

RETURN TO SCHOOL FOR ALL PUPILS - RISK PLANNING

4th January 2022

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.](#)

[Updated on 23rd February 2021 ready for Whole school opening on 8th March](#)

[Updated on 7th April 2021 - The e-Bug coronavirus \(COVID-19\) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>](#)

[May 2021 Update guidance from DFE – reading for 17th May next step on roadmap](#)

[17th August Update guidance from DFE](#)

[9th December 2021 – Positive PCR to clarify PLEASE READ](#)

We will stick to 10 days isolation if you have a positive PCR test and we will be asking staff to have 2 negative lateral flow tests 24 hours apart on day 9 and 10 before returning to work.

DFE reference	Implementation details	Communication to staff/ to parents	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. EYFS to go back to free flow and mix within the year group – doors can be open at all times.	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. Playtimes can be in year groups	Through INSET day Through revised guidance	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. Additional staff may be rotated in order to provide teaching staff with breaks. Continue to maintain year group bubbles for break and lunch	Newsletter SLT meetings Staff meetings	Monitoring by SLT at playtimes
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. To continue	Newsletter Staff meetings Risk assessment INSET Day	Monitored by SLT
5. 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 after lunch and after school. Staff to wipe any areas used at break and lunchtime To continue Jan '21 - Cleaners will clean whilst teachers are working in their classrooms	Staff meetings INSET day	HT/SBM
PHYSICAL SPACES			
6. Furniture	Government guidance advises forward (EYFS in group tables), 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

	<p>ONLY Key Stage One to try group tables – singing to be facing forward</p> <p>Tables can be organised in groups but small groups in a well ventilated room</p> <p><u>Continue – Jan '21</u></p>		
7. Ensure groups stay in one room or outside	<p>All groups should stay in one room for their learning or outdoor space and where there is a sickness from a staff member this should be replaced from TA/pastoral support/supply.</p> <p>Planning in as much outside time should be incorporated into lesson timetables following guidance in point 3.</p>	<p>INSET day</p> <p>Staff meetings</p>	<p>Monitored by SLT</p>
8. PE timetabling	<p>PE timetable should take place outside and may occur frequently, even daily. It must follow the guidance around social distancing of groups.</p> <p>Gymnastics can be taught with one slot a week but the class teacher must ensure all the equipment has been disinfected after the lesson using the atomiser and then floor mopped.</p> <p>When inclement weather arrives we will need to consider timetable flexibility for PE and activities. Hall must be cleaned in between each session and it is for both teachers (before session and next session) to check this has been done for the class bubble safety.</p> <p>Atomiser can be used for cleaning equipment where safe to do so (not on electrical equipment).</p> <p>PE – Systems of controls – MAY 2021 – to be looked at with any extra points</p> <p>Carbon Dioxide monitors to arrive as part of the Government drive.</p> <p><u>Carbon Dioxide monitors to be present and recorded by Premises Manager/SBM</u></p>	<p>INSET day</p> <p>Staff meetings</p> <p>Parent newsletter</p> <p>From observations of the teaching of PE</p>	<p>Monitored by PE coordinator</p> <p>Monitored by SLT</p>
9. Children's personal belongings	<p>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.</p> <p>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.</p> <p>Children to provide their own pencil case now – school to supply stationary.</p>	<p>INSET day</p> <p>Newsletter to parents</p> <p>Staff meetings</p>	<p>Monitored by SLT</p>

	<u>Continue with children providing own pencil cases</u>		
10. Clear unnecessary furniture from classes to allow spacing	Potential to store in other areas.	INSET Day Tour of school	Monitored by Premises and SLT
11. 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. <u>Soft furnishings can be used if needed for the children's learning EYFS and Y1 continuous provision</u> <u>Only where necessary</u>	INSET Day	Monitored by SLT
12. Accessing rooms directly from outside where possible	Allow for adult and children access from outside. Visual signage (on front gates) 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 (when needed) and a staggered entry and exit in the school day. See timetabling. <u>Continue to use outside doors to stop bubbles coming in contact with each other.</u>	INSET Day Staff handbook	Monitored by SLT
13. 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 with a name on board and Teacher wipes out. One child at a time to use toilets and others to wait at a social distance outside. <u>Only where necessary</u>	INSET day Staff meetings Tour of school	Monitored by Class teachers/TA and SLT
TIMETABLING			
14. 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'.	INSET day Staff meetings In newsletter to parents	Monitored by class teachers/TAs Timetable monitored by SLT asking the children when they are handwashing

