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| **Educational Setting** | **Chesterton Primary School** |
| **Activity / Task** | Coronavirus (COVID-19) Risk Management Assessment – School Full Re-Opening September 2020 |
| **Completed by & Date** |  |
| **Review Date** |  |

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| COVID-19 is a new respiratory illness. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Schools have been catering for only students that fell into the categories of ‘vulnerable’ and ‘children of key workers’ for some time.  Following the Minister for Education’s announcement on July 2nd 2020, and subsequent DfE guidance, all year groups, returned to school full-time from the beginning of the autumn term. Control measures were put in place, which are outlined in this document. Social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.  In the government’s guidance, published on 2nd July 2020, it was advised that: *“There cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.”*  A new variant of coronavirus was detected in September 2020. The virus has been identified as being able to spread more easily than the earlier virus as in November 2020 around a quarter of cases in London were the new variant and this reached nearly two-thirds of cases in mid-December 2020. The U.K. has said the variant could be up to 70% more transmissible than the original strain of the virus.  School Opening from 4 January 2020   * Pupils whose parents/carers are key workers or those who are considered vulnerable will start back in school/setting buildings from Monday 4 January 2021 * Pupils in Nursery to Year 6 will start back in school/setting buildings from Monday 4 January 2021. * Pupils in year 11 and year 13 will start back in school/setting buildings from Monday 11 January 2021. * All other pupils (unless isolating or clinically extremely vulnerable) are expected to be back in school/setting buildings from Monday 18 January 2021. * Remote learning will be provided where schools are closed (fully or partially) for pupils not in school/setting buildings   Testing from 4 January 2021  Nurseries and Primary Schools – not currently testing.  Secondary/Sixth Form & Special Schools – opportunity to test all staff and students. Refer to guidance provided by the DfE  **MAIN ACTION REQUIRED OF SCHOOLS**  Ensure that your school risk assessment prevents all cross bubble contact and that contact generally is restricted as much as possible through:  1) Minimising contact with individuals who are evidencing symptoms of coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.  2) Where recommended / mandated, use face coverings in schools.  3) Cleaning hands thoroughly more often than usual.  4) Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.  5) Introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.  6) Minimising contact between individuals and maintain social distancing wherever possible.  7) Where necessary, wearing appropriate personal protective equipment (PPE).  8) Always keeping occupied spaces well ventilated.  Numbers 1 to 5, and number 8, must be in place in all schools, all the time  This risk assessment template has been produced to assist ALT’s schools in making preparations for returning all students back to teaching and learning on the school site both in the Autumn Term and Winter Term of the academic year 2020/21. It includes many points to consider but you will need to adapt this to your own context and school including adding further prevention measures and mitigations.  The risk assessment should be kept ‘live’ and should be reviewed during the first few days of opening and a copy of the completed risk assessment must be returned to Caroline Driver – [caroline.driver@activelearningtrust.org](mailto:caroline.driver@activelearningtrust.org). |

**CURRENT DfE, PHE, HSE and ACAS GUIDANCE – PLEASE ADD AS NEW GUIDANCE IS ISSUED**

**General Advice**

List of all general Coronavirus guidance: [Link](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance)

General .GOV.UK Coronavirus guidance: [Link](https://www.gov.uk/coronavirus)

Mass asymptomatic testing: schools and colleges - [Link](https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges)

Mass asymptomatic testing – specialist schools - [Link](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings)

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable - [Link](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

Coronavirus (COVID-19): safer travel guidance for passengers - [Link](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings)

**DfE Advice**

List of all DfE Coronavirus guidance for schools: [Link](hhttps://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19)

Reopening of Schools in September 2020 guidance: [Link](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

DfE advice for safe working in Education Settings, including PPE: [Link](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe):

DfE Social Distancing in Education settings guidance:[Link](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

DfE Primary-specific guidance:[Link](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools)

DfE Second-specific guidance: [Link](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools)

DfE Scientific Advice regarding COVID-19: [Link](https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19)

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19:[Link](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings?utm_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

DfE Schools and childcare settings: Return in January 2021 [Link](https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021)

[Letter template](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=83981221cf&e=393bc0d99f) to explain testing to parents, pupils and staff and to ask parents, pupils and staff to register

[Consent form template](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=8f9c36e08e&e=393bc0d99f) for parents if you will test pupils under 16, pupils and students if they are over 16 and your staff members

[How to do your COVID test leaflet](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=0c2f4f05f4&e=393bc0d99f)  to explain testing to pupils, students, parents and staff**.**

[A leaflet](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=4f86e6075c&e=393bc0d99f) explaining what a positive or negative test result means for a child and their household, and the support available has been adapted by local public health colleagues. It includes local contact details for the school nursing service and a link to the SCC COVID-19 webpage. It also contains links to translated versions.

DfE webinars:

[webinar](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=9d6df1670e&e=393bc0d99f) about testing on Wednesday 23 December 2020.

