

Covid-19 Guidance for Full Opening September 2020 (Updated May 17th 2021)

RA100 V2.6

IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

Suspected or confirmed cases of COVID-19 must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly.

	Establishment/Department: Stokeinteignhead Primary School	Establishment Risk Assessment	RA100 V2.3
	Address: Stoke Road, Stokeinteignhead, Newton Abbot, Devon, TQ12 4QE		
<p>Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors</p> <p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link: www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and <u>must consult with their staff regarding the risks and control measures being implemented.</u></p> <p>General guidance on completing risk assessments is available at arrangements note HS47. When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>		<p>Date assessment completed:</p> <p>This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.</p>	
<p>Version Control: RA 100 Version 2.1</p> <p>Update – 15/7/20, page 6. Premises related matters - Management of waste</p> <p>Update – 25/08/20, page 12,13,14. School Transport</p> <p>Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)</p> <p>Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff</p> <p>Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820</p>		<p>Assessor(s):</p> <p>Joanna Crathorne</p> <p>Martin Harding</p> <p>All staff</p>	

Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	
Update – 15/09/20, page 16. Educational Visits - updated link.	
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.	
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama	
Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff	
Update – 04/01/2021 page 3 – definition of close contact	
Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.	
Update – 04/01/2021 page 14 – Lateral Flow Testing (Secondary Schools)	
Update – 08/03/2021 first page PHE information	
Update – 08/03/2021 page 2 – return to school March 8 th guidance	
Update – 08/03/2021 page 4 – definition of close contact	
Update – 08/03/2021 page 5 - Guidance for EYFS	
Update – 08/03/2021 page 5 - Wraparound provision	
Update – 08/03/2021 page 12 - Accessing testing arrangements are clear for all staff	
Update – 08/03/2021 page 13 - Assessment of all staff, including high risk staff	
Update – 08/03/2021 page 13 - face covering	
Update – 08/03/2021 page 14 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 08/03/2021 page 14 - Lateral Flow testing (Secondary Schools)	
Update – 08/03/2021 page 15 - Lateral Flow testing (Primary staff home testing	
Update – 08/03/2021 page 16 - Vulnerable groups who are clinically, extremely vulnerable	
Update – 08/03/2021 page 21 - Educational visits	
Update - 12/04/2021 page 4 - Definition of close contact	
Update - 12/04/2021 page 6 - Staff remove covered elsewhere	
Update - 12/04/2021 page 13 - Assessment of all staff, including high risk staff with vulnerable	
Update - 12/04/2021 page 14 - Dealing with suspected and confirmed case/ cases and outbreak.	
Update - 12/04/2021 page 15 - Lateral Flow testing (Secondary Schools)	
Update - 12/04/2021 page 16 - Lateral Flow testing (Primary).	

Update - 12/04/2021 page 16 - Vulnerable groups who are clinically, extremely vulnerable.	
Update - 12/04/2021 page 17 - Transport	
Update - 12/04/2021 page 21 - Educational visits	
Version 206	
Update- 17/05/2021 – page 6 - Wraparound provision: Groups mixing.	
Update- 17/05/2021 – page 14 - Face Coverings – 17 May 2021	
Update- 17/05/2021 – page 21 - Physical activity in schools /swimming lessons	
Update 17/05/2021 – page 22 – Educational visits	

Significant Hazard Section	Control measures in place	Optional: School's comments re. mitigations put in place
	<p><i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i></p>	
Social distancing and reducing risk of transmission		
Definition of close contact	<p>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact'. The following definition of 'close contact':</p> <p><i>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. A risk assessment may be undertaken to determine this, but a close contact can be anyone who has had the following types of contact with someone who has tested positive for coronavirus with a PCR or LFD test:</i></p> <p>The current definition of close contact in a school setting is shown below.</p> <ul style="list-style-type: none"> face-to-face contact including being coughed on or having a face-to-face 	<p>Updated 12.04.2021</p> <ul style="list-style-type: none"> Update to the definition of close contact linked to contact with someone who has tested positive for coronavirus with a PCR or LFD test. <p>Updated 08.03.2021</p> <p>Updated 04.01.2021</p> <ul style="list-style-type: none"> Smaller cohorts of children (due to national lockdown procedures) across two separate bubbles will provide more limited chances of close contact. Where possible, staff will avoid moving between bubbles. Staffroom restriction will be implemented – no staff to sit in the staffroom for lunch or spend longer periods of time in closer proximity to other staff members (e.g. in the staffroom at lunchtime) and instead be advised to avoid such actions, use available larger spaces, maintain social distancing and seek to spend some of their free time outside in the fresh air.

