

IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

**Suspected or confirmed cases of COVID-19** must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. **You should also email Kevin Butlin Director of Education for Plymouth CAST to ensure that the Central Services team also know promptly.**

	<b>Establishment/Department: Christ the King Catholic Primary School</b>	<b>Establishment Risk Assessment</b>	<b>RA100 V2</b>
	<b>Address: Durdells Avenue, Kinson, Bournemouth, BH11 9EH</b>		
<b>Person(s)/Group at Risk</b> <b>Staff, Pupils, Visitors and Contractors</b>		Date assessment completed: 13.7.20 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
<p> <b>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Covid-19 Implementing protective measures in education and childcare settings (15 May 2020) and updated following the publication of Guidance for Full Opening (2 July 2020) and Managing School Premises during the Covid-19 outbreak (7 July)</b> As part of planning for full return in the autumn term, it is a <b>legal requirement</b> that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.         </p> <p> <b>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside CAST guidance document Phased Opening of Schools and the latest government guidance: <a href="#">Guidance for Full Opening</a></b>  <b>General guidance on completing risk assessments is available at arrangements note HS47.</b>  <b>Updates:</b> </p>		<b>Assessor(s):</b>  Clare Tickel	

<b>When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</b>	
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<b>Version Control: RA 100 Version 2.1</b>		
<b>Update – 15/7/20, page 6. Premises related matters - Management of waste</b>		
<b>Update – 25/08/20, page 12,13,14. School Transport</b>		
<b>Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&amp;T Music Dance and Drama – link to new guidance and guidance for performing arts)</b>		
<b>Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff</b>		
<b>Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/ cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820</b>		
<b>Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.</b>		
<b>Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision</b>		
<b>Update – 02/09/20, page 6. Premises related matters - Hiring of premises</b>		
<b>Update – 15/09/20, page 16. Educational Visits - updated link.</b>		
<b>Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.</b>		
<b>Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama</b>		
<b>Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak</b>		
<b>Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff</b>		
<b>Update – 04/01/2021 page 3 – definition of close contact</b>		
<b>Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.</b>		
<b>Update – 04/01/2021 page 14 – Lateral Flow Testing (Secondary Schools)</b>		

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	Optional: School's comments re. mitigations put in place
1.Social distancing and reducing risk of transmission		
Definition of close contact	<p><b>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact'. The following definition of 'close contact':</b></p> <p><b><i>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>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></b></li> <li>• <b><i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i></b></li> <li>• <b><i>travelling in a small vehicle, like a car, with an infected person</i></b></li> </ul> <p><b>Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school.</b></p>	<p><b>All staff must complete their blue contacts books in line with the NHS definitions whilst on site.</b></p>
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Signage on pathways to ensure adults maintain 2m distance or 1m+with face mask (Gov. Guidance) <b>Hands, Face, Space signage on pathways. Single file and walk on the left signage – patrolled by SLT before and after school. Parents requested to wear a face covering at peak drop off / pick up times unless exempt. Admin team and SLT enforce the above.</b></p> <p>Stagger drop-off and collection times avoiding congestion; YR and UKS2 start 8.40am / KS1 start at 8.50am / LKS2 and pre-school start at 8.45am All classrooms have a designated entrance and exit door. SLT, PSW and site manager continue to monitor entrance and exits at start and end of day. This will be reviewed after 1 week – one-way system not in use. Letter to parents clearly communicates the system and staggered entry/exit times to parents. Parents are directed to ensure they arrive/ leave site at the designated times. Only one adult may attend site to pick up / drop off. Any late or deviation from the times will be followed up immediately by PSW/SLT. Staff sign in, sanitize hands and make their way to their designated areas. No free flow of staff around school will be allowed except at break times and where staff use designated break rooms and toilets. Pupils may only walk through school if they have a pink permission pass.</p>	<p><b>During Jan 21 lockdown all year group bubbles access their classroom via their classroom bubble doors – only late pupils or early pick-ups use the main school entrance. Both school entrances remain open to ensure fluid foot traffic on / off site.</b></p>

	<p>Active travel is encouraged (walk / scooter) and parents who drive are encouraged to park a distance from school to avoid congestion on Durdells Avenue. All communication to parents is repeated weekly in the first instance and will be reviewed following Gov guidance as to the wider opening of schools.</p> <p>Reference Section 20 &amp; 30 in School Opening Action Plan</p>	
<p>Parents gathering at school gate not social distancing</p>	<p>Parents' drop-off and pick-up protocols minimize adult to adult contact: It is clearly communicated to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment), which will be conducted safely. The protocol will include only one adult allowed to pick up / drop off children and where possible other siblings would be at home with another adult. <b>Older siblings at secondary school are not allowed on site.</b></p> <p>This will be monitored by staff outside to ensure parents follow the protocol: Site manager / PSW and SLT. This has been communicated to all parents and staff. Parents' drop-off and pick-up protocols minimize adult to adult contact: It is clearly communicated to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, in ASC room with separate entrance), which should be conducted safely. The protocol will include only one adult allowed to pick up / drop off children and where possible other siblings would be at home with another adult. <b>Parents who attend site with a +1 are spoken to.</b></p> <p>This will be monitored by staff outside to ensure parents follow the protocol: Site manager / PSW and SLT. This has been communicated to all parents and staff on 28.5.20 / 29.5.20. <b>Regular reminders – weekly. Visitors to site are limited to essential visits only during lockdown (5.11.20-4.12.20) – this includes virtual parent meetings and virtual tours for EYFS / new starters. This will continue during Tier 4.</b></p> <p>All communication to parents is repeated weekly in the first instance and will be reviewed following Gov guidance as to the wider opening of schools. <b>Weekly communication will continue throughout Tier 4/ 3.</b></p> <p>Should any large gatherings of parents occur then senior staff and site staff will politely request the group is dispersed.</p> <p>Reference Section 20 &amp; 30 in School Opening Action Plan</p>	<p>SSCT will support school upon request should parents not support this measure.</p> <p><b>During Jan 21 Lockdown DSL staff limit contact with parents face to face so parent flow on / off site is monitored from a distance.</b></p>
<p>Overcrowding in classrooms and corridors.</p>	<p>Children will be in year group bubbles of no more than 60 pupils. During the majority of learning time they will remain in class groups of 30, but mixed groups for RWInc. At playtimes and lunchtimes, they will remain in Year group bubbles of 60 while they are outside. Children may move into smaller groups for English and Maths groups, but they will only be with children from their own Year group bubble. Each year group has a designated break-out intervention room. Both Reception classes will operate as a bubble of 60 to enable them to share the outdoor learning area and open plan classrooms– this will be the arrangement for Year 1 as well. In order to keep the children safe, we will not be mixing bubbles from Year groups during the school day.</p> <p>BASC will also provide full wrap around care with pupils divided into year group bubbles within designated spaces.</p>	<p>Class bubbles are not conducive to open plan and year group shared areas within 2FE school (Sept 20). Year group bubbles provide a cohesive curriculum where year group staff work in teams and target intervention. Dec 20 infections rates are rising – reduce to class bubbles 2 weeks prior to Xmas break to reduce contacts.</p>

	<p>During Tier 4(Jan 2021) bubbles will be restricted to class bubbles only with designated staff. Supply staff will be used for cover where considered absolutely necessary.</p> <p>Classrooms are set up to ensure access to outside space, toilets and hand washing facilities. Classrooms are set up to ensure the teacher / staff have room to move around classroom safely. All desks face forwards and spaced as far apart as possible. Pupils have their own set of class equipment on their desk and any large shared resources are wiped clean between use by the staff.</p> <p>Teachers will review classroom space to ensure 2m+ available at the front of the room for teacher distancing. Seating plans must be adhered to for classroom and bubble group interventions. The classroom seating plan will be used for lunch within the classroom too.</p> <p>Excess furniture has been moved to maximize space within each classroom. Resources are allocated to each child in a tray / pencil case on their desk – these will not be shared.</p> <p>Shared resources are wiped down after use by each individual. Resources with many parts, e.g. jigsaw puzzles and construction kit are removed and stored. Allocated resources are not used by other classes.</p> <p>Outdoor equipment is cleaned after use – footballs, tennis racquets, skipping ropes. Games that involve contact or passing a ball to ‘catch’ are not included in the curriculum. Movement is reduced around the school by timetabling a staggered lunch and break times for each year group bubble. Assemblies are also staggered. Class assemblies are held indoors whilst year group assemblies can be held outside where weather allows or in the studio / hall.</p> <p>All classrooms and allocated outdoor space is set up to ensure minimal travel by groups during the school day and to avoid overlap by different groups. Hall and studio timetables allow for travel time between each user so that only one bubble is in the corridor at any time. There must be no crossover of bubbles in corridors and studio / hall use is limited to PE and music only – cleaned after each use.</p> <p><b>Reference Section 29 in School Opening Action Plan</b></p>	<p><b>Seating Plans are carefully monitored.</b></p> <p><b>During Jan 21 Lockdown there is CWV pupils are organized into year group bubbles – where possible tables will remain at 2 metres apart - there is always a 2 metre + distance at the front of the room for staff.</b></p> <p><b>It is deemed not safe to exceed the capacity of each classroom. For the majority of classrooms this is 15 pupils. The studio is allocated for use by the Year 3 bubble as numbers exceed this capacity. The hall is not use for bubbles as it is reserved for PE / sport. CAST criteria for CWV pupils is applied to maintain a safe environment and ensure pupil numbers do not exceed the room capacity.</b></p>
<p>Risk of transmission within EYFS settings</p>	<p>Updated Guidance for EYFS (2 July 2020) to be followed. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a> removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</p> <p>During Tier 4 Year R will be limited to class bubbles and therefore a rota used for the outdoor learning space – cleaning equipment between each use (EYFS teachers can use class specific equipment).</p>	<p>EYFS will follow an enhanced program of outdoor learning in the autumn term. Children will use small tables to enable SD within their setting.</p> <p><b>During Jan 21 Lockdown pre-school remains open – parents have the chose to send their child in. The EYFS rooms are maintained as an open plan space with minimal furniture – prioritizing outdoor learning where possible.</b></p>

