Moor Park Primary

Recovery Plan and Risk Assessment

**Overarching Guidance for all staff:**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
2. cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
3. ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach
4. cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

**Staff Principles**

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the ‘catch it, bin it, kill it’ approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationary).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms.
13. Make sure you’ve read the school’s updated behaviour policy and know what role in it you’re being asked to take.

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| **Aspect of concern** | **Control Measures**  | **DfE Guidance** | **Notes** | **Risk** |
| **The number of staff who are available is lower than that required to teach classes in school and operate effective home learning** | * The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.
* Red amber green RA to be carried out weekly for staff to ensure their mental and physical health is taken into account.
* Support offered through EAP to help staff manage anxiety and stress.
* Staffing rota to ensure only vital staff are present in school.
* Home working on non-contact days.
* Full use made of staff who are self-isolating or shielding who are well enough to support online learning.
* Admin teams: One person in the office at one time. Normal working in office. Limit contact with other adults.
 | * talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
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| **Staffing Rotas** | * Staff assigned to different cohorts of pupils to remain the same for the duration of the term or teaching timetable where possible.
* Entire staff to be split into teams to cover different bubbles assigned to them.
 | Keep cohorts together where possible and:* ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days
* ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff.
 | Supervision during toilet needs- therefore TA in each class | M |
| **Pupils** | * All pupils returning full time from 7th September
* Maximum capacity 30 pupils per class
* Grouping of pupils will be arranged by year group and phase.
* Pupils in bubbles will not mix with other bubbles
 | As part of the response to coronavirus (COVID-19), educational settings have been asked to continue to provide care for a limited number of children and young people:* those who are vulnerable
* those whose parents/carers are critical to the coronavirus (COVID-19) response.

The government encourages vulnerable children and young people to attend educational settings unless they have underlying health conditions that put them at severe risk.During the coronavirus (COVID-19) outbreak, for the purposes of continued attendance at educational settings, vulnerable children and young people are defined as those who:* are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
* have an education, health and care (EHC) plan whose needs cannot be met safely in the home environment
* have been assessed as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who are therefore in need of continued education provision - this might include children on the edge of receiving support from children’s social care services, adopted children, or those who are young carers, and others at the provider and local authority discretion

