**COVID-19 Educational Settings Risk Assessment**

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment template has been provided to support educational settings to ensure they are acting in line with the COVID-19 – Compliance code for all educational settings – Autumn Term

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

The risk assessment should be reviewed prior to any stage of extension of operation e.g. increasing pupil numbers, extending curriculum activities, opening up facilities or planning events.

For ease of reference, changes that are made to this document are detailed below:

|  |  |
| --- | --- |
| **Date of change** | **Section, Page and Change** |
| 12-05-2020 | Whole revised document please read. |
| 18-05-2020 | Small updates throughout |
| 26-05-2020 | relate to early years providers and high school cohorts |
| 02-06-2020 | Changes made are shaded grey and in italic font – Minor additions |
| 18-06-2020 | Changes made are shaded grey |
| 01-07-2020 | Changes made are shaded grey |
| 13-07-2020 | Updated for Sep Term – new requirements are highlighted in yellow |

|  |  |  |  |
| --- | --- | --- | --- |
| **Setting/Premises:** | North Wootton Academy | | |
| **Location:** | Kings Lynn | | |
| **Assessment Date:** | 26/2/21 | **Review Date:** | 1/4/21 |
| **Assessment completed by:** | James Grimsby | | |

Please describe how you have met with the required control measures in the “Notes and Further Information” column

# Management Planning

## Senior Management Team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Control measures | Yes/  No/  NA | Notes and further information | Date required and completed |
| Senior Management Team responsibilities | . |  |  |  |
| The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:   * The number of contacts that pupils and staff have during the school day are minimised * The distance between people in the setting is maximised as much as possible, * Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying * Enhanced cleaning arrangements can be implemented * The whole setting community are engaged with and support the national effort to reduce the spread of the virus | Yes | **Staggered Timetable**  - Entry/Exit/Lunch and Break times have all been staggered by at least 10 minutes or location to ensure a minimising of crowds and mixing.  - Lunch Times and Break - The playgrounds and field will remain segregated with set areas for each class.  -The use of shared equipment will continue with each class having their own box.  -The pupils will continue to eat their food within the class with the kitchen providing take-away hot meals which will be delivered to the classrooms; this will be supervised by the class teachers for 20 minutes (25 in ½;30 in reception)  **Class Groupings**  -All Primary bubbles will remain within one classroom for the whole day except for breaks and PE. The halls (unless raining during PE) or changing classes during lesson rotations. Computing will be trialled throughout the term using the IT suite.  -Minimal access to internal corridors and therefore mixing is unlikely to occur.  -EYFS will be a year group bubble (40-45) so that they can share the outside areas, but will not enter each other’s classrooms including staff.  **Staffing**  -Each bubble will also be assigned staff who will only work with this group of children; they will cover all support work, breaks, lunchtimes and minor medical issues.  -As much as possible, the teacher’s release time will be covered by staff already working within the phase (not the class) to try and limit staff moving across multiple bubbles. However, Mrs Turner will work in Maple and Cedar; Mrs Morley in Elder and Juniper and Mrs Ames in Cedar and Fir to enable PPA release.  - Mrs Emmanual will be working across bubbles but only in paired work at a 2m distance for PP intervention and PE which will mainly occur outside or with a 48 hour gap/Lateral Flow Test in between. Visors (and as much as possible mask or screens) will be used in both circumstances.  -The school will continue to use external sports coaches (a maximum of three) but modify the activities taught to ensure the majority are outside or involve substantial distancing.  **Teaching Approach**  -Whilst there will have to be an inevitable reduction in the distancing between pupils, the school will try to maintain a two-metre distance for teaching staff. Therefore, they will continue to be a ‘teaching from the front approach’ with face coverings worn when moving closer to the children. This will be the same with Teaching Assistants. The general rule will still to be within 1 m for no more than 1 minute at all times unless an emergency (or first aid/ personal care which have different PPE levels)  -All staff members will have access to gloves should they feel this is needed to complete their normal teaching/support role but staff are asked to carry a mask on them at all times unless this directly impacts teaching.  - Teaching Assistants are being asked to remain outside of the class for as much as is practically possible and used screened desks. However, inevitably they will be within a 2m distance at times in order to fulfil their role. The aim will be to limit this to 1 minute or less whilst wearing a face covering.  **Class Layout**  Reception classes will remain in table bubbles for as much as is appropriate, whilst the other year groups will be sat in consistent rows. At present the tables positioned on each side of the room the enable a walkway through the middle of each class.  Year 1 children may begin to form horseshoe shapes to enable the staff to better support them but will remain facing forward at a 2m distance when doing so.  **Intervention and One-to-one Support**  Children will continue to be taught in small groups but with limited or no mixing of pupils from different class bubbles. Such work will take place in specially designed areas of the school that have a Perspex glass screen that divides the children from the adult. There will be far less close contact support within class unless essential to meet the children’s needs as outlined in their EHCP, Personal Risk Plan or Personal Care Plan.  **Handwashing and Hygiene**  -Pupils and staff will use hand sanitizer upon initial entry and before leaving for home. They will then wash their hands before snack; after break; before lunch, after lunch break and whenever they sneeze/cough.  -Staff will have access to a personal supply of sanitizer at all times  -Pupils will be provided with a personal supply of tissues and taught about the ‘Catch it, Bin it, Kill it!’ message.  -External handwashing stations will remain in place to ensure that this can be an efficient process.  -Children with sensitive hands can bring their own labelled version but sanitizer must be stored by the teacher due to the alcoholic content.  **Enhanced Cleaning**  -The school will continue to have cleaning staff in during the lunch time period to ensure there is a higher level of site cleanliness.  -Additional hours will also be added in the afterschool clean and staff have been asked to complete periodic wipe downs  **Extra-Curricular**  Extended care will run but with enhanced social distancing measure in place to ensure that class bubbles are kept distant.  No extra curricular clubs will take place other than music lessons as these take place within the school day where staffing levels are sufficient – this will be reviewed half-termly and the school would hope to be able to begin outdoor clubs in the summer term. | From Sep 7th |
| SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews. | Yes | Statutory schedule of checks are ongoing and therefore will be completed over the summer. | Aug 30th |
| SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site | Yes | -Additional hours have been added and a cleaning team has been brought in during the school day to focus on shared areas such as toilets/staffroom/reception and class touch points.  -Principal will review cleaning schedule document with cleaning supervisor and paperwork is submitted to the office weekly to ensure compliance.  - Teaching staff have been asked to complete wipe downs when a symptomatic child is sent home. | From Sep 7th |
| SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information. | Yes | * Discussed with HS leads within the school. * Code of compliance has been read by SMT * All Staff to complete online training https://csapps.norfolk.gov.uk/covid\_onlinetraining/ | Aug 24th  Sep 4th  (Staff Form) |
| SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions | Yes | * Version 6 shared with staff and governors on Feb 26th and then parents on March 1st. | As noted |
| Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance. | Yes | * -Assessment will be reviewed daily by staff adding to a live SWOT analysis in the Staff Room to ensure greater access HS Leads to review each evening and any revisions communicated to staff by next morning via communication board. However, key issues will be addressed immediately through impromptu meetings * Risk Assessment will remain a fixed item on the SMT agenda. * -Staffing and pupil numbers may make significant impacts to provision. Any illness or self-isolation of staff will significantly impact provision within their bubble; TAs/Senior Leaders will initially be asked with part-time staff possibly increasing hours. The use of TEAMS in school will also be considered with teaching assistants supporting the remote teaching of classes, if needed. | From Sep 4th |
| SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training. | Yes | * Training provided to all staff in Sep Inset * Walk through with teaching staff in situ within Sep Inset. * Risk assessment updated on 4/9 to account for any location specific points and phase specific guidance sent to staff and parents * Phase Leaders will be responsible for writing area specific guidance and running through with TAs. * The office has added information pertaining to school visitors to the sign in arrangements. The Principal has drafted a more formal Risk Assessment that can be sent out prior to attending. * Updated discussion were held on January 4th and the W/C March 1st to ensure that all staff were clear on the procedures | Sep 4th  Sep 4th  Aug 30th |
| Senior colleagues will be present at the site and especially during the early part of return in Sep in order to provide additional support and reassurance and to pick up on any issues and review arrangements. | Yes | * All seniors leaders will be on site; no training or external visits have been planned. * The Principal and all other SL will be the champion social distancing measures each day and will complete a school walk around to ensure plans are being adhered to * In addition, Senior Leaders will be present during all entry and exit points and provide additional support during lunch/break times to ensure compliance. * This will remain their primary management duty until such risk assessments are no longer necessary. * Should the school re-enter school lockdown, the principal or a deputy principal will be on site at all time | 4th Sep |
| Ensuring compliance | The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed. | Yes | * Pupils, parents, visitors and staff may not be able to remain on school site should they be unable to follow restrictions and normal behaviour policy guidelines will be followed; however, failure to follow safe behaviours alone is not sufficient to ‘send’ a child home as this would be classed as a fixed term exclusion and would have to follow normal procedures. Instead an individual risk assessment plan would have to be written as to how that child could be kept safely within school without causing harm to others or discussions would have to be had as to whether this behaviour constituted a level of dangerous behaviour that would constitute an exclusion in line with existing behaviour policy. * A revised Behaviour Policy was sent to parents on Sep 1st and the rules will be gone through with pupils on day of return. In essence, disruptive pupils will be moved outside of the class if staffing allows and outside the Principal’s office if not – social distancing will be maintained at all times. * An additional online behaviour policy was issued to parents during the WC January 11th outlining expectations for those joining the lesson online. | Sep 1st  Jan 21 |
| COVID-19 Case Management Guidance is implemented. | Yes | **Symptomatic Families and Staff**  -Pupils and staff cannot attend school if they or a known contact, such as a family member, becomes unwell with a new, continuous cough; a high temperature, or has a loss of, or change in, their normal sense of taste or smell.  -Instead, families must inform the office and follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.  -If a pupil develops these symptoms in school, they will be supervised outside the front of the school or within the canopy area until they can be collected and then families should follow the above guidance. Should they need the toilet, they will have access to the men’s staff toilet. With staff, they are to be sent home immediately so long as they are well enough to do drive.  - Medical Policy was updated to direct parents to 111 and 119 as a way of triaging symptomatic pupils for common colds  -From January 4th, all staff members complete Lateral Flow Testing on Sunday and Wednesday evenings. These are reported to the office and will invoke the same self-isolation | Aug 24th  15/9 |
| COVID Secure Commitments is signed and displayed | Yes | Those already in place will be replaced in Aug 24th 2020.  COVID QR codes have been added | 25/9/20 |
| Governor engagement | Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role. | Yes | * All H&S documentation will be implemented in conjunction with Trust governance structure and shared with LGB -10/8/20 (Version 1) when staff are sent the document. * Version 3 (21/9) * Version 4 (20/10) * Version 5 3/1/21 * Version 6 26/2/21 | 10/8/20  As noted |
| Safeguarding | The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools). | Yes | * SG Team have discussed arrangements prior to implementation with initial draft given to them on 20/7 * This provision has been reviewed in light of more staff returning to full time teaching commitments. * The provision has been reviewed in line with changes to KCSIE. * Whole School Safeguarding training to be complete during inset week and updated policy shared with parents on 7/9 * Staff have reviewed the arrangements on Jan 4th-5th * Staff have reviewed the arrangements during W/c March 1st | 4th Sep  7th Sep |
| Supply chain | Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance. | Yes | * These will continue in line with current systems of audit and restock with the school’s Admin Officer coordinating purchases. * Hours have been changed to ensure that class are replenished every other day. | Ongoing |
| Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards. | Yes | * PPE will only be purchased through known providers | Ongoing |
| Premises adaptions | Small adaptions identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned. | Yes | * Where needed. * Perspex screening and sheeting has been added to key intervention areas. * An additional intervention space has been created. * Doorguards are already in place but more are being added * Handwashing will be mainly taking place outside using paper towels with additional stations been purchased to ensure greater efficiency. | Aug 25th |

