

# Sandbach Primary Academy Recovery Plan and Risk Assessment

Based on model produced by Cheshire Academies Trust and Shared via NAHT

## Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

## Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationary).
10. Keep your classroom door and windows open if possible, for air flow.

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11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

### Sandbach Primary Academy

This RA should be considered in relation to the other live documentation developed with staff, including The SPA Staff Handbook of agreed principles and practices, Staff Risk Assessments, Staff Training Schedule, SPA Behaviour Policy, SPA Home/School Agreement, SPA Parental Handbook, the SPA Lockdown Contingency Plan and the Cheshire East LA Risk Assessment Checklist for Full School Opening in September 2020

Aspect	DfE Guidance	Mitigation Measures to Consider include :-	School Specific Mitigation Measures	Notes	Risk
<b>Social Distancing</b>	<p>We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work through the hierarchy of measures set out above:</p> <ul style="list-style-type: none"> <li>avoiding contact with anyone with symptoms</li> <li>frequent hand cleaning and good respiratory hygiene practices</li> <li>regular cleaning of settings</li> <li>minimising contact and mixing</li> </ul>	<ul style="list-style-type: none"> <li>Physical contact such as handshakes and hugs should be avoided between educational staff</li> <li>Staff, pupils and adults on site should endeavour to stay 2m apart.</li> <li>Requirement: Pupils and staff to wear different clothes each day (uniform expectations relaxed to support this).</li> <li>Bring in water bottles and lunch in disposable sandwich/carrier bags (not provided by school).</li> <li>No children's bags to be brought in.</li> <li>No PE can be taught yet so all PE bags to go home and stay home</li> <li>Strict adherence to this policy will be monitored.</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18/5/2020</p> <ul style="list-style-type: none"> <li>Send home PE bags.</li> <li>Send list to parents of instructions – home/school agreement to be written and circulated</li> </ul> <p>See Staff Handbook for agreed details of practices See staff training schedule – training session 1 delivered 2/6/2020 and 4/6/2020</p> <p>1/6/2020 All agreed actions to be communicated to parents through Parental Handbook. This will be distributed on Twitter/Facebook, on website</p>		M

			<p>and delivered to every family in paper form.</p> <p>13/7/2020- Home school contract and Parental Handbook redrafted and circulated. SPA Youtube page established to include news bites and key messages for parents Clean Lunch boxes to be brought in.</p> <p>9//9/2020 New staff trained in procedures in school, with regular monitoring by SLT Track and Trace system in place for all visitors entering school. School entrance system revised to ensure all visitors maintain social distancing and wear a face covering when entering</p> <p>12/10/2020 Parents/families to wear masks on school premises (playground) and be encouraged to maintain social distancing</p> <p>Staff to wear face masks at drop off and collection times, when meeting with parents</p>		
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			<p>Staff to wear masks when moving around corridors and in the staffroom, unless eating</p> <p>Cough screens built around the admin area in the school</p> <p>19.11.2020 No additional clubs in place. The Breakfast and After School club that run on the premises has strenuous RAs in place and works in close collaboration with school to ensure social distancing is maintained at all times.</p> <p>3/1/2021 Staff and children to revisit COVID19 secure plans for being in school at beginning of term. 2 m distance measure revisited. School markings to be refreshed.</p> <p>Ventilation ensured for all rooms – windows and doors opened during all break and lunch times and in all main corridor areas. Hall windows to be opened at all times</p>		
<b>PPE</b>	Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained. Changing	<ul style="list-style-type: none"> <li>Teachers to have the option to wear a facial covering.</li> <li>Teacher should not wear gloves unless, unless they wish to do so, unless giving medical attention to a child with symptoms, waiting to go home.</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18/5/2020 Face coverings issued to staff who would like them</p>	School / Trust are working to source masks to be	<b>H</b>

	<p>habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</p> <p>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be briefed re safe use of masks and arrangements for disposal/ placing in sealed bag to take home for washing.</li> <li>Staff to wear PPE when alone with a child showing symptoms as they wait for parents in line with DfE guidance - If contact with the child or young person is necessary (or a distance of 2m cannot be maintained), then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> </ul>	<p>Training on using mask/face covering safely on 2<sup>nd</sup>/4<sup>th</sup> June</p> <p>PPE and procedures for waiting with a child to be revisited and shared with staff 2<sup>nd</sup>/4<sup>th</sup> June</p> <ul style="list-style-type: none"> <li>– training to School is well equipped with PPE including visors</li> </ul> <p>1/5/2020 Resources room to become infirmary. Parents to be notified of procedures should a child become sick – Parental Handbook and home school contract</p> <p>See Staff /Parental Handbook for details</p> <p>13/7/2020- Home school contract and Parental Handbook redrafted and circulated. SPA Youtube page established to include news bites and key messages for parents</p> <p>PPE stocks well established and list of LA recommended suppliers used to replenish when needed. Stocks regularly checked</p>	<p>available for those who need them. Staff are welcome to wear their own.</p> <p>Cheshire East to provide small no. of sets of PPE per school</p>	
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			<p>Refresher staff training on doning and doffing PPE Sept 2020 (included in induction for new staff members)</p> <p>9/9/2020 – masks to be worn by visitors entering school via reception when meeting school staff. Staff provided with masks/face coverings as needed</p> <p>COVID19 testing kits received, and stored – full instructions displayed and readily available</p> <p>12/10/2020 PPE fully stocked.</p> <p>19/11/2020 PPE checked. All staff wearing face masks in corridors/communal areas</p> <p>3/1/2021 PPE checked and in place. All staff to continue to wear face coverings (masks, in addition to visors) in communal areas.</p>		
<b>Staffing including communication</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>RA to be carried out weekly for staff by team leader to ensure their mental and physical health is taken into account. Concerns shared with SLT</li> <li>Promotion of Trust wellbeing resources on Trust website, including direction to external counselling where appropriate</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May 2020</p> <ul style="list-style-type: none"> <li>Supervision/check in for all staff once a week by line manager (on Fridays)</li> </ul>		H

