

Risk Assessment and Action Plan COVID-19 Full Opening from March 2021

SCHOOL NAME: Millbrook CofE Primary School

DATE: 29th February 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to plan for the return to onsite education from March 8th and ensure the school continues to operate in a safe way following full opening.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy Amendment (Jan 21) – to cover lockdown & Full Child Protection Policy September 2020
- DFE Guidance relating to COVID19
- 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'

Risk Assessment for Full Re-opening: March 8th 2021

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.			<i>Complete and shared with all staff, stakeholders and posted on school website.</i>		

Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Clear signage in place to remind adults and children not to enter the site should they be displaying any Coronavirus symptoms.

Reiterate this to Parents through the full reopening parent handbook. Replace signage on the 5th March. Old signage taken down, replaced with new quality signage using Government HFS campaign

Signage in place to remind children and adults when entering the building, and different areas of the building.

Carry out a reminder assembly (online) about the importance of quality and frequent hand washing at school.

Catch it, Bin it, Kill it signage in place in classrooms, toilet areas and outside. Incorporate into the first day back online assembly. Inform parents to remind about not to send children to school with any symptoms.

Carry out a reminder assembly (online) about the importance of 'Catching it, killing it and binning it'.

Staff will be reminded, through staff meetings, staff handbook and staff room posters to:

Not attend school if they are displaying any symptoms/ and/ or go home immediately and...

Book a test immediately should they display any symptoms.

Provide details of anyone they have been in close contact with if they test positive or are asked to by NHS Test and Trace.

Self isolate if they have been in close contact with anyone who has tested positive for Coronavirus.

Should a member of staff test negative, they may still have a virus and should not attend school until feeling well again and symptoms have gone.

Parents will be reminded, through the parent handbook, , letters and posters to:

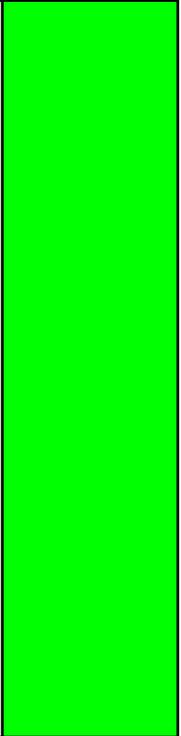
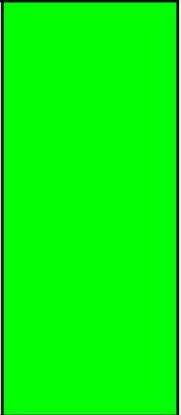
Not attend school if they are displaying any symptoms/ and/ or go home immediately and...

Book a test immediately should they display any symptoms. Children can be tested even if under the age of 5.

Parents should help children under 11 years of age to administer a home testing kit.

Self isolate if they have been in close contact with anyone who has tested positive for Coronavirus.

<i>Should their child test negative, they may still have a virus and should not attend school until feeling well again and symptoms have gone.</i>						
Site Arrangements	Office spaces re-designed to allow office-based staff to work safely.		M	<i>Screens are in place to protect administrators. Windows open for ventilation. Signage on the door not permitting entry. The school office is closed to parents.</i>		L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at some points around the school site due to building design. Social distancing unlikely to be maintained.</i>	M	<i>Social distancing reminder signs in place. One way system in place to enter and exit the school. Signage in place. Parents asked to wear masks whilst on the school site.</i>		L
	Consideration given to premises lettings and approach in place.		M	<i>No lettings for the remainder of the school year.</i>		L
	Consideration given to the arrangements for any deliveries.			<i>Delivery drivers will be asked to leave deliveries at the front entrance and not enter school. Essential visitors such as legionella, fire alarm etc... tests will be asked to complete a track and trace form and wear a mask; maintaining social distancing.</i>		

