

Implementing Protective measures in education and childcare settings for the continuation of education provision for vulnerable children and children of critical workers and the phased return of Nursery, Reception, Year 1 and Year 6 to Primary school from 1 June 2020

This Risk Assessment and Planning document should be carried out with reference to Government guidance and existing Health and Safety Guidance.

The aim of the document is to minimise the potential risks of Covid – 19 and ensure that the health, safety, social and educational needs of children, families and staff are met as far as possible during this next recovery phase.

<p>School Abbey Wood Nursery School</p>	<p>Assessment Date 26.8.2020 – Ongoing Re-assessment 25.9.2020 RE-Assessment 17.11.2020 Re-Assessment 04.1.2021 RE-Assessment 08.2.2021 RE-Assessment 01.3.2021 RE –Assessment 24.6.2021</p>	<p>Assessed by Gill Crowley</p>	<p>Approved by Gill Crowley</p>
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LOG of meetings held re. this document. (Most recent at the top – colour coded to match any changes within the document.)

24/06/2021

This review has taken place due to changes that are being made to increased numbers of parents on site; and wider opening of activities. The school is having 'Question and Answer' sessions for parents whose children are transferring. We are also going to

be holding an 'Open Event' for prospective parents. Please continue to note changes and addition in RED when reading this document.

01/03/2021

Review of the risk assessment being made early due to Government announcement that schools are to re-open on the 8th March. Discussion held with Full Governing Body on the 24/02/2021 and canvassing of staff the week of the 22/02.2021. The decision was made and agreed that we would open to children who would be leaving us to start reception in September 2021. This would give the staff three weeks before the Easter Holidays to support the children back into school and to recognise and plan to address any concerns that might arise from their return.

As always a hard copy of this RA will be available for staff in the staff room. The RA will be uploaded to the website and emailed to all staff and governors.

08/02/2021

As we are still in a lockdown situation this RA will continue to be reviewed monthly. No direction has been given by RBG about where to upload the document. HT continues to use PM and Staff GOV with H&S responsibility to support HT with review and any changes. Hard copy available in the staff room; RA uploaded to website; emailed to all staff and Governors.

05.01.2021

RA updated by the HT before being shared with H&S committee. Any amendments will be made prior to sending it to staff; Governors and RBG and being publishing on the website.

11.01.2021 – RA shared with staff

17.11.2020

RA reviewed and changes added in Purple throughout the document. Rather than each point being discussed, each area has reviewed and comments for the area made.

Actions for the HT as above (25.09.202)

If there are no significant announcements or changes by the Government, then the next review will be when school returns in January 2021. It will then be reviewed half termly.

25.09.2020

Reviewed and changes annotated in red. Systems seem to be working well and those that are not have been amended or changed completely.

Actions by HT

- **Share with the PM and the Governor with H&S responsibility.**
- **Send to RBG as there have been changes made.**
- **Copy to be available in the school office.**
- **Copy to be available in the staff room**
- **To be posted on to the website once approved by PM & H&SG**

02.09.2020

Draft RA shared with all staff at INSET.

The following principles underpin all planning and actions:

- Children's needs are paramount
- Staff physical and emotional well-being must be considered at all stages of planning and implementation
- Ensuring effective infection protection and control and preventing the spread of coronavirus -e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- Cleaning hands more often than usual
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Maintaining social distancing and minimising contact as much as is possible with pre-school children.

This Risk assessment is an update of the original which was written for the 1st June 2020 reopening.

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
1. Planning and Organising						
Existing Health and Safety compliance and building considerations	<ul style="list-style-type: none"> Review your current Health and Safety Plans and undertake any existing actions. 	<p>Follow existing fire safety/emergency evacuation procedures. Refresh with children as they may be in a different base room and therefore some will go to a new meeting point in garden. (Meeting points are spaced out along garden and so children are used to the area they evacuate to).</p>	<p>September 2nd INSET meeting of all staff to go through all of Risk Assessment and cleaning procedures and health and safety before children return.</p>	<p>Premises Manager (PM) and Head Teacher (HT) Staff H&S rep. (SH&SR)</p>	<p>Before the wider opening date. Then on going through daily and weekly reviews.</p>	<p>This is a dynamic doc. And will be reviewed on going. A formal review will take place each Friday between HT and Staff H&S rep.</p>
	<ul style="list-style-type: none"> Ensure health and safety compliance checks have been undertaken in required timescales. This is particularly important if the school premises have been closed to pupils and staff for any periods of time since 23 March 2020. 	<p>The school has been closed since the 20th July. Only the cleaning staff; PM; HT; and office staff have been in this ensures that the 72 hour no contact will have been met by staff return on the 2nd September.</p>	<p>Continued daily cleaning of surfaces/furniture and bathrooms/toilets/staff kitchen. Check list to be developed so that anyone, who is cleaning as part of the hourly rota, knows where they should be cleaning.</p> <p>Encourage staff to raise any concerns they have so these can be reviewed. A 'Box' has been placed in the staff room so that staff are able to raise and concerns anonymously. This will be checked daily.</p>	<p>All staff</p> <p>PM & HT</p>	<p>10.09.20</p>	<p>04.09.20 25.9.2020, this is working effectively.</p> <p>04.09.20 04.01.2021 Discontinued as no concerns brought to leadership in this way.</p>

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> Test all water systems, fire alarms, gas supply, kitchen equipment Consider Deep Cleaning by professional cleaners Conduct health and safety inspection with the union health and safety representatives 	<p>Water systems have been flushed weekly in less used/unused areas.</p> <p>Fire alarms checked checks will restart 2.09.2020 Fire drill planned within the first half term of the children returning.</p> <p>Other systems have been in use.</p> <p>During the Summer holidays the school has been deep cleaned by the usual cleaning staff. Cleaning of classrooms carried out by staff as part of general duties during initial lockdown then as daily routine while nursery open for keyworker and vulnerable children. Given that the virus does not live longer than 72 hours on surfaces this would mean that any residual bugs would have died out before staff and children return on the 2nd September. Further cleaning than has already been carried out will not be necessary.</p>		<p>Rotas for cleaning as part of the daily planning.</p> <p>HT; PM</p>	<p>10.09.20</p> <p>04.09.20</p>	<p>04.09.20</p> <p>25.09.2020; Systems are working effectively</p>