	<p>Oct 2020 - Handwashing must be continued and be timetabled by the class teacher.</p> <p>This must happen at least five times a day (on entry, after breaktime, before and after lunch and the end of the day)</p> <p>Continue handwashing four times a day at least</p> <p><u>TO CONTINUE</u></p>		
15. 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 8th March and washed regularly. Continue to maintain all social distancing as much as possible.</p> <p>Continue with Catch it, bin it, kill it</p> <p><u>TO CONTINUE</u></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>
16. 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>Children 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.</p> <p>Early Years to eat in main hall</p> <p>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><u>Continue with lunch arrangements</u></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>
17. 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>
18. PPE not needed unless routine care involves PPE,	<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>INSET Day</p> <p>Staff meeting</p> <p>Email and PHE guidance sent to staff</p>	<p>Cleaners</p> <p>HT/SBM</p>

may have PPE in case of suspected infection	<p>For managing people with COVID-19 symptoms: Clinical masks or dust masks to FFP2, googles and visor that are splash resistant. PPE has been supplied by WSCC and is stored in the staff 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>Staff to have access to hand sanitiser when working with children.</p> <p>Staff must ask for refills if needed.</p> <p><u>Staff to use PPE if needed, refills are available, masks to continue around the school site in communal areas.</u></p>	Newsletter to parents to inform them	Office if a case comes to the office
19. Assemblies	<p>No whole school assemblies to take place face to face. Class assemblies only, or remotely broadcast. Children must remain sitting at tables for class worship. Singing to take place in a well ventilated classroom with children spread out and facing forward.</p> <p>Teacher/TA to be at the back or side of the room</p> <p>Songs of worship- to continue as above. Children must be individual and facing forward for Songs of Worship.</p> <p><u>TO CONTINUE – Zone worship if rates are low – evaluate first week back</u></p>	<p>INSET day</p> <p>Staff meetings</p> <p>Email links to resources</p>	<p>HT/DHT to observe worship in classrooms</p> <p>Teachers to keep assembly book</p>
20. Timetable - consider which activities should/could take place outside?	<p>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.</p> <p>Group activities to take place outside.</p> <p>As many activities as possible outside especially EYFS and KS1</p> <p><u>To continue</u></p>	<p>INSET Day</p> <p>Staff meetings</p>	HT/DHT to look at weekly timetables
21. Stagger start and finish times, where possible, for each group of children.	<p>Ensure that timings are long enough to minimise the amount of children in corridors or gathering outside of the school.</p> <p>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.</p> <p>Consider possible traffic implications.</p> <p>Parents to be advised to wear masks to collect their child</p> <p>Second gate to go in and then one-way system out for all parents.</p> <p><u>To continue – 8.40am in for EYFS/KS1 and out at 3.05pm.</u></p> <p><u>8.50am in for KS2 and out at 3/15pm.</u></p>	<p>INSET Day</p> <p>Emails to all stakeholders</p> <p>Newsletters to parents</p> <p>Emails to parents</p>	<p>Monitored by SLT</p> <p>SC/JH/NG on duty on playground to get the children in and assess staggered times</p>

