

	<b>Whole school opening risk assessment for September 2021</b> All staff should continue to conduct dynamic risk assessments whilst at work and speak up if there is a safer way of managing a task. This risk assessment may be superseded by latest Government/NHS or PHE guidance.			<b>Group Leader: Vicky Broughton/Bev Holder/Vicki Williams</b>
	<b>Approved by: Vicky Broughton</b>		<b>Position: Headteacher</b>	
	<b>Significant Hazards and Associated Risks</b>	<b>Those who might be harmed</b>	<b>How can the hazards cause harm?</b>	<b>Control Measures (CMs):</b> <i>Controls, including relevant sources of guidance</i> <i>Specific CM's not included in the generic RA</i>
<b>Pupils, staff, parents and visitors</b>	Exposure from others due to:  1) Living with someone with a confirmed case of COVID-19.  2) Have come into close contact with a confirmed case of COVID-19.  3) Being advised by a public health agency that contact with a diagnosed case has occurred.  4) Other medical conditions which put people at risk, critically vulnerable or severely vulnerable.	Staff, pupils, families	Spread C-19 by passing on or receiving to self and to others	To keep up to date and continue following ongoing government Covid-19 guidance.  Staff to be encouraged to take part in twice weekly Lateral Flow Testing and report their results to school and <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a>  School to advise pupils, parents and staff on latest government actions on self-isolation and to latest government guidelines on social activities.  To follow good NHS hygiene measures at all times –washing/sanitising hands on entry to building and exit, before eating and at regular times throughout the day.  School to inform pupils, parents and staff on current government guidance on meeting with people outside of school and encourage them to follow this.  School to advise pupils and staff to adhere to good respiratory and hand hygiene by using the ‘catch it, bin it, kill it’ approach  Do not approach delivery staff, allow packages to be left on the doorstep.  Do not conduct home visits, leave goods on step and stand back; wear gloves.  To be aware of the Kawasaki disease in children as a result of complications from COVID-19.  To advise and signpost pupils, parents and staff to follow current procedures undergo COVID-19 Testing through National Portal or MAT in Plymouth if required. This is for symptomatic staff, or staff living with someone who is symptomatic.  To follow latest guidance on shielding, clinically extremely vulnerable and clinically vulnerable pupils, parents and staff.  School to ensure extremely vulnerable persons are following guidance, protecting themselves and following their specific medical advice.  Staff to inform a member of SLT at once if they find they are pregnant or have developed an illness as you may be required to work from home within the category of clinically vulnerable individual and we will seek the latest guidance.  Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed regularly.  Staff to complete an individual risk assessment if circumstances change.  (See <a href="http://www.asthma.org.uk">www.asthma.org.uk</a> website and COVID-19 section for categories and medication types. See Epilepsy website <a href="https://www.epilepsysociety.org.uk/">https://www.epilepsysociety.org.uk/</a> See diabetes website <a href="http://www.diabetes.org.uk">www.diabetes.org.uk</a> NHS and Science guidance on this condition.)

	Suspected case whilst working on school site (Staff)	Staff, pupils, families	Spread C-19 by passing on or receiving to self and to others	<p>If anyone in school (staff or pupil) develops a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature but we have a thermometer to use for children if you suspect their temperature is high); a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal:</p> <ol style="list-style-type: none"> <li>1) Adults to isolate themselves immediately in the nearest isolation room (After School Care Club room for infants; Quiet Room for juniors) if they cannot go straight home. Children to be taken to an isolation room and accompanied by an adult in full PPE (if a distance of 2m cannot be maintained or if the member of staff feels it is necessary) while parents are called to pick them up as soon as possible. Windows need to be opened for ventilation but door needs to be closed.</li> <li>2) Document people they have come into contact with/places in the school they have been during that day.</li> <li>3) Staff and pupils with these symptoms must go home immediately. If staff cannot drive, then a next of kin is to be contacted to come and collect. Parents of pupils will be asked to collect the child and any siblings as soon as possible as a matter of urgency.</li> <li>4) Avoid touching anything. If a pupil needs to use the toilet, they must be accompanied by an adult in PPE and no other children or adults can be present in that area. The toilet must be closed to others until it can be thoroughly cleaned.</li> <li>5) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>6) They must then follow the guidance on self-isolation unless they are any of the following: fully vaccinated (at least 2 weeks since 2<sup>nd</sup> dose), below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial.</li> </ol> <p>Additional information:</p> <p>Isolation rooms will be used for group catch up work on the understanding that any group will leave immediately if someone needs to go into isolation prior to going home. Signage will denote a group is using the space so it is understood that anyone displaying symptoms will not enter until the room is cleared.</p> <p>PPE is available in both isolation rooms.</p> <p>Ensure PPE availability is checked weekly and after an isolation incident as it is cleaned. The room and areas used by the affected child/adult must be cleaned with bleach.</p> <p>Signage to denote isolation room and to note if the isolation room is occupied by a suspected case.</p> <p>Paper/pen for recording contacts and movement.</p> <p>Shield, mask, apron and gloves worn by the supervising adult.</p> <p>Shield to combat spitting, vomiting and coughing.</p> <p>Prevention:</p> <p>No-one should attend school if they have tested positive within the last 10 days even if they have no symptoms. If symptoms develop then the 10 day isolation starts from the day they develop symptoms.</p> <p>Anyone who has been in contact with a child or adult who is unwell must wash their hands for at least 20 seconds or use hand sanitiser.</p> <p>Staff must inform the school office of any close contact that takes place between staff and children in different bubbles so a record can be kept eg intimate care; first aid; isolation.</p>
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	Mental health of staff members deteriorates making them unable to work	Staff	Too few staff in school and /or need to use supply staff	<p>Availability of remote support sessions from MAST; ensuring staff work with others when they are in and don't feel isolated; staff encouraged to share anxieties and recognise that everyone is feeling anxious at this time. SLT continue to check in with staff on a regular basis.</p> <p>Well-being support available through supply insurance, MAST and Able Futures for all staff.</p> <p>Livewell's First Response Service is available to contact 24/7 for people in Plymouth aged 18 or over experiencing a mental health crisis or if you're concerned about someone by calling 0800 923 9323</p> <p>The Early Years unit staff will make every effort to not mix with the rest of the school building and staff due to young children finding social distancing measures nearly impossible. Early Years staff to be kept in continuous communication with the rest of the school in different ways.</p> <p>Staff should not enter the Early Years classrooms unless absolutely necessary. Messages from the office will be emailed to all EYFS staff, who will need to check at 10am, 1pm and 3pm each day.</p>
	Children and families become more vulnerable if lockdown happens again	Children and families		<p>Weekly phone call from PSA/SLT/Office; email contact to school, which is checked regularly; MAST support to continue but may be remote; new families can be referred through Ed Psych – no referrals necessary.</p> <p>Log any phone calls and keep any emails.</p> <p>Do not</p> <p>Weekly video calls to be made to all children in small groups by teaching staff to check in with home learning also so children can see each other.</p>
	Individual Learners (very young children and children with SEN)		Spread C-19, passing on or receiving, self and to others	<p>Staff to consider the needs of individual children that could provide a risk of harm to staff or pupils during this time and complete an individual risk assessment for each child (see VW for details). This could be, but is not limited to, safeguarding flight risks, spitting, hitting, holding hands, hugging, getting dressed or undressed, changing nappies, unable to practice personal hygiene tasks effectively, general behaviour which might make them more likely to break social distancing guidance placing themselves and others at risk.</p> <p>Some children will more than likely break social distancing regulations due to their age and understanding. Some children may have toileting needs so social distancing will need to be broken between child and staff member when changing. Full PPE will need to be worn in this situation and this should be recorded at the school office. Children who are regularly changed will have this recorded on the intimate care register. All children will need settling in as they have been away for so long and will be returning to a place that is different to the one they left. All children will need supervision when washing hands to make sure they have washed properly.</p> <p>Early Years children may need support with dressing and undressing e.g. shoes, jumpers etc. Staff will need to wear gloves, mask and a visor and continue to wash their hands afterwards. They will also document any time they have had to help a child completing these smaller tasks. All children will be encouraged to be as independent with their dressing and undressing to avoid unnecessary and additional use of PPE.</p>