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
		PM will conduct his usual H&S preparations for retuning after the summer closure.				
<p>Existing Health and Safety compliance and building considerations.</p> <p>17/11/2020 This appears to be working well. Although as the numbers of children increased it became more challenging to carry out the cleaning, PM was also able to help in some of the communal areas. The 'Box in the staff room is regularly checked and there has been nothing submitted through that method. Staff have been coming to see the HT directly if there has been anything that they have worried about.</p> <p>04/01/2021 School is partially closed, only open to Keyworker and vulnerable children. PM will continue to conduct normal routine H&S checks. Cleaning of the school continued during the school holidays. We will return to our previous cleaning schedule as it has appeared to be effective.</p> <p>08/02/2021 Cleaning ongoing and appears to be being effective as we have had no infections. Local MNS was closed as staff had been in close contact. HT re-emphasised the 2 meter distance and used a 2 meter stick to show people what the distance was. Staff reminded about breaks and how many staff should be in the staff room. Small bubble of Pregnant staff moved out of the staff room to work in closed classroom so that they are not at risk with peers, also so that there is more room for other staff on their breaks.</p> <p>01/03/2021 Staff are working well with the existing rules; we continue to have had no more instances of a positive case in the school. AS the numbers of children have increased the PM has taken on the role of cleaning the 'heavy touch points' in the communal areas of the reception area of the school. Two of the three Pregnant staff are not in school now and will imminently start their maternity leave. The third member is having constant conversations with the HT and will have a review of her risk assessment before the children return. She is not going to be based in class. She has been making and preparing the home learning packages.</p> <p>27/06/2021 Cleaning during the session limited to the PM as other staff do not have capacity. All babies have been born and are healthy. All other considerations 'on going'.</p>						
Staff Wellbeing	<ul style="list-style-type: none"> Assess availability and well-being of all staff including staff who are self-isolating, underlying health conditions, family considerations, staff who are subject to shielding or are in a household where someone is shielding. Assess transport arrangements for all staff and parking arrangements as required. 	<p>All staff are due to return 2nd September 2020. The Head teacher will have individual meetings with all staff.</p> <p>Most staff travelling by car or walking with no concerns. Member of staff using public transport, using face mask.</p>	<p>Regular meetings with staff to share feelings and concerns. Staff have contact details of Greenwich support if they have further concerns.</p> <p>Monitor safety of travel for member of staff on public transport and wellbeing in relation to this.</p>	HT	All staff	Staff will report to HT if any changes.

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	<ul style="list-style-type: none"> Availability of supply staff to cover any vacancies or long-term absences. Assess impact on individuals from the lockdown and any residual effects. Assess staff expectations and any anxiety and perceived inequalities 	Bank staff being called to see if they will be available if needed for cover.	<p>Bank staff to be informed of health and safety procedures over the phone before coming into nursery.</p> <p>Induction on first visit to go through risk assessment.</p>	HT	Ongoing	
					If any concerns arise	
					Ongoing	
					Ongoing	
					04.09.20	
						25.9.20 All staff have returned to work.

Staff Wellbeing

17/11/20 At this time we have had no occurrence of COVID in the school with the staff or children. However, the country is on a second lockdown as there 'R' rate is high. This is having an impact on the wellbeing of the staff. We are no longer having whole staff 'staff meetings' these are being carried out in base room teams. We are attempting to cover any staff absences with known adults and ensuring that we keep the 'bubble' as tight as possible, by introducing as few new adults as is possible. We continue with as many small ways to show that we appreciate the work that the staff are doing, as we can.

04/ 01/2021 There was one incident of COVID in the school on the last day of the Autumn term. The school is now partially closed until at least the 18th January. HT will meet with all staff to re-evaluate their personal safety. This will also enable the HT to discuss with them any concerns that they may have. RBG has arranged for all staff to have 'Lateral Flow testing' if they would like. Staff will also be reminded about their access to the RBG wellbeing service for support. Staff are presently concerned about the increase in infections. On the 6th January 2021 it was announced that London infection rate is 1 in 30. Part of the changes to the RA must include ensuring the safety of the staff.

08/02/2021 On 31st January we had to close our first bubble. This was because a parent had had a positive result and the child was starting to show symptoms. The bubble was closed children and staff who had been in contact with the child self-isolated. All staff and children returned to school on the 8th February. There were no further suspected or confirmed cases. Local Authority said that it was '*amazing that AW managed to go this long without a case – goes to show how covid secure you have kept your premises*'.

01/03/2021 We have had no further bubble closures or positive cases. Many of the staff who wished to were able to access a vaccine during the half term break and this has helped with their wellbeing. All staff who want to are now able to self-test twice a week using the lateral flow tests, this has help staff wellbeing. All staff to have individual meetings with the HT before the children return to discuss any concerns that they might have.

27/06/2021 Most Staff have had second vaccines. Lateral flow continues to be done twice a week. HT arranging meetings. Two new staff appointed to the school bank/supply staff. Staff wellbeing is on the whole good. Staff are very tired as are the children. Which is always the same at this time of year. Staff are being advised

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to remember that if they are planning to go abroad that they must allow self-isolation time at the end. The expectation is that all staff will return to work on the first day of term in September.						
Review Pupil well-being and Risk assessments	<ul style="list-style-type: none"> Review the circumstances of pupils who are likely to be returning – are there any new circumstances that may pose a risk. 	Parents of all returning children were written to prior to summer closure. They will all be contacted by telephone prior to the school re opening to children on the 10 th September.	Discussion with head teacher if a concern arises and plan of action put in place.	CL & Room Leads	Ongoing	04.09.20 25.9.20 Closed; all successful reintegrated to the school.
	<ul style="list-style-type: none"> Risk assess individual pupils who require specific care which cannot be delivered whilst ensuring social distancing. 	Individual children receiving 1:1 support from staff have their own risk assessment relating to covid 19 safety of themselves and staff.	The school has many new children starting who's needs may not have been able to be fully assessed or to have been evident prior to them starting. SENco will work with CT to address any concerns as they arise.	SENDco	Ongoing	04.09.20 25.9.20 Ongoing most children had the risk assessment in place; new children being added as needed. SENCO is working with the support staff to implement.
	<ul style="list-style-type: none"> Risk assess pupils with behaviour issues or who may be potentially violent especially those with a known risk of spitting and or requiring physical restraint. 			SENDco	Ongoing	04.09.20 As above
	<ul style="list-style-type: none"> Assess pupils who may be worried about returning to school or who have been in challenging home circumstances or experienced bereavement 	Staff informed and sensitive to child's needs and offering familiarity and routine for child to be settled. 1:1 time if needed.	Training for staff in working with children who have had a bereavement. Training to be found by HT – We have had previous training	Class Teachers; HT and all staff HT had training in	04.09.20	04.09.20 25.9.20 Children now being supported through usual settling systems. Head teacher booked on

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	during the pandemic (covid19 related or not)		<p>and have resources in place, until training available.</p> <p>Support for staff dealing with any concerns.</p>	Nov 20. To be disseminated to staff through staff meetings.		training. Will disseminate to all staff through a staff meeting.
<p>Review Pupil well-being and Risk assessments</p> <p><u>17/11/2020</u> SENCO continues to review the RA for individual children and to write new ones when it has been decided that this needs to be done. HT training on bereavement is 18/11/2020.</p> <p><u>04/01/2020</u> Only Vulnerable and children of key workers to attend until at least the 18th January. RA will be undertaken by HT and SENCO depending on if children are in school or have returned. HT did online Bereavement training, this will be cascaded during the next term or as needed.</p> <p><u>08/02/2021</u> We have been asked to take in some of our children who were not already attending. SENCO will do RA if it is felt they are needed.</p> <p><u>27/06/2021</u> Children have returned far better than anticipated although they continue to find it a challenge to wait for adults attention. New children and families starting will be supported to understand the actions that we have in place re Covid. Children are continuing to show a lot of resilience, however we are starting to observe that they are struggling to play co-operatively and that there is more reversal to physical strategies by them when they are not getting what they want. We have more parents who are asking for CAMHS support through the Children's centre.</p>						
Class group and size configuration	<ul style="list-style-type: none"> For pre-school children in early years settings, the staff ratios within the early years foundation stage continue to apply and used to group these children. Vulnerable children. 	<p>Children to be allocated base room groupings with their staff team. Staff teams to be allocated to one base room. These will be referred to as 'bubbles'</p> <p>Children will only access their base room and outside. Children will not go into other base rooms in order to keep any mixing of children in a larger space outside where they can spread out at a safer distance. This system was used from the 1st June and worked very successfully.</p> <p>Bank staff have been contacted to see when they would be available to work.</p>	HT; SENDco and CT	Ongoing	04.09.20 25.9.20	System working well will continue.
<p>Class group and size configuration</p> <p><u>17/11/2020</u> System working very well. Children have adapted very easily to not going into other classroom.</p> <p><u>04/01/2021</u> We have returned to the Spring term to conflicting responses from the Government re the closure of the school. This may mean that this element needs to be revisited. In March when we had the 'Lockdown' we combined the classes so that we could develop rotas to reduce the amount of time that adults came into school.</p>						