<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of an emergency the priority is getting out of the building calmly regardless of social distancing, however, bubbles should remain when possible.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</i></p>	<p>M</p>	<p><i>Revised evacuation procedure and share with all staff and children.</i></p> <p><i>JI will complete Fire drill during the first week and will update risk assessment based on observation of drill.</i></p> <p><i>Fire alarm system and emergency lights have been tested and are fully operational.</i></p> <p><i>Legionella checks are up to date and all taps and other have been flushed through before full reopening.</i></p>	<p>L</p>	
	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u>.</p>			<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and hand wash are to be checked and replaced as needed by class teaching assistants and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	<p>Cleaning staff capacity is adequate to enable an enhanced cleaning regime.</p>			<p><i>Cleaning record sheet in place in each room.</i></p>		

Cleaning and waste disposal

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>		M	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>		L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<p><i>Daily cleaning regime is undertaken in morning and /or afternoon.</i></p>		L
	<p>Waste disposal process in place for potentially contaminated waste, including testing waste.</p>			<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. Use of waste bins. Specific collection.</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> <p><i>Hazardous waste collection organised.</i></p>		
	<p>Process in place for safe removal and/or disposal of face masks.</p>			<p><i>Hazardous waste bins.</i></p> <p><i>Children are not permitted to wear masks.</i></p>		
PPE & Intimate Care		<p><i>Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</i></p>				

		<p><i>Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:</i></p> <ul style="list-style-type: none"> • <i>a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained</i> • <i>performing aerosol generating procedures (AGPs) LINK</i> <p><i>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</i></p>				
<p>Classrooms</p>	<p>Classrooms allow as much space between individuals as practical.</p>	<p><i>Some classrooms do not allow for this.</i></p>		<p><i>Desks are forward facing in classes Year 1 + and spaced out as much as possible.</i></p>		
	<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>		<p><i>All parents and children enter either via the St John's Close entrance or Blindwell Hill entrance. Parents must wear face coverings.</i></p> <p><i>EYFS & KS1 children are asked to arrive at school at 8.45am.</i></p> <p><i>EYFS children should enter through the gate onto the decking directly into the EYFS classroom. Parents continue to immediately exit the site, maintaining social distancing</i></p> <p><i>KS1 children should enter via the main reception door. Parents continue to immediately exit the site, maintaining social distancing</i></p> <p><i>KS2 children are asked to arrive at school at 9.00am.</i></p> <p><i>Year 3 & 4 children will enter the school via the stairwell entrance door to the right of the building. Parents continue to immediately exit the site, maintaining social distancing</i></p> <p><i>Year 5 & 6 children enter via the external fire escape to the left of the building directly into the Y5/6 classroom. Parents</i></p>			

			<p><i>continue to immediately exit the site, maintaining social distancing</i></p> <p><i>Parents can drop multiple siblings at the time of the youngest child. Therefore, ALL teachers or a TA must be in their classrooms, ready to receive children from 8.45am.</i></p>		
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble where possible and cleaned between uses if sharing across bubbles.</p>	<p><i>Soft toys, cushions and beanbags in EYFS classroom not easily washable.</i></p>	L	<p><i>Chromebooks stored in a communal area and keys wiped with antibacterial wipes before sharing across bubbles.</i></p>	L
	<p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p>	<p><i>No COVID19 information posters currently in place. Limited reminders/awareness for children.</i></p>	M	<p><i>Remove soft furnishings from EYFS classroom .</i></p> <p><i><u>e-Bug posters displayed:</u></i></p> <ul style="list-style-type: none"> • <i><u>Horrid hands</u></i> • <i><u>Super sneezes</u></i> • <i><u>Hand hygiene</u></i> • <i><u>Respiratory hygiene</u></i> <p><i><u>Microbe mania</u></i></p>	L
	<p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>		L		L
	<p>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>				