	Breakfast and after school care club (BASCC)	Children and staff	Spread C-19, passing on or receiving, self and to others	<p>After washing their hands, children will be seated in the hall in their year groups and have breakfast, snacks and activities individually at their tables. All measures for keeping children safe in class will apply to children while they are at Breakfast and After School Care Club.</p> <p>Children from different classes will need to maintain a 2m distance between year groups when going to class in the morning. Junior children should be sent a class at a time at 8:40am and infants taken to class by a member of staff.</p> <p>After school care club children should be brought to the hall by staff at 3:30pm and sit at their class tables. They should already have washed their hands.</p> <p>Named visors available for staff to wear if required and other PPE available in the hall at all times.</p>

Site and premises	Entry and exit to site and buildings. Groups gathering, lack of social distancing, contact with surfaces, doors, handles.	Staff, pupils, visitors, contractors, persons away from school site	Spread C-19 passing on or receiving self and to others	<p>Ensure all who have access to the school continue to focus on key points of infection control:</p> <ul style="list-style-type: none"> <li>• Avoiding contact with anyone with symptoms</li> <li>• Frequent hand cleaning and good respiratory hygiene practices (catch it, bin it, kill it)</li> <li>• Regular cleaning of settings and wear face coverings in communal areas. Staff should bring at least two clean masks into school each day so they can be changed after use. Visors may be worn in class but masks must be worn if there is a possibility of staff being closer than 2m to adults.</li> <li>• Minimising contact and mixing by having class bubbles</li> <li>• Ensure all children, parents, carers, or any visitors, such as suppliers or contractors, are informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) Flexibility of staff to cover entrances and exits when needed.</li> </ul> <p>Ensure plans and precautions are communicated to all, including:</p> <ul style="list-style-type: none"> <li>• Maintain social distancing</li> <li>• Not to group or gather around the school gate</li> <li>• Only one parent to drop or collect children (wherever possible)</li> <li>• Not to enter the school building unless to attend a pre-arranged meeting</li> <li>• All parents and visitors are expected to wear a mask whenever they enter the school site and building, unless they are exempt.</li> </ul> <ol style="list-style-type: none"> <li>1) Stop all non-essential visitors. Any external visits to be pre-arranged.</li> <li>2) Introduce staggered start and finish times to reduce congestion and contact at all times. This is to control infection.</li> <li>3) Children need to come into the building independently as staff cannot make physical contact with them. They will wash their hands on entry to the building.</li> <li>4) Early Years parents may come to the door one at a time, not into the classroom (unless absolutely necessary), and children will be welcomed into the setting by a member of staff who will ensure good hand hygiene if they come into contact with a pupil.</li> <li>5) No parent will be allowed into the building and must use the telephone or emailing systems to ask enquiries. Any serious meeting will be by appointment in a room with social distancing and space allowing. Parents will only enter the building if they have a pre-arranged meeting with a member of staff. Meetings will take place in well ventilated rooms which allow for social distancing measures</li> <li>6) Monitor site access points to enable social distancing – all access will be through the school gates with multiple gates open.</li> <li>7) Require all pupils to wash or clean their hands on entry to or when leaving the building.</li> <li>8) Allow plenty of space between people waiting to enter site. Yellow dots are painted in to the playgrounds and paths to facilitate this.</li> <li>9) Regularly clean common contact surfaces in all areas of the school using approved cleaning products.</li> <li>10) Access to the site by outside agencies should be limited to pre-arranged appointments only.</li> <li>11) Where possible, deliveries of goods should be cleaned before being moved by school staff and cardboard packaging disposed of immediately.</li> <li>12) Behaviour policy changed with appendix to reflect current safety guidance.</li> <li>12) Fire Drill to be walked through regularly to check evacuation plan (this can be repeated whenever necessary throughout the week). Termly unannounced fire drill practice to take place throughout the year when children are secure with the social distancing requirements as well as the drill practice.</li> <li>13) Visitors to the site to follow hand-washing and hygiene procedures. Visitors will observe social distancing rules and avoid unnecessary contact with bubbles of staff and pupils. Any surfaces will be cleaned following their visit.</li> </ol>
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	Safe and Secure Premises and buildings – defective, untested equipment, slips, trips, unavailable routes or exits.	Staff, pupils, visitors, contractors, persons away from school site	Spread C-19 passing on or receiving self and to others	<p>Ensure sufficient number of trained fire marshals on site. Children and staff to practice fire procedures once a week for the first three weeks.</p> <p>Ensure any PEEPs (personal emergency evacuation plan) are still suitable and staff are aware of contents.</p> <p>Full premises walk through to ensure clear of slips, trips, or item falling hazards, clear routes, and corridors each week.</p> <p>All keys used during the day kept in one place and cleaned with alcohol wipes at the end of the day as they are put away. Sites Manager/cleaners only.</p>