<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<p>Staggered break times and supervision by allocated class bubble staff. Different field and playground locations are allocated to each year group bubble. Staggered break times, careful timetabling and the 'walk on the left' system within the building ensures no congestion within the school building. Indoors 2m lines indicate safe distancing. Outside staff regularly remind and monitor. A designated route from the KS2 lower playground allows for safe access to the toilets at playtimes and avoids bubbles mixing. Bubbles do not share toilets.</p> <p>Staggered lunchtimes and supervision by allocated bubble MSA or TA. There will be packed lunches only and all pupils eat in their bubble classroom. Tables / chairs are wiped down before and after lunch. Handwashing facilities are available for all pupils; staff stagger pupils washing their hands to maintain flow of pupils with safe distancing. Lunches are stored in the classroom and children are supervised collecting their lunchbox one at a time (FSM in kitchen collected by allocated MSA or TA) or MSA distributes lunches (clean hands before and after).</p> <p>All bubbles will be kept separate – no mixing at any time. Reference Section 30 in School Opening Action Plan</p>	<p>KS1 playground divided by tape when shared, though currently only one bubble will be outside at a time. KS2 playground division: top and bottom playground. Designated route to toilet block.</p> <p><b>During Jan 21 Lockdown No mixing of bubble pupils or staff is allowed. HLTAs will be allocated to one bubble only.</b></p>
<p><b>Wraparound provision: Groups mixing during extra-curricular provision</b></p>	<p><i>Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Schools can consult the guidance produced for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a>, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued <a href="#">guidance for parents and carers</a>, which schools may want to circulate.</i></p>	<p><b>During Jan 21 Lockdown BASC will endeavor to be open 8am for early start and until 4.30pm ASC. This is dependent upon BASC staff being available. Bubbles will be kept separate within BASC – hall used for this purpose.</b></p>
<p>Groups mixing during extra-curricular provision</p>	<p>Peripatetic teachers will continue with lessons – screens, face coverings and 2m spacing is expected: Individual flute / keyboard lessons and small bubble group guitar. Peripatetic music lessons will restart with pupils in small groups from the same bubbles. Teachers will ensure that they maintain 2m from their pupils.</p> <p>There will be no whole class recorder lessons. Singing will be a maximum of 15 pupils in doors and when singing children will be seated side by side – never facing another child or person. Maximum of 2 pupils singing out loud as part of rehearsal for virtual Nativities and virtual choir – pupils for choir will be recorded individually.</p> <p>Other extra-curricular clubs will not run for the half term up until October but will be reviewed after this point. Any future plans will ensure that clubs can take place with pupils from the same year group and using the outdoor space.</p> <p>In line with Gov Guidance (nov 2020) there will be no extra-curricular clubs except for BASC which primary purpose is child care.</p>	<p>Extra-curricular clubs provided with copy of school RA as part of on-going negotiations for recommencing clubs. <b>No clubs running except BASC.</b></p>

	<p><a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</a></p> <p>Reference Section 30 in School Opening Action Plan</p>	
<p>Spread of virus due to increased numbers of people within the building.</p>	<p>All visitors to site are managed carefully and restricted only to those that are absolutely necessary. (Nov 2020)</p> <p>Parents are informed that if their child needs to be accompanied to school only one parent should attend.</p> <p>Parents leave the site after drop off / pick up. Any teacher / staff conversations are kept to a minimum otherwise staff arrange to phone / email the parent at an agreed time.</p> <p>Any review meetings (PEP / EHCP) will take place via live video messaging. Pre-planned parent meetings will be limited to one adult per household at any meetings and will be held in the ASC room with shield or screen; the room is cleaned before and after each use. A maximum of 4 persons in any meeting. All parent / staff meetings will be virtual or by phone call (Nov 2020)</p> <p>Increased numbers of staff and pupils is managed carefully through the staggered start and end of day times. There are 2m marked floor markings around all school corridors and furniture has been removed to widen corridors and rest rooms, e.g. the staff room.</p> <p>Toilets are allocated to specific groups and bubbles and are cleaned mid-morning and after lunch.</p> <p>Pupil movement is supervised by adult and only at allocated times along agreed routes. Only one bubble is allowed to use the corridor at any one time. Pupil movement around school is restricted – pupils must have a pink permission pass to walk to the office areas. Pupils know that they wait in a designated spot if the toilet is in use – only 1 child is allowed within the area at any one time. This will be monitored by adults to ensure children learn and embed this protocol quickly.</p> <p>Reference Section 20 &amp; 29 in School Opening Action Plan</p>	<p>During Jan 21 Lockdown there is a reduced number of people in the building – 35.5%-40% capacity.</p> <p>A maximum of 2 staff will be allowed in any bubble room and spare classrooms are allocated for staff breaks and teachers working on remote learning.</p> <p>Contracts needing access to Bubble classrooms or working spaces are advised to avoid the hours that pupils are on site.</p>
<p>Staff</p>	<p>Staff are regularly reminded to maintain PHE guidance of 2m wherever possible. Where this cannot be maintained, staff will follow PHE 1m+ guidance to mitigate the risk, e.g. not face to face, wearing PPE and where possible a Perspex screen in place. Staff are also reminded to continue regular hand washing/cleaning and good respiratory hygiene for both themselves and the pupils in their care.</p> <p>Staff numbers are limited in corridors, rooms and staff rooms and should not exceed the maximum expectation.</p> <p>Staff meetings will continue to take place on zoom or outdoors / studio where 2m spacing can be maintained between adults. All staff meetings will be virtual. Only bubble teams may meet face to face – this will be within a well-ventilated room with face coverings, 2m+ spacing (Nov 2020). Phase meetings in classrooms must be in a ventilated indoor space where 2m distancing can be maintained.</p> <p>Staff may only mix with colleagues from within their bubble – teacher / TA and MSA. All other staff must maintain 2metres + at all times including in corridors and break rooms.</p>	<p>Supply staff advised of C19 control measures.</p> <p>During Jan 21 Lockdown where staff are able to work remotely this will be enabled through the use of a Rota. This will be fluid and staff must work their contracted hours on site if required by the headteacher.</p> <p>CEV staff are required to work remotely if they can and may not attend site.</p>

2.Premises related matters		
<p>Changes to building use being safe for pupils &amp; staff – e.g. storage, one-way systems, floor tape.</p>	<p>Control measures include:</p> <ul style="list-style-type: none"> <li>- Handwashing facilities – available in all rooms except the 2 Year 6 classrooms, offices and break out rooms. Hand gel is provided to these rooms – Year 6 have a handwashing regime which will include pupils having access to their cloakroom for handwashing. Signs are prevalent around school reminding all to wash their hands frequently, at least every 2 hours for 20 seconds.</li> <li>- Corridors and flow around school - clearly demarcated by tape and signs (arrows) on floor and walls and staircases. Pupils and staff walk on the left at all times.. SLT and site staff will be available at transition points to ensure the system is adhered to.</li> <li>- Allocation of specific classrooms – where classrooms are in use they mostly have entry and exits directly onto the outside areas. The 3 upstairs classrooms will use the staircase by Year3 to ascend and the staircase by Year 5 to descend. Staggered start / end of day times ensure that all class bubbles use a designated door separate from other bubbles.</li> <li>- Classrooms have been rearranged to maximise space – excess furniture removed or moved to maximise flow. Excess resources have been stores outside of the classrooms to enable access by staff on a rota basis. All desks face the front. Pupils sit side by side.</li> <li>- Visualizer will be at situated at the front of the room for children to walk to when directed</li> <li>- Children have a designated seat / desk in their classroom with a tray for storage of their own personal equipment and resources.</li> <li>- Rooms are set up to ensure space for entry and exit and movement to the sink, exit and front (visualizer). Teachers will rehearse the lining up routines with 1m+ spacing for emergency evacuations as well as exits for breaks, handwashing.</li> <li>- All storage areas have been cleaned and sorted to ensure safe and easy access of equipment. A new PE store outdoors will ensure safe and easy access for staff – and easy access to safe cleaning materials to wipe down equipment after each use.</li> <li>- At home time children will remain seated in their chair until asked by teacher to leave – upstairs class bubbles will need to line up and use the KS2 exits – an additional staff member will be on hand to ensure safe distancing of pupils.</li> <li>- Cloakrooms will be in use – No PE bags will be brought to school – bags and coats will be stored on the child’s peg or chair.</li> <li>- KS2 lockers will not be in used.</li> <li>- Posters are displayed around school: 1. 2m distancing, 2. Respiratory Hygiene Reminders, 3. Handwashing reminders, 4. DSL reminders.</li> </ul> <p>Regular reminders to staff and pupils. Parents reminded to practice hygiene measures at home before returning to school.</p> <p>Reference Section 29 &amp; 30 in School Opening Action Plan</p>	<p>New storage installed summer 20 – PE and ASC storage.</p> <p>New tables required for Year 5L and Year 1L– to interlock to reduce space in classroom.</p> <p><b>During Jan 21 Lockdown the staff room is out of use except for staff requiring a hot drink or to heat food. Staff are advised to bring in refreshments from home.</b></p> <p><b>Staff must not have corridor discussions and on entry to the building must make their way directly to their bubble base rooms.</b></p> <p><b>Use of PPA room will be on request and scheduled – one staff member only and the room is cleaned afterwards.</b></p> <p><b>Prayer room, small kitchen and ASC room will not be in use during lockdown – surplus furniture may be temporarily stored here.</b></p> <p><b>All persons continue to walk on the left in corridors in single file.</b></p>

