

## St Chad's Patchway CE VC Primary School

**Risk Assessment completed by Steph Jenkins and James Ridd** (Also discussed with staff and Governors and based on guidance/legislation from the DfE, Local Authority, Early Years specialists, Public Health South West England, Unions, HR, NHS, Health and Safety, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, The Health Protection (Notification) Regulations 2010, Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' and DfE and PHE (2020) 'COVID-19: guidance for educational settings').

**Date of Risk Assessment: 8<sup>th</sup> July 2020** (Risk assessment written on the basis that school will reopen to all children on Monday 7<sup>th</sup> September – subject to government advice).

Updated based on guidance 25/8/20, 1/9/20, 20/9/20, 19/10/20, 02/11/20, 10/11/20, 30/11/20, 4/1/20 and 5/1/20 (lockdown).

### Description of Activity being risk assessed: - School reopening Covid-19

Bubbles will consist of no more than 15 children (phase group classes). They will not mix with other bubbles inside or outside (handwashing before going out and when coming in will be hugely important). Full 5 day offer for keyworker children and vulnerable children. Extra-curricular clubs will not take place. Enhanced cleans will take place at the end of each day.

School Bubble	Reception	KS1	LKS2	UKS2
Staff	Miss Bendall Emma Lynsey Helen	Mrs Ives / Miss Lester Miss Davies Michelle Lyn S	Mrs Dobson/Mr Ridd Mrs Medway Clare Butcher Julie W	Mrs Harvey Miss Legg Hannah Kate

	Lynne R Lyn S – LBS Kirsty – LBS Sports Coaches - Lunchtime <b>Reception toilets to be used</b>	Francesca Alba – LBS Rachel – LBS Shaz - LBS <b>Y1/2 toilets to be used</b>	Julie W – LBS Clare L - LBS <b>Y3/4 toilets to be used</b>	Julie J – LBS Cherie – LBS Sports Coaches - Lunchtime <b>Y5/6 toilets to be used</b>
Time of entry	9.00am	9.00am	9.00am	9.00am
Entry/exit	Entry: Green gate by the Elliott building Exit: Green gate by the Elliott building	Entry: Black gates by Y2 classroom Exit: Black gates by Y2 classroom	Entry: Green gate by the office Exit: Green gate by the office	Entry: Green gate by the office and around onto school playground Exit: Green gate by the office
Times of break	10.30-10.45 KS2 Playground Reception/ KS1 break duty rota	10.30 – 10.45 KS2 playground Reception/ KS1 break duty rota	10.45-11.00 KS2 playground	10.45-11.00 KS2 playground

Time of lunch	11.30-12.30 In class eating: 11.30-12 On playground: 12-12.30	11.30-12.30 In class eating: 11.30-12 On playground: 12-12.30	12pm -1pm In class eating: 12pm-12:30pm On playground: 12:30 – 1pm	12pm -1pm In class eating: 12.30-1 On playground: 12 – 12:30
Afternoon break	2.15 -2.25 Reception/KS1 break duty rota	2.15-2.25 Reception/KS1 break duty rota	2.00-2.10	2.00-2.10
Time of leaving	3.15pm	3.15pm	3.20pm	3.20pm

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Controls to be in place</b>	<b>Action by whom</b>	<b>Action by When</b>	<b>Action Completed</b>
Potential contamination of buildings/equipment,  Contamination through coughing and sneezing,  Spread of the virus,  Social distancing.	Staff, children and visitors (parents, contractors and suppliers).	The Headteacher will ensure the school reopens to children only when it is safe and advisable to do so, in line with local and national advice.  The school is deep-cleaned before being reopened by a professional cleaning company – also in the event of a bubble closure, where the bubble area will be deep-cleaned.	SJ  SJ/GC/Office	Ongoing  18 <sup>th</sup> December and ongoing	Ongoing – currently keyworker and vulnerable children only  Yes Ongoing

