



Preventative Control	Key Actions	Review Date
<p><b>PREVENTION</b>  <b>Face Coverings</b>  <b>2. Where recommended, use of face coverings in schools.</b></p>	<ul style="list-style-type: none"> <li>• The Government is not recommending universal use of face coverings in all schools.</li> <li>• Primary school children will not need to wear a face covering.</li> <li>• However, in areas outside of classrooms where social distancing is not possible staff and visitors will be required to wear face coverings. For example, the staffroom.</li> <li>• All visitors will be required to wear a face covering.</li> <li>• Due to the control measures in place such as consistent bubbles, face coverings are not necessary in the classroom.</li> <li>• Some individuals are exempt from wearing face coverings: a) those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability. b) those who speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</li> <li>• The school will keep a small supply of face coverings for those who are struggling to access a face covering, or where they are unable to use their face covering due to having forgotten.</li> <li>• A set procedure is followed for removing face coverings for those who arrive at school wearing them. See <b>School Operations</b> below.</li> <li>• Pupils must not touch the front of their face covering during use or when removing it.</li> <li>• All temporary coverings should be disposed of in a 'black bag' waste bin, not a recycling bin.</li> <li>• <b>Further guidance on face coverings</b>  <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> </ul>	
<p><b>PREVENTION</b>  <b>Hand-washing</b>  <b>3. Clean hands thoroughly more often than usual.</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Hand washing facilities with soap and water in place in classrooms, and all toilets.</li> <li>• Guidance for effective hand washing shared with staff and pupils: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Stringent hand washing promoted by all staff to pupils regularly.</li> </ul>	Daily



	<ul style="list-style-type: none"> <li>• Paper towels provided to dry hands in all staff toilets with pedal bins provided to dispose of these safely.</li> <li>• Non-contact hand dryers provided in all pupil toilets.</li> <li>• Soap, paper towels and bins to be renewed/emptied daily by cleaners – monitored by the Site Manager.</li> <li>• 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 with running water and soap and dry them thoroughly; or use an alcohol hand rub/sanitiser ensuring that all parts of the hands are covered).</li> <li>• Pupils should adhere to the following hand washing routine on a daily basis: clean hands on arrival at the setting, after an outdoor session, when they change rooms, after visiting the toilet, after sneezing or coughing and both before and after eating.</li> </ul>	
<p><b>PREVENTION</b>  <b>Sneezing, Coughing</b>  <b>4. Ensure good respiratory hygiene</b></p>	<ul style="list-style-type: none"> <li>• Boxes of tissues and lidded bins with bin bags provided in all rooms.</li> <li>• All staff to remind pupils to catch coughs and sneezes in tissues or their elbow. Hand washing should always follow.</li> <li>• ‘Catch it, Bin it, Kill it’ posters displayed around the school</li> <li>• All staff to remind pupils to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>• Pupils should be told to cover their mouth and nose with disposable tissues when they cough or sneeze. If not available then they should sneeze into the crook of their elbow, not into their hands.</li> <li>• Bins to be emptied daily by cleaners, contents double bagged and replaced with new bin bag – monitored by Site Manager.</li> </ul>	Daily
<p><b>PREVENTION</b>  <b>Cleaning</b>  <b>5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</b></p>	<ul style="list-style-type: none"> <li>• Daily clean of entire building by cleaners after school from 17:30 (including all surfaces cleaned with anti-bacterial product, toilets disinfected, floors cleaned).</li> <li>• Cleaner to attend site from 11:30 to provide additional clean of toilets, door handles and other high contact areas.</li> <li>• Disposable mops and cloths should be used.</li> <li>• 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.</li> <li>• Site Manager to assess cleanliness of school building through the day and provide responsive cleaning if required.</li> </ul>	Daily



	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff room will have a one-way system where distance between individuals is maintained. All staff should bring their own safety cups and food items that do not require re-heating or cooking. The water heater and kettles will be available for use. Surfaces should be wiped with anti-bacterial spray after use. Staff will not be able to gather in the staff room so that the year group bubbles can be maintained and so reduce the risk of transmission.</li> <li>• Rigorous checks will be carried out by SLT to ensure that the necessary procedures are being followed.</li> </ul> <p><b><u>Incredible Years</u></b></p> <ul style="list-style-type: none"> <li>• Unnecessary soft furnishings should be removed and stored for use later in the year. Those that are in use should be cleaned on a daily basis.</li> <li>• Dressing up clothes. Pupils to have an outfit for a couple of days – it should then be washed/steam cleaned before it is handed out once again.</li> <li>• Learning aids and small world play equipment should be cleaned between groups (water and disinfectant and left overnight to dry).</li> <li>• Malleable resources, such as play dough, should not be shared between groups.</li> <li>• Outdoor equipment and toys should be cleaned between groups. Jet wash and disinfectant to be used.</li> </ul>	
<p><b>Ventilation</b></p>	<ul style="list-style-type: none"> <li>• All indoor areas used must be ventilated adequately, with windows opened.</li> <li>• 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.</li> <li>• Year group bubbles from Years 2 – 6 will have no more than 2 classes (maximum of 60 pupils at full capacity). Each bubble will have access to the outdoor area twice a day. These Bubbles are all based in the main building.</li> <li>• Reception and Year 1 are now a mixed year group which will consist of 3 classes. These 3 classes will form 1 bubble with a maximum of 70 pupils. The Nursery currently has 1 class of 22 which will form 1 bubble with a maximum of 39 pupils. These bubbles are all based in the Incredible Years Building and will have access throughout the day to a designated outdoor Incredible Years play/learning space. This is all totally separate from the main Building.</li> </ul>	<p>Daily</p>



<b>School Workforce</b>	<ul style="list-style-type: none"><li>• All staff deployed to work with year group bubbles.</li><li>• Staff who are not with bubbles (e.g. office staff) to maintain social distancing.</li><li>• Hands are to be washed after handling all deliveries or waste materials.</li><li>• Whole-staff updates to be provided through email, and Zoom, no in-person staff meetings will be held.</li><li>• Essential face to face meetings will be conducted in large enough areas to maintain 2m distancing. Staggered breaks will be in place to enable social distancing.</li><li>• Staff encouraged to avoid public transport at peak times, in line with government guidance, where possible walking or cycling.</li><li>• Where public transport is used, Staff must wear a face covering. The following guidance should be used <a href="#">safer travel guidance for passengers</a>.</li><li>• RBKC parking exemption will end on 28.09.20.</li><li>• Staff asked to arrive no earlier than 07:30am.</li><li>• Staff asked to leave the premises by 17:30 to enable cleaning schedule to be implemented.</li><li>• Staff who are confirmed as Clinically Extremely Vulnerable and received a letter advising them to shield can return to work from 1<sup>st</sup> August as long as they maintain social distancing. Where possible, remote working will be discussed alongside roles in school where it is possible to maintain social distancing.</li><li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li><li>• Staff who are classified as Clinically Vulnerable who are at higher risk of severe illness have been advised to take extra care in observing 2 metre social distancing and with hand hygiene. This includes pregnant women. The school will support this and discuss each case on an individual basis and additional measures will be implemented.</li><li>• The way that staff are deployed in the Autumn Term will alter to ensure that all pupils can be welcomed back. Any changes will be discussed with the relevant staff members.</li><li>• Staff will remain in their allocated year group bubbles at all times.</li><li>• Staff working with younger children should avoid close face to face contact and minimise time spent within 1 metre of anyone.</li><li>• Peripatetic teachers (violin, cello and orchestra) will operate remotely for the first month.</li></ul>	Daily
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	<ul style="list-style-type: none"> <li>• Specialists, therapist, clinicians and other support staff for pupils with SEND will provide interventions as usual. Individual RA will be completed for this group.</li> <li>• Existing volunteers will be allocated to a year group bubble; e.g. reading support.</li> <li>• Staff organisation will be reviewed on a monthly basis.</li> <li>• Staff will need to be available to work in school from the start of the Autumn Term.</li> <li>• Rigorous checks will be carried out by SLT to ensure that the necessary procedures are being followed.</li> </ul>	
<p><b>PREVENTION</b>  <b>Social Distancing of Pupils</b>  <b>6. minimise contact between individuals and maintain social distancing wherever possible.</b></p>	<ul style="list-style-type: none"> <li>• Year group bubbles will each have a timetable with a staggered arrival/departure from school to enable maximum social distancing.</li> <li>• Any adaptations to these times will only be made for exceptional circumstances agreed by the Head Teacher.</li> <li>• Each bubble will access the outdoor areas at different times to ensure they do not mix.</li> <li>• Years 6 to 3 will have their break on the back sports pitch, which will be zoned. There will be a staff led circuit activity, ball skills and quiet area. Pupils will have a zone allocated to them on a daily basis; no more than 20 pupils in each zone; each year group will have an allocated bag of balls which should be cleaned after use and not shared with other bubbles.</li> <li>• Year 2 will have their break on the front playground with half in front of the Pod, the other half behind playing an organised game.</li> <li>• No contact sports will be allowed.</li> <li>• Any other equipment must be thoroughly cleaned after use.</li> <li>• Staff members assigned to each year group will take pupils for break.</li> <li>• All staff deployed to work with consistent year group bubbles, with changes minimised.</li> <li>• Staggered morning and lunch breaks will be in place to ensure year group bubbles remain separate.</li> <li>• Adventure area with play apparatus will be out of bounds and appropriately secured.</li> <li>• Desks within each classroom will be arranged so that pupils sit side by side and are facing forward.</li> <li>• When in classrooms, pupils should remain at a desk. If this desk changes due to focus groups, then the desk should be disinfected using the spray and cloth available in each class.</li> <li>• Equipment allocated individually and left on individual pupil tables throughout the day – no sharing allowed – and sterilised if necessary.</li> <li>• 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.</li> </ul>	<p>Daily</p>



	<ul style="list-style-type: none"> <li>• Pupils are required to maintain social distancing wherever possible round the classroom and outside.</li> <li>• One-way circulation system implemented within the building (corridors and stairwells will be suitably marked) to avoid creating busy corridors, entrances and exits.</li> <li>• Pupils only allowed to leave the classroom and go to the toilet one at a time. All pupils will be educated on how to use the toilet facilities safely, including no more than two waiting outside until vacant and using assigned year group cubicles.</li> <li>• Communal water fountains will be out of action. It will be necessary for the Site Manager to routinely flush water through to maintain the Legionella action plan.</li> <li>• Pupils to bring in their own water bottles or cup which should remain on their desks.</li> <li>• All lessons carefully planned with social distancing in mind.</li> <li>• The Sports Learning Mentor will take outdoor PE sessions with children from Years 2-4. They should attempt to maintain a 2 metre distance from pupils and other staff as much as they can.</li> <li>• PE equipment that is shared between bubbles should be cleaned meticulously, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).</li> <li>• It is recognised that younger children will not be able to maintain social distancing; therefore, the Incredible Years (N, R and Year 1) will not distance within their year group bubbles.</li> <li>• Any pupils with separation anxiety when leaving parents will need to return home until pupil is comfortable and ready to return to school.</li> <li>• Some pupils with SEND will need specific help and preparation for the new routines. The Pastoral Deputy Head will manage these plans.</li> <li>• 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.</li> </ul>	
<p><b>Behaviour</b></p>	<ul style="list-style-type: none"> <li>• 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"> <li>○ adhering to the new arrivals and departures routines;</li> <li>○ following the hygiene and sanitation rules;</li> <li>○ following instructions about moving around school;</li> <li>○ following the set guidelines on socialising;</li> <li>○ following the guidelines around the use of equipment;</li> </ul> </li> </ul>	



	<ul style="list-style-type: none"> <li>○ pupils not to bring any additional belongings (except packed lunch and a cup/water bottle) into school.</li> <li>○ 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.</li> </ul>	
<b>Registration</b>	<ul style="list-style-type: none"> <li>● Registers will be completed in the usual way using SIMs.</li> <li>● School Absence Procedures will be adhered to.</li> <li>● Late pupils will not be admitted – they must return home. Individual exceptions for some pupils with SEND.</li> <li>● Pupils going for medical appointments will not be readmitted.</li> <li>● Pupils must be collected on time at their designated gate – the school cannot supervise children who have not been collected on time.</li> <li>● 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.</li> <li>● Staff are only allowed to leave the premises during the day with the permission of the Head Teacher.</li> <li>● All staff must have vacated the premises by 17:30 to enable cleaning to commence.</li> </ul>	
<b>Lunch</b>	<ul style="list-style-type: none"> <li>● Cold lunches will be served for September, when the situation will be reviewed. Pupils will be offered a variety of cold salads and fruit based puddings.</li> <li>● All pupils in Year R, Years 1 and 2 will be given a cold lunch, in line with entitlement to Universal Free School Meals – no packed lunches from home. Individual exceptions for some pupils with dietary needs or a Health Care Plan.</li> <li>● Years 3 to 6 can bring in their own packed lunch, or request a school cold lunch. If they are bringing in food from home, then this will be stored safely in the allocated classroom. Packed lunch contents must be in line with our Healthy Packed Lunch Guidelines.</li> <li>● Each Year Group Bubble consists of two classes. They will alternate eating their lunches in a classroom and the lunch hall on a daily basis. Year 6 have three classes, so two classes will always eat in the lunch hall with the remaining class using an allocated classroom. The appropriate number of lunches will be delivered to classrooms by kitchen staff – and left on tables outside.</li> <li>● Classroom - Waste left in bag outside and then collected by midday meals staff. Tables to be thoroughly sanitised after use.</li> </ul>	Daily