	<p>Ventilation</p>	<p><i>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.</i></p> <p><i>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.</i></p> <p><i>If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</i></p>				
<p>Staffing</p>	<p>Staffing numbers required for full reopening have been determined including support staff such as midday and office/admin staff.</p>	<p><i>All staff expected to return to school to work full hours.</i></p> <p><i>Staff ARE permitted to move between bubbles.</i></p> <p><i>Staff may be asked to work in different classes/ bubbles as determined by the EHT.</i></p>				
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p><i>Staff to telephone the EHT as early as possible on the day of absence. This will allow for cover to be arranged if required; possibly from another school. Staff absence recording is submitted to HR once monthly.</i></p>				
	<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p><i>None aware of.</i></p>	<p><i>H</i></p>			<p><i>L</i></p>

	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>				
	<p>Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).</p>			<p><i>Usual dress code is in place for all staff.</i></p>	
	<p>Approaches for meetings and staff training in place.</p>		<p><i>All meetings should continue to take place virtually, including staff meetings, SEND meetings and meetings with parents.</i></p> <p><i>If a meeting with a parent is essential, this should take place on the school playground. If this is not possible, this should take place in school, after all children have left with appropriate social distancing and a face covering worn.</i></p> <p><i>Tours for prospective parents can take place after school hours, to include hand washing, face coverings and social distancing.</i></p>		
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>		<p><i>A full Remote learning contingency, including live meets will be offered for a class or bubble if the WHOLE bubble closes.</i></p> <p><i>If an individual is off for a short period of time to self-isolate, remote learning should be provided but live meets not appropriate.</i></p> <p><i>If a child is expected to be off for a prolonged period of time, remote learning should be offered along with a minimum of</i></p>		

			<i>1 or 2 meets. TA's may need to support provision of remote learning if the teacher is teaching the whole class.</i>	
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>		<p><i>If staffing levels drop significantly in one school, staff may be asked to provide cover in an additional school.</i></p> <p><i>Staff may be required to work in different age groups than necessary as determined by the EHT.</i></p>	
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		<p><i>Staff are aware of available support and advice for schools and pupils available from PSHE lead, and online resources including the Educational Psychology service. PSHE is taught discreetly.</i></p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements.</i></p>	
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>		<p><i>Staff continue to self-test twice weekly on Sunday and Wednesday. Results are recorded to NHS test and trace.</i></p> <p><i>2 inconclusive tests result in a PCR test.</i></p> <p><i>A positive LFT test results in a PCR test.</i></p>	
	<p>The approach for inducting new starters has been reviewed and updated in line with the current situation.</p>		<p><i>A Covid-Induction will take place for any new starters during this period as part of the Health and Safety induction session. 2 staff contracts have been extended and 1 has been made permanent.</i></p>	
	<p>Any staff contracts that need to be issued, extended or amended</p>			

	considering the current situation have been.					
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			<i>TA performance management has been completed. Teacher mid-year performance management is due.</i>		
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.			<i>Music lessons via Google Meet. Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i>		
Group Sizes	<p>All bubbles have been determined in accordance with the principle of limiting social interaction and consistent groups of children, that can remain separate from other people and groups.</p> <p>All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is consistent.</p>	<p><i>2 bubbles (2 classes per bubble) are in place. The reasons are outlined below. This increases the risk as more children may need to move to remote learning in the event of a positive case.</i></p> <ul style="list-style-type: none"> - <i>Read Write Inc and catch up programme.</i> - <i>Broad and balanced</i> 	<i>M</i>	<p><i>Bubble set at the size of two classes. This increases the risk as more children may need to move to remote learning in the event of a positive case.</i></p>	<i>M</i>	

		<p><i>curriculum including sports and extra curricular activities.</i></p> <ul style="list-style-type: none"> - <i>Bubble assemblies.</i> - <i>Supervision at break and lunch times.</i> 				
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible			<p><i>Staff allocated to specific classes however, may need to move between bubbles to provide cover, catch up, interventions, SEND support or to contribute to the delivery of a broad and balanced curriculum.</i></p>		
	Identified solutions to any workforce capacity issues are in place.			<p><i>No non-attenders identified as this time.</i></p>		
	School is especially sensitive to the needs and worries of BAME members of staff, BAME parents and BAME pupils.”					
Equipment		<p><i>For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items.</i></p> <p><i>Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</i></p>				

