

Educational Setting	Hillside Primary School
Activity / Task	Coronavirus (COVID-19) Risk Management Assessment – School Full Re-Opening September 2020
Completed by & Date	Mrs C Jewell 22/07/2020, Updated 02/11/2020 Miss T McKenzie and Mrs C Jewell, Updated 05/01/2021 Miss T McKenzie and Mrs C Jewell, 25/02/2021 Miss T McKenzie and Mrs C Jewell
Review Date	Summer Term1 or if new government guidance is released

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 8 March 2021

- Attendance will be mandatory for all pupils (except those who are clinically extremely vulnerable or need to self-isolate). Normal attendance/absence procedures and recording should be re-introduced.
- Essential control measures must be in place to minimise COVID-19 transmission.
- Whilst overall teaching time should not be reduced, schools can stagger start and finish times to keep groups apart as they arrive and leave.
- Parents to be reminded not to gather outside the school entrance.

Asymptomatic testing for all school staff

- Primary school staff will be given kits for twice weekly testing at home.
- There will be no testing of primary pupils
- All testing carried out in school will use lateral flow devices (LFD) which provide a result in 30 minutes.
- Staff with a positive LFD result will need to follow self-isolation guidance and obtain a PCR test to confirm the result.
- Close contacts of anyone who tests positive must not attend school for ten days.
- It is not necessary for close contacts of anyone who is displaying symptoms to isolate – unless a positive test is confirmed.
- [All testing is voluntary](#)

After school activities

Can be resumed “the offer helps parents to attend work and/or supports pupils’ wider education”. School offer should be considered extremely carefully against the need to maintain bubbles – for pupils and staff.

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.

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

General Advice

List of all general Coronavirus guidance: [Link](#)

General .GOV.UK Coronavirus guidance: [Link](#)

Mass asymptomatic testing: schools and colleges - [Link](#)

Mass asymptomatic testing - specialist schools - [Link](#)

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable - [Link](#)

Coronavirus (COVID-19): safer travel guidance for passengers - [Link](#)

[Consent form template](#) for parents if you will test pupils under 16, pupils and students if they are over 16 and your staff members

DfE Advice

List of all DfE Coronavirus guidance for schools: [Link](#)

Reopening of Schools in September 2020 guidance: [Link](#)

DfE advice for safe working in Education Settings, including PPE: [Link](#)

DfE Social Distancing in Education settings guidance: [Link](#)

DfE Primary-specific guidance: [Link](#)

DfE Second-specific guidance: [Link](#)

DfE Scientific Advice regarding COVID-19: [Link](#)

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: [Link](#)

DfE Schools and childcare settings: Return in January 2021 [Link](#)

[Letter template](#) to explain testing to parents, pupils and staff and to ask parents, pupils and staff to register

[How to do your COVID test leaflet](#) to explain testing to pupils, students, parents and staff.

[A leaflet](#) 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](#) about testing on Wednesday 23 December 2020.

[Monday 4 January at 10am](#) – site set up, equipment, supplies, logistics and waste management

[Monday 4 January at 2pm](#) – workforce and training, consent, and engagement

[Tuesday 5 January at 10am](#) – clinical compliance, incidents, outbreaks and recording results

HSE Advice

List of all HSE Coronavirus guidance: [Link](#)

Plus HSE documents: [Link](#) & [Link](#)

Making your workplace COVID- secure during the coronavirus pandemic - [Link](#)

NHS Advice

Covid-19 National Testing Programme – schools and colleges handbook: [Link](#)

ACAS Advice

ACAS Mental Health at Work During Coronavirus guidance: [Link](#)

ACAS Working safely during Coronavirus - [Link](#)

ACAS Working from home during the Coronavirus Pandemic - [Link](#)

ACAS Coronavirus - Shielding and Vulnerable People -[Link](#) ACAS – Sick Pay for self isolation during Coronavirus - [Link](#)

SCHOOL OPERATIONS			
SOCIAL DISTANCING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
Access/Egress of school building	<p>Lines marked out on outside spaces to ensure social distancing by children arriving at school.</p> <p>Staggered start and end times of the school day.</p> <p>Each year group uses separate entry/exit point .</p> <p>Priority must be given to disabled users and those identified as having health related issues.</p> <p>Provide relevant guidance to parents on drop off and pick up arrangements</p> <p>One-way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.</p>	<p>There will be staggered start and finish times to ensure that only 1 year group is using a specific exit or entrance into a building at a time.</p> <p>Children in KS2 will be expected to come onto the school playground independently. KS1 and EYFS children can be accompanied by an adult.</p> <p>Children will not be lining up in the playground as they go straight into school on arrival. Adults will be positioned at each entry point to provide children with hand sanitiser before they enter the building.</p>	<p>CM</p> <p>KB</p>

