

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.

If you would like support for confirmed cases of COVID-19 call the DfE Coronavirus helpline on 0800 046 8687, they will work with you to assess the risk and advice what actions to take. Please do report confirmed cases to Devon County Council using this [smart survey link](#). You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school priority alert mailbox - educate.schoolspriorityalerts-mailbox@devon.gov.uk), someone in your setting has been admitted to hospital or you are getting significant media interest). Special schools, boarding schools, or special post 16 providers should call the PHE SW Health Protection Team straight away.

	Establishment/Department: Christ the King School Bournemouth	Establishment Risk Assessment	RA100 V2.4
	Address: Durdells Avenue, Kinson, Bournemouth, HB11 9EA		
<p>Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors</p> <p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance. The following guidance to reflect the changes announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8 March:</p> <ul style="list-style-type: none"> early years and childcare providers actions for schools during the coronavirus outbreak special schools, special post-16 providers and alternative provision <p>It is a legal requirement 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. This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and <u>must consult with their staff regarding the risks and control measures being implemented.</u></p> <p>General guidance on completing risk assessments is available at arrangements note HS47. When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>		<p>Date assessment completed: 5.3.21</p> <p>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>	
<p>Assessor(s): Clare Tickel</p>			
Version Control: RA 100 Version 2.1			
Update – 15/7/20, page 6. Premises related matters - Management of waste			
Update – 25/08/20, page 12,13,14. School Transport			
Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)			
Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff			

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	
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	
Update – 15/09/20, page 16. Educational Visits - updated link.	
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.	
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama	
Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff	
Update – 04/01/2021 page 3 – definition of close contact	
Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.	
Update – 04/01/2021 page 14 – Lateral Flow Testing (Secondary Schools)	
Update – 08/03/2021 page 14 – Lateral Flow Testing (Secondary Schools)	
Update – 14/01/2021 page 14 - Lateral Flow Testing (primary staff home testing)	
Update – 08/03/2021 first page PHE information	
Update – 08/03/2021 page 2 – return to school March 8th guidance	
Update – 08/03/2021 page 4 – definition of close contact	
Update – 08/03/2021 page 5 - Guidance for EYFS	
Update – 08/03/2021 page 5 - Wraparound provision	
Update – 08/03/2021 page 12 - Accessing testing arrangements are clear for all staff	
Update – 08/03/2021 page 13 - Assessment of all staff, including high risk staff	
Update – 08/03/2021 page 13 - face covering	
Update – 08/03/2021 page 14 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 08/03/2021 page 14 - Lateral Flow testing (Secondary Schools)	

Update – 08/03/2021 page 15 - Lateral Flow testing (Primary staff home testing)	
Update – 08/03/2021 page 16 - Vulnerable groups who are clinically, extremely vulnerable	
Update – 08/03/2021 page 21 - Educational visits	

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
Social distancing and reducing risk of transmission		
Definition of close contact	<p>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':</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means): The current definition of close contact in a school setting is shown below.</p> <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times when you have been wearing a face covering or face mask) ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane (this includes school transport) <p>Focusing on obtaining mitigations to reduce close contact, will reduce staff and pupil absences when there are cases within the school. Note that the use of face masks and other forms of PPE does not exclude somebody from being considered a close contact (unless they are providing direct care with patients or residents in a health and care setting, NHS Test and Trace: how it works - GOV.UK (www.gov.uk))</p>	<p>All staff are fully briefed on the PHE definition of 'close contact'. Staff are expected to log any close contacts in their blue Contact Book.</p>

<p>Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.</p>	<p><i>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. If possible, only one parent to attend. Use alternative drop off locations where possible. Schools should also have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening. Pupils must be instructed to wash their hands, on arrival.</i></p> <p><i>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.</i></p> <p><i>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</i></p> <p><i>All classrooms have a designated entrance and exit door.</i></p> <p><i>SLT, PSW and site manager continue to monitor entrance and exits at start and end of day. This will be reviewed regularly – one-way system not in use. Letters to parents clearly communicate 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.</i></p> <p><i>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.</i></p> <p><i>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. Schools should also have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening. Pupils must be instructed to wash their hands, on arrival.</i></p>	<p><i>Parents are informed that pupils will enter / exit school via their classroom doors.</i></p> <p><i>Reminders communicated regarding promptness, face coverings, social distancing, single file on pathways and the need to 'drop and go' to clear the site.</i></p>

<p>Parents gathering at school gate not social distancing</p>	<p><i>Plan parents' drop-off and pick-up protocols that minimize adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</i></p> <p><i>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. Older siblings at secondary school are not allowed on site. 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. Parents who attend site with a +1 are spoken to. 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. 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.</i></p> <p><i>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. Weekly communication will continue throughout Tier 4/ 3.</i></p> <p><i>Should any large gatherings of parents occur then senior staff and site staff will politely request the group is dispersed.</i></p>	<p><i>SSCT will support school upon request should parents not support this measure.</i></p> <p><i>Parents reminded in all communication about 'drop and go' and why this is important. SLT and PSW will continue to be a presence outside school to monitor and challenge where this does not happen.</i></p>
<p>Overcrowding in classrooms and corridors.</p>	<p><i>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below). Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Removal of some furniture may be required to enable this. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups.</i></p> <p><i>Children will be in year group bubbles of no more than 60 pupils. Desks in all classrooms face the front and surplus furniture removed to enable flow of</i></p>	<p><i>Year group bubbles provide a cohesive curriculum where year group staff work in teams and target intervention.</i></p> <p><i>All control measures reinforced and bubbles are kept separate throughout the school day and during BASC. This is communicated to parents. Year group bubbles provide the best opportunity for accelerating the</i></p>