	<ul style="list-style-type: none"> <li>Lunch hall – Waste left in bag in the hall and disposed of at end of service. Tables to be thoroughly sanitised after use.</li> </ul>	
<b>Out of school hours provision</b>	<ul style="list-style-type: none"> <li>There will be no out of school provision (Breakfast Club, Fit For Sport or Clubs) before or after school for the first half of the Autumn Term, when it will then be reviewed.</li> <li>Fit for Sport have currently postponed their service and will review the situation with the school, before Autumn half term.</li> <li>Until after school provision has been reviewed, no child can be on site after the last year group leaves at 15:00 pm. We must stress the importance of parents/carers being prompt to ensure the health and safety of all.</li> </ul>	Monthly
<b>First Aid</b>	<ul style="list-style-type: none"> <li>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 Group.</li> <li>Accident forms in each classroom to be completed in event of any first aid</li> <li>In case of emergency, staff member to use radio to call the school office or a member of SLT and await advice.</li> <li>It is accepted that 2m distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</li> </ul>	Daily
<b>Social Distancing of Parents</b>	<ul style="list-style-type: none"> <li>Each year group bubble will be timetabled with a staggered arrival/departure from school to enable maximum social distancing.</li> <li>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.</li> <li>Only one parent/carer can be at the allocated gate at pick up/drop off times.</li> <li>No parents will be allowed on site, except to collect their child for a medical/behaviour emergency.</li> <li>Where possible parents are encouraged to travel to school by foot, scooter or bicycle, and avoid using cars or public transport.</li> <li>Cones put on school zig-zags to reduce parking and encourage active travel.</li> <li>Parents updated by email on guidelines, with posters and verbal reminders used to reinforce the message.</li> </ul>	Weekly
<b>PREVENTION</b> <b>7. Personal Protective Equipment (PPE)</b>	<ul style="list-style-type: none"> <li>SLT to use Government and RBKC PPE (personal protective equipment) guidance to determine when masks/aprons/face protection/gloves are required.</li> <li>Staff involved in intimate care to work in pairs and use PPE as directed by RBKC guidance.</li> </ul>	Daily





<p><b>Where necessary, wear appropriate personal protective equipment (PPE)</b></p>	<ul style="list-style-type: none"> <li>• PPE to be worn where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained.</li> <li>• Where guidance requires staff to use PPE, an adequate supply will be provided, with instructions on how to use and dispose of this safely.</li> <li>• For further information, refer to Government and RBKC School Guidance on use and disposal of PPE. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>	
<p><b>PREVENTION</b>  <b>Symptoms of Covid-19</b>  <b>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID - 19) symptoms, or who have someone in their household who does, do not attend school.</b></p>	<ul style="list-style-type: none"> <li>• Anyone who experiences any symptoms of Covid-19 at home, or who has tested positive in the last 10 days, or has someone in their household who does, must not enter the building, see: <a href="#">coronavirus (COVID-19) symptoms</a>,</li> <li>• Anyone with any symptoms of Covid-19 at home must inform the school immediately by telephone so that interim actions can be taken.</li> <li>• Anyone with any symptoms of Covid-19 at home must arrange for a test and inform the school of the result.</li> <li>• If anyone develops symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) of Covid-19 during the day they must be sent home and advised to follow <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>?, which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>• If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop the symptoms.</li> <li>• If a pupil has developed symptoms during the day, they must go immediately to the isolation room (Ground Floor Library) and a window opened for ventilation. They should use a separate toilet which must be cleaned and disinfected before being used by anyone else. PPE must be worn by staff caring for the child if a distance of 2 metres cannot be maintained. The child should be collected immediately by parents who should <a href="#">arrange to have a test</a>.</li> <li>• if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus</li> </ul>	<p>Daily</p>



	<p>themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> <li>• If a parent or guardian of a child with symptoms insists that their child attends school, then the school will take the decision to refuse the child, <b><i>if it is in their reasonable judgement that this is necessary to protect pupils and staff from possible coronavirus infection.</i></b></li> <li>• Any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace. However, they 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. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</li> </ul>	
<p><b>Response to any infection</b>  <b>8. Engage with the NHS Test and Trace process.</b>  <b>9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</b>  <b>10. Contain any outbreak by following local health protection team advice.</b></p>	<p><b>Engage with the NHS Test and Trace process – Schools must ensure that staff members and parents/carers understand that they will need to:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> 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</li> <li>• 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 &amp; Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a></li> <li>• Parents and staff should inform us immediately of the results of a test. We will not request evidence of negative test results.</li> <li>• If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.</li> </ul>	



