

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— <i>change to protocol will be in manageable timeframe for all and communicated immediately.</i>

Reader please note colour code changes:

Parents - (+staff) changes/ additions (since first draft)--

Parents / (+ staff) specific (consultation)

Parents- Nursery specific

Staff specific - additions or reminders

Premises - additions or reminders

Admin- additions or reminders

NOTES AND SUGGESTIONS

Last update to risk assessment:
31. 08. 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

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major	High (H)	High (H)	Medium (M)

	Causes major physical injury, harm or ill-health.			
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	hub M	L	L

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

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
AWARENESS OF POLICIES AND PROCEDURES/	H	<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 		admin		M (change in procedures from summer)

	<ul style="list-style-type: none"> ● 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. ● 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. 			Wed 26th August	
PREPAREDNESS OF STAKEHOLDERS	<p style="text-align: center;"><u>PREPARE EMPLOYEES AND PARENTS AND PUPILS</u></p> <p>Employees/ pupils</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. ● Regular staff briefings by email/ zoom or face to face – 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. 		admin	Mon 24th August	<div style="text-align: center;">  <p>(working knowledge now and problems solved)</p> </div>

		<ul style="list-style-type: none"> ● Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. ● 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. ● Employees shielding at home more manage the online work so those in school can focus on teaching. ● Identify and plan lessons that could take place outdoors. ● Consider how online resources can be used to shape remote learning. ● Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. ● 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. ● Parents/ pupils ● Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). ● Review EHCPs where required. ● Educate pupils before they return about the need to stay apart from others and expectations around hygiene. ● Parents and pupils informed about the process that has been agreed for drop off and collection. ● Ensure parents have a point of contact for reassurance as to the plans put in place. ● Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, ● Parents informed only one parent to accompany the child to school. ● Parents and pupils encouraged to walk or cycle where possible. ● Clear messages to pupils about how to reduce the risks of transmission outside of school. ● 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. 				
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	<p>Others</p> <ul style="list-style-type: none"> ● Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). ● Assurances that caterers comply with the guidance for food businesses on COVID-19. ● Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). ● Liaison with transport providers to cater for any changes to start and finish times and confirm ● Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc. protective measures during journeys. ● Limit visitors by exception (e.g. for priority contractors, emergencies etc.). <p>Lettings and non-school users</p> <ul style="list-style-type: none"> ● Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. ● A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines. ● Outdoor sports courts and other outdoor sporting activities have also been permitted. ● Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines. ● The school can ask any hiring organisation to provide evidence of their risk assessment. ● Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.). <p>This is a proposal and will remain under consideration until all survey feedback in (Tuesday) and then decision made asap and no later than Thursday am.</p> <p><u>Qu:</u> While this survey is presented as a consultation with parents, it feels very much like the decision has already been made, which is very disappointing. Is this survey simply a box ticking exercise?</p> <p><u>Response:</u> No the decision has not been made- the early finish is an idea we have put out for consultation.</p> <p>Early finish on a Friday</p> <ul style="list-style-type: none"> ● Proposal: School to finish each week from 12.45 on a Friday as of 11th Sept 				
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		<ul style="list-style-type: none"> ● This will be dependent on a survey before the start of term aimed at canvassing opinion and predicting take up of Fun Club on a Friday afternoon. This survey will be sent to parents on Wednesday 26th August and replies will be needed by Tuesday 1st September. It would start, if agreed and all preparations in place, on the second Friday of the term- on the 11th September. ● Pupils would have their lunch before being picked up ● Rationale: In terms of teaching and learning, this early finish represents a full week for pupils and staff.. It is advised pupils receive between 22 and 25 hours of curriculum time each week, with the understanding that older children are likely to be those educated for longer than younger pupils. ● The management of risk has meant that logistically we have had to stagger entry and exit from the school, run shorter lunchtimes and give staff less breaks. These new procedures would mean a full week in which the vast majority of pupils work far longer than advised, with the exception of Reception pupils. However at Minchinhampton Reception pupils do not undergo any staggering of intake at the start of their time in school, as they do in other schools, so in terms of time in school, certainly initially, our Reception pupils are doing longer hours than most. ● The early finish would provide a better work life balance for all. When operating longer hours, in bubbles and with shorter and less breaks, the working day is intense for pupils and staff alike. ● This risk assessment (as it stands without the early finish on the Friday) means as of September:- Year 5/6 will be working a full week of 28 hours Year 3/4 will be working a full week of 28 hours Year 1/2 will be working a full week of 26 hrs Rec will be working a full week of 24 hours ● If instead we finish between 12.45 and 1.15 on a Friday (12.45: KS2// 1.00: KS1// 1.15: Reception):- Year 5/6 will be working for 26 hours (instead of full week of 28 hours) Year 3/4 will be working for 26 hours (instead of full week of 28 hours) Year 1/2 will be working for 23.75 hours (instead of full week of 26 hrs) 				
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		<p>Rec will be working for 22 hours (instead of full week of 24 hours.</p> <ul style="list-style-type: none"> ● We are confident that learning would only be positively affected by the change, otherwise we wouldn't even consider this as a plan. ● An early friday finish would also enable us to start a deep clean earlier ● Later starts and earlier finishes were considered at the planning stage but it was felt this could be more inconvenient for parents and staff alike for work hours and curriculum coverage respectively. <ul style="list-style-type: none"> ● Childcare on Friday afternoons ● Of course this proposal will have childcare/ work implications. ● The school's Fun Club will run from 12.45 on a Friday and will continue through to 5pm. There will be two pick up times- at 3.15 and at 5.00. Mr Tovey will run sports for Fun Club. See below for more detail re Fun Club risk assess. . ● We estimate our Fun club capacity on a Friday afternoon at 80-100 pupils- (given staffing capacity and use of classrooms) which we estimate should be more than enough to cover need. We will need responses to the survey and booking ahead of time to be able to judge this more accurately. ● We appreciate that for parents, Friday afternoon would normally be part of the school day. Given this the school is prepared to shoulder some of the cost to parents up to 3.15 but we will need to make some kind of charge because support staff will have already worked their hours up to Friday lunchtime. Once we know numbers we will be better able to judge costs and what this charge might be. ● Perhaps we should at least give this approach a go given the possible challenges ahead and the need to come up with a model that is sustainable and humane (not something that the Dfe seem to have considered as yet). If we do trial the early finish, it will remain subject to careful evaluation and review by all stakeholders and Friday pm's can be brought back easily enough. <p><u>Staggered start on the first week</u></p> <p>Week beginning September 2nd</p>				
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<p>PREPAREDNESS OF BUILDING</p>		<p>H&S</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>Ventilation</p> <ul style="list-style-type: none"> ● Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). <p>Signage</p> <ul style="list-style-type: none"> ● COVID-19 posters/ signage displayed . <p>Social distance</p> <ul style="list-style-type: none"> ● Modify school reception/ early years entrance to maintain social distancing 		<p>admin</p>	<p>Monday 31st August</p>	<p>L (tried and tested systems)</p>												

