

Preventative Control	Key Actions	Review Date
Hand-washing	<ul style="list-style-type: none"> • Hand sanitiser dispensers provided at entrance gates to the school, outside the House, Office, Creative Arts Block and each classroom. Bottles of hand sanitiser will be available in SLT and Site Manager Offices. • Hand washing facilities with soap and water in place in classrooms, and all toilets. • Guidance for effective hand washing shared with staff and pupils: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Stringent hand washing promoted by all staff to pupils regularly. • Paper towels provided to dry hands in all staff toilets with bins provided to dispose of these safely. • Non-contact hand dryers provided in all pupil toilets. • Soap, paper towels and bins to be renewed/emptied daily by cleaners – monitored by the Site Manager. • Display posters in all toilets and by sinks to remind pupils/staff to wash hands in line with good practice (e.g. at least 20 seconds). • Pupils should adhere to the following hand washing routine on a daily basis: clean hands on arrival at the setting, after an outdoor session, after visiting the toilet, after sneezing or coughing and both before and after eating. 	Daily
Sneezing, Coughing	<ul style="list-style-type: none"> • Boxes of tissues and lidded bins with bin bags provided in all rooms. • All staff to remind pupils to catch coughs and sneezes in tissues or their elbow. Hand washing should always follow. • ‘Catch it, Bin it, Kill it’ posters displayed around the school • All staff to remind pupils to avoid touching face, eyes, nose or mouth with unclean hands. • Bins to be emptied daily by cleaners, contents double bagged and replaced with new bin bag – monitored by Site Manager. 	Daily
Cleaning	<ul style="list-style-type: none"> • Daily clean of entire building by cleaners after school from 3:00pm (including all surfaces cleaned with anti-bacterial product, toilets disinfected, floors cleaned). • Cleaner to attend site from 11:30 to provide additional clean of toilets, door handles and other high contact areas. Once this is complete then they will remain on site and begin a deep clean cycle of unused classrooms. 	Daily



	<ul style="list-style-type: none"> • Disposable mops and cloths should be used. • Anti-bacterial spray to be provided in each classroom so that any shared resources or surfaces can be cleaned more frequently. However, shared materials will be limited. • Site Manager to assess cleanliness of school building through the day and provide responsive cleaning if required. • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. • Due to renovation of Foundation Stage Building, the Staffroom will be out of use. All staff should bring their own cups and food items that do not require re-heating or cooking. Kettles will be available for use in the House. Surfaces should be wiped with anti-bacterial spray after use. • Rigorous checks will be carried out by SLT to ensure that the necessary procedures are being followed. 	
Ventilation	<ul style="list-style-type: none"> • All indoor areas used must be ventilated adequately, with windows opened. • Only classroom doors should be propped open to increase ventilation and reduce use of door handles. Doors to outside areas must remain closed for Site Security and Fire Safety. • Year Group Clusters of pupils will have no more than 10 pupils. Each Cluster will have access to the outdoor area twice a day. 	Daily
Social Distancing of Staff	<ul style="list-style-type: none"> • All staff deployed to work with consistent clusters of pupils with changes minimised. • Staff who are not with clusters (e.g. office staff) to maintain social distancing. • Whole-staff updates to be provided through email, and Zoom, no in-person staff meetings will be held. • Staggered breaks will be in place to enable social distancing. • Staff encouraged to avoid public transport, in line with government guidance, where possible walking or cycling. Due to low numbers of available staff, alternative transport will be considered and offered. • Staff with cars given parking exemption by RBKC (offer extended to 01.07.20) • Staff asked to arrive no earlier than 8:00am. • Staff asked to leave the premises by 2:00pm. • Staff who are confirmed as Clinically Extremely Vulnerable or shielding extremely vulnerable members of their household to work from home, maintaining regular contact. 	Daily