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<p>With the length of this lockdown being unknown we may be fully open again in two weeks. That would mean the return to pre lockdown bubbles, too soon for bubbles to be popped in anyway. This may mean that staff have to spend more time in school, as we will not move staff between the bubbles. We will endeavour to look at the needs of the children and try to ensure that there are not excessive adults on site at any one time.</p> <p>08/02/2021 We have maintained the bubble sizes to a maximum of 15. Initially we targeted some children and the families said that they didn't want them to come in, however as the lockdown has progressed we have found that they now want them to attend. We also had a number of parents who contacted us to say that they wanted their child to attend. It was explained that this was not possible, we offered to broker attendance at another setting, however they decided that they would rather keep them at home and return to us as soon as we extended our opening.</p> <p>01/03/2021 As we have kept the bubbles the same as when the school was fully open before Christmas, we do not have many changes to make to accommodate the returning children. Returning children will only be the children leaving for Reception in July 2021. This will mean different numbers in each class from the 8th March. All children and new starters will be in school from the 20th April after the Easter holidays.</p> <p>27/06/2021 All children now in class, numbers are as expected in the summer term. Decision was made at the staff meeting that children would not free flow between the different classrooms though, only outside.</p>						
Curriculum & Transition	<ul style="list-style-type: none"> Balancing the need for remedial work and "catch up" with the social/emotional needs of the children & young people Addressing gaps in learning in a structured and appropriately paced way to maximise impact of teaching without overwhelming the pupils. 	<p>Planning will continue as usual, for all levels of ability.</p> <p>Initially staff will be re-establishing routines and familiarity along with nurturing to reduce any anxieties they may present. Staff will ensure there are opportunities for children to talk about their experiences away from nursery and to get used to an environment with more people than at home and support them in reforming friendships with peers and relationships with adults.</p>	<p>Emphasis to be on children's well-being and feeling safe in the environment through the support we provide for them and their families. Parents are likely to need reassurance that their children are safe while in our care and be able to feel their child is going to be happy as they hand them over at the door rather than coming into nursery to settle and say goodbye to them.</p> <p>Prime focus on making routines easy to follow and clear simple rules and as much familiarity as possible with the things we are doing.</p>	HT: SENDco & CT	10.09.20	11.09.20 25.9.20 System working well will continue. Baseline being started to assess children's development. Plans will be made from that.
				CT	On going	11.09.20 25.9.20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> Maximising impact of additional adults matched to those identified pupils who need the support most. Managing transition (at all stages) to best support the next stage of learning Supporting the handover of critical information to best support transition (e.g.: Nursery- Recp, SEND pupils). 	<p>Children with SEN will continue to receive support in the usual way according to nursery policy</p> <p>Usual procedures are in place to support children with home/school transitions.</p>	<p>When appropriate, staff will plan for and evaluate children's levels of learning and provide activities at relevant level to support their learning. Interventions will take place if children need some additional support because they have regressed while in lockdown. All children will be baselined within first three weeks of their return or them starting school.</p> <p>Staff need to be aware that children who are anxious will not learn and it is important that a child's wellbeing comes to support any learning.</p> <p>Reassure parents that transitions for children returning to new classrooms or with new class teams will be discussed with the children will be talked through with them and any needs addressed to support the children.</p>	CT	10.09.20	<p>System working well will continue</p> <p>11.09.20 25.9.20 System working well will continue</p>

Curriculum & Transition

17/11/20 Baselining on all children is now completed. Initial scrutiny would confirm the staff anecdotal concerns about the children's Emotional and social difficulties being the highest concern. We are initially looking at supporting individual children and parents. This will be reviewed in the teachers meeting before the Christmas break to see if we need to have any additional approaches. We will continue our close work with the children's centre in order to support children and parents. Having discussed with other settings both inside RBG and in other LA, we have reintroduced some of our malleable activities; Dough; shaving foam; sand; cornflour; we have added precautions e.g. only use with one session children washing their hands.

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	<p>04/01/2021 Inset on the 4th postponed so that each class can have a full Pupil progress meeting. Each child to be discussed and any key needs to be identified. Generic Home working packs will be sent out the first week and then more targeted work will be arranged for each child. This will be supported with phone calls home from the key person for each child.</p> <p>08/02/2021 All children have been contacted by teachers or key person. Very good response for home school learning packs which are collected or delivered by staff. These are linked to the same work that we are doing in the school. We are using focus books that all the children will have experienced when our numbers increase.</p> <p>01/03/2021 Discussions have been held with the teachers and each team. The children returning will have a curriculum at which Personal, Social and Emotional learning is at its core, focus books will include books such as 'Our House' and 'Little Rabbit Foo foo'. These books enable us to focus on how children are feeling and to support them back into a group environment. We will also have the 'Living Eggs on the 18th March which will support children into 'looking after others'. Staff have all been asked to be aware of the increase in safeguarding issues during the 'lockdown' which children may talk about unknowingly. They have been told about the recent report from directors of Children's Services (CS), saying that there has been an increase in general. However, there are a number of families who have never been known to CS who have reached a crisis. It is important for staff to be sensitive to all children, and to be vigilant for what the children might be telling them.</p> <p>22/04/2021 Staff continue to be sensitive and aware of impact that Covid may have had on the children's lives. Major focus on children's PSED and supporting their language development. During the Easter break children going to reception were told which schools they had been allocated. Contact will be made with receiving primary schools to see if we can support with any transition work for children going to reception.</p>					
Classroom and learning environment layout	<ul style="list-style-type: none"> Organise classrooms and other learning environments maintaining social distancing space between seats and desks where possible. Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children and that multiple groups do not use simultaneously. 	<p>Activities to be spread across room and outdoors to limit numbers of children at one activity. If when inside more than 4 children congregate at an activity with an adult, then other adults are to entice children to other activities.</p> <p>Cleaning schedule – displayed in each classroom and reminders in each bathroom, kitchen, staff room, changing room.</p>	<p>Reduce the amount of some resources or have two small areas with a duplicate popular activity so there are not too many children at one activity at a time.</p> <p>A boxes in each room for resources to be put as necessary during the session, (talk to staff about using common sense and give examples), eg. Scissors, toy a child mouths, a toy that is popular and has quite a lot of handling in a short space of time.</p>	HT: CT & all staff	ongoing	11.09.20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> Remove unnecessary items from classrooms and other learning environments. Remove soft furnishings, soft toys and toys that are hard to clean. Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days 	<p>Reduced furniture in rooms in order to create more space for staff and children to move around with some distancing.</p> <p>Soft furnishings and soft toys put into storage.</p> <p>Classrooms and outdoor set up with several activities and resources so children can be spread out in order to use them. Continue to allow children to select from the resources provided.</p> <p>Staff to encourage minimal number of children at an activity. Redirect children if too many children wanting to use certain activities. As above.</p>	<p>Run through cleaning schedule with all staff so everyone is clear on what is being cleaned and a reminder of the importance in order to keep each other and the children safe.</p> <p>Mark up any resources that are not to be used. Consider use and cleaning of wooden bricks and if we need to reduce amount.</p> <p>Outdoor equipment to be sprayed with detergents and hosed down and left to drain overnight. Holes have been drilled in the plastic baskets so they can be stood on struts to drain. Staff to all be aware of their duties in this.</p>	<p>PM & all Staff</p> <p>CT & all Staff</p>	<p>10.09.20</p> <p>10.09.20</p>	<p>11.09.20 25.9.20 Closed all in place</p> <p>11.09.20 25.9.20 System working well will continue</p>