<p>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</p>	<p>13 staff PFA trained and two staff first aid at work trained.  Deployment of staff on site ensures that there are adequate numbers of first aid and PFA trained staff at all times. The staffing level is considered robust in case of another lockdown.  First aid arrangements are communicated during daily briefings and weekly updates also provided.  The first aid room is only accessible to one adult and one child at any one time. If a child is symptomatic of COVID-19 the parents will be contacted to collect them immediately – the First Aid room will be used as an isolation room. ‘Do Not Enter’ sign will warn staff in the event of the room being used to isolate a suspected case of C-19. The first aiders have access to PPE for administration of medicines or if supervising a person symptomatic of COVID-19.  <b>Only first aider may attend an incident and must wear PPE – all bystanders must remain 2m+ distance. Oct 2020.</b>  Reminder that first aiders must wear PPE for first aid.   <b>Reference Section 4 &amp; 28 in School Opening Action Plan</b></p>	<p>Arrange more PFA training for remainder support staff in autumn 2020.</p> <p><b>During Jan 21 Lockdown there will always be one PFA on site as well as a main first aider in the office.</b></p>
<p>Fire Procedures</p>	<p>The fire risk evacuation protocols are updated in line with the social distancing guidelines. Pupils will rehearse exiting their bubble classroom in an emergency and will line up along the tree line of the field and MUGA (revised assembly point to ensure social distancing of 2m between bubbles).  All escape routes are in use and all groups will use their nearest safe exit.  Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers.  Fire doors linked to the alarm system will automatically close. Where doors have been propped open where necessary to reduce hand contact, staff will close the door as the class exit the room. Fire Monitors will sweep the building and ensure all doors are closed. Fire Marshalls will have a refresher training session in September 2020.  <b>Reference Section in School Opening Action Plan</b>  Reminders that fire doors must be kept shut. Each bubble to practice fire evacuation with bell at scheduled time so as not to have whole school gathered at once.  Lock down drill may be practiced with whole school as bubbles will be separate.</p>	<p>Fire registers all updated to reflect new class/ bubble groups in Sept.</p> <p><b>During Jan 21 Lockdown each bubble practices their fire procedure at least fortnightly and the bells will be sounded to familiarize the pupils. No large gatherings will be allow.</b></p>
<p>Water hygiene – management of legionella</p>	<p>Water hygiene management plan is followed and agreed regimes for flushing and monitoring of temperatures are maintained. All toilets and shower areas have had a deep clean over the summer. The site team have flushed all water outlets regularly during the summer closure. All unused toilet and sink areas have been disinfected and cleaned prior to use as per the government guidance  <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-">https://www.gov.uk/government/publications/managing-school-premises-during-the-</a></p>	

	<a href="#">coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a> Reference Section 46 & 47 in School Opening Action Plan	
Using and monitoring new practices to reduce risk of Covid-19 transmission	Regular staff briefing prior to start on 20 <sup>th</sup> July and 3 <sup>rd</sup> September and thereafter – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Daily monitoring by SLT with daily updates and feedback posted to all staff on intra-net (face to face where required), weekly whole staff live –video meeting. Leaders monitor arrangements throughout the day and make remedial actions where needed. Compliance check lists on doors of classrooms and toilets enable SLT to check cleaning throughout day. Quality assurance visits from Perfect Finish on weekly basis. There are opportunities for all employees to raise concerns / make suggestions either during the day or at the regular briefings. <b>Staff are reminded of their duty to raise concerns if they see anyone disregarding the control measures.</b> Reference Section 3, 18, 19, 27, 29 & 33 in School Opening Action Plan	Continue with weekly staff and parent briefings and newsletters.  <b>During Jan 21 Lockdown regular updates continue – posted on COVID Teams.</b>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	Communication ensures that requirements and controls are understood by responsible persons (staff) e.g. signing in processes for staff and any contractors. Staff sign in / out of school and sanitize hands with gel at signing point. Site and senior Admin will ensure that equipment is only in use if it is within statutory test periods (e.g. lifts and hoists). Annual Health and Safety training includes asbestos training for all staff. Reference Section 46 & 47 in School Opening Action Plan	Asbestos register – copy with PS.
Staff rooms and offices to comply with social distancing and safe working practice	Numbers of people reduced at one time on a rota in specified rooms to allow social distancing – chairs removed/placed apart to allow flow of persons, e.g. staff room and PPA room. All unnecessary gatherings avoided. Reduced use of communal / shared facilities such as tea and coffee facilities and staff to bring their own food and utensils. Enhanced cleaning regimes are in place – dishwasher in use for mugs twice daily. Staff room –4 members of staff at any one time. Whilst ASC room is not used by EYFS staff may use as a lunch base – 3 members of staff, 6 members of staff in staff room. 2 members of staff in the Year 6 Hub 2 members of staff in PPA room. 1 member of staff in PSW office. 3 members of staff in HT office. 1 member of staff in DH office. 1 member of staff in photocopier room. 2 members of staff in prayer room. 2 members of staff in finance/admin office. 2 members of staff in front admin office.	Temporary removal of some staff room chairs.  Library back in action – books held for 72 hours on return before going back on loan. One bubble may use the library and staff members only access books with gloves. Main school library use delayed until Jan 2021 review. Class libraries are in use.  <b>During Jan 21 Lockdown see room restricted listed above. In addition to this only 1 member of staff will be</b>

	<p>1 family allowed in foyer at one time. 3 members of staff in main kitchen.</p> <p>Corridors – staff must not walk side by side and must maintain 2m distance apart at all times. Fleeting passing is allowed – walk on the left and single file.</p> <p>Classrooms - allocated bubble staff. 1 person at photocopier in KS1 and KS2 corridors – staff will wipe down with anti-bac-wipes after use.</p> <p>SLT/ admin maintain 2m away from any person within a bubble room.</p> <p>Class staff remind children: 1 child in toilet area at a time. They flush toilet, wash hands, dry under drier then leave (toilet seats on all toilets) Reference 30 &amp; 31 School Opening Action Plan</p>	<p>allowed in the finance office at any one time. Admin and other support staff are not to walk from class to class delivering messages – they must use TEAMS as a platform for all staff communication. During contracted working hours staff must have TEAMS on and readily available.</p>
<p>Ventilation to reduce spread</p>	<p>Open all windows and prop doors open where safe to do so. Air conditioning units not in use as they circulate the air within the room. Paul S from CAST confirmed that Air Con unit may be used for wintering heating.</p> <p>School is secured by internal fencing and external vehicle and pedestrian gates. External classroom doors will not be propped open whilst staggered entry and exit times are in operation. Ventilation to chemical stores will remain operational.</p> <p>Good air flow / ventilation is essential at all time: windows (and /or external doors) opened in all rooms throughout the day. Internal classroom door is open throughout the day. Windows are doors are opened at break times to last the rooms with fresh air – all persons advised to wear extra clothing layers for warmth. (Oct 2020)</p> <p>Rooms to have ventilation at all times – with the colder weather staff are advised to keep windows open just enough to allow flow and where possible to open high windows. Keep internal doors open if they are not fire doors and corridor windows should be opened. At break times staff can open windows and doors wide long enough to replace the air.</p>	<p>Air con in Year 6 block turned off. CAST advised it is safe to use for heating only.</p> <p>During Jan 21 Lockdown ventilation will continue to be a priority and opportunities for outdoor learning will be prioritized – specially for younger children.</p>
<p>Management of waste</p>	<p>Bins for tissues are emptied at break times by Bubble staff /MSA and at the end of the day by the cleaning staff. Remind staff to monitor bin usage and request replacement cleaning / tissues, etc if needed. Specific lidded bin for all tissue waste. Storage of any C-19 contaminated materials are stored securely for 72 hours (yard at back of kitchen and clearly labelled). Staff will adhere to the following guidance on disposal of waste (such as used fluid resistant masks) <a href="#">Guidance on disposal of PPE waste</a> Reference Section 29, 31 &amp; 32 in School Opening Action Plan</p>	<p>Lidded bins for tissue waste.</p> <p>During Jan 21 Lockdown any contaminated waste is stored outside the boiler room and only handed if PPE (masks and gloves) are worn. Contaminated waste disposal</p>

		<b>must follow the Government Guidance.</b>
Management of incoming goods	<p>Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.</p> <p>All supplies report to the office once admin staff have given vehicle or pedestrian access. <b>Large deliveries are arranged to avoid the busier start / end of the school day and all deliveries are managed via the main office.</b> There is a Perspex screen between staff and visitors, otherwise 2m distancing will be adhered to. Contractors on site wear face coverings unless they are exempt.</p>	
School owned outdoor play equipment	<p>Good hygiene and social distancing is promoted using signage and regular reminders within class and to parents (noticeboards, school newsletters) to set out: maximum numbers to enable SD on play equipment. Children are not allowed to use the outdoor play equipment before or after school as they must exit site within our strict staggered schedule. Staff ensure pupils wash their hands before and after play. Children use the outdoor play equipment on a rota and only with pupils from the same bubble at a time. Maximum number limits are adhered to and carefully supervised by staff.</p> <p>KS2 Pick up Sticks – 10  KS2 balance activity bars – 1 child at a time  KS1 Activity frame – 10</p> <p>Play equipment is appropriately cleaned between bubbles of children and only one bubble at a time.</p> <p>High touch points on equipment is cleaned down after each use: slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins. Effective sanitation is encouraged by all users and parents are informed. parents - Consult guidance on <a href="#">Managing Outdoor Playgrounds</a> for equipment also used by the community.</p> <p>When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</p> <p>Where cleaning of large outdoor play apparatus has proved difficult, pupils must wash / sanitize hands after use.</p>	<p>MSA team responsible for enhanced cleaning of play equipment, toilets and high touch points.</p> <p><b>During Jan 21 Lockdown limited use of outdoor play equipment - children may not use before or after school.</b></p>
3.Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p>Pupils and staff no longer need to wear a clean set of clothes each day to avoid contamination. There will be no changing for PE on site – pupils were PE kit to school on PE days.</p> <p><b>Class room staff ensure tables are wiped down at breaktime and before lunch. MSAs wipe tables after break.</b> Class staff should continue to wipe down frequently touch surfaces within their classroom environment.</p>	Staff expected to wipe high touch points regularly.