## Staffing arrangements

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| --- | --- | --- | --- | --- |
| Staffing levels | Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis:   * Short duration, ad hoc work is avoided where possible * They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) * All infection control requirements are followed. | Yes | **Cover Teachers and Sports Coaches**  -As much as possible, the teacher’s release time will be covered by staff already working within the phase to try and limit staff moving across multiple bubbles.   * However, Mrs Turner will work in Maple and Cedar; Mrs Morley in Elder and Juniper and Mrs Ames in Cedar and Fir to enable PPA release. * Mrs Emmanual will be working across bubbles but only in paired work at a 2m distance for PP intervention and PE which will mainly occur outside or with a 48 hour gap/Lateral Flow Test in between. Visors (and as much as possible mask or screens) will be used in both circumstances.   -This is the most effective way to limit the movement of staff across bubbles and additional procedures (LFTs, greater distancing) will support this.  -The school will continue to use external sports coaches and ensure that they have contact with a maximum of two groups each week. The PE Subject Lead has modified the activities taught to ensure the majority are outside or involve substantial distancing. Again, LFTs may be recommended in both cases.  -Additional Risks Assessments will be completed with each and training provided by the Principal prior to taking classes. | Sep 7th |
| Temporary staff who work at more than one setting is avoided where it is possible. | Yes | The school does not use external supply.  Additional measures are in place for the sports coaches who do work in other settings with them being asked to remain outside of the school building wherever possible and LFTs will be discussed.  The Principal will ask for the RA from staff members for any other settings that they are currently working in to ensure that they are COVID secure. | Sep 7th  Sep 4th |
| Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings. | Yes | -This would be possible as some staff are part-time and have other work commitments.  -As noted above, additional RAs have been considered for any such staff based around 2m plus social distancing.  - All staff are being asked to complete a record of their work locations | Sep 7th  Sep 21st |
| Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises. | Yes | NA |  |
| Teaching staff breaks are organised in a way that avoids staff covering from a different group | Yes | Breaks are covered within bubbles/Outside supervision will be kept with bubbles also.  Inside wet play will need additional support from office/principal in Elder and Willow.  Staff lunches are being eaten in classrooms with the class teachers/and support staff where needed.  3 staffroom locations are currently being used as there needs to be a move towards extending the teacher’s lunches which will create greater overlap | Sep 7th  21st Sep |
| Consistent working arrangements are applied to ITT trainees. | Yes | ITT student has been asked to attend inset and is known to the school. | Sep 4th |
| Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles. | Yes | At present, cover will be provided across a maximum of 3 classes (perferabley within a phase).   * Mrs Turner will work in Maple and Cedar; Mrs Morley in Elder and Juniper and Mrs Ames in Cedar and Fir to enable PPA release. * Mrs Emmanual will be working across bubbles but only in paired work at a 2m distance for PP intervention and PE which will mainly occur outside or with a 48 hour gap/Lateral Flow Test in between. Visors (and as much as possible masks or screens) will be used in both circumstances. | Sep 7th |
| Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit | Yes | Cover Staff are maintaining 2 m distance at all time with no direct interaction with the pupils over than books after lessons with a rule of four books before a sanitize or gloves.  Any intervention/support work will be completed a work station with perspex barriers with children from different bubbles not attending the same sessions and tables wiped down in between.  HLTAs are wearing visors when covering any class | Sep 7th |
|  | Where volunteers are used the same staff principles are applied. | Yes | Volunteers will not be used at this point. | Sep 4th |
| Premises and cleaning staff | Normal premises management arrangements have resumed. | Yes |  | Sep 4th |
| Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group. | Yes | -Only toilets and outside areas will be shared with a maximum of 3 classes (phase) having access to the area at any one time. Toilets will be mostly segregated, with classes having their own in all but 1 case where Willow and Maple will share a toilet area.  -Toilets will have to be shared within extended care but additional cleaning will be used as well as the Year ½ toilets where possible.  -Staff breaks and lunches have been staggered to ensure that a mixing of staff is minimised with staff also being allocated different ‘staffrooms’:   * Year ½ and ¾ staff to use the Junior Hall/Canopy * Year R and 5/6 to use the Infant Hall/Canopy * Staff will need to use class during wet play with break arrangements organised within phase and office staff and principal supporting at wet break. | Sep 7th |
| Staff who carry out cleaning and disinfection have the appropriate equipment required for the task. | Yes | Higher Spec Antibacterial spray has been purchased for key areas. | Sep 7th |

# Minimise contact maintain social distance and activity risk reduction

## Pupil and staff grouping – main groups and extended groups

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Developing groups | Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught. | Yes | -32 pupils plus Staff will be the norm in most areas; only EYFS will be extend to 42+ Staff but with restrictions in place to minimise contact.  -The pupils will remain grouped at all times however, it is acknowledged that some interaction will be needed with staff within each phase for cover and intervention as outlined above  -Therefore, staff will be seen more in phase bubbles this will be key for other areas as well such as planning meetings, training and staff lunches. | Sep 4th |
| Groups are kept as static as possible including staff assigned to the groups | Yes | Classes will stay within one setting for all but break, toilets and PE. |  |
| Only where necessary extended groups have been created to accommodate specific activities. | Yes | See above |  |
| Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs. | Yes | See above |  |
| Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible |  | -Within extended care, pupils will be kept separate by being sat at a class table in a large, well-ventilated hall and given activities such as games and colouring. A 2m+ gap will be kept between each ‘bubble’ table and staff will be asked to wear visors and face coverings and keep a 2m distance at all times. Whenever possible the same table and chairs will be left in place for each child but also cleaned after breakfast club and before after school use.  -Pupils can only attend if they are on the register which is printed at 3:00pm the previous day as we have to plan seating to ensure there is sufficient separation. Any bookings made after this time will not be able to attend if there is insufficient space at ‘their’ table.  Access to Breakfast club - will involve parents queuing at 2m distance at the normal gate and the principal overseeing drop off at the Reception area (with parents using a one way system leaving through the office gate). This drop off will only be able to take place between 7:45 and 7:55.  Pupils will then enter the hall via the school corridors supervised by staff. A temperature check will be completed upon entry.  In regard to pick-up from after-school care, parents will have to phone the school from the TESCO gates and their child will be brought out to them.  This information will be communicated to parents on March 1st once the principal has completed training with them.  The only extra-curricular teaching that will currently take place is music tuition which will have an alternative risk assessment covering the key points:  - Pupils will be taken in bubble with a maximum of 3 per session. A 3 m gap will be maintained between them in a highly ventilated room.  - The music teacher will wear a face covering and visor and clean between groups.  - All pupils will have their own individual instruments and additional measures will be put in place for different instruments | Mar 8th  Feb 26th |
| Contact within and between groups is minimised through distancing measures which are outlined in this assessment. | Yes | Steps have been outlined above for how inter-group mixing will be minimised.  In addition social distancing will be attempted within the class bubbles through:   * Table organisation * Reduced resourcing * Reduced movement of pupil and learning items * Social distancing enforced during play/breaks where appropriate (None with EYFS; Advised with ½; enforced with 3-6) * No general use of IT equipment at present. The plan is to use the ICT suite with a disinfecting and quarantine process in place, in the spring term but this will be reviewed in two weeks. | Sep 7th  Jan 2nd |
| Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include:   * some secondary curriculum practical activities * music * With very young children * Because of health conditions or understanding of the children   In order to enable distancing through designing spaces that achieve more separation. |  | -Music lessons will be limited to theory and non-singing/wind instruments. Moreover, this will not be a weekly lesson in the first half term.  -Peripatetic Music sessions will come under the risk assessment for club provision covering the key points:  - Pupils will be taken in bubble with a maximum of 3 per session. A 3 m gap will be maintained between them in a highly ventilated room.  - The music teacher will wear a face covering and visor and clean between groups.  - All pupils will have their own individual instruments and additional measures will be put in place for different instruments  . | Sep 1st |
| Keeping cohorts together | Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days. | Yes | As noted above |  |
| Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days | Yes | *As noted above* |  |
| Staff are paired consistently for two person activities e.g. supervision, teaching, personal care. | Yes | -All activities will take place within set bubbles’ staff | Sep 7th |
| The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days. | Yes | -As discussed  -Subject Teacher release may be possible by the school’s HLTA in which case several days will be given with a week to ensure that this mixing is minimised. | Sep 7th |
| Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating). | Yes | -As noted, the school is planning to run extended care ~~and clubs.~~  ~~-The school knows that this is an important aspects of the care that our parents need and would no doubt try to source externally.~~  ~~-Therefore, it is believed that the school needs to run internal provision as it has more ability to minimise mixing by providing this onsite rather than parents using a myriad of external providers who cannot be monitored by school leaders.~~ | Sep 7th  Sep 14th |
| Larger spaces are not used by more than one group without partitioning in order to create physical separation. | Yes | -No Assemblies, lunch or joint PE  -Staff will also be kept segregated with INSET (and possibly morning briefing/staff meetings) held in phases over TEAMS.  -Pupil elections and committees may also have to take place in this manner or outside | Sep 1st |
| Contact records | Contact records of groups are maintained in line with Case Management Guidance. | Yes | The Admin Officer/Support Officer will keep records of all contact for the previous 14 days in line with case management guidance | Sep 4th |