	<p>Use of intimate care changing facilities.</p> <p>First aid</p>	Staff, pupils and families	Spread C-19 passing on or receiving self and to others	<p>1) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Tables in all classrooms to be cleaned mid-morning (and mid-afternoon if possible)</p> <p>2) First aid will be administered by staff in the same class wherever possible. Children will be encouraged to clean their own wounds etc. whenever possible.</p> <p>3) Children to avoid playgrounds whenever possible to limit first aid incidents due to falling on tarmac.</p> <p>4) Full PPE should be worn (mask, gloves and apron and disposed of after each use) when administering first aid. Staff to be given guidance on how to use the PPE.</p> <p>5) PPE face mask shields will be kept in sealed bags. Once they have been used, they are to be cleaned and returned to the back of the supplies, no sharing of equipment.</p> <p>6) Individual Intimate Care plans will be adjusted for children who regularly require more than one adult to change them. These children will need to have an individual risk assessment completed before they are able to come into school.</p> <p>Individual children will be risk assessed based on their needs.</p> <p>7) Single use PPE should be disposed of in the bins provided.</p> <p>8) A first aider will be on site at all times.</p> <p>9) All staff to have a spare change of clothes in school in the event that they are contaminated in some way (e.g. sneezing, sickness).</p> <p>10) First aid room only to be used in an emergency. This room will need to be cleaned afterwards.</p>
	Use of toilets	Staff, pupils and visitors	Spread C-19 passing on or receiving self and to others	<p>When using the toilets all adults should do the following:</p> <ul style="list-style-type: none"> <li>• After using the toilet, spray and wipe down the seat with toilet paper and the cleaning spray provided then put the toilet paper down the toilet</li> <li>• Close the lid before pulling the flush</li> <li>• Wash your hands with soap for 20 seconds and dry them thoroughly</li> <li>• Open the door lock with the paper towels in your hand and leave the light on as you exit</li> </ul>

Classrooms and class bubbles	<p>Classes, classrooms, and equipment.</p> <p>Groups gathering, lack of social distancing, contact with surfaces, doors, handles etc</p>	Staff, pupils, families	Spread C-19 passing on or receiving self and to others	<p>EYFS children and staff create a bubble to ensure staff ratios in the event of sickness or staff needing to put on relevant PPE to deal with a child who has had a toileting accident. All other classes are single bubbles with staff moving between as necessary eg Mrs Holder and Mrs Clewer teaching Maths / English between Y5/Y6; Mrs Heard teaching music from Y1 to Y6 and giving middle and senior leaders release time each week; Premier Sport staff in Y1/2/5/6 on Friday, all keeping a 2m distance from the children. Staff going between classes will be reduced as far as possible with changes to PPA release; intervention cover; additional support; leadership time release etc being blocked rather than spread over the week.</p> <p>All staff to have a named visor to wear and have access to hand sanitiser to use between classes.</p> <p>Children to be taken to the hall or outside for PE lessons by teacher or TA to limit adults in each class. PE lessons to be taught from the top of the steps in the hall or at a suitable distance outside.</p> <p>Organise classrooms and other learning environments for groups, with as many children facing the front as possible. EYFS and Y1 will have grouped tables but will limit time spent seated at these.</p> <p>Early Years children may come into face-to-face contact with other children as social distancing will be difficult for younger children.</p> <p>Early Years children, when sitting on the carpet, will be encouraged to sit in lines or on spots rather than in a circle. These should be placed as far away from staff as possible. EYFS teaching should take place in small groups with other children learning outside, whenever possible. With a smaller number of children in the EYFS, they may be able to have a place at a table where they play and work when they are not outside.</p> <p>Access rooms directly from outside where possible. Y2 pupils to enter/exit through KS1 toilets; Y3/6 pupils enter/exit through the back door; Y4/5 pupils enter / exit through KS2 doors.</p> <p>Consider which lessons or classroom activities could take place outdoors.</p> <p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. Teachers will go to the classroom rather than the class go to the teacher.</p> <p>One member of staff to use interactive whiteboard (no child is allowed).</p> <p>Stagger break times, so that all children are not moving around the school at the same time. Stagger the time that children move onto the field for their lunchtime. EYFS can play together; Y1 and Y2 to be on the playground separately at break and lunch times; Y3/4 to share KS2 playground (half each); Y5/6 to share KS2 playground (half each).</p> <p>Ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. Lunches will be eaten in classrooms. Classes to follow a rota for the playground or staff to divide playground into different sections for different bubbles.</p> <p>Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with thorough cleaning of the rooms at the end of the day.</p> <p>Ensure (where possible) equipment is used exclusively by the group, or ensure it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously (e.g. iPads)</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Shared materials/ sand trays etc will be removed or closed as they cannot be sanitised easily. Early Years will be able to have a selection of shared, plastic resources within their bubble which are cleaned every Thursday and rotated. Children will also have their individual packs which will be cleaned weekly in rotated groups. Any wooden resources in Early Years will be limited and cleaned after using in Milton.</p>