	<p>conversation within one metre (this will include times when you have been wearing a face covering or face mask)</p> <ul style="list-style-type: none"> • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane (this includes school transport) <p>Focusing on obtaining mitigations to reduce close contact, will reduce staff and pupil absences when there are cases within the school. Note that the use of face masks and other forms of PPE does not exclude somebody from being considered a close contact (unless they are providing direct care with patients or residents in a health and care setting, NHS Test and Trace: how it works - GOV.UK (www.gov.uk))</p>	<ul style="list-style-type: none"> • No school trips will take place during the lockdown period ensuring that travelling in a small vehicle will not be required beyond family groups travelling to and from school. 															
<p>Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.</p>	<p><i>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. If possible, only one parent to attend. Use alternative drop off locations where possible. Schools should also have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening. Pupils must be instructed to wash their hands, on arrival.</i></p>	<ul style="list-style-type: none"> • Amended 05.03.2021 – (Full reopening) – Communication to parents via letter WB 22.02.2021. No changes to arrangements from Sept return for all children apart from new timings for each bubble and new entry points to the building to keep bubbles separate at drop off and pick up (see above timetable). • Procedures will be monitored and amended if necessary. <p><u>Staggered arrival and departure from school</u></p> <ul style="list-style-type: none"> • The timings for arrival and drop-off are as follows: <table border="1" data-bbox="1182 1074 2042 1240"> <thead> <tr> <th></th> <th>Ash Class (YR and Y1) Ash Class Door</th> <th>Maple Class (Y2 and Y3) Hall Entrance Door</th> <th>Willow Class (Y4 and Y5) Willow Class Door</th> <th>Beech Class (Y6) Main Entrance</th> </tr> </thead> <tbody> <tr> <td>Arrival</td> <td>8:40am</td> <td>8:40am</td> <td>8:50am</td> <td>8:50am</td> </tr> <tr> <td>Departure</td> <td>3:10pm</td> <td>3:10pm</td> <td>3:20pm</td> <td>3:20pm</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Amended 04.01.2021 – timings for drop off and collection have been amended for the lockdown period. All children attending school are to arrive at 8:50am and be collected at 3:20pm. Children from different classes will continue to use the entrances above to enter/exit the building. • Updates to drop off/collection procedure have been communicated in letter to parents. • Procedures will be monitored and amended if necessary. 		Ash Class (YR and Y1) Ash Class Door	Maple Class (Y2 and Y3) Hall Entrance Door	Willow Class (Y4 and Y5) Willow Class Door	Beech Class (Y6) Main Entrance	Arrival	8:40am	8:40am	8:50am	8:50am	Departure	3:10pm	3:10pm	3:20pm	3:20pm
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<p>Parents gathering at school gate not social distancing</p>	<p><i>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they</i></p>	<ul style="list-style-type: none"> • Amended 23.09.2020 – parents have been asked to wear face coverings and staff on duty outside to wear visors. • Staff reminded of all safeguarding protocols – parents will be reminded to notify the school if a different adult will be collecting children. School adult stationed

	<p><i>have a pre-arranged appointment, which should be conducted safely).</i></p>	<p>on the gate at beginning and end of day. School staff to challenge unknown adults and not to release any child to anyone other than a parent or with knowledge that different arrangements have been communicated to school.</p> <ul style="list-style-type: none"> • For collection at the end of the day, parents will be asked to arrive promptly at the designated time and observe social distancing on the playground if any waiting is necessary. • If they have children in more than one group, they may wait on the playground for all of their children to exit the building before leaving the premises but will be asked to adhere to social distancing rules. • No parents will be allowed in the building without an appointment at a pre-arranged time. • Parents will be asked to observe social distancing when entering/exiting gate – wait until clear. • Parents will be asked not to congregate on the playground or on the pavement outside the gate. • Children will be told not to run about or play games on the playground at the end of the day.
<p>Overcrowding in classrooms and corridors.</p>	<p><i>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below). Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Removal of some furniture may be required to enable this. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups</i></p>	<p>Amended 04.01.2021:</p> <ul style="list-style-type: none"> • Only the children of key workers and those identified as vulnerable will be able to attend school. • Children will remain within existing bubbles (see below); only classes within the same bubble will be able to mix dependent on numbers. • Break and lunchtimes will continue to be staggered to avoid bubble mixing. • All other arrangements will stay the same. <p>School bubbles The school will operate as two main bubbles:</p> <ul style="list-style-type: none"> • Ash and Maple Class • Willow and Beech Class <ul style="list-style-type: none"> • Although during the day the children will spend most of their time just with their class group as normal, there will be times throughout the day (for example break times and lunchtimes) when the class bubbles designated above will be able to share the same spaces, such as the playground. <p>Classroom Arrangements</p> <ul style="list-style-type: none"> • During the school day, children will be expected to stay within their bubbles or class groups. Each group will be working with the adults who would normally teach their year groups. The bubbles will not be allowed to mix; break times and lunchtimes will be staggered to enable us to adhere to the guidelines. (See timetable below for break and lunchtimes) • The classrooms will look different to when the children were last in them; table arrangements are different in order to support social distancing where possible, including seating children side-by-side and facing forwards. • All classrooms will need to be well-organised and tidy with learning resources easily accessible to support children’s learning. Shelving and other open areas around the room (e.g. window sills) will need to be kept free of clutter for hygiene reasons.

