

RETURN TO SCHOOL FOR ALL PUPILS - RISK PLANNING

DFE documents - links to documents

[Comply with Government Health and Safety Guidance](#) [DFE guidance for schools reopening](#)

[Updated from DFE advice 9th August 2020 – circulated to all staff and Governors as well](#)

[Updated on 28th October 2020 ready for return after half term.](#)

DFE reference	Implementation details	Communication to staff/ <i>to parents</i>	Person responsible
"It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups." From Government Guidance			
DFE guidance reference	Implementation details	Communication to staff/children/parents as appropriate	Person responsible and checking - who & how?
1. EYFS - For children in Early Years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.	Follow staff ratios for up to 30 children - 1 teacher and 1 TA where possible. Allow for access to a paediatric first aider.	Newsletter Emails Information discussed on tours	EYFS staff – LC to oversee
2. All groups should have no more than 30, TAs may take classes if teachers are not available (see Gov guidance)	We have enough bubbles to run groups up to 30, we have also looked at the need of the pupils to ensure consistency.	Through INSET day	Headteacher
3. Where possible, groups should not mix at break and lunch	Break and lunch times will be staggered in different zones to minimise the number of children outside, with clear demarcation so that children do not mix outside of their teaching groups.	Newsletter SLT meetings Staff meetings	Monitoring by SLT at playtimes

	Additional staff may be rotated in order to provide teaching staff with breaks.		
4. Children will come in to contact with the smallest number of adults possible	Groups may need to have more than one teacher for consistent PPA cover, not just one teacher depending on staffing but this should remain constant over their week timetable.	Newsletter Staff meetings Risk assessment INSET Day	Monitored by SLT
5. Ensure all staff have had training and guidance on new approaches and expectations	Audit the staff for an additional training that they might need at this point.	INSET day Staff meetings	INSET day HT and DHT
6. Ensure you have cleaning/ site staff available at the times you need	Three cleaners available. Bottle of disinfectant and hand sanitizer to be with adults in classrooms. Door handles, touch plates and toilets to be cleaned twice a day. Tables washed down at lunchtime. SE on site AM and cleaners lunch and after school	Staff meetings INSET day	HT/SBM
PHYSICAL SPACES			
7. Furniture	Government guidance advises forward facing desks, staff to maintain a distance from the children, and position themselves at the front of the classroom. Children to be seated side by side and facing forward as much as is possible . Unnecessary furniture to be removed from classrooms to enable adequate spacing. Designated space for TA so they are not exposed. PPE to be worn if working on a one to one.	Email Staff meetings Parent newsletter	Monitored by SLT
8. Ensure groups stay in one room or outside	All groups should stay in one room for their learning and, where there is a sickness from a staff member this should be replaced from TA/pastoral support/supply. Planning in as much outside time should be incorporated into lesson timetables following guidance in point 3.	INSET day Staff meetings	Monitored by SLT
9. PE timetabling	PE timetable should take place outside and may occur frequently, even daily. It must follow the guidance around social distancing of groups. Dance may be taught in the morning and any additional sessions must only happen if the hall has been cleaned (availability of staff is a concern) Use of equipment needs careful thought for cleaning. It will need to be cleaned by TA's after use in bucket of hot water or equivalent. Dance/Gym to be timetabled with cleaners.	INSET day Staff meetings Parent newsletter From observations of the teaching of PE	Monitored by PE coordinator Monitored by SLT