		<p>The Headteacher will identify which areas of the school may be used to carry out working activities and communicate this to staff taking into the consideration all of the guidance and the LA checklist.</p> <p>A log will be kept to identify adults that have moved between bubbles. Where possible, adults will remain in phases to support track and trace and limit the spread (the only exception being for supply cover, first aid, safeguarding, leadership or 1:1 support) – see above table for further details. Log to be completed in the office. Staff to be responsible for logging if they enter a different bubble to the one allocated. Office staff to log any contractors/visitors to the school and areas that they entered. No mixing of bubbles. On the spot interventions will be run by adults in that phase bubble. Before and after school clubs will not take place due to mixing of bubbles. Posters are displayed throughout the school reminding everyone of infection control procedures and social distancing arrangements, e.g. regular hand washing and staying two metres apart where possible, in particular for adults.</p> <p>Only one parent will be allowed to bring the child into school. Parents will not be able to enter the school building. Children will be left at the green gate by the office where they will be met by their class teacher. We will use 2m markings in the carpark and playgrounds to help parents, staff, children</p>	<p>SJ</p> <p>All staff and office</p> <p>Staff/Parents</p> <p>Children, staff, visitors</p>	<p>5<sup>th</sup> January</p> <p>5<sup>th</sup> January and ongoing</p> <p>5<sup>th</sup> January and ongoing</p> <p>Ongoing</p>	<p>Yes and shared with staff.</p> <p>Yes and ongoing.</p> <p>Yes and ongoing.</p> <p>Yes and ongoing.</p>
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		<p>and visitors to adhere to government guidelines. No gatherings will be allowed in the carpark and parents will be advised to maintain 2m distancing outside the school gates (where possible) to protect all families, our neighbours and the wider community.</p> <p>Start and finish times will be staggered for children to avoid gatherings. Staff will be reminded that the car park will be out of use between 8.30am and 9.20am, and 3.00pm and 3.40pm. They may consider parking on the road instead if they arrive during these times.</p> <p>When arriving to drop off and collect their child/ren, parents/carers have been asked to wear face coverings (not compulsory).</p> <p>When meeting children at the gate at the beginning of the day and dismissing children at the gate at the end of the day, all school staff are to wear face coverings/visors.</p> <p>When arriving at school with a face mask on (not compulsory), children must be encouraged not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all children), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then</p>	<p>SJ/JR/Office/Staff/Parents</p> <p>All</p> <p>Parents / Carers</p> <p>All school staff</p>	<p>Ongoing</p> <p>5<sup>th</sup> January and ongoing</p> <p>3<sup>rd</sup> Nov and ongoing</p> <p>3<sup>rd</sup> Nov and ongoing</p>	<p>Yes and ongoing.</p> <p>Yes and ongoing.</p> <p>Yes and ongoing</p> <p>Yes and ongoing</p>
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		<p>wash their hands again before heading to their classroom.</p> <p>All staff to go over the expectations hygiene-wise in school with the children on Wednesday as a reminder.</p> <p>Face coverings to be worn around the school by adults if they are outside their classroom (for example, when going to the office, photocopier, staff room). A reminder that face coverings and/or visors may be worn in classes too if staff wish. Face coverings and visors to be provided for all staff.</p> <p>Children, staff and visitors must wash their hands with soap for no less than 20 seconds:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Children will be encouraged to avoid touching their eyes, nose and mouth where possible. For children old enough only, they will also be supported to maintain distance and not touch staff where possible.</p> <p>Soap and sanitiser will be provided in all classrooms and the school office. Children are supervised by staff when washing their hands to ensure it is done correctly, where necessary. The Safety Data Sheet for the</p>	<p>Staff and children</p> <p>Staff and children</p> <p>All adults</p> <p>All</p> <p>Staff/children</p> <p>Staff/children</p>	<p>Ongoing</p> <p>6<sup>th</sup> January</p> <p>5<sup>th</sup> January</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes and ongoing.</p> <p>Yes and ongoing.</p> <p>Yes and ongoing.</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>product(s) (easy to obtain from your supplier) will be requested and stored in the office. They will advise on action to be followed if the sanitiser is not used as designed, is swallowed or gets in eyes. Supervision by staff to ensure safe use of sanitisers.</p> <p>Sufficient amounts of liquid soap (or hand sanitiser where applicable) and paper towels and bins are supplied in infection control areas, bathrooms and kitchens. This is checked daily. Staff to also notify the office if more is required.</p> <p>Everyone is encouraged to catch coughs and sneezes in a tissue and dispose of the tissue in a lidded bin provided in each classroom. Tissues will be provided in the classroom. Children and adults must wash their hands after putting anything in the bin.