		<ul style="list-style-type: none"> Staff will be allocated to set groups within one of the bubbles as follows <table border="1"> <thead> <tr> <th>Ash Class</th> <th>Maple Class</th> <th>Willow Class</th> <th>Beech Class</th> </tr> </thead> <tbody> <tr> <td>Reception and Year 1</td> <td>Year 2 and Year 3</td> <td>Year 4 and Year 5</td> <td>Year 6</td> </tr> <tr> <td>Mrs Rimmer Mrs Forte Miss Cheung</td> <td>Mrs Maddocks Mrs Beer</td> <td>Miss Skinner Miss Woolner</td> <td>Mr Horton Mrs Delve</td> </tr> <tr> <td colspan="4">Additional full time TA and MTA</td> </tr> </tbody> </table> <p>Entrances and exits to the outdoor spaces will be the same as drop off and pick up procedures.</p>	Ash Class	Maple Class	Willow Class	Beech Class	Reception and Year 1	Year 2 and Year 3	Year 4 and Year 5	Year 6	Mrs Rimmer Mrs Forte Miss Cheung	Mrs Maddocks Mrs Beer	Miss Skinner Miss Woolner	Mr Horton Mrs Delve	Additional full time TA and MTA							
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Risk of transmission within EYFS settings	<i>Updated Guidance for EYFS (February 2021 early years and childcare providers) to be followed. removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</i>																					
Risk of transmission within EYFS settings	<i>Updated Guidance for EYFS (2 July 2020) to be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</i>	<p>EYFS</p> <ul style="list-style-type: none"> The EYFS children will be a part of one of the two bubbles in the school: <ul style="list-style-type: none"> Ash and Maple Class Children will spend most of their time just with their class group as normal. There will be times throughout the day (for example break times and lunchtimes) when the class bubbles designated above will be able to share the same spaces, such as the playground. Consistent use of the same staff within bubbles to minimise increased risk to staff. 																				
Groups mixing during breaks and lunchtime compromising social distancing.	<i>Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible Staggered lunchtimes & in set groups with handwashing – tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</i>	<p>Breaktimes</p> <ul style="list-style-type: none"> Breaktimes will be staggered so that each bubble will have a playtime separately. Outdoor play equipment will be used on a weekly rota basis so that there is a weekend quarantine period before it used by the second bubble. <table border="1"> <thead> <tr> <th>Ash Class and Maple Class Bubble</th> <th>Willow Class and Beech Class Bubble</th> </tr> </thead> <tbody> <tr> <td>10:30am – 10:45am</td> <td>10:45am – 11am</td> </tr> <tr> <td>All areas of the playground. Play equipment as part of rota.</td> <td>All areas of the playground. Play equipment as part of rota.</td> </tr> <tr> <td>Enter/Exit through designated doors.</td> <td>Enter/Exit through designated doors.</td> </tr> </tbody> </table> <p>Lunchtimes Lunchtimes will be staggered and staffed as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Time slot for eating lunch</th> <th>Eating location</th> <th>Adults on duty</th> <th>Time slot for play outside</th> <th>Adults on duty</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ash Class and Maple Class Bubble	Willow Class and Beech Class Bubble	10:30am – 10:45am	10:45am – 11am	All areas of the playground. Play equipment as part of rota.	All areas of the playground. Play equipment as part of rota.	Enter/Exit through designated doors.	Enter/Exit through designated doors.		Time slot for eating lunch	Eating location	Adults on duty	Time slot for play outside	Adults on duty						
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Beech Class	12:15 – 12:45	Year 6 - Beech	TF/DC/RR/O S	12:45 – 1:15	DF/RR/SG/OS																							
<p>Wraparound provision: Groups mixing during extra-curricular provision</p>	<p><i>From 17 May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they may take place in groups of any number. However, it will remain important to continue to minimise mixing between children. This can be achieved by keeping children in separate consistent groups in these settings, or in smaller groups where it is not possible to do this. Multiple groups from the same provider can use the same shared space if necessary, provided that distancing between the groups can be maintained and there is adequate ventilation. Although, different</i></p>	<p>Amended 17.05.2021</p> <ul style="list-style-type: none"> • No change to school arrangements already running (see below). • After School Club will now re-open until 6pm. • Two members of staff on duty at key times – e.g. beginning of sessions to support snack preparation and provision. • Bubbles will remain in operation at all times. <p>Amended 05.03.2021</p> <ul style="list-style-type: none"> • Hall space will be zoned for the two bubbles; children enter and exit via set doors and will not mix. Cupboards in the hall will be reorganised so that there is a mixture of different equipment for each group to use from designated cupboards. • A route around the perimeter of the hall will lead to the toilets if needed. • Extra hygiene measures will be in place, e.g. use of hand gel and hand washing. 																										