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	<ul style="list-style-type: none"> Lunch times Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. 	<p>Children to have lunch in base rooms. Tables spaced out for small groups of children.</p> <p>Children can free flow into the toilet of their 'Bubble' as and when they need to. Lunch times; children will be toileting two children at a time. Hourly hand washing and prior to washing hands for 20 seconds. Adult to monitor this.</p> <p>One adult handle food tins and serve food.</p> <p>Picture symbols of the routine to help all children understand.</p> <p>Children will only use the toilets in their bubble. When through the routine of the day children are using the toilet or washing hands staff will be in the bathroom to ensure that numbers remain low.</p>	<p>Staff rota for getting children ready, preparing tables, serving and cleaning up after lunch.</p> <p>Rubber Spots have been purchased on are placed on the floor so that bathrooms do not become too congested. Presently they are being put down and taken up each day so that the floors can be effectively cleaned.</p>	<p>CT & Bubble Staff</p> <p>CT & Bubble Staff</p>	<p>10.09.20</p> <p>10.09.20</p> <p>22.4.21</p>	<p>11.09.20 25.9.20 System working well will continue</p> <p>11.09.20 25.9.20 System working well will continue Closed</p> <p>Ongoing</p>

Classroom and learning environment layout

17/11/20 All systems seem to be working well, children and staff have slipped into the new routines easily.

04/01/2021 Most of the systems are established. All unnecessary equipment has been removed. Any new or unforeseen issues will be addressed with the teams in each bubble as they happen.

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
<p>08/02/2021 Ongoing no changes.</p> <p>01/03/2021 Ongoing no changes.</p> <p>24/06/2021 Given the changes to the COVID lockdown arrangements, in discussion at the whole school INSET it was agreed that the 10am Hand wash for all children was no longer an action they felt necessary. Children continue to wash their hands when they arrive for the session; after the toilet; after sneezing; and before snacks. This means that the use of the rubber spots on the floor is also no longer necessary. It was also decided at the INSET that the staff no longer felt the need to have different books for each day and for the books to be quarantined when not in use. Each room will also have a supply of dressing up clothes and dolls cloths that the children can use. These will be confined to the base room not to be used outside of the classroom bubble.</p>						
Outdoor space	<ul style="list-style-type: none"> Maximise the use of outdoor space for outdoor education, exercise and breaks. Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings 	<p>Outdoors to be planned for and set up as usual. To be available in all weathers.</p> <p>Cleaning schedule - main parts of climbing equipment cleaned by member of staff, middle and end of sessions with disinfectant, eg. Bars the children hold to climb.</p> <p>Resources to be washed at the end of each session, using hose and disinfectant spray. Or washed in bathroom sinks.</p>		CT & all staff	10.09.20	11.09.20 25.9.20 System working well will continue
<p>Outdoor space</p> <p>17/11/2020 System continues to work well; all areas of the garden are able to remain open at the moment due to the mild weather. Children are enjoying being able to see each other outside.</p> <p>04/01/2021 At the moment there does not appear to a need to alter these arrangements. Weather is very cold and it is unlikely that many of the children will venture out for long periods. Staff will be required to maintain social distancing when outside unless there is an emergency. This will be continued; to be regularly reviewed and will be reviewed prior to the increase in numbers of children, whenever the partial closure finishes.</p> <p>08/02/2021 Ongoing as numbers remain the same. As it is snowing numbers are lower this week.</p> <p>01/03/2021 On going – no changes.</p> <p>24/06/2021 Ongoing – only change is that equipment will not be cleaned during the session but will continue to be cleaned at the end of the day.</p>						
Start and end of day	<ul style="list-style-type: none"> Stagger drop-off and collection times 	Inform parents of their start and pick up time and need to social distance. Dropping off and	Signs/notices to remind parents to social distance and to wait to	HT, CL & all staff	10.09.20	11.09.20 25.9.20 This is not working at all. It is a very

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> Plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	<p>meeting at class doorway when called.</p> <p>One-way system in place.</p> <p>No parents/carers in building.</p> <p>25.9.20 Due to change in weather Parent /carers who are settling children are allowed in classroom if wearing a mask and socially distancing</p>	<p>be called. One way arrows to show entrance and exit.</p> <p>If a child is upset, the adult can come to courtyard and use main entrance with support from staff member – or take child home if very distressed.</p> <p>24/06/2021 On way system remains in place. All parents wait for their child to be called outside the classroom. The challenge is that the new two year olds can take longer to get sorted and to get to their parents. A 'bottle neck' situation has been identified. Parents for space room collection will now be requested to filter towards the grassed area. This enables us to stop the bulging of parents outside space room and parents from other rooms being able to exit the school in a socially distanced way.</p>	<p>HT; SENCO and PM will all initially support the changes.</p>	<p>25/07/2021</p>	<p>poor use of SLT time.</p> <p>32/07/2021</p>

