

Coronavirus (COVID-19):

Procedures for children coming to school –including risk assessment - for school community

incorporating- Safety, Health and Environment (SHE) : GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

Minchinhampton C of E Primary Academy

Assessment conducted by: <i>J Holbrow SBM & N Moss Headteacher</i>	In consultation with: <i>parents- (survey), staff & governors</i>	Covered by this assessment: <i>pupils, staff, parents.</i>
Date of assessment: <i>06.07.20</i>	Review interval: <i>in line with government updates/ stakeholder feedback</i>	Date of next review: live document—change to protocol will be in manageable timeframe for all and communicated immediately.

Only the latest updates will be in red and will be re-shared each time added.

NOTES AND SUGGESTIONS

Last update to risk assessment: 01
8. 07. 20

Related documents

Supporting Children with Medical Conditions & First Aid Policy, Data Protection Policy, Relationships (Behavioural)Policy, Staff Code of Conduct, Relationships Charter, Infection Control During the Coronavirus Pandemic Document

OVERARCHING PRINCIPLES:

1. The highest priority will be to maintain the health, safety and wellbeing of children, young people and staff; and all aspects of planning will be informed by this


2. Priority will be given to supporting vulnerable children and encouraging their attendance at school and maintaining provision for children of key workers. Schools will consider how best to meet the needs of other cohorts of children (as per DfE guidance) within their individual constraints
3. Whilst there are different levels of accountability and responsibility in the system, there will be a collaborative approach across Gloucestershire with schools, academies and the LA working together to co-ordinate the offer for children in the county
4. As many aspects of the DfEs non-statutory guidance will be met as is possible taking into account the diverse nature of the school system, differences in school settings and premises and variations in the communities they support
5. There is recognition of the need to build up confidence across schools and communities and therefore the ability to learn from experience both locally and nationally will be a priority. In their planning, schools will ensure they create regular opportunities to review their approach; and adapt this if needed
6. Due to the changeable nature of the country's response to the virus, plans will be agile and flexible to meet changing needs (including known and unknown factors) and reflect different phases of provision over time

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	High (H)	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Please note the term "parent" refers to any parent who is a key worker or is a parent or carer to a vulnerable child or parent or carer to a child in N, Rec, Yr 1 and Yr 6. Furthermore, the term "pupils" refers to those attending school – all other pupils should learn from home.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<p>AWARENESS OF POLICIES AND PROCEDURES/</p>	<p>H</p>	<p><u>POLICIES AND PROCEDURES</u></p> <ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control During the Coronavirus Pandemic Document Supporting Children with Medical Conditions & First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The Safety Health & Environment Unit at GCC (SHE Unit) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. 		<p>admin</p>	<p>Friday 22nd May</p> <p>(yrs 2345: 10th july)</p>	<p>L</p> <p>(many parents now know procedures)</p>

	<ul style="list-style-type: none"> • Parents are made aware of the school's infection control procedures in relation to coronavirus via email – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus by school staff and are informed that they must tell a member of staff if they begin to feel unwell. • The Data Protection Policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
<p>PREPAREDNESS OF STAKEHOLDERS</p>	<p><u>PREPARE EMPLOYEES AND PARENTS AND PUPILS</u></p> <ul style="list-style-type: none"> • Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. • Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding. • Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity. • Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice). • Review EHCPs where required. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • Remote education is continuing as much as possible to limit numbers attending school. • Assess how many employees are needed in school and identify those that can remain working from home. • Employees shielding at home more manage the online work so those in school can focus on teaching. <ul style="list-style-type: none"> • Returning to school will be for groups on a priority basis (early years settings - followed by KS1 followed by Year 6). • If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher. • Reviewing timetables to decide which lessons or activities will be delivered on what days. • Smaller class groups identified. • For early years' settings, the employees to child ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils. • Identify and plan lessons that could take place outdoors. • Use the timetable to reduce movement around the school or building. • Planning break times (including lunch), so that all pupils are not moving around the school at the same time. 		<p>admin</p>	<p>Friday 22nd May</p>	<p> (working knowledge now and problems solved)</p>

- Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website).
- Parents informed only one parent to accompany child to school.
- Parents and pupils encouraged to walk or cycle where possible.
- Staggered drop-off and collection times planned and communicated to parents.
- Made clear to parents that they cannot gather at entrance gates or doors.
- Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).
- Discourage parents and pupils from bringing in toys and other play items from home.
- Communications to parents (and young people) includes advice on transport.
- Regular staff briefings by email – to update risk assess/ review/ adapt
- Daily briefing to pupils on school rules and measures with reminders before leaving rooms.
- Employees fully briefed about the plans and protective measures identified in the risk assessment.
- Regular (daily) staff briefings.
- Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.
- Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers).
- Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys.
- Communication with others (e.g. extended school provision, lettings, regular visitors, etc.)
- Limit visitors by exception (e.g. for priority contractors, emergencies etc.).
- Keep parent appointments / external meetings on a 'virtual platform.'

• **Week beginning June 8th (and henceforth and until 10th July)**

	Monday	Tuesday	Wednesday	Thursday	Friday
From the 8th June	Keyworker children				
	N, R, 1, 6	N, R, 1, 6	N, R, 1, 6	R, 1, 6	School closed for deep cleaning, planning & home learning

• **Week beginning July 13th**

			Monday	Tuesday	Wednesday	Thursday	Friday				
		From the 13th July	yrs 2,3,4,5 key workers	yrs 2,3,4,5 key workers	yrs 2,3,4,5 key workers	yrs 2,3,4,5 key workers	School closed				
PREPAREDNESS OF BUILDING		<p><u>H&S</u></p> <ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). <p><u>Ventilation</u></p> <ul style="list-style-type: none"> Ventilation and AC systems working optimately; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). <p><u>Signage</u></p> <ul style="list-style-type: none"> COVID-19 posters/ signage displayed (packs provided by GCC). <p><u>Social distance</u></p> <ul style="list-style-type: none"> Modify school reception/ early years entrance to maintain social distancing (e.g. provide screens or floor markings). Consider one-way system if possible for circulation around the building. Stairways to be up or down only. Put down floor markings along the middle of two-way shared areas/stairs to keep groups apart and 'keep left' signs. In areas where queues may form, put down floor markings to indicate distancing. Separate doors used for in and out of the building (to avoid crossing paths). Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). Organise classrooms for maintaining space between seats and desks. Inspect classrooms and remove unnecessary items. Remove soft furnishings, soft toys and toys that are hard to clean. In toilets middle cubicle/ sink/ urinal of 3 to be taken out of use. 							admin	Friday 29th May	L (tried and tested systems)

		<ul style="list-style-type: none"> ● Hygiene ● Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. ● Position clocks with second hand or timers near sinks to teach pupils to wash for 20 seconds. ● Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this. <p>EYFS Space management - guidance suggests settings with 2 year olds need 2.5m2 per child and 3-4 year olds need 2.3m2 per child. However guidance also points out there is no expectations that groups will keep 2metres apart. Communal spaces should be managed carefully to limit the mixing between groups as much as possible.</p> <p>Sandpits not to be used as they cannot be cleaned between uses.</p>				
<p>HYGIENE PRACTICE</p>	<p>H</p>	<p><u>HANDWASHING</u></p> <ul style="list-style-type: none"> ● Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. ● Posters are displayed throughout the school reminding pupils to wash their hands. <p><u>Facilities</u></p> <ul style="list-style-type: none"> ● Sufficient handwashing facilities are available. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. ● Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.need to reaffirm social distancing rules with adults (incl myself) and children- perhaps we should all attached hoops around our waists or walk around with metre rules ● Bar soap is not used, in line with the – liquid soap dispensers are installed and used instead. ● This to include 'makeshift' handwashing facilities outside. Hoses to be run on to school field to allow four hand washing stations ● Three portaloos with sanitisers on school field, students to use the same toilet each time ● Where there is no sink, hand sanitiser provided. Hand sanitiser available in external portaloos. ● Children will be encouraged to bring in hand cream for their own use 		<p>All staff</p>	<p>Mon 1st June</p>	<p>H (numbers/ young)</p>

When wash

- Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Pupils wash their hands with soap for no less than 20 seconds.
- Pupils to wash their hands before and after activities, specifically before or after using equipment
- Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing.
- Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Staff help is available for pupils who have trouble cleaning their hands independently.
- Hand sanitiser on table outside main entrance for parents to use when coming into the building.