	<p>groups sharing the same space should be avoided where possible. Providers will need to regularly review groups to minimise the amount of mixing . For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.</p> <p>Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Schools can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued guidance for parents and carers, which schools may want to circulate.</p>	<ul style="list-style-type: none"> • One staff member will be on duty and will oversee the bubbles. When numbers increase again, two members of staff will be on duty. • After School Club will only operate until 5pm. <p>Amended 04.01.2021:</p> <ul style="list-style-type: none"> • Breakfast and After School Club will continued to be offered as normal. • Parents will book at the same time that they book a space for key worker provision and will be charged at the normal rate. <p>Breakfast and After School Club</p> <ul style="list-style-type: none"> • Breakfast Club and After School Club will resume in the Autumn Term but <u>not</u> during the first few weeks back (possibly two weeks). • This will give us time to collect bookings in order that we can see how to best organise the provision in line within the Government guidelines. • Hall space will be zoned for the two bubbles; children enter and exit via set doors and will not mix. Cupboards in the hall will be reorganised so that there is a mixture of different equipment for each group to use from designated cupboards. • A route around the perimeter of the hall will lead to the toilets if needed. • Extra hygiene measures will be in place, e.g. use of hand gel and hand washing. • Two staff members will be on duty; one staff member will operate each bubble but can oversee a second bubble to allow for drink and snack distribution etc. • After School Club will only operate until 5pm so that we can ensure that there is an adult in both bubbles.
<p>Spread of virus due to increased numbers of people within the building.</p>	<p>Inform parents that if their child needs to be accompanied to school only one parent should attend</p>	<p>Amended 05.03.2021:</p> <ul style="list-style-type: none"> • Reverted to September 2020 plan. • Pre-opening letter and guidance for parents will stipulate that only one adult will be allowed to drop off and pick up at the beginning and end of the day. • Parents allowing older children to walk home alone/meet them at an agreed meeting point will need to notify the school via letter or email to give permission. These will be filed in the permissions file. <p>Amended 04.01.2021:</p> <ul style="list-style-type: none"> • Parents will be reminded to only book key worker spaces as needed in order to keep numbers in the building to a minimum.

		<ul style="list-style-type: none"> • Pre-opening letter and guidance for parents will stipulate that only one adult will be allowed to drop off and pick up at the beginning and end of the day. • Parents allowing older children to walk home alone/meet them at an agreed meeting point will need to notify the school via letter or email to give permission. These will be filed in the permissions file.
Staff	<p><i>Staff should maintain Public Health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</i></p>	<p>Amended 05.03.2021</p> <ul style="list-style-type: none"> • As for September 2021 although visitors now allowed in small numbers (no large groups). • PPE to be worn by visitors to the building and 2m SD to be maintained. <p>Updated 04.01.2021 <u>Staff working practice</u></p> <ul style="list-style-type: none"> • Smaller cohorts of children (due to national lockdown procedures) across two separate bubbles will provide more limited chances of close contact between adults and children. • Where possible, staff will avoid moving between bubbles. • No school trips will take place during the lockdown period ensuring that travelling in a small vehicle will not be required beyond family groups travelling to and from school. • Where possible, during the lockdown, staff will work on a rota system (two weeks on/two weeks off) if possible. <p><u>Use of the staffroom</u></p> <ul style="list-style-type: none"> • Staffroom restriction will be implemented – no staff to sit in the staffroom for lunch or spend longer periods of time in closer proximity to other staff members (e.g. in the staffroom at lunchtime) and instead be advised to avoid such actions, use available larger spaces, maintain social distancing and seek to spend some of their free time outside in the fresh air. <p><u>Visitors to the school</u></p> <ul style="list-style-type: none"> • No visitors will be allowed inside the school building during the lockdown period. • Only professionals working in other services will be allowed, e.g. EP, Family Court Advisors etc. <p><u>Staff working practice</u></p> <ul style="list-style-type: none"> • Staff will work with the same bubbles of children and will not mix between bubbles; in most cases, staff will stay with their class group as well. • Ideally, staff should maintain 2 metre distance from each other and from children. This will not always be possible in our setting and due to the nature of the roles we fulfil in school, particularly when working with younger children. Where it is not possible staff will be reminded and encouraged to maintain their own rigorous hand hygiene. • Strict hygiene measures will be adopted to help reduce the risks that closer contact will cause including hand washing, hand gels and good respiratory hygiene. <p><u>Use of the staffroom</u></p>