## Other general measures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The use of outdoor spaces has been maximised | Yes | Yes and additional spaces have been created inside the school for activities such as interventions.  Much of the outside use will depend upon the weather and therefore a wet weather plan will be needed within the staff guidance. | Sep 1st |
| Unavoidable queues are managed | Yes | Queuing will only occur in class bubbles with teacher using set procedures and enforcing 2m distancing with all but Reception; pupils will need to exit and enter classes in a set order decided by the teacher.  Handwashing will be completed outside as much as possible to ensure there is sufficient space for the queue.  Queuing at the start of the day will be organised using 2m markers with all of the school entrances and exits maximised. Videos will be created and sent to parents to ensure that all are clear on the procedures.  After initial issues the entry and exit has improved dramatically and steps will now be taken to reduce the time needed for this each day | Sep 4th  Sep 21st |
| An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible. | Yes | Face-covering will be worn at all times unless practically impossible e.g. teaching whole class from the front.  Additional PPE including visors and Perspex screens are in place.  Personal care and first aid – see First Aid Section | Feb 26th. |
| Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises. | Yes | Singing assembly will not take place during the autumn term.  Music lessons will be limited to theory/appreciation; however, Reception pupils will have singing as part of the provision linked to phonics, math songs etc.  Peripatetic music lessons involving singing/wind instruments will be limited to a group of 3 within 5x5m space and only involve quiet singing.  Group work within the classrooms will be limited and therefore, raised voices should only be part of outside provision. | Sep 7th |
| Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied. | Yes | A blend of online and paper-based learning will begin shortly as the teachers have established a method for quarantining.  Teachers will now be allowed to take marking home so long as they sanatisation procedures are followed – sanatising every fourth book, mark on a sanitised surface.  The school is using home readers with quarantining processes. | Oct 1st |
| Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups. | Yes | Shared resources will only be used routinely within the EYFS setting and this will be disinfected daily. Some shared resources will be used in primary classes if they can be wiped down or left to quarantine.  Shared equipment will be used for breaks but each class will have their own. The levels of daily disinfecting is currently being discussed.  Use of ICT will be highly restricted and cleaned after use.  Learning resources and daily books (English and Maths) will be kept at desks to prevent the need for handing out or maybe piled in groups of 4 at the end of a group table. The latter will also have plastic covers to enable cleaning. Weekly use topic books will be collected in.  Resource usage will be restricted and reviewed for the first two weeks of the return. | Sep 7th  Mar 1st |
| If this is not possible, the resources will be quarantined for 72 hours between groups. | Yes | See above | Sep 7th |
| Large gatherings such as assemblies with more than one group is avoided. | Yes | All assemblies will be via TEAMS for the first term | Sep 7th |
| Movement around the school is kept to a minimum:   * Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this * Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport. * Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering * Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible * Movements around settings are supervised and school champions support this activity. * Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart. | Yes | See above | Sep 7th |
| The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools) | Yes | This will be practised thoroughly during the first week ensuring that there are set orders for entry and exit to rooms and the school.  This needs to be reinforced more when exiting the rooms – discussed at SMT  Reinforced on the first day of school return. | Sep 7th  Sept 21st |
| Lockers | Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used. | Yes | Initially the school will try to keep personal items on the back of chairs; pupils have been asked to bring a limited of items into school and with restricted movement around the class; it may be possible to keep these safely at each desk.  ~~Within the first week, Year 6/2 will trial the use of Lockers/coat pegs using a 50% capacity to try to identify how these may be used safely.~~  Only pegs are used in Reception to Year 1 | Sep 7th |
| Locker cleaning and disinfection arrangements are in place | Yes | Lockers have already been cleaned ready for next year; their use is still to be decided. | Sep 14th |

## Measures within the classroom

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained | Yes | These will only be used in wet weather for PE; activities such as yoga/stacking cups will be used to ensure that children are kept in place. Additional class based aerobic activities have also been planned.  Room will need to be sprayed and left for at least 20 minutes | Sep 7th |
| * Distancing is encouraged by reconfiguring furniture and chairs are forward facing | Yes | All tables have been set in rows except for EYFS which have been organised within consistent groups of 4-5 children;  A channel has been created between the table to enable staff and pupils to access and exit the room with a great distance between them and the pupils. | Sep 7th |
| * Unnecessary furniture and objects are removed where possible | Yes | The Principal has removed additional furniture over the summer holiday in order to create additional room. | Sep 1st |
| * The position of the teachers space/desk is considered as part of the configuration to support distancing from the class. | Yes | This was achieved during the initial lockdown but has been reviewed over the summer break. | Sep 1st |
| * Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other’s belongings e.g. use of lockers, bag hooks | Yes | This will be reviewed but bags will be kept on chairs in all but Year 1 and Receptions | Sep 7th |
| * The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support | Yes | Teachers will continue to ‘teach from the front’  Small group work will take place out of the class at workstations with a Perspex divider  For those with roles that require close or one-to-one work, staff will wear face-coverings and visors if desired – this will be used throughout the EYFS - and try to ensure they are never within 1m for more than 1 minute.  Live marking will be verbal only with any marking taking place after school with gloves or sanitisation every four books | Sep 7th  Mar 1st |
| * Where close contact is needed this is conducted side by side rather than face to face | Yes | See above | Sep 7th |
| * Pupils are not called to the front of the class | Yes | Pupils will remain seated at all times except in the EYFS although this be encouraged more than would usually be the case. | Sep 7th |
| * Staff going to a pupils desk to check on their work is avoided | Yes | Teachers will be provided with 1 metre pointer sticks to support verbal direction and to use when completing marking. | Sep 7th |
| * Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils | Yes | Personal stationary sets have been issued to the Primary classes.  EYFS have table shared resources. This will be restricted initally. | Mar 1st |
| * Pupils do not share or swap resources and materials including ceasing the marking of each other’s books. | Yes | Frequently used books will be kept at pupil desks with only those used weekly or more collected in to a shared pile as there will be more than 72 hours between use.  Marking of partners books will be used – inevitably, pairs will be sat side-by-side and therefore, transmission will occur jointly over the table space in front of each pair. Therefore, any risk of transmission is not seen to be substantially raised by marking their book but there are clear educational benefits of doing so. Such sharing will only take place with a set pair. | Sep 7th |
| * Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly | Yes | This will only take place in the EYFS class; some KS1 classes may have manipulatives.  In both cases, disinfecting will take place each afternoon. | Sep 7th |
| * The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group. | Yes | Lunchboxes, hats and coats should all be kept in bags under seats.  Mobile phones will need to be kept in named ziplock bags and held within the normal lock boxes. | Sep 7th |
| * There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand | Yes | Resources will be highly limited and worksheets will not be used within the first term/Learning tickets are also being phased out with a new presentation policy being introduced.  Any provided will be placed on tables directly.  All need to be able to be disinfected between shared use.  The use of reading books will be phased in during the first half term with the aim of a week quarantine between uses. |  |
| * How pupils enter and exit the classroom is managed to maintain distancing. | Yes | All class teachers have set entry and exit procedures; however, with 30 in a classroom it will be impractical to use these for every child using the toilet etc. and so will only be used when the whole class enters and exits. | Sep 7th |
|  | * Where a room is used by more than one extended group the class teacher will clean down high use touch points between use | Yes | The only shared areas will be toilets for two classes: Willow, Maple and the breakfast club - it is not practical for this be wiped down after every use but will be cleaned twice daily. | Sep 7th |

## Playgrounds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment | Yes | ~~.~~Trim trails will begin to be used but only within a bubble from M-Th to allow 72 hour quarantining.   * A box of shared items will be given to each class but these will be activities that involve equipment that as much as possible does not need to be held: footballs, music players started by the teacher, feet skipping items. It is currently thought that this equipment will be used only at lunch and disinfected at the end of the session. The use of these boxes may pause for the first two weeks of spring term reopening. * In addition teacher and TAs will be asked to teach distance games and asked to model these on the playground. | Sep 7th  Mar 1st |
| * Equipment use is supervised, and time limited to enable other users to take their turn | Yes | * -Equipment use will be supervised at all times. * -Lunch breaks will be overstaffed as these times have the most potential for a relaxing of social distancing. | Sep 7th |
| * Seating has been removed or marked off to encourage distancing on individual items of equipment. | Yes | Tape will be added to benches to stop their use initially | Sep 7th |
| * A one-way system has been introduced around outdoor gym equipment and trim trails | Yes | Used through a system of quaranting and cleaning , but this will be reviewed in the first week of Spring reopening | Mar 1st |
| * Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements) | Yes | NA |  |
| * Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use. | Yes | Handwashing stations are on the playground but initially they are planned to be used at the end of a session only. | Sep 7th |
| * Bins are installed to encourage use of tissues and appropriate disposal | Yes | Next to all handwashing stations | Sep 7th |
| * Time is allocated for play equipment for each group/bubble | Yes | Play equipment has been allocated to each bubble/climbing apparatus has been time tabled | Sep 7th |
| * Equipment touch points are cleaned frequently and between each groups use. | Yes | NA |  |
|  | * Multiple groups do not use outdoor play equipment at the same time. | Yes | NA |  |