	When inclement weather arrives we will need to consider timetable flexibility for PE and activities. Hall can be used first thing by a class but will then need to be cleaned.		
10. Children's personal belongings	A tray containing each child's resources for learning will be positioned on their desk with pencil case, to reduce movement around classrooms. Trays can be in units if the trays are dispersed and children are sent individually to get out resources. Any shared resources within the bubble will be cleaned at the end of the day. Children will not be allowed to bring in personal resources from home (pencil cases etc) at this time.	INSET day Newsletter to parents Staff meetings	Monitored by SLT
11. Clear unnecessary furniture from classes to allow spacing	Potential to store in other areas.	INSET Day Tour of school	Monitored by Premises and SLT
12. Clear soft furnishings from classrooms	Staff will be briefed on this and SLT to ensure classrooms are clear. The areas in use are already clear of soft furnishings, the rooms not currently being used can be sorted and Jamaica could be used for storage	INSET Day	Monitored by SLT
13. Accessing rooms directly from outside where possible	Allow for adult and children access from outside. Visual signage on floors to give adults and children guidance. Spray paint to be replaced if needed. All classrooms are accessible from the outside. Where classrooms cannot be accessed from the outside, thought needs to be given to the route in to the school, markings on the floor for movement in corridors and a staggered entry and exit in the school day. See timetabling.	INSET Day Staff handbook	Monitored by SLT
14. Display signs reinforcing expectations and guidance	Displays should reinforce handwashing and be visual. Signs to go up in all areas that are consistent. System so teachers know that only one child has left the room. One child at a time to use toilets and others to wait at a social distance outside.	INSET day Staff meetings Tour of school	Monitored by Class teachers/TA and SLT
TIMETABLING			
15. Handwashing	All classes will have a rota for hand washing/hand sanitising which must be followed daily. If new objects are introduced, hands should be washed before and after touching them. Government DFE guidance states 'on arrival, at breaktime after play, before and after lunch and after food'. Oct 2020 - Handwashing must be continued and be timetabled by the class teacher.	INSET day Staff meetings In newsletter to parents	Monitored by class teachers/TAs Timetable monitored by SLT asking the children when they are handwashing

16. Good respiratory hygiene	<p>Catch it, bin it, kill it.</p> <p>Class teachers to remind children of expectations for good respiratory hygiene on their return to school and regularly reinforce these expectations. Posters to be displayed in classrooms. Cleaning spray and tissue to be available in each room, in order to wipe down surfaces if they are coughed or sneezed on. School uniforms to be worn from September and washed regularly. Continue to maintain all social distancing as much as possible.</p>	<p>INSET day</p> <p>Staff meetings</p> <p>In newsletter to parents</p>	<p>Monitored by class teachers/TAs</p> <p>Timetable monitored by SLT asking the children when they are handwashing</p>
17. Lunch	<p>Where possible, lunches will take place in classrooms to avoid cross contamination. Chartwells to deliver food at given time then leave. MMS/SLT/Additional staff to cover additional duties so that teachers can take a break during lunch time.</p> <p>Child to wipe down at the beginning of lunch then staff must ensure that tables and chairs are cleaned between sittings and going back to learning. Dinners served in middle of zone and MMS take to tables. At the end two containers, one for waste food and one for plates, cutlery etc. Chartwells to come back and collect. Lunch breaks moving to 45 minutes. MMS allocated to a bubble and remain there.</p> <p>Additional staff have been recruited and will start in Zone 2 and Zone 3 to help. SE to be redeployed when needed</p>	<p>INSET day</p> <p>Staff meetings</p> <p>In newsletter to parents</p>	<p>Monitored by class teachers/TAs</p> <p>Timetable monitored by SLT</p> <p>HT/DHT to be in zones to see the practise and ensure it is safe</p>
18. Ensure all children have option of free meal under UIFSM	<p>Make sure supplies and suppliers cater for the right number of children, expecting more in as time continues. Keep reviewing this weekly.</p>	<p>Meeting with Chartwells at the beginning of term and end of week update</p>	<p>HT/SBM/VR (office)</p>
19. PPE not needed unless routine care involves PPE, may have PPE in case of suspected infection	<p>For First-aid/routine care: Disposable clinical masks or dust masks to FFP1, Goggles, visors that are splash resistant. Disposable nitrile or vinyl gloves.</p> <p>For managing people with COVID-19 symptoms: Clinical masks or dust masks to FFP2, googles and visor or wrap around safety glasses that are splash resistant. PPE has been supplied by WSCC and is stored in the medical room with a risk assessment and labelled.</p> <p>Disinfectant spray to be in classrooms and to be used if worries about hygiene.</p> <p>Sanitiser to be in shared areas for children to use.</p>	<p>INSET Day</p> <p>Staff meeting</p> <p>Email and PHE guidance sent to staff</p> <p>Newsletter to parents to inform them</p>	<p>Cleaners</p> <p>HT/SBM</p> <p>Office if a case comes to the office</p>