		<ul style="list-style-type: none"> The maximum number of adults has been risk assessed as 4 in the staffroom at any one time. Staff to please consider the use of the photocopier as the main purpose of staffroom use. Lunch/break times can also be taken within bubbles in the classroom if staffroom is too busy. All staff are responsible for making sure that the dishwasher is unloaded/loaded at the beginning and end of the day. Used cutlery and plates are to be put into the dishwasher with the door closed. <p>Visitors to school</p> <ul style="list-style-type: none"> Visitors on site during the school day will be kept to a minimum and by appointment only. Where possible, appointments will be made for a time after school or online meetings will continue to take place. Parents will not be allowed into the building during the day and will be encouraged to call the school if they need information or help. Table restricting distance to the main office window will be in place. Visitors will be required to face coverings when visiting the building. 										
Premises related matters												
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p><i>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.</i></p> <p><i>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</i></p>	<ul style="list-style-type: none"> JC to review RA22 to show all measures and alteration put into place. 										
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p><i>Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies</i></p>	<ul style="list-style-type: none"> Ensure First Aid provision is in place during all aspects of the school day including lunchtimes, Breakfast and After School Club. <p>First aid cover will be as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Paediatric</th> <th>First Aid at Work</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td rowspan="5">Mai Cross Debra Christie Shirley Gadie Laura Beer (Joanna Crathorne)</td> <td rowspan="5">Joanna Crathorne Joanna Crathorne Joanna Crathorne Joanna Crathorne</td> </tr> <tr> <td>Tuesday</td> </tr> <tr> <td>Wednesday</td> </tr> <tr> <td>Thursday</td> </tr> <tr> <td>Friday</td> </tr> </tbody> </table>		Paediatric	First Aid at Work	Monday	Mai Cross Debra Christie Shirley Gadie Laura Beer (Joanna Crathorne)	Joanna Crathorne Joanna Crathorne Joanna Crathorne Joanna Crathorne	Tuesday	Wednesday	Thursday	Friday
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Friday												

		<ul style="list-style-type: none"> • First aid procedures remain the same; designated first aiders will be present in school every day, including a paediatric first-aider every day who will be based in the EYFS classroom/MTAs. (For more information see above). • All BC and ASC staff are paediatric first aid trained. Where there is not a trained member of staff for breakfast and ASC club, an additional adult with the relevant training will be in the building. • Recording of first aid remains the same. • See also First Aid Procedures during COVID-19 Risk Assessment RA01 and amended RA22. 								
Fire Procedures	<p><i>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</i></p> <p><i>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</i></p>	<p>Amended 05.03.2021</p> <ul style="list-style-type: none"> • Fire drill and lockdown to be completed in the first week back WB 08.03.2021. <p><i>JC to recheck fire risk assessment, sign and date.</i></p> <ul style="list-style-type: none"> • Testing of call points will take place weekly as normal (JC). • All groups will use a separate entrance/exit. These entrances and exits are all the main evacuation routes out of the building in the event of an emergency such as a fire. • Fire drills will be held weekly to allow for different groups of children accessing provision and to ensure that children know their main route out of the building, as well as priority to escape from the nearest exit if in a different part of the building. • Muster points following evacuation will be as follows: <table border="1" data-bbox="1189 759 2049 879"> <thead> <tr> <th>Ash</th> <th>Maple</th> <th>Willow</th> <th>Beech</th> </tr> </thead> <tbody> <tr> <td>Staffroom side of the playground.</td> <td>Office side of the playground.</td> <td>Office side of the playground.</td> <td>Staffroom side of the playground.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Children will practice lining up with safer gaps between themselves and the persons in front and behind them. • Individual lines/groups of children will be spaced 2 metres apart. • Children will assemble on the side of the playground with the other class in their bubble. • Furniture arrangements within the classrooms will not block evacuation routes out of the building. • Main doors will remain closed (hall entrance and front entrance) to ensure building security and fire safety. • Some internal doors and windows will be open to allow ventilation. These will be closed by the adults checking the building in the event of the alarm sounding. • Attendance registers for the day will be returned to the office. Office staff will bring registers outside to allow number checks following the fire drill. • Classroom staff will be asked to close windows and doors of the classrooms if it is safe to do so. • All other fire drill procedures will remain the same. 	Ash	Maple	Willow	Beech	Staffroom side of the playground.	Office side of the playground.	Office side of the playground.	Staffroom side of the playground.
Ash	Maple	Willow	Beech							
Staffroom side of the playground.	Office side of the playground.	Office side of the playground.	Staffroom side of the playground.							
Water hygiene – management of legionella	<p><i>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been</i></p>	<p>Amended 05.03.2021</p> <ul style="list-style-type: none"> • Flushing has taken place in accordance with Water Management Plan – see records in Water Management Folder. 								