22. Inform these adjusted times to your governing body and your zones.	<p>Make sure the new times are minuted and that any adjustments follow the same process. Timetables and risk assessments to be shared with Governors.</p> <p><u>Send this risk assessment to Governors with updates</u></p> <p><u>TO CONTINUE</u></p> <p><u>TO CONTINUE</u></p>	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
23. Ensure break times, lunches are staggered for groups	<p>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 disinfectant buckets.</p> <p><u>Still staggered with year group bubbles and play equipment</u></p> <p><u>To continue with staggered playtimes</u></p>	<p>INSET Day</p> <p>Staff meeting</p> <p>Staff on duty to communicate</p>	Monitored by SLT
24. Outdoor play equipment	<p>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.</p> <p>October – open up pirate ship for KS2 bubble on day they are in that zone on the playground</p> <p><u>Outdoor play equipment to be used by classes on a day by day timetable</u></p>	<p>INSET Day</p> <p>Staff meeting</p>	Monitored by SLT
25. Guidance on those with classes as vulnerable. Staff have been advised to take extra care in observing social distancing.	<p>This needs to be taken into account when timetabling staff in terms of availability.</p> <p>Staff placed with children or grandchildren and pick up responsibilities.</p> <p><u>Staff to maintain a distance when collection is happening and wear a mask for all conversations.</u></p>	<p>INSET Day</p> <p>Timetables</p> <p>Staff meetings</p>	Monitored by SLT
PE and Sports	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework.</p> <p>Pupils should be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different individual groups.</p>	PE Coordinator	<p>PE coordinator</p> <p>HT/DHT</p> <p>SBM</p> <p>Premises for cleaning for equipment</p>

	<p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following guidance:</p> <ul style="list-style-type: none"> ● guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport ● advice from organisations such as the Association for Physical Education and the Youth Sport Trust ● guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents ● using changing rooms safely <p>PE – Check against Systems of controls for updates <u>PE timetables and atomiser to continue with cleaning of equipment</u></p>		
STAFF ROOM			
26. Remove soft furnishings	<p>The sofas in the staffroom cannot be removed so staff need to be aware that if they are sitting on them they must wash their hands afterwards.</p> <p>Other seating to be used as staff sit in their zones.</p> <p><u>Continue to run two staffrooms until we know the rates in school and the staff affected.</u></p>	INSET Day Staff meetings	Monitored by SLT and premises
27. Consider how many in room and how to timetable and arrange seating	<p>Zoning of the staff rooms, regular cleaning of doors, etc, and basic hygiene needs to be taken into consideration.</p> <p>Staff should wash their hands on entry and exit to the staff room.</p> <p>Staff to use individual staff areas in zones and only use the main staff room at start and end of the day.</p> <p><u>CONTINUE TO RUN THIS SYSTEM UNTIL WE KNOW THE RATES</u></p>	INSET Day Staff meetings	Monitored by SLT
COMMUNICATION			
28. Send out letter to parents detailing plan for reopening and where to find a copy of the risk assessment.	<p>Use template letters/newsletters when available with contact details to ask questions.</p> <p>Weekly communication between SLT members to be sent out to address issues and give feedback to parents.</p>	INSET day Website updates EG/FH Newsletter to give details to parents	Updated be EG/FH – monitored by HT and SBM

	<p>Risk Assessment on website</p> <p>Website updates ready for September opening</p> <p>Website update with October update</p> <p>Website update with 8th March reopening risk assessment and letter to parents</p> <p>Website – put up risk assessment for 7th April update.</p> <p>Update on newsletter to parents 14/5/21</p> <p>Update on newsletter to go out 3rd September 2021</p> <p><u>Letter to go to parents on Mon 4th January with details</u></p>	Governors to receive a copy of risk assessment and newsletters	
29. All children are to return so need to follow up with those not attending.	<p>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.</p> <p>This needs to be followed up in September 2021</p> <p><u>Office to follow up attendance and record COVID cases etc when we return 3rd January 2022</u></p>	<p>INSET Day</p> <p>Staff meetings</p> <p>Newsletters to parents</p> <p>Emails out to parents</p>	<p>DHT/Sch Sec – phone parents about attendance</p> <p>Monitored by HT for % and fines</p>
30. 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	<p>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.</p> <p>TO CONTINUE</p> <p><u>TO CONTINUE</u></p>	<p>Newsletter to parents</p> <p>Notes on the website</p> <p>Phone calls to individual parents if needed</p>	Monitored by SLT
31. 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)	<p>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.</p> <p>Spray paint/chalk to be used in playground to help with lining up.</p> <p>Letter to go out to parents regarding reopening and protocols</p> <p><u>Letter to go out to parents Mon 3rd Jan</u></p>	<p>Newsletter to parents</p> <p>Teachers to be clear about arrangements from INSET Day</p> <p>SLT only to let one parent onto playground – others wait outside gate</p>	Monitored by SLT
32. 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)	<p>Office staff/SLT may be needed to manage arrival and departure of adults, for example queuing outside of school, whilst maintaining social distancing.</p> <p><u>TO CONTINUE</u></p>	<p>Newsletter to parents</p> <p>Teachers to be clear about arrangements from INSET Day</p> <p>SLT only to let one parent onto playground – others wait outside gate</p>	Monitored by SLT