	<ul style="list-style-type: none"> ● Consider one-way system if possible for circulation around the building. ● 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. ● Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. ● Evaluate the capacity of rooms and shared areas. ● Plan for staggered lunches with more sittings to avoid mixing, ● Consider door signs mounted to identify max number in room / toilets at one time. ● Teachers to consider best desk seating arrangements which allow for best compromise between best teaching and learning methods and social distancing between pupils and between pupils and teachers. This could include seating in rows for older pupils. <ul style="list-style-type: none"> ● Hygiene ● Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. ● Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this. 				
<p style="text-align: center;">NURSERY</p>	<p><u>Nursery specific:</u></p> <p>Following the Government guidelines, we have introduced a raft of safety measures. We acknowledge that social distancing is not possible or desirable for very young children. However, we have implemented the following changes to enable us to reduce the risk as much as possible.</p> <ul style="list-style-type: none"> ● It is our intention to spend a significant amount of time in the outside areas and we will utilise our local area as much as possible whilst maintaining Government guidelines and advice. ● The classrooms (both inside and out) will be laid out a little differently, with the removal of excess resources and furniture. The resources which remain will all be easily cleaned. ● Rooms will be well ventilated. 				

- The children will, as usual, be required to bring a packed lunch if they are staying all day. Lunches will be eaten outside as much as possible.
- Children will be taught how to wash their hands effectively and will be encouraged to wash hands frequently.

Nursery staggered drop off and collection times:

	DROP OFF	COLLECTION
Nursery	9.00 am	2.45 – 3.00 pm

- Entry will be via the steps outside Azure classroom (to the right of the main school entrance) with 2m gridlines for queueing
- Collection will be between 2.45 and 3.00 pm from the 5-bar gate at the top of the Nursery path
- No family members will be allowed in the school building unless a child is very distressed
- Only one parent/carer to bring/collect child from Nursery
- Cleaning will take place each day, with enhanced levels of cleaning of tables, chairs, light switches, handrails, toilets, door handles, telephones, office equipment etc. Touch surfaces will be cleaned frequently throughout the day.

Illness

Please do not send your child into Nursery if they are showing any signs at all of being unwell.

What should my child bring to Nursery?