	<ul style="list-style-type: none"> <li>• if someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> <li>• The local health protection team <a href="#">Public Health England health protection team</a>. will be contacted when someone who has attended school has tested positive for coronavirus (COVID-19).</li> <li>• The health protection team will provide definitive advice on who must be sent home. A record of pupils and staff in each group, and any close contact (face to face contact within one metre; unprotected physical contact; extended close contact – within 1 to 2 metres for more than 15 minutes) that takes places between children and staff in different groups, will be kept.</li> <li>• Two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, could mean that there is an outbreak. The local health protection team will manage this.</li> <li>• For individuals or groups of self-isolating pupils, remote education plans using Seesaw will be implemented.</li> </ul>	
<p><b>School Operations</b></p>	<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>• Parents, staff and pupils are encouraged to walk or cycle to school if at all possible.</li> <li>• Staff/Parents must wear a face covering on public transport. The following guidance should be used. <a href="#">safer travel guidance for passengers</a>.</li> <li>• The Traveller ‘walking bus’ will operate on a daily basis from 08:15. On route, pupils should maintain a 1 metre distance. Once they arrive on site, hand washing will be compulsory. Pupils should then immediately attend their year group bubbles. The Traveller Learning Mentor will need to maintain a 2 metre distance.</li> <li>• Staff and pupils who arrive at school wearing face coverings should wash their hands immediately on arrival and dispose of temporary face coverings in a covered bin, or place reusable face coverings in a plastic bag. Hands should be washed again before heading to their classroom.</li> </ul>	



	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• schools' responsibilities to record attendance and follow up absence</li> <li>• the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</li> <li>• Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self-isolation or family isolation, the absence will not be penalised</li> <li>• Support will be implemented for those families who are reluctant or anxious about returning, this may include those who have been previously shielding and disadvantaged/vulnerable children. Once pupils have been identified then plans for re-engaging them will be developed.</li> </ul>	
<p><b>Visitors</b></p>	<ul style="list-style-type: none"> <li>• All non-essential visits will be cancelled.</li> <li>• All visitors will be required to wear a face covering.</li> <li>• Any unexpected visitors attending the building will be kept in the contained Office area until the school has confirmed their visit is essential.</li> <li>• All visitors advised of health and safety procedures and made aware of hand-washing, sanitising and areas which should not be entered.</li> <li>• Plastic screen in Office Reception to protect office staff.</li> <li>• Any visitors will be signed-in manually by office staff.</li> <li>• A record should be kept of all visitors.</li> <li>• Visitors will not interact with any year group bubbles.</li> <li>• Contractors will be asked to share their risk assessment with the school before accessing the site.</li> <li>• Parents not permitted to drop off items during the day – school will provide a checklist of essential items for all children.</li> </ul>	<p>Weekly</p>
<p><b>Catering Staff &amp; Cleaners</b></p>	<ul style="list-style-type: none"> <li>• Catering &amp; Cleaners have provided their risk assessment with the school before accessing the site, appropriate social distances measures are in place.</li> </ul>	<p>Weekly</p>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• Updated safeguarding policy incorporates impact of Covid-19 pandemic.</li> <li>• Staff made aware of updated safeguarding protocols for pupils and staff both in school and outside school.</li> </ul>	<p>Daily</p>



	<ul style="list-style-type: none"> <li>• Any safeguarding concerns should be reported using the set school procedures.</li> <li>• Emergency mobile number shared with staff in case of urgent safeguarding concerns.</li> <li>• Allocated Designated Safeguarding Lead or Deputy (DSL) on site each day.</li> </ul>	
<b>Fire Evacuation</b>	<ul style="list-style-type: none"> <li>• In event of a fire alarm, school follows normal evacuation procedure.</li> <li>• School to assemble at assembly point in year group bubbles, avoiding any mixing if at all possible.</li> </ul>	
<b>Mental Health</b>	<ul style="list-style-type: none"> <li>• Staff will be given resources and signposted to local services which are available to support mental health.</li> <li>• Staff should immediately speak to a member of SLT if they have any concerns.</li> <li>• Staff who are anxious about returning to school will be provided with additional support.</li> <li>• Planning of sessions for pupils incorporates PSHE sessions which will address the potential impact of Covid-19 pandemic.</li> <li>• Staggered start and end of day timings will support the gradual reintegration of all pupils. Planning, preparation and assessment time will be timetabled by using existing staff; no supply teachers will be on site. Years 5 and 6 staff will have their PPA on a Friday afternoon from 13:00 onwards.</li> </ul>	Daily

***This risk assessment will be reviewed regularly to ensure it is current and effective  
During term time, an incident log is kept on a weekly basis.***