Educating

- Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition.

USE OF HANDS

- Adults and pupils are encouraged not to touch their mouth, eyes and nose....to keep their hands below their shoulders...key phrase: ('..Shoulders')
- Signage to remind and encourage this
- Be vigilant to babies or pupils putting items in their mouths etc. and make sure these are dealt with immediately.
- Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste key phrase: ('Catch it, bin it')
- Bins for tissues provided and are emptied throughout the day.

VENTILATION

- Spaces well ventilated using natural ventilation (opening windows) or ventilation units.
- Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises are unoccupied.
- Commitment to outdoor learning

CLEANING

- Each class to have anti-bacterial wipes/ spray
- Organisation of classrooms to limit number of surfaces/ objects touched
- Commitment to outdoor learning (weather permitting) to limit number of surfaces/ objects touched
- Some equipment hard to clean- used only 1x every 72 hours
- Bins need emptying frequently

- **Focus on** cleaning toilet areas and hand touch points: desks, door handles, door touch plates, bannisters, hand rails, taps and light switches –
- **Focus on** cleaning surfaces that children touch – toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, computers and laptops and phones (being used a lot more around the building in these times).
- Portaloos to be cleaned in the morning by the Premises Manager.

When:

- Throughout the school day school staff focus on hand touch points and resources used
- Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups.
- Thorough cleaning of rooms at the end of the day. Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.
- The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the SHE unit

- **CLOTHING & EQUIPMENT**

- **Q: So what do my children need to bring to school?**

- Essentially as little as possible: please do not bring bikes into school
- Please ensure your children have applied sun cream before they come to school.
- They **only** need to bring
- -in a washable bag:- (washed daily)
- -packed lunch (unless ordering a school one)
- -healthy snack

- -water bottle (but not Nursery children)
 - -hand cream
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 - **Q: What should they wear?**
 - Clothing suitable for the whatever the weather—including:- sun hat as well as waterproof and jumper/ cardigan
 - Clothing that is sensible and practical for learning that will take us both indoors and outdoors- please no vests or crop-tops.
 - Shoes that are practical and sensible for outdoor learning...no flip-flops. For the younger pupils- shoes that don't have laces or children that can tie laces.
 - **EQUIPMENT**
 - Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
 - Where shared equipment is used, e.g. in practical lessons, clean equipment thoroughly between groups
 - Outdoor equipment not used; or appropriately cleaned between groups
 - **PPE**
 - Note: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE.
 - The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.
 - This will be kept under review- both guidance and individual circumstances.
- PPE is only needed in a very small number of cases including:

Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way; only named staff will be allowed to conduct intimate care, as on SEND Risk assessments.
pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.

- However, PPE packs are being provided by GCC for all schools.

FIRST AID

Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:

- washing hands or using hand sanitiser, before and after treating injured person;
- wear gloves or cover hands when dealing with open wounds;
- if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;
- Thermometer to be kept in the buddy room, and cleaned before and after taking a person's/child's temperature.
- if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.
- dispose of all waste safely.

GUIDANCE FOR HOME

Your child should only bring what they need for the day – a water bottle (Nursery children do not need to bring their own water bottle), their lunch (if they are not eating a school meal), a healthy snack (there will be no fruit or milk delivery for the foreseeable future) and a coat as they will be spending as much time as possible outside.

Please remember to bring in inhalers and medication on the first day back. Please drop these in a labelled bag in a medicine 'drop box' just outside the school entrance. The school First Aid Coordinator, Mrs Shipton will be on hand to note down anything you would like to inform us about the medication.