	<p>All unnecessary items have been removed from classrooms and other learning environments and either covered or stored. Surfaces are kept clear and uncluttered to facilitate regular cleaning. Use of items such as play dough, sand and soft furnishings and toys from early years and KS1 have been restricted to reduce contact surfaces. Pupils have their own play dough pack, cushions are removed, toys are rotated and cleaned in between uses. Bubble staff regularly wipe surfaces with antibac spray or wipes at least every 2 hours throughout the day, before and after eating. Stair bannisters are wiped by a member of staff after the children have passed through, with antibac spray or wipe.</p> <p>Admin staff regularly wipe entrance foyer and corridor surfaces and light switches throughout day.</p> <p>Staff wipe surfaces used during break times or PPA with antibac spray.</p> <p>Staff must vacate their rooms at the end of the school day when enhanced cleaning is taking place by the cleaning team.</p> <p><b>Cleaners should not access rooms or toilets until the areas are vacated.</b></p> <p>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble; these resources are cleaned frequently and meticulously within bubbles and are left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Follow government <a href="#">guidance for working in education and childcare</a> if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a>. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.</p> <p>Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p><b>Reference Section 29, 31, 32 &amp; 48 in School Opening Action Plan</b></p>	
<p>Shared resources and equipment increasing spread</p>	<p>Children have their own stationary set on their desks – this will include maths equipment and dictionaries. Other resources such as books have the covers wiped down and stay out of use for a period of 48 hours (72 hours for plastics) between users.</p> <p>Close supervision of pupils in library will ensure touched books when browsing are placed in the 'Book Safe' box for 48hours before replaced on shelves. Teachers will use a 123 day box system.</p> <p>Photocopiers, laminators, paper cutters, computers are wiped down with anti-bac after each user. Staff maintain 2m SD at all times when using large equipment. Enhanced cleaning regimes are in place for all shared equipment.</p> <p>Staff have their own bubble set of smaller stationary items such as staple guns, etc.</p> <p>Photocopier – admin only use the machine by library.</p> <p>Photocopier (KS1) – one person at a time. Wipe after use with an antibac wipe.</p> <p>Photocopier (KS2) – one person at a time. Wipe after use with an antibac wipe.</p>	

	<p>Laminator – in staff room – one person to use at a time. Allow to cool then wipe with an antibac wipe.</p> <p>Paper cutters- in staff room – one person at a time. Wipe after use with an antibac wipe.</p> <p>Enhanced cleaning regimes are in place for any equipment that is shared – this included laptops and netbooks, beebots, cd players, etc.</p> <p>All Keyboards are wiped down after each use with an antibac wipe (Including adult devices in offices, classrooms and offices).</p> <p>No blown musical instruments will be use – all stored.</p> <p>Hand held musical instruments may be used if wipes down with antibac wipe afterwards.</p> <p><b>Reference Section 29, 31, &amp; 32 in School Opening Action Plan</b></p>	
<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<p>Enhanced cleaning regimes are discussed with cleaning and site staff, this includes the additional cleaning requirements (door handles, glass, light switches, backs of chairs and all surfaces, frequently touched glass or window handles, etc). Additional hours to allow for this are under review – dependent on all cleaners being healthy and well.</p> <p>Cleaning products being used are suitable and adequate supplies of cleaning materials are available. See <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> and <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>.</p> <p><b>Cleaners do not clean a room until it has been vacated. All toilets are cleaned throughout the day by TA/ MSA staff with specifically allocated and coded equipment – after morning break and after lunch break. Cleaners clean toilets at the end of the day once staff have vacated site.</b></p> <p><b>Colour-coded buckets provided for school cleaners – advised by supervisor (Perfect Finish). Cleaning is monitored with a weekly supervisor viist.</b></p> <p>All cleaning materials are out of reach of children and toilet cleaning materials are stored in a locked cupboard. Designated cleaning materials are stored securely for enhanced cleaning of touch points and toilets.</p> <p><b>Reference Section 31, 32 &amp; 46 in School Opening Action Plan</b></p>	<p>Contract cleaners provide summer deep clean.</p> <p>New cleaning contract from Autumn 2020 <b>with weekly supervision and training for staff.</b></p> <p><b>During Jan 21 Lockdown Perfect Finish continue to supplement school cleaning staff and work together to ensure enhanced daily cleaning of all used areas.</b></p> <p><b>Where there is a positive case, Perfect Finish are contacted immediately to clean the contaminated areas.</b></p>
<p>Sufficient handwashing facilities for staff and pupils</p>	<p>Where a sink is not nearby there is supervised access to hand sanitiser - classrooms (Year 6S and Y6O) and other learning environments (outdoor). Regular access to facilities is planned throughout the day (at least every 2 hours and before eating). (Additional outdoor sinks on order). <b>Hand sanitizer units are attached to corridor walls near entrance / exit points.</b></p> <p>Sinks are also available in all staff toilets, PPA room, ASC, medical room, KS2 kitchen, pupils and main kitchens and staff room. Hand sanitizer is available in offices and at the main office reception.</p> <p><b>Additional hand sanitizer dispensers are located along corridors to ease flow of pupils, e.g. at main entrance, by all exits and music room (Oct 2020).</b></p> <p><b>Reference Section 29 &amp; 32 in School Opening Action Plan</b></p>	<p>Outdoor hand washing stations to be ordered when back in stock – for use by EYFS.</p>

Additional time for staff and pupils to carry out handwashing	<p>Frequent hand cleaning is built in as part of the normal routine – allow an additional 20 minutes for a bubble of 10-15 pupils. Regular access to handwashing facilities are staggered through the day.</p> <p>Pupils and adults wash their hands on arrival at school (hand sanitizer at staff signing in pint).</p> <p>Hands are washed at least every 2 hours for a period of 20 seconds. <b>More frequently if needed – directed by bubble staff.</b></p> <p>Hands are washed before eating snacks or lunch.</p> <p>Hands are washed after playing outside or any PE activities.</p> <p>Hands are washed after coughing or sneezing – if symptomatic of COVID-19 pupils or staff are isolated in the medical room and sent home.</p> <p><b>Reference Section 29 &amp; 32 in School Opening Action Plan</b></p>	Parents support school by prompt arrival to school – doors open 10 minutes earlier to allow children time to wash hands and settle for register.
Handwashing practice with children	<p>All staff read guidance on hand cleaning and introduce handwashing songs for younger children. Help will be available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p> <p>Any children with skin allergies will have their own personally labelled soap / emollient cream.</p> <p>Posters around school remind staff and pupils about handwashing expectations.</p> <p>Staff will supervise access to hand sanitizer.</p> <p><b>Parents and staff must remind pupils of all hygiene practices and practice these on return to school after any period of absence.</b></p> <p><b>Reference Section 29 &amp; 32 in School Opening Action Plan</b></p>	<b>During Jan 21 Lockdown regular reminders to practice hygiene routines with pupils.</b>
Good respiratory hygiene	<p>All staff promote 'catch it, bin it, kill it' – posters promote this and lidded bins are provided. Site staff ensure that enough tissues and bins are available. Staff provide support for young children and those with complex needs, particularly where children spit / use saliva. In such cases this is incorporated into the pupil's individual risk assessment.</p> <p><b>Parents and staff must remind pupils of all hygiene practices and practice these on return to school after any period of absence.</b></p>	<b>During Jan 21 Lockdown regular reminders to practice hygiene routines with pupils.</b>
Sufficient supplies of soap and cleaning products	<p>Senior Finance Administrator (SFA) liaises with suppliers and contractors to ensure sufficient supplies and timely deliveries. Regular detergents and bleach are used by cleaning team. COSHH assessments (RA05) are reviewed for all cleaning products and any additional controls required where there has been any change in products are implemented by the cleaner in charge and checked by the SFA. Cleaning stock for classrooms is distributed by site team under supervision of SFA.</p> <p><b>Reference Section 31, 32 in School Opening Action Plan</b></p>	Stock is maintained to ensure enough in the event of another lockdown.
Toilets being overcrowded	The number of children or young people who use the toilet facilities are limited at one time – one child in toilet area at one time. There are 2m waiting zones outside in the corridor.	MSAs monitor toilets at lunchtimes. Toilets cleaned after each break.