</p> <p>Hand sanitiser and antibacterial wipes are available by the printer and the laminator.</p> <p>Staff must wash their hands immediately after using the keypads to enter Y3/4, Reception or the staffroom.</p> <p>Wherever possible, internal doors will remain open to minimise the touching of handles. Door-stops are provided to enable this. Schools should do what is reasonably practicable in relation to ventilation. However they need to balance</p>	<p>Staff and Children Office</p> <p>Staff, visitors, children</p> <p>Office</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>able to refill bottles at school when required.</p> <p>Every member of staff will be issued with a school laptop to reduce the need for sharing equipment. Staff will clean keyboards before and after use. The telephones will also be wiped down before and after use by the person using it.</p>	Staff	1 <sup>st</sup> Sept/Ongoing	Ongoing
Snack times/ Lunchtimes	Staff and Children	<p>During playtimes, equipment cannot be used including the trim trail/gym during the 2<sup>nd</sup> lockdown. Staff to monitor this.</p> <p>Children will eat in their classroom (other than Reception who will eat in the hall) or outside. Hot meals will be delivered to the classroom on trolleys if children opt for a school meal. Outside areas may be used for lunch. Lunchtimes will be staggered to avoid mixing groups. Staff to take their lunch at the staggered time for their group to ensure that the staffroom is socially distanced/bubbles aren't mixed. Staff to also consider eating outside.</p> <p>2 Lunchbreak supervisors will be allocated to each bubble class to ensure there is always someone to carry out first aid/emergency cover.</p> <p>All staff serving or handling food, or working around food at lunchtime should wear PPE (aprons, gloves) and keep as much of a distance as possible when helping to open packaging from packed lunches. Parents will be asked to supply sun cream on warm days.</p>	<p>SLT, Staff and children</p> <p>Staff and children</p> <p>SJ/LBS</p> <p>Staff, Parents and children</p>	<p>10<sup>th</sup> November and ongoing</p> <p>1<sup>st</sup> Sept/ongoing</p> <p>Ongoing</p> <p>1<sup>st</sup> Sept and ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>Children and staff do not share cutlery, cups or food. Children will use disposable plates and cutlery.</p> <p>All utensils and equipment (such as the microwave, urn, water dispenser) are thoroughly cleaned before and after use.</p> <p>Reception children to use reception toilets, KS1 to use KS1 toilets, LKS2 to use LKS2 toilets and UKS2 to use UKS2 toilets. 1 bubble per set of toilets.</p> <p>Paper hand towels must be used, not fabric towels.</p> <p>Break/lunch will be taken with their phase bubble only. Lunchbreak supervisors will be responsible for a phase bubble. Breaks will be 15 minutes and staff will cover each other within their bubbles or on a rota.</p> <p>Social distancing will need to be adhered to where possible when supervising. Each bubble have their own first aid bag and PPE so that it can be taken outside. This will include a spray bottle to ensure that water is available outside. Parents will be reminded to send children with their inhalers on the first day back. Ice packs will be available from the freezer outside the kitchen and each bubble will be issued with a first aid book for recording incidents.</p> <p>First aid to be administered outside where possible. All adults will be issued with a whistle. In the event of an emergency, a whistle will be blown. The nearest adult will put their PPE on and attend the scene to</p>	<p>Staff and children</p> <p>Staff and children</p> <p>Staff and children</p> <p>Staff/Parents/Children</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		help. This will need to be recorded in the log book so that SLT are aware that another adult may have entered a different bubble.			
Reducing the risk of contamination/spread of the virus  Cleaning	Staff, children and visitors (parents, contractors and suppliers).	<p>A deep clean will be carried out in all areas of the school before it re-opens – and in bubble areas if they are closed.</p> <p>Cleaning staff are aware (either by contractor or school) of the levels of cleaning required in each area and provided with PPE for each area. Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times. Ensure stocks of cleaning materials are maintained.</p> <p>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the Professional Cleaning Company's COSHH Policy and the Health and Safety Policy.</p> <p>Normal household disinfectant will be used. Disposable or washing up gloves will be worn when cleaning. Cleaning items will be double bagged and thrown away into lidded bins or immediately outside if possible. Hard surfaces will be cleaned with warm soapy water and a disposable cloth then they will be disinfected.</p> <p>All surfaces will be cleared in all classrooms being used to reduce the opportunity for children to touch things and</p>	<p>SJ/GC</p> <p>SJ</p> <p>SJ</p> <p>Cleaners/staff</p> <p>Staff/cleaning staff</p>	<p>18<sup>th</sup> December</p> <p>1<sup>st</sup> Sept</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>