Children and young people who are considered [extremely clinically vulnerable and shielding](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) should continue to shield and should not be expected to attend.Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents should follow medical advice if their child is in this category.Children and young people who live in a household with someone who is [extremely clinically vulnerable and shielding](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) should only attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions.Children and young people who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the [social distancing guidance](https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others) and including those who are pregnant, can attend. |  | H |
| **Behaviour Policy** | * Clear messaging to pupils in the importance and reasons for social distancing and hygiene is reinforced throughout the school day by staff and through posters and floor markings.
* Staff model social distancing consistently.
* The movement of pupils around school is minimised
* Large gatherings are avoided
* Break times and lunchtimes are structured to support social distancing/reducing contact.
* The school’s behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.
* Senior leaders monitor the areas where there are breeches of social distancing measures and arrangements are reviewed.
* Messages to parents reinforce social distancing
* Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.
* Children who do not follow strict rules on reducing contact and or hygiene routines, the leadership team may ring parents and that pupil may be sent home.
* Children are not to be inside the building alone during lunch time or dinner time unless they have requested the toilet.
* See addendum to pupil well-being policy
 | In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you’ll need to make changes to your behaviour policy. Behaviour policy changes will also need to be communicated to pupils, parents and staff.Areas schools may wish to add to their behaviour policy are:* following any altered routines for arrival or departure
* following school instructions on hygiene, such as handwashing and sanitising
* following instructions on who pupils can socialise with at school
* moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
* expectations about sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’) and avoiding touching your mouth, nose and eyes with hands
* tell an adult if you are experiencing symptoms of coronavirus
* rules about sharing any equipment or other items including drinking bottles
* amended expectations about breaks or play times, including where children may or may not play
* use of toilets
* clear rules about coughing or spitting at or towards any other person
* clear rules for pupils at home about conduct in relation to remote education
* rewards and sanction system where appropriate
* Identify any reasonable adjustments that need to be made for students with more challenging behaviour.
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| **Actions*** **Sort groups for different year groups- cross reference with class teachers**
* **Bring in water bottles.**
* **No bags to be brought in.**
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| **PPE** | * Teacher should not wear gloves unless directed to do so in medical emergencies.
* First aid staff to have training about safe removal and application of PPE masks and other equipment.
* Continence issues and soiling will be dealt with by key staff wearing PPE. Parent should be rung immediately, and children sent home.
* Office to have a protective Perspex screen installed for staff to stand behind.
* Staff are reminded that wearing of gloves is not a substitute for good handwashing.
 | * Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
* The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:
* children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
* if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
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| **Actions*** **Disposable PPE has been ordered for staff.**
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| **Classroom sizes will not allow adequate social distancing measures**  | * No more than 30 in one class group, bubble of up to 120
* Classrooms re-modelled, with chairs and desks facing forward.
* Spare chairs removed from desks so that they cannot be used.
* Clear signage displayed in classrooms promoting social distancing.
* Staff ratios for EYFS remain.
* Bubbles should remain apart from each other for the entire day.
* Arrangements in place to support pupils when not in school with remote learning at home.
 | * For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.
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| **Actions*** **Two classes will be available regardless of numbers but no more than 30 in any one bubble**
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| **‘Classroom Bubbles’** | * Children should not mix with other bubbles
* Teachers may have to mix with other classes or bubbles but should be timetabled to be together with a class as much as is possible.
* Playtimes and lunch times will be with designated adults who serves and supervises the children from their bubble.
 | Keep cohorts together where possible and:* ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days
* ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff
* ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days
 | Collection and drop off points need to be carefully considered. | M |
| **Actions*** **remove all unused furniture from rooms**
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| **Physical Building** | * Desks to be forward facing.
* Channels for the teacher to be created behind the desks for teachers to move
* Corridors to be marked with masking tape for pupils to follow.
* All furniture not being used is to be stored and moved to another empty classroom or space, including soft furnishings which cannot be cleaned.
* All doors to be wedged open at all times including external toilet doors (exceptions: staff and disabled).
* Coats to be stored in cloak rooms – more vigilant supervision required from staff to reduce gatherings
* A water bottle and coat will be required with a lunch box if necessary.
* A book bag containing only a child’s reading books may be brought in.
* Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
* Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible.
* Circulation to be clearly signposted in corridors.
* Wedges to be used to keep doors open.
* Limits set for large spaces (e.g hall, dining hall) for teaching
* Large gatherings prohibited
* Design layout and arrangements in place to enable social distancing

**Classroom- Changes.** * Remove all non-essential objects.
* Redesign classroom space to comply with reducing contact and hygiene measures

**Covid Isolation Room - KS 1 Medical room*** Remove all non-essential items in the isolation room.

**Outdoor Space*** Different areas for each class.
* Where lessons and weather permit, learning is to take place outside, teachers should use outdoor education wherever possible.
* Outdoor equipment can be used where sufficient cleaning of the equipment can be completed after any activity.
* Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside.

**Signage*** Consider signage for movement around external building for parents
* Use tape on floor to demarcate areas and walkways.
* Create hand sanitiser station posters and ensure toilets have washing hands posters.
 | * Desks should be spaced as far apart as possible.
* Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days
* for exercise and breaks
* for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
* although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
 | 2m perimeter from front back and side of desk marked out with tape?* Consider how many pupils can be catered for in the hall. An entire class given the size of the hall?
* 15 children
* 15 children
* 10 children