	<p>Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to).</p> <p>Wipes and sanitiser available at both sides of doors.</p> <p>Increased cleaning of handles and touch plates.</p>		
Classrooms	<p>Classrooms should accommodate 15 pupils and 1 teacher, allowing 4m² per person this would equate to a room size of 64m².</p> <p>Children taught in half-days to allow for use of social distancing spacing.</p> <p>Children assigned to specific classroom and seat where possible.</p>	<p>Class sizes will have a PAN of 30. Year group bubbles.</p> <p>Arrangement of tables in Years 2 to 6 will allow pupils to sit in rows facing forward wherever possible. Due to the number of children in a classroom they will be sitting next to one another with less than 1m spacing. These children will be provided with their own pencil case.</p> <p>If a child is self-isolating, we will offer education following our Home Education Procedure.</p>	CJ
Corridors	<p>Floor markings are being considered.</p>	<p>Contact in corridors will be minimised due to staggered start and finish times, break times and lunchtimes. Year groups will have allocated toilets and entrances to minimise interaction between bubbles.</p>	CJ
School Reception	<p>Visitors only allowed by permission.</p>	<p>Our school reception will remain closed to parents and visitors unless prior permission is given (this does not include delivery personnel).</p> <p>Parents will be able to contact the school office via telephone and email.</p>	CJ

Unused rooms	Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination.	Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination.	CM
Administration	Staff shift rota to be in place so as to keep social distances and allow school office to function.	All office staff will now be in school. Desks in office spaces will be rearranged where possible to ensure appropriate distancing or a screen will be installed between desks.	CM
Stairs	Each year group will have designated stair cases and will operate no-crossing procedure on stairs. Hand rails to be cleaned between changeover.	Contact will be minimised due to staggered start and finish times, break times and lunchtimes. Year groups will have allocated staircases to minimise interaction between bubbles.	CJ
Staff room	Staffroom access restricted to obtaining drinks. Dedicated rest areas with cutlery and crockery for each bubble washed independently. Rooms locked when not in use.	Regular cleaning of the staff room throughout the day. Cleaning materials will be supplied for use after a staff member has used a chair / table. Staff will be required to supply their own crockery/cutlery and cups which cannot be stored in the staffroom. Staffroom door will be open to reduce touching. There will be washing up liquid and cloths, the dishwasher will not be used and crockery can't be left to dry on the draining board.	CM KB
Playground areas	No play equipment to be used	Play equipment allocated to each year group. Children will not be allowed to play contact sports.	
Off Site visits	Suspended.	In the autumn term, schools can resume non-overnight domestic educational visits.	

Assemblies	Suspended	Assembly will take place in classes led by the class teacher The music curriculum and extra-curricular music groups will be reviewed to ensure that singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.	CJ HW
Break and lunch times	Minimal break provided, each mini class will be restricted to specific areas.	Year groups will be restricted to specific areas during lunch time and break time. All children will eat lunch in their classroom or in the hall, 2m from another bubble.	CJ
Toilets	Allocation of class toilets to reduce risk of infection. Monitored by teachers as each class will have designated toilet cubicle.	Each year group bubble will have designated toilets, sink and hand dryer area within a toilet block.	CJ
Fire Exits	Fire exit routes are not compromised.	Fire evacuation plan to be reviewed / addendum added if necessary.	
People in Shielded group	No member of staff or pupil is within the Clinically extremely vulnerable group and must not attend school as per the Government guidelines. Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant , 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	Individual risk assessment will be completed for people who are classed as extremely clinically vulnerable.	

	of staff, who are classified as vulnerable wanting to return will be undertaken as appropriate. There are no informed pregnancies at this time.		
Isolation room	Medical room available, with visual panel. Staff supervise but not to attend inside unless providing urgent medical attention.	1 isolation room available for children with suspected covid-19.	CM

ATTENDANCE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
Usual rules		Usual rules on school attendance will apply, including: <ul style="list-style-type: none"> • 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. 	CM