	<p><i>bodies around the room s and avoid congestion. 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. Reception classes share the outdoor learning area and have open plan classrooms. In order to keep the children safe, we will not be mixing bubbles from Year groups during the school day. BASC will also provide full wrap around care with pupils divided into year group bubbles within designated spaces.</i></p> <p><i>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.</i></p> <p><i>Teachers 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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>	<p><i>learning, e.g. RWI phonics and catch up interventions.</i></p>
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<p>Risk of transmission within EYFS settings</p>	<p>Updated Guidance for EYFS (February 2021 early years and childcare providers) to be followed. 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>The EYFS rooms are maintained as an open plan space with minimal furniture. Children will use small tables to enable SD within their setting.</p> <p>All classrooms in EYFS are well ventilated and learning is planned to maximize the outdoor learning environment.</p>
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<p>Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible Staggered lunchtimes & in set groups with handwashing – tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</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.</p> <p>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.</p>	<p>Each year group bubble has a designated play and break time location – staggered times ensures each bubble is kept separate. Play trail equipment is in use – children must sanitize or wash hands before and after use.</p> <p>KS1 playground divided by tape when shared. Year 3 play in their garden area.</p> <p>KS2 playground division: top and bottom playground. Designated route to toilet block.</p>
<p>Wraparound provision: Groups mixing during extra-curricular provision</p>	<p>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 providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, as much of this will be useful in planning extra-curricular provision. Where parents use</p>	<p>BASC provision is in place. Breakfast club start 8am in the hall with all year groups segregated at distance. ASC uses the hall and ASC room with each year group segregated. ASC runs for 2 hours only – Hall in use until 4.15pm. If numbers allow then ASC may be</p>

	<p><i>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 guidance for parents and carers, which schools may want to circulate.</i></p> <p><i>Peripatetic teachers will continue with lessons – screens, face coverings and 2m spacing is expected: Individual flute / keyboard lessons and small bubble group guitar.</i></p> <p><i>Peripatetic music lessons will restart with pupils in small groups from the same bubbles. Teachers will ensure that they maintain 2m from their pupils. 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.</i></p> <p><i>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. In line with Gov Guidance (nov 2020) there will be no extra-curricular clubs except for BASC which primary purpose is child care.</i></p> <p><i>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</i></p> <p><i>Reference Section 30 in School Opening Action Plan</i></p>	<p><i>used for 2nd hour. Bubbles continue to be segregated.</i></p> <p><i>After school cubs (football and dance) run in separate year group bubbles. There is no mixing of bubbles. Outdoor spaces in use.</i></p> <p><i>Extra-curricular clubs provided with copy of school RA as part of on-going negotiations for recommencing clubs.</i></p>
<p>Spread of virus due to increased numbers of people within the building.</p>	<p><i>Inform parents that if their child needs to be accompanied to school only one parent should attend.</i></p> <p><i>All visitors to site are managed carefully and restricted only to those that are absolutely necessary.</i></p> <p><i>Parents are informed that if their child needs to be accompanied to school only one parent should attend.</i></p> <p><i>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.</i></p> <p><i>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 3 persons in any meeting. All parent / staff meetings will be virtual or by phone call</i></p> <p><i>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.</i></p> <p><i>Toilets are allocated to specific groups and bubbles and are cleaned mid-morning and after lunch.</i></p>	<p><i>Contractors needing access to Bubble classrooms or working spaces are advised to avoid the hours that pupils are on site – if it cannot be avoided they will be guided to rooms when pupils are on breaks or at a 2m+distance.</i></p> <p><i>Gatherings or mixing of staff or parents are not allowed inside or outside the building. Regular reminders via the weekly staff bulletin and parent newsletter - also verbal reminders from SLT or teachers</i></p>

	<p><i>Pupil movement is supervised by adult and only at allocated times along agreed routes.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>	
Staff	<p><i>Staff should maintain Public Health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils. Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</i></p> <p><i>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. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils. Staff numbers are limited in corridors, rooms and staff rooms and should not exceed the maximum expectation.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>	<p>Supply staff advised of C19 control measures.</p> <p>CEV staff and pregnant staff (28 weeks+) are required to work remotely and must not attend site. Full staff briefing on 4.3.21 and weekly staff bulletins reinforce control measures.</p> <p>April 19th – No CEV staff</p>
Premises related matters		
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p><i>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.</i></p>	<p>New storage installed summer 20 – PE and ASC storage.</p>

	<p>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p> <p>Control measures include:</p> <ul style="list-style-type: none"> - 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. - Corridors and flow around school - clearly demarcated 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. - 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 Year 3 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. - 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. - Visualizer will be at situated at the front of the room for children to walk to when directed - Children have a designated seat / desk in their classroom with a tray for storage of their own personal equipment and resources. - 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. - 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. - 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. - Cloakrooms will be in use for KS1 – No PE bags will be brought to school – bags and coats will be stored on the child’s peg or chair. - KS2 lockers will not be in used. 	<p>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. Staff eat lunch in their classrooms or in bubble breakout rooms. Limits on numbers of adults in rooms continues.</p> <p>Staff must not have corridor discussions and on entry to the building must make their way directly to their bubble base rooms.</p> <p>Use of PPA room will be on request and scheduled – two staff members only and the room is cleaned afterwards.</p> <p>Prayer room, small kitchen and ASC room will not be in use during lockdown – resume use post lockdown – small groups allowed where bubbles are segregated.</p> <p>All persons continue to walk on the left in corridors in single file.</p> <p>April 19th – Hall in use for lunch time – keep bubbles segregated. ASC in use when numbers are low and bubbles can maintain segregation - all rooms ventilated.</p>
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	<p>- Posters are displayed around school: 1. 2m distancing, 2. Respiratory Hygiene Reminders, 3. Handwashing reminders, 4. DSL reminders. Regular reminders to staff and pupils. Parents reminded to practice hygiene measures at home before returning to school.</p>	
<p>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</p>	<p>Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies</p> <p>31 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. Only first aider may attend an incident and must wear PPE – all bystanders must remain 2m+ distance. Reminder that first aiders must wear PPE for first aid in staff bulletins.</p>	<p>31 staff currently PFA trained.</p>
<p>Fire Procedures</p>	<p>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</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</p>	<p>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 practised with whole school as bubbles will be separate.</p> <p>Fire registers all updated each term.</p> <p>Fire marshal refresher training and fire drill scheduled for 26 March 2021. All previous outcomes from last fire drill have been actioned.</p>

