancing capacity, then the alternating school days system may be implemented to ensure the health and safety of all students and staff.

Reduced Utilisation of Facilities Capacity:

To maintain safe social distancing, the number of students per venue will be closely managed and the usage of school facilities will be modified should the need to do so arise.

- Students will have access to the playground on rotation, playground equipment will be off limits for the time being.
- Students will be restricted to the teachers and students of their class and there will be no classroom crossing permitted.
- There will be no food cooked in the school kitchen for the time being.
- Aftercare service will be integrated gradually from 1 August 2020 for parents who require this service.
- Staff rooms will be utilised by only two staff members at a time.

Student Groups:

A minimum of 1.5m of physical distancing between students and staff when outdoors.



Minimum of 2m physical distancing between students and staff when indoors.

Students will be divided and instructed to adhere to area specific bubbles / groupings. Students and staff may not move between areas. Daily check-in registers will be taken to account for all students and staff upon entry to the school premises; this will enable us to track who each child may have had contact with during the day. Wherever possible students will be allocated a specific seat in each classroom.

Parents and Visitors:

All students, parents, visitors, and staff are required to wear masks on campus. Parents may not travel beyond the carpark (unless extremely necessary). When parking and sending off your child for the day, parents are always requested to take social distancing into account and remain in their cars if possible.

Visitors must make appointments via mail or telephone before they may enter the school premises. Where possible Zoom online / MS Teams or WhatsApp meetings will be scheduled to minimise contact.

Essential contractors will complete a contact tracing form and will not have contact with student groups. Deliveries will be isolated, so these personnel have no contact with our children. Only contractor's / delivery drivers with valid permits shall be allowed onto the school premises.

Access Points:

There will only be once access point in and out of the school. This point will be from the main parking lot's pedestrian entrance gate.

Should it become necessary, a second access point will be set up for morning drop offs at the Primary school pedestrian entrance gate. Similar entrance checks would be conducted at the second access point. Entry at the second access point will be strictly limited to students only.

Student Screening:

Parents will be sent a Student Screening Form for completion prior to entry to the school premises for the first day. For every subsequent day, all learners will be required to complete the screening survey on the COVID-IQ App.

<https://dashboard.covidiq.co.za/login> You will be required to create an account and print your barcode. You will use the same bar code every day for entry (i.e. you will not need a different bar code each day – you just need to answer the questions daily at home and the barcode will activate to allow entry).

Staff Teams:

Staff allocation has been carefully considered to ensure we provide a warm, nurturing, and supportive learning environment.



Staff Training:

All staff at Modderfontein Montessori | Infinite Schools have received the necessary induction and training regarding the COVID-19 pandemic and the reopening of School protocols. Staff acknowledge that they have a clear understanding of what these protocols entail, and are ready to observe, assist and ensure their correct implementation.

Collection and Drop offs:

All students must be dropping off at school between 07:00 and 07:55 Monday to Friday.

Collection times for all students will be at 13:00.

From 1 August 2020 collection times will be staggered as follows:

- 0-6 years – 13:00 – parents may wait just outside the pedestrian gate, while maintaining safe social distancing while their child is brought up to them.
- 6-12 years – 13:15 – parents are encouraged to stand just outside their cars and their child will be brought up to them.
- 12 – 15 years - 13:30 – parents are encouraged to stand just outside their cars and their child will be directed to them.

Temperature Screening Stations:

Students must stand in a socially distanced queue to await their turn at the screening station. Temperatures will be taken and recorded upon entry. All students must make use of the hand sanitiser provided prior to entry.

Staff manning the screening will wear the necessary PPE.

Students with a temperature above 38° Celsius, will be sent back to their car. Parents are required to await their child's screening prior to driving out of the parking lot.

Under no circumstances will a student with an elevated temperature be allowed access to their class area.

Temperatures will be checked twice during the school day in the relevant classroom. Should a child display an elevated temperature, he/she will be sent into the isolation room immediately and the required N95 mask will be put on, while awaiting collection by the parents.

Parents must inform the school of any changes to their contact numbers and emergency contact numbers.

Classroom Entry and Exit:

Students will be supported to enter an area, and maintain once in, a 1.5m separation from another person.

Students and teachers must sanitise their hands upon entry and exit to a learning space.



Between lessons, teachers will mist down desks and chairs with sanitising spray. Teachers will move around the room to support students but will keep 1.5m social distance always.

Outdoor Areas and Playground Equipment:

Each group will be allocated an independent outdoor area / time. Teachers will monitor outdoor spaces and support students to ensure a 2m physical distance is maintained. All hard surfaces in these areas will be cleaned and sanitised daily.

Play equipment such as jungle gyms, balls and rackets will not be available and must not be brought from home, as these items can be touched by multiple students.

Allocated Toilets:

- Toddlers will be limited to the use of the toilets in their environment
- Pre-school (office building) – will make use of the toilets in their classrooms
- Pre-school (Explorers) – will be the only ones to make use of the heritage building children's toilets
- Primary will be limited to the use of the toilets on their class floor
- Middle School will make use of the adult toilets in the heritage building.

All toilets have sanitising spray in them and children and adults are encouraged to spray the seats before use. Hand sanitisers, hand wash liquid and hand paper towels are supplied in each bathroom to ensure the proper washing of hands.

Cleaning and Hygiene:

- The support staff will carry out a campus wide daily cleaning and sanitation schedule.
- Students will be reminded to cover their nose and mouth when coughing and sneezing with a flexed elbow. If they use a tissue, they must dispose of these immediately into the biohazard red lined bin.
- Teachers will ensure adequate ventilation throughout the day.
- Students must wash their hands and use hand sanitiser regularly throughout the day especially after touching any shared surfaces such as door handles. Teachers will support them to do this.
- All staff will disinfect high use surfaces throughout the day. This includes equipment, desks, door handles and handrails.
- Masks are always required for students and staff.
- Students must come to school with masks, packet of facial tissues, wet wipes, and a bottle of hand sanitiser.
- Students are to wear civvies to school, and to ensure that they wear a new set of clothes each day.

Sick Children or Staff:

- All returning students and staff must confirm and declare that they have not been in contact with anyone with COVID-19 and that they are in good health daily.
- Any student or staff member who has been in contact with someone confirmed with COVID-19, must stay at home, self-quarantine and inform the school immediately.



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- Any student or staff member who is unwell, particularly if they have a fever, cough, or shortness of breath, **MUST** stay at home until they are recovered and cleared by a medical professional. Students and staff will need a medical clearance before returning to school. This is a standard procedure for infection control and must be observed.
 - If a student feels unwell during the school day:
 - o They will be taken to an isolation area.
 - o Provided with a surgical mask.
 - o They will always be monitored.
 - o Their parent/guardian will be contacted to collect them.

General:

- Students can be at school only during scheduled class times - students cannot come earlier than the opening time and must leave the school when classes end. It will not be possible to stay on school premises after classes end until the aftercare service commences. Only students enrolled in aftercare will be permitted to remain on premises after class.
- All extra mural and intra mural activities are suspended until further notice.