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> Plan parents' drop-off and pick-up protocols that minimise adult to adult contact 				5.10.20	9.10.20
<p>Start and end of day</p> <p>17/11/2020 The changes that we made re. start and end of the day have been successful. Parents for the most part are maintaining social distancing. They often apologise if they have forgotten their mask and we have very few parents who are not supporting this change. In early October as the new tier system was announced I asked that staff all wear masks when they are greeting or saying goodbye to the children. This was in recognition of the difficulties that staff have, when talking to parents about an accident that their child might have had, in maintaining social distancing.</p> <p>During the half term break the PM painted permanent white lines across the verandas to the class rooms so that the parents do not cross into the classroom space.</p> <p>04/01/2021 The school was proactive in assessing and making changes as we were presented with challenges during the last term. Parents were very supportive of anything introduced to keep them and their children safe. The new ramp, that has been built to facilitate the exit of parents with buggies, has made the end of the sessions run more smoothly. However, if any 'bottle necks' develop as numbers increase then this will be addressed.</p> <p>08/02/2021 Systems continue to work well. To be reviewed when numbers increase.</p> <p>01/03/2021 Systems have been working well and parents all knew what to do prior to the Christmas break. Newsletter has been sent/ emailed to all parents. This emphasised the importance of social distancing when in school and that masks must be worn by all adults on site unless they have an exemption. We also reminded parents that only one adult is to bring the child and that if possible to limit the number of different adults that would be coming to bring or collect the children.</p> <p>24/06/2021 After review of the start and end of the day – particularly the end of the day – by the HT; PM and SENCO, it was felt that the increased numbers of adults on site and the Covid adaptations were not working. In particular parents are not wearing masks. Parents have been challenged and are still not doing as requested. This became an increasing problem when the Government did not make the anticipated changes to the wider opening of society. However adults are also not keeping even 1 meter of social distancing.</p>						
<p>2. Communicating your plans and supporting individuals</p>						
Children, parents and carers	<ul style="list-style-type: none"> Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for 	<p>Letters to parents before summer break to keep them informed about what is happening in September.</p> <p>Letter to parents about changes in times. Posters to be displayed around the school.</p>	<p>Parents wanting the office to make payments or enquiries: Signage to inform parents and deliveries what to do and social distance markers. Symbols as well as written. If needing change, they can make payment and be given change when collecting child.</p>	HT Office Staff	10.09.20	11.09.20 25.9.20 System working well will continue

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<p>households with possible coronavirus infection)</p> <ul style="list-style-type: none"> Parents to inform the school if anyone in the house is displaying symptoms Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 	<p>Covid-19 Home school agreement for parents to understand their role in keeping their children, other children, staff and themselves safe, to be re issued in Spetember. HT will check that this has been done for all children.</p> <p>Agreement to be returned before child comes back to nursery.</p> <p>Deliveries to be brought to main reception. Packages left at doorway.</p>	<p>Notice: "Please wait in courtyard. No visitors to enter. Thank you for keeping your distance."</p> <p>Times of availability for parent enquiries or payments.</p> <p>Home school agreement:</p> <ul style="list-style-type: none"> -To inform nursery if a member of their household is displaying symptoms. -To say only one adult to accompany child to nursery. -Protocol for dropping off or collecting and what to do if they are running early or late. Social distancing from staff and other parents and children. -Being patient with nursery as they implement and may adapt these new changes in order to keep everyone safe. -Their responsibility in helping to keep children, their families and staff safe by maintaining social distancing while their child is at nursery. 			
Children, parents and carers						

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
<p>17/11/2020 We have found that texting is a very good way of keeping in touch with the parents. We will often have responses within minutes of sending a text out. Recently we have had parents who are reluctant to take their child home if they are unwell. The next newsletter will contain information for parents about why we might be sending children home but also remind parent of their responsibilities to keep everyone safe. This RA is published on the website.</p> <p>04/01/2021 We are continuing to use texting as the preferred form of contacting parents as we know there are some parents without email access. However, the Admin Assistant has started to develop a list of parents emails so that they can be contacted that way also. A newsletter will go out in the first home learning pack with updates and contact emails for parents. This will be published on the website as well. Pupil progress meetings are being held instead of the postponed INSET, these will be used in order to develop an individualised and targeted offer for home learning.</p> <p>08/02/2021 We now have a list of parents emails and now that we have parents with no email or internet. We will continue to use texting as a first form of contact however we have been backing this up with emails. We still have a very mixed response. We phoned parents to collect when we had to close the bubble, they responded very promptly.</p> <p>01/03/2021 We now have the email contacts for all parents who have an email. We back this up with texting and with personal calls or visits to parents who we know find this difficult to access. We will be starting new children after the Easter break and have written to their parents advising them of the systems we have in place re. Covid.</p> <p>24/06/2021 Parents communicated to by email as during covid we have been able to identify emails for almost all parents.</p>						
Children	<ul style="list-style-type: none"> Use age appropriate materials to explain and maintain social distancing Support pupils who are worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not) Promote understanding of the different experiences for our children and young people during lockdown 	<p>Children are of an age to find social distancing difficult. It will be the responsibility of staff to redirect children in a motivating way if they are beginning to group at certain activities so large groups are not using the same space in close proximity.</p> <p>In line with Government and Public Health England recommendations the outdoors is to be used as much as possible. It is a large space and the recommendations are that outdoor spaces are safer than contained spaces in reducing the spread of Covid 19.</p>	<p>Staff to remain vigilant with regard to their own hygiene, and to remember that even though the children would struggle to social distance they can.</p> <p>Families to be informed that they must keep their child at home and inform us if they have any symptoms of Covi-19.</p>	HT; CT and staff and parents	01.06.20	12.06.20 25.9.20 System working well will continue

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> Consider how pupils with specific needs are reintegrated 	Several with SEND have been in attendance already. Known children with specific needs returning will have 1:1 support as previously.	During INSET on the 02.09.20 staff will be reminded about the children's needs, whole staff discussion about identifying and supporting the needs of the children.	HT & SENDco	04.09.20	11.09.20 25.9.20 System working well will continue. New children are being identified and strategies/support being put in place.
<p>Children</p> <p><u>17/11/2020</u> The children have returned or started school and settled in as they would normally do. They seemed to accept parents not coming into classrooms unless they had a mask on without question. The concern as has already been mentioned at the moment is their Personal, Social and Emotional development. We are assessing strategies that might need to be put in place on an individual basis. We have also been working with the Children's Centre to access CAMHS when that might be of benefit.</p> <p><u>04/01/2021</u> After the first generic pack that will be given out, more individualised ideas will be given to parents about how they can support the children. We will continue to explore ways that we can support parents and children particularly with their social and emotional needs.</p> <p><u>08/02/2021</u> We have had a big take up of interest in the packs. Some being picked up some being delivered. They are linked to the work that is happening in the school. Feedback is very positive.</p> <p><u>01/03/2021</u> We have been talking to the children who are in school at the moment (have attended during the lockdown). We have talked about their friends coming back and about how they might help them by being kind to them and playing with them. As described earlier we have also put in place a targeted curriculum to support all children until the Easter break.</p> <p><u>24/06/2021</u> Children are remaining resilient; the leavers are very excited about moving to 'big school'. Transition plans for visits to Alex McLeod primary school will be starting soon.</p>						
Staff	<ul style="list-style-type: none"> Communicate frequently Talk to staff about the plans (for example, safety measures, staggered arrival and departure times), including discussing whether training would be helpful. 	Meetings led by head teacher before additional children are welcomed back to nursery to ensure everyone knows the procedures and risk assessment in place and their role in carrying it out. Also for staff to raise any concerns they have and any discussion about adapting any safety measures if unforeseen issues arise.	Whole school INSET 02.09.20. Presentation of this RA. Discussions with staff about support available to them and general discussions about how they feel about returning after the summer. All staff said, prior to the summer holidays, that they do not want to wear PPE with the children.	HT	Wk Beg 11.05.20	12.09.20 25.9.20 System working well will continue. The power point from David Pinson shared with staff as an update in briefing and printed out multiple copies in the staff room and one in the office.