[Monday 4 January at 10am](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=bd072a3bb8&e=393bc0d99f) – site set up, equipment, supplies, logistics and waste management

[Monday 4 January at 2pm](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=01464b6645&e=393bc0d99f) – workforce and training, consent, and engagement

[Tuesday 5 January at 10am](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=c4bd44efde&e=393bc0d99f) – clinical compliance, incidents, outbreaks and recording results

**HSE Advice**

List of all HSE Coronavirus guidance: [Link](https://www.hse.gov.uk/news/coronavirus.htm)

PlusHSE documents:[Link](https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf)  & [Link](https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf)

Making your workplace COVID- secure during the coronavirus pandemic - [Link](https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021)

**NHS Advice**

Covid-19 National Testing Programme – schools and colleges handbook: [Link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf)

**ACAS Advice**

ACAS Mental Health at Work During Coronavirus guidance: [Link](https://www.acas.org.uk/supporting-mental-health-workplace)

ACAS Working safely during Coronavirus - [Link](https://www.acas.org.uk/working-safely-coronavirus)

ACAS Working from home during the Coronavirus Pandemic - [Link](https://www.acas.org.uk/working-from-home)

ACAS Coronavirus - Shielding and Vulnerable People -[Link](https://www.acas.org.uk/coronavirus/vulnerable-people-and-high-risk)

ACAS – Sick Pay for self isolation during Coronavirus -[Link](https://www.acas.org.uk/coronavirus/self-isolation-and-sick-pay)