As stated in the Government guidance, children should wear clean clothes to school every day. Please ensure that they are wearing suitable, practical clothes for spending large amounts of time outdoors as well as indoors. With this in mind:-

- Please ensure that your child has waterproof clothing/coat/jacket with them

		<ul style="list-style-type: none"> • Bring a sunhat and ensure that they are wearing sunscreen before leaving home (if weather is hot/sunny) • Suitable footwear should be worn which the children can independently put on/take off. • Each child should bring a named bag each day with a complete change of clothes • No dressing up clothes. <p>Food/drink in Nursery</p> <ul style="list-style-type: none"> • During this time, we will provide fruit and carbohydrate snacks for the children – it will not be necessary for you to bring any contributions. • When packing your child’s lunchbox, please try to include items which they can open themselves. If including grapes, cherry tomatoes or olives, please remember to cut them lengthways in order to avoid a choking hazard. <p>Toileting</p> <p>Children should be encouraged to independently attend to their own toileting needs as much as possible. If assistance is needed, staff will wear full PPE in accordance with Government guidelines.</p>				
<p>CONTROLLING ACCESS TO SCHOOL</p>		<ul style="list-style-type: none"> • GETTING TO AND FROM SCHOOL • 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. • 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 • 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. <p>ENTERING SCHOOL: how</p>		<p>All staff</p>	<p>Wed 2nd Sept</p>	<p>M (under control)</p>

- 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.
 - Pupils, staff and visitors to wash hands immediately on arrival.
 - Sealable plastic bags provided for reusable face coverings to take home with them.
 - Hand sanitiser stations will be set up in and outside each classroom. Pupils will need to sanitise their hands before entering the school building.
 - The entry and exit times have been staggered to avoid too many pupils and parents arriving together.
 - Qu: Some parents have questioned the need for staggered entry and exit times. Could start and finish times not be as normal? That adults are allowed to mix freely and without masks in pubs but not at the school gate is inconsistent. Response: With the numbers of families arriving in one place at the beginning of a typical school day and with the evidence presently suggesting adults are at most risk from other adults, we will have to maintain staggered exit and entry times at present.
 - We are also especially concerned about Church Lane and the safety of pedestrians walking here to and from school. While we have not found an actual solution to the mixing of pedestrians and cars, we are hoping the staggering of entry will be enough to alleviate pressure. We will need to keep this under careful review and would value any feedback about safety.
 - Qu: Won't the different exit and entry points make pupils feel even more confused and anxious when they have already been through enough? Response: In the later half of the summer term, our observation was that returning children adapted quickly to new arrangements and we have a duty to balance a feeling of 'back to normal' with safety.
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- **ENTERING SCHOOL: where and when**
 - Year 1-- arrive 8.45am \ Reception-- arrive 9.00am--- --
-by the 5 bar common gate and walk accompanied (using 1 way system) down to Rec/Yr 1 outdoor learning area
Year 1 to work in classroom with TA while teacher greets Rec pupils
 - Year 2- arrive 8.45am
Indigo through 5 bar gate onto bottom playgrnd
Azure- through gate outside main office

- Nursery arrive 9.00am or 12 noon
through gate outside main office - wait at steps outside Azure classroom
 - Year 3/4- arrive 8.35am
--Cyan by gate outside main office
--Royal by the 5 bar gate onto bottom playgrnd
--Sapphire by the 5 bar common gate and walk accompanied (using 1 way system) down to the end of the MUGA and then take the one way system back up
 - Year 5/6- arrive 8.35am
by the 5 bar gate at top of car park. Weather permitting, they will start their day in their outdoor areas- near the 5 bar gate.
 - **Entering school with siblings**
Parents please note if the gap between your children's start times is an issue for you, we will look to be accommodating. Staff will be on hand from the earlier times onwards to supervise children from their classes who have arrived earlier with a sibling.
- Logistics of different siblings entering by different gates at different times**
Qu: How do i drop off two children at the same time when they enter from different gates
Response:
- For 'different times' please note above. However there will be a number of parents who will encounter logistical issues trying to get from one entrance to another, especially if dropping both children off at once.
Example: Parent with Reception child (entry by common gate) and their Year 4 Cyan child (entry by main gate onto bottom playground).
In these instances staff will allow/ encourage parents to cross over the middle and bottom playgrounds to get to the other side of the school. Parents who need to do this- please be mindful of social distancing at all times and please do not use simply as a shortcut because this will compromise the control measure.
- **EXITING SCHOOL: where and when**
 - Nursery - pick up 12 noon from 5-bar gate outside Nursery main entrance
pick up between 2.45 and 3.00 pm from 5-bar gate outside Nursery main entrance
 - Rec- pick up at 2.50
Year 1 pick up at 3.05
from the Rec/Yr 1 playground via the 5 bar common gate

- Year 2- pick up at 3.00
Indigo from the 5 bar bottom playgrnd
Azure- from gate outside main office
- Year 3/4- pick up 3.15-
--Cyan by gate outside main office
--Royal by the 5 bar gate onto bottom playgrnd
--Sapphire by the 5 bar common gate and walk accompanied (using 1 way system) down to the Rec/Yr 1 playground and then take the one way system back up
- Year 5/6- 3.15-
by the 5 bar gate by long jump pit

Logistics of different siblings exiting by different gates at different times

Qu: How do i pick up two children when they are coming out at different times and different exits?