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	Children working in close proximity in classrooms		Spread C-19 passing on or receiving self and to others	<p>Social distancing and good hand hygiene should also be followed by all members of staff working with the group of children.</p> <p>Classroom furniture should allow for the whole class to sit at the same time in a standard classroom.</p> <p>Activities will only be for one child at a time and these will be cleaned regularly. Outside spaces will be utilised as much as possible to minimise contact between children.</p> <p>Bins should be emptied regularly throughout the day if there are tissues in them.</p> <p>Book corners may need to be modified and number of books reduced to allow weekly rotation. Books returning from home will be quarantined for at least 72 hours.</p> <p>Children will not be getting changed for PE. Children need to wear shoes and clothes that they can tie up/manage themselves.</p> <p>Children to be provided with a named water bottle that remains in school. EYFS and KS1 – coats hung on pegs, lunch boxes in class boxes. KS2 – all belongings to be stored in lockers.</p>
	Hygiene facilities within the classroom.		Spread C-19 passing on or receiving self and to others	<p>Pump dispensed soap will be available at every sink and regularly refilled. Mild soap is been available for any children who need it. Anti-bacterial gel will be provided in each classroom for staff. Hand washing should take place regularly through the day. Careful attention should be paid to children who might suffer skin irritation with regular washing. Hands should be dried using a paper towel (not hand driers) with bins emptied at least twice daily. Handwashing should take place on arrival at school, after toileting, after break time, before/after lunchtime and just before leaving school. Handwashing will also be done throughout the day as necessary e.g. after coughing or sneezing.</p>

	Learning resources		Spread C-19 passing on or receiving self and to others	<p>No free access to toys. Toys already put out for children and these will be changed and cleaned during the day. Early Years children will have access to a rotated selection of toys. The amount of shared toys available in the room will be reduced. These will be cleaned every Thursday and rotated toys will be available each week.</p> <p>Learning resources should not be shared between children. Each child will be provided with their own pack of learning resources (stationary/paper etc.) Early Years children will have their own packs which are kept in their trays.</p> <p>Staff to wash hands before and after marking books. Staff are not to take books home to be marked. Children should self-mark their learning whenever possible.</p> <p>Library books and reading books will be transported to and from home in a named carrier bag. Books will then be kept in a box in the classrooms for a minimum of 48 hours before being returned to the shelves. Online versions will continue to be shared so children can continue to read widely at home.</p> <p>If learning resources must be shared, e.g. practical science equipment/iPads, then it must be fully cleaned before it is used by a new pupil.</p> <p>Resources that are made of fabric or have a texture that prevents suitable cleaning should not be used. Cuddly toys, bean bags etc. should be removed from classrooms.</p> <p>If you are unsure about the cleanliness of a resource, it should not be used until it has been cleaned first.</p> <p>Touchscreens should be used if possible, as these are easier to clean than between the keys of the keyboard.</p>
	PE lessons			<p>Doors and windows to be open in the hall whenever possible if it is being used for PE.</p> <p>PE lessons to be outside if possible.</p> <p>All equipment and benches/steps etc that the children have been in contact with to be wiped after use.</p> <p>After lesson, doors and windows to be opened and hall vacated for 15 minutes before next class uses the hall.</p> <p>No equipment to be shared between children, there is enough for each child to have their own.</p>