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| **SCHOOL OPERATIONS** | | | |
| **SOCIAL DISTANCING** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| Access/Egress of school building | * Staggered drop off and pick up times. With a gap between the two times to allow for any parents of children to leave the site. * More entrances and exits are being used for these times, with pupils coming in different ones. The classroom doors being used, the main entrance and the gate round the side of the scout hut. * One way system on site to encourage social distancing and discourage gathering. * Parent protocol in place to avoid gathering. This has been communicated to parents. * Arrows and markings painted on the ground to show one way system and to mark 2 metre distancing for if parents need to queue. * Hand sanitiser available at main reception area. When children enter building go straight to wash their hands, all classrooms have sinks with soap. * All doors to be propped open by door stops * Lunch hall, no queuing to avoid bottle neck, water fountain off bounds, **toilets separate for each class bubble.** * Pupils explicitly taught rules for no touching and avoid getting to close. | * Disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a lidded bin once they enter the classroom. Once removed the wearer must wash their hands and not touch their face. * Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. * All staff must avoid being within 1m of anyone, especially parents. This may not be possible with the younger children and in this case staff must work next to the children not face to face. | **All Staff**  **7th September** |
| Classrooms | Classrooms should accommodate 15 pupils and 1 teacher, allowing 4m2 per person this would equate to a room size of 64m2.  We have less than 76 children attending, which is the maximum to allow for social distancing  Reduced class sizes to maximum of 14. With teacher and where possible TA supporting each class. These will be in a bubble and the adults and pupils will not mix.  There will be two Reception bubbles, two Year 1 bubbles and a Year 6 bubble.  The Key Worker children will also be in one or two bubbles depending on numbers.  All desks moved apart to be 2 metres away from each other. Spare desks removed.  All other furniture to be moved to allow children to move around the classroom.  Signs in place across school about distancing and outside the school for parents. | * Children will be in bubbles of classes with their teacher and any other adult that works in that bubble. This will mean no more than 30 children in each bubble. * Within the bubbles there will be no social distancing expected, especially in the younger years; KS1 and Early Years. In KS2 children will be encouraged to distance from each other where possible but the size of the classrooms do not allow children to be 2m away from each other. * Each bubble will be kept away from other bubbles. They will have their own play area or part of the playground to play in. In the dining hall they will be at least 2m apart from each other and at no other time will they share an area of the school. * Within classrooms all pupils will be sat facing the front not facing each other, when at tables or on the carpet. Only necessary furniture to be in classrooms. * Children must sit in a seating plan, so we are aware of who have been next to each other. * When adults are working with children, they work next to them not front facing, where this is not possible keep a distance of 1m away from the children. * Remote education plan in place, separate document outlining the detail. * Staff moving bubbles must not be closer than 1m to any other person in a bubble and not work within 2m of anyone for longer than 15 minutes. | **All staff**  **7th September** |
| Corridors | Signs in place across school about distancing and outside the school for parents.  Corridors do not allow for one way, but pupils encouraged to walk on the left and movement around is minimal, using alternative routes e.g. round the outside of the building. | * Radios will be used as main form of communication, staff discouraged from them or pupils walking up and down the corridors. * Children to be sent to the toilet 1 at a time in KS2, when they need to leave the classroom. * When collecting lunches only one class to be sent at a time and must use radios to say when children are back in class and next class can be sent. | 7th September |
| School Reception | * Staff office set up to allow social distancing between desks. * Working from home where possible to allow for social distancing and minimising staff. * Staff office, no longer to be a corridor to walk through all staff use staffroom door to access staffroom and photocopier. * All equipment to be wiped down after each person uses it. * Staff to have their own fabric chairs and not share. | * Only Admin staff to go into the main office, any staff passing messages must stand in the door way. * No more than 4 adults can be in the school office at one time. * Perspex screen up across window to protect admin staff when speaking to visitors, including parents. | Office Staff  7th Septmeber |
| Unused rooms | All rooms not being used will be cleaned and locked, along with spare furniture. | * Sensory room to be used on a rota basis that only one class will use it in one day and then it will be cleaned after each use. * The hall can be used by more than one class in a day but any furniture used must be cleaned after use by one class. * The library can also be used by more than one class in a day but all furniture must be cleaned after use. |  |
| Stairs | One set of stairs in building only to be used by TM and AS for their offices. Meeting room only to be used if agreed with SLT, so should be no regular movement on stairs |  |  |
| Lift | No Lift. |  |  |
| Staff room | * Staff to use two different staff rooms, to allow for social distancing. * Break times are staggered to allow for less staff in the staffroom. * Chairs to be 2m apart in the staff room to allow staff to be apart. * 5 people allowed in the staffroom at one time. * 1 person in the photocopy area at one time. * Staffroom to be cleaned and surfaces wiped down regularly. |  | Alll staff  3rd Septmeber |
| Playground areas | Outdoor play equipment will be off limits to the children due to different bubbles accessing the playground at different times. | * Playground equipment will be able to be used but all children must wash hands before going out to break or lunch time and must wash their hands on return to the classroom. * The equipment must be cleaned on a regular basis. | All staff 7th Septmeber |
| Off Site visits | Suspended. | * Non-overnight visits will resume. Children will be attending in their bubbles and not mixing bubbles, unless 2m distance can be kept at all times. Any locations visited must have COVID-secure measures in place. As normal, full and thorough risk assessments must be undertaken. As part of this risk assessment, need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. | Teachers  7th Septmeber |
| Assemblies | Suspended. | * Whole school assemblies cannot take place in the hall. Assemblies are a key part of school life and so will be done by SLT twice a week virtually. | SLT  7th Septmeber |
| Break and lunch times | Break times will be staged between classes and class teachers to decide times.  Lunch in the hall with bubbles separate and not moving around in the hall. All tables to be cleaned between eating. | * Break times remain staggered and chosen by class teacher. * Lunch times will also be staggered but we will now be offering hot meals. The hall allows enough space for two classes to be in the dining hall at one time but more than 2m apart. Children will sit in the hall in set seats and not be getting up from their seats, lunch will be brought to them. Children will not face each other at tables but just be one side of the table. * Classes will have half an hour to each lunch then go outside to their own designated area to play in. * Between bubbles the tables and chairs will be wiped down, the next class will also sit on the opposite side of the table to the previous class to maximise reduction of risk. They will then have half an hour to eat. * The three classes not eating in the dining hall will eat in their classes. Those having hot dinners will walk down to the hall and get them but only one bubble will be moving around at a time and can only go down when they have been radioed for and not before. Once one class is back the next class can go. * Each bubble to have their own area of the playground with only one bubble in at a time. | All staff  7th September |
| Toilets | 1 child will be allowed into a toilet at a time. Each bubble has their own toilet block to use and staff in rooms will only allow on child at a time to visit the toilet. | * Bubbles can share toilet blocks and will do in KS2. However only one child can be sent from each class at a time to minimise number in there. * Toilets must be cleaned every lunchtime. Touch points eg doors and lock to also wiped with disinfectant at break times. * Children must wash their hands after going to toilet. * Pupils can now use handdryers and paper towels now removed from KS2 toilets. | All staff 7th September  16th September |
| Fire Exits | Fire exit routes are not compromised. | * All fire procedures as normal, not compromised and all possible routes being used. | All staff 7th September |
| People in Shielded group | No staff are within the clinically extremely vulnerable group.  Carry out risk assessments for those who are at moderate risk: DW, AM & KC  Those who are vulnerable and are choosing not to return to work will work from home.  Staff/pupils that meet the criteria as [moderate risk of infection](https://camweb.cambridgeshire.gov.uk/staff-wellbeing/covid-19-latest-news-and-guidance/) e.g. diabetics, those who are [pregnant](https://public.huddle.com/a/MGaVaGG/index.html), should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.  Clinically extremely vulnerable children and staff will not be on the school site. A risk assessment of any child or member of staff, who are classified as vulnerable wanting to return will be undertaken as appropriate. There are no informed pregnancies at this time. | * All staff expected to return as shielding ends on 1st August. * Those staff who are clinically vulnerable will not be placed in Early Years classrooms. They will be expected to distance from the children and not sit facing front on to the children. | Individual Staff  7th September |
| Isolation room | Yes, procedure in place for what to do if there is a suspected and or confirmed case of Covid-19 and has been shared with staff. |  | All staff  1st June |