<p>33. 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</p>	<p>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. Staff meeting 24.2.21 and 3.3.21 to answer all questions and go over risk assessment and protocols New risk assessment sent to Governors and staff INSET DAY 2nd September 2021 and emails Via email on Mon 3rd January 2022, go over information in staff meetings first week back.</p>	<p>INSET Day Staff meetings</p>	<p>Monitored by SLT Clear questioning by staff</p>
<p>34. Visitors</p>	<p>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. Essential visitors to attend the site – Governors to attend the site if needed. AS ABOVE</p>	<p>INSET day Office briefing Staff meetings</p>	<p>Monitored by SLT</p>
<p>35. 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</p>	<p>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.</p> <p>Daily contractors, such as supply 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.</p> <p>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.</p> <p>Staff only to bring in essentials to deliver the curriculum. Disinfect as much as possible.</p> <p>Meeting with Chartwells held 23.2.21 Meeting with Chartwells – 4th January 2022</p>	<p>INSET Day Office meeting Staff meetings Chartwells meeting Office staff to tell contractors on entry</p>	<p>Monitored by SLT</p>

36. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	<p>All cleaning needs to be checked (by SBM and Headteacher) to ensure that it has been carried out to a high standard.</p> <p>Four cleaners employed. Three cleaners working across the school <u>TO CONTINUE</u></p>	INSET Day Cleaners meeting	Monitored by HT/SBM
SAFEGUARDING			
37. Carrying out first aid and administering medicines in all settings Harm to first-aiders and injured people from direct contact with Covid-19	<p>First-aid procedures should be carried out as normal, but with the use of additional appropriate Personal Protective Equipment (PPE) by the First-aider, when requested by the first-aider, where they are unable to maintain a 2 metre distance from the injured person. Administering medicines should be carried out as normal. PPE should only be used where it would normally be required, or where a 2m distance cannot be observed.</p> <p>New documentation shared with all qualified first aiders (at all levels) DoF guidance 23.2.21 <u>TO CONTINUE</u></p>	Email to all staff Email direct to First Aiders	SBM/HT
38. Harm to first-aiders, injured people and cleaning staff from indirect contact with Covid-19	<p>All used disposable PPE is to be double bagged on disposal.</p> <p>Non disposable PPE is to be cleaned thoroughly with an anti-viral cleaner immediately after use.</p> <p>First-aiders are to be provided training on using PPE. <u>TO CONTINUE</u></p>	Email to all staff Email direct to First Aiders	SBM/HT
39. Harm to employees from mental health issues	<p>School leaders are to have regard to staff (including the Headteacher) work-life balance and well-being. Schools are to ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. Share information and advice with employees about mental health and well-being, whether working in school, or remotely. Consider an occupational health referral if personal stress and anxiety issues are identified.</p> <p>Where employees are experiencing problems, encourage</p>		HT/DHT HR at WSCC