	<p>Where possible different toilets should be used by each different group:  EYFS: Internal toilets  Year 1: Year 1 toilets  Year 2: KS1 corridor toilets  KS2: use toilets on their floor  Year 6: Y6 block toilets  ASC: Library corridor toilets  Male staff use disabled toilet by hall or by HT office  Ladies use toilets at staff / Y6 staff toilets  Persons are not allowed to linger in the toilets – flush, wash hands, dry under air drier and leave.  Reference Section 20 in School Opening Action Plan</p>	
<p><b>4. Staff related issues</b></p>		
<p>Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic.</p>	<p><b><i>When assessing the return to full opening the following section of the DfE guidance must be followed:</i></b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a>  <b><i>Where this cannot be met, then the school must record why and what other control measures they will adopt.</i></b>  <b><i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.</i></b>  <b><i>When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</i></b></p> <p>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</p> <p><b><i>PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.</i></b></p>	<p>During Jan 21 Lockdown teaching assistants and support staff are allocated to one bubble and movement of staff between bubbles is minimized to avoid the spread of the virus and reduce contacts.</p> <p>The role of TAs and teachers is clarified as TAs / support prime responsibility is to supervise CWV pupils, ensure the control measures are implemented fully and attend to the pastoral needs of the pupils. Teaching staff are responsible for the planning, delivery and monitoring of remote learning – they will manage their team rotas and be available to provide breaks to their teams.</p> <p>All staff maintain their contacts books to aid any requirement to Track and trace contacts and the</p>

	<p><b>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Reducing bubble sizes,</b></li> <li>▪ <b>reducing face to face meetings (move to video calling if appropriate),</b></li> <li>▪ <b>reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</b></li> <li>▪ <b>reducing or eliminating the movement around the school of pupils and teaching staff,</b></li> <li>▪ <b>reducing or eliminating the movement across bubbles of pupils and teaching staff,</b></li> <li>▪ <b>no car sharing between staff to school</b></li> <li>▪ <b>keeping to the 2m distancing (for teachers especially) if at all possible</b></li> </ul> <p><b>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</b></p>	<p>number of CWV pupils in school is dictated by room capacity using CAST criteria.</p> <p>See detail above.</p>
<p>Staff measures to reduce contact and transmission</p>	<p>When assessing the return to full opening in September the following section of the DfE guidance must be followed: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p> <p><b>Where this cannot be met, then the school must record why and what other control measures they will adopt.</b></p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support will be provided as normal.</p> <p>Cover staff (HLTAs/ L3 Cover Supervisors and Supply are limited to working as far as possible within one phase). Oct 2020.</p> <p>PPA teachers in MfL, music and PE will resume in September – 2m+ distancing will be in place between staff and pupils.</p> <p>Whilst in Tier 4 bubble staff will have restricted movement. As far as possible one teacher / TA and MSA will be allocated per class. This may not always be possible and staff who move between classes must maintain 2metres+ distance from the pupils and</p>	<p>PE coach will be responsible for cleaning PE equipment and storage.</p> <p><b>During Jan 21 Lockdown Planet Education sports coach will continue to provide cover as part of the CWV rota – PEd provide consistent coaches who know the school and pupils and who abide by the control measures in the C19 RA.</b></p>

	<p>avoid any close contact at all. MSAs who cover more than one group should therefore work with KS2 pupils who are better able to understand social distancing.</p>	
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. <b>This is still the case in Tier 4.</b> They should ensure they minimise contact and maintain as much distance as possible from other staff (2m+). Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Other visitors to the site, such as contractors are advised by reception staff on arrival of control measures in place which they must adhere to (SD and hygiene).</p> <p><b>Visitors are limited to those that are absolutely necessary – virtual meetings and reviews replace face to face meetings. (Nov 2020).</b></p> <p>Visits are planned to happen outside of school hours where possible.</p> <p>A record will be kept of all visitors. It is important that admin staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</p>	<p>Admin team knowledgeable on protocols for supply. Request specific supply teachers for continuity and to limit contact of new persons.</p> <p><b>During Jan 21 Lockdown visitors and peripatetic teachers work remotely or postpone visits. Contractors may visit but should not work in spaces occupied by bubbles. Prior arrangement is required to make the necessary amendments to working spaces.</b></p>
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Year groups have been carefully planned to ensure a HLTA or level 3 TA is working in the team and available for cover should the need arise.</p> <p>Thorough analysis of staffing available for work has taken place and this is constantly reviewed. Teachers are responsible for the teaching and learning of pupils within their class/ year group. Experienced and skilled support staff are deployed to facilitate learning under the direction of the year group teachers. The teachers are responsible for the planning and assessment and direct and support the teaching assistants allocated to their year group teams. Each bubble is also allocated an MSA or other support staff. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p> <p><b>Where there are insufficient staff to open part or all of the school the ESM will be informed immediately.</b></p> <p>Whilst in Tier 4 HLTAs will not cover across bubbles – supply will be called in if a teacher is unwell. TA cover will only be provided where absolutely necessary for the wellbeing of a vulnerable pupil. Teachers must therefore expect some flexibility in PPA cover whilst in Tier 4 – music, Spanish and PE cover will continue so long as these teachers maintain 2m+ distancing.</p> <p><b>Reference Section 1, 2 &amp; 3 in School Opening Action Plan</b></p>	<p>Cover supervisor role will be reviewed as part of trust wide harmonization.</p> <p><b>During Jan 21 Lockdown staff may work remotely whilst a rota has enough staff available for onsite work. Bubbles will remain open so long as there are enough available staff.</b></p>

<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Plans for re-opening school are shared with all staff at staff briefings and through regular memos– all briefings are recorded and followed up in writing. Opening action plans and risk assessments are available for staff - staff are able to ask questions within a safe context and senior leaders outline control measures, for example, safety measures, timetable changes and staggered arrival and departure times.</p> <p>Additional training is available for staff on 3<sup>rd</sup> September - anxious staff are advised to seek GP or occupational health advice. Staff may elect to wear a visor and should discuss this with the headteacher.</p> <p>Anxious staff are able to discuss their worries and advised to seek GP or occupational health advice where appropriate.</p> <p>Individual risk assessments are reviewed and updated for CV staff. ECV staff and pupils are advised not to attend school during lockdown (Nov 2020).</p> <p>Where the member of staff has anxieties about returning, this conversation will be held and recorded using the 'Risk assessment for all staff including vulnerable groups' found in the Plymouth CAST Corona Virus Policy and Procedure v3.</p> <p>Further advice is available from HR if required.</p> <p>Any staff who are anxious about attending work during Tier 4 restrictions should speak with their headteacher and contact their union if they believe that there is serious or imminent danger. Employees can seek protection through the Employment Rights Act Sec 44 and Sec 100.</p> <ul style="list-style-type: none"> <li>• DfE definition of <i>Vulnerable Children</i> and <i>Critical Workers</i> updated 31/12/2020 <a href="https://www.gov.uk/government/news/critical-workers-and-vulnerable-children-who-can-access-schools-or-educational-settings">Critical workers and vulnerable children who can access schools or educational settings</a></li> </ul> <p><a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></p> <p>Guidance for staff about testing, including the NHS 'Test and Trace' service is made available.</p> <p>Reference Section 1, 2, 12, 13, 14, 15, &amp; 16 in School Opening Action Plan</p>	<p>Pregnant staff are CV and expected to attend work if well.</p> <p><b>During Jan 21 Lockdown RAs are completed for all Vulnerable staff.</b></p>
<p>Staff understanding of new changes – safe practice at work &amp; in classroom. Teaching in a safe environment</p>	<p>Senior staff discuss the plans (for example, safety measures, timetable changes and staggered arrival and departure times) with staff – briefings followed up in writing and regular reminders. SLT monitor implementation of plans and offer training where it would be helpful.</p> <p>At least weekly briefings and daily reminders where needed. All staff able to contribute to RA review process.</p> <p>Reference Section 18, 19, 21, 22, 27 &amp; 29 in School Opening Action Plan</p> <p>Regular updates shared with staff and SLT are available for staff to raise any concerns or make suggestions to improve control measures.</p>	<p><b>During Jan 21 Lockdown all staff and pupils work to a code of conduct for remote learning – this includes an acceptable Use Policy for live lessons and protocols for video lessons.</b></p>

<p>Accessing testing arrangements are clear for all staff</p>	<p>Staff are reminded of the availability of testing and will be requested to apply for a test should they be symptomatic of COVID-19. Home testing kits are available to the school - the school will follow the guidance and use these in specific circumstances. <b>Staff are advised to ensure they inform NHS that they are key workers when seeking a C19 test.</b> Guidance about testing, including the NHS 'Test and Trace' service, is available via this link <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a> <b>Reference Section 33 in School Opening Action Plan</b></p>	<p><b>During Jan 21 Lockdown secondary schools have access to testing for pupils and staff. Testing for Primary School staff should be available by the end of January – TBC.</b></p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask <b>must</b> be worn by the supervising adult, <b>even</b> if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask <b>must</b> be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (science glasses) should also be worn. SFA ensures that fluid resistant face masks are available and that a supply is maintained. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> <b>Reference Section 33 &amp; 34 in School Opening Action Plan</b></p>	
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is 'covid-secure', i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.  A risk assessment will have been undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. <b>All Risk Assessments for staff who are CEV and CV are updated. CV staff must continue to work on site ensuring that the control measures are maintained. CEV staff and pupils are advised to work from home (during lockdown – Nov 2020).</b> <b>Reference Section 1 &amp; 2 in School Opening Action Plan</b> <b>CEV staff and pupils are advised not to attend school during lockdowns or Tier 4 restrictions. CV staff and pupils may attend school but should talk to their headteacher</b></p>	<p>Regular dialogue with staff is scheduled and will be included in supervision and professional performance reviews.  <b>During Jan 21 Lockdown RAs for CEV and V staff are updated. Where V staff can work remotely this will be considered in balance with the need for staff to keep the school open.</b></p>

	<p>about any concerns and control measures. Risk assessment for CEV staff will be updated should they wish to attend school.</p> <p>Pregnant staff are CV (Some may be CEV as advised). Pregnant staff are advised to work to 28 weeks - current C-19 government guidance.</p>	
<p>Staff use of PPE</p>	<p>Mandatory use of PPE includes: intimate care or where a person is symptomatic of COVID-19.</p> <p>Pupils (Year 2 pupil and PS pupils) whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. PPE in this circumstance includes gloves, apron and mask.</p> <p>Follow guidance  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>The Trust's position supports an elective use of face coverings in First, Primary and Secondary schools (August 2020), where after discussion with headteacher, a staff member or parent does not feel that he/she can attend school without wearing a face covering. When used by a member of staff interacting directly with students, a clear plastic/Perspex face-shield type covering should be used to enable the face/mouth to be seen; this would be to support the full return of staff and students.</p> <p>From 28.9.20 staff have been directed by the trust to wear a face covering in communal areas, including corridors. All adults visiting the school must also wear a face covering when visiting the premises.</p> <p>Staff may still elect to wear a clear visor within the classrooms and when working with children.</p> <p><b>Staff are expected to wear a face covering at all times – face masks in all corridors and communal areas and a clear face mask or visor when working directly with children.(Nov 2020). Staff must declare any exemptions to this expectation. See Below.</b></p> <p>Parents are requested to wear face covering on the entrance paths or where they cannot maintain 2m distance from another adult.</p> <p>Parents who enter the school for an appointment must wear a face covering. Screens and visors are also available. Where possible all meetings will be carried out virtually.  <b>From 5.11.20 all parent meetings will be virtual -no on site meetings during lockdown.</b></p> <p>As stated in the government guidance hyperlinked below, the safe use of face coverings is essential. Face coverings must be used safely – clear instructions are provided to staff and children/parents about their safe use. This would include the refusal to allow any child who would be at risk of harm from wearing a face covering.</p>	<p><b>Clear face masks resourced by school.</b></p>