		<ul style="list-style-type: none"> <li>After using the bathroom.</li> </ul> <p>Zippy wallets of equipment will be issued to individual children to reduce sharing of equipment.</p>	Staff/office	6 <sup>th</sup> January	Yes.
First Aid	Staff, children and visitors (parents, contractors and suppliers)	<p>First aid will continue in the usual way with the use of designated areas. PPE (masks, gloves and aprons) will be available along with a lidded waste bin to dispose of any contaminated waste and PPE.</p> <p>Staff have received 'donning &amp; doffing' training (via video) for the effective use of PPE. Donning &amp; Doffing posters are displayed in First Aid room, staff toilets, offices &amp; staffroom.</p> <p>New members of staff will also receive this training.</p> <p>Staff should wash hands after helping a child or member of staff, the child should also wash hands and any accident forms should be completed as usual.</p> <p>We will not administer medication other than epilepsy medicine. In this case, the usual administering of medication procedures is followed and staff must wash hands before and after. Where medication is to be administered, ensure consent forms are completed, care plans are up-to-date, appropriate storage of medication is ensured and records are completed of who, what and when in usual manner. Medication will be stored in classrooms</p>	<p>Staff/office</p> <p>SLT/Staff</p> <p>Staff/Child</p> <p>Staff/office</p>	<p>Ongoing</p> <p>22<sup>nd</sup> May and by 1<sup>st</sup> Sept</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Yes and ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>(inhalers) or locked in the first aid room if required (epilepsy medicine).</p> <p>Paediatric first aider will be available.</p> <p>All children's emergency contact details are up-to-date, including alternative emergency contact details, where required. Parents to be reminded in a letter.</p> <p>All staff members' emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>Staff members' alternative contacts are contacted where their primary emergency contact cannot be reached.</p> <p>Children's parents are contacted as soon as practicable in the event of an emergency.</p> <p>Children's alternative contacts are called where their primary emergency contact cannot be contacted.</p> <p>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</p>	<p>PFA</p> <p>Parents/office/staff</p> <p>Staff/office</p> <p>Staff/office</p> <p>Staff/office</p> <p>Staff/office</p> <p>SJ/Staff/Govs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Dealing with children who are unwell	Staff and children	Staff and parents are informed of the symptoms of possible coronavirus	Staff/office/Parents	Ongoing	Ongoing

