

## 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> March 2021**

**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, 4/1/21, 5/1/21 (lockdown), 19/1/21 and 24/2/21**

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

Bubbles will consist of no more than 30 children (individual year group classes) inside. They will not mix with other bubbles inside. They will, however, mix with their phase bubble for break time and lunchtime – only when outside (handwashing before going out and when coming in will be hugely important). Full 5 day offer for all children. Extra-curricular clubs will not take place in term 4. Enhanced cleans will take place at the end of each day.

Bubble Class	Miss Bendall Emma Lynsey Lynne R – PPA Weds am Miss Lester (Thurs and Fri) Sally (Volunteer – Weds and Thurs Morning)	Mrs Ives / Miss Lester Michelle Lyn S Clare – PPA (Tues Morning)	Miss Davies Francesca Clare for PPA (Mon)	Mrs Dobson/Mr Ridd Julie W Clare for PPA (Weds)	Mrs Medway Julie W Clare – PPA (Tues Afternoon)	Mrs Harvey Hannah PPA (Tues) Julie J - LBS	Miss Legg Kate PPA (Tues)
	Kirsty - PFA Rachel – LBS Future Stars - Jack <b>Reception</b> <b>Reception toilets to be used</b>	Shaz - LBS <b>Y1</b> <b>Y1/2 toilets to be used</b>	Alba – LBS Lyn S - LBS <b>Y2</b> <b>Y1/2 toilets to be used</b>	Clare - LBS <b>Y3</b> <b>Y3/4 toilets to be used</b>	Julie W - LBS <b>Y4</b> <b>Y3/4 toilets to be used</b>	Cherie (Mon, Tues, Weds) Sam (Thurs and Fri) <b>Y5</b> <b>Y5/6 toilets to be used</b>	Julie J - LBS <b>Y6</b> <b>Y5/6 toilets to be used</b>
Time of entry	9:00am	9:00am	9:00am	8.55am	8.55am	8.45am	8.45am

Entry/exit	Entry: Green gate by the office  Exit: Green gate by Reception class	Entry: Green gate by the office  Exit: Green gate by the office	Entry: Green gate by the office  Exit: Black gates by Y2 classroom	Entry: Green gate by the office  Exit: Green gate by the office	Entry: Green gate by the office  Exit: Green gate by Reception class	Entry: Green gate by the office  Exit: Green gate by the office	Entry: Green gate by the office  Exit: Green gate by Reception class
Times of break	10.15-10.30 KS2 playground – trim trail area	10.15 – 10.30 Zoned area by castle	10.15 – 10.30 Zoned area by castle	10.45-11.00 KS2 playground – trim trail area	10.45-11.00 KS2 playground – trim trail area	10.45-11:00 KS2 playground by castle	10.45 – 11:00 KS2 playground by castle
	Reception/KS1 break duty rota	Reception/KS1 break duty rota	Reception/KS1 break duty rota				
Time of lunch	11.30-12.30 In hall eating: 11.30 -12  On playground: 12-12.30	11.30-12.30 In KS1 intervention room eating: 11:30 – 12  On playground: 12 – 12:30	11.30-12.30 In class eating: 11:30 – 12  On playground: 12 – 12:30	12.00-1.00 In class eating: 12 – 12:30  On playground: 12:30 – 1pm	12.00-1.00 In class eating: 12 – 12:30  On playground: 12:30 – 1pm	12.00-1.00 In class eating: 12 – 12:30  On playground: 12.30-1	12.00-1.00 In class eating: 12 – 12:30  On playground: 12.30-1

Afternoon break	2.20 – 2:30 Reception/KS 1 break duty rota	2.20-2.30 Reception/KS 1 break duty rota	2.20-2.30 Reception/ KS1 break duty rota	2 – 2:10pm	2 – 2:10pm	2 – 2:10pm	2 – 2:10pm
Time of leaving	3:25pm	3.30pm	3.30pm	3.20pm	3.20pm	3.10pm	3.10pm

	Indoor PE	Outdoor Games
<b>Monday</b>	Year 1/2 with Future Stars	Year 5/6
<b>Tuesday</b>	Year 3/4	Year 1/2
<b>Wednesday</b>	Reception	
<b>Thursday</b>	Reserved for Swift	Year 3/4 with Swift
<b>Friday</b>	Year 5/6	Reception