	<p>The use by children in primary school should be restricted to the hopefully rare situations where it is the only way to get the parent to agree to the child attending school.</p> <p>Provision of Face Coverings: The government and Trust position is that It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to <a href="#">make a simple face covering</a>. Individual members of staff and students/parents should provide their own face coverings for non-mandatory use. <b>A supply of face coverings are available should staff need additional items. (Nov 2020)</b></p> <p>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.</p> <p>No pupil will be excluded from education on the grounds that they are not wearing a face covering</p> <p><a href="#">Face coverings in education</a> (hyperlink)  <b>Detail:</b> Government guidance on the use of face coverings for schools and other education institutions that teach people in Years 7 and above in England.  <b>Changes:</b> First published.  <b>Action:</b> Read, discuss and make decisions in-line with the Trust's position on face coverings, and reflecting the government's safety advice above</p> <p>The behaviour policy will be amended to reflect the use of face coverings.</p> <p>The priority for reducing the risk of contracting COVID-19 remains social distancing, bubbles, hand and respiratory hygiene and enhanced cleaning regimes.</p> <p>Parents are encouraged to visit <a href="http://www.gov.uk/backtoschool">www.gov.uk/backtoschool</a> for information and practical guidance to help them plan for their children's return to school. Leaflets for parents can be downloaded <a href="#">here</a>. Public Health England has published a <a href="#">communications resource hub</a>. Static and animated <a href="#">social media content</a>, <a href="#">posters</a>, <a href="#">digital screens</a> and <a href="#">adaptable assets</a> have also been published.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who (staff and parents):</p> <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul>	
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	<p>Teachers and other staff to be sensitive to the above needs.</p> <p>Reference Section 29 &amp; 34 in School Opening Action Plan</p>	
<p>Use of PPE Lack of understanding</p>	<p>Leaders share guidance on use and safe disposal of PPE used in school. All staff are expected to wear face covering – in corridors and communal areas. All staff are expected to wear a clear face covering or vispr when teaching or working directly with pupils.(Nov 2020) Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Follow guidance on putting on and taking off standard PPE <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings. This guidance should be followed by staff who arrive at school premises wearing PPE.</p> <p>Reference Section 29 &amp; 34 in School Opening Action Plan</p>	
<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p>Leaders follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting If any infection control concerns or questions, leaders must call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent also email <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>. Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <a href="https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a>. IF A <b>SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS</b> Contact the local Health Protection Team on 0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a> and inform the local authority and the <b>Director of Education for Plymouth CAST</b>. If there is a complex situation or an outbreak is declared in your setting, you may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting. <b>School should up-date the Schools Emergency Plan to incorporate the above links.</b></p> <p>Staff and parents are regularly reminded of the symptoms of COVID-19; staff are alert and inform SLT/ first aider at work immediately they suspect a colleague or pupil displays these symptoms. Any person who presents as symptomatic of COVID-19 will remain in the medical room until they can be collected. PHE and CAST are informed and government guidance regarding cleaning of confirmed cases are followed. Staff are referred for immediate testing. Accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p>	<p>Class seating plans and symptomatic person questionnaire used to identify contacts.</p> <p><b>During Jan 21 Lockdown bubble seating plans are updated and used throughout.</b></p> <p><b>Clear procedures are in place for SLT and admin staff should there be a confirmed case in school. All decisions are verified by PH Dorset / England.</b></p>

Admin and SLT have clear systems in place for managing a positive C19 case and will act to inform all contacts as swiftly as possible – PHE and Public Health Dorset verify all school decisions to date.

**Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):**

- **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)**
- **proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual**
- **travelling in a small vehicle, like a car, with an infected person**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc>

***If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels. However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the [DfE guidance on test kits for schools](#).***

***If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162 or email [swhpt@phe.gov.uk](mailto:swhpt@phe.gov.uk). If the matter is not urgent you can also email [ask.swhpt@phe.gov.uk](mailto:ask.swhpt@phe.gov.uk).***

***For ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS inform the local authority by emailing [educate.schoolspriorityalerts-mailbox@devon.gov.uk](mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk).***

***Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/>. If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the Schools Emergency Plan to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:***

**[Educational settings Action cards](#)**

**[PHE SW HPT: Flowchart for childcare and Educational settings V 4](#)**

	<p><i>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the <a href="#">Actions for Schools Guidance Section 5</a></i></p> <p>Reference Section 33 in School Opening Action Plan</p>	
<b>5.Pupil related issues</b>		
Vulnerable groups who are clinically, extremely vulnerable.	<p>Shielding advice for all adults and children will pause on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. <a href="#">Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons</a> should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</p> <p>Pupils who are CV may still attend school. Pupils who are CEV must not attend school and should engage with remote learning during the period of lockdown Nov 2020). Pupils who live with a person who is CEV should continue to attend school. Vulnerable pupils will continue to be a focus of monitoring – should a vulnerable pupil need to self-isolate provision will be made for FSM if eligible. (Nov 2020). Reference Section 5, 20 &amp; 29 in School Opening Action Plan.</p> <p>During Tier 4 restriction CEV pupils are advised to learn remotely. Pupils who live in the same household as someone who is CEV should still attend school. CV pupils should attend school – parents should talk to the pastoral team if they are anxious.</p>	<p>Phone calls to reassure anxious families and signpost support.</p> <p><b>During Jan 21 Lockdown and CWV pupils who are CEV will remain at home. Vulnerable CWV pupils may attend site and their bubble staff informed. Any vulnerable pupils whose parents opt to keep them at home are monitored carefully by the pastoral team.</b></p>
Children with EHCP and pupils who attend dual settings	<p>Complete risk assessment before attendance.</p> <p>NA</p> <p>Reference Section 6, 8, 29, 39 &amp; 41 in School Opening Action Plan</p>	<p>SENCo responsible.</p> <p><b>During Jan 21 Lockdown pupils with EHCPS are included in the CWV pupils allowed on site.</b></p>
Pupils unable to follow guidance	<p>Transition planning has included careful consideration of staff and pupil groups for the autumn – where possible some teachers have taken their classes to the next year. All teachers have created transition videos to support pupils, especially vulnerable pupils. Most vulnerable pupils have been in school since 1<sup>st</sup> June and strategies already implemented to support their wellbeing and build relationships. Staff CPD on post COVID-19 Behaviour Management using relational strategies. Wellbeing priority for first 3 weeks of autumn (Laudato Si and Me) and on-going through PSHE and values led curriculum. Staff may not restrain a child – a parent is called if a child is persistently disruptive or does anything to compromise the safety and wellbeing of themselves or others</p>	<p><b>During Jan 21 Lockdown any CW pupils with challenging behaviors are risk assessed and the parents and school agree a programme of support specific to that child.</b></p>

	<p>(including spitting and hitting). <b>The ASC room is available for any emergency meeting with an excluded child and their parent.</b></p> <p>Some children will need additional support to follow the social distancing and hygiene measures. Where additional staff are not available a RA is carried out and a schedule agreed with the parent.</p> <p>Parents are referred to this guidance and consult with the SENCo and medical professionals. Where a parent requests that their child returns to school a SEND RA is carried out to ascertain whether it is safe for the child.</p> <p>CP refresher training for staff – online safety and annual SG level 2 / KCSIE 19.</p> <p>The emphasis is always on what support a child needs rather than traditional reward and sanction.</p> <p>Any pupil who staff cannot keep safe will have a personalized programme drawn up by the SENCO and agreed with the parents.</p> <p><b>Some pupils will need additional support to follow these measures.</b></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Reference Section 26 &amp; 29 in School Opening Action Plan</p>	
Pupils equipment	<p>Pupils must limit the amount of equipment they bring into school each day, to essentials: book bag or small back pack with reading log, home learning, packed lunch and coat. Pupils will have their own sets of frequently used equipment on their desks (pens, etc).</p> <p><b>Coats will be hung over the back of chairs in KS2 – lockers will remain out of use. Nov 2020.</b></p>	Pupils bring a named empty pencil case to school.
Member of a class becoming unwell with COVID-19	<p>If a child is awaiting collection, they will be moved to the medical room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If the medical room is already in use they will be moved to the ASC room – this room is well ventilated and has a separate entrance point. Any person supervising the child must stay at least 2m away from the unwell child. Suitable PPE (including fluid resistant face mask) is available for use by staff supervising the child in both rooms. Staff have emergency PPE packs in every classroom.</p> <p>Reference Section 33 &amp; 34 in School Opening Action Plan</p>	<b>Class seating plans and symptomatic person questionnaire used to identify contacts.</b>
School Uniform	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Expectation for full uniform is communicated to parents.</p>	No PE bags brought to school. Children wear kit to school on PE days.