		<p>infection, e.g. a cough, lost of taste/smell, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Non-contact forehead thermometers have been purchased (1 for each class). Temperature to be taken (subject to parental permission given on parent pay) if a child says they feel poorly or look poorly. Child to be sent home if a high temperature is recorded (37.8 degrees or higher). If no permission is given, parent to be contacted and asked to come and take temperature. Obviously, if a child is too unwell to be in school regardless of whether they display covid symptoms or not, the parent will be contacted to come and collect them.</p> <p>Children that become unwell with non-Covid symptoms will need to be sent home in the usual manner - ensuring they are kept away from others as much as possible to minimise spread of illness.</p> <p>Reminders to parents/carers to not send poorly children to school. Public Health England poster guidance to be followed regarding childhood illness.</p> <p>In the event a child falls unwell with Covid-19 symptoms, the child will be immediately isolated away from other children in the first aid room or outside if possible/it is not raining. A member of staff will stay with</p>	<p>Staff/office/parents</p> <p>Staff/office</p> <p>Staff/office</p> <p>Staff/office</p>	<p>6<sup>th</sup> January</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes and ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>then thoroughly cleaned once vacated by professionals. PPE will be taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste.</p> <p>Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined by governmental guidance.</p> <p>Staff will need to go home immediately if they fall unwell with Covid-19 symptoms, such as having a cough, fever, loss of taste/smell or difficulty breathing. Cover will need to be put in place for the bubble.</p> <p>Staff and children would need to be tested straight away as if they are positive then those in their bubble would all need to isolate for 10 days. Staff and parents must notify the school as soon as possible of the outcome of the test. Parents and staff will be notified as soon as possible if there is a chance that their child/themselves have been in contact with a COVID-19 case. Tests will not be carried out by the school; this is a parental responsibility.</p>	<p>Staff, Children, Parents</p> <p>Staff</p> <p>Staff, parents and children</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Pregnancy	Pregnant staff	There are possible complications for pregnancy - implications for health of mother and unborn child. The staff member/s will take advice from the	Staff/SJ	Ongoing	Ongoing