	<p>and ensure all doors are closed. Fire Marshalls will have a refresher training session in September 2020.</p> <p>Reminders that fire doors must be kept shut in regular staff bulletin.</p>	
Water hygiene – management of legionella	<p>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak.</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</p>	Premises staff continue to manage water hygiene in line with ACST expectations.
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Training of all staff via briefing prior to start – 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. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</p> <p>Regular staff briefing prior to start on 20th July and 3rd 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.</p> <p>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.</p> <p>Quality assurance visits from Perfect Finish on weekly basis.</p> <p>There are opportunities for all employees to raise concerns / make suggestions either during the day or at the regular briefings. Staff are reminded of their duty to raise concerns if they see anyone disregarding the control measures.</p>	<p>Continue with weekly staff bulletin and parent briefings and newsletters – posted on COVID Teams.</p> <p>Full staff briefing 4.3.21 and weekly updates communicate expectations to all staff. SLT monitor this daily.</p>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</p>	Asbestos register – copy with PS. All staff have read and signed asbestos register for CTK

	<p>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.</p> <p>Site and senior Admin will ensure that equipment is only in use if it is within statutory test periods (e.g. lifts and hoists).</p> <p>Annual Health and Safety training includes asbestos training for all staff.</p>	<p>CAST asbestos training for premises staff spring 2021.</p>
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<p>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</p> <p>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. Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</p> <p>Enhanced cleaning regimes are in place – dishwasher in use for mugs twice daily.</p> <p>4 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. 1 members of staff in finance/admin office. 2 members of staff in front admin office. 1 family allowed in foyer at one time. 2 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>Temporary removal of some staff room chairs.</p> <p>Books held for 72 hours on return before going back on loan - staff members only access books with gloves. Main school library use delayed until Summer 2021 review. Class libraries are in use.</p> <p>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>No staff are allowed to enter the offices when the admin staff are present – stair gates prevent access. No staff gatherings in staffroom.</p> <p>April 19th - ASC refurbishment – in use for limited times.</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)</p> <p>.</p>	
<p>Ventilation to reduce spread</p>	<p>Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used Where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as ensuring that they are closed at times when they cannot be sufficiently monitored. • Ventilation to chemical stores should remain operational. <p>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: Guidance on temperature in the workplace</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>Air con in Year 6 block turned off. CAST advised it is safe to use for heating only.</p> <p>Ventilation is a priority and opportunities for outdoor learning will be prioritized – especially for younger children.</p> <p>Ventilation is still required when any room is occupied. At break times staff will open windows / doors wide to replace the air. Ventilation is balanced carefully against keeping a comfortable working temperature. All are advised to wear extra layers.</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.</p> <p>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.</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>	
Management of waste	<p>Ensure bins for tissues are emptied throughout the day.</p> <p>Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.</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. Regular reminders to staff to monitor bin usage and request replacement cleaning / tissues, etc if needed.</p> <p>Specific lidded bin for all tissue waste.</p> <p>Storage of any C-19 contaminated materials are stored securely for 72 hours (yard at back of kitchen and clearly labelled).</p> <p>Staff will adhere to the guidance on disposal of waste (such as used fluid resistant masks)</p>	Lidded bins for tissue waste.
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>Large deliveries are arranged to avoid the busier start / end of the school day and all deliveries are managed via the main office. There is a Perspex screen between staff and visitors, otherwise 2m distancing will be adhered to.</p> <p>Contractors on site wear face coverings unless they are exempt.</p>	Drop off point of goods continues to be the main entrance area. Staff are reminded to maintain 2m+ or to remain behind the glass screen.
School owned outdoor play equipment	<p>Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children's hands before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment,</p>	MSA / TA team responsible for enhanced cleaning of play equipment, toilets and high touch points.

	<p><i>cleaning regimes if applicable for high traffic touch points such as 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. Encourage effective sanitation by users, parents etc. Consult guidance on Managing Outdoor Playgrounds for equipment also used by the community.</i></p> <p><i>When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</i></p> <p><i>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.</i></p> <p><i>KS2 Pick up Sticks – 10</i></p> <p><i>KS2 balance activity bars – 1 child at a time</i></p> <p><i>KS1 Activity frame – 10</i></p> <p><i>Play equipment is appropriately cleaned between bubbles of children and only one bubble at a time.</i></p> <p><i>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 via regular newsletters.</i></p> <p><i>When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</i></p> <p><i>Where cleaning of large outdoor play apparatus has proved difficult, pupils must wash / sanitize hands after use.</i></p>	<p><i>Bubble designated outdoor play equipment will be in use – pupils must sanitize hands before and after using the play trail. Hand held play equipment is wiped down after use.</i></p>
Hiring out premises	<p><i>Schools should ensure they are considering carefully how to hire out to external bodies or organizations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</i></p>	<p><i>Planet Education sports coaches provide after school club for separate bubbles (year groups) only.</i></p> <p><i>Sports club use outdoor spaces only. If raining SLT will advise venue.</i></p> <p><i>All control measures are adhered to and monitored by SLT.</i></p>
Cleaning and reducing contamination		

<p>Contaminated surfaces spreading virus.</p>	<p><i>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</i></p> <p><i>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</i></p> <p><i>Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link.</i></p> <p><i>Follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings.</i></p> <p><i>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 wear PE kit to school on PE days.</i></p> <p><i>Class room staff ensure tables are wiped down at break-time and before lunch. MSAs wipe tables after break. Class staff should continue to wipe down frequently touch surfaces within their classroom environment.</i></p> <p><i>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.</i></p> <p><i>Stair bannisters are wiped by a member of LKS2 staff after the children have passed through, with antibac spray or wipe.</i></p> <p><i>Admin staff regularly wipe entrance foyer and corridor surfaces and light switches throughout day.</i></p> <p><i>Staff wipe surfaces used during break times or PPA with antibac spray.</i></p>	<p><i>Staff reminded of the need to wipe all regularly touched surfaces. Enhanced cleaning at the end of each day continues.</i></p>
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	<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>Cleaners should not access rooms or toilets until the areas are vacated.</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>	
Shared resources and equipment increasing spread	<p>Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such as photocopiers to maintain social distancing. Enhanced cleaning regimes.</p> <p>Children have their own stationery 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. 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>Pupils and staff are reminded that stationary cannot be shared. Where larger equipment must be shared, e.g. telephone, computer, etc – it is wiped with antibac after each user.</p>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See Safe working in education and childcare for guidance on PPE and guidance on COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) Put in place an enhanced cleaning schedule</p>	<p>New cleaning contract from Autumn 2020 with weekly supervision and training for staff. Contract cleaners provide summer deep clean.</p>