		<ul style="list-style-type: none"> <li>▪ Individual support packages and interventions for staff.</li> <li>▪ Staffing rota to ensure only vital staff are present in school.</li> <li>▪ Home working where possible.</li> <li>▪ Admin teams: One person in the office at one time. Normal working in office. Limit contact with other adults.</li> <li>▪ Staff Handbook contains all details</li> <li>▪ Staff Training Schedule covering all key plans</li> </ul>	<p>See Staff Handbook See A Framework for working with staff support and supervision. 22<sup>nd</sup> May RA of all staff completed. 2/4 June – training for all staff including school changes, timetables, safety measures</p> <p>13/07/2020 – Staff Handbook updated and shared. All decisions made with consultation at daily briefings and during KS mtgs Weekly Check In leads to adaptations of school site, and practices in class 13/9/2020 All staff in school have own equipment (pens, visors, hand sanitiser) and plans are developed in collaboration with all and regularly reviewed. Daily staff Check Ins, supervision and confidential surveys are used to provide formal and informal feedback and wellbeing support</p> <p>12/10/2020 Lockdown Contingency plan completed with additional communication structures in place (communication tree)</p>		
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			<p>Performance Management including staff wellbeing</p> <p>Anna Freud Centre programme and Education Support signposted to all staff.</p> <p>All decisions made and communication through daily staff briefings and regular staff support check ins (formal and informal) by SLT</p> <p>19/11/2020 Health RAs completed for all staff with regards to updated definitions of Clinical Extremely Vulnerable and Clinically Vulnerable definitions. Individual RAs completed for all staff who fall under these categories.</p> <p>All staff advised to use NHS Track and Trace App.</p> <p>Staff encouraged to look after their health and not to attend school if they have any emerging symptoms.</p> <p>3/1/2021 Lockdown contingency plan revisited in light of recent position. All staff communicated with on regular basis. Staff supervision to be</p>		
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			continued on weekly basis. All classes covered appropriately with additional support when required.		
<b>Staffing Rotas</b>	<p>Keep cohorts together where possible and:</p> <ul style="list-style-type: none"> <li>ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</li> <li>ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff.</li> </ul>	<ul style="list-style-type: none"> <li>Children split into groups of no more than 15 children and remain in that group at all times.</li> <li>Staff assigned to different cohorts of pupils to remain the same for the duration of the term or teaching timetable.</li> <li>Two adults per bubble/ hub/ group of children where possible -</li> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May Each bubble assigned at least two adults with cover for breaks and lunch. PPA for teachers each Friday</p> <p>See Staff Handbook</p> <p>13/07/2020 In light of the new DFE recommendations for schools, bubbles extended to cover a whole class; 2Year olds, Pre-School, Rec, Year1/2, Year 3-4, Year 5-6, Each bubble will have 30 children, with at least 2 adults per bubble. Staff who work across bubbles are trained to maintain 2 m social distancing and careful hygiene procedures. See updated Staff Handbook, Parental Handbook</p> <p>12/10/2020 Bubble tightened to ensure that no staff move across bubbles.</p>		M

			<p>Additional Midday Assistants employed to ensure coverage over every class</p> <p>Further staff trained in Paediatric First Aid to ensure wider coverage</p> <p>3/1/2021 Staffing levels maintained in all classrooms.</p>		
<b>Class Size and Groups</b>	<p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Desks should be spaced as far apart as possible.</p>	<ul style="list-style-type: none"> <li>No more than 15 in one class group</li> <li>Groups set up based on number in year group rather than numbers expected – to allow for parents who change their minds</li> <li>Social distancing applies with desks and movement around the building at all times.</li> <li>Staff ratios for EYFS remain, 1:8</li> <li>Groups should remain apart from each other for the entire day.</li> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May Each bubble assigned at least two adults with cover for breaks and lunch. PPA for teachers each Friday</p> <p>See Staff Handbook</p> <p>13/07/2020 In light of the new DFE recommendations for schools, bubbles extended to cover a whole class; 2Year olds, Pre-School, Rec, Year1/2, Year 3-4, Year 5-6, Each bubble will have 30 children, with at least 2 adults per bubble. Staff who work across bubbles are trained to maintain 2 m social distancing and careful hygiene procedures. See updated Staff Handbook, Parental Handbook</p>		<b>M</b>