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| **ATTENDANCE** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| Attendance | Usual rules | Usual rules on school attendance will apply, including:   * parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; * schools’ responsibilities to record attendance and follow up absence * the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct | Administrative Staff  7th September |
| Shielding | No staff are within the clinically extremely vulnerable group. Carry out risk assessments for are at moderate risk.   * Any member of staff or pupil that is within the [Clinically extremely vulnerable group](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) must not attend school as per the Government guidelines * Staff/pupils that meet the criteria as [moderate risk of infection](https://camweb.cambridgeshire.gov.uk/staff-wellbeing/covid-19-latest-news-and-guidance/) e.g. diabetics, those who are [pregnant](https://public.huddle.com/a/MGaVaGG/index.html), should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. | No children in the school still shielding.  Staff shielding end on 1st August so all staff to return. | **Individual staff 3rd September** |
| Communication |  | * Letter going out to parents regarding September opening before the end of term to allow parents to understand expectations. Parents then given the opportunity to ask questions on September re-opening. * Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This is done through the phone calls taking place to the familes through our pastoral TA. * Teachers all now have class email accounts for them to be able to email individual parents regarding concerns or to supply work for children isolating. | **HT July**  **Teachers and TA**  **3rd September**  **Teachers**  **8th September** |
| Staff Annual Leave |  | Email has been sent out to all staff regarding holiday plans, no staff have holiday booked to a country not on the government list that will require them to isolate at the start of term.  Government advice has changed for some countries -[Link](https://www.bbc.co.uk/news/uk-53358870) | **HT**  **June** |
| Safeguarding Policy |  | School safeguarding policy updated for September in the light of changes to KCSIE and in light of COVID and the additional requirement there may be. | **HT**  **2nd September** |
| DSLs |  | Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies. DSL out of class full time one deputy out of class 3 days a week, which is an additional day to normal. | **HT & DH**  **7th September** |

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| **CATERING** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| New working procedures | All staff and pupils should bring a packed lunch  Caterlink to provide lunches to children in Reception and Year 1 and those who request it from Key Workers and Year 6, from 8.06.20  All lunches in packed lunch form that can be disposed of and not sharing cutlery.  Children will not collect lunches, lunches brought to them to ensure there is social distancing from Kitchen staff. | Kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.  School kitchens can continue to operate, but must comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19).  Four classes will have hot dinners in the dining room in set seats at intervals. The other three classes will come and collect their lunches at staggered intervals and eat in their classrooms. | **Kitchen staff**  **7th September** |
| Cupboards |  | Food Storage cupboards should be checked to ensure that all stored items are sanitary and edible. | **Kitchen Staff**  **4th September** |
| Breakfast Club | No before and after school provision in place. | Wrap around care will resume in the Autumn term with breakfast and afterschool club being offered by our provider All four Sports.  All other after school clubs will not start until October half term, this is because we want to limit the number of children mixing on the school site. | **ASC**  **7th September** |

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| **CLEANING** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| Deep Clean | Cleaning contractors have visited the school and have arranged a deep clean, they have been shown where needs cleaning. |  | **June** |
| Frequent cleaning | Training and cleaning checklist to be provided to all cleaning staff to ensure consistency. All staff to be aware of ongoing cleaning required during the day.  Cleaners' hours have been extended to work during the day to allow for extra cleaning and sanitisation.  Surfaces in classrooms and door handles to be cleaned at lunchtime.  Surfaces, door handles and touch points in office to be cleaned at lunchtime.  Toilet areas to be cleaned at lunch time.  Anti-bacterial surface wipes to be used on all shared computers and telephones.  Photocopy to be regularly cleaned at least at 9am, lunch time and end of the day.  Covid cleaning checklist to be put in each room. Date & time to be noted against each completed task.  More frequent cleaning procedures put in place across the site, particularly in communal areas and at touch points including:   * + Taps and washing facilities,   + Toilet flush and seats,   + Door handles and push plates especially entrance doors,   + Handrails on staircases and corridors,   + Lift and hoist controls,   + Machinery and equipment controls,   + All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices,   + Telephone equipment   + Keyboards, photocopiers and other office equipment, classroom desks and chairs. | Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal | **All staff**  **7th September** |
| Kitchen |  | Does this need a deep clean if it has been closed? NASUWT state: *“Deep cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within five days before the date of reopening, any areas accessed by that person must have a deep clean of touch surfaces.”* | **Kitchen staff**  **4th September** |
| Emptying Bins | Caretaker to remove lids from internal bins to ensure waste can be deposited without touching lids. These will emptied on daily basis.  Then use hand gel. Gloves available if requested. |  |  |
| COVID 19 reported. | If the school has been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. |  | **HT**  **7th September** |
| COSHH | Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.  All chemicals ordered are under the COSHH Risk Assessment sheet.  As Trust guidance, PPE is not being insisted upon but staff can access a visor, googles, apron, gloves and paper face mask via school if they want. |  | **AS**  **4th September** |
| Resources | Classroom resources are not to be shared.  Individual pupil resource packs, or washed after use/quarantined for up to 9 days in designated room with notes on.  ICT Equipment - enough provision for one per child in first instance - keep throughout the week | reduce the use of frequently shared items  Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.  Pupils to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. | **Teachers**  **7th September** |
| Uniforms | Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. No blazer or tie. | Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal | **Parents**  **7th September** |
| Lettings | None |  |  |