## Specialist curriculum considerations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Music | Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies. | Yes | This area of music will not take place during the autumn term.  The only such activity will be in music lessons that are being limited to 3 pupils per 5x5m room | Sep 7th |
| Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people | Yes | Online Charanga music lessons will be planned for the autumn term that do not involve any of these activities | Sep 7th |
| Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person. | Yes | See above | Sep 7th |
|  | Where the music teacher needs to face the group they will maintain 3m distance. | Yes | See above | Sep 7th |
| Drama and performances | Performances with audiences do not take place | Yes | None are currently planned but would be live streamed if needed | Sep 7th |
| Activities that involve raised voices or shouting do not take place. | Yes | See above | Sep 7th |
| Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management | Yes | See above | Sep 7th |
| Outside drama is planned as a first consideration where possible | Yes | Wherever possible or needed | Sep 7th |
|  | In all cases the following will be applied:   * Increasing hand hygiene and surface cleaning * Using back to back or side to side positioning * Maintaining distancing | Yes | These measures will be applied at all times | Sep 7th |
| Physical activity | Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used. | Yes | -All planned PE is for outside  -The two halls and canopy area will be used if necessary with activities such as yoga planned and health education. Additional resources such as stacking cups will also be purchased to enable in class activities if needed. | Sep 7th |
| Prioritisation of low impact activities is given over high impact | Yes | -All sports have been planned to ensure distancing of 2 m and no sharing of resources take place | Sep 7th |
| Contact sports will not take place | Yes | See above | Sep 7th |
| Distance between participants is maximised. | Yes | See above  SLT and PE lead to reinforce this expectation again in the initial weeks of the spring term reopening. | Sep 7th |
| Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact. | Yes | -Any equipment used will have to be spread out onto the field without coaches touching  -Pupils will have to line up and collect individually  -Pupils will need to keep the same equipment for the whole session before placing back in the back.  -Used equipment will be left in the main hall to quarantine for a week between use.  -In some cases such as with yoga mats multiple sets have been purchased to enable further separation of use. | Sep 7th |
| The use on non-personal kit is avoided. | Yes | Not to be used | Sep 7th |
| Any non-personal kit e.g. bibs are be carefully cleaned between uses. | Yes | NA |  |
| Pupils are kept in consistent groups | Yes | -Classes will no longer rotate round in lessons but stick with the same teacher; wherever possible this will be their teacher.  -Where external coaches are being used, these will also be kept consistent each week and 2m+ distancing will be kept at all times.  Pupils will be grouped by class positions/partners. | Sep 7th |
| Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses. | Yes | Where needed.  -However, the school is aiming to use a week quarantining instead with a minimum 72 hours linked to scientific guidance. | Sep 7th |
| External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code. | Yes | -At present the school is not planning any external visits other than those related to sport.  -The school is currently trying to move all swimming until the summer term and will be risked assessed at this point.  -If these go ahead, transport would need to be provided by parents or a coaches will double the capacity to accommodate multiple classes – no sharing of buses with other schools will be allowed. | Sep 7th |
| The following advice has been referred to as part of the risk assessment process:   * [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport * advice from organisation such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools) | Yes | This guidance has been reviewed and shared with all staff by the PE subject lead.  Sports Premium funding will be used to ensure that the PE lead can attend PE sessions for the first half term at least s and ensure that external coaches are compliant to the school’s RA. This will be reviewed at half term. | Sep 7th |
| Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment. | Yes | All will undergo training by the principal and be supervised by him and the PE subject lead. Each activity will have a separate risk assessment which will be discussed with the coaches prior to commencement.  Initially TAs will also be asked to provide additional support until the school is clear that procedures are effective. See above | Sep 7th |
| The use of changing rooms and showering facilities are avoided where possible. | Yes | Changing will only take place within the class for those not already dressed. This is hoped to be a small minority due to changes in the uniform policy and there should be sufficient space due to all other pupils having exited the room. | Sep 7th |
| Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson. | Yes | Parents have been informed that PE kits should be worn all day. This will be a permanent change. | Sep 7th |
| Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements. | Yes | NA |  |
| Changing and shower facilities must be used as quickly as possible. | Yes | NA |  |
| Swimming pools | Guidance is currently being updated and will be provided before the start of term. | Yes | As noted |  |
| Subjects involving practical activities | * Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact | Yes | These will be modelled by the teacher only. | Sep 7th |
| * Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility | Yes | All can be presented through whiteboards.  Consideration is needed as to whether Year 1 / 2 pupils can sit on the carpet for explanations and a method of 50% may be needed to enable sufficient spacing. EYFS will sit on the carpet for explanation but maintaining their table groups. | Sep 7th |
| * Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn’t delay safety) and after the interaction. | Yes | This will only take place in small group intervention where Perspex screens have been added to the teaching table.  For those with EHCP stated needs that require such close interaction, 1:1s will be require to wear additional PPE. | Sep 7th |
|  | CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:   * [Guide to doing practical work in Science](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=dadeb8ddfb&e=112eac53dc) * [Guide to doing practical work in DT](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=ed3170d82c&e=112eac53dc) | Yes | Guidance has been reviewed | Aug 24th |

## Educational visits

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No overnight educational visits are carried out | Yes | NA. However, planning will start for potential Year 6 end of year events as it would appear unlikely that Hilltop will be able to take place |  |
| Outdoor spaces in the local area are used to support delivery of the curriculum | Yes | NA |  |
| A risk assessment will be carried out for all educational visits and in addition to using Evolve:  A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation  The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements  The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:   * + Do they include measures relating to limiting contact between your group and other visitors?   + Do they support you to maintain distances within your group?   + Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?   + Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?   + Are appropriate cleaning and disinfection arrangements in place? | Yes | None are planned at this time but will be reviewed half-termly. | Sep 7th |
| The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups. | Yes | When applicable in-line with normal visit procedures | Sep 7th |

## Where a pupil attends more than one setting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Schools work together to ensure that the approach is consistent and does not compromise the group/bubble | Yes | This applies to one pupil in Pine class.  This pupil is being taught in an isolated space with very low numbers away from the main school population of the second setting.  The pupil attend NWA one day a week and therefore the increase in risk is seen as minimal and unavoidable.  The school has requested a risk-assessment from the school and is still awaiting a response | Sep 7th |

## Extra curricular provision

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Pupils will keep within their main bubble where possible. | Yes | NA at this point | Sep 14th |
|  | Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:   * Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups * Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend those ensuring they only attend one setting consistently * Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity * Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. * Records are maintained of all bubbles or groups for 21 days * Consideration is given to the types of activities organised in line with the compliance code * The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups * Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues * Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided. | Yes | Only applied to extended care – see above | Sep 7th  Sep 14th |
|  | As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided | Yes | ~~All clubs will agree a modified curriculum.~~ | Sep 7th  Sep 14th |
| Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. | Yes | ~~This will be included within the parent guidance for Sep.~~ | Sep 4th  Sep 14th |

## Measures for arriving and leaving

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General principles | ~~Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.~~ | ~~Yes~~ | ~~All children will return on the first day of the school year.~~  ~~However, on the very first day a wider staggering of entry times will be used to ensure procedures work smoothly:~~  ~~-Year 5/6 - Entry 8:3 - 8:40 – Exit 15:00~~  ~~-Year 3/4 - Entry 8:45 – 8:55 - Exit 15:15~~  ~~-Year ½ - Entry 9:05– 9:15 – Exit 15:20~~  ~~-Reception - Entry 9:15 – 9:35 – Exit 12:00~~ | ~~Sep 7th~~ |
| Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour | Yes | -Year 5/6-Entry 8:35 - 8:45 – Exit 15:05  -Year 3/4-Entry 8:40 – 8:50 - Exit 15:10  -Year ½-Entry 8:55 – Exit 15:15 (once majority of ¾ parents have left)  -Reception - Entry 9:00–9:10 – Exit 15:05  Signage will be put back in place to encourage queuing. | Sep 8th |
| Where times cannot be altered, for example, due to public transport, plans are in place to prevents groups from mixing once at the setting and busy transit routes. | Yes | Additional measures have been put in place to move children externally at release for those with siblings and those leaving by themselves to prevent additional crowding. This is not possible in the morning where there is insufficient staffing. |  |
| There are hand sanitiser stations outside for pupil and visitor use | Yes | Handwashing stations are positioned at all entrances with hand gel on entry. | Sep 7th |
| Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use | Yes | The school design means that high access areas are limited:   * Reception * Staff room * Toilets * Class touch points of doors etc.   These will be cleaned at least twice daily by cleaning staff and additional cleaning spray will be kept in the teacher’s cupboard for use when needed. The EYFS staff will clean their areas throughout the day.  Cleaning wipes are in all staff toilets | Sep 7th |
| The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered. |  | -Entry requirements will need to remain the same.  -Exit will be different with children being released from classrooms areas using walky-talkies.  Handwashing will need to take place within the classroom using a similar queuing process and is likely to take far longer – the canopy/hall areas will be utilised as much as possible.  -Wet play will be supervised within classes – the use of educational videos from Youtube will have to be used for holding pupil’s interest.  -PE will need to be completed in the hall/canopy areas and therefore extended care tables will need to be taken down and cleaned before use after school.  - Pupils may be have to leave the classrooms temporarily to enable mid-day cleaning again utilising the halls, canopy areas and ICT room (Year 5/6) | Sep 7th |
| The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you | Yes | All deliveries are left at the school gate with no staff signing. Food deliveries are collected by the kitchen from the office area. All visitor must where face coverings in the office area. | Sep 7th |
| Parents and pupils – arriving and leaving the premises | | All site movements will be supervised by staff members who will ensure that social distancing measures are being followed. | Yes | Parents will not be permitted on site as the gates are too narrow and would create pinch points. Moreover, the site is too large to enable close supervision.  Senior Leaders will advise parents who are not socially distancing at the school gate but have no ability to enforce this. | Sep 7th |
| Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings. | Yes | Releases have been separated by ten-minute time gaps in most cases and distanced using different release points.  The school has over 100 siblings and therefore there was a limit to how much staggering could be practically achieved without requiring large numbers of parents having to wait around the school gates.  These times are beginning to be reduced as parents are being very supportive of the rules and ensuring that the flow of children is swift. This will stop parents gathering for more than 15 minutes. | Sep 7th  Sep 21st |
| Reception teachers will check with the parent and/or pupil about the pupil’s health and ask them to wash their hands, on arrival in the building. | Yes | This will be included as part of the entry procedure.  All pupils will have a temperature check and be made to clean hands upon entry. | Sep 7th |
| For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms. | Yes | As above  Reception will have great access to the school grounds as they can use the school driveway which can enable a one-way system.  However, staff cannot ‘take’ children into school and nor can parents enter the school premises to ‘drop’ the pupils.  Additional transitions visit or altered start times will be arranged for those with high levels of concern. | Sep 7th |
| Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible | Yes | Parents will be allowed up to the EYFS canopy area fence in order to drop their children.  Children must be able to enter by themselves with staff not able to take children; however, parents can take as long as is needed to complete this. | Sep 7th |
| Managing peak times | | Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points) | Yes | All movement around the school is supervised and hand washing stations including handwashing gel are in place. | Sep 7th |
| Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible |  | NA |  |
| Floor marks have been added to assist with social distancing in outside areas. | Yes | 2m markings are still in place | Sep 7th |
| Staff and school champions supervise at peak times. | Yes | SLT are present within each phase and therefore responsible for championing social distancing measures during any peak times. | Sep 4th |
| Reception class | | Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time. | Yes | Parents have been given the latest drop off point and will utilise the driveway to provide socially distancing queuing (25 spaces).  Staggered drop off times were trialled previously but were not successful.  See above | Sep 7th |
| Where possible, additional supervised entrances will be used to avoid people gathering at the same time | Yes | See above | Sep 7th |
| Parents have been advised that only one parent should attend. | Yes | This will be in the parent guidance | Sep 7th |
| Bags and coats | | Staggered access times allow for cloak rooms to be used without pupils gathering. | Yes | Cloakrooms will not be used at first with the exception of EYFS and Year 1 due to the nature of their learning and ability to keep personal items safely in their seating area. | Sep 7th |
| Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. |  | NA | Sep 7th |
| Times of use are supervised and managed. | Yes | All entries/exits are supervised by Senior Leaders | Sep 7th |