What are the hazards?	Who might be harmed and how?	Controls to be in place	Action by whom	Action by When	Action Completed
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 all children from Monday 8 <sup>th</sup> March 2021, in line with local and national advice.  The school is deep-cleaned by a professional cleaning company in the event of a bubble closure and in each school holiday.  The Headteacher will identify which areas of the school may be used to carry out	SJ   SJ/GC/Office	Ongoing   17 <sup>th</sup> February and ongoing   5 <sup>th</sup> March	Ongoing   Yes Ongoing

		<p>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, 1:1 support or PPA cover) – 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.</p> <p>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>SJ / JR</p> <p>Children, staff, visitors</p>	<p>5<sup>th</sup> January and ongoing</p> <p>8<sup>th</sup> March and ongoing</p> <p>8<sup>th</sup> March 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> <p>Yes and ongoing.</p>
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		<p>and visitors to adhere to government guidelines.</p> <p>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 unless they are exempt (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 unless exempt. <b>Visors maybe used but only if they are used in addition to face coverings.</b></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</p>	<p>SJ/JR/Office/Staff/Parents</p> <p>All</p> <p>Parents / Carers</p> <p>All school staff</p> <p>Staff and children</p> <p>Staff and children</p>	<p>Ongoing</p> <p>8<sup>th</sup> March and ongoing</p> <p>8<sup>th</sup> March and ongoing</p> <p>8<sup>th</sup> March and ongoing</p> <p>Ongoing</p> <p>8<sup>th</sup> March</p>	<p>Yes and ongoing.</p> <p>Yes 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>coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then 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 Monday 8<sup>th</sup> March 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 may be worn in classes too if staff wish. Face coverings and visors to be provided for all staff. We recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible.</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>All adults</p> <p>All</p> <p>Staff/children</p> <p>Staff/children</p>	<p>8<sup>th</sup> March</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>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 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>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> <p>Ongoing</p>
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		<p>kits will be required. A change of clothes for a child in case of an accident may be brought in – these clothes will be double bagged until required and additional carrier bags, gloves and wet wipes will be provided to help the child. Again, PPE will be worn by the adult). Coats, medication (inhalers), drinks and packed lunches are the only items allowed to be brought in to school; coats and packed lunches must be kept on the child’s desk or under it. Inhalers will be stored in the teacher’s cupboard in a sealed container up high. Medication that needs to be administered will be kept in the lockable cupboard in the first aid room (epilepsy medicine only). Parents will need to come in to administer any other medication. Homework will consist of Timestables Rockstars, spellings, phonics, virtual reading and any work set through Google Classroom to avoid the additional physical material being brought into school. Activities will be sent via Dojo or Google Classroom. No additional items such as sweets and chocolate for birthdays to be brought in.</p> <p>Parents, staff and children are aware that children’s water-bottles should be filled at the start of each day at home, as water-fountains will not be in use. Parents will be encouraged to send their children in with two water bottles: one for lunch and one for use throughout the day. Children will be</p>	<p>Staff, parents and children</p>	<p>1<sup>st</sup> Sept/Ongoing</p>	<p>Ongoing</p>
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		<p>able to refill bottles at school when required.</p> <p>Reading books will be able to be sent home and brought back in but must be stored in a box outside of the classroom door for at least 72 hours prior to re-issuing them. Children could take other books in the meantime. They must be wiped down on return to school.</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> <p>Teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of resources and rotation should apply to these resources.</p>	<p>Staff, parents and children</p> <p>Staff</p> <p>Staff</p>	<p>8<sup>th</sup> March</p> <p>1<sup>st</sup> Sept/Ongoing</p> <p>8<sup>th</sup> March</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Snack times/ Lunchtimes	Staff and Children	<p>During playtimes, equipment cannot be used including the trim trail/gym. 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</p>	<p>SLT, Staff and children</p> <p>Staff and children</p>	<p>10<sup>th</sup> November and ongoing</p> <p>1<sup>st</sup> Sept/ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>