	<p><i>maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak.</i></p>	<ul style="list-style-type: none"> James Clayden/Debra Christie to review water management plan as necessary.
<p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<p><i>Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</i></p>	<p>Amended 05.03.2021 Updated Risk Assessment will be shared with the governors on 08.03.2021 once it has been through consultation with all staff.</p> <p>Amended 04.01.2021 Updated Risk Assessment will be shared with the governors on 06.01.2021 once it has been through consultation with all staff.</p> <ul style="list-style-type: none"> Staff consultation in the creation of plan for phased re-opening. Staff meeting to share preliminary plan before taking to governors 16.07.2020. Final staff meeting to agree plan and ensure all understand new procedures and arrangements to take place on NPD. End of day briefings to allow necessary changes to procedures and to encourage staff feedback on what is working well and what needs to be changed. Staff will discuss responsibilities with the children in their classes during the first week back. Staggered start to the term in the first week will allow staff to gradually train the children in their class groups to follow to correct measures and procedures. SLT will also reinforce measures through use of assemblies for bubbles of children which will be online if necessary. Staff who are absent will also be contacted and consulted on the management plan for their feedback and to give them change to air their concerns. All information will be shared with staff and parents before the summer holiday.
<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p><i>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</i></p>	<ul style="list-style-type: none"> JC to liaise with premises manager regarding equipment and health and safety inspections.
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<p><i>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of</i></p>	<p>Amended 05.03.2021 Use of the staffroom</p> <ul style="list-style-type: none"> Staffroom restrictions will still apply (see below: 04.01.2021). <p>School Office</p>

	<p><i>communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.</i></p>	<ul style="list-style-type: none"> • The maximum number of adults has been risk assessed as 2 in the office at any one time. <p><u>Amended 04.01.2021</u> <u>Use of the staffroom</u></p> <ul style="list-style-type: none"> • Staffroom restriction will be implemented – no staff to sit in the staffroom for lunch or spend longer periods of time in closer proximity to other staff members (e.g. in the staffroom at lunchtime) and instead be advised to avoid such actions, use available larger spaces, maintain social distancing and seek to spend some of their free time outside in the fresh air. • No more than 3 members of staff to be in the space at any one time for other staffroom use, e.g. photocopying, paper trimming etc. <p><u>School Office</u></p> <ul style="list-style-type: none"> • The maximum number of adults has been risk assessed as 2 in the office at any one time. <p><u>Use of the staffroom</u></p> <ul style="list-style-type: none"> • The maximum number of adults has been risk assessed as 4 in the staffroom at any one time. • Staff to please consider the use of the photocopier as the main purpose of staffroom use. • Lunch/break times can also be taken within bubbles in the classroom if staffroom is too busy. • <u>All</u> staff are responsible for making sure that the dishwasher is unloaded/loaded at the beginning and end of the day. Used cutlery and plates are to be put into the dishwasher with the door closed. • Additional tea and coffee making facilities will be placed in HoS office if needed. <p><u>School Office</u></p> <ul style="list-style-type: none"> • The maximum number of adults has been risk assessed as 3 in the office at any one time.
<p>Ventilation to reduce spread</p>	<p><i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal. Ventilation to chemical stores should remain operational.</i></p>	<ul style="list-style-type: none"> • Main doors will remain closed (hall entrance and front entrance) to ensure building security and fire safety. • Internal doors and windows will be open to allow ventilation. These will be closed by the adults checking the building in the event of the fire alarm sounding. See also Fire section and Fire Risk Assessment. • Settings on air-conditioning unit to be checked to ensure fresh air circulation rather than in-room circulation. • Updated 05.11.2020: Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> - Opening high level windows in preference to low level to reduce draughts. - Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). - Providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform

		<ul style="list-style-type: none"> - Rearranging furniture where possible to avoid direct drafts - Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). - Opening internal doors can also assist with creating a throughput of air - Natural ventilation – if necessary external opening doors may also be used where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as ensuring that they are closed at times when they cannot be sufficiently monitored. - Ventilation to chemical stores should remain operational. <p>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: Guidance on temperature in the workplace</p>
Management of waste	<p><i>Ensure bins for tissues are emptied throughout the day.</i></p> <p><i>Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.</i></p>	<ul style="list-style-type: none"> • Where possible, bins will be emptied throughout the day. • Staff emptying bins will wear protective gloves and rubbish will be placed in the Biffa bins which are collected weekly. • Lidded bins will be provided for used tissues. These will be emptied daily or as needed throughout the day. • No PPE/tissue waste or paper hand towels will be placed into recycling bins. Bins emptied into black bags for collection.
Management of incoming goods	<p><i>Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.</i></p>	<ul style="list-style-type: none"> • Deliveries to school to be left in entrance area. • Delivery drivers not to be admitted to school building. • Where possible, deliveries will be collected at the school gate.
School owned outdoor play equipment	<p><i>Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children's hands</i></p>	<ul style="list-style-type: none"> • Play equipment will be sorted so that there are resources for each bubble and not shared. • Larger play equipment such as climbing apparatus will be used on a weekly rota basis so that there is a weekend quarantine period before it is used by the second bubble.