			<p>13/9/2020 Staff who work across bubbles maintain strict handwashing and careful distancing as they move from bubble to bubble. Movement between bubbles is reduced as much as possible. Each bubble is allocated a MDA. Any supply staff are provided with the school handbooks and RA prior to entering the school and trained in the school procedures on arrival.</p> <p>12/10/2020 Children eat lunch (change to a Grab Bag lunch) in classrooms. It is delivered to the classroom door and distributed by staff in the bubble.</p> <p>Staff remain attached to one bubble. Each bubble has been organised to ensure there is suitable staffing capacity to cover absences/PPA for teaching staff</p> <p>3/1/2021 Staffing remains in place as before. Each class has additional space designated outside the classroom. All bubbles maintain distance</p>		
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			from each other. Staff only move between bubbles when strictly necessary. Records of staff moving between bubbles are kept.		
<b>Pupils</b>	<p>In addition to key worker children, vulnerable and those with EHCPs already in school, from 1<sup>st</sup> June, schools are asked to provide provision for Nursery, Reception Year 1 and and Year 6.</p> <p>The government encourages vulnerable children and young people to attend educational settings unless they have underlying health conditions that put them at severe risk.</p> <p>Children and young people who are considered <u>extremely clinically vulnerable and shielding</u> should continue to shield and should not be expected to attend.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <p>Children and young people who live in a household with someone who is <u>extremely clinically vulnerable and shielding</u> should only attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions.</p> <p>Children and young people who live with someone who is clinically vulnerable (but not</p>	<ul style="list-style-type: none"> <li>All Nursery, Reception, pupils to return on 15 June 2020. 22<sup>nd</sup> June for Year 1, 29<sup>th</sup> for Y6. Where this is not possible, priority is given to: - <ul style="list-style-type: none"> <li>Safety of pupils and staff</li> <li>Social and emotional wellbeing of pupils and staff</li> <li>Nursery 3-4 year olds</li> <li>Reception</li> <li>Year 1</li> <li>Year 6</li> </ul> </li> <li>Vulnerable pupils should attend school.</li> <li>Grouping of pupils will be arranged with friendship groups and social and emotional well-being in mind</li> <li>Bubbles will be named with colours. Staff and children in bubbles will wear coloured wrist bands to identify the children and staff they are with.</li> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> </ul>	<p>18<sup>th</sup> May</p> <ul style="list-style-type: none"> <li>Coloured wrist bands sourced for children</li> </ul> <p>w/c 1<sup>st</sup> June – all vulnerable children RA made and discussed with parents.</p> <p>See Staff Handbook for details of staggered return to school for children, starting with YrN/R</p> <p>Parents consulted via telephone/email as preferred w/c 1<sup>st</sup> June</p> <p>Parental Handbook shared Twitter/Facebook to share photos and social stories about the changes in schools for families to share.</p> <p>13/7/2020 All children to return at the beginning of September 2020, following DFE guidance. Rec entrance will be staggered, with new starters attending two days before the children</p>		H

	<p>extremely clinically vulnerable) as defined in the <a href="#">social distancing guidance</a> and including those who are pregnant, can attend.</p>		<p>who have previously attended the setting at Pre-School.</p> <p>See updated Parental Handbook and updated Staff Handbook</p> <p>13/9/2020 All children are supported to return. School is working closely with the parents of those who are anxious or vulnerable.</p> <p>12/10/2020 All children supported to engage in school. Any children who are self-isolating have learning provided for them (See Remote Learning Digital Strategy)</p> <p>19/11/2020 In response to further Lock Down, discussions held with the parents of any children who are considered CEV or CV and appropriate steps and additional measures put in place.</p> <p>3/1/2021 Discussions with parents of children who are CEV or V revisited. Additional measures put in place as required.</p>		
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<b>Behaviour Policy</b>	<p>In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you'll need to make changes to your behaviour policy. Behaviour policy changes will also need to be communicated to pupils, parents and staff.</p> <p>Areas schools may wish to add to their behaviour policy are:</p> <ul style="list-style-type: none"> <li>• following any altered routines for arrival or departure</li> <li>• following school instructions on hygiene, such as handwashing and sanitising</li> <li>• following instructions on who pupils can socialise with at school</li> <li>• moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)</li> <li>• expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands</li> <li>• tell an adult if you are experiencing symptoms of coronavirus</li> <li>• rules about sharing any equipment or other items including drinking bottles</li> <li>• amended expectations about breaks or play times, including where children may or may not play</li> <li>• use of toilets</li> <li>• clear rules about coughing or spitting at or towards any other person</li> <li>• clear rules for pupils at home about conduct in relation to remote education</li> </ul>	<ul style="list-style-type: none"> <li>▪ Children who do not follow strict rules will be given two warnings. If they continue to disobey the strict rules on social distancing and or hygiene routines, then the leadership team may ring parents and that pupil may be sent home.</li> <li>▪ Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet.</li> <li>▪</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May Behaviour policy to be updated in light of new restrictions in school</p> <p>Behaviour policy to be developed with staff and agreed by AET and Governing Board; w/c1st June</p> <p>Behaviour policy and home school contract to the shared with parents w/c1st June. Home-school contract to be returned to school before the children start</p> <p>Behaviour policy to be shared with parents and children during Week 1/Phase 1 at regular intervals, placed on the school website</p> <p>All parents to agree support the school in establishing and maintaining the behaviour policy – Home/School Agreement</p> <p>See Staff Handbook</p> <p>13/7/2020</p>		<p>M</p>
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	<ul style="list-style-type: none"> <li>rewards and sanction system where appropriate</li> </ul> <p>Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</p>		<p>Behaviour policy and behaviour poster shared with staff, families and children. Home-school contract updated and shared. See updated Parental Handbook and updated Staff Handbook</p> <p>Close collaboration with families, leading to reasonable adjustments (individual RA completed), with support from school and trust Inclusion team.</p> <p>13/9/2020 Behaviour posters designed and shared with all children and on the SPA website – to be shared with parents. Home-school contracts signed and clear expectations established. Reasonable adjustments for pupils include, individualised timetables, staggered start and end times, different entrances and exits, bespoke support arrangements, additional support staff and phased returns to ensure children are well supported, feel safe and are learning.</p> <p>12/10/2020 All children with additional needs supported to access school. Phased returns completed for all. Bespoke</p>		
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			<p>arrangements maintained for a small number of pupils to ensure safety and well-being of all</p> <p>Additional Behaviour Support training accessed (Nov 2020)</p> <p>Expectations of Parental Behaviour displayed across school site.</p> <p>Parental Behaviour Policy shared with all parents (paper copy).</p> <p>Links with PCSO made and meeting with parents arranged.</p> <p>19/11/2020 Reasonable adjustment arrangements for children revisited.</p> <p>3/1/2021 Behaviour policy revisited with all children at beginning of term and adjustment arrangements revisited. Copy distributed to families.</p>		
<b>'Classroom Bubbles'</b>	<p>Keep cohorts together where possible and:</p> <ul style="list-style-type: none"> <li>ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</li> </ul>	<ul style="list-style-type: none"> <li>Children should not mix with other classes</li> <li>Teachers should not mix with other classes and should be timetabled to be together with a class as much as is possible.</li> <li>Playtimes and lunch times should be with one designated midday who serves and</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May</p> <p>Arrangements have been made to ensure Teachers and</p>		M