10 children? | M |

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| **Teaching, Learning and Curriculum** | * Curriculum for Autumn term has been planned by the senior leadership team in consultation with curriculum leaders.
* Gaps in learning are assessed and addressed in teacher’s planning
* Home and remote learning is continuing (for homework and/or for children who are self-isolating) and is calibrated to compliment in-school learning to address gaps identified
* Limited marking of books with most feedback being given orally.
 | refresh the timetable:* decide which lessons or activities will be delivered
* consider which lessons or classroom activities could take place outdoors
 | Expectations on staff feedback should be minimal due to current situation.  | L |
| **Actions*** **Curriculum to be adapted to suit needs of pupils**
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| **Social Distancing** | * Physical contact such as handshakes and hugs must be avoided between staff
* Staff, and adults on site should endeavour to stay 2m apart.
* Strict adherence to this policy will be monitored.
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| **Staff socialising outside of school with staff from school and not in their bubble** | * All staff strongly advised not to socialise outside of school with each other.
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| **The school day** | * Start and departure times are staggered
* Different entrances and exists to be used for different bubbles
* Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.
* Floor markings are visible where it is necessary to manage queuing.
* Year group bubbles will have staggered break times and lunch times.
* Staggered break time so that all pupils are outside at the same time but socially distanced into year group bubbles.
* Children to stay in designated zones outside.
 | Reduce mixing within education or childcare setting by:* staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
* staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms
 | Lunch collection from kitchen needs careful planning to avoid queuing and for children not eating in the hall and bringing lunch back into classroom area.Can Julie provide lunches to be served in classrooms? How can we do this so Julie doesn’t come into contact with pupils. Screen the kitchen off with hatch?  | M |
| **Lunchtimes** | * Lunch to be eaten at the same desk in the classroom area.
* Staff from the year group bubble will supervise the lunchtime cover and provide lunch breaks for each other (this will be on a rota system)
* Pupils wash their hands before and after eating.
* Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunchboxes)
* Eating areas are cleaned after lunch.
* Children are not to access the building during lunch time playtime unless for toileting.
* Children to be sent to first aid station if required.
* A member of the school admin team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive meals when not in school.
 | * staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms
 |  | M |
| **Movement- Children****(risks breaching social distancing)** | * Internal corridors around school demarcated using masking tape to show pupils movement.
* Appropriate signage in place to clarify circulation routes
* Pinch points and bottle necks are identified and managed accordingly
* Movement of pupils around school is minimised as much as possible, with pupils staying in their identified classrooms and zones.
* Pupils are regularly briefed regarding social distancing/reducing contact guidance.
* Appropriate duty rota and levels of supervision are in place.
* Classroom spaces to have teacher only zones where possible.
* Classrooms to have channels for teachers to move around where possible
 | * accessing rooms directly from outside where possible
* considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors
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| **Movement- Staff****(risks breaching social distancing)** | * Staff can use the staffroom (max occ. 8 people at one time) but must adhere to social distancing.
* Staff should stay in their designated areas as much as possible.
 | * stagger the use of staff rooms and offices to limit occupancy
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| **Movement- Parents****(risks breaching social distancing)** | * Parents should not enter the school building under any circumstances.
* Markings on the floor to indicate direction of movement.
* Only one parent should drop off and collect children.
* Spots for parents to stand on and wait that are 2m apart.
* No go zone for teachers to stand in and release pupils
 | * encouraging parents and children and young people to walk or cycle to their education setting where possible
 | Pictures and walk through | L |
| **Working Hours** | * Staff should only enter the school site between 8am and 4.30pm (unless directed otherwise by the Senior leadership team)
* Cleaners in before and after school.
* Site supervisor to open and close school.
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| **Premises checks**  | **Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)*** Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.
* Water fountains are not to be used

**Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers*** Hot water generation servicing to continue in line with manufacturers’ criteria.
* Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.
* Regularly check hot water generation for functionality and if required, temperature recording
* If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.

**Gas safety** * Do not isolate gas supplies to boilers and hot water generation
* To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation.
* Continue planned gas safety checks including gas detection/interlocking Fire safety
* Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.
* Carry out weekly checks of alarms systems, call points, and emergency lighting.
* Carry out regular hazard spotting to identify escape route obstructions.
* Check that all fire doors are operational. Fire drills should continue to be held as normal.

**Kitchen equipment Equipment that holds water, for example dishwashers and combination ovens*** Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.

**Security*** All areas of the school should be kept secure.
* Access to certain closed areas should only be possible by relevant staff – for example science laboratories, chemical stores and IT rooms.
* Check that access control and lockdown systems are operational.

**Ventilation*** All systems to remain energised in normal operating mode.
* Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.
* Where possible, occupied room windows should be open.
* Ventilation to chemical stores should remain operational.

**Other points to consider** * Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode.
* For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc.
* Update your keyholder information.
* Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers.
* Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: <https://www.hse.gov.uk/news/work-equipment-coronavirus.htm>
 | * During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. See DfE Good Estate Management for Schools Health and Safety page - <https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety>