		<p>to ensure that the staffroom is socially distanced/bubbles aren't mixed for making drinks/heating up food. Staff to use their phase break out spaces to eat. Staff to also consider eating outside. As LKS2 do not have a break out space, the staffroom is reserved for their use for eating.</p> <p>1 Lunchbreak supervisors will be allocated to each bubble. Phase Lunchbreak Supervisors to work together to ensure there is always someone available to carry out first aid/emergency cover.</p>	SJ/LBS	Ongoing	Ongoing
		<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>	Staff, Parents and children	1 <sup>st</sup> Sept and ongoing	Ongoing
		<p>Children and staff do not share cutlery, cups or food. Children will use disposable plates and cutlery.</p>	Staff and children	Ongoing	Ongoing
		<p>All utensils and equipment (such as the microwave, urn, water dispenser) are thoroughly cleaned before and after use. 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>	Staff and children	Ongoing	Ongoing
		<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 class bubble. Breaks will be 10-15 minutes and staff will cover each other within their bubbles or on a rota. Social distancing will need to be adhered to where possible when supervising. In an emergency, at any time, the partner adult will stand between the two rooms. 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. 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 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.</p>	<p>Staff and children</p> <p>Staff/Parents/Children</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>Reducing the risk of contamination/spread of the virus</p> <p>Cleaning</p>	<p>Staff, children and visitors (parents, contractors and suppliers).</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>SJ</p>	<p>1<sup>st</sup> Sept</p>	<p>Yes</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>	SJ	Ongoing	Ongoing
		<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>	Cleaners/staff	Ongoing	Ongoing
		<p>All surfaces will be cleared in all classrooms being used to reduce the opportunity for children to touch things and enables the professional cleaning team to clean thoroughly.</p>	Staff/cleaning staff	Ongoing	Ongoing
		<p>The Head/Office will arrange enhanced cleaning to be undertaken at the end of each day– advice about enhanced cleaning protocols is sought from the local authority. Increased cleaning of work stations, equipment, high touch areas such as bathrooms and kitchens, and other infection vectors – toilet doors and flushes, laptops, tables, chairs, handrails, door handles, light switches – will be</p>	SJ/Office/GC	Ongoing	Ongoing

		<p>undertaken by professional cleaners daily as required.</p> <p>Anti-bacterial wipes are available for all members of staff to use when needed. Sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly-used areas and surfaces – cleaning agents are used and stored in line with COSHH.</p> <p>Hand washing facilities are available including Anti-bacterial/sanitising hand gel in every classroom, the office and at the entrance.</p> <p>Staff are advised to wash hands thoroughly and to use hand sanitisers at regular intervals and after:</p> <ul style="list-style-type: none"> <li>• Handling waste, including body fluid, spills and hazardous medical waste.</li> <li>• Cleaning.</li> <li>• After emptying bins.</li> <li>• After using the bathroom.</li> </ul> <p>Zippy wallets of equipment will be issued to individual children to reduce sharing of equipment.</p>	<p>SJ/Office/GC</p> <p>SJ/JR/Office</p> <p>Staff/office</p>	<p>Ongoing</p> <p>Ongoing</p> <p>6<sup>th</sup> January</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Yes.</p>
First Aid	Staff, children and visitors (parents, contractors and suppliers)	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.	Staff/office	Ongoing	Ongoing

		<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>	SLT/Staff	22 <sup>nd</sup> May and by 1 <sup>st</sup> Sept	Yes and ongoing
		<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>	Staff/Child	Ongoing	Ongoing
		<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 (inhalers) or locked in the first aid room if required (epilepsy medicine).</p>	Staff/office	Ongoing	Ongoing
		<p>Paediatric first aider will be available.</p>	PFA	Ongoing	Ongoing
		<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>	Parents/office/staff	Ongoing	Ongoing
			Staff/office	Ongoing	Ongoing

		<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>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>
Dealing with children who are unwell	Staff and children	<p>Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss 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</p>	<p>Staff/office/Parents</p> <p>Staff/office/parents</p>	<p>Ongoing</p> <p>6<sup>th</sup> January</p>	<p>Ongoing</p> <p>Yes and ongoing</p>