<b>6.Transport</b>		
Travel to school and provision of safe school transport:	School transport arrangements are reviewed and parents strongly encouraged to take part in active travel (walk, scooter, cycle), those who drive are advised to park some distance away from the school to avoid congestion in Durdells Avenue. Admin team liaise with School Transport Team to arrange for drop off and collection of vulnerable pupils (Y4 and Y6) by taxi and escort services at the main school entrance. <b>Active travelling to school continues to be encouraged. Nov 2020.</b> Travelling for work/education is allowed across borders between tiers and both staff and pupils/students may do so for that purpose only	
Dedicated school transport, including statutory provision	N/A	
Wider public transport	N/A Public or hired transport will not be necessary as swimming and school trips will not take place during the autumn term.	
School Transport arrangements support changes to school times	Liaising with the School Transport Team before change are made. Follow government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a>	
<b>7.Curriculum considerations</b>		
Planned return to normal curriculum in all subjects by Summer Term 2021	Staff have planned and modified the curriculum for the start of the year. Teaching time is prioritised to address significant gaps in pupils' knowledge with the aim pupils reaching their targets no later than summer term 2021. Teaching staff planned for a recovery curriculum during summer 2020 and reviewed ways to maximise time in class. The postponement of whole school gatherings will create additional learning time across the week. Priority focus on pupil wellbeing and mental health will launch the term to ensure pupil settle into school life and routines. Teachers will address the gaps and plan catch up for specified groups. <b>Remote learning mirrors the curriculum offered in school. The curriculum is on track – all subject areas are currently offered with modifications in music, PE and DT. Nov 2020</b>	Laudato Si and Me theme for whole school in September to address wellbeing and mental health.  Catch up funding and tutoring funding to be targeted at specific groups in line with Gov guidance.  <b>During Jan 21 Lockdown rigorous remote learning is scheduled - teachers agree to remote learning protocols and a consistent approach is expected across the school. It is recognized that teacher time on supervision roats must be kept to a minimum if</b>

		<b>they are to maintain a high quality remote learning provision.</b>
Suspension of some subjects for some pupils in exceptional circumstances.	This is in the best the interests of certain pupils and this should be subject to discussion with parents during the autumn term. There will be a coherent plan for returning to the normal curriculum for all pupils by the summer term 2021. <b>Singing in groups, recorder lessons and contact games are not included in the curriculum offer. The children have other skills substituted temporarily: Makaton and chime bars in music, tag rugby in PE. Nov 2020.</b>	No MfL - for pupils taking part in catch up programmes in English and maths.  <b>During Jan 21 Lockdown a minimum of 3 hours remote learning is expected for pupils in KS1 and a minimum of 4 hours remote learning for pupils in KS2. Topic maps and planning is adapted to ensure remote learning covers the breadth of the curriculum, including Spanish and music, within a routine weekly timetable for each year group.</b>  <b>RE, Catholic life, Collective Worship and pastoral time is prioritized for all pupils – teachers monitor engagement and any concerns are flagged up to SLT / pastoral team immediately for follow up.</b>
Music activities	<b>There may be an additional risk of infection in environments where groups are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and 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, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. DfE guidance will be published shortly. <a href="#">Guidance for Music, Dance and Drama</a> as well as <a href="#">Guidance for the Performing Arts and</a> should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance.</b>  <b>Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If</b>	Perspex screen for peripatetic teachers. Groups of 15 max will be able to sing in doors in the hall or studio. Classes will learn sign language during music lessons in the autumn term. No after school choir will run – possible lunchtime choir outdoors when weather is fine. Recorders – half class groups in studio. <b>Virtual choir – individual recordings only.</b>

	<p><i>possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on <a href="#">handling equipment</a></i></p> <p><i>If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS <a href="#">performing arts</a> guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering <a href="#">outdoor events</a>.</i></p> <p><i>Schools should consider risk reduction measure such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to:</i></p> <ul style="list-style-type: none"> <li><i>- peripatetic music staff,</i></li> <li><i>- cleaning and handling of equipment,</i></li> <li><i>- singing and playing brass and woodwind instruments</i></li> <li><i>- Avoiding sharing of musical instruments</i></li> <li><i>- Handling scripts</i></li> </ul>	<p>During Jan 21 Lockdown all music provision will be remote – peripatetic music teaching is postponed during lockdown.</p>
<p>Physical activity in schools</p>	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces (hall) used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>External coaches, clubs and organisations are used for curricular and extra-curricular activities where we are satisfied that this is safe to do so. Consideration is given to how such arrangements can operate within their wider protective measures.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. There will be no ‘contact’ sports taught or played currently. Football may be played where feet pass the ball but staff must adapt games to ensure no contact between players.</p> <p><i>Additional lines on PE and sport in Tier 4. PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.</i></p>	<p>No swimming or travel to external facilities during autumn term.</p> <p>Planet Education provides 10 hours PE coaching during autumn term.</p> <p>Extra curricular clubs will not run in September – planning to ensure small groups (8-15) outdoors in year group bubbles will be planned subsequently.</p> <p><b>During Jan 21 Lockdown CWV bubble pupils have access to a weekly session with Planet Ed. All pupils learning remotely are encouraged to have daily regular exercise. Teachers promote a range of videos and activities for the pupils to take part in.</b></p>

	Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools should not take place, in line with the local restrictions on grassroots sport. Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example, practising specific techniques, within their own system of controls. When it comes to playing team sport, schools can offer those with approved guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. Where open, external facilities, including other schools' facilities, can also be used in line with government guidance for the use of, and travel to and from, those facilities and schools' own systems of controls	
Practical science, art and D&T lessons	<b>Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the <a href="#">Guide to doing practical science work during Covid-19</a>, <a href="#">Guide to doing practical work in D&amp;T, food and art</a>, <a href="#">Carrying out practical science work in non-lab environments</a> and for primaries <a href="#">Practical activities in a bubble</a>. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</b>	<b>During Jan 21 Lockdown practical sessions are built into the remote learning for pupils at home. Pupils within the CWV bubbles are given activities that can be supervised safely.</b>
Educational visits	All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the <a href="#">Covid-19 DfE travel guidance for educational settings</a> For additional information check with EVOLVE guidance on website. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visits">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visits</a> <b>There are no planned visits until Summer 2021 – this will be reviewed in Spring 2021. Visitors to school are limited and control measures stipulated. Nov 2020.</b>	No external visits will take place in autumn term.  No residential visits in autumn or spring terms.  Visitors will be arranged in line with control measures.  <b>During Jan 21 Lockdown there are no planned visits during the spring term 2021.</b>
Groups of children mixing resulting in risk of more widespread transmission	Children will be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Groups will be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. Whatever the size of the group, they will be kept apart from other groups where possible and older children will be encouraged to keep their distance within groups. Staff will limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff. Measures will be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time). Large gatherings such as assemblies and with more than one group will be avoided.	Pupils will not mix with pupils from another year group during the school day – this will also be maintained during BASC.  Class bubble assemblies indoors Year groups assemblies - outdoors.

	<p>BASC clubs organise segregated year group bubbles to support the separation of different year groups. Staff maintain 2m+ from pupils at all times. BASC will not run whilst in Tier 4.</p>	<p>During Jan 21 Lockdown bubbles will not mix during the school day or during BASC.</p>
<b>8.Provision of food</b>		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a> Senior MSA and kitchen staff are briefed daily to ensure kitchen is maintained as a clean environment – the kitchen is only accessed for collection of packed lunches. No food preparation is planned until further notice.</p> <p>BASC will provide a limited selection of foods which require minimal handling: cereals and drinks only. Leaders ensure Health &amp; Safety policies are followed</p> <p>Packed lunches are provided until currently – this is under review.</p>	<p>No toast in BASC. Year groups are separated in BASC – all tables are 2m apart.</p> <p><b>During Jan 21 Lockdown FSM on site will continue to be packed lunches. Food hampers are provided for FSM pupils at home.</b></p>
Catering staff are operating in a safe environment	<p>Catering staff to follow the relevant aspects of government guidance for food premises: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a> All bubble staff ensure children wash hands and that their tables are wiped clean with an antibac spray of wipe prior to and after eating. Packed lunches are stored in classrooms – parents are advised to use child-friendly ice blocks to keep lunches cool. FSM are stored in main school kitchen fridges.</p>	<p><b>During Jan 21 Lockdown one MSA will have access to the main kitchen and packed lunches will be collected by bubble MSA from the hall hatch.</b></p>
<b>9.Communications with parents and others</b>		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p>Parents, carers or any visitors, such as suppliers are informed that they are not to enter the school building or site if they are displaying any symptoms of coronavirus. Only visitors, suppliers, and contractors with pre-arranged appointments will be allowed on site. If immediate access is required, the person concerned must phone the school office and gain authorisation from the headteacher. Staff are able to communicate with SLT quickly in an emergency: Walkie Talkie in PS and KS1, KS2 phone line available for staff to use. All persons on site must wear a face covering and adhere to 'hands, face, space' control measures. Nov 2020. Reference Section 20 &amp; 46 in School Opening Action Plan</p>	<p><b>During Jan 21 Lockdown contractors provided by TDA are expected to comply with the school specific requirements within this RA – no contractor to enter a room with bubble pupils or staff.</b></p>
Suppliers understanding and complying with new arrangements	<p>SFA confirms new arrangements with suppliers - all deliveries are arranged for quiet times or outside school hours. Reference Section 46 in School Opening Action Plan</p>	