	<ul style="list-style-type: none"> <li>ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff</li> <li>ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days</li> </ul>	<p>watches the children or with teacher / TA who has been working with their bubble.</p> <ul style="list-style-type: none"> <li>Collection and drop off points and times agreed to ensure no cross over of groups</li> </ul> <ul style="list-style-type: none"> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans – 2/6/2020 and 4/6/2020</li> <li>Parental Handbook with key information in it.</li> </ul>	<p>TAs do not work with another bubble</p> <p>Social distancing and hygiene is to be maintained at all times when staff are not with their bubbles – for example at the beginning and end of school and at break times</p> <p>See Staff Handbook</p> <p>13/07/2020 See updated Parental and Staff Handbook for details Recruitment for 2 x midday supervisors</p> <p>13/9/2020 Additional MDA recruited. Lunchtimes arranged in two sittings, with cleaning of all tables and chairs between each sitting. Each bubble has individual entry and exit (sanitiser on entry), staggered start and finish times. Assemblies held virtually in classrooms. Each bubble has a designated playground area and bubbles do not mix for PE. Individual RA for PE in the hall.</p> <p>12/10/2020 Children eat lunch (change to a Grab Bag lunch) in</p>		
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			<p>classrooms. It is delivered to the classroom door and distributed by staff in the bubble.</p> <p>Staff remain attached to one bubble. Each bubble has been organised to ensure there is suitable staffing capacity to cover absences/PPA for teaching staff</p> <p>19/11/2020 Current arrangements revisited and considered in light of second lockdown. No changes considered necessary.</p> <p>3/1/2021 Classroom bubbles maintained. Additional staffroom facilities put in place to ensure 2 m distance can be maintained at all times.</p>		
<b>Physical Building</b>	<ul style="list-style-type: none"> <li>Desks should be spaced as far apart as possible.</li> <li>Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days</li> </ul>	<ul style="list-style-type: none"> <li>One child per double desk.</li> <li>Desks to be moved 2m apart and further where possible.</li> <li>Corridors to be marked with masking tape for pupils to follow.</li> <li>All furniture not being used is to be stored and moved to hall and lockable outside storage (garage), including soft furnishings which cannot be cleaned.</li> <li>Door closers to be removed and doors to be wedged open at all times including toilet doors (exceptions infant, staff and disabled).</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May, All furniture not being used to be removed to hall, garage and outdoor sheds</p> <p>Resources room to be used for storage and as an infirmary for isolation if required – 2/4/2020</p>		M

		<ul style="list-style-type: none"> <li>▪ Cloak rooms to be left empty and coats on the back of chairs. Doors to be propped open.</li> <li>▪ Children discouraged from bringing anything from home that is unnecessary. Only a water bottle and coat will be required with a lunch box if necessary. No rucksacks or book bags.</li> <li>▪ Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> <li>▪ Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible.</li> <li>▪ One way circulation to be implemented for corridors.</li> <li>▪ Wedges to be used to keep doors open.</li> </ul> <p><b>Reception classroom- Changes.</b></p> <ul style="list-style-type: none"> <li>▪ Remove all non-essential objects.</li> <li>▪ Redesign classroom space in Year 1 and Reception to build two Reception class areas.</li> <li>▪ Ensure physical spaces allows for 15 pupils to sit on carpet area 2m apart.</li> </ul> <p><b>Isolation Room-</b></p> <ul style="list-style-type: none"> <li>▪ One room identified as isolation room for children who become unwell during school day</li> <li>▪ Remove all non-essential items in the isolation room.</li> <li>▪ Include one desk and one table.</li> </ul>	<p>Each bubble has its own entrance</p> <p>Reception classroom to be redesigned to ensure there is a adequate space and the carpet area is large enough</p> <p>Resources room to become the isolation room- this will need to be completely cleared with one table and one chair</p> <p>2/6/2020</p> <p>Outdoor equipment to be stored away – including in the reception playground. Only equipment that can be wiped clean at the end of the day to be used.</p> <p>Signage for parents includes notices about social distancing, social distancing marking using playground marking spray, using playground bollards to create routes into and around the playground.</p> <p>See Staff Handbook</p> <p>13/07/2020</p>		
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		<p><b>Outdoor Space</b></p> <ul style="list-style-type: none"> <li>▪ different areas identified for each bubble</li> <li>▪ Where lessons and weather permit, learning is to take place outside, teachers should use outdoor education wherever possible.</li> <li>▪ Outdoor equipment, however, should not be used unless sufficient cleaning of the equipment can be completed after any activity.</li> <li>▪ Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside.</li> </ul> <p><b>Signage</b></p> <ul style="list-style-type: none"> <li>▪ Signage for movement around external building for parents</li> <li>▪ Use tape on floor to demarcate areas and walkways.</li> <li>▪ Create hand sanitiser station posters and ensure toilets have washing hands posters.</li> <li>▪ Staff Handbook contains all details</li> <li>▪ Staff Training Schedule covering all key plans</li> <li>▪ Parental Handbook for further details shared with families</li> </ul>	<p>See updated Parental and Staff Handbook for details</p> <p>EYFS Unit rearranged to ensure 2 Year olds are within their own space (pod) with separate entrance</p> <p>Signage around school updated and refreshed during summer holidays.</p> <p>13/9/2020 Children have own desk space, facing front. All children have own resources in plastic wallet. Signage updated, with additional signs for 2Year Old provision</p> <p>12/10/2020 Equipment is not shared across bubbles until thoroughly cleaned. Equipment in EYFS is rotated to ensure it is cleaned and left for 72 hours between use.</p> <p>2/11/2020 Ventilation in school. All classrooms to keep doors and windows open as possible. During play and lunch times classrooms will have the windows open to ensure adequate ventilation</p>		
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			<p>19/11/2020 Current arrangements (signage/posters/markings) revisited and refreshed. Track and trace app posters displayed,</p> <p>4/1/2021 Physical arrangements revisited and refreshed.</p>		
<b>Teaching, Learning and Curriculum</b>	<p>refresh the timetable:</p> <ul style="list-style-type: none"> <li>decide which lessons or activities will be delivered</li> <li>consider which lessons or classroom activities could take place outdoors</li> </ul>	<p>Lessons and activities will be decided by senior leaders during the initial planning phase but will include:</p> <ul style="list-style-type: none"> <li>a. Focus on activities to support pupils' social and emotional well being</li> <li>b. English – focus on early reading and phonics</li> <li>c. Maths basic skills</li> <li>d. For year 6 – revisiting key skills to support transition</li> </ul> <ul style="list-style-type: none"> <li>Marking to be done with children/ oral feedback – using post-it notes</li> <li>All books to stay on desks in front of the child with their other equipment.</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <ul style="list-style-type: none"> <li>18<sup>th</sup> May Recovery curriculum designed with resources circulated to teaching staff</li> </ul> <p>1 June 2020 All children to have individual plastic wallet to contain own resource pack and workbooks and worksheets.</p> <p>See Staff Handbook</p> <p>13/07/2020 See updated Parental and Staff Handbook for details Recovery Curriculum training completed, Phase 2 Assessment profile in Reading, Writing and Maths being developed. PHSE/RSE curriculum from Sept 2020 to build on and</p>	<p>staff feedback should be minimal due to current situation.</p>	<p>L</p>