Children should not bring toys or books or home learning in from home. Boxes of reading books will be made available to each class by the school librarian but these will stay in school. PE kit is not needed for the remainder of the term- we will exercise in our usual clothes. Children will have a tray to put their belongings in including their lunch box and snacks.

		<p>Children bringing in their own hand lotion should make sure it has their name on it and that it is left at school and not carried back and forth to reduce infection risk.</p> <ul style="list-style-type: none"> Teachers will maintain social distancing where possible and appropriate (not in Nursery); they will not mark work but will rather discuss learning together with the child. Teachers and TAs will move around the room looking and discussing learning but where possible will not sit at tables with pupils, work face to face or at eye level. <p>All surfaces in the school will be clear so that they can be cleaned down frequently throughout the day.</p> <p>Please can you make sure your child washes their hands with soap and water prior to leaving home in the morning and as soon as they return home in the afternoon. We would strongly suggest that once your child arrives back home, they change their clothes immediately and the clothes they've worn at school are washed. Their shoes should be removed at the door.</p>				
<p>ILL HEALTH IN SCHOOL</p>	<p>H</p>	<p><u>SYMPTOMS</u></p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of smell-- and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. <p><u>WHAT TO DO</u></p> <ul style="list-style-type: none"> Any pupil who displays signs of being unwell is immediately referred to the Headteacher or his deputy. Where the Headteacher or his deputy is unavailable, staff act in line with the Infection Control During the Coronavirus Pandemic Document and ensure that any unwell pupils are moved to the Buddy Room room whilst they wait for their parent to collect them. Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Unwell pupils who are waiting to go home are kept in the Buddy Room where they can be at least two metres away from others. 		<p>All staff</p>	<p>Mon 1st June</p>	<p>H (numbers/ young)</p>

		<ul style="list-style-type: none"> • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Supporting Children with Medical Conditions & First Aid Policy • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. • Person sent home must be tested. If it is found that they have virus- -whole pod sent home to be tested. 				
SPREAD OF INFECTION	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control During the Coronavirus Pandemic Document using PPE at all times. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste units. • Pupils clean their hands after they have coughed or sneezed. • Parents are informed via letter and emails not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. • Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. • Parents and Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. 		All staff	Mon 1st June	H (numbers/young)
POOR MANAGEMENT OF INFECTIOUS DISEASES	H	<ul style="list-style-type: none"> • Staff are vigilant and report concerns about a pupil's symptoms to the Headteacher or his deputy. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Social distancing measures are implemented as much as possible • The SBM and or Headteacher monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 		SLT	1st June	M (site complexity)
CONTROLLING ACCESS TO THE SCHOOL		<ul style="list-style-type: none"> • <u>How will we get to/from school?</u> 		All staff	1st June	M (site complexity)

- Please bring as few people to the school as possible to limit the number of people on the school site- only one parent to accompany child to school and please avoid bringing in non- attending children to school to drop off, if at all possible.
 - You are encouraged to walk or cycle where possible. Please leave bikes or scooters in the bays provided.
 - Year 6 children will be encouraged to come to school on their own
 - Please no ‘gathering’ at school gates. There will be tape on the pavement outside each entry point – to enable for 2m queuing. Given the number of people approaching the school gates, please refrain from staying around and making polite, friendly conversation once you have dropped off or picked up your child.
 - Staff will be at each entrance before and after school to welcome children in.
 - Hand sanitiser stations will be set up on the approach to each classroom. Pupils will need to sanitise their hands at one of these stations before entering the school building.
 - **ENTRY POINTS** to school controlled
- The **car park and drop off zone will be closed** to traffic- this to allow safe flow of pedestrians into school. Please park away from school and walk in.
- Building access rules clearly communicated through signage on entrances.
 - **Entrances**
 - Y6 (and as of 13th July Yr 5 instead of yr 6) pupils enter and leave school grounds by the 5 bar gate by long jump pit. A member of staff will be there from 8.35- please aim to arrive between 8.35 and 8.45. Weather permitting, they will start their day in their outdoor areas- near the 5 bar gate.
 - Key worker pupils – enter and leave school by 5 bar gate onto the bottom playground. A member of staff will be there from 8.35- please aim to arrive between 8.35 and 8.45.
 - Reception pupils (and as of 13th July Yr 3 instead of Rec) with their parents please enter the school grounds by the common gate, follow the one-way system and drop off at the gate into the Reception classes’ outdoor area. A member of staff will be on the gate from 8.35- please aim to arrive between 8.35 and 8.45.
 - Y1 pupils, (and as of 13th July Yr 4 instead of Y1) with their parents please enter the school grounds by the common gate, follow the one-way system and drop off at the gate into the