		<p>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 them ensuring that they wear PPE (mask, apron and gloves). Staff member to reassure the child and talk to them to check they are ok. Windows to be opened for ventilation (child and staff member may wish to put a coat on if it becomes chilly). The parent will be called immediately and asked to collect their child. SLT to be informed immediately. The relevant member of staff will call for emergency assistance immediately if the child's symptoms worsen. Staff supervision for</p>	<p>Staff/office</p> <p>Staff/office</p> <p>Staff/office</p> <p>Staff/SLT/Child/Parent</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>handover to ensure clear guidelines on isolating at home for child and family members. In this event, any first aid incidents will be dealt with in the school office or if available, Head's office.</p> <p>If unwell children are waiting to go home, they will be asked to use different toilets (disabled toilet in the first aid room) to the rest of the school to minimise the spread of infection. This also applies to unwell members of staff. The children will use the main entrance/exit to go home. The area will be left for cleaning by professionals at the end of the school day. They will be notified of the possible case and reminded to wear the appropriate PPE for cleaning. A do not enter sign will be placed on the door of the first aid room until cleaning has taken place. Nobody else will use this until cleaning has taken place.</p> <p>Areas used by unwell children or staff, who need to go home, are closed down and 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</p>	<p>Staff/Children</p> <p>Staff/SLT/GC</p> <p>Staff/GC</p> <p>Staff, Children, Parents</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>are followed in accordance with those outlined by governmental guidance.</p> <p>Staff will need to go home immediately and advised to self-isolate as per government guidance 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 if they display symptoms, 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</p> <p>Staff, parents and children</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
Pregnancy	Pregnant staff	<p>There are possible complications for pregnancy - implications for health of mother and unborn child. The staff member/s will take advice from the 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>	<p>Staff/SJ</p> <p>Staff/SJ</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>

		<p>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p> <p>Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). As a school, we will refer to guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists. It is likely that pregnant women from 28 weeks' gestation will be asked to work from home.</p>			
Clinically extremely vulnerable staff/pupils	Clinically extremely vulnerable staff/pupils	<p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <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</b></li> </ul>	Staff/SLT	10 <sup>th</sup> November and ongoing	Ongoing
			Staff/SLT	10 <sup>th</sup> November and ongoing	Ongoing

		<p><b>was asked to shield previously, does not mean that they will automatically be asked to do so again this time.</b></p> <ul style="list-style-type: none"> <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 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 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>Pupils who are clinically extremely vulnerable and have received a letter should not attend school. Remote learning should be provided. School will require evidence.</p>	<p>Staff/parents/EWO/GP</p> <p>Staff/parents</p>	<p>10<sup>th</sup> November and ongoing</p> <p>24/2/21</p>	<p>Ongoing</p> <p>Ongoing</p>
Wellbeing/safeguarding	Staff and children	Staff are encouraged to discuss with the Headteacher about how to manage their	Staff	Ongoing	Ongoing