Response: At the end of the day we will have to ask that parents wait for their second child to emerge from school. Given the school grounds will still be in use at the end of the day, parents cannot cross the playgrounds as above to get to the other side of the school.

Qu: What if I'm a childminder and I am picking up children from many different exits and at very different times?

Response: We will work on a separate arrangement with childminders. At present, as suggested, we will bring the children/ send the children to one place on the bottom playground where the childminder will be waiting.

VISITORS

- Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.).
- Parents/carers and visitors coming onto the site without an appointment is not to be permitted.
- Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.
- Where possible visits arranged outside of school hours.
- A record kept of all visitors to assist NHS Test and Trace, including:
 - the name;
 - a contact phone number;

		<ul style="list-style-type: none"> ○ date of visit; ○ arrival and departure time; ○ the name of the assigned staff member. 				
HYGIENE IN SCHOOL		<p>HOME TO SCHOOL</p> <p>What do my children bring to school?</p> <p>Essentially as little as possible: please do not bring bikes into school</p> <p>Please ensure your children have applied sun cream before they come to school.</p> <p>They only need to bring:-</p> <ul style="list-style-type: none"> ● -washable bag:- (washed daily). <p><u>Qu:</u> It's says washable but could they bring their book bags which could be wipe cleaned? Or do you mean a fabric tote bag? Are parents to wash the bag nightly?</p> <p><u>Response:</u> Ideally the children would bring in a washable bag, this can be a drawstring style (similar to a PE bag), a tote bag is also great, as long as it is washable, but not the school book bags. Washing one bag will be difficult every day- one solution would be to have two bags.</p> <ul style="list-style-type: none"> ● -packed lunch (unless ordering a school one) ● -healthy snack- fruit (no school fruit provided for the foreseeable future) ● -a labelled water bottle (but not Nursery children) ● -hand cream (please for this to have their name on it/ not to be shared and that it is left at school) <p>What should they wear?</p>		All staff	Wed 2nd Sept	H (numbers/ young)

- **Uniform** and mindful of the needs re weather—including:- sun hat as well as waterproof/ coat and jumper/ cardigan
- **Shoes** that are practical and sensible for outdoor learning...as in school shoes but trainers acceptable in the circumstances, no flip-flops. For the younger pupils- shoes that don't have laces or children that can tie laces.
- Reception /Year 1 need wellies in school.
- PE kit is required and should be in line with the school uniform code- see 'information' tab on website. These will be kept in school in a separate bag for the duration of a half term. Pupils will not be able to borrow PE kit as they have been doing so it is imperative that this kit comes in at the beginning of term and stays in school. If a pupil does not have a PE kit, they will not be able to take part in PE so please ensure they keep it in school. A separate kit for sports clubs is perhaps advisable to avoid them bringing it home after the club.

What else?

- 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. **Someone 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.
- Books / reading will be made available to each class by the school librarian and these can now go back and forth to school. Books coming back to school will be put aside for 72 hrs before going back on the shelf/ being made available to other pupils.
- Children will have a tray to put their belongings in including their lunch box and snacks.
- 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.

GOOD HABITS

HANDWASHING

Handwashing promoted as most critical form of protection against virus.

How: home:

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.

How: school:-

- 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 / use hand sanitiser 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.
- Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition.
- Posters are displayed throughout the school reminding pupils to wash their hands.
- Promotion of handwashing constant and sustained in class/ assemblies/ newsletters/ posters.

- Note: 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.