Reception classes' outdoor area. A member of staff will be on the gate from 8.45- please aim to arrive between 8.50 and 9.00.

Year 2 pupils as of July 13th

- Mrs Saeed/Mrs Wilson's pod -- arrive at gate to the bottom playground 8.50am. A member of staff will be on the gate from 8.45- please aim to arrive between 8.50 and 9.00.
- Miss Gittins's pod- arrive at gate to the bottom playground 8.50am. A member of staff will be on the gate from 8.45- please aim to arrive between 8.50 and 9.00.
- Mrs Hugginson's pod to Azure Class steps (near office entrance) 8.50am. Mrs Hugginson will be there to receive her children. Please arrive between 8.50 and 9am.

(Parents will be informed ahead of time re what Yr 2 pod their children are in)

- **In summary: staggered start and end of day**
- Different year groups will have different start and end times:-
- Stagger start and end of day:
- 8:40::: Key workers from Nursery/Rec/Y1/Y6
- 8.40: Y5 through the top field gate
- 8.40: Y3 through the top playground gate from the common
- 8.50: Y2 pods (see above for entrances)
- 8.50 Y4 through top playground gate from the common

- 3.00: Yr 3 and Y5 + key workers- leave through the same exit as they entered
- 3.10: Yr 2 pods leave through the same exits as they entered
- 3:15: Yr 4 pods leave through the same exits as they entered
- Families are asked to wait 2m apart when collecting their child.

		<ul style="list-style-type: none"> • Screens installed to protect employees in reception. • Hand sanitiser provided at all entrances. • Visitors do not sign in with the same pen in reception. • Staff on duty outside school to monitor protection measures. 				
SOCIAL DISTANCING		<ul style="list-style-type: none"> • Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk. • Social distancing will <u>not</u> be observed in the Nursery • We will talk to our Reception/ Yr 1 pupils about our own ‘bubbles’ or ‘Can you reach out and touch them?’ • Signage throughout building reminding re social distancing <p>Contact with school</p> <p>Please phone or email wherever possible. For the first week, the answer phone will not be used and admin staff will be available to answer any of your queries.</p> <p>If you need a longer conversation to discuss your child, the office will organise a telephone appointment for you with the relevant member of staff so avoiding face to face meetings.</p> <p>If you do need to come into the school –you will need to initially speak on the intercom. There will be a queuing system as elsewhere and hand sanitiser at the entrance, to use before you enter. Please try and avoid coming into the school office unless it is an emergency.</p> <ul style="list-style-type: none"> • <u>STAFF</u> Members of staff will stay with their group/ in their zone. Staff will be relieved by support staff for breaks where necessary • Staff discouraged from using the staffroom. Staffroom is used only for making drinks/ food only, with 4 members of staff at any one time. Staff to eat in designated classrooms/ offices. • Phones and walkie talkies used for staff communication between different parts of school. • Staff meetings via Zoom <p><u>Staff break space</u></p>		All staff	Mon 1st June	H (numbers/ young)genda:

Area in the "teaching space" outside the office for staff rest area- chairs fridge and kettle for the area.

Own mug to the area AND take it away afterwards as there are no washing facilities available.

Not allowed access to the office area. PLEASE DO NOT LEAVE THE AREA IN A MESS OR LEAVE EMPTY MUGS THERE!

Office -

No staff in the office other than office staff, any photocopying can be sent to Naomi, she will leave it outside the office to be picked up. Only 3 staff members at one time . All office workstations to be cleaned daily. Anti back wipes to be left on top of the photocopier and used before the office staff use the copier.