		<p><i>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</i></p> <ul style="list-style-type: none"> • <i>clean it before it is moved between bubbles</i> • <i>allow them to be left unused for a period of 48 hours (72 hours for plastics)</i> <p><i>Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out-of-school settings providers.</i></p> <p><i>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</i></p> <ul style="list-style-type: none"> • <i>lunch boxes</i> • <i>hats and coats</i> • <i>books</i> • <i>stationery</i> <p><i>Bags are allowed.</i></p>	
<p>Social Distancing</p>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 	<p><u>EYFS & KS1</u> - Arrive 8.45am Leave 3.00pm Break 1- 10am Break 2- 11.10am</p> <p>Lunchtime <i>EYFS Eat 12.15 then exit onto zoned playground</i> <i>Y1/2 Eat 12.15 then exit onto zoned playground</i> Lunch break ENDS at 1.00pm</p> <hr style="border-top: 1px dashed black;"/> <p><u>KS2</u> - Arrive 9.00am Leave 3.15pm Break 1 - 10.10am Break 2 - 11.20am</p> <p>Lunchtime</p>	

		<p><i>Y3/4 Eat 12.30pm (Y5/6 go to play) theme exit onto zoned playground. 12.45pm Y5/6 eat Lunch break ENDS at 1.15pm</i></p>				
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>			<p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Conversations with parents</i></p> <p><i>Risks assessments and individualised approach in place for children or parents who might struggle to follow expectations.</i></p> <p><i>Parents asked to wear a face covering on the school site to minimise the risk if social distancing is not possible always.</i></p>		
	<p>Approach to assemblies – plan in place to manage social distancing.</p>	<p><i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i></p>		<p><i>Assemblies are within bubbles. As we are having 2 classes per bubble- key stage assemblies can take place in the hall.</i></p> <p><i>Whole school assemblies must take place outdoors or via Google Meet.</i></p>		
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>			<p><i>Parent information guide shared with parents on Tuesday 2nd March 2021.</i></p>		

	Arrangements in place for the use of the playground, including equipment.		<p><i>Equipment split into 2 for use between separate bubbles. Outdoor climbing equipment allocated to 3 days for KS2 and 2 days for EY/KS1.</i></p> <p><i>RB- zoned areas</i></p>			
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		N/A			
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.					
Catering	Arrangements in place to provide food to children on site, including the requirement of universal free school meals.	<i>The school kitchen will be reopened to provide hot and/or cold meals for children.</i>				L
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.	<i>All children in receipt of free school meals and universal free school meals will continue to receive all meals required.</i>				
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	See above (social distancing)				
	Arrangements for food deliveries in place					

		<i>All food deliveries will be delivered to the kitchen via the rear external kitchen door. Food delivery drivers do not need to enter the main school site.</i>		
PPE	PPE requirements understood and appropriate supplies in place.	<p><i>PPE stocks have been checked and orders placed as necessary. PPE is located in the school isolation space.</i></p> <p><i>Isolation Room - Room next to Head's office.</i></p> <p><i>This includes: face masks; gloves; hand sanitiser; disposable gowns and eye coverings.</i></p>		
	Approach to face coverings.	<p><i>Parents will be asked to wear face covering on the school site. This will be communicated in the parent information guide and via signage at entrances and around the school site.</i></p> <p><i>Staff will be asked to wear face covering when in spaces around the school that do not allow for social distancing from other adults. For example corridors and the staff room.</i></p> <p><i>Children are not required to wear face coverings.</i></p>		