	Breaktime and lunchtime.	Individual workers, pupils	Spread C-19 passing on or receiving self and to others	<p>1) Staff are advised not to leave the school premises at lunchtime if possible and if they are visiting local shops they should follow the hand washing/sanitising procedures listed previously and the latest NHS hand washing advice and advice about the use of face masks.</p> <p>2) Break times/lunchtimes will be staggered to reduce congestion and contact at all times. Children to use the field whenever possible to reduce the risk of falling over on the playground and requiring first aid. Children to stay in their own designated area.</p> <p>3) Hand cleaning facilities or hand sanitizer will be available before and after lunch.</p> <p>4) Staff to remain at a safe distance from each other at play and lunch times. Staff will follow current government or local guidance regarding social distancing at play and lunchtimes</p> <p>5) Staff/Pupils should sit apart from each other whilst eating and avoid all contact. Children will eat lunch at their desks.</p> <p>6) All rubbish should be put straight in the bin and not left for someone else to clear up. Children will need to be able to open their own packets of food.</p> <p>7) All areas used for eating must be thoroughly cleaned at the beginning and end of each lunch time.</p> <p>8) Refuse will be held in double bagged bin liners if they contain food or hygiene waste and then removed after 48 hours.</p> <p>9) Outside play equipment, e.g. pirate ship and trim trail are not to be used. Early Years children will have access to a selection of toys in the outdoor area and these will be cleaned on a Thursday and rotated each week.</p> <p>10) Soft furnishings, soft toys and toys hard to clean such as those with intricate parts should be removed and stored elsewhere if space permits.</p> <p>Snack time will be at desks in the classrooms or outside at playtime. Early Years children will have snack on the carpet and milk will be provided in cups which will be cleaned in the dishwasher every day.</p> <p>School dinners will be provided for children and these will be delivered by the MTAs/TAs to each classroom door.</p> <p>If staff are using the staff room, or Infant Quiet Room they follow current government or local guidance regarding social distancing at play and lunchtimes. The PSA room will also be set up for KS2 staff to make drinks and heat lunches. Staff can bring camping chairs to sit outside and have lunch if they wish. The library and hall may be used for adults to eat lunch as this will provide more space.</p>
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Hygiene	Hygiene practices – poor hygiene and cleaning arrangements	Individual workers, pupils, families	Spread C-19 passing on or receiving self and to others	<p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Handwash / sanitise.</p> <p>Clean surfaces that children and adults are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</p> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> <li>• frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning.</li> <li>• clean their hands on arrival at the setting, before and after eating, after being outside, and after sneezing or coughing (one class bubble at a time)</li> <li>• are encouraged not to touch their mouth, eyes and nose, use a tissue or elbow to cough or sneeze into and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• ensure that bins for tissues are emptied throughout the day</li> <li>• where possible, all spaces should be well ventilated using natural ventilation (opening windows)</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> </ul> <p>All children to have individual, new zippy bags/trays and equipment including individual drinking water bottles.</p> <p>Cleaning is undertaken both at the end of each day and during the day with extra staff, volunteer TA and MTA staff.</p> <p>Keys to be cleaned with alcohol wipes between people and at the end of the day.</p> <p>Ensure a good supply of disposable tissues to implement the "catch it, bin it, kill it" approach in each classroom and enough to top up regularly.</p> <p>Minimise resources in each setting to allow for easy and more regular cleaning. Removal of some resources such as cuddly toys, cloth or playdough; those that are easily cleaned and wipeable, rest [malleable]to be removed.</p> <p>Early Years children will have individual packs of playdough which are kept in a silicone pack. These will be changed weekly.</p> <p>No class sets of colouring pencils to be used, each child will have an individual pack.</p> <p>Children to wear uniform three days each week and PE uniform on the other two days. Staff should wear smart casuals unless dressed for PE.</p> <p>Display recommended reminder posters in classrooms and visible outside for parents and at gate, in staff toilets and staffroom.</p> <p>Children to be encouraged not to touch their faces or put toys in their mouth.</p> <p>All equipment used by children to be cleaned daily after use and between use if practical when children are outside. Frequently touched surfaces cleaned by standard detergents and bleach.</p> <p>Children to wash hands after using trikes, wheeled bikes and large, moveable toys.</p>