Tea and Coffee facilities between Nick's office and the main office only to be used by Nick and office staff, kettle and fridge to be wiped before use. Fridge to be used by Nick and office only.

• REDUCED CLASS SIZES- REDUCED TO GROUPS.

- **no more than 15 children per pod of KS2** pupils and one teacher (and, if needed, teaching assistant)- not rising to more than 15

no more than 15 children per pod of EYFS/ KS1 pupils with two adults each - rising to no more than 15

'Back up' team of support staff, including midday supervisors allocated to specific pods providing cover for staff in those pods.

Groups will be kept together throughout the day and groups of 15 will not mix with other groups. Smaller EYFS/ KS1 groups will come together as two groups through the day for 'teaching and instruction'

The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same. We will not be able to make any promises re creating friendship groups or re ensuring staff familiar to the children – though we will do our best to create harmonious groups

• USE OF ZONES - GROUPS OPERATING WITHIN THESE ZONES

- Each group of 15 will have use of **1 outdoor zone and 1 indoor zone (classroom or hall)**. Groups will learn within these zones. Zones will be clearly marked and organised. Outdoor zones will include some form of shelter or at least shade.
POutdoor portaloos will be available, easily accessible to outdoor zones to cut down on unnecessary movement into the building.

Starting points:

- Zone 1 : outdoor area of Nursery & outside Indigo-----
- Zone 2 : rec outdoor 1----
- Zone 3: rec outdoor 2-----
- Zone 4: wild area between top playground and common wall--
- Zone 5: wild area in and around forest sch area--- f
- Zone 6: field area by tyres----
- Zone 7: field area round corner from tyres---
- Zone 8: : field area around the big hump ----
- Zone 9: field area around sandpit----
- Zone 10: willow area---
- Zone 11 bottom playground-

Some rotation possible between zones once up and running

MOVEMENT AROUND SITE

One route out to and back from outdoor zones 4,5,6,7 will be maintained past woodhenge and around path to ensure as little cross over between groups as possible.

To avoid pupils based in Cyan/ Azure classes going through a zone and/or a class to access their outdoor zone, an alternative access through the water garden and along the internal one way system will be available.

One route along path from Sapphire, Turquoise, Sky across middle playground and up to right of pond to zones 8,9,10

One way route to and from the common gate (either side of the fence) for parents delivering children to and back from Reception/Year 1 classrooms.

All classes to be entered/ exited by external doors. Any movement through the building to be kept to absolute minimum.

● **CLASSES RE-ARRANGED**

Classroom furniture will be rearranged to ensure social distancing – desks/ places on desks to be spaced as far apart as possible
Seating plans to ensure pupils sit at the same desk.
Sinks and toilets will be closed off (see below) so that turn taking carefully structured.

Rooms will be accessed directly from outside as opposed to going through the building.

LUNCHTIMES

- Lunches will be **packed lunches only**- with pupils eating outside (weather permitting) whenever possible or in their classroom spaces. They eat in their pods.
- **Playtime/ Lunchtime pitches**– pupils will be split across the playgrounds and part of the field:-
6 play zones-
 1. bottom playground and
 2. middle playgrounds;
 3. netball pitch,
 4. basketball pitch;
 5. field play a
 6. field play b

Food at lunch and break

Children need to bring a healthy snack- there will be no fruit delivery for the foreseeable future.

All children will have a packed lunch, either provided by home or ordered from school.

Weather dependent, the children will eat outside in their allocated playground zone. If this isn't possible children will eat at their table in their classroom.

Please ensure children can open everything in their lunch box to enable us to maintain the social distancing guidelines. All rubbish from home packed lunches will be sent home.