	Staff to have access to hand sanitiser when working with children. Staff must ask for refills if needed.		
20. Assemblies	No whole school assemblies to take place. Class assemblies only, or remotely broadcast. Children must remain sitting at tables for class worship. Singing is not allowed to take place in groups larger than 15.	INSET day Staff meetings Email links to resources	HT/DHT to observe worship in classrooms Teachers to keep assembly book
21. Timetable - consider which activities should/could take place outside?	Outside activities must be timetabled and coordinated as with point 8. Additional PE sessions but taken into account equipment and what is needed and social contact.	INSET Day Staff meetings	HT/DHT to look at weekly timetables
22. Stagger start and finish times, where possible, for each group of children.	Ensure that timings are long enough to minimise the amount of children in corridors or gathering outside of the school. Staff to go straight to zones at given time and be ready. Staff members may be needed to manage lines and entry/exit safely, and must ensure they maintain their own social distancing. Consider possible traffic implications. Parents to be advised to wear masks to collect their child Second gate to go in and then one way system out for all parents.	INSET Day Emails to all stakeholders Newsletters to parents Emails to parents	Monitored by SLT SC/JH/NG on duty on playground to get the children in and assess staggered times
23. Inform these adjusted times to your governing body and your zones.	Make sure the new times are minuted and that any adjustments follow the same process. Timetables and risk assessments to be shared with Governors.	Email to Governors with response needed to confirm they have read Put onto GVO for all to refer to and comment if needed	Monitored by Clerk and HT to ensure Gov have responded and comments actioned
24. Ensure break times, lunches are staggered for groups	School will install a one way system where possible/appropriate in order to support any movement around school. Different zones and playtimes for bubbles. Equipment in zones with disinfect buckets.	INSET Day Staff meeting Staff on duty to communicate	Monitored by SLT
25. Outdoor play equipment	Outdoor equipment/apparatus/play equipment/climbing frames can be used by one class bubble at a time from September. Children will be required to wash their hands after playing on it. October – open up pirate ship for KS2 bubble on day they are in that zone on the playground	INSET Day Staff meeting	Monitored by SLT
26. Guidance on those with classes as vulnerable. Staff have been advised to take extra care in observing social distancing.	This needs to be taken into account when timetabling staff in terms of availability. Staff placed with children or grandchildren and pick up responsibilities	INSET Day Timetables Staff meetings	Monitored by SLT

STAFF ROOM

27. Remove soft furnishings	The sofas in the staffroom cannot be removed so staff need to be aware that if they are sitting on them, they wash their hands afterwards. Other seating to be used as staff sit in their zones.	INSET Day Staff meetings	Monitored by SLT and premises
28. Consider how many in room and how to timetable and arrange seating	Zoning of the staff rooms, regular cleaning of doors, etc and basic hygiene needs to be taken into consideration. Staff should wash their hands on entry and exit to the staff room. Staff to use individual staff areas in zones and only use the main staff room at start and end of the day.	INSET Day Staff meetings	Monitored by SLT
COMMUNICATION			
29. Send out letter to parents detailing plan for reopening and where to find a copy of the risk assessment.	Use template letters/newsletters when available with contact details to ask questions. Weekly communication between SLT members to be sent out to address issues and give feedback to parents. Risk Assessment on website Website updates ready for September opening Website update with October update	INSET day Website updates EG/FH Newsletter to give details to parents Governors to receive a copy of risk assessment and newsletters	Updated by EG/FH – monitored by HT and SBM
30. All children are to return so need to follow up with those not attending.	Office to liaise with those parents whose children are not attending. Parents to be spoken to so that we build confidence over the first week. Attendance fines to be implemented if parents are not responding.	INSET Day Staff meetings Newsletters to parents Emails out to parents	DHT/Sch Sec – phone parents about attendance Monitored by HT for % and fines
31. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend for drop off and pick up	Clear protocols need to be in place for families around arrangements for drop off and pick up, dependent on individual school set up and physical arrangement.	Newsletter to parents Notes on the website Phone calls to individual parents if needed	Monitored by SLT
32. Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	SLT will need to manage arrival and departure of adults, for example queuing outside of school, whilst maintaining social distancing. TAs to help encourage children to come in from a distance. Spray paint/chalk to be used in playground to help with lining up.	Newsletter to parents Teachers to be clear about arrangements from INSET Day SLT only to let one parent onto playground – others wait outside gate	Monitored by SLT

33. Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Office staff/SLT may be needed to manage arrival and departure of adults, for example queuing outside of school, whilst maintaining social distancing.	Newsletter to parents Teachers to be clear about arrangements from INSET Day SLT only to let one parent onto playground – others wait outside gate	Monitored by SLT
34. Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Clear plan needs to be in place for communications to staff, including checks to ensure all staff have received and understood. Signing of paperwork on INSET Day.	INSET Day Staff meetings	Monitored by SLT Clear questioning by staff
35. Visitors	A record of all visitors to the school site will be kept. (Awareness of GDPR regulations). Use of the sign in App, if visitor unknown to school (ie contractor) we will ask for a contact number as part of the Track and Trace procedure, we will already hold this for the majority of those we are allowing on site. Will be destroyed after 14 days.	INSET day Office briefing Staff meetings	Monitored by SLT
36. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	Any visits from external contractors needs to be managed to ensure social distancing and any entry into the school needs to be staggered outside of drop off/pick up times. Daily contractors, such as cleaning staff, need clear protocols in place around hygiene expectations, eg washing hands on entry to and exit from the school. PPE guidance and they have signed paperwork to say they have been briefed and it has been understood. Update weekly meeting with Chartwells to discuss protocol Health and Safety, serving in the zones and clearing away. Then extended once everyone is comfortable with protocol. Staff only to bring in essentials to deliver the curriculum. Disinfect as much as possible.	INSET Day Office meeting Staff meetings Chartwells meeting Office staff to tell contractors on entry	Monitored by SLT
37. Discuss with cleaning contractors or staff the additional cleaning	All cleaning needs to be checked (by SBM and Headteacher) to ensure that it has been carried out to a high standard.	INSET Day Cleaners meeting	Monitored by HT/SBM

requirements and agree additional hours to allow for this	Three cleaners employed.		
SAFEGUARDING			
38. Pregnancy	Page 18 of Government guidance states that pregnant staff members would be classed as 'clinically vulnerable.' An individual risk assessment should be completed in the event that a member of staff is pregnant.	INSET Day Staff Handbook Staff meetings Individual meetings with staff if pregnant	Monitored by HT/SBM
39. Mental health support	Pupils: Learning mentor/ELSA, anxiety booklets, referral to school nurse, RHE, CAMHS referral. Staff: See staff handbook for contact details for core care. 24 hour confidential support available via WSCC Employee Assistance Programme.	INSET Day Meetings with outside agencies Email contact	Monitored by SLT (SEND/CO/HT/SBM)
40. Schools getting confirmation from Alternative Provision providers about what is in place? N/A at this moment – October 2020	Usual safeguarding procedures apply. Are the children attending? Has anything changed regarding any risks? What measures have been put in place by the DSLs? CPOMS or equivalent updated. Learning Mentor/SLT to do 'phone rounds' for children not attending or we are concerned about particularly vulnerable and EHCP children or to reduce anxiety.	Email contact DSL's if applicable	Monitored by HT
41. Books cannot be shared	Exercise books cannot be easily cleaned and therefore should not be shared between classes. From September, books can be marked by the class teacher or PPA teacher. Exercise books will be kept in children's trays on their tables in each classroom. Classes need protocols in place for getting out and putting books away where children are responsible for only their own books. Teachers can take sets of books home, but must wash their hands before and after marking a set of books. If books are to be taken home by the teacher at the end of the day, these must be placed in an empty box with a lid that the teacher can pick up. Reading books should be wiped with disinfectant or left for 48 hours before being handled.	INSET Day Staff meetings Email contact Newsletter to parents	Monitored by SLT
42. Library	Each class will be able to access the library at a timetabled slot each week. Children and staff will need to wash their hands before entering the library and on return to their classroom. Children will need to select their book which will be scanned by an adult whilst	INSET Day Staff handbook Email contact with staff and FH Newsletter to parents	Monitored by FH Library Monitored by SLT Teachers/TA responsible for going in and out of library and monitoring class contact