	<p><i>before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins. Encourage effective sanitation by users, parents etc. Consult guidance on Managing Outdoor Playgrounds for equipment also used by the community. When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</i></p>	<ul style="list-style-type: none"> • High touch point areas of the outdoor equipment will be wiped clean on a Friday prior to the second bubble use the following week. • A maximum number of children will be allowed on the equipment at any one time to encourage more careful social distancing. • All noticeboards to be emptied and updated with new and relevant information only.
Hiring out premises	<p><i>Schools should ensure they are considering carefully how to hire out to external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</i></p>	<p><i>N/A – the school does not hire out premises to outside agencies.</i></p>
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p><i>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. In order to facilitate cleaning, remove unnecessary items from learning environments where there is</i></p>	<ul style="list-style-type: none"> • Removal of unwanted furniture from spaces to enable greater levels of social distancing between tables. Surplus furniture will be stored elsewhere. • Regular wiping of surfaces will take place in all areas throughout the day, especially before and after eating at lunchtime. • Equipment from within a class group setting will be washed at the end of each day. • Children will have individual sets of stationery in named bags. These will stay in school.

	<p>space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p> <p>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link.</p> <p>Follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings.</p>	
<p>Shared resources and equipment increasing spread</p>	<p>Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes.</p>	<ul style="list-style-type: none"> • P.E. will be timetabled during the week. • Different bubbles will have P.E. on different days. • Children will come to school as normal wearing their P.E. kit. • Outdoor sports and activities will be prioritised in Autumn Term. Contact sports will be avoided. • Equipment will be less of an issue as P.E. will take place for one bubble in an afternoon and equipment will be cleaned between use before being stored away. • Children will have their very own sets of stationery. These will be used only by them and will not be shared. • Where stationery needs to be shared, coloured pens etc., this must be done within 'bubble' • Any shared equipment will be wiped clean every day. This includes items such as art equipment. (See also section on reading diaries, reading books and homework). Where art equipment is shared between bubbles, this will be wiped

		<p>cleaned and left to decontaminate for 72 hours in a designated area with date clearly labelled.</p> <ul style="list-style-type: none"> • Children will not be allowed to keep additional items in their tray. • All classrooms will need to be well-organised and tidy with learning resources easily accessible to support children's learning. Shelving and other open areas around the room (e.g. windowsills) will need to be kept free of clutter for hygiene reasons. • Additional storage means can be purchased to help organise resources carefully and thoughtfully to limit cross-contamination and enable children's independent learning skills. • Additional play equipment in classrooms should be kept to a minimum; Willow and Beech will have access to wet playtime games/equipment and Mindfulness activities. Maple Class may have some additional equipment for wet playtimes, e.g. some construction materials, but use should be limited to these times. Ash Class will have access to most equipment and toys as needed for the EYFS learning environment throughout the day. <p><u>ICT Equipment</u></p> <ul style="list-style-type: none"> • Use of ICT equipment such as I-pads and Chromebooks for different groups will be timetabled throughout the week. • These will be wiped clean after <u>every</u> use. Antibacterial wipes that are suitable for electronic equipment will be used and will be available in each classroom and by the ICT storage trolleys. • Antibacterial wipes will be placed by photocopiers and touchscreen and lids etc will be wiped after every use. • Adults will be encouraged to wash their hands after using equipment that is shared. • Staffroom capacity limit will enable social distancing to be observed when using the photocopier. <p>• <u>Homework</u></p> <ul style="list-style-type: none"> • Homework will be set in September using the homework books that the children are used to. • Staff will be unable to mark the homework books due to the increased risk of transmission for the teacher from touching/handling items which have been in multiple households. • Parents will be given access to the mark schemes for the homework and will be asked to support the marking of homework at home once the children have finished. • An image of the completed homework page will be uploaded to Google Classroom for the teacher to monitor/or children will bring books in and leave open on the desk for teacher to view and enable identification of errors or children who may need support on particular elements of the homework given. • Any difficulties will be addressed by the teacher in school as needed one the homework has been checked.
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		<p>Reading Record Books</p> <ul style="list-style-type: none"> • Reading Record books will not be issued during this period for the same reason as homework books above. • An online record will be created for Google Classroom or Tapestry – to be decided. <p>Reading/Library Books</p> <ul style="list-style-type: none"> • Development of our library areas will be taking place throughout the term. • Books on the library shelves in the main corridor will be reorganised; bookcases will be designated per class group/bubble. A range of book levels will be available to the classes who need them. • Children will be able to take books home to read and will be allowed at designated times to change their books. • Books being returned to school will be placed in a box for quarantine for 72 hours, wiped and re-shelved by adults. • The same rules will apply for children in younger bubbles – may have designated days that the children can return books and choose new ones with the support of adults. • Book areas in classroom will operate under the same rules and principles as the library books.
<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<p><i>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings. Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.</i></p>	<ul style="list-style-type: none"> • Look at cleaning needs across the school and discuss with Premises Manager. New guidance is due to be published before the end of term. Go through this with premises manager and review cleaning practices already in place. • Audit of cleaning products; order any supplies of cleaning products that we are running low on. • Secure box of cleaning products to be made available for each classroom; disinfectant spray, clothes, wipes, gloves for cleaning of surfaces and commonly used equipment between sessions. • Secure supply of emergency PPE in staffroom in the event of a child or adult showing symptoms of the virus. • Bins will be emptied throughout the day. Lidded bins will be used for tissues. • Desks and commonly touched surfaces will be wiped regularly, especially before/after lunch (see also arrangements for lunchtimes). • Caretaker/cleaner hours will be protected – no member of staff to ask cleaning staff to do additional duties such as driving the minibus.
<p>Sufficient handwashing facilities for staff and pupils</p>	<p><i>Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible. Ensure enough handwash and sanitiser stations are available based on what you have learned from usage to date.</i></p>	<ul style="list-style-type: none"> • Amended w/b: 14.09.2020 – additional outdoor sinks (five) have been installed to improve handwashing facilities for children throughout the school. Audit of classroom/staffroom hygiene supplies: the use of hand sanitiser will be monitored carefully by adults as children enter and exit the building; hand soap and paper towels at every sink; lidded bins for tissues and paper towels in every classroom (if possible). • Where possible, lockable hand sanitising dispenser will be refilled at main entrances and in • Regular handwashing will take place throughout the day in designated classroom spaces (where possible). Where handwashing facilities are not