Lunchtimes will be staggered:

- First session: 12.00-12.45: EYFS/ Year 1 ((and as of 13th July Yr 3 and Yr 2)
- (key worker not to be in their outdoor zone during this time)

Second session: 12.45-1.30: Year 6 & key workers ((and as of 13th July Yr 4 and Yr 5)

PLAYTIMES

		<ul style="list-style-type: none"> o EYFS/ Year 1 – 10:15((and as of 13th July and Yr 2 Yr 3) o Key workers –10:35 o Y6 – 10:50 – ((and as of 13th July -Yr 4 and yr 5) 				
<p>MINIMISE MIXING BETWEEN GROUPS</p>		<p><u>WEEKLY ROTA</u></p> <p>Children in school: Rec, Yr 1 and Yr 6((and as of 13th July yr 2 3 4 5) Monday, Tuesday Wednesday, Thursday PPA and planning and cleaning: Friday)</p> <p>Nursery: Monday Tuesday Wednesday A and planning and cleaning: Thursday)</p> <p>The rota ensures:-</p> <ol style="list-style-type: none"> 1. Pupils can be taught in smaller groups in EYFS/ Yr 1 2. Staff can maintain a hygienic environment in school as well as home learning and teaching of key worker pupils. <p><u>BEHAVIOUR</u></p> <ul style="list-style-type: none"> • Pods of children will not mix at any time of the day. Children and staff to mix in a small consistent group and that group must stay away from other people and groups, including over time. • Teachers and TAs allocated to a specific group/ space • Pupils from same family in Reception /Y1 to be in same pod – class teacher may cross over two groups on occasion through the day to be able to ‘teach’ both groups • No assemblies • Pods to eat together and play together at break times <p><u>DAILY TIMETABLE</u></p>		<p>All staff</p>	<p>Mon 1st June</p>	<p>M</p>

	<ul style="list-style-type: none"> • Use outdoor area as much as possible. Reception and Year 1 to attempt to spend the majority of time outside (weather permitting) in their outdoor zones. Pupils to bring clothing suitable for outdoors every day. • All groups of 15 to have timetabled 'top playground slots for PE activities. <p><u>VISITORS</u></p> <ul style="list-style-type: none"> • No parents/volunteers on school property at any time except:- when dropping off their EYFS child when visiting the office 				
<p>TOILETS</p>	<p><u>Social distance</u></p> <ul style="list-style-type: none"> • Queuing will be supervised by an adult or at least numbers waiting managed by an adult • Two children in KS2 toilets at any one time; children to stay in cubicle until sink is free (or at a distance) • Barrier tape to be used to prevent over-crowding • Posters on toilet doors as visual reminders for social distancing • Different zones/ groups will be allocated different toilets. This communicated to children when they start. Toilets labelled with names of groups allocated to that toilet:- <p><u>When operating outdoors:- Staff to encourage pupils to go to toilet before going to outdoor learning zones</u></p> <ul style="list-style-type: none"> • Miss Gittins' pod - use Indigo toilets • Mrs Saeed/Mrs Wilson's pod - use Aqua toilets • Mrs Hugginson's pod - use Azure toilets • School outdoor toilet - Y2-Y3 • Portaloos - Y4-Y5 • <u>While operating indoors:-</u> - use own toilets except- 		<p>All staff</p>	<p>Mon 1st June</p>	<p>H (numbers/ young)</p>

		<p>Key workers: hall-- -- use portaloos</p> <p>Music room use bottom of stairs toilet</p> <p>Sky, Cobalt and Turquoise- portaloos</p> <p>Royal & Sapphire- use KS2 toilets</p>				
<p>HOME LEARNING DURING PARTIAL SCHOOL CLOSURE:</p>		<ul style="list-style-type: none"> • The school communicates with parents via letter and email and or text regarding any updates to school procedures which are affected by the coronavirus pandemic. • Pupils working from home are assigned work to complete to a timeframe set by their teacher. • The Headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. • The Headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. • The Headteacher works with school staff to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • The Headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. • The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy • The Headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close. • The Headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic. 		<p>All staff</p>	<p>Mon 1st June</p>	<p>M</p>

<p>EMERGENCIES</p>	<p>M</p>	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date Supporting Children with Medical Conditions & First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 		<p>All staff</p>	<p>Mon 1st June</p>	<p>M</p>
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