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| **CONTRACTORS AND PROPERTY MAINTENANCE** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| Property Concerns | All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. |  |  |
| Regular Compliance Checks | Relevant property statutory compliance checks have been completed and records updated. Check that the daily weekly checks are up-to-date. |  | **AS**  **August** |
| Risk Assessment | Caterlink, need to provide risk assessment for being on site.  All [contractors](https://public.huddle.com/a/rBXZwVM/index.html) must provide a suitable and sufficient risk assessment for the activities they carry out which must [include covid-19](https://bit.ly/WorkingSafelyComms.).  School requires all contractors to comply with its Health and Safety procedures and processes. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. | Develop back up plans in case a key supplier/contractor fails to deliver at short notice as it cannot be predicted when COVID-19 might strike their workplace. |  |
| Maintenance | Caretaker to organise any maintenance to be carried out outside school hours. |  | **As**  **7th September** |

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| **FIRE SAFETY** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| PEEPS | An appendix has been added to the fire safety procedures to cover any changes in procedures. |  | **HT**  **June** |
| Emergency Escapes | Staff have been asked to make themselves aware of fire routes if they are in different classrooms and be aware of where they line up their bubble.  Caretaker to regularly check fire escape routes. | Are additional fire exits required, if the flow of students around the building is significantly altered by social distancing measures from autumn 2020? | **All staff**  **7th September** |
| Fire Alarm | Reminders issued to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. |  | **HT**  **3rd September** |
| Fire Drill | Within first complete week back to school complete fire drill. |  | **HT & AS**  **23rd September** |
| Guidance |  | No change |  |

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| **FIRST AID** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| First Aid Cover | All first aid is to be done by the adult within the classroom, if this is not possible SLT to be radioed for support and first aid to take place outside the building.  Several staff members are paediatric first aid trained and they will always be available for support.  The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus:   * + First Aid at Work   + Emergency First Aid at Work   + Paediatric First Aid   + Emergency Paediatric First Aid |  | **All staff**  **June** |
| First Aid Facilities | Identified that there is adequate first aid provision in terms of equipment. Teachers to be responsible for first aid equipment in their class, checking stocks at the end of the day. |  | **All staff**  **June** |
| Medical needs | SENDCo carrying out risk assessments for vulnerable pupils |  | **SENCO**  **June** |
| Use of medications | Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. |  | **All staff**  **September** |
| Policy | Appendix to first aid policy for what to do if there is a suspected or confirmed case of Covid-19. |  | **HT**  **June** |

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| **HYGIENE** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| Access/Egress of school building | Wipes and sanitiser available at both sides of doors.   * All staff, children and visitors will use hand sanitizer before and entry to the school site. * Children and staff to follow the government advice about handwashing. | Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus | **AS**  **June** |
| Soap/Warm Water | An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.  Each class is responsible for monitoring own supplies and then Caretaker is responsible for overall supplies.  Each classroom has a sink with warm water and soap for hand washing.  Children will be taught and reminded of good handwashing practice. Trust's comment on the last page of the risk assessment is that people should wash their hands with soap and water often – do this for at least 20 seconds. The 20 second washing rule will be applied, supervised and monitored - and posters displayed of this requirement ((children, staff and disabled and visitor toilets)  Handwashing to also take place before and after food and when returning from outside break.  There is a good supply of tissues. | Does the school have enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly?  Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative  build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them | **AS**  **September**  **All staff**  **7th September** |
| Sanitisation | Hygiene routines to be shared with children prior to returning to school and reinforced on their arrival and continually. | Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. | **All staff**  **7th September** |
| Bins | Currently there are no lidded bins.  Cleaners and site team have been trained and are aware of double bagging. Until there are lidded bins, bins will be placed in corridors with open doors. Cleaners will empty more regularly  All bins to be double lined. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. | ensure there are enough tissues and bins available in the school to support pupils and staff | **AS**  **7th September** |

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| **PPE** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| PPE Need | Gloves and antibacterial wipes will be placed in every classroom and social space.  Full PPE will be used, including visors when changing nappies or when providing intimate care.  Senior Leaders will be present for all intimate care requirements with the allocated adult. | Public Health England does not (based on current evidence) recommend the use of face coverings in schools. | **Staff**  **7th September** |
| Cleaning | Re-usable PPE should be thoroughly cleaned after use and not shared between staff. |  | **Staff**  **7th September** |
| Supplies | We have 6 masks and multiple gloves for if there are suspected cases. |  | **Staff**  **7th September** |

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| **SCHOOL TRANSPORT** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| School mini bus/dedicated school transport - buses |  | How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school.  use of hand sanitiser upon boarding and/or disembarking  organised queuing and boarding where possible  distancing within vehicles wherever possible  the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.  Encourage parents, staff and pupils to walk or cycle to school if at all possible. Schools may want to consider using ‘walking buses | **N/A** |
| Public transport |  | Schools should work with partners to consider staggered start times to enable more journeys to take place outside of peak hours. We recognise that this option will be more feasible in some circumstances than others. | **N/A** |