For reference, use the Approved Code of Practice & HSG 274 for hot water. |  | M |
| **Fire procedures are not appropriate to cover new arrangements**  | * Fire procedures have been reviewed and revised where required, due to:
* Reduced numbers of pupils/staff
* Possible absence of fire marshals
* Social distancing rules during evacuation and at muster points
* Possible need for additional muster points to enable social distancing where possible
* Staff and pupils have been briefed on any new evacuation procedures
* Incident controller and fire marshals have been trained and briefed appropriately
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| **Fire evacuation**  | * Plans for fire evacuation drills are in place which are in line with social distancing measures.
* An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.
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| **Toilet facilities** | * Different bubble pupils do not mix in the toilets.
* Toilet breaks will be supervised where possible.
* Door wedges to keep the external doors open to ensure privacy but keep ventilation.
* Site supervisor and cleaners to check soap supply is adequate
* Bins are emptied regularly
* Staff toilets – only ONE person at a time. Staff to ensure that the toilet and sink area are left clean after each use. Cleaning products will be available alongside disposable gloves. All paper towels and gloves must be put in the lidded bin provided.
 | * ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time
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| **Staff Room and workspaces**  | * Staff are able to use the staff room facilities in small numbers (no more than 8 members of staff at any one time, to allow for social distancing)
* Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.
* Staff have been briefed on the use of these rooms.
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| **First Aid** | * PPE should be worn (gloves and masks) when dealing with a first aid incident.
* Individual staff should administer basic first aid in the first instance at the designated first aid station.
* First aid stations to be designated for each bubble
* Serious injuries should be seen by a fully trained first aider.
* Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait in medical isolation room for parents to collect them.
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| **Cleaning** | **Cleaning*** Toilets will be deep cleaned at the end of each day.
* Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent.
* Tables and contact points must be cleaned regularly.
* Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.
* No toys can be brought from home.
* Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over.
* Tablets should be wiped several times daily and between use. If possible, avoid children sharing tablets.
* Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used.
* Bins must be emptied before they are full and at least once daily.
* Cleaners to wear gloves.
* Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink.
* Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.

**Classrooms*** **Reception:** Malleable resources, such as play dough, should be risk assessed before use.
* **Reception:** Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use (more detailed guidance on this will be included in the guide for early years providers) and where possible, children should be discouraged from sharing these.
* **Reception:** Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines.
* **Infants and Juniors:** Desks should be wiped regularly.
* **Infants and Juniors:** Teachers should have a spray bottle and cloth (disposable)
* Any objects the children touch should be disinfected once use has finished.
 | * discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this
* follow the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
* ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments
* clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
 | Maximum time staff can stay to – 4pm / 4.30COSHH rules regarding bleach | H |
| **Actions*** **Purchase swing bins**
* **Ensure supply chains for cleaning products**
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| **Communication to children** | * Contact with those not attending will be made via yammer, texting parents and phone calls.
 | * noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)
* tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))
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| **Communication to and from Parents** | * Essential correspondence sent out via letter on website and via texts.
* Any forms or messages from parents should be emailed to the school office
* Communicate methods of entry and exit to the school grounds.
 | * tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
* tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
* make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
* also think about engaging parents and children in education resources such as [e-bug](https://www.e-bug.eu/) and [PHE schools resources](https://campaignresources.phe.gov.uk/schools)
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| **Procedures for medical care, isolation and confirmed cases** | * Use of isolation room if symptoms are apparent.
* Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 14 days.
* All staff who display symptoms should access a test provided by the appropriate health care professional.
* If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household.
* If any children or staff test positive, the rest of their class and group should be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.
* Temperature checks will not be used on entry at the school but may be used with suspected symptoms.
 | * The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents and schools or colleges on recent contacts. The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus, including children.
* If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).
* If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
 |  | H |
| **Shielding and clinically vulnerable children and adults who had a shielding letter.** | * A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has COVID-19.
* Shielding advice for all adults and children will pause on 1st August, subject to the decline in the rates of community transmission of COVID-19. This means that even members who are shielding can return to school.
* If rates of the disease rise in local areas, chidlren (or family members) from that area will be advised to shield during the period where rates remain high and therefore they be temporarily absent
* Pupils who remain under the care of specialist health professional will need to discuss their care with their health professional before returning to school in September
* Clinically extremely vulnerable individuals are advised they can return to work from 1st August as long as they maintain social distancing.
* Clinically vulnerable individuals are able to return to the workplace.
*
 | * For the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been [classed as clinically extremely vulnerable due to pre-existing medical conditions](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version) have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.
* Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) for more advice.
* Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.
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| **Visitors** | * Any visitors who are not critical to teaching individual class groups should not enter the school building.
* Parents should not enter the school building under any circumstances. Any communication should be done via email or telephone.
 |  |  | L |
| **School dog**  | * The school dog, Coco, will stay in the SLT and office bubble during the Autumn term
* There will be a separate collar and lead (which will be disinfected) if she is needed for a child
* Staff / children will either have washed their hands or used hand sanitiser before touching her lead.
* Staff/children will be discouraged from petting her during the autumn term
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