	<p><i>and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.</i></p> <p><i>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. Cleaning products being used are suitable and adequate supplies of cleaning materials are available. 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. Colour-coded buckets provided for school cleaners – advised by supervisor (Perfect Finish). Cleaning is monitored with a weekly supervisor visit. 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.</i></p>	<p><i>Perfect Finish continue to supplement school cleaning staff and work together to ensure enhanced daily cleaning of all used areas.</i></p> <p><i>Where there is a positive case, Perfect Finish are contacted immediately to clean the contaminated areas.</i></p> <p><i>Perfect Finish (cleaning contractors) have updated RA and weekly dialogue with HT</i></p>
Sufficient handwashing facilities for staff and pupils	<p><i>Where a sink is not nearby, provide supervised access to hand sanitizer in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible. Ensure enough hand wash and sanitizer stations are available based on what you have learned from usage to date.</i></p> <p><i>Where a sink is not nearby there is supervised access to hand sanitizer - 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). Hand sanitizer units are attached to corridor walls near entrance / exit points. 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. Additional hand sanitizer dispensers are located along corridors to ease flow of pupils, e.g. at main entrance, by all exits and music room.</i></p>	<p><i>Outdoor hand washing stations to be ordered when back in stock – for use by EYFS.</i></p> <p><i>All regularly reminded about hand hygiene and access to sinks checked.</i></p>
Additional time for staff and pupils to carry out handwashing	<p><i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.</i></p>	<p><i>Parents support school by prompt arrival to school – doors open 10 minutes earlier to allow children time to wash hands and settle for register.</i></p>

	<p><i>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.</i></p> <p><i>Pupils and adults wash their hands on arrival at school (hand sanitizer at staff signing in pint).</i></p> <p><i>Hands are washed at least every 2 hours for a period of 20 seconds. More frequently if needed – directed by bubble staff.</i></p> <p><i>Hands are washed before eating snacks or lunch.</i></p> <p><i>Hands are washed after playing outside or any PE activities.</i></p> <p><i>Hands are washed after coughing or sneezing – if symptomatic of COVID-19 pupils or staff are isolated in the medical room and sent home.</i></p>	<p><i>Parents asked to practise handwashing with their children prior to return to school after lockdown or period of self-isolation.</i></p>
Handwashing practice with children	<p><i>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug.</i></p> <p><i>Consider risks around ingestion of sanitizer and where this is a risk substitute for skin friendly sanitizer wipes for young children / those with complex needs.</i></p> <p><i>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.</i></p> <p><i>Any children with skin allergies will have their own personally labelled soap / emollient cream. .</i></p> <p><i>Posters around school remind staff and pupils about handwashing expectations.</i></p> <p><i>Staff will supervise access to hand sanitizer.</i></p> <p><i>Parents and staff must remind pupils of all hygiene practices and practise these on return to school after any period of absence.</i></p>	<p><i>Regular reminders to practise hygiene routines with pupils.</i></p> <p><i>Parents asked to practise handwashing with their children prior to return to school after any period of absence.</i></p>
Good respiratory hygiene	<p><i>Promote ‘catch it, bin it, kill it’ ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil’s individual risk assessment.</i></p> <p><i>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.</i></p> <p><i>Parents and staff must remind pupils of all hygiene practices and practice these on return to school after any period of absence.</i></p>	<p><i>Regular reminders to parents and staff to practise hygiene routines with pupils.</i></p> <p><i>Lidded bins in classrooms, hall, studio. Parents reminded to practise good respiratory hygiene with children before return.</i></p>
Sufficient supplies of soap and cleaning products	<p><i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments</i></p>	<p><i>Stock is maintained to ensure enough in the event of another lockdown.</i></p>

	<p>(RA05) and implement additional controls required where there has been any change in products.</p> <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>Stock replenished prior to return on 8th March. BCP supplies of cleaning and PPE received 3.3.21</p>
Toilets being overcrowded	<p>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>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.</p> <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.</p>	<p>MSAs monitor toilets at lunchtimes. Toilets cleaned after each break.</p> <p>Classroom staff, MSAs and BASC staff monitor pupils going to the toilet to ensure no overcrowding or waiting within the toilet facilities. Staff check pupils have washed hands correctly and flushed toilets. Pupils only use their allocated toilet facilities.</p>
Staff related issues		
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>When assessing the return to full opening the following section of the DfE guidance must be followed: 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 Where this cannot be met, then the school must record why and what other control measures they will adopt.</p>	<p>All staff maintain their contacts books to aid any requirement to Track and trace contacts. Include date and details of the contact.</p> <p>Teachers and TAs will be allocated to year group bubbles until Easter</p>