Facilities for handwashing

		<ul style="list-style-type: none"> ● Sufficient handwashing facilities 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. ● Bar soap is not used, in line with the – liquid soap dispensers are installed and used instead. ● Facilities include ‘makeshift’ handwashing facilities outside. Hoses to be run on to school field to allow four hand washing stations ● Where there is no sink, hand sanitiser provided. ● Hand sanitiser in every classroom and shared space, including outdoor spaces, as back up to hand washing ● Hand sanitiser on table outside main entrance for parents to use when coming into the building. <p>EQUIPMENT</p> <p><u>Shared resources</u></p> <ul style="list-style-type: none"> ● Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed from use. ● Where shared equipment is used, e.g. in practical lessons, clean equipment cleaned thoroughly between groups ● Outdoor equipment not used; or appropriately cleaned between groups ● Reading Scheme books will go back and forth between home and school. ● Reading books: The library will not be used but collections of books from the library will be distributed into classes so pupils have books to take home. <p><u>Individual resources</u></p> <ul style="list-style-type: none"> ● Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. ● Because of decrease in prevalence of Covid. The situation with resources has changed from the summer term. Recommended that all pupil have their own easily accessible toolkit of resources that they need daily, pen, ruler, rubber, pencil etc. ● All pupils resources kept in personal zip wallet and in their own tray. 				
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- Resources that were moved out such as books and games can now be used and shared within the bubble . Resources that are shared between bubbles need to be cleaned between each bubbles use.
- DFE planning guidance currently states that in EYFS settings consider how resources will be cleaned. What alternative activities could be undertaken instead ? Any malleable materials such as playdough should not be shared between groups. Consider individual pots labelled for activities such as Dough Disco. Advice for Sandpits continues to be that because they cannot be thoroughly cleaned between uses, they should not be used at this time.
- Children should still be reminded to bring in limited resources from home. These should be restricted to essential items such as water bottles, lunch boxed, coats etc. They should be clearly named and should not be shared with others.
- Books are to be returned to a returns box in each classroom. They will then be labelled with their return date and put aside until 72 hours is up. they will then be replaced on the class book shelves.

RESPIRATORY HYGIENE

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.

Tissues

- Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Tissues to be provided.

- Bins for tissues provided and are emptied regularly..

Face coverings

- Outside of the classroom, where social distancing is not possible, it is at the discretion of the headteacher to decide whether or not they would like staff and or visitors to wear masks, for example in staff rooms.

Music/singing

- Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.
- Measures to be taken when playing instruments or singing in small groups such as in music lessons include:
 - physical distancing;
 - playing outside wherever possible;
 - limiting group sizes to no more than 15;
 - positioning pupils back-to-back or side-to-side;
 - avoiding sharing of instruments;
 ensuring good ventilation

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

- Organisation of classrooms to limit number of surfaces/ objects touched
- Sanitising spray and paper towels to be provided in classrooms for use by members of staff.

		<ul style="list-style-type: none"> ● 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 ● 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. ● 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). ● Focus also now on floor spaces in classes where pupils more likely to sit during learning time. <p><u>Cleaning: when:</u></p> <ul style="list-style-type: none"> ● Through the school day school staff focus on hand touch points, especially door handles, door touch plates, bannisters, handrails, taps, toilet handles and light switches – this to be done regularly and at the discretion of the staff - depending on pupils/ style of learning etc. ● Use of resources/ equipment managed to ensure cross contamination limited, including staggering use of. Risk mitigated however by regular hand washing. ● 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. ● This must now include floor spaces, table tops, chairs 				
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- The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the SHE unit

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.

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.

		-if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.				
MINIMISING MIXING/CONTACT		<p>BUBBLES</p> <p>Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups . Record kept of pupils and staff in each bubble</p> <p>Bubbles use the same classroom throughout the day and have their own outdoor zone- see below.</p> <p>Social distancing within bubble not stringent but more and more effort made the older the class.</p> <p>If teachers want to use a 'carpet time'- consider spots to sit on-- //mixed with sit on tables where possible- -but no softness eg cushions</p> <p>Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure.</p> <p>The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles.</p> <p>The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.However teachers and staff will need to operate across different classes and year groups to facilitate the delivery of the full school timetable.</p> <p>Staff that move between classes and year groups, to keep their distance from pupils and other staff.</p> <p>OUTDOOR ZONES</p> <p>Nursery/Reception/Year1 classes will have their own allocated space outside the classrooms to use throughout the day for playing and learning if they are not using their outside space. (Whole area will be split into four to correspond with entrances to classrooms.)These areas will be too small for a run at playtime.</p>				