	the child holds it. When books are returned, they will need to be placed in a clear plastic box for 48 hours before being reshelfed.		
43. SEND	Government says that we will provide specific help and preparation for change of routine. Transition booklets, social stories – ‘What is Coronavirus?’ Anxiety resources, signposting to outside agencies delivering webinars, eg. Reaching Families. October 2020 new links and agency involvement is shared on weekly HT newsletter	INSET Day Email out to staff Email to parents and on newsletter	Monitored by MW initially and then SLT
44. Children with complex needs	These children have their own risk assessments which have been submitted to WSCC.	INSET Day Staff meetings Email a copy to Class teachers/TA's	Monitored by SENDCo/HT
45. Ensure sufficient hand cleaning and toileting does not break social distancing	Strict routines for washing hands on arrival. Strict routines for the number of children (3) allowed in a toilet at a time must be in place.	INSET Day Staff meetings Email contact	Monitored by SLT
46. Ensure all know about frequently touched areas/surfaces	Think about involving all in cleaning door handles, tables for example to educate and remain vigilant of commonly touched areas. All classrooms will have cloth and bottle of spray disinfectant as well as hand sanitizer, paper towels and soap. Tables to be wiped before and after lunch. Each child is to have tray of resources that can be wiped regularly.	INSET Day Staff meetings Newsletter to parents On Risk Assessment	Monitored by SLT
47. Ensure that help is available for children and young people who have trouble cleaning their hands independently	Where this is necessary, staff must immediately wash their own hands. Update Intimate Care Policy with the office staff and shared with all staff	INSET Day Share Intimate Care Policy	Monitored by the Office staff – TAs to work alongside the children Then SBM then HT
48. Ensure that bins for tissues are emptied throughout the day	To avoid risk, this should be carried out by one person following personal hygiene recommendations. Flip lidded bins are in use to help with rubbish and keeping it contained. Rubbish into black sack and sealed for disposal. October 2020 – Hand dryers being used again so reduction in paper towels	INSET Day Staff meetings	Monitored by cleaners – report to SBM
49. Prop doors open to avoid infection on handles	Doors must only be propped open if fire regulations allow this in the school. The premises manager must be consulted on this. Where this is not possible, a cleaning of handles and washing of hands regime should be in place.	INSET Day Staff meetings	Monitored by Premises Manager – reported back to SBM/HT