	<p><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. 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></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><i>PHE have identified issues that have arisen in their Incident Management Teams (IMT) test result 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></p> <p><i>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:</i></p> <ul style="list-style-type: none"> ▪ <i>Reducing bubble sizes,</i> ▪ <i>reducing face to face meetings (move to video calling if appropriate),</i> ▪ <i>reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i> ▪ <i>reducing or eliminating the movement around the school of pupils and teaching staff,</i> ▪ <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i> ▪ <i>no car sharing between staff to school</i> ▪ <i>keeping to the 2m distancing (for teachers especially) if at all possible</i> 	<p><i>and any mixing will be minimal. HLTAs will remain allocated to a year group bubble – where cover is required every effort will be made to mitigate the risk – e.g. LFD testing. All meetings will continue virtually. Staff are advised not to car share.</i></p> <p><i>PE coach will be responsible for cleaning PE equipment and storage.</i></p> <p>April 19th – HLTAs and TAs work cross phase. There is a cover supervisor in every bubble / phase.</p>
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	<p><i>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.</i></p> <p><i>PPA teachers in MfL, music and PE will maintain 2m+ distancing between staff and pupils.</i></p> <p><i>Whilst in Tier 4 / lockdown 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 avoid any close contact at all. MSAs who cover more than one group should only be allocated to one indoor bubble, further bubbles will involve outdoor supervision.</i></p>	
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</i></p> <p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. This is still the case in Tier 4/ 8th March onwards. 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. Visitors are limited to those that are absolutely necessary – virtual meetings and reviews replace face to face meetings.</i></p> <p><i>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).</i></p> <p><i>Visits are planned to happen outside of school hours where possible.</i></p>	<p><i>Admin team knowledgeable on protocols for supply.</i></p> <p><i>Request specific supply teachers for continuity and to limit contact of new persons. Supply teachers – supply and demand may be used to cover absence where a HLTA or cover supervisor is not available.</i></p> <p><i>Visitors - prior arrangement is required to make the necessary amendments to working spaces. All visitors are asked to complete an LFD test prior to being on site. Peripatetic teachers may resume tuition with control measures in place. They will receive a copy of the updated RA and access to LFD tests.</i></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>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 to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: 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</p> <p>If there are any shortages of teachers, then level 3 teaching assistants (Cover Supervisors) 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. 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. Where there are insufficient staff to open part or all of the school the ESM will be informed immediately.</p> <p>Whilst in Tier 4 / 8th March+ HTAs 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>Cover supervisor role will be reviewed as part of trust wide harmonization.</p> <p>Shielding staff continue to work remotely- 2 CEV staff and 2 pregnant staff continue to work remotely until 31st March+ These absences have been covered internally. There is some flexibility to move staff into other bubbles where urgently required – i.e. following a LFD test and ideally 48 hours.</p> <p>April 19th – no staff are shielding. HTAs and TAs work cross phase.</p>
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. If appropriate, seek GP or occupational health advice. Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy Further advice is available from HR if required.</p>	<p>Jan 21 Lockdown RAs are completed for all Vulnerable staff.</p> <p>Wellbeing resources shared with staff and details of counseling / support available – on well-being Team intranet. SLT ensure timely sharing of information and transparency of information</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>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.</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>Any staff who are anxious about attending work during Tier 4 or lockdown 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>	<p>provided via weekly staff bulletin and staff briefings.</p>
<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</p>	<p>April 19th – Senior staff continue to monitor and act on any feedback.</p>
<p>Accessing testing arrangements are clear for all staff</p>	<p>Guidance on the new asymptomatic testing programmes taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step 'how to guides.'</p> <p>For secondary schools - Resources - Google Drive.</p> <p>For primary schools - Primary Schools Document Sharing Platform - Google Drive.</p> <p>Staff are reminded of the availability of testing and will be requested to apply for a PCR test should they be symptomatic of COVID-19.</p> <p>Home testing kits are available to the school - the school will follow the guidance and use these in specific circumstances.</p> <p>Staff are advised to ensure they inform NHS that they are key workers when seeking a C19 PCR test.</p>	<p>All staff have been fully briefed and trained in use of LFD test kits. All resources are shared on the staff internet 'Teams' in Covid-19 Team. Expectations of staff and parents with regard to self-isolation and notification to the school of a positive tests (staff - home LFT) is shared in newsletters and staff bulletin (5.3.21 and 12.3.21) Staff reminded to only carry out LFT at home not on school site.</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 should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from</p>	<p>Continue with protocols already in place.</p>

	<p><i>coughing, spitting, or vomiting, then eye protection should also be worn</i> <i>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</i> 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</p>	
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p><i>Clinically Extremely Vulnerable staff (CEV) are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required) and there is guidance for this group. Employers should talk to their staff about how they will be supported, including to work from home. These new formal shielding measures will apply across the whole of England until at least 31 March. Staff who are Clinically Vulnerable (CV) can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission</i> Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) p37</p> <p><i>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially 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. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</i></p> <p><i>Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school following lockdown 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.</i></p> <p><i>A risk assessment will have been undertaken with clinically extremely vulnerable and clinically vulnerable staff where they are returning to the school. 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.</i> <i>Reference Section 1 & 2 in School Opening Action Plan</i></p>	<p><i>Regular dialogue with staff is scheduled and will be included in supervision and professional performance reviews.</i></p> <p><i>Individual risk assessments are in place for all vulnerable staff including pregnant and CEV staff who are working remotely. CEV and pregnant staff post 28weeks will continue to work remotely until 31st March+</i></p>

	<p><i>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 about any concerns and control measures.</i></p> <p><i>Pregnant staff are CV (Some may be CEV as advised). Pregnant staff are advised to work to 28 weeks - current C-19 government guidance.</i></p>	
<p>Staff use of PPE</p>	<p><i>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. Follow guidance</i> 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 <i>Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</i></p> <p><i>Staff directed by the trust to wear a face coverings at all times including in communal areas and corridors. They may wear a face covering when teaching so long as it does not impact negatively on the learning.</i></p> <p><i>All adults visiting the school must also wear a face covering when visiting the premises. Adults / Staff should declare any exemptions to this expectation.</i></p> <p><i>Parents are requested to wear face covering on the entrance paths or where they cannot maintain 2m distance from another adult.</i></p> <p><i>Parents who enter the school for an appointment must wear a face covering. Screens and visors are also available. Where possible all meetings including parent meetings will be virtual.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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 make a simple face covering. Individual members of staff and students/parents should provide their</i></p>	<p><i>March 8th- BCP supplies available of masks, aprons and goggles.</i></p>