			<p>develop social and emotional skills – additional resources and training secured No Outsiders, PHSE Association membership, Anna Freud Centre Mentally Healthy Schools materials for KS1 and KS2</p> <p>13/9/2020 Staff developing online/remote learning approaches (see Academy development plan, Priority 4). Individualised assessments planned and implemented to ensure bespoke and effective tutoring available (1:1) or small group with two dedicated and highly trained TAs, in close collaboration with class teachers and Principals.</p> <p>12/10/2020 See Remote Learning and Digital Strategy See updated Pupil Premium Plan and COVID19 Catch Up Funding plan See ADP 2020-21</p> <p>Additional programmes to support Social, Emotional and Mental Health put in place to support small groups of children showing signs of distress and difficulty</p>		
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			<p>Nuffield Early Language Intervention accessed.</p> <p>Reading Intervention training for all staff.</p> <p>19/11/2020 Digital strategy in place. Staff training accessed on using the physical and remote learning tools in place.</p> <p>3/1/2021 Children to continue developing digital skills and developing remote learning skills. Curriculum revisited to ensure all aspects covered in secure way. Remote learning available for those who are self-isolating</p>		
<b>Timetable for Day</b>	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> <li>staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Class groups should have staggered break times and lunch times.</li> <li>Staggered start and end of day to handover children.</li> <li>Hygiene rules at the start and end of day.</li> <li>Staggered break times</li> <li>Children to stay in designated zones outdoors.</li> <li>Lunch times- staggered lunch times</li> <li>Lunches to be eaten in classrooms</li> <li>Lunch to be eaten at the same desk in the classroom area.</li> <li>Children are not to access the building during lunch time unless for toileting and</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May Designated playground zones identified</p> <p>See Staff Handbook</p> <p>13/7/2020 See updated Parental and Staff Handbook for details</p> <p>13/9/2020 Staggered and rotated lunchbreaks trialled and</p>	Lunch collection from kitchen needs careful planning	M