		<p>GP/midwife. Regular checks to be made of Public Health England for updated advice.</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <u>clinically-vulnerable people</u>.</p> <p>An individual risk assessment will be completed.</p>	Staff/SJ	Ongoing	Ongoing
Clinically extremely vulnerable staff/pupils	Clinically extremely vulnerable staff/pupils	<p>Should school have a member of staff contact us to say they have received notification that they fall within the clinically extremely vulnerable group the following actions need to be taken:</p> <ul style="list-style-type: none"> <li>• School will need to see a copy of the letter or email and retain the copy at school (just as you would for a fit note). Please note this letter/email may be from a local surgery, the NHS or the Government and you must see the original. <b>Just because someone was asked to shield previously, does not mean that they will automatically be asked to do so again this time.</b></li> <li>• School should then allow the staff member to work from home. Arrangements will be made to keep in regular contact with these staff, as we do not want them to feel isolated. Arrangements will be made to support transition back into the workplace.</li> </ul> <p>Discussions will be held with clinically vulnerable staff. OH may be contacted for</p>	Staff/SLT	10 <sup>th</sup> November and ongoing	Ongoing

		<p>guidance and advice. Further adjustments may need to be considered in discussion between the staff member and SLT as part of risk assessments.</p> <p>Class teachers to discuss provision for clinically vulnerable/clinically extremely vulnerable children with their parents and put individual risk assessments into place. Parents may be asked to discuss things with their GP regarding their child's attendance at school and school may discuss options with the EWO.</p>	<p>Staff/SLT</p> <p>Staff/parents/EWO/GP</p>	<p>10<sup>th</sup> November and ongoing</p> <p>10<sup>th</sup> November and ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
Wellbeing/safeguarding	Staff and children	<p>Staff are encouraged to discuss with the Headteacher about how to manage their workload. The Head will work with the Hub Headteachers.</p> <p>Staff will have non-contact time during the week to carry out welfare checks, remote learning and give feedback to children. They will not be working directly with children during this time. Marking will be on the spot or verbal. Staff are encouraged to leave school by 4pm to reduce the time they are on school site.</p> <p>Staff are aware of how to report sickness and how long to stay away from school.</p> <p>A staff 'health first' approach will be adopted with the overarching aim being that both the line manager and employee should both be comfortable with the decision that is made where there are any</p>	<p>Staff</p> <p>Staff/SLT</p> <p>Staff</p> <p>SLT</p>	<p>Ongoing</p> <p>5<sup>th</sup> January onwards</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>concerns. School leaders will also liaise with HR, where they have any concerns in relation to staff absence and refer to Occupational Health as appropriate in the usual way.</p> <p>If staff are experiencing any anxiety or mental health concerns in relation to COVID-19, returning to school or in the case of bereavement, they will be signposted to the school's counselling service for support.</p> <p>Staff will continue to receive PPA time to enable them to plan appropriately.</p> <p>Where practicable, staff always keep at least two metres apart and avoid close proximity interaction.</p> <p>Where staff congregate, clear guidance and expectations on how social distancing can be observed is provided, using markings where necessary. All staff are aware that the staffroom will be limited to four people at a time. Fabric chairs will not be used. Only one person should be using the kitchen area at a time. Making drinks for other people is not permitted. Staff will need to supply their own resources and these may not be shared. Staff are encouraged to bring in prepared food and flasks of drink wherever possible. Staff are reminded to wipe over surfaces of areas</p>	<p>Staff/SJ</p> <p>Staff/SJ</p> <p>Staff/SJ</p> <p>SLT/Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>professionals (such as Ed Psych, sports coaches), Governors and supply teachers.</p> <p>Interventions/TA group work will take place; this may take place outside of the classroom to limit the number of children that adults come into contact with. They will be run by a TA in that phase bubble. Intervention rooms may be used but all surfaces must be wiped down after use and before another group uses the area. If staff are unhappy to do this, they will need to carry out group work in the identified year group classroom instead.</p> <p>Staff meetings will take place virtually on a weekly basis.</p> <p>The Safeguarding and Child Protection policy will always be adhered to. The school must have regard to the statutory safeguarding guidance, <u>keeping children safe in education</u> and will refer to the <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</u>.</p> <p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social</p>	<p>Staff/SLT</p> <p>Staff/SLT</p> <p>DSL/Staff and children</p> <p>Staff/SJ/JR</p>	<p>From 1<sup>st</sup> September</p> <p>From 1<sup>st</sup> September</p> <p>Ongoing</p> <p>From 1<sup>st</sup> Sept</p>	<p>Ongoing</p> <p>Yes - virtually</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>care and other agencies where these are appropriate.</p> <p>Meetings are held to discuss the mental health of pupils and put appropriate intervention into place. Strategies implemented are reviewed and amended to ensure provision is the best it can be. Where required, additional agencies are involved.