		<p>Each class will have use of 1 outdoor zone and 1 indoor zone (classroom). Classes will learn within these zones.</p> <p>Outdoor sinks will be maintained to cut down on unnecessary movement into the building.</p> <p>Zone 1 : outside Aqua-----</p> <p>Zone 2: wild area between top playground and common wall--</p> <p>Zone 3: wild area in and around forest sch area--- f</p> <p>Zone 4: field area by tyres----</p> <p>Zone 5: field area round corner from tyres---</p> <p>Zone 6: field area around under trees ----</p> <p>(Area around Shipping container for Nurture Group only on Mondays and Fridays)</p> <p>Zone 7: field area around sandpit----</p> <p>Zone 8: willow area---</p> <p>Zone 9: fallen tree area</p> <p>Zone 10: far pitch</p> <p>Zone 11: orchard at front of school</p> <p>PLAYTIMES</p> <p>Nurs/ Rec / Year 1--- managed in own outdoor area- when want</p> <p>Year 3/4- 10.30-10.45</p>				
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		<p>Year 2- 10.50-11.05</p> <p>Year 5/6- 11.10- 11.25</p> <p>(planning teams manage their own rota)</p> <p>To consider: possibility of office staff taking on playtime/lunchtime roles</p> <p>LUNCHTIMES</p> <p>Lunches will be packed lunches only- with bubbles eating in their classroom spaces.</p> <p><u>Qu:</u> The situation on hot lunches isn't quite clear. Some parents are suggesting there will still be a reduced hot meal menu.</p> <p><u>Response:</u> Packed lunches only- until we can better assess a safe, efficient way of serving hot dinners (ie when we are back in school), we are serving packed lunches only. This will be kept under review- it would clearly be preferable to have the hot dinner as an option.</p> <p>Handwashing critical</p> <p>Pupils help to clean space after eating</p> <p>Packed lunches delivered to classes in crates</p> <p>Lunches when</p> <p><i><u>Rationale,</u> given concerns re wellbeing when pre-summer risk assess reviewed:-</i></p> <p><i>Who goes first depends on knock on from playtimes above</i></p> <p><i>No more than 3 sittings -otherwise too great impact on cost and curric time</i></p> <p><i>To accommodate 3 sittings of reasonable length to better sustain wellbeing, start earlier and finish later.</i></p> <p><i>1 member of staff (teacher or TA) to stay with class in classroom while they eat, then escort out to play</i></p> <p><i>one planning team's children to play before they eat</i></p> <p>Yr 3/4 - play 11.45- 12.20 eat 12.20- 12.35</p> <p>Yr R/1/2 - eat 12.00 play 12.25- 1.00 (separate area for yr 2 to play)</p> <p>Yr 5/6- eat at 12.50 play 1.10- 1.45</p>				
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All dinner staff to carry First Aid resources with them to provide for First Aid outside when safe to do so

Initially class groups will be kept separate from each other during these playtimes

Qu: What is the rationale behind shorter play times? If at all possible I feel these need to be as normal. The risk when mixing outside is even lower than it is indoors, and I feel it is the lack of this free play element that children have most suffered from during lockdown. It's vitally important that children have time to play outdoors together.

Response: Working out lunchtime play meant finding a fine balance between:- providing pupils with enough time to play; ensuring pupils continue to play in bubbles (playtime bubbles will potentially grow into larger bubbles but whole school or whole KS play together would be contrary to present wisdom); providing staff with enough time for a break; staff supervision within the school's budgetary constraints and providing staff and pupils with meaningful sessions of curriculum time.

The pupils are our first consideration. We have ensured here they have a meaningful time to play in their bubbles and we have also ensured the curriculum (see 'wellbeing' below) takes us outdoors.

Food at lunch and breakb

Children need to bring a healthy snack - this should be fruit / veg only.

Please remember we are a nut free school.

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 outdoor 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 to us to maintain the social distancing guidelines. All rubbish from home packed lunches will be sent home.

Activities at lunch and break

Social distancing encouraged during play breaks including class bubbles not mixing.

Bubbles not mixing subject to review. For sake of social and emotional welfare, bubbles may be allowed to grow into year group bubbles if it is deemed safe to do so. Part of the review process for this will -include teachers/ pupils working together to create/ organise games that lend themselves to social distancing both in and between bubbles. Possibly then relaxing of no mixing on days where activities organised.

Activities must ensure multiple bubbles do not use outdoor equipment / resources simultaneously.

Hand sanitiser to be widely available during play and use of encouraged regularly especially where touching of surfaces.

ASSEMBLIES

Collective worship with more than one group to be avoided.

To be considered: Collective worship by zoom, by socially distanced visitor, by parent and church volunteers, by pupils themselves, use of video

Once the term is up and running, we will consider the safest and most effective ways of conducting assemblies.

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. **If no group on nearer pitch, then route across pitch acceptable**

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.

		<p>One route along path from Sapphire, Turquoise, Sky across middle playground and up to right of pond to zones 8,9,10</p> <p>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.</p> <p>All classes to be entered/ exited by external doors. Any movement through the building to be kept to absolute minimum.</p> <p>TOILETTING</p> <ul style="list-style-type: none"> • When operating outdoors, staff to encourage pupils to go to toilet before going to outdoor learning zones • Staff will look to limit the number of pupils who use the toilet facilities at one time. • Pupils to have access to toilets at all times during the day to prevent queues developing at social times. • Only 2 pupils in the KS2 toilets at any one time. <p><u>MUSIC</u></p> <ul style="list-style-type: none"> • We are aiming to allow our peripatetic teachers to teach their music lessons in the music room next term. The room is spacious and teacher and pupil can easily socially distance in the space. • The class teachers will send the pupils to the music room rather than them being collected. • It is possible that for those instruments where greater proximity is required, for example the piano, teachers may wear a mask. • Also for instruments and equipment that are shared, these will of course be kept to a minimum and cleaned thoroughly between lessons. • Pupils will be expected to wash their hands thoroughly before and after lessons. • They will need to remember their own books, including notebook, that they write in with their own pencil. <p>LETTERS AND SOUNDS</p> <p>This will need to happen in class and not in L+S groups? Note above</p>				
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PE AND SPORT

Pupils kept in same consistent bubbles where possible during PE and sport. Where not distance between pupils from mixed bubbles will be maximised.