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Social distancing	Working in local vicinity of other staff/pupils and within social distancing guidance of 2m wherever possible	Staff, pupils, families	Spread C-19 passing on or receiving self and to others	<p>There is a need to reduce possible contact between different groups of children and between adults.</p> <ol style="list-style-type: none"> <li>1) Corridors are a one way system where possible, even though passing in the corridor is a low risk.</li> <li>2) Staff communal areas will be adjusted so that they follow the social distancing rules and face coverings should be worn in these areas.</li> <li>3) Staff who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace. If they become ill whilst in work, then they must go to the isolation room if they cannot immediately go home.</li> <li>4) Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures.</li> <li>5) Follow current local guidance on social distancing measures from each other as much as possible with supervision in place to monitor compliance.</li> <li>6) Staff are to avoid face to face working and skin to skin contact as much as possible. Adults ideally need to remain 2m away from children and each other and must minimise any time spent within 1m of anyone.</li> <li>7) Consider alternative ways to communicate with staff. This could include INSET meetings being held over Teams. Where face to face meetings take place, they must be in large, well ventilated spaces.</li> <li>8) Above all, hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water).</li> <li>9) Any health or safety concerns to be raised immediately with SLT.</li> <li>10) Delivery workers to leave mail and parcels at porch.</li> <li>11) Visitors to the school to remain distanced from pupils and staff and only essential visitors should be allowed in.</li> <li>12) Parents and carers should phone or email the school rather than visit to office. New window and desk arrangement will allow parents to hand in forms etc without coming into contact with staff. A visor will be available for office staff to use if required. Parents and visitors will be required to wear a face covering if they have to enter the building.</li> <li>13) Desks should be front facing of the class wherever possible, whilst allowing for the whole class to be present. In some cases, desks are distanced if front facing tables are detrimental to children's learning.</li> <li>14) Reusable PPE (e.g. visors) should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places. Early Years staff will require more reusable PPE equipment due to more staff being in one unit/ classroom.</li> <li>15) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).</li> </ol>
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Behaviour and mental health	<p>Behaviours and attitudes to safety and increased vulnerability</p> <p>Children do not respond positively to new rules on social distancing or misbehave in their settings</p> <p>MAPA and positive restraint and the separation of fighting pupils is not feasible.</p>		<p>Spread C-19 passing on or receiving self and to others</p>	<p>1) Annex to our Behaviour Policy written and agreed.</p> <p>2) Behaviour changes around sanctions and rules need to be communicated to children and parents and rigorously and regularly reinforced throughout every day. Give reminders and in extreme circumstances, impose sanctions when rules are broken in line with social distancing and positively reinforce well expected rules through encouragement and rewards. Be consistent and use your common sense, differentiate for SEND.</p> <p>3) Staff to teach explicitly and supervise health and hygiene arrangements as above, such as handwashing, tissue disposal and toilet flushing.</p> <p>4) Children will be sent home should they willfully and deliberately flaunt the social distancing rules. behave in a manner which puts others at risk.</p> <p>5) Children who continue to fight or spit will be sent home and may not be allowed to return until it is safe to do so.</p> <p>6) Children to understand why they are in small groups and why they will be in those groups all day and throughout the week without mixing during the day. Children will have the same staff throughout the day within the same setting.</p> <p>7) Children to have their classrooms reshaped to allow for social distancing wherever possible. minimising contact and good ventilation.</p> <p>8) All children to have individual pencil cases with their own equipment and water bottle, to be cleaned regularly.</p> <p>9) A DSL must be on site or contactable at all times.</p>
	<p>Mental health of SEND children affected with increased anxiety and stress.</p>			<p>SENCO to be available to liaise with external agencies. Additional support may be needed for the health and wellbeing of SEND children. Use outside for breaks and exercise.</p> <p>Each teacher to undertake an individual class risk assessment with SENCO for children with SEND. Continue liaison with outside agencies and EWO/SC/LAC Virtual School and FIIP as necessary for specific families.</p> <p>Some children may require a reduced timetable to enable them to cope with the new demands in school so they are successful for a shorter period of time which can be regularly reviewed and lengthened as they become more used to the new ways of behaving in school.</p>

Links <https://www.nhs.uk/conditions/coronavirus-covid-19/> <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/> <https://www.gov.uk/government/publications/coronavirus-action-plan> <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

This is the Government's published strategy <https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>

For Parents <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

For Staff <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

If in England call NHS on 111 where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs