

CATEGORY	IMPLICATIONS	ACTIONS FOR CONSIDERATION	COMMENTS
<p>A</p> <p>Managing the health risks of contracting COVID-19</p>	<p>Staffing</p>	<p><u>Return to school</u></p> <p>From Wednesday September 2nd, all children will be invited back to school. The government has tasked schools to, '<i>balance minimising any risks from coronavirus by maximising control measures with providing a full educational experience for children.</i>' They do not want to see rotas for classes in school and they do not want children wearing masks. The government will not make any financial contribution towards making schools safer environments for children.</p> <p>The main thrust of our control measures include following the government advice below:</p> <p>Prevention: (These have been changed in January 2020 – to include ventilation, which has been part of our risk assessment for six months – well done DfE for catching up ☺)</p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.</p> <p>2) Where recommended, the use of face coverings in schools.</p>	



		<p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>8) Always keeping occupied spaces well ventilated.</p> <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p>	
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In addition we have the following measures in place:

- we have implemented a 'flexible' start to school from 8.30am-9.00am to avoid parents congregating with their children. Children will wash their hands and go straight to class
- (updated 2nd November 2020)
- Reception, Year 1 and Year 3 will begin flexibly between 8.30-8.45 am
- **Only one parent is allowed on site to drop off their children**
- Year 2, Year 4 and Year 5 will begin flexibly between 8.45-9.00 am
- **Only one parent is allowed on site to drop off their children**

This means that if you have a child in Y1 and Y4, you could drop off at 8.45am, hitting the end of one 'window' and the beginning of the next one

- Y6 will begin at 8.45am on the dot
- **Only one parent is allowed on site to drop off their children**
- Nursery will begin flexibly between 8.30-9.00am
- **Only one parent is allowed on site to drop off their children**

- Children will bring a packed lunch to school and a water bottle. If possible, lunch will be eaten outdoors, but otherwise it will be eaten in the classroom. Children will have a 30 minute play time at lunchtime
- Where possible, lunch and playtimes will be staggered

At the end of the day, children will leave through their classroom doors flexibly between 3.15 and 3.30pm (Updated – 23/09/20 : In an effort to reduce the number of parents on site at any one time, we are going to try a new system as follows:



- Reception, Year 1 and Year 3 will finish flexibly between 3.00-3.15pm
- **Only one parent is allowed on site to pick their children up**
- Year 2, Year 4 and Year 5 will finish flexibly between 3.15-3.30pm
- **Only one parent is allowed on site to pick their children up**

This means that if you have a child in Y1 and Y4, you could pick up at 3.15pm hitting the end of one 'window' and the beginning of the next one.

- Y6 will finish at 3.30pm on the dot
- **Only one parent is allowed on site to pick their children up**
- Nursery will finish flexibly between 3.00-3.30pm
- **Only one parent is allowed on site to pick their children up**

On a Wednesday, we will have to continue to finish between 12.55-1.10pm but we would like to mitigate risk by asking **all parents to wear face-masks on site.**)

From January 2020 (after the last minute school closure ☹️) school will open at 8.45am and close at 3.15pm except on Wednesday when we have an early closure at 1.00pm

- **From November 2nd 2020, we require parents to wear face masks on site at all times**
- Children will be encouraged to bring tissues from home so that they do not leave their seats to get one
- KS2 children will be encouraged to bring hand sanitiser
- Children will not move outside of their classroom other than to immediately access the outdoors, or to go to the toilet
- FS2 and Y1 children will have free access to move around their classroom and to engage with available activities and resources at will. Children will not be reminded or encouraged to social distance within their classroom.



		<ul style="list-style-type: none">• Other classes will be reminded about social distancing but within classes, a 2 metre gap is understood to be impossible to maintain.• Children will be seated at desks spaced facing forward wherever possible• There will be reduced movement around the class by pupils – staff will provide pupils with all equipment needed.• Children will not move around the school building, other than to immediately access the outdoors or the toilet	
		<p><u>'Bubbles'</u></p> <p>Ideally, children and teachers would remain in class-sized bubbles. However, class-sized bubbles would dislocate the nature of schooling and require an adult always to accompany children to the toilet (and therefore take them from their primary task which is teaching and learning.) The government has been clear that it requires a 'full educational experience for children' and a broad and balanced curriculum. They have also stated that teachers can move between bubbles and even between schools which undermines the 'bubble' principle.</p> <p>In order to allow the school to function as a school, we propose a Nursery bubble, an F2 bubble, a KS1 bubble and a KS2 bubble. We can keep these children separate – especially now that we will not be providing school dinners.</p> <p>The only issue is that one Y3 class will be situated at the KS1 end of school, but they can follow the KS2 timetable and use KS2 facilities which should minimise the possibility of contact with KS1 children.</p> <p>From January 1st 2021:</p> <p>Tea Club will be cancelled, after-school clubs will be cancelled and we will ask parents to use the Wednesday afternoon facility only if it is absolutely necessary.</p> <p>Breakfast clubs will be rejigged to mitigate risk further.</p>	



		<p>Staff will be expected to eat their lunch in their own classroom. The workroom will be moved (to the old staff room) to make the area less crowded. Within the vicinity of the Reception area, all staff will wear a mask. No one will enter the office unless they work there.</p> <p>Breaks will be staggered. There will be no mixing of classes (for maths or RWI) Staff will not cross bubbles unless absolutely necessary. No meetings will take place in FD's office.</p> <p>All staff will be prepared to challenge colleagues if people are not complying.</p>	
		<p><u>Staffing</u></p> <p>We will not be providing school dinners for the foreseeable future. We will be forwarding government monies directly to parents to provide high quality pack-ups to children. This will reduce potential for infection through shared spaces and reduce the number of adults in school.</p> <p>All staff are required to return to work – although we must carefully risk-assess the needs of any pregnant members of staff</p> <p>January 1st 2021: Pregnant member of staff will work from home.</p> <p>All staff will have sight of the risk assessment and will have the opportunity to discuss and amend it before children return to school.</p> <p>Email to staff to ask for clarification on status with regard to themselves or a family member who is shielding or considered to be clinically vulnerable. Staff also asked to report any changes immediately to the Office Manager so records can be updated.</p>	



		<p>The school's Office manager will collate all relevant information about individual staff/pupil risk factors, and make amendments immediately where informed of changes</p> <p>If a member of staff develops symptoms at home:</p> <ul style="list-style-type: none">- They are required to inform the HT immediately- They are required to request a test- They will be instructed to remain at home and isolate until a test result is returned- The HT would make a decision whether or not to close the school site <p>If a member of staff develops symptoms whilst at school:</p> <ul style="list-style-type: none">- They will be sent home immediately. If they are unable to leave instantly, they will be placed in the 'designated room for symptomatic people' (the classroom off the staff workroom) whilst arrangements can be made for them to safely leave the school site. PPE will be available in 'grab bags' in this room.- They are required to request a test- They will be instructed to remain at home and isolate until a test result is returned. PHE and the LA would be informed. <p>School have procured through the LA, and will make available to staff, PPE in the form of gloves, masks and disposable gowns, for dealing with children's care needs, administering some first aid and for dealing with children who are ill or showing symptoms of coronavirus. Staff will not wear PPE unless there is a specific reason for doing so.</p>	
	Hygiene /Cleaning	<p><u>How are you going to ensure enhanced cleaning hygiene practices are promoted and adhered to?</u></p> <p>This document should be read in conjunction with the school Health and Safety policy, and the school First Aid policy.</p> <p>PPE will be provided for all First Aid administered which requires person to person contact and where social distancing measures cannot be adhered to between staff and children.</p>	