<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> ● Which staff member/s should be informed/ take action ● Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated ● Cleaning procedure in place ● Arrangements for informing parent community in place 	<p><i>The DfE states that schools ‘Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19)’.</i></p> <p><i>After informing the CEO and Chair of Governors, the EHT will immediately contact the local health protection team should an outbreak occur. The school will liaise with the Public Health Protection Team and put in place any measures required from them in their rapid risk assessment.</i></p> <p><i>After a positive result and on advice from the Public Health Team, the EHT will send home:</i></p> <ul style="list-style-type: none"> - <i>Any direct close contacts- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i> - <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i> - <i>travelling in a small vehicle, like a car, with an infected person</i> 	<ul style="list-style-type: none"> - <i>Display contact details for the PHPT.</i> - <i>Advise parents of procedures for managing a positive result through the parent handbook.</i> - <i>Advise staff of the procedures for managing a positive result through the staff handbook.</i> - <i>Ensure timely communication with the CEO and Chair of the LGB should a child or staff member test positive for Coronavirus.</i>
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		<p><i>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</i></p> <ul style="list-style-type: none"> <i>• must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</i> <i>• advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</i> <i>• advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</i> <p><i>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test.</i></p> <p><i>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</i></p> <p><i>If a pupil is awaiting collection:</i></p> <ul style="list-style-type: none"> <i>• they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required</i> <i>• a window should be opened for fresh air ventilation if it is safe to do so</i> <i>• if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</i> <i>• if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else</i> <i>• personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained</i> 	
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		<p><i>(such as for a very young child or a child with complex needs)</i></p> <p><i>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</i></p> <ul style="list-style-type: none"> <i>• the symptomatic person subsequently tests positive</i> <i>• they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</i> <i>• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)</i> <i>• they have tested positive from an LFD test as part of a community or worker programme</i> 				
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<p><i>All Level 3 DSL training records have been checked to confirm that these members of staff's training is still in date. Additional Level 2 safeguarding training has been undertaken remotely by all teaching assistants and staff due for renewal across the Trust.</i></p> <p><i>A perimeter walk of the site has been carried out and will be carried out during the week leading up to the reopening. This is to check that the site is secure for the return of all children.</i></p> <p><i>All safeguarding concerns are now stored electronically and a clear chronology is available online. Updated contact details for key agencies such as the MARU and LADO have been shared with all staff. Safeguarding is an agenda item to reiterate policies and procedures at briefing week prior to full reopening.</i></p>				
	Updated Child Protection Policy in place (Feb 2021).	<p><i>Adopted the most recent Child Protection Policy.</i></p> <p><i>Policy appendix available for use in bubble closure and remote learning situations.</i></p>				
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable children and families to complete risk assessments and planning.					

	<p>Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.</p>		<p><i>Review individual consistent management plans to ensure they include protective measures.</i></p>	
<p>Curriculum / learning environment</p>	<p>Current learning plans, revised expectations and required adjustments have been considered.</p> <p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> ● PE – including activity in the <u>DFE guidance</u> ● Practical science lessons ● DT/ FT 		<p><i>The curriculum plans from March 8th 2021 include all subjects with a broad and balanced offer in place. Knowledge rich subjects will be taught appropriately as well as an emphasis on rapid acceleration of children’s learning to close any gaps.</i></p> <p><i>The EHT to monitor curriculum plans from 8th March to ensure a broad curriculum is in place for the remainder of the Spring and Summer term. CT’s to share class timetables with EHT and Phase Leaders.</i></p> <p><i>Class teacher ongoing assessments and summative assessment before Easter, intervention tracking and pupil progress meetings at the beginning of the Summer Term will identify specific pupils requiring rapid catch up support.</i></p> <p><i>PSHE activities e.g. those linked to ‘Picture News’ will aim to address the COVID-19 issues.</i></p> <p><i>Weekly PSHE and PE lessons will support pupils with physical and mental well being.</i></p> <p>https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</p> <p><i>The Wellbeing for Education Return Programme (Link above)</i></p>	
			<p><i>Pupils will be taught PE within their class bubble groups.</i></p>	