	<p><i>own face coverings for non-mandatory use. A supply of face coverings are available should staff need additional items.</i></p> <p><i>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.</i></p> <p><i>No pupil will be excluded from education on the grounds that they are not wearing a face covering</i></p> <p><i>The behaviour policy will be amended to reflect the use of face coverings.</i></p> <p><i>The priority for reducing the risk of contracting COVID-19 remains social distancing, bubbles, hand and respiratory hygiene and enhanced cleaning regimes.</i></p> <p><i>Parents are encouraged to visit www.gov.uk/backtoschool for information and practical guidance to help them plan for their children's return to school. Leaflets for parents can be downloaded here. Public Health England has published a communications resource hub. Static and animated social media content, posters, digital screens and adaptable assets have also been published.</i></p> <p><i>Some individuals are exempt from wearing face coverings. This applies to those who (staff and parents):</i></p> <ul style="list-style-type: none"> <i>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</i> <i>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</i> <p><i>Teachers and other staff to be sensitive to the above needs.</i></p> <p><i>Reference</i></p>	
<p>Use of face coverings</p> <p>Lack of understanding</p>	<p><i>Guidance on the use of face coverings for pupils in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p> <p><i>Adequate training / briefing on use and safe disposal</i></p>	<p><i>Face masks can be work by staff in the classrooms as long as it does not impact negatively on the teaching and learning.</i></p> <p><i>Visors are not to be worn as an alternative to a face covering (mask). Persons exempt on medical grounds will not be expected to wear a face covering.</i></p>

	<p>Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p>	<p>Safe removal of face coverings: Hands must be washed before and after removal of masks or visors. Disposable masks must be disposed in black bin liners – please cut the ear loops. Re-useable masks must be stored in a sealable plastic bag when not in use. Masks that become damp must be replaced with a clean, dry mask. Spare masks are available in schools. Where parents request a child wears a mask they must form the same guidance for safe removal or replacement of face coverings.</p>
<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p>Dealing with suspected and confirmed case/ cases and outbreak. If you would like advice, contact the DfE Coronavirus Helpline on 0800 046 8687. You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school priority alert mailbox - educate.schoolspriorityalerts@mailbox@devon.gov.uk), someone in your setting has been admitted to hospital or you are getting significant media interest. Special schools, boarding schools or special post 16 providers should call the PHE SW Health Protection Team straight away.</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <ul style="list-style-type: none"> • The current definition of a close contact in a school setting is shown below. • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane (this includes school transport) 	<p>Class seating plans and symptomatic person questionnaire used to identify contacts.</p> <p>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.</p> <p>Follow PHE procedure for reporting single or multiple cases within the community. Inform: Jo Wilson – Dorset PH, BCP schools continuity team, DfE, ESM and GoG.</p>

<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 a **PCR** test 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 **PCR** 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

*For **ALL CONFIRMED CASE IN SCHOOL ALWAYS** inform the local authority by completing the smart survey form: [COVID 19 - Education Provision/School Notification of Positive COVID 19 Test Results](#) or who have been advised to isolate (smartsurvey.co.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](#)

Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the [Actions for Schools Guidance Section 5](#)

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. Accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.

	<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</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.</p>	
<p>Lateral Flow testing (Secondary Schools) It is important to note that LFT/PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation actions.</p>	<p>Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges With the start of mass testing by Lateral Flow Devices (LFD) in some schools, it is also important to remember that these are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place, but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p>DfE have created a schools and colleges document sharing platform for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.</p>	
<p>Lateral Flow testing. It is important to note that LFD /PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation. actions, particularly in relation to contact between staff.</p>	<p>Guidance on the coronavirus (COVID-19) LFD testing programme for primary staff home.</p> <p>It is also important to remember that the LFD test are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p>Key points</p> <ul style="list-style-type: none"> • All staff working in primary, secondary and Colleges are encouraged to take part in the LFD testing programme • Secondary age pupils are recommended to undertake 3 tests in school at their Asymptomatic Test Site (ATS) BEFORE moving to use LFD home test kits • Recommended twice weekly before coming into school 3-4 days apart • Read guidance and watch video 	<p>All staff have been trained in the use of LFD tests. All resources are saved in the Covid-19 Team intranet for easy access.</p> <p>All staff test themselves at home twice weekly on Sunday evening and Wednesday evenings. Part-time staff test the evening before they come on site.</p> <p>All staff are fully trained and briefed on processes for self-testing, reporting results of tests and replenishing test supplies. For positive tests staff must also immediately alert SLT via phone.</p>

	<ul style="list-style-type: none"> • This process is not for releasing people early from Self Isolation • It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and secondary staff in preparing and operating home testing LFD. <p>Resources for testing: youtube video Google Drive Primary Phase - Google Drive</p>	<p>Staff who are symptomatic book a COVID test as previously advised and self-isolate.</p> <p>Peripatetic staff including IT technicians and regular volunteers and coaches must also use LFD testing prior to coming on site. Covid administrators maintain the log of test kit distribution and outcomes from tests.</p>
Pupil related issues		
<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<p>Clinically extremely vulnerable (CEV) adults and children. It has been confirmed by the DfE that all CEV (and those who have been newly identified by letter in recent days) that all these staff/pupils should continue to self-isolate until March 31st.</p> <p>The Department of Health and Social Care has added a third category to the definition of clinically extremely vulnerable (CEV). The definition has been expanded to include a new group of adults who have been identified through the COVID-19 population risk assessment as potentially being at high risk of serious illness if they catch the virus. Individuals identified as CEV through this risk assessment are advised to follow guidance for clinically extremely vulnerable people, which has now been extended until 31 March. Anyone newly identified as part of this group will be notified.</p> <p>Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons 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. Pupils who are CV should still attend school. Pupils who are CEV must not attend school and should engage with remote learning during the period of lockdown. Pupils who live with a person who is CEV should continue to attend school – parents should talk to the pastoral team if they are anxious. 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. During Tier 4 restriction CEV pupils are advised to learn remotely.</p>	<p>Phone calls to reassure anxious families and signpost support.</p> <p>CEV pupils are advised to shield (there are currently none). Pupils living with CEV household members are expected to return to school</p>