## Transport and travel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Consideration has been given to ‘walking buses’ (supervised walking groups to and from school. | Yes | Seen as unstaffable as majority of support staff work 9-3 | Sep 7th |
| Entrances are supervised to support hand sanitising on arrival. | Yes | All entries/exits are supervised  Hands are washed on entry | Sep 7th |
| General | The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required) | Yes | NA |  |
| Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children | Yes | Within the parent guidance | Sep 7th |
| Cycling | Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required. | Yes |  | Sep 7th |
| Car journeys | Parents, staff and pupils have been advised not to gather in parking areas. | Yes | Within the parent guidance | Sep 7th |
| Parents and staff have been advised that only the same household members should travel together by car | Yes | Within the parent guidance | Sep 7th |
| On foot | Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible | Yes | Within the parent guidance | Sep 7th |
| Pupils and parents have been advised that they should not walk together in large groups | Yes | Within the parent guidance | Sep 7th |
| Public and school transport | Pupils, parents and staff have been advised not to use school transport if they have symptoms |  | NA |  |
| Pupils, parents and staff have been advised to wash their hands before and after using transport services |  | NA |  |
| Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so | Yes | Within the parent guidance | Sep 7th |
| Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles. | Yes | As noted, transport will need to be doubled and confined to class bubbles when and if this takes place | Sep 7th |
| Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face. | Yes | Coaches will be informed that no side to side sitting is allowed | Sep 7th |
| Markings are provided where queuing is required for transport services on school premises | Yes | Existing floor markings would be used. | Sep 7th |
| Windows are opened during journeys where it is safe to do so | Yes | Coach will be informed and Eagles would be required to submit its RA | Sep 7th |
| Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use | Yes | Asked for in Coaches RA | Sep 7th |
| Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting) | Yes | NA as would not be in school. If became symptomatic, they would need to be collected from the external setting by parents with the Principal attending to supervise this | Sep 7th |

## Visitors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The number of visitors has been minimised as much as possible | Yes | Only essential visitors such as Child Services and SEN support will be allowed access initially. | Sep 7th |
| Visitor times are planned to separate visitors from other site users | Yes | All visitors will be escorted. | Sep 7th |
| Visits are by appointment only | Yes |  | Sep 7th |
| Visitors are advised of the following in advance:   * Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety * Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. * Action to take if they cannot maintain keep away from others * To leave the setting immediately if they develop symptoms, not matter how mild. | Yes | These have been added to the essential information booklet that is provided on entry. | Sep 7th |
| Visitors are provided with further information on arrival and asked to perform hand hygiene | Yes |  | Sep 7th |
| Visitors confirm that they do not have symptoms no matter how mild. | Yes |  | Sep 7th |
| Visitors who sign in either use their own pen or are provided with a pen that they take with them. | Yes | Or will be signed in by an office staff member. | Sep 7th |
| The reception is operating on a one in and one out basis for essential visitors | Yes | The office will remain closed with access through an external gate with controlled entry. | Sep 7th |
| Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff | Yes | Screens have been installed  Barriers and tape added to create distance markers | Sep 7th |
| Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location) | Yes | All deliveries of non-perishable goods are dropped at the gate.  Food items are dropped in the reception area and collected by kitchen staff. | Sep 7th |
| Visitor records are maintained for contact tracing requirements | Yes | All ID is recorded and stored for Safeguarding Reasons | Sep 7th |
| Contractors | Where possible visits that are not essential to education and safeguarding can happen out of hours. | Yes | Emergency visits only and these will be supervised by school staff | Sep 7th |
| Where visits cannot take place outside of school hours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance. | Yes | Contractor forms require them to confirm that SD will be observed before they can enter. | Sep 7th |
| Parents an carers | Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above. | Yes | No parents will be able to access school grounds during school hours.  Breakfast club - will enter a small area of the grounds to drop children to the office door before exiting as this will involve Reception children– supervised by staff. | Sep 7th |

## Movement around premises

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Circulation spaces | Movement of groups is planned to avoid group gathering/mixing | Yes | Only taken place at Entry/Exit/Lunch/Break which is staggered, spaced out with markings and supervised. | Sep 7th |
| Staggered movement times have been introduced to reduce the number of movements at the same time | Yes | As above | Sep 7th |
| Alternative routes have been provided, such as outside areas, alternative entrances and exits |  | NA |  |
| One way circulation has been introduced where possible |  | NA |  |
| Central dividers have been installed where necessary to avoid group mixing. | Yes | In four toilet corridor areas. | Sep 7th |
| Lifts | Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs | Yes | NA |  |
| Posters have been used to encourage this where required | Yes | NA |  |
| Hand sanitiser is provided for use before and after touching lift controls. | Yes | NA |  |

## Lunchtime and breaks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible. | Yes | No canteens are being used | Sep 7th |
| Consideration has been given to using other spaces for lunch, including classrooms and outside spaces. | Yes | Classes and designated grass areas will used for children to eat their lunch | Sep 7th |
| Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing | Yes | Lunch boxes to remain in backpacks with the children. | Sep 7th |
| The use of pre-ordering and trolley services have been considered. | Yes | School pack lunches will be plated and delivered to drop-off points by the kitchen staff. These will need to be passed out by staff or a child but they will be required to wash their hands first. | Sep 7th |
| Where times of use cannot be staggered between groups, larger spaces have been partitioned. | NA |  | Sep 7th |
| Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing. | NA |  | Sep 7th |
| Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. | NA |  | Sep 7th |
| Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible | NA |  | Sep 7th |
| One ways systems are used. | NA |  | Sep 7th |
| Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks. | Yes | Playgrounds will continue to be segregated with a 1.5m divide between each group.  Within each phase, a different level of social distancing will be applied:   * Reception mixing within class bubble * Year 1/2 – advised to try and stay distanced (no physical contact) * Year 3/4/5/6 enforced by staff with social distancing games taught | Sep 7th |
| Staff room area use is staggered to support distancing | Yes | 4 person limit on the staff room with one-way system in place to access amenities and then overflow staffrooms will be used:  - Year ½ and ¾ staff to use the Junior Hall/Canopy using the Kitchen fridge/microwave kettle etc.  - Year R and 5/6 to use the Infant Hall/Canopy  - Staff will need to use class during wet play  - Staff will be required to set up and put away any chairs needed with a maximum of 8 sat in each room at 2.5 distancing. | Sep 4th |
| Additional space has been provided to use as staff rooms. | Yes | See above | Sep 7th |
| Social distancing continues with staff groups during these times and furniture has been arranged to support this. | Yes | See above  Lunch times have been staggered to ensure that staff are not released at the same time. | Sep 7th |
| Touch points are wiped down between different groups. | Yes | Staff room has an additional lunchtime | Sep 7th |
|  | Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix. | Yes | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Break | - | 1/2  10:30-10:45  (Infant) | 3/4  11:00-11:15 (Junior) | 5/6  10:40-10:55  (Junior) | | Lunch Break | 11:30-12:00  (Eat with teachers)  12:00-12:30  (Infant with TAs) | 12:10-12:25  (Eat with teachers)  12:35-13:05  (Infant with TAs) | 12:00-12:25  (Eat with teachers)  12:25-13:05  (Junior with TAs) | 11:50-12:20  (Junior with TAs)  12:20-12:40  (Eat with teachers) | | |
| equipment use is supervised to ensure that pupils do not gather. | Yes | -Trim Trails have been scheduled to enable 72 quaranting between shared use with the exception of Reception where they are responsible for cleaning before and after use.  -Seating will be taped/roped off  Class bubbles will be provided with a set of low contact play equipment | Sep 7th |
| Pupils and staff have identified suitable play activities for break times | Yes | PE lead has bought specific play equipment and will be leading an inset with all staff around games that need to be taught and led during breaks | Sep 7th |
| Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting | Yes | Hand washing takes place outside with 2m marking to space the children out and enable a staggered entry and exit | Se Sep 7th p 7th |
| Markings have been added to outside spaces to assist with queues when coming back into the building. | Yes | See above |  |
| Additional staff supervision is employed to ensure social distancing takes place | Yes | All school movements will be supervised | Sep 7th |
| Catering | Arrangements comply with [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). | Yes | Norse has provided a compliant risk assessment | Aug |
| Where catering services are contracted, the setting has ensured that the service is COVID-19 secure. | Yes | See above | Sep 7th |
| The way in which essential food deliveries are received are managed | Yes | Delivered to Reception and collected by kitchen staff | Sep 7th |
| Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff | Yes |  | Sep 7th |
| Additional meal collection points have been put in place to reduce queuing where necessary | Yes | Taken on trolleys to class areas and collected by phase staff | Sep 7th |
| Alternative payment methods are being used to eliminate cash handling | Yes | Cash payments will be discouraged.  Cash can be sent the office in a clear plastic bag or envelope which will be quarantined | Sep 7th |
| Tills are screened where still in use |  | Na | Sep 7th |

## Increasing ventilation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Using fans | Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use. | NA | Not to be used unless as a manner for increasing air exchange in the junior hall | Sep 7th |
| Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff. | NA | Not to be used  The only aircon to be used will remain in the server cupboard which is closed off from the rest of the room.  Two gas heaters in the mobiles will only be used when less than 2 people (SEN) and 5 people (Library). The school will look to replace these within the autumn term with electric panel heaters.  The school will look to replace the Library heater in  Sep. | Sep 7th |
| Ventilation | Windows and doors are open to increase ventilation where it is safe and appropriate. | Yes | These will remain open during winter also within safe heating levels | Sep 7th |
| * Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow. | Yes | On many doors these are in place.  However, all rooms are supervised; all doors are checked by the caretaker at the end of the day; all staff are required to close doors as they exit in a fire evacuation.  At present, if there is not sufficient ventilation through the windows in the room. Doors will be opened as the risk is seen as higher. | Sep 7th |
| Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air. |  | Not being used | Sep 7th |
| Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented. |  | NA | Sep 7th |