		<p>only then, if it can be assured, that they will be with children from their own bubble.</p> <ul style="list-style-type: none"> <li>▪ Adult to stay with bubble</li> <li>▪ Children not to be send inside for first aid incidents, instead adult to contact office for a first aider to come to a designated point on the playground.</li> </ul> <ul style="list-style-type: none"> <li>▪ Staff Handbook contains all details</li> <li>▪ Staff Training Schedule covering all key plans</li> <li>▪ Parental Handbook for further details shared with families</li> </ul>	<p>adjusted to ensure smooth protocols.</p> <p>12/10/2020 Toilet rotas revised to ensure smooth protocols. Children not to enter the building to use the toilet at the beginning of the day, or at the end of the day. First aiders allocated to bubbles (after Nov 2020, and additional staff have been trained)</p> <p>19/11/2020 Current arrangements revisited and considered in light of second lockdown. Planning for the festive season considered in light of current lockdown.</p> <p>3/1/2021 Timetables ensures bubbles do not mix. Staggered start and end times continued.</p>		
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<b>Movement-Children</b>	<ul style="list-style-type: none"> <li>accessing rooms directly from outside where possible</li> <li>considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> </ul>	<ul style="list-style-type: none"> <li>Channels and internal corridors around school using masking tape to show pupils movement.</li> <li>Classroom spaces to have teacher only zones.</li> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> </ul> <p>Parental Handbook for further details shared with families</p>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May Masking taped corridors to be completed w/c25th May</p> <p>Each classroom to have a teacher only zone</p> <p>13/07/2020 School markings and classrooms to be refreshed during summer break</p> <p>13/9/2020 Marking refreshed. Reception area marking added, to ensure safety in area with less ventilation.</p> <p>12/10/2020 Movement of children around school reduced as much as possible</p> <p>Movement of adults around school reduced as much as possible. All staff communicating to bubbles that are not their own, to stand outside the door to the classroom and wear a mask</p> <p>Each class has dedicated identified small group withdrawal spaces in the central area</p>		<p>L</p>
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			<p>19/11/2020</p> <p>Current arrangements revisited and considered in light of second lockdown. Signage refreshed</p>		
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<b>Movement-Staff</b>	<ul style="list-style-type: none"> <li>stagger the use of staff rooms and offices to limit occupancy</li> </ul>	<ul style="list-style-type: none"> <li>Teachers can sit together in staffroom providing social distance is maintained</li> <li>Teacher should stay in their designated areas as much as possible.</li> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May w/c 25<sup>th</sup> May -Staff room to be cleared to encourage social distancing</p> <p>w/c 1<sup>st</sup> June – all staff trained on social distancing practices on arrival to school.</p> <p>See Staff Handbook</p> <p>13/07/2020 See updated Parental and Staff Handbook for details</p> <p>12/10/2020 Movement of adults around school reduced as much as possible. All staff communicating to bubbles that are not their own, to stand outside the door to the classroom and wear a mask</p> <p>All staff to wear a mask when moving around school in central and communal areas.</p> <p>Staff briefings to be held in the Central Area, in the main school building</p> <p>Staff lunchtimes rota-ed and staff to eat lunch in the school</p>		<p>L</p>
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			<p>hall as well as staffroom, to ensure social distancing at busier times.</p> <p>02/11/2020 All staff to wear face coverings in communal areas (corridors, staffroom, lunch hall). Staff to eat lunch in hall, socially distanced.</p> <p>19/11/2020 Current arrangements revisited and considered in light of second lockdown.</p> <p>3/1/2021 Current arrangements maintained. Additional staff room facilities in place to ensure staff can maintain 2m distance at all times.</p>		
<b>Movement-Parents</b>	<ul style="list-style-type: none"> <li>encouraging parents and children and young people to walk or cycle to their education setting where possible</li> </ul>	<ul style="list-style-type: none"> <li>Parents should not enter the school building under any circumstances.</li> <li>Markings on the floor for one way only around the school for drop offs and pickups.</li> <li>Only one parent should drop off and collect children.</li> <li>Spots for parents to stand on and wait that are 2m apart.</li> <li>No go zone for teachers to stand in and release pupils</li> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May w/c 25<sup>th</sup> May – social distancing marking to be established on the playground</p> <p>See Staff Handbook</p> <p>13/07/2020 See updated Parental and Staff Handbook for details</p> <p>12/10/2020</p>	Consider signage	L

		<ul style="list-style-type: none"> <li>Parental Handbook for further details shared with families</li> </ul>	<p>Parents to enter school at invitation only. Masks to be worn, and Track and Trace (either on paper, or by NHS APP) to be completed. Hand sanitizer to be used. Meetings of three or more to be held in staff room, with ventilation and thorough cleaning before and after the meeting.</p> <p>19/11/2020 Parents reminded of expectations regarding movement around school premises through letters, email and social media. Parents asked to wear masks (is possible) on school premises.</p> <p>3/1/2021 Parents to be reminded of expectations on school site- including wearing face coverings.</p>		
<b>Working Hours</b>	<ul style="list-style-type: none"> <li>During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. See DfE Good Estate Management for Schools Health and Safety page - <a href="https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety">https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety</a></li> </ul>	<p>For example</p> <ul style="list-style-type: none"> <li>Teaching and support staff should only enter the school site between 8am and 4pm</li> <li>Cleaner in after 4.30pm.</li> <li>Caretaker before 8.00am.</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May Secure cleaning arrangements with WE and GB</p> <p>See Staff Handbook</p> <p>13/07/2020</p>		L

			<p>See updated Parental and Staff Handbook for details</p> <p>13/9/2020 Staff meetings and all other meetings held online when possible. Social distancing maintained in school amongst adults</p> <p>12/10/2020 PPA and training to be accessed by staff at home.</p> <p>19/11/2020 Full lockdown/school closure contingency plans developed and in place. Remote learning strategy in place.</p> <p>3/1/2021 As before. All staff meetings/CPD continue to be conducted at home.</p>		
<b>Toilet facilities</b>	<ul style="list-style-type: none"> <li>ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> </ul>	<ul style="list-style-type: none"> <li>Pupils should only enter two at a time into toilets and stand at least 2metres apart when washing their hands.</li> <li>Some sinks sealed off to support distancing</li> <li>Different classroom bubble pupils do not mix in the toilets.</li> <li>Door wedges to keep the doors semi open to ensure privacy but keep ventilation.</li> <li>Caretaker and cleaner to check soap supply is adequate</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May Toilets to be marked with social distancing markers and sinks sealed off Each bubble has its own toilet to use</p> <p>See Staff Handbook</p>		H

		<ul style="list-style-type: none"> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> </ul> <p>Parental Handbook for further details shared with families</p>	<p>13/07/2020 See updated Parental and Staff Handbook for details</p> <p>Protocols for toilet facilities updated in line with current DFE guidance on full school opening in September 2020</p> <p>19/11/2020 Current arrangements revisited and considered in light of second lockdown.</p> <p>3/1/2021 Toilet rota in place. Children accompanied to the toilet by an adult to ensure bubbles do not mix.</p>		
First Aid	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>PPE should be worn (gloves and masks) when dealing with a first aid incident.</li> <li>Individual teachers / middays (with first aid online training) should administer basic first aid in the first instance.</li> <li>Serious injuries should be seen by a fully trained first aider.</li> <li>Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait outside their classroom door for parents.</li> <li>Middays/ adult in bubble to radio into the office for a first aider to attend an outside incident after moving child to a designated space on the field, not send the child in.</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May First Aid notices to be updated</p> <p>1/6/2020 First Aid Policy updated</p> <p>See Staff Handbook</p> <p>13/07/2020 See updated Parental and Staff Handbook for details Protocols updated in line with current DFE guidance on full</p>		H