Communications to parents and staff	<p>Regular communications are in place to ensure both staff and parents are informed of updated government guidance, amended routines and all control measures. Parents and staff are also regularly reminded of the symptoms of COVID-19.</p> <p>Communications include: regular newsletter to parents and daily briefing or memo to staff. Staff Zoom meetings. Additional communication is provided to parents and staff as required to ensure the school's approach to being COVID-19 secure is transparent and reassuring.</p> <p>Ongoing communication with parents – with the uncertain and ever changing environment admin and SLT work out of hours to ensure information is communicated clearly and as soon as it is available.</p> <p>Reference Section 18, 19 &amp; 20 in School Opening Action Plan</p>	<p>Questionnaire / survey due in January 2021</p> <p><b>During Jan 21 Lockdown regular communication will continue. Covid inbox available for parents: <a href="mailto:covid@ctkcps.com">covid@ctkcps.com</a> which is monitored daily including out of hours.</b></p>
Pupils and families anxious about return	<p>Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Staff are available outside school to liaise with parents at drop off or pick up and to address anxieties raised.</p> <p>Support is available to parents via regular contact with the class teachers (eschool, eschools/ google classroom, parent mail, Marvelous Me, telephone calls and face to face on drop off / pick up). The DSL team and PSW provide additional support to the most vulnerable families through regular contact via phone or brief contact at drop off / collection.</p> <p>ESO (Education Social Worker) supports the school in providing a clear message about expectations for attendance and ESO follows up where attendance is poor.</p> <p>Leaders / SENCo communicate details and expectations where catch up funding is applied.</p> <p>Systematic communication is sent to any staff, pupil or family who is symptomatic of COVID-19 or needs to self-isolate. This includes official letters from the admin team, wellbeing letters and phone calls from SLT and communication from staff via Marvelous Me and Google Classroom. Nov 2020.</p> <p>Pastoral team check in and monitor vulnerable families – all expected to attend school in Tier 4.</p>	<p><b>During Jan 21 Lockdown the pastoral team will plan the transition back into school for all pupils and self-isolating staff.</b></p>
Parent aggression due to anxiety and stress.	<p>Parents receive regular information from school leadership / SENCo regarding personalized learning plans, allocated drop off and collection times, which entrance to use and the process for doing so. Protocols for minimizing adult to adult contact are explained – parents may only give a brief comment to the staff member at drop off. Any longer conversations must take place by phone. Regular communication with parents will reassure them how to contact and communicate with the staff to reduce anxiety. Any aggressive behaviour is reported to SLT and addressed immediately.</p> <p>Reference Section 20 in School Opening Action Plan</p>	<p>Parents have access to Trick Box resources and parenting resources to support anxiety.</p> <p><b>During Jan 21 Lockdown any anti-social behavior is dealt with by the pastoral team in a robust manner. Trust advice will be sort if required.</b></p>

<b>10.Oversight of the governing body and the Plymouth CAST Board of Directors</b>		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <p>Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility.</p>	LBG continue to meet either by live video or where 6 persons in a large ventilated room. Weekly dialogue between headteacher and chair of governors.
<b>Use of live/recorded interactions to teach and engage with pupils/parents</b>		
Lack of parental agreement with live interactions between pupils and teachers	<p><i>Ensure that parents and pupils have given signed consent for pupils to take part and have agreed with an updated agreement policy.</i></p>	<p><i>How will you ensure equity of delivery for any child that doesn’t have consent?</i></p> <p><b>All parents are required to sign and give consent to their child taking part in live sessions. All parents are required to be next to or near the child during live Google Meets or Zooms. Regular phone calls home to children whose parents do not agree to live Google Meets or Zooms. This time will be used to check child’s understanding of the work being set and their wellbeing.</b></p>
Parents do not comply with acceptable use agreement	<p><i>Provide parents with clear guidance on how and when live interaction will take place following the trust expectations; guidance for how parents and pupils will interact will be clearly stated. Parents to be regularly reminded of these expectations through school communications.</i></p>	<p><i>How and what information will be communicated to parents?</i></p> <p><b>The acceptable Use Agreement is communicated clearly to all parents by headteacher and class teachers. All CAST Policies shared with parents – all parents sign and retain a copy of the acceptable use</b></p>

		<p><b>agreement for reference. Key Stage letters will be sent to parents outlining the schedule for Live lessons or Google Meets/Zooms according to their Key Stage. A simplified code of conduct is shared with all pupils and this expectation is reinforced at each meeting.</b></p> <p><b>Teachers will phone parents who do not comply to explore the reasons why and to avoid their child not being included in these live sessions. It is intended that clear communication and rationale grounded in maintaining the safety and wellbeing of each child should be agreeable for parents.</b></p>
Staff reluctant to deliver live or recorded interactions	<i>School leaders will brief staff and ensure full agreement for staff participation. Where there is not agreement, leaders will agree an alternative.</i>	<p><b>In-school support from experienced or ICT confident staff. Coaching model will support staff. Year group teams work collaboratively to support staff and work to their IT strengths.</b></p>
Staff are not fully aware of the appropriate processes and protocols for live interactions	<i>Provide appropriate training to all staff. Where possible, interactions should only take place on school premises. Where this is not possible, for example staff are self-isolating, school leaders should have vetted and agreed an area within the staff members' home (through virtual interaction) that this can take place. Staff to be given clear guidance on processes and protocols on delivery of any live or recorded interactions.</i>	<p><i>What training will be undertaken for staff?</i></p> <p><b>Clear communication is paramount – all staff read and sign the Acceptable Use Agreement and communicate pupil code of conduct agreed by whole teaching team. Weekly Staff Meetings, HT briefings and coaching webinars from IT lead is provided.</b></p> <p><i>How will you ensure staff are streaming from an appropriate location?</i></p>

		<b>There is a clear expectation that all live sessions are either filmed in school or in a family living space at home: living room, kitchen or study. There will always be two members of staff on every live meeting. Samples of recorded sessions will be monitored to check for compliance.</b>
Staff use of own equipment or accounts to deliver live streaming	<i>Schools to have an agreed platform which will be the only form of delivery to pupils. School staff should only use school devices and accounts to access and deliver live or recorded interactions.</i>	<i>What platform will you use for interactions with pupils?</i> <b>GoogleMeet or Zoom.</b> <b>All teaching staff have access to a laptop with a camera and speaker.</b>
Sessions at risk from the sharing of inappropriate content, audio or unauthorised participants	<i>Schools should have a process for; having full control of live sessions to include cameras and mics, immediately ending a live session for all, removing any participant from a live session. Sessions will be locked by the adult leading the session to unauthorised participants at all times. Staff to record attendance of pupils at every session and log/report any breaches/concerns to senior leaders. Pupils will be regularly reminded of e-safety responsibilities such as not sharing passwords etc.</i>	<i>What will be in place to ensure sessions can be aborted at any time, locked by staff so full control of mics and cameras is maintained and individual participants can be removed?</i> <b>Zoom- Chicken Switch</b> <b>GoogleClassroom- pupils disregarding the acceptable use code can be removed by the room manager.</b> <i>What systems and processes will be adopted to record attendance and log/report issues?</i> <b>Attendance and engagement records kept by class teachers.</b>
Unacceptable use of live streaming	<i>Sessions will only take place during school hours. Maximum length and number of sessions will be agreed and age appropriate, reflecting the needs of the staff and the pupils. Staff to discuss any concerns over excessive screen time with line manager in order for this to be adjusted if required. Parents and/or pupils to have the opportunity to discuss concerns over excessive screen time with school leaders. Staff to check pupils are adhering to policy, share ground rules at the beginning of each session and log/report any breaches/concerns to senior leaders. School leaders will review and revise the current behaviour policy to ensuring coverage of online interactions. Provide pupils with clear guidance on how and when live interaction will take place.</i>	<i>What will be added to behaviour policy and how will this be shared?</i> <b>The live session code of conduct is included as an addendum to the school behaviour policy.</b> <i>How will you ensure pupils are fully aware of the school behaviour expectations with</i>

	Share code of practice for live lessons. Pupils will be made aware that behaviour and sanctions will apply to live lessons and will be in line with school behaviour policy.	<p><i>regard to live lessons/streaming?</i></p> <p><b>Teachers remind children of the expectations and code of conduct on a regular basis. HT assemblies and regular communication with parents contribute to this.</b></p> <p><i>Consider the development of a 'class charter' of agreed conduct</i></p> <p><b>All classes adopt the live lesson code of conduct as part of their class charter.</b></p>
Pupils without parental agreement appear on camera whilst taking part in live interactions	Staff to ensure that they are fully aware of parental consent agreements. Where pupils do not have parental consent for images to be shared, staff member will be the only person accessing camera. Parents to be given the option for child to access live interactions without video when at home.	<b>Class teachers ensure their records are up to date and if a child does not have permission to use their video then it is permissible for the child to be in a meeting using audio functions only.</b>

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
1	One way system will be reconsidered after review in Sept.	14.9.20 5.11.20 6.1.21	HT
1	SSCT will support school upon request should parents not support this measure.	14.9.20 30.1.21	PSW
2	New storage installed summer 20 – PE and ASC storage.	3.9.20 30.1.21	Site manager
2	New tables required for Year 5L – to interlock to reduce space in classroom.	7.9.20 16.11.20	Finance secretary

		Complete	
2	Arrange more PFA training for remainder support staff in autumn 2020.	30.9.20 16.11.20 18.1.21	Lead First Aider
2	Brief MSA team re cleaning of play equipment, toilets and high touch points.	3.9.20 6.11.20 4.1.21	MSA Line manager
2	Outdoor hand washing stations to be ordered when back in stock – for use by EYFS.	7.9.20 11.1.21	Finance secretary
7	Catch up funding and tutoring funding to be targeted at specific groups in line with Gov guidance.	14.9.20 11.1.21	SENCo and curriculum lead
7	Planning for wider opening of extra-curricular clubs.	30.9.20 6.1.21 30.1.21	PE lead / HT
7	Parent survey	30.9.20 30.1.21	DHT/PSW

Signed: Headteacher: *Clare Fickel*.....  
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Date: 20.07.2020  
Update: 14.09.20  
Update: 05.11.20  
Update: 02.01.21  
Update: 12.01.21

Signed: ESM.....

Date.....

The outcome of this assessment should be shared with the relevant staff.  
A copy of the completed assessment to be kept on file and copied to the ESM and Premises and Procurement Manager