</p> <p>Staff are aware of the impact of Covid-19 on the children in our care and provide additional support if required. Actions are put into place to reduce anxiety for the children (circle times have highlighted that the main anxiety about Covid is that they might catch it and then they might pass it on to their families). Children will have opportunities to share concerns if needed on a 1:1 or group basis. School will continue to do all we can to reduce the risk of the spread of the virus and help to reduce the level of anxiety some children experience.</p> <p>Face coverings will be worn by parents/carers/staff at drop off and pick up. Most parents are known to the school. If an adult cannot be recognised or is unknown to the school, the usual checks will be carried out and the adult will be asked to briefly remove their mask/the child will be asked who the adult is. Further checks will be carried out if required.</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>Throughout term 3.</p> <p>2<sup>nd</sup> November</p> <p>2<sup>nd</sup> November</p>	<p>Ongoing</p> <p>Yes and ongoing</p> <p>Yes and ongoing</p>
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Attendance	Staff, children, parents	<p>Increased communication for staff regarding child absences. Office to inform staff when pupils are isolating and be specific about the nature of why this is via email.</p> <p>Children and staff must not attend school if they have any symptoms of Covid-19.</p> <p>Registers will be taken within school and this will be transmitted to the Local Authority/DfE as required. If parents have requested a place for their child, parents are expected to call on a daily basis if their child will not be in school and give a reason. Those who have not contacted the school will be contacted by the office for safeguarding reasons.</p> <p>A register of children and staff who display symptoms is kept in the school office and outcomes of tests are also recorded. The PHE South West flowchart from the LA is always followed. All staff and Governors have been emailed a copy for their reference.</p> <p>School will continue to keep in contact with children not attending school by phone, Google Classroom and dojo. Where possible the school phone is used and if not, staff ensure their number is blocked.</p>	Office	Ongoing	Ongoing
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		<p>Pupils will continue to be assigned work via Google Classroom, the website and the structured timetable if not in school.</p> <p>The safeguarding and child protection policy (with addendums) are used in line with usual safeguarding practice.</p> <p>Work packs are delivered to individual children by staff when needed/or collected by a parent on their daily walk. Vulnerable learners are considered individually and where necessary a risk assessment will be completed. Children in receipt of free school meals (FSM) will receive sandwiches, food parcels or vouchers if they aren't attending school (subject to DfE advice).</p> <p>School will investigate internet provision and technology provision for families who are don't have these facilities.</p> <p><u>Staff</u></p> <p>Individual risk assessments will be carried out for CEV/CV staff. School will follow the guidance at all times.</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <u>clinically-vulnerable people</u>.</p>			
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Fire drill	Staff, children and visitors (parents, contractors and suppliers)	All maintenance checks must continue to take place to ensure everything is functioning as it should. Review fire drill procedures (including lockdown) to ensure all new guidelines reference up-to-date social distancing requirements (we will revert back to the previous fire drill procedures in place before lockdown and ensure that adults social distance from children wherever possible, whilst ensuring safety/supervision, and children distance from each other). Discuss with children and complete drill as soon as possible (week 2) to ensure safe evacuation in the event of a fire.	SJ/JR/NSG/DW	By 1 <sup>st</sup> Sept/Ongoing	Yes and ongoing
SEN/Behaviour	Staff and children	Addendum Behaviour policy will remain in place. New rules will be taught and reinforced on a daily basis. Rewards will be used to praise. Health and hygiene procedures will be taught to children at a level appropriate to their age. Plans will be in place to deal with behavioural issues and will be reviewed regularly. SEN TAs have access to disposable surgical masks, visors, gloves and aprons.	SLT/Staff/Children	Ongoing	Ongoing
Office	Office staff and parents/visitors	Screen in the office to be used to reduce contact with visitors to school. Unless urgent, parents will be asked to liaise with the school via telephone, email, text or dojo. Parents/carers will be informed of temporary change of system and ensure they have the contact details and that their understanding of the process is clear. Parents will be asked to continue to use Parentpay to pay for lunches.	Office/Parents	1 <sup>st</sup> Sept/Ongoing	Yes and ongoing

Deliveries	Staff, children and contractors/suppliers	<p>Regular deliveries will be required for kitchen and other necessary items. Once school receives a delivery -wherever possible – items will need to be wiped over, using antibacterial wipes.</p> <p>Whilst placing the order, advice to be given on delivery procedures within school. Antibacterial wipes are in place for staff (all classrooms, kitchen and office).</p> <p>Office staff to record locations of the school where the contractor or supplier has been so that thorough cleans can ensure that these areas are captured.</p>	<p>Office/kitchen</p> <p>Office</p> <p>Office</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>