Use of sports equipment carefully staggered to avoid cross contamination or thoroughly cleaned between each use.

Hand sanitiser / hand wash before and after (and if necessary during) activities. this should be taken out to the sports field.

Contact sports avoided until guidance changes.

Outdoor sports should be prioritised where possible.

Large indoor spaces used where it is not.

When indoors, focus on dance and fitness-- no use of equipment for first term

Swimming pools are not used until guidance changes.

Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.

EDUCATIONAL VISITS

From the Autumn term, non-overnight educational visits only.

Risk assessments of visits and journeys to be undertaken by visit leaders.

Pupils grouped together on transport in the same bubbles that are adopted within school where possible.

Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used).

Use of hand sanitiser upon boarding and/or disembarking

Cleaning of vehicles between each journey.

Adults on bus to wear protective masks.

<p>SOCIAL DISTANCING</p>		<p>THE EXPECTATION</p> <p>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.</p> <p>Ideally adults should maintain 2 metres distance from each other and pupils. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>For younger children who cannot distance, then keeping the bubble to a class size is recommended by the DFE. The adult teaching Reception and Early Years children do not need to socially distance from the children, safe distancing is advised.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.</p> <p>CLASSROOMS</p> <p>Classroom furniture will be rearranged to ensure some kind of social distancing – desks/ places on desks to be spaced as far apart as possible</p> <p>Turn taking carefully structured/ expected around sinks and toilets</p> <p>SEN</p> <p>It will not be possible when working with pupils who have complex needs or who need close contact care to maintain social distancing. These pupils’ educational and care support should be provided as normal with protective measures. Individual Risk Assessment for these pupils.</p> <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>				
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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.

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.

STAFF

Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.

Members of staff will stay with their group/ in their zone.

Staff will be relieved by support staff for breaks where necessary

Staff numbers in staffroom kept to a minimum. 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

Staff break space

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.

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. All office workstations to be cleaned daily. Anti bac 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.				
ILL HEALTH IN SCHOOL/NURSERY	H	<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. 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. 		All staff	Wed 2nd Sept	H (numbers/ young)

		<ul style="list-style-type: none"> 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. <p>Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Inform staff members and parents/ carers that they will need to be ready and willing to</p> <ul style="list-style-type: none"> book a test if they are displaying symptoms; inform the school immediately of the results of a test; provide details of anyone they have been in close contact with; self-isolate if necessary. <p>Refer to the PHE SW team if concerned. - 0300 303 8162 . If not urgent you can email swhpt@phe.gov.uk</p>				
<p>SPREAD OF INFECTION</p>	<p>H</p>	<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. Suspected case of COVID-19 - Child/Staff member to be sent home and told to self-isolate for at least 10 days. They should be tested using the normal routes as set out previously. Other members of the household should isolate for 14 days as per previous guidance. 		<p>All staff</p>	<p>Wed 2nd Sept</p>	<p>H (numbers/ young)</p>

		<ul style="list-style-type: none"> • 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. 				
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. • 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. 		SLT	Wed 2nd Sept	M (site complexity)
FUN / BREAKFAST CLUB		<p>BREAKFAST CLUB AND FUN CLUB</p> <p>Breakfast Club and Fun Club will follow all school protocols contained in rest of this risk assessment.</p> <p>Breakfast and Fun clubs to keep to the bubbles used during the school day as far as is possible.</p> <p>To avoid mixing during breakfast and after-school clubs, a carousel system to be operated with children from different bubbles rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups.</p> <p>Food will be available at Breakfast Club but choice limited. <u>No food provided at Fun Club-</u> instead pupils to bring their own packed tea.</p> <p>As with school activities during the day in any activity run, no contact sports/game should take place.</p>				

	<p>Pupils to be booked into this provision, so that it is planned and not ad hoc. This will also enable clear records for test and trace purposes should it be needed.</p> <p>Proposal: Friday afternoon Fun Club</p> <p>Fun Club on a Friday afternoon to have access to classrooms until 3.15 to allow for safe distancing between larger number of pupils - again operating in their bubbles. Thereafter classrooms receiving a deep clean.</p> <p>Mr Tovey will be working with Fun club on a Friday afternoon to provide sports and outdoor activities.</p> <p>Capacity for Friday afternoon will be significantly higher than after school Fun club. The club will be able to cater for all who need it. However again pupils to be booked into this provision, so that it is planned and not ad hoc.</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. 		<p>All staff</p>	<p>Wed 2nd Sept</p>	<p>M</p>