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> Consider the support needs of staff and put in place interventions to support everybody's mental health. 	<p>Head teacher available for 1:1 meeting with staff to support their wellbeing.</p> <p>Weekly meetings led by head teacher-or as needed with all staff to check on wellbeing and any support that might be needed with this.</p>	<p>RBG Health and Wellbeing Assessments to be carried out with staff. If necessary individual RA will be developed.</p>	HT	04.09.20	<p>04.09.20</p> <p>25.9.20 All staff who have returned have been spoken to. No additional RA have been necessary.</p>
<p>Staff</p> <p><u>17/11/2020</u> All staff are being spoken to informally as necessary, support is being put in place as required. All staff are reminded about the Employee Assistance programme.</p> <p><u>04/01/2021</u> All staff will have a meeting with the HT to review and changes that they may require a RA for. Staff who are not in for the first week will be contacted so that arrangements can be made to start the assessment as soon as they return. Information about the employee assistance programme will be offered again.</p> <p><u>08/02/2021</u> Staff are finding this lockdown harder. We now have lateral flow testing which is giving more confidence to staff. HT will meet with all staff individually after half term to see how they are.</p> <p><u>01/03/2021</u> Staff have continued with twice a week Lateral flow testing. Many of those who wanted to have now managed to get their first injection. Individual meetings on going. Staff have been consulted about how and whom we will bring back on the 8th March. There was a consensus by all that we would bring back the leavers to begin with.</p> <p><u>24/06/2021</u> Staff continue to LFT twice a week and to send their results to Sch office manager. They have enjoyed having more children back and instigated the change to leavers having one full day a week to prepare them for their transition.</p>						
Contractors and suppliers	<ul style="list-style-type: none"> Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers 	<p>GS+ has contacted school do carry out a H&S RA prior to Cook returning from furlough.</p> <p>Contracted cleaning to continue as usual.</p>		HT	On going	<p>04.09.20</p> <p>25.9.20</p> <p>System working well will continue</p>
				HT & PM	On going	<p>04.09.20</p> <p>25.9.20</p>

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this if needed. 		Regular check with cleaners about their concerns and wellbeing.			System working well will continue

Contractors and suppliers

17/11/2020 Work has been carried out in the school since September. All contractors have been happy to comply with any requests that we have re: COVID-19.

Cleaning staff have now been asked to wear masks whilst on site by GS+

04/11/2021 Whenever possible work has been carried out when the school is closed e.g. weekends and school holidays. If this is not possible then contractors are asked to come after 3pm when there are no children on site. All deliveries are left in the court yard until the PM is able to put them away or give them to the correct person.

08/02/2021 All works have been able to be done. They are being scheduled for after 3pm or during school holidays. Contractors have not had any issue with these requests.

01/03/2021 On going no changes needed.

24/06/2021 On going the systems are working.

3. Daily Arrangements when open

Daily Arrangements - Keeping Cohorts Together	<ul style="list-style-type: none"> Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. 	Children to start and end the session in their base rooms so parents restricted to doorway of one class.	Discussion about 'Bubbles' in the context at the start of the document. All existing Key Workers and vulnerable children to be put into 'Bubbles' from 02.09.20, New children will be added to the bubble starting from the week of the 14.09.20.	HT & all staff	04.09.20	11.09.20 25.9.20 System working well will continue
	<ul style="list-style-type: none"> Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, ensure that wherever possible children and 	The start and end of session will be when there are the most children in one classroom, so children will be kept in class groups at this time with their own base room.	Any story and rhyme times to spread beyond carpet area in order to maintain some social distancing. Cleaning schedule displayed in every classroom.	HT	02.09.20	12.06.20 25.9.20 System working well will continue

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days	<p>Staff will remain in class teams for each base room.</p> <p>Children will be able to free flow from their base room into the garden but not into other base rooms.</p> <p>Staff supporting children with additional needs will want to access areas they feel calm in eg. By the fish tank. However only one bubble has access to the fish tank. SENDco will buy a sensory fish tank that can be put in the sensory room. Needs will be assessed on individual biases for any other equipment.</p>	Our strict cleaning regime and handwashing aims to limit possibility of transmission of Covid 19	SENDco	04.09.20	11.09.20 25.9.20 System working well will continue

Daily Arrangements - Keeping Cohorts Together

17/11/20 The system appears to be working at the moment. Staff and parents are working to keep the children and staff safe. We are having as little cross over between the bubbles as possible. This has become more challenging as we have more children who have been identified as requiring support. We are trying to keep that to the minimum though.

04/01/2021 During the present 'Lockdown' the class bubbles will remain constant. As much as possible we will cover from existing staff moved within bubbles rather than any supply staff from outside. However, if staffing levels are greatly impacted by sickness or self-isolation then we will close a bubble rather than spread staff too thinly through-out the school.

08/02/2021 Bubble had to be closed as all staff had contact with the child. Some children had no contact and could have theoretically been in school, however we would not put them into a different Bubble. We have children returning who have complex needs and we are moving support staff around so that they can just stay in the one bubble. This means that children may have some new people working with them, but it is the better option.

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
<p>01/03/2021 Very little changes are needed to the bubble system as it has been in operation now for 10 months. However; we will resume staff working between bubbles to support children, as we do not have the capacity to do this without re-instigating their movement.</p> <p>24/06.2021 No changes have been made to the bubbles although they all now have more children in due to new starters. Any changes will now not be made until September 2021.</p>						
Cleaning and Hygiene	<ul style="list-style-type: none"> Review the arrangements for routine maintenance of the premises - follow the COVID-19: cleaning of non-healthcare settings guidance 	<p>Three areas available to children for handwashing. Additional areas for staff handwashing. Sanitiser at main reception entrance, and other points around the school. However, RBG Infection control has made it clear that this is a last resort and only needs to be used if hand washing is unavailable.</p>	As we have never closed this has been on going.	HT & PM	Ongoing	11.09.20 25.9.20 System working well will continue
	<ul style="list-style-type: none"> Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. 		ongoing		11.09.20 25.9.20 System working well will continue	
	<ul style="list-style-type: none"> Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal 		<p>Cleaning schedule to be displayed in each classroom.</p>	Checklist as numbers of children increase, so all children will wash hands.	All staff	On going

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> • Ensure that all adults and children: <ul style="list-style-type: none"> ➤ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. ➤ Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ➤ Are encouraged not to touch their mouth, eyes and nose ➤ Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Ensure that help is available for children and young people who have trouble cleaning their hands independently • Consider how to encourage young children to learn and practise these habits 	<p>Children and staff washing hands hourly. Hands will be washed on entry to the building and prior to the children leaving to go home.</p> <p>Staff washing hands on arrival and on leaving to go home.</p> <p>Staff supporting children to wash their hands when they arrive, before snacks and lunch and after any coughing or sneezing.</p> <p>Children reminded how to cough into elbow and to put tissues into bins. Visual symbols to reinforce good hygiene.</p> <p>Washing hands song.</p> <p>Tissues in the bin, song.</p> <p>Bins not to be over filled and to be cleared as required.</p> <p>Doors of rooms open throughout free flow. Windows</p>	<p>Photos</p> <ul style="list-style-type: none"> • Of children washing hands with child friendly messages and maybe songs to sing. • Of how to cough into arm. • Throwing tissue in bin. <p>INSET 02.09.2020 Staff to go over songs/jingles we can sing to remind children of washing hands, bin tissues, cough into your arm.</p> <p>Staff advised to bring in a change of clothes in case there</p>	<p>Staff to be designated on the day.</p> <p>HT</p>	<p>04.09.20</p> <p>02.09.20</p>	<p>11.09.20 25.9.20 System working well will continue</p> <p>04.09.20 25.9.20 System working well will continue</p>