	<p>the use of the staff counselling service and talk through supportive strategies with employees.</p> <p>Education Support shared with all staff and new resources shared.</p> <p>Questionnaire to go out to aid staff return to school</p> <p>Anxiety resources produced that will be shared with staff and available to parents</p> <p>Education Support document shared with staff</p> <p><u>Designated Mental Health Lead training – staff to have someone to talk to – return to work interviews with SBM and Head</u></p>		
40. Pregnancy	<p>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.</p> <p><u>Regular check ins with pregnant staff to look at updating risk assessment if necessary</u></p>	<p>INSET Day</p> <p>Staff Handbook</p> <p>Staff meetings</p> <p>Individual meetings with staff if pregnant</p>	Monitored by HT/SBM
41. Mental health support	<p>Pupils: Learning mentor/ELSA, anxiety booklets, referral to school nurse, RHE, CAMHS referral.</p> <p>Staff: See staff handbook for contact details for core care.</p> <p>24 hour confidential support available via WSCC Employee Assistance Programme.</p> <p>Support for staff wellbeing.</p> <ul style="list-style-type: none"> extra mental health support for pupils and teachers https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers Wellbeing for Education return programme https://www.gov.uk/government/publications/wellbeing-for-education-return-grant-s31-grant-determination-letter <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p> <p><u>TO CONTINUE TO SHARE NUMBERS</u></p>	<p>INSET Day</p> <p>Meetings with outside agencies</p> <p>Email contact</p>	Monitored by SLT (SEND/CO/HT/SBM)
42. Schools getting confirmation from Alternative Provision providers about what is in place?	<p>Usual safeguarding procedures apply. Are the children attending?</p> <p>Has anything changed regarding any risks? What measures have been put in place by the DSLs? CPOMS or equivalent updated.</p>	Email contact DSL's if applicable	Monitored by HT

N/A at this moment – October 2020 and 8 th March 2021	<p>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.</p> <p><u>LIAISE WITH APC BURGESS HILL Re: GG</u></p>		
43. Books cannot be shared	<p>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.</p> <p>Reading books should be left for 48 hours before being handled.</p> <p><u>Continue books as normal</u></p>	<p>INSET Day Staff meetings Email contact Newsletter to parents</p>	Monitored by SLT
44. Library	<p>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 the child holds it. When books are returned, they will need to be placed in a clear plastic box for 48 hours before being re-shelved.</p> <p><u>Books to be brought in and can go on the shelves</u></p>	<p>INSET Day Staff handbook Email contact with staff and FH Newsletter to parents</p>	<p>Monitored by FH Library Monitored by SLT Teachers/TA responsible for going in and out of library and monitoring class contact</p>
45. SEND	<p>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.</p> <p>October 2020 new links and agency involvement is shared on weekly HT newsletter</p> <p><u>Website updated and reference to SEND and anxiety put on newsletter on return in January</u></p>	<p>INSET Day Email out to staff Email to parents and on newsletter</p>	Monitored by MW initially and then SLT
46. Children with complex needs	<p>These children have their own risk assessments which have been submitted to WSCC.</p> <p><u>Risk Assessments to be updated with ILPs. Two staff are on Team Teach in January so we have staff trained</u></p>	<p>INSET Day Staff meetings Email a copy to Class teachers/TA's</p>	Monitored by SENDCo/HT