		<ul style="list-style-type: none"> • 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. 				
WELLBEING OF STAKEHOLDERS		<ul style="list-style-type: none"> • Pupil wellbeing is being taken very seriously. All staff have received training in possible trauma. Initially the whole school will be working together to explore feelings and experiences and questions, using one book 'The Journey' as their stimulus. The focus will be on feelings, oral learning and creative self expression. • Each class has its one outdoor learning zone and as with the end of the summer term, we will aim to take a lot of the learning outdoors. • Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. 				
EMERGENCIES	M	<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. 		All staff	Wed 2nd Sept	M

	<ul style="list-style-type: none"> 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>SAFEGUARDING</p>	<p>The importance of safeguarding remains the highest priority for all staff with the Trust.</p> <p>KCSIE will be updated over the summer and the Trust policy for Safeguarding and Child Protection will be updated accordingly. The appendix for safeguarding during COVID will also be updated and all schools will continue to be expected to follow this guidance. There will be a trust update session in September.</p> <p>Schools should ensure that they have fully communicated to all staff on return to school in September the latest changes and amendment to the policy .</p> <p>All staff should read section 1 of KCSIE and should sign to say that they have completed this task. Because of Covid, you may wish to have an electronic registration of staff's commitment that they have undertaken this task.</p> <p>With additional children returning to school following an extended period out of school, leaders should where at all possible, plan for DSL's and their deputies to have some additional leadership time available to deal with the expected increased referrals that will be needed.</p> <p>Until the 1st September the current guidance remains in place.</p> <p>Ensure that all staff and children are reminded early on in the autumn term about the necessity to keep safe on line - for children steps and precautions that should be in place to protect and what to do if they come across something they are not expecting. For staff reminder of expectations about</p>				

	<p>how to stay safe when online, especially when communicating with pupils. Please ensure that all guidance about keeping safe online is referred to. Staff must also be reminded of the trust expectations of behaviour online, through the Trust code of conduct . Children and staff must all sign acceptable user agreements - have you updated yours in light of Covid ?</p> <p>School leaders might also like to refer to the National Cyber Security questions for governors to ensure that all safeguards have been fully considered</p>				
<p>ATTENDANCE</p>	<p>The government expects schools to:</p> <ul style="list-style-type: none"> - promote good attendance and reduce absenteeism - ensure that every pupil has access to full time education to which they are entitled - act early to address absence. <p>Parents are to:</p> <ul style="list-style-type: none"> - perform their legal duties by ensuring their child attends school, if of compulsory school age. <p>Full time is described for most situations as 25 hours per week primary pupils. Over the course of the academic year schools must open for at least 380 sessions (190 days) during a school year.</p> <p>From September 2020, the DfE expects leaders to reintroduce a full-time entitlement to all pupils in school. Trust expectations that the appendix to attendance policy will be on every school's website.</p> <p>DFE guidance ¹ states:</p> <p>School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply:</p> <ul style="list-style-type: none"> ● parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; ● schools' responsibilities to record attendance and follow up absence 				

	<ul style="list-style-type: none"> the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools are expected to immediately offer them access to remote education. Schools should monitor engagement with this activity.</p> <p>Where a pupil is unable to attend school because parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>All other pupils must attend school. Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.</p> <p>Schools are asked to work with families to secure regular school attendance from the start of the school year as this will be essential to help pupils catch up on missed education, make progress and promote their wellbeing and wider development.</p> <p>To consider:</p> <ul style="list-style-type: none"> outline in your risk assessment the safety measures you will put in place to ensure pupils have access to a full time offer of the expected number of sessions. communicate a clear rationale that is agreed with parents if there are valid reasons why individual pupils will not receive their entitlement and when this will be achieved. Ensure that all staff know and understand the systems and protocols that will be put in place to chase up any child missing education and know to follow up swiftly any child not attending. communicate clear and consistent expectations to parents/carers around school attendance (and to any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year. identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them to begin in September. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic. 				
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<p>ONGOING REVIEW</p>		<ul style="list-style-type: none"> ● Consultation with employees and trades union Safety Reps on risk assessments. ● Risk assessment published on school intranet and website. ● Nominated employees tasked to monitoring protection measures. ● Members of staff are on duty at breaks to ensure compliance with rules. ● Staff encouraged to report any non compliance. ● The effectiveness of prevention measures will be monitored by school leaders. ● This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidan 				