		<ul style="list-style-type: none"> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> <li>Parental Handbook shared with families</li> </ul>	<p>school opening in September 2020 Refresher training Sept 2020 13/9/2020 Refresher training completed. PPE secured and safely stored.</p> <p>12/10/2020 3 staff to attend Paediatric First Aid training to widen capacity.</p> <p>19/11/2020 Paediatric First Aid training attended by two members of staff – additional training to be access in Jan 2021</p> <p>3/1/2021 First Aid notices to be refreshed. All First Aid resources to be audited and replenished as needed.</p>		
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> <li>follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> </ul>	<b>Cleaning</b> <ul style="list-style-type: none"> <li>Toilets will be deep cleaned at the end of each day.</li> <li>Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent.</li> <li>Tables and contact points must be cleaned regularly.</li> <li>Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.</li> <li>No toys can be brought from home.</li> </ul>	<b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b> 18 <sup>th</sup> May Arrangements for cleaning equipment in classrooms to be explored  See Curriculum for Recovery plans  See Staff Handbook  Cleaning Schedule developed 1/6/2020 JA/GB	Maximum time staff can stay to – 4pm / 4.30  COSHH rules regarding bleach	H

		<ul style="list-style-type: none"> <li>Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over.</li> <li>Tablets should be wiped several times daily and between use. If possible, avoid children sharing tablets.</li> <li>Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used.</li> <li>Bins must be emptied before they are full and at least once daily.</li> <li>Cleaner to only enter the building when all staff and pupils have exited.</li> <li>Cleaner to wear long gloves.</li> <li>Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink.</li> <li>Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.</li> </ul> <p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li><b>Reception:</b> Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines.</li> <li><b>Infants and Juniors:</b></li> <li>Desks should be wiped regularly.</li> </ul>	<p>See Parental Handbook</p> <p>13/07/2020 Protocols updated in line with current DFE guidance on full school opening in September 2020 See updated Parental and Staff Handbook, Home-school contract, cleaning schedules for details</p> <p>13/9/2020 Cleaning rotas revised with cleaner moving to after school timings. Regular cleaning of frequent touch points revised following full opening of school. Areas around school reception and admin to have screening installed.</p> <p>Children regularly wash down their areas and take responsibility for keeping the classrooms clean.</p> <p>In the Nurture room, tables and chairs are cleaned after each session.</p> <p>12/10/2020 Cleaning rotas revised to ensure coverage</p> <p>19/11/2020</p>		
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Premises checks		<p><b>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</b></p> <ul style="list-style-type: none"> <li>Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.</li> </ul> <p><b>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers</b></p> <ul style="list-style-type: none"> <li>Hot water generation servicing to continue in line with manufacturers' criteria.</li> <li>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.</li> <li>Regularly check hot water generation for functionality and if required, temperature recording</li> <li>If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.</li> </ul> <p><b>Gas safety</b></p>	<p>18<sup>th</sup> May GB – to discuss</p> <p>Legionella H&amp;S completed April 2020 New Boiler ordered May 2020</p> <p>Check Fire management plans and revise – 1/6/2020</p> <p>Check dishwasher - installed 8/6/2020</p> <p>Update keyholder information</p> <p>See Staff Handbook</p> <p>13/07/2020 Fire Management plans revised (to be revisited Sept 2020) Legionella H and S audit received and all actions covered Hot water checked monthly New boiler installed Gas safety check completed Fire Exit lighting replaced</p>		M