		<p>Once used, items of PPE will be disposed of in the following way:</p> <ul style="list-style-type: none">- Generally, PPE can be disposed of in general waste using black bags that are tied and secured.- If PPE or materials have been used in an area that has a suspected or confirmed COVID 19 case, including disposable cloths and tissues the following procedure is required<ul style="list-style-type: none">- All items be placed in black plastic bag and tied up securely, the bag should then be place in a second bag (Double bagged) and tied. It should be put in an unused portakabin and marked for storage until the test results are confirmed- If the test results are negative this can be disposed of in general waste- If Positive, the waste must be stored for 72 hours then put in general waste <p>The school will adopt an enhanced cleaning schedule and routine which will include but not be limited to:</p> <ul style="list-style-type: none">- End of day clean of all used rooms, paying particular attention to<ul style="list-style-type: none">o Tableso Surfaceso Resource shelvingo Door and window handleso Light switcheso Classroom sinks, taps and soap dispenserso Emptying of waste bins- End of day clean of bathroom facilities, paying particular attention to<ul style="list-style-type: none">o Toilet seatso Door handleso Taps and basinso Flush buttons/handleso Soap dispensers- Mid-morning cleaning of all communal areas including:	
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		<p>Children will be instructed to wash their hands at the following times each day:</p> <ul style="list-style-type: none"> - Upon entry to the school - Before and after lunch - Before and after any snack - If/when children are observed coughing or sneezing <p>The following facilities will be available for children to use for handwashing:</p> <ul style="list-style-type: none"> - FS2 'classes' will use classroom sinks - Y1 and Y2 'classes' will use corridor sinks and KS1 bathroom sinks - Junior 'classes' will use KS2 corridor sink and KS2 bathroom sinks <p>Children are all required to bring a packed lunch from home, and therefore no additional hygiene measures need to be put in place with regards to food preparation.</p> <p>All classrooms will have boxes of tissues available for staff and children to use to catch coughs and sneezes where possible. Children will be encouraged to bring tissues from home to keep on their desk.</p> <p>Where practicable, classrooms will have open windows and external doors to allow maximum ventilation.</p> <p>No child is permitted to wear face masks in school. Adults should only wear face masks when dealing with a first aid situation that requires it, dealing with a child's personal care needs, or when dealing with a child or adult presenting symptoms of coronavirus.</p> <p>In the event of a person becoming possibly infected, the Office manager will email the LA and email/text staff and parents.</p>	
	<p>Building and Premises</p>	<p><u>How are you going to prepare the site?</u></p> <p>Where possible, classrooms will have desks facing forward with a two metre gap between the front desk and the teacher's space.</p>	



		<p>Reception classrooms will have all soft furnishings removed, alongside any resources that cannot be easily cleaned. Furniture will be 'scaled back' to better facilitate thorough cleaning.</p> <p>Class teachers will be responsible for designing new room layouts and ensuring appropriate resources.</p> <p>Each 'class' will have a designated entrance/exit which will be used only by them and will lead straight into/out from the classroom where possible. Children will not be permitted to use any other entrance/exit other than the one assigned to them except at the start of the day.</p> <p>Break times will be staggered for children to allow best use of outside spaces.</p> <p>Any wet breaks will be taken in classrooms.</p> <p>Start times will be flexible to reduce footfall around the school site at any one time.</p> <p>Parents are to drop children at the designated door to school which will be manned by a member of staff, and will not be permitted into the school building.</p> <p>Parents will be reminded not to gather outside the building and maintain social distancing at all times.</p> <p>Internal doors to be kept open at all times to aid ventilation.</p> <p>External door outside the school office to be kept open at all times where the office is adequately staffed to ensure safety to pupils and staff.</p> <p>There will not be a one-way system installed within school as corridors in most areas are not wide enough to accommodate this.</p>	
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		<p>All staff are aware that the designated room for 'sick' staff and pupils is the classroom adjoining the staff work-room. Sick or potentially infected persons will be contained in this room until they can leave the school site. This room has been designated because:</p> <ul style="list-style-type: none">- It has an external door that can be opened for ventilation and exit- It has windows that can be opened for ventilation- It is away from all other classrooms- It has a toilet located close by which can be sealed off should the 'sick' person need to use it- PPE grab bags can be kept in the room for immediate use	
	Social Distancing	<p><u>There will be a need to minimise the number of children gathered together. How will you organise this?</u></p> <p>Break times and lunchtimes will be staggered where possible</p> <p>Lunches to be brought from home and eaten in classrooms or on the yard so 'classes' do not come into contact with one another and will be supervised by their own teacher or LSA to avoid contact with other adults.</p> <p>There will be no assemblies.</p> <p>The following social distancing measures will be put into place within classrooms:</p> <ul style="list-style-type: none">- FS2 – social distancing is not possible and will not be possible to enforce. The nature of Early Years Education and provision depends on the sharing of resources and experiences and so children will share resources- Y1 – social distancing is difficult. Children will be reminded of social distancing, but it will not be possible to enforce. There will be some sharing of resources between children- Y2 - Y6 – social distancing will be maintained as best as possible within the classroom. There will be no sharing of resources, and these will be given to children by staff	