## Toilets and handwashing facilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Usage times are staggered where possible. | Yes | All but two class bubbles have their own toilet.  Shared toilet blocks will be split with specific toilets and sinks allocated | Sep 7th |
| Distancing for queuing has been introduced e.g. through floor markings | Yes | Not possible due to small size | Sep 7th |
| Pupils have been informed of how to use facilities appropriately applying distancing requirements. | Yes | Part of initial transition in September  Hand washing videos will be sent out prior to returning | Sep 7th |
| Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels. |  | NA |  |
| Consideration has been given to replacing traditional taps with easy operating lever taps. | Yes | Cost of replacing 32 taps was not seen as reasonable especially with the majority of handwashing taking place at the hand washing station where no taps are used.  Children will be asked to anti-bac their hand after using toilet however, if this is unsupervised. | Sep 7th |

## Meetings and events

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meetings | Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact. | Yes | All training and staff meeting will be complete remotely in phase groups using TEAMS wherever possible | Sep 7th |
| Meetings only take place in person where:   * There is a need to be in person for safeguarding, well-being or statutory reasons or * Limitations of technology, poor or unstable signal | Yes | If collective meeting (which is not planned) are needed, they will be conducted outside at distance. | Sep 7th |
| The following measures have been implemented for in person meetings:   * They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings * All other participants will connect to the meeting remotely. * The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather * Use separate spaces or rooms where possible to limit the number of people in the same area * Ensure 2 distance is maintained at all times, not sitting face to face * No activities are undertaken that require or encourage people to raise their voices or shout * Paperwork is shared electronically where possible * Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. * People do not shake hands. * Participants practice good hand and respiratory hygiene before after and during the meeting. * Where held indoors they are held in well ventilated spaces. * All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. | Yes | All meetings to be planned within this structure.  Staff can meet without direct authorisation from the head so long as the criteria is met. | Sep 7th |
| Staff rooms | Additional staff room areas have been provided in order to avoid compromising cohorted staff groups. | Yes | Year ½ and ¾ staff to use the Junior Hall/Canopy  Year R and 5/6 to use the Infant Hall/Canopy  Staff will need to use class during wet play | Sep 7th |
| Times of use for staff breaks are staggered to prevent staff groups from mixing | Yes | Lunches and Breaks are staggered but there will remain some overlap otherwise as this would exceed 4 hours to achieve this. | Sep 7th |
| Furniture has been arranged to encourage distancing and not sitting face to face | Yes | Chair spaces will be marked out and classes asked to have own chair which can be used each day.  Children will be sat side by side in rows of four; this enables the class to be divided into two and enable staff to circulate at a safe distance. | Sep 7th |
| Events | Events other than those specified in the compliance code as being possible and legal will not be arranged | Yes |  | Sep 7th |
| Parents evenings | Meetings are undertaken by telephone or internet. | Yes | Completed via Teams | Sep 7th |
| Essential course delivery | Courses are delivered on line and all “in person” training is suspended for both employees and external participants | Yes | Initial instead to be completed in school but via teams with staff staying in phase or class groups.  External groups such as PE, cleaners etc. will need to form their own bubbles either within school or from home. | Sep 4th |
| Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. | Yes |  | Sep 4th |
| Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible. | Yes |  | Sep 4th |
| Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times | Yes |  | Sep 4th |
| Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group. | Yes |  | Sep 4th |
| Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. | Yes |  | Sep 4th |
| Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room. | Yes |  | Sep 4th |
| Delegates will spread out in both outside and inside spaces. | Yes |  | Sep 4th |
| Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. | Yes |  | Sep 4th |
| Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users. | Yes | All documentation to be printed and left for quarantine for over 72 hours.  Signatures to be collected on individual sheets to demonstrate that KCSIE has been completed | Sep 4th |
| Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. | Yes | Cohorts will need to stay within their allocated area and leave at different times. | Sep 4th |
| Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes. |  | Class toilets may also need to be used for external visitors. | Sep 4th |

# Universal Hygiene Arrangements

## Cleaning and disinfection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cleaning | If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code. | Yes | Discussed with cleaning staff | Sep 4th |
| Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. | Yes |  | Sep 4th |
| The setting will need to identify the specific cleaning methods for the items that require cleaning. | Yes | Walk through with cleaning supervisor | Sep 4th |
| The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place. | Yes | Cleaning hours to be extended to accommodate the additional cleaning.  Teaching staff will be asked to wipe key touch points down during the day. | Sep 4th |
| Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures | Yes | All manipulatives are disinfected nightly or placed on a 72 hour rotation if needed.  Additional wiping down of outside provision will be needed. | Sep 4th |
| Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces. | Yes | All staff will have cleaning wipes within a safe space within the class.  All classes to be wiped down twice a day,  EYFS to be kept as one bubble in order to use shared outside areas. | Sep 4th |
| In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day | NA |  |  |
| Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes. | Yes |  | Sep 4th |
| Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. | Yes |  | Sep 4th |
| Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group’s occupation or use | NA |  |  |
| Disinfectant wipes are more generally available for staff to use where they wish to. | Yes |  | Sep 4th |
| All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches), | Yes | EYFS are cleaned twice daily by cleaners and then in an ongoing fashion by EYFS staff; schedule to be agreed with staff. | Sep 4th |
| More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises | Yes | All but two classes will have only toilets.  All toilets will be cleaned at least twice daily. | Sep 4th |
| A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups. | Yes | All staff will be spoken to about quarantining resources:   * Most will be class use only * Guided Reading Books will be organised by class and then rotated round * PE equipment will be supervised by PE Lead – emergency tape placed on those in quarantine * Play equipment to be kept in class bubbles | Sep 4th |
| Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use. | Yes | Use will be highly restricted at first except for those with personal/named devices | Sep 4th |
| Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene. | Yes | Staff will not directly handle books in the day but will mark these after school and be allowed to take these home so long as any marking area is sanitised and hand sanatising/gloves are used throughout.  -English and Maths will be directly marked  - Reading will involve verbal feedback relating to answers  - Other subjects will collected in and marked after 72 hours. | Jan4th |
| Handheld and frequently touched sports/PE equipment is disinfected prior to use | Yes | Items will only be used once within a week and therefore, there should be more than 72 hours before used again.  There will be no rotations within PE lessons and learning has been chosen based upon ability to complete socially distant. | Sep 7th |
| Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use | Yes | The only shared work stations will be when cover teachers are providing release.  All cover teachers to carry wipes when entering a class that has not been cleaned between uses.  IPADs may be used for support work as these are most easily cleaned. | Sep 7th |
| Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE. | Yes | See above | Sep 7th |
| Water coolers and drinking water. | * Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling. | NA | No water fountain use/water must be taken from class taps. | Sep 7th |
| Storage | Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage | Yes | Stored externally away from the school. | Sep 7th |
| Cleaning play equipment and toys | Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children | Yes | This was completed in May | Sep 7th |
| Toys that are put into children’s mouths are cleaned between use | NA |  |  |
| Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible. | NA |  |  |
| Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile | NA |  |  |
| Resources | Children are allocated their own resources e.g. pencils where possible . | Yes | All classes from 1-6 have been provided with their own pencil case or pencil pot.  EYFS have shared table resources. | Sep 7th |
| Laundry | Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer’s instructions between uses | NA |  |  |
| Books (books are items that are difficult to clean) | Books are issued to pupils on a rotational basis | Yes |  | Sep 7th |
| Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene. | No | As noted, most books will remain at/in pupils desks  Staff will begin marking these in sets of 4 with hand cleansing in between  All staff have been provided with a marking stick in order to turn pages and point to children’s work without need to get close.  Staff will be expected to disinfect hands prior and after any marking. | Sep 21st |
| Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time. | Yes |  | Sep 7th |
| Books and posters checked for visible soiling and disposed of where necessary | Yes |  | Sep 7th |
| Wooden desks and wooden work surfaces | The following process is followed:   * Apply disinfectant and leave for the appropriate contact time applied * Re-apply disinfectant and leave to dry naturally | Yes | Discussed with cleaning staff | Sep 7th |
| Lunchtime | Trays, tables and chair touch points are disinfected after use | NA | Children will be eating within their work seats and food delivered on plates with foil |  |
| Cleaning equipment after breaks | Outdoor play equipment is cleaned between group use | NA | Provided with class equipment and handwashing at the end of use. |  |
| Tissues and waste from bins provided | Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. | Yes | Children will keep within books | Sep 7th |
| Bins are provided *in classrooms and other key locations such as dining areas* for pupils and staff to dispose of used tissues and are emptied regularly throughout the day | Yes | Used tissues to be bagged with nappy sacks before being placed within the classroom bin | Sep 7th |
| Bins and tissues are provided in the same place. | Yes |  | Sep 7th |
| Waste bags for tissues are double bagged for disposal. | Yes | See above | Sep 7th |

## Handwashing and respiratory hygiene arrangements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Handwashing | Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of *COVID-19 guidance for all education* *settings* and [NHS guidance](https://www.youtube.com/watch?v=aGJNspLRdrc) in an age appropriate way e.g. observing young pupils, instructing in the class | Yes | Supervised by staff at least 5 times a day with weekly reminders relating to good hand cleaning.  Most classes are now beginning the handwashing on the playground to ensure that classes have more than 20 seconds to wash hands. | Sep 7th |
| Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving*,* after removing their face covering on all arrival (where worn), at other required intervals during the day. | Yes | See above | Sep 7th |
| The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed. | Yes |  | Sep 7th |
| Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. | Yes | All staff are also provided with personal carry container of sanitizer. | Sep 7th |
| Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc**.** | Yes | All handwashing stations have been created outside with 2m marking provided to enable switch hand washing  Procedures have also been discussed for completing procedures inside during wet weather. | Sep 7th |
| Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls) | NA |  | Sep 7th |
| Event related prompts are given to pupils by staff.....*after..... before.... when* as a more effective means of promoting hand hygiene that fixed time prompts. | Yes | As part of the ongoing training related to hand and personal hygiene | Sep 7th |
| Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home. | Yes | In parental guidance | Sep 7th |
| Supervision arrangements are in place to support pupils with handwashing where it is needed. | Yes |  | Sep 7th |
| Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible) | Yes | Handwashing will be supervised at all times within the classroom | Sep 7th |
| Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative. | Yes | Applies to two SEND pupils and this will be written into their intimate care plan. | Sep 7th |
| Handwashing is being encouraged rather than using hand sanitizer wherever it is possible | Yes | Sanitizer only on entry and at some points during the school day and when water is not available | Sep 7th |
| Age and developmentally appropriate ways area being used to encourage pupils to follow requirements. | Yes | Ongoing discussion, training and supervision | Sep 7th |
| All staff and pupils are regularly reminded about following [Catch it, Kill it, Bin it](https://www.youtube.com/watch?v=JtbMgDz3GdM) requirements. Tissues and bins are provided for use and handwashing is carried out after. | Yes | Weekly assembly | Sep 7th |
|  | Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. | Yes | Ongoing discussion, training and supervision | Sep 7th |
|  | Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing. | Yes | Staff guidance | Sep 4th |