		<p><i>Wherever possible PE will be in outside areas not indoors in the hall.</i></p> <p><i>Sports equipment will be thoroughly cleaned by bubble staff or the sports coach with appropriate disinfectant etc before being returned to the PE shed or passed on to another bubble to use.</i></p> <p><i>A sports coach will operate between bubbles. The coach will maintain 2m social distance and follow strict hand washing and respiratory hygiene requirements.</i></p> <p><i>Contact sports will be avoided.</i></p> <p><i>Extra curricular clubs may occur for small groups of children from one bubble. Clubs will not run with children from more than one bubble present.</i></p>	
	<p>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p>		
	<p>Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.</p>		
	<p>Music Curriculum</p>	<p><i>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</i></p> <p><i>If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limit the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation.</i></p> <p><i>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance</i></p>	

		<p><i>is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Pupils should use seating where practical to help maintain social distancing.</i></p> <p><i>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</i></p> <p><i>Individual lessons in music, dance and drama can continue in schools. In individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.</i></p>	
<p>CYP with SEND</p>	<p>Approach to provision of the elements of the EHCP including health/therapies in place.</p>		<p><i>The SENDO is a member of staff who works across 3 schools. Guidance pertaining to the reopening has been shared with this member of staff which explains that travelling between settings is permitted, as long as protective measures are in place. A strict timetable to attendance will be implemented to ensure that an accurate log of who this member of staff has come into contact with will be put in place. This will necessitate the appropriate actions that need to be put in place should she, or someone in close proximity to her, test positive for Coronavirus.</i></p> <p><i>Implement a strict timetable of attendance will be implemented to ensure that an accurate log of who this member of staff has come into contact with will be put in place.</i></p> <p><i>Family Workers have been visiting ch in school and one case socially distanced meeting in the school playground. Ongoing family worker support will be facilitated for September.</i></p> <p><i>Some pupils with SEND (whether with EHC plans or on SEN support) will need specific help and preparation for the changes to routine that these measures will involve. Staff should plan to meet these needs, for example using social stories.</i></p> <p><i>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between</i></p>

			<i>settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role.</i>	
	Annual reviews.		<i>Annual reviews and SEND meetings will continue to take place remotely.</i>	
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		<i>In the Parent Handbook, parents will be informed that school attendance is compulsory. School protective measures will be carefully outlined to reassure parents. Regular social media posts and emails throughout the week leading up to reopening will help parents to prepare for the return to school. This will include a welcome back video.</i> <i>The DfE 'importance' of school statement will be used in the parent handbook. 'Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn'</i>	
	Approach to support for parents where rates of persistent absence were high before closure.		<i>Class teachers will meet to identify pupils or families that may feel anxious about the return to school. Parents will be invited to Google Meets with the class teacher to discuss their concerns and to alleviate any worries. Vulnerable children are already in school and their attendance and wellbeing is closely monitored.</i>	
Communication	Information shared with staff around the full reopening plan, including amendments to usual working patterns/practices and groups.		<i>A reopening guide for parents as well as a reopening video will be provided to include:</i> <i>Communications with parents on the:</i>	

				<ul style="list-style-type: none"> ● <i>Social distancing plan</i> ● <i>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</i> ● <i>Attendance</i> ● <i>Uniform</i> ● <i>Transport</i> ● <i>Behaviour</i> ● <i>Test and trace</i> ● <i>Staggered start and end times</i> ● <i>Expectations when in school</i> ● <i>Contingency plans</i> ● <i>Changes to timetable</i> ● <i>Social distancing arrangements</i> ● <i>Staggered start times</i> ● <i>Expectations when in school and at home</i> ● <i>Travelling to and from school safely</i> 		
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i>		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.					
	Governors have view of full reopening plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.			<i>Initial meeting with Governors to share risk assessments and parent opening guides (via the Chair).</i> <i>Governor monitoring visits specific to safeguarding, health and safety and</i>		