	<ul style="list-style-type: none"> • Staff who are classified as Clinically Vulnerable who are at higher risk of severe illness have been advised to take extra care in observing social distancing and should work from home where possible. This includes pregnant women. The school will support this and discuss each case on an individual basis. • The School Office will have a skeleton timetable in place where two members of staff will attend the site and work in the Pod on a daily basis, with one person in the back and one in the front. This is with the exception of the two days when the Financial Support Officer is on site. The other Office Member on duty for the day will work in the DH Office, when this is vacant, or the Conference Room. • Rigorous checks will be carried out by SLT to ensure that the necessary procedures are being followed. 	
Social Distancing of Pupils	<ul style="list-style-type: none"> • Year Group Clusters will each have a timetable with a staggered arrival/departure from school to enable maximum social distancing. • Pupils to be allocated into Year Group Clusters of no more than 10 pupils, with groups not mixing or changing. • Pupils who are within the vulnerable or key worker category will arrive on site at 9:30 a.m. and leave at 1:30 p.m. Adaptations to these times will only be made for exceptional circumstances agreed by the Head Teacher. • Each Cluster will access the outdoor areas at different times to ensure they do not mix. • Playgrounds zoned with physical barriers so that Clusters do not mix. • Adventure area with play apparatus will be out of bounds and appropriately secured. • Desks within each Cluster will be separated to ensure pupils are able to maintain 2m distance as much as possible. • When in classrooms, pupils should remain at desks – they should not be encouraged to come to the front of the class, nor should teaching staff go up to pupils’ desks • Equipment allocated individually and left on individual pupil tables throughout the day – no sharing allowed – and sterilised if necessary. • Pupils are required to maintain social distancing wherever possible round the classroom and outside. • Outdoor and shared equipment (e.g. footballs) not to be used. • One-way circulation system implemented within the building (corridors and stairwells will be suitably marked) to minimise contact. 	Daily



	<ul style="list-style-type: none"> • Pupils only allowed to go to the toilet one at a time – clear guidelines shared with pupils. Radio communication and an access control sign (for the older children) will be used to implement this system. • Pupils to eat lunch within their Clusters in their allocated classrooms. • Communal water fountains will be out of action. • Pupils to bring in their own water bottles. They will also be provided with a cup which should stay on their desk. • All lessons carefully planned with social distancing in mind. • Any pupils with separation anxiety when leaving parents will need to return home until pupil is comfortable and ready to return to school. • Although we recognise that these changes may be challenging for pupils, they will be expected to follow the guidelines and parents/carers will be contacted to collect their child if these expectations are not adhered to. 	
Behaviour	<ul style="list-style-type: none"> • We have updated our school behaviour policy to include the following additions to ensure the health and safety of all: <ul style="list-style-type: none"> ○ adhering to the new arrivals and departures routines; ○ following the hygiene and sanitation rules; ○ following instructions about moving around school; ○ following the set guidelines on socialising; ○ following the guidelines around the use of equipment; ○ pupils not to bring any additional belongings (except packed lunch) into school. ○ Parents/carers will be immediately asked to collect pupils who are unable to follow our Behaviour Policy and subsequently pose a health and safety risk to others. 	
Registration	<ul style="list-style-type: none"> • Registers will be completed in the usual way using SIMs. • School Absence Procedures will be adhered to. • Late pupils will not be admitted – they must return home. • Pupils going for medical appointments will not be readmitted. • Pupils must be collected on time at their designated gate – the school cannot supervise children who have not been collected on time. • Staff must sign in using the Inventory System. Should this not be working, then the member of Office Staff on duty that day will manually sign them in. 	



	<ul style="list-style-type: none"> • Staff are only allowed to leave the premises during the day with the permission of the Head Teacher. • All staff must have vacated the premises by 2:00p.m. to enable cleaning to commence. 	
Lunch	<ul style="list-style-type: none"> • Hot food will not be available, only packed lunches. • All pupils in Year 1 will be given a school packed lunch, in line with entitlement to Universal Free School Meals – no packed lunches from home. • Year 6 pupils can bring in their own packed lunch, or request a school packed lunch. If they are bringing in food from home, then this will be stored safely in the allocated classroom. • Lunches will be delivered to classrooms by kitchen staff – and left on tables outside. • Pupils to eat lunches in their allocated classrooms. • Waste left in bag outside classroom – collected by midday meals staff. 	Daily
Out of school hours provision	<ul style="list-style-type: none"> • There will be no out of school provision (Breakfast Club, Fit For Sport or Clubs) before or after school during this period. • No child can be on site after the last group leaves at 1:30 pm. We must stress the importance of parents/carers being prompt to ensure the health and safety of all. 	Monthly
First Aid	<ul style="list-style-type: none"> • First aid equipment (including inhalers and epi-pens) distributed to each classroom to ensure that pupils can receive basic first aid without needing to leave their Cluster. • Accident forms in each classroom to be completed in event of any first aid • In case of emergency, staff member to use mobile phone or radio to call the school office number or a member of SLT and await advice. 	Daily
Social Distancing of Parents	<ul style="list-style-type: none"> • Each Year Group Cluster will be timetabled with a staggered arrival/departure from school to enable maximum social distancing. • Parents/Carers encouraged to arrive no more than 5-minutes before allocated drop-off and pick-up time, and to leave the school gate immediately to reduce the risk of any gatherings. • Only one parent/carer can be at the allocated gate at pick up/drop off times. • No parents will be allowed on site, except to collect their child for a medical/behaviour emergency. • Where possible parents are encouraged to travel to school by foot, scooter or bicycle, and avoid using cars or public transport. • Cones put on school zig-zags to reduce parking and encourage active travel. • Parents updated by email on guidelines, with posters and verbal reminders used to reinforce the message. 	Weekly



Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • SLT to use Government and RBKC PPE (personal protective equipment) guidance to determine when masks/aprons/face protection/gloves are required. • Staff involved in intimate care to work in pairs and use PPE as directed by RBKC guidance. • Staff working with vulnerable pupils where social distancing is more challenging must wear PPE. • Where guidance requires staff to use PPE, an adequate supply will be provided, with instructions on how to use and dispose of this safely. • For further information, refer to Government and RBKC School Guidance on use of PPE. 	Daily
Symptoms of Covid-19	<ul style="list-style-type: none"> • Anyone with any symptoms of Covid-19 at home must not enter the building, see: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/ • Anyone with any symptoms of Covid-19 at home must inform the school immediately by telephone so that interim actions can be taken. • Anyone with any symptoms of Covid-19 at home must go for testing and inform the school of the result. • If anyone develops symptoms of Covid-19 during the day they must go immediately to the allocated isolation room. (Ground Floor Year 4 Leprechaun). • If a pupil has developed symptoms during the day, they must be collected immediately by parents and taken for testing. • If an adult has developed symptoms during the day, they must leave the site immediately and go for testing. • Adults and pupils who have been in contact with an individual who has developed Covid-19 symptoms must go home as soon as is practicable and go for testing. • If an individual has tested positive for Covid-19 they should self-isolate for 7 days, and their household, must self-isolate for 14 days, and inform the school. • When an individual has tested positive, the rest of the Year Group Cluster should be sent home and advised to self-isolate for 14 days. • If an individual has tested negative for Covid-19 they can return to school. • For further guidance, please refer to Government guidance: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june 	Daily
Visitors	<ul style="list-style-type: none"> • All non-essential visits will be cancelled. 	Weekly



	<ul style="list-style-type: none"> Any unexpected visitors attending the building will be kept in the contained Office area until the school has confirmed their visit is essential. All visitors advised of health and safety procedures and made aware of hand-washing, sanitising and areas which should not be entered. Plastic screen in Office Reception to protect office staff. Any visitors will be signed-in manually by office staff. Visitors will not interact with any Year Group Clusters. Contractors will be asked to share their risk assessment with the school before accessing the site. Parents not permitted to drop off items during the day – school will provide a checklist of essential items for all children. 	
Catering Staff & Cleaners	<ul style="list-style-type: none"> Catering & Cleaners have provided their risk assessment with the school before accessing the site, appropriate social distances measures are in place. 	Weekly
Safeguarding	<ul style="list-style-type: none"> Updated safeguarding policy incorporates impact of Covid-19 pandemic. Staff made aware of updated safeguarding protocols for pupils and staff both in school and outside school. Any safeguarding concerns should be reported using the set school procedures. Emergency mobile number shared with staff in case of urgent safeguarding concerns. Allocated Designated Safeguarding Lead or Deputy (DSL) on site each day. 	Daily
Fire Evacuation	<ul style="list-style-type: none"> In event of a fire alarm, school follows normal evacuation procedure. School to assemble at assembly point in Clusters, avoiding any mixing if at all possible. 	
Mental Health	<ul style="list-style-type: none"> Staff will be given resources and signposted to local services which are available to support mental health. Staff should immediately speak to a member of SLT if they have any concerns. Planning of sessions for pupils incorporates PSHE sessions which will address the potential impact of Covid-19 pandemic. School closed from 2:00 p.m. to allow staff planning and preparation time, as well as additional space to allow for protecting mental health 	Daily

