



Preventative Control	Key Actions	Review Date
<p><b>PREVENTION</b>  <b>Face Coverings</b>                      2. Ensure face coverings are used in recommended circumstances.</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>• <i>'In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.'</i></li> <li>• All visitors will be required to wear a face covering. They will be required to put this on before coming onto the premises. Visitors without facemasks will be provided with one on the gate.</li> <li>• Due to the control measures in place such as consistent bubbles, face coverings are not necessary in the classroom.</li> <li>• On occasions, it may be necessary for staff members working with particular children, or in particular areas, to wear face shields, these will be provided by the school. Currently face shields must be worn in the sensory room. Face shields must always be cleaned appropriately.</li> <li>• Face visors or shields should not be worn as an alternative to face coverings.</li> <li>• Staff are required to wear face coverings at the school gates for drop off and pick up times scheduled throughout the school day. When talking to parents, staff should attempt to maintain a 2 metre distance from parents/carers as much as they can.</li> <li>• All staff working in the lunch hall must wear a face covering and gloves. Close face to face contact with pupils should be avoided and time spent within 1 metre of anyone must be minimised.</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 children 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>• Place reusable face coverings in a plastic bag they can take home with them.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Wash their hands again before heading to their classroom.</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. Ensure everyone is advised to clean their hands thoroughly and 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> <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>	Daily
<p><b>PREVENTION</b>  <b>Sneezing, Coughing</b>  <b>4. Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.</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. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</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><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>• The Staff Room has a one-way system where distance between individuals is maintained. All staff should bring their own safety cups to use on a daily basis. The water heater, kettles, microwave and fridges are available for use. Surfaces must be wiped with anti-bacterial spray after each use. Staff will not be able to gather in the staff room so that the year group bubbles can be maintained and reduce the risk of transmission. Face masks must be worn whilst using the facilities in the staffroom.</li><li>• The Staff Room will be used for group teaching between 10:30 and 11:00, therefore during this time no staff should access this area. Hot drinks can be made in the Art Room. The Year 4 staff should use the cookery room whilst this arrangement is in place.</li><li>• The Sensory Room will be timetabled for use. Nursery bubble in the mornings, cleaning in the middle of the day and then a different bubble in the afternoon. The room will also be cleaned every evening. A timetable will be set up and shared with staff. This will be reviewed on a weekly basis.</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. Those that are in use should be cleaned on a daily basis.</li></ul>	<p>Daily</p>
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	<ul style="list-style-type: none"> <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> <li>• A set of solid outdoor space dividers keep the Nursery and R/Year 1 Bubbles separate.</li> <li>• Cabin – The Incredible Years – Staff from Year 1 / Reception Bubble, will have access to the Cabin in the Nature Garden so they have a space to eat their lunch. No more than three people should be in the cabin at any one time; the area can be used for 15 minutes with a window or the door open to enable the air to circulate. This should be followed by a 15-minute break when all windows should be opened to enable the air to circulate. After use surfaces must be wiped down with anti-bacterial spray; rubbish should be disposed of in the main building.</li> </ul> <p><b>ICT Suites</b></p> <ul style="list-style-type: none"> <li>• <b>This resource will be out of action due to renovation of the top floor.</b></li> <li>• The ICT Suite will reopen from 02.11.20. A rota system will be applied with year groups being allocated a week, which will operate as follows: 4 days use (M, T, W, T) and then 3 days (72 hours) quarantine (Fri, Sat, Sun).</li> <li>• Keyboards, mice and screens must be cleaned in between sessions using the sprays and cloths in the ICT Suite.</li> <li>• Year Group change over day will be Monday. A timetable for use has been saved in the staff drive: staff\timetables\timetables 2020-2021</li> </ul>	
<p><b>7. PREVENTION</b>  <b>Ventilation</b>  <b>'Keep occupied spaces well ventilated'.</b></p>	<ul style="list-style-type: none"> <li>• <b><i>'Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area'.</i></b></li> <li>• All indoor areas used must be ventilated adequately, with windows opened.</li> <li>• When possible, internal doors should be opened to assist with creating a throughput of air.</li> <li>• High level windows should be opened in preference to low level, to prevent draughts.</li> <li>• Ventilation should be increased while spaces are unoccupied.</li> </ul>	<p>Daily</p>