Shielding	<p>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.</p> <ul style="list-style-type: none"> • There are no informed pregnancies at this time. This will continually reviewed by senior leaders. • Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines. • Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	Individual risk assessment will be completed for people who are classed as extremely clinically vulnerable.	
Communication		Parents are regularly communicated with via Parentmail. The Headteacher's weekly newsletter outlines expectations for attendance.	CJ COMPLETED

Staff Annual Leave		<p>All staff are expected to be back in the country in time to quarantine and then be in school for the start of the new term - 1st September 2020.</p> <p>Staff have been informed not to travel abroad during the Christmas break as outlined in government guidance.</p>	
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CATERING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
New working procedures	All staff and pupils should bring a packed lunch or a FS packed lunch.	<p>Hot meals to be provided to children in classrooms as packed hot lunches or in the hall with bubbles placed 2m apart.</p> <p>All serveries, tables and chairs to be cleaned between different bubbles eating.</p> <p>Staggered lunch times</p> <p>Large bins to be placed outside each year group set of classrooms for children to put rubbish in.</p> <p>Bins to be emptied throughout lunchtime.</p>	<p>CJ</p> <p>CM</p>

Cupboards		Food Storage cupboards should be checked to ensure that all stored items are sanitary and edible.	Caterlink
Breakfast Club	No before and after school provision in place.	There is no Breakfast club available.	TM

CLEANING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
Deep Clean	Yes - school has also been thoroughly cleaned each day by current cleaning staff. Rooms not being used have been deep cleaned by cleaning staff.	School will be deep cleaned prior to reopening in March.	CM
Cleaners		Cleaners will not be assigned to same areas /bubbles to avoid cross contamination although the school will look to assign cleaners to a number of bubbles to limit contamination. The school does not have one cleaner for each bubble.	

Frequent cleaning	<p>More frequent cleaning procedures put in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> • 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 	<p>A cleaning schedule will be put in place 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.</p> <p>Rooms to be cleaned at the end of every day: Computer room, Music Room, PPA room</p>	CM/CJ
Kitchen		<p>Does this need a deep clean if it has been closed? NASUWT state: <i>"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."</i></p>	KB to discuss with Caterlink
Emptying Bins	<p>Bins emptied daily. Then use hand gel. Gloves available if requested.</p>	<p>Bins emptied daily. Then use hand gel. Gloves available if requested.</p>	CM

COVID19 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.	If the school has been informed that someone has tested positive with covid-19 then any area/room they have accessed should be cleaned.	TM/CM
COSHH	<p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>All chemicals ordered are under the COSHH Risk Assessment sheet.</p> <p>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.</p>	<p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>All chemicals ordered are under the COSHH Risk Assessment sheet.</p> <p>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.</p>	CM
Resources	Each child got an individual pack with their own equipment in.	<p>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.</p> <p>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.</p>	

		Children will be given 'packs' of stationary that will be kept in school.	
Uniforms	Clean clothes to be worn daily.	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.	
Lettings	None	Lettings will go ahead in the lower hall only. The hall will be cleaned the following morning before use by any other groups. A specific toilet will be allocated for use.	KB/CM

CONTRACTORS AND PROPERTY MAINTENANCE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	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.	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.	CM
Regular Compliance Checks	Relevant property statutory compliance checks have been completed and records updated. Check that the daily weekly checks are up-to-date.	Relevant property statutory compliance checks have been completed and records updated. Check that the daily weekly checks are up-to-date. Water checks will be undertaken.	CM
Risk Assessment	All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19 . School requires all contractors to comply with its Health and Safety procedures and processes. All Planned/reactive maintenance to be	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.	KB/CM

	carried out during out of hours unless seen as an emergency.		
Maintenance	Planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	Planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	TM/CM

FIRE SAFETY			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
PEEPS	School has identified there are no PEEPs impacting on returning pupils.	Children with PEEPs in school. Peeps to be updated taking into consideration guidance around Covid-19.	Prior to pupils return CLM/CM

Emergency Escapes	Caretaker to check all of the emergency routes.	Fire evacuation plan to be reviewed / addendum added if necessary.	CM
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.	Reminders issued to staff and pupils that if the fire alarm is activated that they must still keep 1m distancing when at the evacuation point. Fire evacuation plan to be reviewed / addendum added if necessary.	CM
Fire Drill	Within the first week hold a practice fire test practising social distancing.	Each year group will have a practice fire test within the first week.	CM/TM
Guidance	Business Manager to send out reminder to staff about fire procedures including safer distancing.	Fire evacuation plan to be reviewed / addendum added if necessary.	CM

CLEANING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
First Aid Cover	Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided.	Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided.	
First Aid Facilities	Access to first aid facilities is maintained.	Each year group will be provided with a first aid 'bum bag'. Medical rooms will not be in use. At playtime, first aid treatment will be given outside.	TM
Medical needs	Identified those pupils with medical care plans will not be on site during reopening	Medical care plans will be reviewed in line with guidance regarding Covid-19	CLM
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.	Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.	CLM

Policy		Addendum for 'Supporting Children with Medical Needs Policy' to be reviewed every 4 weeks. Reviewed prior to March 2021	CLM
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HYGIENE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
Access/Egress of school building	<p>Wipes and sanitiser available at both sides of doors.</p> <ul style="list-style-type: none"> 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. 	<p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus.</p> <p>Sanitizer available at both sides of doors.</p> <p>All staff, children and visitors will use hand sanitizer before entry to the school building.</p> <p>Children and staff to follow the government advice about handwashing.</p>	CM

Soap/Warm Water	<p>Soap dispensers will be checked daily by caretaker and filled where appropriate.</p> <p>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets</p> <p>Tissues – supply - Cleaners will check in an evening, adults will check regularly during the day.</p> <p>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)</p>	<p>Each year group bubble will have designated toilets, sink and paper hand towel area within a toilet block.</p> <p>Soap dispensers will be checked daily by caretaker and filled where appropriate.</p> <p>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</p> <p>Tissues – supply - Cleaners will check in an evening, adults will check regularly during the day.</p> <p>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)</p>	<p>CM</p> <p>KB</p> <p>CJ</p>
Sanitisation	<p>Supplies of anti-bac gel to be used where hand washing is not practical.</p> <p>Hygiene routines to be shared with children prior to returning to school and reinforced on their arrival and continually.</p>	<p>School will 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.</p>	

Bins	Lidded bins on order, to be emptied daily by cleaners. All bins to be double lined. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	Lidded bins, to be emptied daily by cleaners. All bins to be double lined. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	CM
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PPE			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
PPE Need	<p>All staff will be issued with eye protection glasses and will have responsibility to maintain them.</p> <p>Gloves and antibacterial wipes will be placed in every classroom and social space.</p> <p>Face masks and aprons will be available at the main office.</p>	<p>Public Health England does not (based on current evidence) recommend the use of face coverings for primary children in schools.</p> <p>All staff to wear masks/ visors when moving around the school.</p> <p>Gloves and antibacterial wipes will be placed in every classroom and social space.</p> <p>Face masks and aprons will be available at the main office.</p> <p>Full PPE will be used, including visors when changing nappies or when providing intimate care.</p>	CM

	<p>Full PPE will be used, including visors when changing nappies or when providing intimate care.</p> <p>Senior Leaders will be present for all intimate care requirements with the allocated adult.</p>	2 adults will be present for all intimate care requirements.	
Cleaning	Re-usable PPE should be thoroughly cleaned after use and not shared between staff.	Re-usable PPE should be thoroughly cleaned after use and not shared between staff	
Supplies	Order PPE for staff that will need it when helping to change a child who has suspected covid or needs to be changed due to wetting accident or nappy change.	PPE stock levels to be maintained in order to support with medical needs and intimate care.	<p>KB</p> <p>CM</p>

SCHOOL TRANSPORT			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
School mini bus/dedicated school transport - buses		<p>How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school.</p> <ul style="list-style-type: none"> • use of hand sanitiser upon boarding and/or disembarking • organised queuing and boarding where possible • distancing within vehicles wherever possible <p>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 - to be included in letter to inform parents about expectations for September.</p> <p>School transport not applicable as school doesn't have a minibus.</p>	

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.	
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CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT

BEHAVIOUR AND WELLBEING

	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
Prioritisation of subjects		<p>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.</p> <p>Delivering of Music / PE and Computing through PPA.</p> <p>PPA is delivered to one year group per day - these subject rooms will then be thoroughly cleaned at the end of the day before being used by the next year group bubble.</p> <p>Renewal curriculum document developed.</p>	<p>CJ</p> <p>CM</p>

Normal Curriculum		<p>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.</p> <p>Renewal curriculum document developed.</p>	CJ
Pupils Starting Points		<p>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.</p> <p>Renewal curriculum document developed including assessment</p>	CJ
EYFS – Nursery		<p>Teachers will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. Outdoor learning is not impacted as nursery is a year group bubble.</p>	
EYFS – Reception		<p>Teachers will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. Settings should follow updates to the EYFS disapplication guidance. Use of WELCOM and RWI assessment. Outdoor area is accessible to all.</p>	

Key Stages 1 & 2		The school will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education. The Renewal curriculum addresses these areas.	
Catch Up Funding		The school will use the additional catch-up funding it will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance.	
RHE		Sex and health education (RHE) for pupils becomes compulsory from September 2020, and schools are expected to start teaching by at least the start of the summer term 2021.	CJ
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.	CJ MG

Behaviour	Current policies to be adhered to.	Behaviour addendum to be reviewed prior to March 2021.	CLM
Pastoral Care	Standard pastoral services provided.	Schools should consider the provision of pastoral and extra-curricular activities to all pupils. Nurture group to be provided for identified year groups - 1 afternoon per year group.	CLM
Mental Health Issues		<p>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.</p> <p>What counselling for staff and students is available? Can that be enacted in such a way that it can be delivered remotely?</p> <p>Have adjustments been made following assessments of pupils' learning needs to enable support for learning?</p> <p>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.</p> <p>School is undertaking training to become a Trauma Informed School.</p>	CLM

Safeguarding Policy		Safeguarding addendum reviewed to be reviewed prior 2021. Safeguarding policy to be updated in line with KCSIE update - September 2020.	CLM
DSLs		Two members of the safeguarding team will be available full time at the beginning of term.	CLM
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.	CLM
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. Completed 1/09/2020, full safeguarding training completed October 2020.	CLM

ASSESSMENT AND ACCOUNTABILITY – PLANS FOR INSPECTION			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
Ofsted Inspection	Ofsted Inspections suspended.	<p>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.</p> <p>It is intended that routine Ofsted and ISI inspections will restart from January 2021, with the exact timing being kept under review.</p>	
Governance		Biweekly meeting between Head and CoG.	TM

Primary Assessment		All statutory assessments have been cancelled. Awaiting guidance from DFE regarding EYFS profiles.	CJ
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CONTINGENCY PLANNING – SELF ISOLATION OF MULTIPLE PUPILS /STAFF OR LOCAL OUTBREAKS

	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	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) 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	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) 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.	TM
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. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:	

		<ul style="list-style-type: none"> Book a test 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 if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	
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.	<p>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.</p> <p>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.</p> <p>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.</p>	

Stay away	Pupils, staff and other adults MUST not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 7 days.	Isolation room appointed. If a child needs to use a toilet, they will use the intimate care toilet opposite the isolation room. A sign will be available to put on the door stating that it must not be used until cleaned.	
Remote Education		<p>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.</p> <ul style="list-style-type: none"> • 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 giving 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 	CJ

		<p>practised in each subject</p> <ul style="list-style-type: none"> 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 	
Local Outbreak		<p>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.</p>	<p>TM</p> <p>CJ</p>
Multiple Staff Ill		<p>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?</p> <p>Plan how you might operate the school in the event of key staff absences, both teaching and support staff.</p> <p>Review arrangements for covering teaching and non-teaching duties, notably first aid, medical and safeguarding cover. Consider the allocation of responsibilities, duties and cover</p>	

		<p>arrangements during a pandemic, including who would take key decisions in the event of leadership team absence.</p> <p>Consider drawing up a list of parent/volunteers (DBS checked) who could be used to supervise children in times of significant absence.</p>	
Awareness		<p>Parents are regularly communicated with via Parentmail. The Headteacher's weekly newsletter outlines expectations for reporting as well as on site safety measures.</p>	CJ
EHC Plans		<p>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.</p>	CLM

COVID-19 TESTING			
	CURRENT PREVENTION MEASURES	ADDITIONAL DfE PREVENTION REQUIREMENTS FROM March 2021 Please enter new or amended prevention measures	Action by Whom/ When/ Done
LFT	N/A	<ul style="list-style-type: none"> • All staff, including volunteers, have access to bi-weekly tests and communicate results via NHS platform and school office • Staff and pupils with a positive LFD result will need to follow self-isolation guidance and obtain a PCR test to confirm the result. • Close contacts of anyone who tests positive must not attend school for ten days. • It is not necessary for close contacts of anyone who is displaying symptoms to isolate – unless a positive test is confirmed. • All testing is voluntary. 	AJ