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| **CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT** | | | |
| **BEHAVIOUR AND WELLBEING** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| Prioritisation of subjects |  | Ambitious and broad curriculum in all subjects, make use of existing flexibilities to create time to cover the most important missed content: Up to and including key stage 3, prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. In particular, schools may consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading  How does the timetable need to be adjusted to allow for social distancing? | **Teachers**  **7th September** |
| Normal Curriculum |  | Aim to return to the school’s normal curriculum in all subjects by summer term 2021: Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils’ knowledge with the aim of returning to the school’s normal curriculum content by no later than summer term 2021. | **SLT & Teachers**  **Ongoing** |
| Pupils Starting Points |  | Plan on the basis of the educational needs of pupils: Curriculum planning should be informed by an assessment of pupils’ starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils’ work) while avoiding the introduction of unnecessary tracking systems. | **Teachers**  **7th September** |
| Practical lessons | If there are practical lessons e.g. painting/ cooking - , arrangements are in place for appropriate cleaning. If pupils are in ICT rooms, then they will be cleaned and sanitised before any further use. Arrangements are in place. | Re-risk assess practical lessons and arrange for these to be signed off by department heads or if necessary members of SLT are consulted or asked to sign off. | **Teachers**  **7th September** |
| Music Lessons | Nothing blown shared. | Consider how music can be taught safely according to the guidance. Consider how groups need to be created in order to deliver music safely (max. 15 students for ‘singing, chanting, playing wind or brass instruments or shouting’ with ‘physical distancing’ measures also in place). Lessons could be outside where possible to assist with this. | **Music co-ordinator 7th September** |
| PE Lessons | Only washable sport equipment to be used. All equipment cannot be shared and must be left to soak for sterilisation overnight. | Consider how sport/P.E. can be taught safely according to the guidance. N.B. contact sports are to be ‘avoided’.  Consider how ‘consistent’ groups need to be created in order to deliver sport/P.E. safely.  Consider locations of sports/P.E. lessons. The advice states: ‘Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. | **PE co-ordinator**  **7th September** |
| Remote Education |  | Develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. | **SLT**  **30th September** |
| Suspension of subjects |  | Schools may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021. | **N/A** |
| RSHE |  | Sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2020, and schools are expected to start teaching by at least the start of the summer term 2021. | **PHSE co-ordinator**  **April 2021** |
| Sports |  | Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible. | **Teachers**  **7th September** |
| School Fixtures |  | Currently (08/07/20) there is no formal government advice on fixtures, but it is difficult to see how they can be arranged safely based on social distancing guidance and given that contact sports are to be ‘avoided’. Keep this under review but it is recommended that schools don’t arrange fixtures, particularly for contact sports. | **N/A** |
| Behaviour | * Staff given full briefing on expectations for pupils return and what measures have been put in place to reduce the risk of transmission. Staff are required to comply with all measures.   •Posters prepared for classrooms.  •For pupils Teachers to give daily reminders, explaining the ‘bubbles’ and their need.  •Staff briefed of expectations and modelling of behaviour.  Break and lunch scheduled and arranged to minimise movement and contact.  • Groups given specified toilets.  • Behaviour policy annexe includes social distancing compliance and new plans to accommodate children who need to be moved out of group.  • Parent messages sent out from Head Teacher to reinforce expectations. | Update policy on expectations and to include Coronavirus related behaviour incidents. | **DH**  **4th September** |
| Pastoral Care | Behaviour and learning TA on site not assigned to a bubble to provide support over the phone to children at home and to children at school, outside and at a 2m distance. All bubbles will have a PHSE focus to settle children back to school. | Schools should consider the provision of pastoral and extra-curricular activities to all pupils | **Teachers**  **7th September** |
| Mental Health Issues |  | Ensure the school has trained staff in place or access to support quickly from other sources. Consider the impact of the wide nature of the lockdown period and COVID-19 crisis in general on students – for example isolation, being gung ho at being ‘let out’, emotional or sexual abuse which may have occurred.  What counselling for staff and students is available? Can that be enacted in such a way that it can be delivered remotely?  Have adjustments been made following assessments of pupils’ learning needs to enable support for learning?  Consider the provision of pastoral and extra-curricular activities to all pupils designed to support the rebuilding of friendships and social engagement, address and equip pupils to respond to issues linked to coronavirus (COVID-19) and support pupils with approaches to improving their physical and mental wellbeing. |  |
| Safeguarding Policy |  | Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils | **DSL**  **4th September** |
| DSLs |  | Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies. | **HT &DH**  **7th September** |
| Concerns when children not at school |  | The DSL to follow up any issues that might emerge from safeguarding concerns that may have arisen for individual children whilst they have not been attending school and are not known to the school. The DSL to also follow up non-attendance of vulnerable children, including those defined as ‘vulnerable’ by the school. | **HT**  **7th September** |
| Refresher training |  | Staff may need additional or refresher training to enable them to be alert for any changes in presentation or behaviours of children since they were last in school and seen by staff that might indicate a safeguarding concern. | **HT**  **3rd September** |

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| **ASSESSMENT AND ACCOUNTABILITY – PLANS FOR INSPECTION** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| Ofsted Inspection | Ofsted Inspections suspended. | Ofsted Inspections suspended. Inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils. These will be collaborative discussions, taking into account the curriculum and remote education expectations set out in this document, and will not result in a judgement. A brief letter will be published following the visit. The insights that inspectors gather will also be aggregated nationally to share learning with the sector, the government and the wider public. In addition, Ofsted has the power to inspect a school in response to any significant concerns, such as safeguarding.  It is intended that routine Ofsted and ISI inspections will restart from January 2021, with the exact timing being kept under review. |  |
| Governance |  | Governors meetings held online and updated when necessary. Communications with parents shared with Governors  weekly meeting between Head and CoG | **HT**  **7th September** |
| Primary Assessment |  | Statutory primary assessments will take place in summer 2021. The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes:   * the phonics screening check * key stage 1 tests and teacher assessment * the year 4 multiplication tables check * key stage 2 tests and teacher assessment * statutory trialling   The statutory rollout of the reception baseline assessment has been postponed until September 2021, giving schools flexibility to sign up to our early adopter year in 2020 to 2021.  The Standards and Testing Agency (STA) are reviewing requirements for the phonics screening check in year 2 (following the cancellation of the 2020 assessment) and also arrangements for implementation of the engagement model (for the assessment of pupils working below the national curriculum and not engaged in subject specific study) and will provide an update to schools before the end of the summer term. | **HT**  **Ongoing** |

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| **CONTINGENCY PLANNING – SELF ISOLATION OF MULTIPLE PUPILS /STAFF OR LOCAL OUTBREAKS** | | | |
|  | **CURRENT PREVENTION MEASURES** | **ADDITIONAL DfE PREVENTION REQUIREMENTS**  **FROM SEPTEMBER 2020**  **Please enter new or amended prevention measures under the text below** | **Action by Whom/ When/ Done** |
| Guidance – Suspected Covid | If A child/ staff member has suspected COVID symptoms, the school will follow H&S’s [the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.  All SLT to be aware of the information |  | **All staff**  **7th September** |
| Contact Tracing | Encouraged staff to cooperate with government plans for contact tracing. | Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:  [Book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit  provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace  [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) | **All staff**  **7th September** |
| System in place for isolating children who develop symptoms during the day, while they wait to be picked up | Will remain supervised from a distance and parents will collect. | 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 and needs of the child, 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 must be cleaned and disinfected using standard cleaning products before being used by anyone else.  PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.  Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. | **All staff**  **7th September** |
| Stay away | Pupils, staff and other adults MUST not come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 7 days |  |  |
| Remote Education |  | For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See section on [remote education support](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res).   * use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school’s curriculum expectations * give access to high quality remote education resources * select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use * provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access * recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum. * set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects * teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject * provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos * gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work * enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils’ understanding * plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers | **Teachers**  **28th September** |
| Remote Education additional |  | There is a remote learning policy in place. All pupils have Google classroom logins and all remote education will be put onto this platform for the children to access. If a few children are isolating then this will be the source of work and pupils can submit work for feedback  If a bubble closes there will be an additional expectation of live lessons being offered and check in sessions for pupils. These will be two way sessions so the teachers can explain work and give feedback but also allow pupils to ask questions. |  |
| Local Outbreak |  | In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. | **HT**  **7th September** |
| Multiple Staff Ill |  | To what degree can you safely staff the school?  Does it leave you overstretched? How does annual leave come into the mix? Do you need to make an interim policy on leave?  Plan how you might operate the school in the event of key staff absences, both teaching and support staff. Review arrangements for covering teaching and non-teaching duties, notably first aid, medical and safeguarding cover. Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including who would take key decisions in the event of leadership team absence.  Consider drawing up a list of parent/volunteers (DBS checked) who could be used to supervise children in times of significant absence. | **HT**  **Ongoing** |
| Awareness |  | Ensure all parents/carers and staff are aware of reporting requirements etc | **HT**  **7th September** |
| EHC Plans |  | Consider how EHC plans can be delivered and how you can provide back up if a particular member of staff becomes unavailable for any reason at short notice. | **HT**  **7th September** |
|  | National Lockdown From 5th November |  |  |
| CEV Staff | Critically extremely vulnerable staff will receive an email and will not be able to attend work. They must work from home. |  | **HT and CEV staff**  **9th November** |
| CEV pupils and staff | Critically extremely vulnerable pupils and staff will not be able to attend school during national lockdown. Pupils will have all learning remotely. |  | **HT**  **11th November** |
| Drop-off and pick-up times | Only one parent will be able to come onto site during these times to reduce the number of people on site.  Only parents will be able to pick up unless there are exceptional circumstances.  Parents must leave site promptly and not stop to have conversations with other parents.  All other arrangements are still in place. |  | **HT**  **5th November** |
| Visitors | Only essential visitors are allowed on site.  If there needs to be meetings with parents these need to be virtual or outdoors, they should not be taking place in the building unless are urgent meetings. |  | **HT**  **5th November** |
| PPA | All staff to take PPA at home to reduce staff needing to share rooms and breaking bubbles. All management time and NQT time on site and these staff have priority over the meeting room to use for this time. |  | **HT**  **5th November** |
| Staff meetings | All meetings that involve groups of staff meeting from different bubbles will now be held virtually. |  | **HT**  **5th November** |
|  | Local area being placed in tier 2 restrictions |  |  |
| Continued restrictions | Continue to have much of what was in place from 5th November.  Meetings will be held virtually where possible.  Only one adult entering the school site to pick up or drop of children. |  | **HT**  **2nd December** |
| CEV Pupils and staff | Can return to school but must social distance from others. Staff must from all and pupils from those outside their bubble. |  | **HT**  **2nd December** |
| PPA | Staff will now have the option to stay onsite for PPA but they must remain 2m away from other staff members not in their bubble. |  | **HT**  **2nd December** |
|  | Spring term opening |  |  |
| Transmission | Within the immediate area there are high transmission rates, we have all procedures in place in school to try and reduce transmission as much as possible. Additional measures are listed below. |  | **Continued from 4th September**  **HT** |
| Visitors | Only essential visitors will be allowed on site. This includes only essential maintence to be carried out. Parent helpers will also be temporary suspended from coming onto site. |  | **4th Jan**  **HT** |
| Face Coverings | All adults coming onto site to pick-up or drop off a child will be requested to wear a face covering. Staff have been advised to wear face coverings when outside with the pupils at drop-off and pick-up times. Parents will be turned away from speaking to a member of staff if they are not wearing a face covering |  | **5th Jan**  **HT** |
| Maintenance | Only essential maitnence will be able to take place, all other maintence will need to wait until the rates reduce. |  | **4th Jan**  **HT** |
| Meetings | All meetings with parents, outside agencies and between staff should be virtual and not face to face. |  | **4th Jan**  **HT** |
| PPA | All teachers encouraged to take PPA off site and not sharing a room. |  | **4th Jan**  **HT** |
| CEV pupils and staff | All clinicly extremely vulnerable pupils and staff should not be on site. Staff work from home and pupils complete remote learning. |  | **4th Jan**  **HT** |
| Bubble Closures due to staffing | If there is not enough staff to have a bubble open then that bubble will close. In the first incidence the bubble will be covered where possible internally. If there are not enough staff then the bubble will close, children will be taught remotely, except for KW and Vulnerable children. |  | **When it happens** |
| National Lockdown  Jan 2021 | | | |
| Closure | The government have closed all schools except to Critical Worker and Vulnerable children. From the above the following areas still apply; School Operations, PE, Behaviour and contingency planning. |  | **4th Jan**  **HT** |
| Critical Worker Children | Parents have been requested to complete a form to indicate they are key workers. Once they have indicated this and wish for their child to have a place they must prove with evidence of this stauts before the children can come onto site for on site learning. |  | **4th Jan**  **HT** |
| Vulnerable children | Vulnerable children will be identified by the school using the Government criteria. Only children identified and invited in by the school will be welcomed onto site.  Otherwise vulnerable is defined by the school as children who cannot access remote education due to lack of resources e.g. devices or internet or children whose home environment does not allow them to engage in remote learning. |  | **5th Jan**  **HT** |
| Bubbles | Children will work in smaller groups. Largely in their own class bubble but where there are small numbers bubbles are combined. Reception and Year 1 are combined and Year 2 and 3 combined. All other separate.  Bubbles must be consistent, once formed they cannot be combined or separated.  Bubbles must not be bigger than 15 children. |  | **6th Jan**  **All staff** |
| Staff | All staff are expected to be on site and supporting the Critical Workers and Vulnerable children with their learning.  Staff will be based in one bubble and not moving bubbles.  There should be at least two adults in every bubble to support the teaching of remote learning and supervising in school learners. |  | **5th Jan**  **HT** |
| Remote Learning | All children will be provided with online lessons. There will be three sessions for every class daily with set work to be completed after each session.  The children are expected to submit work to the teachers and teachers give feedback to the pupils.  Any pupils not attending engaging with online learning will be followed up by email or phone calls.  If there is an issue with device access at home the school have a limited number of devices to offer. |  | **6th Jan**  **HT** |
| Lunches | Children will be offered hot meals provided by the school Kitchen. Children will eat in their classrooms except Reception/ Year 1 Bubble who will eat in the hall.  Bubbles will remain separate and have their own space to play in. |  | **7th Jan**  **All staff** |
| Safe-Guarding | There is an amendment for the Safeguarding policy which will be followed.  All staff must follow the normal reporting procedure logging any concerns on My Concern.  Welfare checks of children made by the school must also be logged on My Concern. |  | **5th Jan**  **HT** |
| CEV Staff | Any staff classed as Critically Extremely Vulnerable will not attend work as they will be shielding |  | **4th Jan**  **HT** |
| CV and Pregnant staff | They should make themselves known to the Head teacher.  They will be based in only one bubble where they need to distance themselves from others.  May wear PPE if they wish to.  Must be vigilant with Hygine.  Separate risk assessment must be done for pregnant staff. |  | **5th Jan**  **HT** |
| Ventilation | In all rooms there should be an effort to create natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air  • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) |  | **6th Jan**  **All staff** |
| Attednance | Schools should continue to record attendance in the register. Schools should follow up on absences of the pupils who are expected to be in school but where a parent wishes for their child to be absent, we expect schools to authorise the absence during this national lockdown period. Absence will not be penalised. |  | **6th Jan**  **MS & TM** |
| PE Lessons | Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.  Outdoor activities and sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. |  | **6th Jan**  **Teachers** |