	<ul style="list-style-type: none"> <li>• Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</li> <li>• In Winter months, flexibility is provided to allow additional, suitable indoor clothing to be worn.</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 24 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>	
<b>School Workforce</b>	<ul style="list-style-type: none"> <li>• <b><i>'All staff must follow the system of controls to minimise the risks of transmission. Following the system of controls will reduce the risks to all staff significantly'.</i></b></li> <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 is continuing with a review date of 01.04.21 when it will be reviewed.</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> </ul>	Daily



	<ul style="list-style-type: none"> <li>• <i>'CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is <a href="#">guidance for everyone in this group</a>. It provides advice on what additional measures individuals in this group can take.'</i></li> <li>• <i>'Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.'</i></li> <li>• <i>'The shielding guidance is reviewed regularly. CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance'</i></li> <li>• <i>'CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Pregnant women are considered CV.'</i></li> <li>• <i>'Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.'</i></li> <li>• 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 will be under constant review, depending on the need identified across the school. Year Group Bubbles will remain consistent. 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>• Skin to skin contact between adults and between adults and children outside of their respective bubbles should be avoided. If necessary, disposable gloves should be worn.</li> <li>• Specialists, therapist, clinicians and other support staff for pupils with SEND will provide interventions as usual. Individual RA or sections of the main RA will be completed for this group.</li> <li>• Existing volunteers will be allocated to a year group bubble; e.g. reading support. It is important that they are properly supported.</li> <li>• Staff organisation will be reviewed on a monthly basis.</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. consider how to</b>  <b>minimise contact across the</b></p>	<ul style="list-style-type: none"> <li>• All adults should maintain 2 metre distance from each other and from children. This is not possible for younger children, so subsequently separate arrangements are in place for the Incredible Years. (N, R &amp; Yr 1). Nevertheless, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> </ul>	<p>Daily</p>



<p><b>site 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>• Parents/carers are asked not to gather at the school gates and to wear face masks at drop off and pick up times.</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. Outdoor playground equipment should be more frequently cleaned than normal.</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>• 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 remain out of bounds and be 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><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>• Year 4 will have access to the side stairwell to use as an entrance and exit.</li></ul>	
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	<ul style="list-style-type: none"> <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 Inclusion Team 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.</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> <li>○ pupils not to bring any additional belongings (except packed lunch and a cup/water bottle) into school.</li> <li>○ Pupils who are unable to follow our Behaviour Policy and subsequently pose a health and safety risk to others, will receive a timeout in their parallel class for the rest of the day. Year 2 – pupils</li> </ul> </li> </ul>	





	<p>will be supervised in the Year 2/3 additional classroom. Parents/Carers will be immediately informed.</p>	
<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 immediately admitted. They will be required to wait with their Parents/Carers at their allocated gate until there is a suitable time when they can be admitted without crossing any other year group bubble.</li> <li>• Individual arrangements are made for children with additional needs / 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 able to leave the premises during the day, but must wear a face mask and follow the sanitation rules on their return.</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>• Hot lunches will be reintroduced from Monday 8<sup>th</sup> March.</li> <li>• All pupils in Reception, Years 1 and 2 will be offered a hot lunch, in line with entitlement to Universal Free School Meals – packed lunches from home will be actively discouraged except for some pupils with dietary needs or a Health Care Plan, where exceptions will be applied.</li> <li>• Years 3 to 6 can bring in their own packed lunch, or request a school hot 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, with the exception of Year 2. The maximum number of pupils in a year group is 55. There are 9 circular tables in the lunch hall. Each table seats 8, but only 6 seats will be used. Year groups from Year 2 – 5 will each eat their lunches in the lunch hall; Year 6 are the largest year group and therefore one classroom (Phoenix) will also be used for packed lunch pupils. Phoenix class will eat their packed lunches in the classroom as they have the highest packed lunch numbers, although this may change.</li> <li>• Packed lunch 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> <li>• For Years 2 – 5 the adult who was allocated to serving and supporting the pupils in the classroom, will now move that support to the lunch hall where everyone will now be eating. For Year 6, the additional member of staff will need to supervise and support the packed lunch children in Phoenix class.</li> <li>• All staff working in the lunch hall must wear a face covering and gloves. Close face to face contact with pupils should be avoided and time spent within 1 metre of anyone must be minimised; 2 metre social distancing should be observed.</li> <li>• Skin to skin contact between adults and between adults and children outside of their respective bubbles should be avoided. Disposable gloves should be worn.</li> <li>• Incredible Years – Gremlin, Unicorn and Elf classes all eat school lunches and packed lunches in the spare classroom with staggered timings. Pixie Class will eat in the Nursery learning space. The school has purchased hot boxes and all the necessary equipment to enable the food to be safely and efficiently served. The food will be collected at 11:20 and carried down the kitchen stairs by three school members of staff. They will be required to wear facemasks and the door panels will be wiped down on exit. Wipe able table coverings will be used to enable spillages to be quickly removed. The dishwasher in the staff room will be used as a temporary measure to limit the amount of plates being washed in the main kitchen. This system will be closely monitored to ensure that the service functions well.</li> </ul>	
<p><b>Music Provision</b></p>	<ul style="list-style-type: none"> <li>• Violin and Cello lessons will start on Monday 8<sup>th</sup> March.</li> <li>• Peripatetic teachers will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</li> <li>• To reduce the number of groups taught, violin and cello lessons will be provided for a specified Year Group Bubble on a half termly rotation. This Year Group may be different for violin and cello.</li> <li>• For Spring 2: Year 4 will have the opportunity to receive violin tuition; Cello will be introduced to Year 3.</li> <li>• Peripatetic staff should wear a face shield provided by the school.</li> <li>• Distancing requirements with each group taught, must be maintained.</li> <li>• Situations where distancing requirements are broken should be avoided.</li> </ul>	