# Health Needs

## Staff health

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Individual assessment | All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with *COVID-19 Your health and your safety when working in educational settings* and the [template](https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/health-safety-and-wellbeing/covid19-individual-risk-assessment-template.docx?la=en) provided is used to record conversations and agreed control measures. | Yes | All pupils and staff have had individual risk assessments where this was deemed necessary.  These will be reviewed during w/c March 1st | Sep 1st |
| Wellbeing | Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support | Yes | Staff reminded of services that are available from Health Assured | Sep 1st |
| Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff. | Yes |  | Sep 1st |
| Symptoms | Staff will go home as soon as possible if they develop symptoms | Yes |  | Sep 1st |
| COVID Testing | Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test. | Yes | From mid-January, all members of staff including kitchen, cleaning etc have been completing Lateral Flow Tests on Sunday and Wednesday nights. These results are reported to the office (and NHS).  This testing may be extended to sports coaches also. | Jan3rd |

## Pupil Health and planned close contact activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Symptoms | Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild | Yes | Transition week training | Sep 7th |
| Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day | Yes | -Temperature checks completed on entry  -Pupils asked if they have had any coughs  -Staff have agreed a continuous cough is one that has three coughs in 20 minutes and has continued for more than one hour. | Sep 7th |
| Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks | Yes | See above | Sep 7th |
| COVID Testing | Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing. | Yes | Parental guidance.  The Medical Policy was updated to point parents towards 111 for a medical opinion regarding the need for a test. | Sep 7th  Sep 14th |
| Increased supportive measures for pupils/ psychological needs | The measures detailed in[Guidance to Support Positive Behaviour](https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/pupil-related-items/guidance-for-positive-behaviour.pdf?la=en&hash=AA095BA746425C917FAAF13A0403E4519998DCD3) have been implemented. | Yes |  | Sep 7th |
| Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required). | Yes | See above | Sep 14th |
| Support plans include:   * Specific cleaning and disinfection requirements such as changing beds and wheelchairs. * Ensuring that staff increase their level of self protection, * Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after * Checking that the person does not have symptoms as detailed in the compliance code. | Yes |  | Sep 7th |
| Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required. | Yes | This remains in place from the Summer Term Training | Sep 7th |
| Pupil well-being, mental health and behaviour | Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers. | Yes | Curriculum has been altered to ensure daily well-being sessions  Thrive/ELSA support may be extended if seen as necessary/1:1 sessions will still take place but most likely outside in the gazebo | Sep 7th |
| Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression. | Yes | Conversations have already been had with Attendance Team regarding services available  -Additional transition visits have been offered during the summer holiday to ensure anxiety is reduced.  -Videos illustrating the school setting will be sent home a week before school return. | August 24th |
| The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light. | Yes |  | Sep 7th |
|  | Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation. | Yes |  | Sep 7th |
| Available resources are used to identify and support students and staff who exhibit signs of distress. | Yes |  | Sep 7th |
| The training module on [teaching about mental wellbeing](https://www.gov.uk/guidance/teaching-about-mental-wellbeing), will be completed by those staff who require this. | Yes | This will be part of the September inset or within the first staff meeting | Sep 7th |
| Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements. | Yes | A revised behaviour policy will be sent to staff and parents with the main changes:   * Removing the movement of pupils between classes and within the class utilising support staff to supervise disruptive pupils outside of the class; failing this they will be placed socially distantly outside the principal’s office. * Deliberate failures to exhibit social distancing such to upset others to be added to the ‘serious’ incidents list. * Phase Leaders and Principal to meet with pupils outside wherever possible. * Use of outside for those needing to miss breaktimes | Sep 4th |
|  |  |  |  |  |

# Communication and Involvement

## General Arrangements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General Arrangements | Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned. | Yes | RA will be shared with all stakeholder  Phase specific guidance will be issued to staff and parents  Weekly feedback staff provided to staff and reviewed by SLT | August 24th |
| The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment. | Yes | The school wrote its own letter outlining requirements  A further set of general guidance will be sent by August 31st  Phase Specific Information will be sent on September 7th by Phase Leaders.  The school will no longer inform parents on a daily basis of potential cases as this was becoming all classes on all days.  Arrangements will be distributed | As noted  21st Sep |
| Visitors | Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance. | Yes | Information has been added to visitor information sheet  In most cases, the visitor would be supervised around school. | August 24th |
| Communicating safety arrangements | Site signage has been reviewed, referring to the following: [temporary signs](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884008/covid-19-temporary-signs-for-pedestrians-drivers-and-cyclists.pdf) for outside space | Yes |  | August 24th |
| Site changes such as entrances and exits will be identified where required | Yes | Already marked out from May  Additional paint added in Sep | August 24th |
| Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices | Yes | Noticeboard in hallway still to be used | August 24th |
| The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols. | NA |  |  |
| Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as [How to hand rub](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877529/Best_Practice_hand_rub.pdf). | Yes | Staff guidance in HS training | Sep 4th |
| The [COVID-19 Secure in 2020](file:///C:/Users/easss/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Guidance%20-%20published%20versions/Guidance%20-%20published%20versions/Guidance%20-%20published%20versions/Schools/COVID-19%20Secure%20in%202020%20https:/assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf) notice is displayed to confirm that all required measures have been implemented. | Yes |  | Sep 1st |

## Staff Instruction

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| All staff instruction | Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. | Yes | *All completed the county online training*  *Additional school training will be completed in Sep will staff asked to sign electronically again.,* | Jun 1st  Updated 7th Sep |
| All staff have confirmed that they are confident in applying the control measures identified in this assessment. | Yes | At end of training  Actions were revised with staff during January inset | Sep 4th  Jan 4th. |
| Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase. | Yes | General training provided by Principal  Phase leaders then to complete phase specific walk around. | Sep 4th |
| Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school. | Yes | Staff guidance | Sep 4th |
| Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting). | Yes | Walk around will involve feedback sections for any required changes.  Actions are based upon initial approach which was constructed collaboratively. | Sep 4th |
| Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities). | Yes | Staff receiving RA by 24th Aug  Training completed on 7th Sep prior to opening.  Teaching Staff retrained on January 4th | As noted |
|  | Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available. | Yes | Included in staff training sign off | Sep 4th |
| Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements. | Yes | Included in staff training sign off | Sep 4th |
|  | The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes. | Yes | ITT student has been asked to join the school during inset training | Sep 4th |

## Behaviour policy

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reviewing current policy | The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review. | Yes | Policy will be re-written incorporating the COVID adjustments and sent to parents. | Sep 1st |
| Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour. | Yes | Revised sanctions section to be added to the policy:   * Removing the movement of pupils between classes and within the class utilising support staff to supervise disruptive pupils outside of the class. If insufficient staff are available pupils will have to work outside the principal’s office. * Deliberate failures to exhibit social distancing such to upset others to be added to the ‘serious’ incidents list. * Phase Leaders and Principal to meet with pupils outside wherever possible. * Use of outside for those needing to miss breaktimes | Sep 1st |

## Pupil involvement and communication

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Championing COVID-19 measures | Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in *COVID-19 guidance for all education settings*. | Yes | All SLT will act in this role | Sep 7th |
| Pupils and staff have contributed towards how these new roles will support the schools aims | No | This will be reviewed in September when student council/house captain have been elected | Oct 1st |
| School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them. | Yes | All Senior Leaders | Sep 7th |
| Pupil information | All information is provided to pupils in an honest, age-appropriate manager. | Yes |  | Sep 7th |

## Educational tools

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Infection control education | Age appropriate education is used to encourage pupils to:   * become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. * encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses | Yes | Continued from Summer opening  Included in weekly celebration assembly | Sep 7th |
| The following resources are used where appropriate:   * [e-Bug](https://campaignresources.phe.gov.uk/schools) resources to teach pupils about hygiene. * [the Educational Settings poster](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf) * the [Coronavirus Toolkit for Professionals](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/coronavirus-toolkit-for-professionals) which contains campaign materials. | Yes | Posters still in place from Summer | Sep 7th |
| Additional information used to educate pupils is taken from trusted sources such as  [InfoSpace](https://www.infospace.org.uk/hr/health-safety-and-wellbeing/) or [Norfolk Schools](https://www.schools.norfolk.gov.uk/Pupil-needs/Health/Coronavirus/index.htm) (which both contain the same COVID-19 information) and [Public Health England](https://www.gov.uk/coronavirus). | Yes | Sites have been reviewed | August |

## Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Maintaining records | Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance | Yes | Contact tracing information will be completed when needed.  All necessary information is contained within:   * Pupil Asset * Visitor Log * Staffing structures * Track and trace sheet   A review of meetings would also be needed to ascertain when other contact has been made | Sep 7th |
| The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme, | Yes | Privacy Policy from trust is on website | Sep 7th |
| Data review and escalation | The setting will collect the data identified and follows the responsibilities section for escalation and data sharing | Yes |  | Sep 1st |
| Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements | A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible) | Yes | So long as the weather is appropriate, the pupils will be supervised outside the front of the school as this provides full ventilation or under the canopy area. The canopy areas would be used during after-school care.  Medical Toilet will be kept as an emergency COVID room with the corridor closed down in case of suspected case.  Cleaning staff will clean if cases occur with chlorine/bleach as instructed | Sep 1st |
| Where possible there is separate use of toilet and handwashing facilities nearby. | Yes | Staff toilet would be used and then quarantined until cleaned | Sep 1st |
| The room has been emptied of unnecessary items. | Yes | Office staff to remove and restore items within the room. | Sep 1st |
| Tissues and a waste bag have been provided in the room | Yes |  | Sep 7th |
| If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible.  Where it is possible the door will be closed and window opened for ventilation. | Yes | Door will be open and whilst there are no windows, an extractor fan is in place.  The supervising staff will remain in the corridor outside supervising. | Sep 7th |
| In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned. | Yes | Children would be required to move to the school library for a period sufficient to clean and quarantine the room.  All Tas have been asked to wipe down all tables, chairs, touch points and toilet area handles | Sep 7th  Sep 14th |
| Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left. | Yes | Full PPE will be worn | Sep 7th |
| Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils. | Yes |  | Sep 7th |
| Waste | If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste. | Yes | Two separate bins have been provided within the courtyard that are emptied weekly  TAs remined that all cleaning items and clothing to be placed in bins after wipe down | Sep 7th |
| Cleaning | Surfaces that the symptomatic person has come into come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required. | Yes | Head cleaner will be on standby to clean all known areas.  This is not possible during the day for any children with a cough or temperature but will have a wipe down and full clean at lunch or after school | Sep 7th |
| The setting will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice. | Yes | Class be moved to the school Library until cleaning has been completed. | Sep 7th |
| The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed. | Yes | Review with cleaning staff  Full PPE will be required to be worn by all staff whilst completing the clean. | Sep 7th |
| Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs. | Yes | If applicable but in most cases, soft items have been removed. | Sep 7th |
| Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements. | Yes |  | Sep 7th |
| Actions following someone from the setting developing symptoms | Preparations are in place to communicate with parents as appropriate using the template letters provided | Yes | Templates have been downloaded.  The school will no longer send daily updates on potential cases as the number is too frequent. Parents will be informed instantly if a positive case is confirmed. | Sep 7th |
| Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme. | Yes | This statement goes against current advice: Coronavirus (COVID-19): test kits for schools and FE providers.  However, tests will be given out where extreme difficulties have been had in regard to accessing a test. | Sep 7th |
| Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks | Yes | Within parent guidance |  |
| Parents/carers will be advised to notify the setting as soon as the test result is known. | Yes | Pupils will be asked to isolate until confirmation of the result has been given. | Sep 7th |
| Symptomatic staff member | Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings. | Yes | Articulated in Staff Guidance | Sep 7th |
| An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action. | Yes |  | Sep 1st |
| Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person’s bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required. | Yes |  | Sep 1st |
|  | The employer referral process for testing information will be provided to the employee in order to obtain a test. | Yes |  | Sep 1st |
| The setting will register with the local testing service to receive their unique employer code by emailing: [NorfolkRegistercovidtesting@nnuh.nhs.uk](mailto:NorfolkRegistercovidtesting@nnuh.nhs.uk) providing the name of the employing organisation, their job title and a contact telephone number. | Yes |  | Jun 1st |
| The employee will be asked to provide their test result to the setting as soon as it is known. | Yes | If an employee is tested and the result is negative, he or she will be allowed to return to work if well enough, provided he or she confirms they have been without a high temperature for 48 hours and those living with the employee also tested negative and have not experienced any symptoms.  If an employee is tested and the result is positive, the employer, once informed should then treat the employee as on sick leave and should pay statutory sick pay and contractual sick pay (if applicable) during the isolation period. Even if the employee wants to work, he or she should be encouraged by the employer to self-isolate and should not be required to work from home even if this is even feasible. |  |
| Contact tracing | The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive. | Yes |  | Sep 1st |
| PHE HPT Actions | The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism. | Yes |  | Sep 1st |
| Case management transfer | The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management. | Yes |  | Sep 1st |
| Test result actions | The setting are aware of and will follow the required actions that are detailed in the Test result actions section. | Yes |  | Sep 1st |
| The setting will contact the NCC Education Incident Room in the event of a positive test. | Yes |  | Sep 1st |
| Education contingency planning | The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements. | Yes | Should there be a local outbreak where a bubble or the school has to close, the school would look to switch back to the TEAMS platform that your family should now be fairly familiar with. Additional guidance will be sent to Year 1 parents in September in preparation for any potential use.  Should the country/area enter a larger or more prolonged lockdown or a hybrid of home and school learning, the school would look to add live lessons via Microsoft Teams to supplement the google forms, so long as teachers are able to be in school whilst delivering these or a Teaching Assistant can join remotely via TEAMS.  Reception pupils will be connected via Tapestry. | Sep 1st |

## Returning after isolation (pupils and staff)

## Offices and other work spaces

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The following measures are applied where staff cannot work from home:   * Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. * Rooms are well ventilated (see section on ventilation) * Staff are cohorted in consistent working groups * Unnecessary items have been removed to support effective cleaning of the area * Hot desking is avoided * desks near busy circulation spaces are not used * Shared equipment has been moved to reduce group mixing such as printer location | Yes | Additional measures are in place for photocopiers with limited access for the majority of staff. The only shared equipment will be the photocopier with the following restrictions:  -Office photocopier can only be accessed by the office staff with hand sanitizing between uses  -The majority of classes should not need photocopying unless making larger booklets.  -EYFS will be the most frequent uses and will be asked to sanitize after use.  -Staff will be asked to clean key pad and lids after every use.  - Office hours have been restricted to reduce the numbers in the office at any one time. | Sep 1st |
|  | The following measures are implemented where the above measures cannot be followed:   * additional work spaces are be allocated where possible * sharing of workspace is minimised and workspaces are thoroughly cleaned between users. * Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities * Screens are installed as a last resort | Yes | Additional intervention rooms have been created  7 screen divided tables have been established  Plastic sheeting has been used to establish spacing between bubble in close areas | Sep 1st |

## Planning for emergencies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fire evacuation | A fire drill is planned for the first week of term | Yes | This has been completed with some additional changes made. | 14th Sep |
|  | Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place. | Yes | Policy and procedure has been updated   * Same procedure will be used but across but using the school field also and spacing items that are already in place. * Reception (and Pine) children will use infant playground to ensure easy access * Shared during inset | Sep 4th |
| Fire drills that are carried out encourage social distancing. | Yes |  | Sep 4th |
| Staff and pupils understand that in an emergency they must leave without delay | Yes |  | Sep 4th |
| A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes). | Yes | See above | Sep 4th |
| First aid – all settings | Pupils with specific first aid requirements only attend where the appropriate first aid can be provided | Yes | -Individual risk assessments have been completed for all | Sep 4th |
| Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can:   * Explain why requalification hasn’t been possible * Demonstrate the steps taken to access training. | Yes |  | Sep 4th |
| Normal first aid cover identified in the First Aid Risk Assessment is provided. | Yes | As much as is possible this is completed by staff working within the set bubble. | Sep 4th |
| Staff who require refresher training use [Basic First Aid Skills](https://www.redcross.org.uk/first-aid/learn-first-aid-for-babies-and-children) information and familiarised themselves with the relevant areas they may be required to use. | Yes |  | Jan 4th |
| To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate | Yes |  | Sep 4th |
| Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance | YEs | * PPE packs must accompany classes at all times * Staff Guidance around wearing on PPE * During general provision staff have been given the option of wearing gloves if this makes them feel more comfortable. However, all must still complete the routine handwashing outlined above. * During temperature checks each morning, the office staff will be required to wear a face covering. * Whilst completing First Aid or helping with a routine intimate care, a fresh pair of gloves and face mask will be worn with the option of a face visor in certain cases. * Completing routine personal care in line with a child’s care place will involve an apron, mask, gloves and visors. * Where a child is showing symptoms of COVID-19, a member of the office will wear aprons, masks, visors when collecting the child and supervising them in the outside or in the medical room   Staff training provided through NHS video:  <https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be> | Sep 4th |

## PPE and face coverings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PPE | Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only. | Yes | * Staff have received training on the donning and doffing of PPE   Staff have completed a walk through explaining the process | Sep 4th |
| Face coverings | Pupils have been advised that it is mandatory to wear face coverings on public transport, | Yes | Within parent guidance | Sep 4th |
| Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:   * The wearer must not touch the front of their face during use or when removing the face covering. * They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. * They must perform hand hygiene on arrival at the setting and after removing their face covering. | Yes | At present all staff are asked to carry a face covering with them and wear it unless teaching from a 2m distance or outside at a 2m distance.  These are reusable masks and therefore staff are expected to keep this on their person and hand sanatise after touching.  Although there is some concern about unsafe storage, as in secondary schools, where this is not possible, the advantage of restriction oral transmission between staff is seen to outweigh this risk.  Children will not be asked to remove only advised. | Nov 4th |

## Review of existing assessments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The setting regularly reviews their arrangements in line with compliance code updates | Yes | A formal review will take place weekly within SMT | Sep 4th |
| Review arrangements ensure that the control measures are effective and working as planned. | Yes | Daily walk around by the SMT | Sep 4th |

## Any other actions that are not listed above

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Medical Provision | Prevent transmission through shared ice-packs (material cover)  Prevent transmission through shared record books for first aid | Yes  Yes | Protocols needed around the single use of ice-packs, with these quarantined and washed before used or plastic bags used to encase them.  Online form to be shared with all class teachers and TA  Communicated in Medical Policy Addendum | Sep 1st |
| Staff transmission | Transmission through staff shared areas and items:   * Toilets * Cups and cutlery   Whiteboards / seats | Yes | Additional cleaning materials provided in staff toilets  Staff have been allocated toilets, staff rooms etc.  Staff have been asked to wear masks in all communual areas.  Staff advised to bring own cup, not leave in class and use set washing procedures  Staff advised to use whiteboard pens that can be allocated and cleaned more easily | Sep 1st |
| School Closure | Procedures are in place to ensure that the school can provide an effective and safe remote learning platform. | Yes | Remote Learning  Class teachers would provide a TEAMs link each morning and provide three live lessons between 9-12 (with breaks in between) to cover mathematics and English.  A pre-recorded lesson linked to a google doc is most likely in the afternoon to enable greater flexibility for the family to organise home learning around their own work.  In addition, access to learning websites such as edshed and mathfactpro will help supplement this.  Teacher will take their PPA from 14:00 each day enabling the learning to run 5 days per week.  Children will be taught how to use their raise hand function and therefore will have some access to the teacher for support and thus should reduce the demand upon parents.  In Reception, education will mainly be posted through Tapestry with at least one daily lesson most likely based around phonics. | Jan 4th  When  needed |
|  | Steps have been taken to ensure that remote learning can be safeguarded? | Yes | A teaching assistant or office staff member will be included in all live lessons as a second supervising adult.  In addition, this staff member will be responsible for taking a daily register before reporting to the attendance lead who will follow up any absence.  All staff will have access to an online safeguarding form  Any vulnerable pupil who chooses not to attend will be contacted at least weekly in addition to attendance of live lessons.  Those pupils who are shielding will be offered links to live lessons each morning regardless of whether schools are formally closed or not. | Jan 4th  When  needed |
|  |  |  |  |  |
|  | The specific needs of SEND pupils can be meet | Yes | Those deemed vulnerable will be offered a school place where more support can be provided. Those learning remotely from home will have less differentiation than in the previous lockdown as all they will be accessing their live lessons. Some additional differentiated work may be possible if staffing allows. | Jan 4th  When  needed |

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| **Assessor’s Name**: **James Grimsby** | **Manager’s Name: Paul Shanks** |
| **Position: Principal** | **Position: Primary Lead** |
| **Signature:** | **Signature:** |