		<p>workload. The Head will work with the Hub Headteachers.</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 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</p>	<p>Staff</p> <p>SLT</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> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>and visitors may be used virtually to enhance the learning process. Logs must be completed to identify the movement of visitors around school. Visitors and supply teachers will be required to comply fully with the risk assessment for the school, maintain distance from staff and children, and numbers of visitors will be limited to contractual work, suppliers, educational professionals (such as Ed Psych, sports coaches), Governors and supply teachers.</p> <p>Catch up opportunities as well as mental health and wellbeing support will be planned. 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</u></p>	<p>Staff/SLT</p> <p>Staff/SLT</p> <p>DSL/Staff and children</p>	<p>From 1<sup>st</sup> September</p> <p>From 1<sup>st</sup> September</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Yes - virtually</p> <p>Ongoing</p>
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		<p>reduce the level of anxiety some children experience.</p> <p>Parents/Carers/Staff will be asked to wear face coverings 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>	Staff	2 <sup>nd</sup> November	Yes and ongoing
Attendance	Staff, children, parents	<p>It is compulsory for all children to attend school from the 8<sup>th</sup> March. This has been shared by parents in a letter. This means from that point the usual rules on school attendance will apply, including</p> <ul style="list-style-type: none"> <li>• Parents' duty to ensure that their child attends regularly at school where the child is a registered child at school and they are of a compulsory school age.</li> <li>• Schools' responsibilities to record attendance and follow up absence</li> <li>• The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</li> </ul> <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>SJ</p> <p>Parents and children</p> <p>Staff and SJ</p> <p>SJ, EWO and LA</p> <p>Office</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>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 a child is absent from school and the parent hasn't let the school know, they will be contacted by the school office.</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>If a class bubble isolates, the 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. Staff will complete the school contact log each time they speak to a family and report any concerns.</p> <p>If a class bubble isolates, pupils will continue to be assigned work via Google Classroom, the website and the structured timetable if not in school. Pupils will receive feedback on work submitted. This</p>	<p>Children and Staff</p> <p>School Office and Staff</p> <p>School Office</p> <p>Staff</p> <p>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> <p>Ongoing</p> <p>Ongoing</p>
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		<p>will be monitored and followed up if any pupil isn't submitting work.</p> <p>The safeguarding and child protection policy (with addendums) are used in line with usual safeguarding practice.</p> <p>If a class bubble isolates, 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.</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>	<p>Staff</p> <p>Staff</p> <p>SJ / JR</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
Fire drill	Staff, children and visitors (parents, contractors and suppliers)	<p>All maintenance checks must continue to take place to ensure everything is functioning as it should.</p> <p>Review fire drill procedures (including lockdown) to ensure all new guidelines</p>	SJ/JR/NSG/DW	Ongoing	Yes and ongoing

		<p>reference up-to-date social distancing requirements. All adults will social distance from children wherever possible, whilst ensuring safety/supervision, and children distance from other bubbles.</p> <p>Discuss with children and complete drill as soon as possible (wk Commencing 15<sup>th</sup> March 2021) to ensure safe evacuation in the event of a fire.</p>	SJ/JR/Office/School staff	8 <sup>th</sup> March	
SEN/Behaviour	Staff and children	<p>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.</p> <p>SEN TAs have access to disposable surgical masks, visors, gloves and aprons.</p>	SLT/Staff/Children	Ongoing	Ongoing
Office	Office staff and parents/visitors	<p>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.</p> <p>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.</p> <p>Parents will be asked to continue to use Parentpay to pay for lunches.</p>	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</p>	Office/kitchen	Ongoing	Ongoing

		<p>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</p> <p>Office</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
LFD Testing	Staff	<p>Staff are advised that testing does not remove the requirement to follow Covid-19 safe working practices such as safe distancing, wearing face mask and washing of hands.</p> <p>All staff will be provided with LFD Testing kits, the test should be completed twice a week on a Monday and Thursday (or a Sunday eve and Wednesday eve if the household are not going anywhere for the rest of the evening and to reduce the impact on school with such short notice). Testing will be completed at home.</p> <p>A test collection area will be set up within the school - office. This will be used when staff require a new kit.</p> <p>Staff are advised to read LFD testing kit instructions before use.</p> <p>LFD tests without a bar code will not be used.</p> <p>Staff are advised not use the LFD test kit if any part of it is damaged, which may compromise the test results.</p>	<p>All staff</p> <p>Head/Deputy and all staff</p> <p>Office</p> <p>Head/Deputy/Office/Staff</p>	<p>To start 25<sup>th</sup> January 2021</p> <p>Friday 22<sup>nd</sup> January 2021</p> <p>Friday 22<sup>nd</sup> January 2021</p> <p>Friday 22<sup>nd</sup> January 2021</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>Staff are advised not to use the test if the expiration date has passed.</p> <p>Staff are advised to sanitise their hands before use and after use.</p> <p>Staff will be asked to disinfect the area before and after their test has been completed.</p> <p>Sample materials will be disposed of in a sealable plastic bag and put into the general household waste as advised.</p> <p>Staff must report any test outcome to the NHS via gov.uk website and must notify the Head/Deputy if they have a positive test / 2 void tests as soon as possible.</p> <p>Should they receive a positive test or 2 void tests, staff must self-isolate as per government guidance and get a PCR test. Any person that has been in close contact with the infected member of staff will be told to self-isolate as per government guidelines.</p>			
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