		Any pupil displaying behaviours that put themselves and/or others at risk, will be sent home immediately and will be unable to return until further notice.	
B The potential negative impact on mental health and well-being	Staffing	<p><u>How will you minimise the negative impact on staff well-being?</u></p> <p>Staff have been made aware of the opportunities available to access mental-health support by speaking to the Office manager or HT who are able to organise this.</p> <p>Any communications with regards to working practices or changes to working practices, are emailed to all staff.</p> <p>The HT, as always, has an open-door policy for all staff and makes himself available 24/7. Staff are aware that they can text/call/email for any reason, and that conversations of any nature are welcome. If staff feel unable to talk to the HT, they are aware that they can speak to the Deputy Head or Office Manager in the same way.</p> <p>For this year, appraisal will be ‘light touch’ so that there will not be the need for lengthy classroom observations or face-to-face meetings. There is enough stress for staff at the moment without adding to it. Of course, we must be satisfied with the quality of teaching and the usual procedures will be followed if we are not.</p>	
	Teaching and Learning	<p><u>How will you ensure that self-isolating children receive an education and/or that school closures or partial school closures do not impact on the children’s education?</u></p> <p>Each year group will produce a hard-copy selection of work that will occupy children if they are self-isolating – this will be generic so that it could be used at any stage of the school year.</p> <p>All classes use Class Dojo and should a class, bubble or whole school be sent home to isolate (or should school be closed) work will be set through Class Dojo. This is also the quickest and most certain method of communication between school and home (and vice versa)</p>	



	Safeguarding	<p><u>How will you minimise the negative impact on pupils' well-being?</u></p> <p>There will be a 'wellbeing ambassador' (FD) on site full-time following 'wider opening' of school to support pupils and give advice where needed to staff.</p> <p>Staff are instructed to pay particular focus on mental health and wellbeing within classes.</p>	
	Curriculum	<p><u>How will your curriculum need to be adapted to focus on mental health and well-being?</u></p> <p>The whole curriculum has been rewritten to focus on emotional, spiritual and physical well-being – our aim being to prepare children for life in a post-covid society.</p> <p>Circle time will be a daily part of class so children have the opportunity to share any worries.</p> <p>We will work with the local authority to secure services for additional support and early help where possible to ensure our families get any additional support required. (For example, around anxiety, mental health, behaviour, social care, or changes to mobility).</p> <p>Thrive and ELSA programme and resources will support on their transition back into school.</p> <p>FD will also be available to offer any additional support via telephone and email</p> <p>Children with HI and VI will have individual risk assessments written to ensure needs are met as safely as possible.</p>	
C The potential	Staffing	<p><u>How are you going to mitigate against pupils not attending?</u></p> <p>We have excellent attendance figures and we will work closely with parents to ensure that children (and parents) feel confident about children attending.</p>	



for non-attendance and / or lost learning		Where parents refuse to allow their children to come to school for their own convenience as opposed to health reasons, we will progress the fining powers that are in place.	
	Safeguarding	<p><u>How will you maintain safeguarding expectations in line with keeping Children Safe in Education?</u></p> <p>The school will make daily telephone calls for non-reported absence of children who should be on-site.</p> <p>The Office Manager to continue to collate all attendance data and share this with the LA where necessary.</p>	
D The ability to deliver the services required for business continuity	Catering	<p><u>How will you provide food?</u></p> <p>All children accessing school are required to bring a packed lunch.</p> <p>All government monies will be paid directly to parents to provide excellent packed lunches.</p>	
	Extended provision	<p><u>Are you able to offer extended provision at this time?</u></p> <p>School anticipates offering wrap around care from the first week of return.</p> <p>We will be hosting holiday camps under strict, covid-secure conditions.</p>	



	Community continuity	<u>What steps have you taken to ensure collaborative working?</u> The school is keeping up to date on the local response through daily emails.	
	Building and Premises	<u>How will you manage any planned building works/maintenance?</u> No other building works are scheduled. Any maintenance work will take place outside school hours where possible.	