	<ul style="list-style-type: none"> <li>• The maximum number of pupils in the music room is four. These pupils must be from the same Bubble; the staff member must maintain a strict two metre distance.</li> <li>• Sharing of instruments should be avoided.</li> <li>• If instruments and equipment need to be shared, then they will need to be disinfected after each individual use. This includes packing cases, handles, props, chairs, microphones and music stands.</li> <li>• The handling of music scores, parts and scripts must be limited to the individual using them.</li> <li>• The music room should be fully ventilated at all times. (the top floor is being renovated in the Summer Term, therefore music lessons will move at this time to the Community Art Room).</li> <li>• There should be a 15-minute gap between sessions. The music room door should be open during this period to enable fresh air to circulate the room.</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 Spring Term.</li> <li>• Fit for Sport have currently postponed their service and will review the situation with the school, in the Spring Term 21.</li> <li>• Until after school provision has been reviewed, no child can be on site after the last year group leaves at 15:00 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. Gloves must be worn.</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> </ul>	Weekly



	<ul style="list-style-type: none"> <li>• Where possible parents are encouraged to travel to school by foot, scooter or bicycle, and avoid using cars or public transport.</li> <li>• Gathering at the school entrance and otherwise coming onto the site is not allowed.</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>	
<p><b>PREVENTION</b>  <b>8. Personal Protective Equipment (PPE)</b>  <b>Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</b></p>	<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> <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>• More information on PPE use can be found in the following guidance <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></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>	Daily
<p><b>PREVENTION</b>  <b>9. Rapid Testing</b>  <b>Promote and engage in asymptomatic testing, where available.</b></p>	<ul style="list-style-type: none"> <li>• Rapid testing remains a vital part of the plan to suppress the virus. Schools should follow the guidance set out for their settings:             <ul style="list-style-type: none"> <li>• <a href="#">Primary schools, school-based nurseries and maintained nursery schools</a></li> </ul> </li> </ul>	Twice a week
<p><b>PREVENTION</b>  <b>Symptoms of Covid-19</b>  <b>1. Minimise contact with individuals who are required to self-isolate by</b></p>	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults must not come into the school if:             <ul style="list-style-type: none"> <li>• they have one or more <a href="#">coronavirus (COVID-19) symptoms</a></li> <li>• a member of their household (including someone in their <a href="#">support bubble</a> or <a href="#">childcare bubble</a> if they have one) has coronavirus (COVID-19) symptoms 9</li> <li>• they are required to <a href="#">quarantine having recently visited countries outside the Common Travel Area</a></li> </ul> </li> </ul>	Daily