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<p>through games, songs and repetition</p> <ul style="list-style-type: none"> • Ensure that bins for tissues are emptied throughout the day • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed • There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. 	<p>also open for ventilation unless very cold.</p> <p>Cleansing supplies ordered by premises manager. Staff to report if stocks are running low, in time for fresh stock to be ordered.</p> <p>Children to bring in a change of clothes from home to use if they need changing due to soiling or messy from activities- so nursery clothes do not need to be used. (To be in letter to parents)</p>	<p>is an incident where they may end up with bodily fluids from a child being changed, ill or from a bleeding injury.</p> <p>Normal PPE i.e. when changing a child, should be worn, but change of clothes are an extra precaution to be used if needed.</p> <p>Government has provided extra PPE equipment. (Arrived 28.08.20)</p>			

Cleaning and Hygiene

17/11/2020 Children are now very used to coming in and washing their hands, they have adapted quickly to the stopping of play midsession so that they can wash their hands. We are now in the cold and cough weather and we have children with runny noses, we have increased the availability of tissues and are re-enforcing how children should cough and sneeze into their elbows with very mixed results. All classrooms have sanitiser in the rooms if water and soap are not available.

04/01/2021 Cleaning has been effectively maintained during the last term and will be easier to do now that we have fewer children. PM will ensure that we always have surplus supplies of any cleaning and sanitising products needed.

08/02/2021 Systems working very well will be maintained.

01/03/2021 Ongoing.

24/06/2021 Ongoing

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
Reduce Mixing of Groups	<ul style="list-style-type: none"> Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time 	Staff to monitor use of bathrooms, eg. Children washing their hands after activities and general use of toilets, to ensure only a limited number of children using facilities at one time.	Staff team rota to include this. Rubber spots have been purchased to enable this to happen seamlessly.	All Staff	04.09.20	11.09.20 25.9.20 System working well will continue
Reduce Mixing of Groups 17/11/2020 Children all use the toilets associated with their classroom. Staff know which changing room they can use for their class. This enables mixing of children to be reduced. 04/01/2021 No changes required. 08/02/2021 No changes required 01/03/2021 No changes required 24/06/2021 No changes required						
Use of Outdoor Space	<ul style="list-style-type: none"> For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings 	<p>Outdoor space will be used in all weathers (unless unsafe winds or torrential rain). Children will be encouraged to use this space and activities spread out so children have some distancing while playing.</p> <p>Cleaning schedule - climbing equipment cleaned hourly by member of staff, and end of sessions with disinfectant, as part of the hourly clean. eg. Bars the children hold to climb.</p>	Tick list for equipment to be cleaned in garden. General toys placed in large crates and hosed down with water and disinfectant.	All Staff on rota	04.09.20	11.09.20 25.9.20 System working well will continue
Use of Outdoor Space 17/11/2020 System continuing, seasonal changes have been made e.g. no water outside. System is working well.						

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
<p>04/01/2021 As always in Early years' children will continue to have 'free flow' access to the outside. The advice is that outside is the best place for the children to be. Many of the children are not having access to the outside in the way that they did in pre Covid times so it is important that we maintain the access to the outdoors as much as possible. The established cleaning system will continue.</p> <p>08/02/2021 When we had to close the bubble there was a discussion about if we should continue to allow the children to Free flow in the garden and mix with each other. The decision was made that if in 11 months we had only had to close one bubble once, and that it wasn't a confirmed case of COVID, the risk continues to be low and so we would make no changes.</p> <p>01/03/2021 Continuing no changes.</p> <p>24/06/2021 Continuing no changes.</p>						
Shared resources	<ul style="list-style-type: none"> Shared materials and surfaces should be cleaned and disinfected more frequently. Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts 	<p>Cleaning schedule –for equipment to be cleaned, during and at the end of each session.</p> <p>Surfaces of cupboards and tables to be cleaned with disinfectant at tidy- up times, before and after lunches.</p> <p>Classroom will be cleaned by cleaning services at start of each day.</p> <p>Chairs to be wiped over with disinfectant daily.</p>		All Staff	04.09.20	11.09.20 25.9.20 System working well will continue
<p>Shared resources</p> <p>17/11/2020 Staff are working hard to ensure that this is maintained. Additional resources have been purchased so that each class is able to have their own resources without sharing. Other equipment is washed and quarantined for 72 hours before being reused.</p> <p>04/01/2021 Present systems are working well and will continue. We are planning on introducing book borrowing again, we will trial this whilst the numbers are low. Books will be given out in a bag on a Monday and returned on a Friday. They will be placed into boxes by parents/children outside the classroom. These boxes will be placed in quarantine over the weekend and on the Monday the books will be removed and cleaned before new ones are given out.</p> <p>08/02/2021 Plan to start the book borrowing after half term. All other systems working well.</p>						

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<p>01/03/2021 Parents been informed of the system, packs containing general books and resources made in the first instance. Boxes purchased for quarantining of returned packs.</p> <p>24/06/2021 More resources are now being shared between the classes, although not immediately between rooms. (ie during the sessions). However sand has been re-introduced to the children as sand pits have been opened in the community and families are going to the beach it was felt that an risk was low and that the need for the children outweighed the risk.</p>						
Transport arrangements	<ul style="list-style-type: none"> Encouraging parents and children and young people to walk or cycle to their education setting where possible Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel 	Talk to staff and parents of children using public transport to keep updated on how safe they feel.	Alter time of attendance if transport overcrowded at usual time of travelling.	HT	10.09.20	11.09.20 25.9.20 System working well will continue
<p>Transport arrangements</p> <p>17/11/20 Majority of parents walking or driving. We are having individual conversations as necessary to support parents.</p> <p>04/01/2021 We will continue as above; we will discuss with individual parents if they are using public transport. We will identify parents who maybe travelling from outside RBG and discuss with them any additional safety concerns.</p> <p>08/02/2021 On going</p> <p>01/03/2021 On going</p> <p>24/06/2021 On going</p>						
Deliveries/ visitors	<ul style="list-style-type: none"> Not allowing additional people into the building. 		<p>If a signature is needed paperwork will be signed using staff's own pen and passed back.</p> <p>Hands must be washed immediately after dealing with delivery and/or signing paperwork.</p>	HT, SENDco and any office staff on site	02.09.20	11.09.20 25.9.20 System working well will continue