Children with EHCP and pupils who attend dual settings	<i>A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</i>	<i>SENCo prepared EHCP pupils transition plans for returning to school and communicates with the parents.</i>
Pupils unable to follow guidance	<p><i>Some pupils will need additional support to follow these measures.</i> 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</p> <p><i>Transition planning has included careful consideration of staff and pupil groups. Staff CPD on post COVID-19 Behaviour Management using relational strategies.</i></p> <p><i>Wellbeing priority for return to school – reflection journals and BIG WELCOME (Bears, Balloons, Bubbles and Banners).</i></p> <p><i>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 (including spitting and hitting). The ASC room is available for any emergency meeting with an excluded child and their parent.</i></p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>CP refresher training for staff – online safety and annual SG level 2 / KCSIE 20.</i></p> <p><i>The emphasis is always on what support a child needs rather than traditional reward and sanction.</i></p> <p><i>Any pupil who staff cannot keep safe will have a personalized programme drawn up by the SENCO and agreed with the parents.</i></p>	<i>ELSA Social Story shared with all pupils. SENCo and PSW support given to most anxious families and part time reintegration programmes (time framed) established for the most vulnerable pupils.</i>
Pupils equipment	<p><i>Pupils to limit the amount of equipment they bring into school each day, to essentials</i></p> <p><i>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</i></p>	<i>March 8th- teachers remind pupils in year group letters 5.3.21</i> <i>On-going reminders.</i>

	<p><i>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.</i></p> <p><i>Pupils will have their own sets of frequently used equipment on their desks (pens, etc).</i></p> <p><i>Coats will be hung over the back of chairs in KS2 – lockers will remain out of use.</i></p>	
Member of a class becoming unwell with COVID-19	<p><i>If a child is awaiting collection, they will be moved to a 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 it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.</i></p>	<p><i>Class seating plans and symptomatic person questionnaire used to identify contacts - class seating plans must be reviewed and recorded for each lesson.</i></p>
School Uniform	<p><i>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.</i></p>	<p><i>No PE bags brought to school. Children wear kit to school on PE days - no change to uniform policy. No changing on site.</i></p>
Transport		
Travel to school and provision of safe school transport:	<p><i>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.</i></p> <p><i>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.</i></p> <p><i>Travelling for work/education is allowed across borders between tiers and both staff and pupils/students may do so for that purpose only</i></p>	<p><i>March 8th- car shares are discouraged.</i></p>
Dedicated school transport, including statutory provision	<p><u>transport-to-school-and-other-places-of-education-autumn-term-2020</u></p> <p><i>Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle). Schools may even wish to draw up seating arrangements on vehicles.</i></p> <p><i>Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely.</i></p>	<p><i>March 8th- school transport will not be required as there are no school trips this term.</i></p> <p><i>Public or hired transport will not be necessary as swimming and school trips will not take place during the autumn term.</i></p>

<p>Face coverings & PPE</p>	<p><i>Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.</i></p> <p><i>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.</i></p> <p><i>Ensure organised queuing/boarding and distancing within vehicles if possible.</i></p> <p><i>It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, supported by PHE, recommend that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions:</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings</p> <p><i>Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although guidance indicates that PPE is not normally needed on home to school transport.</i></p>	
<p>Loading for vehicles above nine passenger seats</p>	<p><i>Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding.</i></p> <p><i>Students should be asked to respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested).</i></p> <p><i>Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as "out of use" by the operator.</i></p> <p><i>ALL students will be expected to abide by the DCC Code of Conduct</i></p>	
<p>Good practice & personal care</p>	<p><i>Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey.</i></p> <p><i>Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the "catch it, bin it, kill it" approach – this will be reinforced in schools. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival.</i></p>	
<p>Carriage of passengers with symptoms</p>	<p><i>Parents must be advised that students MUST NOT board home to school transport, if they or a member of their household has symptoms of coronavirus.</i></p>	

<p>Children with Special Educational Needs:</p>	<p><i>Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person's journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</i></p> <ul style="list-style-type: none"> <i>• they develop symptoms themselves (in which case, they should arrange a test) or</i> <i>• the symptomatic person subsequently tests positive (see below) or</i> <i>• if they have been requested to do so by NHS Test and Trace.</i> <p><i>When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.</i></p>	
<p>Wider public transport</p>	<p><i>It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</i></p>	<p><i>March 8th- school transport will not be required as there are no school trips this term. Any future trips will need to be approved by the Director of Education.</i></p>
<p>School Transport arrangements support changes to school times</p>	<p><i>Any alternative access arrangements for when students arrive at the school grounds should be communicated via the school to families/students. Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</i></p>	<p><i>N/A</i></p>
<p>Curriculum considerations</p>		
<p>Planned return to normal curriculum in all subjects by Summer Term 2021</p>	<p><i>Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</i></p>	<p><i>March 8th- transition curriculum prepared for return to school with focus on well-being and review of lockdown learning. Review will</i></p>

	<p>Staff have planned and modified the curriculum to enable catch up and a focus on well-being and mental health. Teaching time is prioritised to address significant gaps in pupils' knowledge with the aim pupils reaching their targets by summer term 2021.</p> <p>The postponement of whole school gatherings will create additional learning time across the week.</p> <p>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.</p>	<p>incorporate analysis of gaps in pupil learning and identify the 'catch up' required, especially for pupils with low engagement.</p> <p>April 19th – transition arrangements for pupils moving to new year group / new school – virtual presentations and visits for bubbles after hours only.</p>
<p>Suspension of some subjects for some pupils in exceptional circumstances.</p>	<p>Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.</p> <p>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. No MfL - for pupils taking part in catch up programmes in English and maths.</p>	<p>March 8th – Physical exercise prioritized as some pupils have had low activity levels during lockdown. Book week and Science week foci to motivate pupils and re-engage them in school learning.</p>
<p>Music, dance and drama activities</p>	<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. As a result, schools must refer to the detailed Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts and 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.</p> <p>Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If 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 handling equipment</p> <p>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 performing arts 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 outdoor events.</p>	<p>Perspex screen for peripatetic teachers.</p> <p>April 19th - Groups of 30 max will be able to sing in doors.</p> <p>There is no longer a limit on the number singing outdoors.</p> <p>Classes will learn sign language during music lessons and "Signs of God"</p> <p>No after school choir will run – possible lunchtime choir outdoors when weather is fine.</p> <p>Recorders – half class groups in studio after Easter (tbc)</p> <p>Virtual choir – individual recordings only.</p> <p>March 8th – Music lessons and peripatetic flute / keyboard to resume. All staff have access to</p>

	<p>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:</p> <ul style="list-style-type: none"> - peripatetic music staff, - cleaning and handling of equipment, - singing and playing brass and woodwind instruments - Avoiding sharing of musical instruments - Handling scripts 	<p>LFD testing and continue to follow Autumn term control measures.</p>
<p>Physical activity in schools</p>	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces 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. 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"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully 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.</p> <p>Additional lines on PE and sport in Tier 4 / lockdown: 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. 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</p>	<p>No swimming or travel to external facilities.</p> <p>Planet Education provides 10 hours PE coaching per week.</p> <p>March 8th – physical exercise is prioritized as a result of low activity levels amongst pupils during lockdown. Fit Friday activities continue weekly along with inter-house challenges.</p> <p>PE lessons continue with noncontact games and activities. All hand held equipment is cleaned between each user. Planet Education coaches work within the school control measures and have access to LFD tests.</p>

	<p>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.</p>	
Practical science, art and D&T lessons	<p>Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the Guide to doing practical science work during Covid-19, Guide to doing practical work in D&T, food and art, Carrying out practical science work in non-lab environments and for primaries Practical activities in a bubble. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</p>	<p>March 8th- All equipment is cleaned between each user. Where possible practical activities will take place outside.</p>
Educational visits	<p>The DfE advises against all educational visits at this time. This advice will be kept under review. Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) For additional information check with EVOLVE guidance on website.</p>	<p>Visitors will be arranged in line with control measures.</p> <p>March 8th- no educational visits planned – this will be reviewed following updated Government advice.</p>
Groups of children mixing resulting in risk of more widespread transmission	<p>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</p> <p>Groups should 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. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.</p> <p>Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to 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 should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).</p> <p>Large gatherings such as assemblies and with more than one group should be avoided.</p> <p>BASC clubs organize segregated year group bubbles to support the separation of different year groups. Staff maintain 2m+ from pupils at all times.</p>	<p>Class bubble assemblies indoors Year groups assemblies - outdoors.</p> <p>April 19th – year group bubbles do not mix. BASC and extra-curricular activities keep to the same year group bubbles and work within the school control measures.</p> <p>Any rooms in use for BASC must ensure that bubbles are segregated and the room is well ventilated.</p>

Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)</p> <p>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 & Safety policies are followed</p> <p>Packed lunches are provided until currently – this is under review.</p>	<p>19th April – Hot meals reinstated for pupils in KS1 and EYFS. KS2 pupils continue with packed lunches. BASC offer individually wrapped food, cereal, crackers, fruit or toast.</p>
Catering staff are operating in a safe environment	<p>Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p> <p>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>19th April – MSA rota in place for separate bubbles. Packed lunches collected from hatch in hall. 2 kitchen MSAs only allowed in kitchen and must wear face covering and SD. Hall in use for lunch time – bubbles are segregated to ensure NO mixing. Bubbles have designated entrance / exit doors.</p>
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.</p> <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.</p> <p>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.</p>	<p>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.</p> <p>March 8th- all visitors allowed on site will be by prior appointment only.</p>

Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i>	<i>SFA confirms new arrangements with suppliers - all deliveries are arranged for quiet times or outside school hours.</i>
Communications to parents and staff	<p><i>Regular communications</i></p> <p><i>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.</i></p> <p><i>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.</i></p>	<p><i>Questionnaire / survey March 2021.</i></p> <p><i>Covid inbox available for parents: covid@ctkcps.com which is monitored daily including out of hours.</i></p> <p><i>Weekly newsletters continue.</i></p>
Pupils and families anxious about return	<p><i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</i></p> <p><i>Staff are available outside school to liaise with parents at drop off or pick up and to address anxieties raised.</i></p> <p><i>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.</i></p> <p><i>ESO (Education Social Worker) supports the school in providing a clear message about expectations for attendance and ESO follows up where attendance is poor.</i></p> <p><i>Leaders / SENCo communicate details and expectations where catch up funding is applied.</i></p> <p><i>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.</i></p> <p><i>Pastoral team check in and monitor vulnerable families.</i></p>	<p><i>19th April - Pastoral team plan the transition back into school following Easter Break for all pupils and staff.</i></p> <p><i>Regular newsletters to parents, video messages to pupils and well-being support shared with parents. PSW/SENCo/ CSC work directly with families who are the most vulnerable.</i></p>
Parent aggression due to anxiety and stress.	<p><i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety</i></p> <p><i>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</i></p>	<p><i>Parents have access to Trick Box resources and parenting resources to support anxiety.</i></p> <p><i>Any anti-social behavior is dealt with by the pastoral team in a</i></p>

	<i>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.</i>	<i>robust manner. Trust advice will be sort if required. SLT and PSW support anxious parents. Pastoral team available to support staff before / after school.</i>
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<i>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. 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.</i>	<i>LBG continue to meet either by live video call. Weekly dialogue between headteacher and chair of governors. Next LGB 31.3.21 Fortnightly SIG meetings.</i>

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
1	Access on/ off site will be reviewed regularly. One-way system will be reconsidered if parents / staff unable to maintain social distancing.	19.3.21	HT
1	SSCT will support school upon request should parents not support this measure.	19.3.21	PSW
2	New storage installed – PE and ASC storage.	April 21	Site manager
2	Brief MSA team re cleaning of play equipment, toilets and high touch points.	5.3.21	MSA Line manager
2	Outdoor hand washing stations to be ordered when back in stock – for use by EYFS.	15.3.21	Finance secretary
7	Catch up funding and tutoring funding to be targeted at specific groups in line with Gov guidance.	11.3.21	SENCo and curriculum lead

7	Planning for wider opening of extra-curricular clubs.	8.3.21	PE lead / HT
7	Parent survey	19.3.21	DHT/PSW

Signed: Headteacher/Head of Department: *Clare Tichel*

Date: 01.4.21

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 Health & Safety Co-ordinator.