**ensuring they do not attend the school.**

- they have had a positive test  
They must immediately cease to attend and not attend for at least 10 days from the day after:
  - the start of their symptoms
  - the test date if they did not have any symptoms but have had a positive test (whether this was a [Lateral Flow Device \(LFD\) or Polymerase Chain Reaction \(PCR\) test](#))
- Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on [NHS Test and Trace: how it works](#)
- If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), then we:
  - must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
  - advise them to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
  - advise them to [arrange to have a test](#) as soon as possible to see if they have coronavirus (COVID-19)
- Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a [Lateral Flow Device \(LFD\) or Polymerase Chain Reaction \(PCR\) test](#), and the next 10 full days. If a member of the household starts to display symptoms while selfisolating they will need to restart the 10 day isolation period and book a test.
- If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.
- In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.
- In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the

school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.

- If a pupil is awaiting collection:
  - they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required
  - a window should be opened for fresh air ventilation if it is safe to do so
  - if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people
  - if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else
  - personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the [safe working in education, childcare and children's social care settings guidance](#)
- In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.  
Public Health England (PHE) has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

**When an individual has had close contact with someone with coronavirus (COVID-19) symptoms**

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and [arrange to have a test](#))



	<ul style="list-style-type: none"> <li>• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)</li> <li>• they have tested positive from an LFD test as part of a community or worker programme</li> </ul> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"> <li>• If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.</li> </ul>	
<p><b>Response to any infection</b></p> <p><b>10. Promote and engage with the NHS Test and Trace process.</b></p> <p><b>11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.</b></p> <p><b>12. Contain any outbreak by following local health protection team advice.</b></p>	<p><b>Promote and engage with the NHS Test and Trace process.</b></p> <p>Staff members, parents and carers need to:</p> <ul style="list-style-type: none"> <li>• book a test if they or their child has symptoms - the main symptoms are: a high temperature a new continuous cough a loss or change to your sense of smell or taste</li> <li>• self-isolate immediately and not come to school if: they develop symptoms they have been in close contact with someone who tests positive for coronavirus (COVID-19) anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) they are required to do so having recently travelled from certain other countries they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation</li> <li>• provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> </ul>	



### **Polymerase Chain Reactions (PCR) tests for symptomatic testing Booking a polymerase chain reaction (PCR) test through 119**

- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet.
- Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.

### **NHS COVID-19 app**

- The app is available to anyone aged 16 and over to download if they choose. For some young people, particularly some with SEND, parents will need to decide whether their use of the app is appropriate.

### **Manage confirmed cases of coronavirus (COVID-19) amongst the school community.**

- If schools would like support on the action they should take to respond to a positive case, they can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by 24 calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on [the latest public health advice](#)
- The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual who tested positive. Close contact means:





- anyone who lives in the same household as someone with coronavirus (COVID19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
  - been within one metre for one minute or longer without face-to-face contact
  - sexual contacts
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane
- The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10-days from the day after contact with the individual tested positive should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:
  - 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 themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
  - if the test result is positive, they should inform their setting immediately, and should isolate for from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person first had symptoms and the next 10 full days, following [guidance for households with possible or confirmed coronavirus \(COVID19\) infection](#)



	<p><b>Contain any outbreak by following local health protection team advice.</b></p> <ul style="list-style-type: none"> <li>• If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and should call the dedicated advice service, who will escalate the issue to the PHE local health protection team where necessary and advise if additional action is required. They can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</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>• School attendance will be mandatory for all pupils from 8 March.</li> <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 ability 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> </ul>	



	<ul style="list-style-type: none"> <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>Contingency Planning for Remote Education</b></p> <ul style="list-style-type: none"> <li>• Where a class, group or a small number of pupils need to self-isolate, or local restrictions require pupils to remain at home, immediate remote education will be offered via Seesaw.</li> <li>• Remote education is high quality and safe, and aligns as closely as possible with in-school provision.</li> <li>• All pupils not physically unwell with coronavirus (COVID-19) but who are at home as a result of coronavirus (COVID-19) should have access to remote education by the next school day.</li> <li>• Full details of the educational offer are provided in the Remote Education Policy and on our <a href="#">website</a>.</li> </ul>	
<b>Visitors</b>	<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>	Weekly
<b>Catering Staff &amp; Cleaners</b>	<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>	Weekly



<b>Safeguarding</b>	<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> <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>	Daily
<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.***