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> Visitors to the site. <p>Deliveries will be received at the main reception entrance as usual. Social distancing will be kept by delivery person after ringing school bell for attention and delivery left near entrance for staff to take into building.</p> <p>Visitors (eg. Making enquiries or collecting workpacks for nursery children) will be spoken to at 2m social distance at the doorway. They will not enter the building.</p> <p>Discussion with staff, that professional visitors (i.e. School IP/ tutors to assess students; School EP) should now be allowed on site. Following government guidelines re social distancing and wearing of masks etc.</p>			HT and all staff	18.9.20	
<p>Deliveries/ visitors</p> <p><u>17/11/2020</u> System for deliveries and enrolling new children working well. Office staff are working with parents socially distanced in the court yard to do registrations. We have had successful visits from tutors; School IP; and Governors.</p> <p><u>05/01/2021</u> All visits to the school will be suspended during the Spring 'Lockdown'. All visits to collect work packs will be pre-arranged and booked so to minimise contact between adults.</p> <p><u>08/02/2021</u> People are seeming not to expect to be able to visit. Chair of Governors has come to support socially distanced, which was very welcome. The need to have other visitors will be assessed on an individual basis.</p> <p><u>01/03/2021</u> Other professionals have been contacted as they wish to restart visits. This has been agreed. Staff had no problem with the visitors prior to the lockdown. All visitors will comply with the RA. We will not be having general visitors nor students or volunteers at the moment.</p> <p><u>24/06/2021</u> Ongoing. We have had a number of professionals visit, with no problem. The decision was made to have a Question and Answer session for parents about transitions. This is in response to the needs of the parents who are expressing worry about how their children are coping. It will be held in Sunshine room garden, socially distanced and rescheduled if poor weather.</p>						
4. Individual care if anyone becomes unwell						
Confirmed case of coronavirus in a setting	<ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature in an 	If staff show symptoms of Covid 19 they will be sent home immediately.	Procedures in line with Government and NHS to be followed and these procedures to be talked through with staff	HT	02.09.20	11.09.20 25.9.20 System working well will continue

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<p>education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <ul style="list-style-type: none"> If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 	<p>If a child shows signs of Covid 19 they will be taken to Rainbow Room or Sunshine Room where they can be isolated and a phone call made for them to be collected. Staff supervising child at this time may choose to wear PPE if it is inappropriate to socially distance.</p> <p>Make sure the space is well ventilated by opening door and/or windows.</p> <p>Call 999 if child is seriously ill or their life is at risk. Then phone parents to inform.</p> <p>If child needs the toilet, ensure no one else apart from their supporting adult is in the area and clean immediately after wearing appropriate PPE.</p> <p>Staff member supporting child can remain at work after the incident. They must wash their hands thoroughly and may feel they would like to change clothes and will be given time to do so. If they develop symptoms they need to go home. A test is available for any</p>	<p>by head teacher, so staff will support each other but all be clear on procedure.</p> <p>COVID 19 guidance to be at hand for all staff to access or have a copy. It can be downloaded from the government site. Gov.uk</p> <p><u>17.9.20 CHANGE IN GOVERNMENT ADVICE TO SCHOOLS.</u> Call 0800 046 8687 this number is a dedicated advice service. This number should be called if the school is informed of a confirmed case of COVID-19. See leaflets re ACTIONS for EY and childcare providers' guidance available in the HT office; The school office; SENDCO office; Staff Room; and stored with PPE equipment.</p>	HT	02.09.20`	11.09.20 25.9.20 New system

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<ul style="list-style-type: none"> • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning 	<p>staff displaying signs of Covid 19.</p> <p>The area where the child showing symptoms has been should be disinfected to reduce the risk of transmission of infection.</p>				

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance .					
<p>Confirmed case of coronavirus in a setting</p> <p>17/11/2020 We have had to isolate and send home 4 children whom all had a continuous cough. The system worked well and staff felt safe. All children who have been tested have come back negative. THE SCHOOL HAS HAD NO CASES OF COVID-19 to date.</p> <p>05/01/2021 We had a confirmed case on 22nd December 2020. All contacts were traced and contacted by the HT. To the best of our knowledge no further cases happened as a result of the case. However as this was in the School holidays there was no further action needed to be taken re, extra cleaning.</p> <p>08/02/2021 The above case is the only confirmed case we have had with staff or children. I now belong to an alliance of MNS. We are concerned that the evidence about under fives contacting and asymptotically spreading COVID is very thin. This is because most parents will not have their child tested and would rather just wait with social isolation as a management of any symptoms. We have sent a questionnaire out to parents asking for their opinion.</p> <p>01/03/2021 Systems worked no changes.</p> <p>24/06/2021 On going</p>						
Testing	<ul style="list-style-type: none"> When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get 	<p>Testing is now available to under-fives, as well as adults and children, if they are showing symptoms.</p> <p>Staff have been informed that testing is available to them if they show symptoms of Covid 19.</p>	<ul style="list-style-type: none"> To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5. School will be provided with a limited number of testing kits in case of suspected covid. <p>Education settings as employers can book tests through an online digital portal. There is</p>	HT	02.09.20	11.09.20 25.9.20 System working well (Some staff have or their family members have been tested) will continue.

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	back to work, if the test proves to be negative. Access to testing for teachers and other staff available to all essential workers. This includes anyone involved in education. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.		also an option for employees to book tests directly on the portal. Ensure staff have access to information about this. See-‘Getting Tested’ on Gov.uk			
<p>Testing</p> <p>17/11/2020 Testing is now much more easy to get and we have local walk-in sites that are easy for families without transport to access. We have only give out one of our tests that were issued in September.</p> <p>05/01/2021 All staff were offered ‘Lateral Flow Testing’ by RBG prior to the re-opening of schools after the Christmas break. Of the staff who took up the offer they were all negative. HT will continue to forward any information to staff about testing. Families who have been asked to get their child tested have not reported any difficulties and they have all been negative.</p> <p>08/02/2021 All staff who want to have been issued with Lateral flow testing. The testing is on Sunday and Monday evenings, staff have to report the result to SOM and NHS.</p> <p>01/03/2021 Lateral flow working well, staff who want to do it have been issued test. Another supply of kits has been ordered on the 02/03/2021. Many staff now have had their first dose of the vaccine.</p> <p>24/06/2021 On going</p>						
PPE	<ul style="list-style-type: none"> Check availability and supply of PPE. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 	Supplies checked daily by staff. Ordered by premises manager. Government has provided an emergency pack of PPE	Staff to be aware everyone is responsible for this and if they know something is running low they must tell head teacher. Premises manager to do regular checks.		02.09.20	11.09.20 25.9.20 System working well will continue

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action review date
	<p>metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye 	<p>Staff to consider having a change of clothes in school if they feel more reassured after supporting a child with an illness. Or if they want to change their clothes before heading home.</p>	<p>Training supplied by Infection Control PHE has said that the number of children infected is very low. However, it is important that all staff understand their individual responsibility to keep themselves and each other safe. HT</p>			

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	protection should also be worn.		Masks to be worn in all communal areas.		04.01.2021	Ongoing.
<p>PPE</p> <p><u>17/11/2020</u> PPE is used as necessary. PM has order extra supplies in case deliveries are disrupted due to Brexit.</p> <p><u>04/01/2021</u> Masks are to be worn in all communal areas. Staff have the option to wear them if they want to with the children. However; this is not compulsory and will be an individual's choice. School will source masks that have a 'window' for staff who would prefer to wear masks with the children.</p> <p><u>08/02/2021</u> PM continues to ensure that there is sufficient PPE for our needs. HT has managed to source masks with clear panels for staff that would like them and a different type of clear mask, which people were unsure about. It remains staff choice about wearing them with the children or not.</p> <p><u>01/03/2021</u> Staff are much better at wearing the masks when talking to parents. PM continues to ensure that we have sufficient supplies of PPE.</p> <p><u>24/06/2021</u> On going</p>						