		<ul style="list-style-type: none"> <li>Do not isolate gas supplies to boilers and hot water generation</li> <li>To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation.</li> <li>Continue planned gas safety checks including gas detection/interlocking Fire safety</li> <li>Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.</li> <li>Carry out weekly checks of alarms systems, call points, and emergency lighting.</li> <li>Carry out regular hazard spotting to identify escape route obstructions.</li> <li>Check that all fire doors are operational. Fire drills should continue to be held as normal.</li> </ul> <p><b>Kitchen equipment Equipment that holds water, for example dishwashers and combination ovens</b></p> <ul style="list-style-type: none"> <li>Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>All areas of the school should be kept secure.</li> <li>Access to certain closed areas should only be possible by relevant staff – for example science laboratories, chemical stores and IT rooms.</li> </ul>	<p>Kitchen equipment (including staff room dishwasher run on full cycle weekly) All H and S checks continuing as per schedule</p> <p>Sept 2020 – ongoing completion of H and S training and certification in line with regulations for all staff as required.</p> <p>13.9.2020 H&amp;S review postponed from May 2020 to be completed at the end of September – visit after school</p> <p>Key holder information updated and Grab Bag protocols revisited to reflect start of new Co-Principal</p> <p>12/10/2020 Health and Safety Audit completed (postponed from May 2020) All kitchen equipment cleaned daily using dishwasher</p> <p>All cleaning cloths and ice pack covers used washed daily at 90 in washing machine</p> <p>Windows in classroom open to ensure adequate ventilation</p>		
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		<ul style="list-style-type: none"> <li>Check that access control and lockdown systems are operational.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>All systems to remain energised in normal operating mode.</li> <li>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.</li> <li>Where possible, occupied room windows should be open.</li> <li>Ventilation to chemical stores should remain operational.</li> </ul> <p><b>Other points to consider</b></p> <ul style="list-style-type: none"> <li>Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode.</li> <li>For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc.</li> <li>Update your keyholder information.</li> <li>Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers.</li> <li>Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></li> </ul>	<p>2/11/2020 Corridors leading outside and to toilets disinfected, refreshed and painted, using washable paint, to ensure further ability to clean.</p> <p>4/1/2020 Thorough clean of premises during festive break has been completed. All areas where additional resources/materials have collected to be reorganised.</p>		
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<b>Communication to and from Parents</b>	<ul style="list-style-type: none"> <li>▪ tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>▪ 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)</li> <li>▪ 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)</li> <li>▪ also think about engaging parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Essential correspondence sent to parents via website, twitter, Facebook and in letter form – distributed to all houses/families</li> <li>▪ Video walk through / detailed letter of new measures sent</li> <li>▪ Communicate methods of entry and exit to the school grounds</li> <li>▪ Use of signage</li> <li>▪ Staff Handbook contains all details</li> <li>▪ Staff Training Schedule covering all key plans</li> <li>▪ Parental Handbook shared with families</li> </ul>	<b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b>  18 <sup>th</sup> May See SPA comms plan  w/c 1 <sup>st</sup> June signage will be in place  See Staff Handbook  13/07/2020 See updated Parental and Staff Handbook for details Comms team established and liaising with Virtual Learning and Lock Down contingency team to ensure effective communication with families and communities is in place. You Tube channel in place  13/9/2020 Ongoing development and expansion of communication systems. Website to be updated and App for parental use and direct contact to be initiated.  12/10/2020 Parent Pay actioned to be used for emergency communications School Spider App actioned for regular contact		M
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			<p>Weekly Paper newsletter for all families</p> <p>See Lock Down Contingency Plan</p> <p>19/11/2020 Current arrangements revisited and considered in light of second lockdown.</p> <p>3/1/2021 Current arrangements revisited and considered School Spider and Parent Pay messaging in place for additional contact</p>		
<p><b>Procedures for medical care, isolation and confirmed cases</b></p>	<ul style="list-style-type: none"> <li>▪ If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>▪ If a child 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 of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of isolation booth if symptoms are apparent.</li> <li>▪ Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 14 days.</li> <li>▪ All staff who display symptoms should access a test provided by the appropriate health care professional.</li> <li>▪ If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household.</li> <li>▪ If any children or staff test positive, the rest of their class and group should be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May</p> <p>See Staff Handbook</p> <p>Shared with staff 2/6/2020 and 4/6/2020 in training</p> <p>13/9/2020 All protocols in line with NHS/PHE and DFE protocols. Signage and posters with protocols in place. School register to comply with Track and Trace in place.</p>		H

		<p>member they live with in that group, subsequently develops symptoms.</p> <ul style="list-style-type: none"> <li>Temperature checks will not be used at the school.</li> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> </ul> <p>Parental Handbook shared with families</p>	<p>School comms used to share protocols and systems with families. Bespoke support provided if needed.</p> <p>12/10/2020 Protocols in place and stress tested</p> <p>19/11/2020 Current arrangements revisited and considered in light of second lockdown.</p> <p>3/1/2021 All protocols to be stress tested Jan21</p>		
<p><b>Shielding and clinically vulnerable children and adults.</b></p>	<p>For the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been <u>classed as clinically extremely vulnerable due to pre-existing medical conditions</u> have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying</li> </ul>	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable pupils with pre-existing medical conditions should not enter school and should remain at home.</li> <li>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising staff (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position should remain at home.</li> <li>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <u>Staying at home and away from others (social distancing)</u> guidance have been advised to take extra</li> </ul>	<p><b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b></p> <p>18<sup>th</sup> May Conversations/RA with all clinically vulnerable pupils have been conducted by SLT</p> <p>All staff RAed and all staff with a shielding letter are remaining at home. Shielding letter on record</p> <p>2.6.2020 – clinically vulnerable children RA with parental consultation</p> <p>w/c 1/5/2020 – EHCP reviews of all children started.</p>	19	M

	<p>health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for more advice.</p> <ul style="list-style-type: none"> <li>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</li> </ul>	<p>care in observing social distancing and should work from home where possible.</p> <ul style="list-style-type: none"> <li>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</li> <li>Staff Handbook contains all details</li> <li>Staff Training Schedule covering all key plans</li> <li>Parental Handbook shared with families</li> </ul>	<p>See Staff Handbook</p> <p>13/07/2020 See updated Parental and Staff Handbook for details</p> <p>Temporary EHCP arrangements for all children in place.</p> <p>13/9/2020 All children with EHCPs have returned to school. Staff with ongoing concerns supported through Occupational Health and Trust support.</p> <p>12/10/2020 Individual risk assessments completed for any vulnerable staff. Additional steps put in place to secure the safety of all staff and children (screens, personal equipment, staggered starts/finishes)</p> <p>2/11/2020 Risk Assessments for clinically extremely vulnerable staff revisited in line with new national restrictions. Staff working from home.</p> <p>19/11/2020 Risk Assessments for all staff completed, with individual RAs in place for those who are CV</p>		
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			3/12021 CEV staff working from home RA for all vulnerable staff, revisited. Consultation with parents of CEV children and those with EHCPs.		
Visitors	<ul style="list-style-type: none"> <li>Any visitors who are not critical to teaching individual class groups should not enter the school building.</li> <li>Parents should not enter the school building under any circumstances. Any communication should be done via email, telephone or conference call.</li> </ul>	<b>THOSE HIGHLIGHTED IN COLUMN TO LEFT AND</b>  18 <sup>th</sup> May NO visitors on site.  See Staff Handbook See Parental Handbook Home-school contract  13/07/2020 See updated Parental and Staff Handbook and updated Home-school contract for details  13/9/2020 Visitors on site before or after school. Parents on site with explicit permission of Principals. All visitors to follow COVID19 protocols (handwashing, mask wearing, 2 m distance) and follow Track and Trace protocols.  12/10/2020 As above.  19/11/2020			L

			<p>Current arrangements revisited and considered in light of second lockdown.</p> <p>3/1/2021 Current arrangements to continue.</p>		
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