				<i>remote education take place remotely.</i>		
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			<i>All educational visits are postponed at this time. This will be reviewed and risk assessment updated.</i>		
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance			<p><i>Breakfast and after school club provision is open for all children.</i></p> <p><i>From March 2021, in line with DfE guidance, Breakfast and After School club provision will be open for all pupils. The provision will take place in one location and children will not be permitted to move around the school due to ongoing cleaning and group measures. Upon arrival to the club, children will be instructed to wash their hands. Parents will have a separate drop off and pick up point for the provision, following the school school one way system.</i></p> <p><i>Children will be kept apart as much as possible and will not engage in face to face games. Food will be prepared by one member of staff who has a certificate in food hygiene and safety. The member of staff will wear gloves when preparing food.</i></p> <p><i>Parents will be advised that school bubbles will not be maintained in the after school and breakfast club provision. However, other protective measures such as hand washing, individual or small, non face to face activities, regular cleaning, safe food preparation and single site activities will be in place.</i></p>		

Testing	Test kits are securely stored and distributed to staff.		<p><i>Schools following government recommended control measures set out in the school's protective measures risk assessment.</i></p> <p><i>Testing of staff will take place twice a week (Wednesday and Sunday evening) and staff will take these tests at home.</i></p> <p><i>These tests are to be taken 3-4 days apart.</i></p> <p><i>Tests to be taken before staff come into work.</i></p> <p><i>Staff results to be recorded on a staff google form and recorded by the person online to the NHS. This will support identifying staff with positive results for contact tracing and managing stock and distribution.</i></p> <p><i>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</i></p> <p><i>Information booklet given to staff including:</i></p> <ul style="list-style-type: none"> - what rapid testing is, about using the how to guide and the video content available - the requirement for them to report their test results. - the process and who to contact if they have an incident while testing at home. <p><i>Procedures shared in online staff meeting and video link to how to take a test, sent by email to all staff</i></p> <p><i>Covid Co-ordinator and Registration Assistants are the SLT on duty in school (Jake Imrie/ Ruth Belton)</i></p> <p><i>Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will collect their first set of tests and instructions on Wednesday 27th January from the Head's office.</i></p> <p><i>Tests to be kept securely in the locked stationery cupboard to prevent unauthorized access whilst awaiting collection. The key to this cupboard is securely held in the key lock safe</i></p>	
	Staff are aware of how to safely take and process the test.			
	Shared the following :			
	<ul style="list-style-type: none"> ● NHS instruction leaflet ● Training video and online resources on the document sharing platform ● Contact details if queries ● Process for reporting incidents 			
	Staff are aware of how to report their test results to school and to NHS Test and Trace.			
Staff are aware of how to report any incidents both clinical and non clinical.				
Process in place to monitor and replenish test supplies				

		<p><i>Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. - Staff will be given tests to keep at home due to the boiler being unreliable. This way, tests will be kept above freezing. The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.</i></p> <p><i>Enough space for social distancing will be allowed when giving out tests.</i></p> <p><i>There are forms to sign that have been pre-populated with test kit numbers. Those collecting their kit should:</i></p> <ul style="list-style-type: none"> - <i>wear appropriate face covering at all times</i> - <i>hand sanitise before collecting and signing</i> <p><i>maintain 2m from staff coming to collect their test</i></p> <p><i>Void, double void and positive results are communicated to the school once the test is completed.</i></p> <p><i>A negative test is assumed by 9am on Monday and Thursday Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</i></p> <p><i>Covid Co-ordinator will check by 7 pm each evening and remind staff as necessary.</i></p> <p><i>Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.</i></p> <p><i>Staff are able to ask key questions about the testing using the anonymous Google Forms form</i></p> <p><i>Covid co-ordinators to check for a response from all staff (including central office)</i></p>	
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