47. Ensure sufficient hand cleaning and toileting does not break social distancing	<p>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.</p> <p><u>TO CONTINUE</u></p>	<p>INSET Day</p> <p>Staff meetings</p> <p>Email contact</p>	Monitored by SLT
48. Ensure all know about frequently touched areas/surfaces	<p>Think about involving all in cleaning door handles, tables for example to educate and remain vigilant of commonly touched areas.</p> <p>All classrooms will have cloth and bottle of spray disinfectant as well as hand sanitizer, paper towels and soap.</p> <p>Tables to be wiped before and after lunch.</p> <p>Each child is to have tray of resources that can be wiped regularly.</p> <p><u>Depending on COVID in classrooms will dictate what to put in place and we will look at class levels daily.</u></p>	<p>INSET Day</p> <p>Staff meetings</p> <p>Newsletter to parents</p> <p>On Risk Assessment</p>	Monitored by SLT
49. Ensure that help is available for children and young people who have trouble cleaning their hands independently	<p>Where this is necessary, staff must immediately wash their own hands.</p> <p>Update Intimate Care Policy with the office staff and shared with all staff</p> <p><u>IF NEEDED</u></p>	<p>INSET Day</p> <p>Share Intimate Care Policy</p>	<p>Monitored by the Office staff – TAs to work alongside the children</p> <p>Then SBM then HT</p>
50. Ensure that bins for tissues are emptied throughout the day	<p>To avoid risk, this should be carried out by one person following personal hygiene recommendations.</p> <p>Flip-lidded bins are in use to help with rubbish and keeping it contained. Rubbish into black sack and sealed for disposal.</p> <p>October 2020 – Hand dryers being used again so reduction in paper towels</p> <p><u>TO CONTINUE</u></p>	<p>INSET Day</p> <p>Staff meetings</p>	Monitored by cleaners – report to SBM
51. Prop doors open to avoid infection on handles	<p>Doors must only be propped open if fire regulations allow this in the school. The premises manager must be consulted on this.</p> <p>Where this is not possible, a cleaning of handles and washing of hands regime should be in place.</p> <p>Windows must be open at all times to allow a flow of air. Even with the colder days, there must be an air flow</p> <p>Ventilation paramount – windows and doors open</p> <p>Reminders about ventilation need to go out on weekly diary</p> <p><u>Reminders to go out on weekly diary</u></p>	<p>INSET Day</p> <p>Staff meetings</p>	Monitored by Premises Manager – reported back to SBM/HT
52. Practice a fire drill early on in the return	<p>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.</p>	<p>INSET Day</p> <p>Staff meetings</p> <p>Email to all staff</p>	Monitored by SLT and HT/Premises Manager

	<p>Brief staff on this as part of INSET day</p> <p>Staff to take out medical box and socially distance</p> <p>Two fire drills have been completed during Autumn 1</p> <p>Fire drill planned for return on 8th March 2021</p> <p>Fire drill to be planned second week of term</p> <p>Fire Drill to be planned for return in January</p>		
EARLY YEARS SETTINGS			
53. Ensure separate risk assessment for Early Years is carried out with staff.	<p>Sitting on the carpet when necessary</p> <p>Use of play equipment and disinfecting it at regular intervals</p> <p>Hygiene rules in place and shared with all staff and children</p> <p>Sharing of resources with EYFS</p> <p><u>TO CONTINUE</u></p>	<p>INSET Day</p> <p>Meeting with Early Years staff</p> <p>Staff meeting</p>	Monitored by SLT
54. Intimate care	<p>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.</p>	<p>INSET Day</p> <p>Office staff meeting</p> <p>Share with all staff</p>	Monitored by Office staff then SBM then HT
Notes for others/governors			
55. Expectations for attendance	<p>All children back full time in September and the parents will be fined for non-attendance if required.</p> <p>Continue to monitor attendance of all pupils and supply learning for those self-isolating</p> <p>Continue to monitor attendance of all pupils and supply learning for those self-isolating</p> <p><u>To monitor daily attendance and links to COVID</u></p>	<p>INSET Day</p> <p>Staff meeting</p> <p>Email to parents</p> <p>School newsletter</p> <p>Office staff meeting</p>	Monitored by EG and DHT and then HT
56. Self-isolation	<p>Staff and parents requested to inform school if they need to self-isolate. Attendance codes must reflect self-isolation.</p> <p><u>TO CONTINUE – Decision on 10 days with two negative lateral flows on Day 9 and Day 10 to double check.</u></p>	<p>INSET Day</p> <p>School newsletter</p>	Monitored by SLT
57. Children, young people and parents are encouraged to walk or cycle where possible and avoid public transport at peak times	<p>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.</p>	<p>INSET Day</p> <p>School newsletter</p>	Monitored by SLT
58. Ensure this document is shared with SLT	<p>SLT will be able to advise and help monitor the risks you have identified. Updated with weekly meeting. Governors to see minutes if required.</p> <p><u>TO BE EMAILED TO SLT, GOVERNORS AND STAFF by Mon 3rd January for any comments</u></p>	<p>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</p>	Monitored by Governors that it has been shared with all necessary stakeholders and referred to at training sessions etc.