	Windows must be open at all times to allow a flow of air. Even with the colder days, there must be an air flow		
50. Practice a fire drill early on in the return	Ensure children/ students know where to go, how to exit and where to stand in event of fire drill. Carry out fire drill to ensure anyone can highlight adjustments that need to be made. Brief staff on this as part of INSET day Staff to take out medical box and socially distance Two fire drills have been completed during Autumn 1	INSET Day Staff meetings Email to all staff	Monitored by SLT and HT/Premises Manager
EARLY YEARS SETTINGS			
51. Ensure separate risk assessment for Early Years is carried out with staff.	Sitting on the carpet when necessary Use of play equipment and disinfecting it at regular intervals Hygiene rules in place and shared with all staff and children Sharing of resources with EYFS bubbles	INSET Day Meeting with Early Years staff Staff meeting	Monitored by SLT
52. Intimate care	Full PPE will need to be worn if a member of staff is dealing with a child that requires intimate care. PPE will need to be disposed of safely after this has taken place.	INSET Day Office staff meeting Share with all staff	Monitored by Office staff then SBM then HT
Notes for others/governors			
53. Expectations for attendance Updated July 2020	All children back full time in September and the parents will be fined for non-attendance if required. Continue to monitor attendance of all pupils and supply learning for those self-isolating	INSET Day Staff meeting Email to parents School newsletter Office staff meeting	Monitored by EG and DHT and then HT
54. Self-isolation	Staff and parents requested to inform school if they need to self-isolate. Attendance codes must reflect self-isolation.	INSET Day School newsletter	Monitored by SLT
55. Children, young people and parents are encouraged to walk or cycle where possible and avoid public transport at peak times	Public transport should be avoided in line with current government guidance. This will be communicated to parents via the newsletter and parents encouraged to walk if possible.	INSET Day School newsletter	Monitored by SLT
56. Ensure you share this document with SLT	SLT will be able to advise and help monitor the risks you have identified. Updated with weekly meeting. Governors to see minutes if required.	Email to Governors and SLT and all stakeholders and discussed at INSET Days – staff to sign to say they have read and asked any relevant questions	Monitored by Governors that it has been shared with all necessary stakeholders and referred to at training sessions etc.
57. Ensure risk assessments provided by Headteacher are shared with all relevant staff.	Part of staff training should include sharing of the risk assessments to help monitor and build a 'safe culture' in the school. All staff will go through it, signing sheet and INSET day to talk about with	As above	Monitored by Governors by questionnaire or questioning staff

	worries and concerns. Risk assessment to be shared on the website. COVID 19 as agenda item at SLT and staff meeting to update and discuss changes.		
Office and other support staff.			
58. Ensure office areas are safe, particular if more admin staff are in school	All Office and other support staff need to be familiar with this guidance. VR to be in front office with EG. KA in team room and JL in SBM office. Review when social distancing reduced further. <u>Working safely during coronavirus (COVID-19) in offices and contact centres</u>	INSET Day Office staff meeting	Monitored by SBM/HT
59. Supply teachers	In the event of supply teachers needing to cover a class, a full Health and Safety briefing would be provided at the start of the day. Supply teachers would be expected to conform to Health and Safety checks on arrival. October 2020 – Only regular supply teachers being used to keep them and St Mary's staff safe.	INSET Day DHT to meet with Supply staff and go over Health and Safety Copy of H&S at the office	Monitored by HT
60. PPA cover	Three PPA teachers will cover non-contact time for teaching staff from September. These teachers will be based at the front of the classroom and will minimise close proximity contact with the children. In the event of a supply teacher needing to move between zones during the day, they would need to wash or sanitise hands as they leave on zone and on arrival at the other. Any resources moving with the supply teacher would need to be disinfected between their use in different bubbles.	INSET Day Email out to staff	Monitored by SLT
Health and Safety			
61. Testing for Covid-19	Parents and staff to inform the school immediately if symptoms develop testing for suspected Covid-19 is required. Staff should attend a testing centre if possible for speed of results. WSCC to send a local health protection team to investigate if the school has more than two confirmed cases.	INSET Day Staff meeting Newsletter to parents	Monitored by SLT
Curriculum			
62. Expectations for new academic year, based on Government guidance	High quality education to be delivered. Curriculum to be broad and ambitious. All subjects must be taught. Return to normal must be established by Summer term 2021. All educational needs must be met. PE: We need to decide upon time allocation for PE lessons.	INSET Day Staff meetings School newsletter to parents	Monitored by SLT Curriculum areas monitored by curriculum leader

	<p>Behaviour policy to be reviewed and updated based on regulations for Covid-19.</p> <p>Remote education plans to be provided for self-isolating pupils.</p> <p>Pastoral support implemented first two weeks through CLPE resources. Gap analysis now for week 6 with individual, groups, class and year group targets identified.</p>		
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