59. Ensure risk assessments provided by Headteacher are shared with all relevant staff.	<p>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 worries and concerns. Risk assessment to be shared on the website.</p> <p>COVID-19 as agenda item at SLT and staff meeting to update and discuss changes.</p> <p>Risk assessment sent out to staff with staff questionnaires, circulated to Governors and mentioned at staff meetings.</p> <p>Risk assessment to be shared at staff meetings and on weekly diary</p> <p>Risk Assessment and changes predicted across the year to be shared INSET day and via email</p> <p><u>Risk assessments to be shared at staff meetings and on weekly diary</u></p>	As above	Monitored by Governors by questionnaire or questioning staff
Office and other support staff.			
60. Ensure office areas are safe, particularly if more admin staff are in school	<p>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.</p> <p><u>Working safely during coronavirus (COVID-19) in offices and contact centres</u></p> <p><u>TO CONTINUE</u></p>	INSET Day Office staff meeting	Monitored by SBM/HT
61. Supply teachers	<p>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.</p> <p>January 2021 – Only regular supply teachers being used to keep them and St Mary's staff safe.</p> <p>Supply teachers will be used but kept to a minimum to stop the spread of the virus.</p> <p><u>Continue to use supply if available but try and keep consistent to help zones</u></p>	INSET Day DHT to meet with Supply staff and go over Health and Safety Copy of H&S at the office	Monitored by HT
62. PPA cover	<p>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</p>	INSET Day Email out to staff	Monitored by SLT

	<p>between zones during the day, they would need to wash or sanitise hands as they leave one 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.</p> <p><u>Continue with PPA as per the Autumn Term</u></p>		
Health and Safety			
63. Testing for Covid-19	<p>Parents and staff to inform the school immediately if symptoms develop and 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.</p> <p>Lateral flow tests to be carried out twice a week for school staff Wednesday and Sundays and registered with school and the Government.</p> <p>Lateral flow continue twice weekly and links for free NHS LFT shared with parents so that they can test.</p> <p>Lateral flow tests to remain twice a week and logged on school google form and Gov. website</p> <p><u>Continue as above. For those that have had COVID after the 90 days</u></p>	<p>INSET Day</p> <p>Staff meeting</p> <p>Newsletter to parents</p>	Monitored by SLT
Curriculum			
64. Expectations for new academic year, based on Government guidance	<p>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.</p> <p>PE: We need to decide upon time allocation for PE lessons.</p> <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> <p>Recovery curriculum shared and delivered in first two weeks with assessments carried out to look at how the children are returning.</p> <p><u>Push forward with curriculum and delivering this with resources on Google Classroom as well for those children self isolating.</u></p>	<p>INSET Day</p> <p>Staff meetings</p> <p>School newsletter to parents</p>	<p>Monitored by SLT</p> <p>Curriculum areas monitored by curriculum leader</p>
65. Educational visits	Day visits are now allowed from 12 th April	Risk assessment	Discussed with SLT

	<p>Residentialials are still under review from the DFE.</p> <p>Residentialials are planned for June for Y5 and Year 6</p> <p><u>Under review</u></p>	Staff meetings	
66. Swimming Pool	<p>The swimming pool is to reopen with KS2 children swimming once a week. There is a separate risk assessment for the swimming pool with operational guidance, cleaning and health and safety.</p> <p>Swimming pool will continue until November in small swimming groups</p> <p><u>Look at this from March 2022</u></p>	Training Mon 19th	
67. Productions	<p>Performance guidance section, scripts and handling them section.</p> <p>Points to consider</p> <ul style="list-style-type: none"> use microphones wherever possible to minimise singing volumes - I will need a script for this - kids wont be able to share mics - sound and lights crew need to be socially distant and will potentially need barriers or big enough distance from audience - avoid mixing front of house and backstage crew. We might also need to keep fixed teams for tech and staging for example. - similarly for the orchestra, they need to be side by side and away from the audience - one way systems on stage and no performers in the audience area. - socially distance the choir - loads of cleaning of equipment, control desks, microphones etc - records of all crew to know who is on site for track and trace. <p>Celebrations Assemblies to start with Zoom happening to parents to share the successes of the term.</p> <p><u>Will look at this on a case by case basis depending on what happens with COVID</u></p>	Discussion with SLT	