		<p>available, hand sanitizer will be allocated to the group and priority given to Year 6 group to use toilet facilities for handwashing before lunch.</p> <ul style="list-style-type: none"> • Children will be required to wash their hands before they eat, before going on to the playground and coming in from the playground, as well as after using the toilet. Other regular opportunities for handwashing or the use of hand sanitizer will be encouraged. • Children will be reminded about all hygiene principles, e.g. using tissues and how to safely dispose of these in the lidded bins provided. The bins will be emptied regularly throughout the day. Posters within the classroom and around the school will remind children of the importance of hygiene practices. • Adults to give daily reminder to the children of all the rules around hygiene and social distancing, especially when using the playground.
Additional time for staff and pupils to carry out handwashing	<i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.</i>	<ul style="list-style-type: none"> • Amended w/b: 14.09.2020 – additional outdoor sinks (five) have been installed to improve handwashing facilities for children throughout the school. • Staggered breaktimes and lunchtimes will allow safer access to the toilet facilities at different points during the day for each group. • Staff will be mindful of the time needed for handwashing practices throughout the day and lesson timings adjusted accordingly. • Classroom sinks and hand soap to be used by the group where possible. • Where a sink is not available in a teaching space additional hand sanitizer will be available and priority given to hand washing facilities in the toilet areas. • Classrooms to have a clear timetable and expectations for handwashing. • Handwashing to be monitored carefully by classroom adults. • Hygiene expectations will be linked to class charters and rules at the beginning of term linked to the children's Rights and the school's work towards Rights Respecting award.
Handwashing practice with children	<i>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug. Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.</i>	<ul style="list-style-type: none"> • Handwashing lessons during the first week back to teach children about the importance of handwashing as well as teaching the children how to wash their hands properly. • Posters will be displayed around the building especially near sink facilities and in all toilet areas that show visual and written instructions about how to wash hands thoroughly. • Steps provided in classroom and for sink areas to enable younger children to reach taps and soap etc. • EYFS and Key Stage 1 can use songs to help with hand washing if wanted. • Children should not need to use hand sanitiser if in the classroom although there will be access to this under adult supervision if necessary. • Hand sanitiser will be available at main entrance to school. Children coming in through main entrance will be with an adult who will supervise use of sanitiser.
Good respiratory hygiene	<i>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this</i>	<i>Swing bins in place already. Extra signage to be put up and regular reminders for all.</i>

	<i>should be considered within the pupil's individual risk assessment.</i>	
Sufficient supplies of soap and cleaning products	<i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i>	<ul style="list-style-type: none"> Audit of classroom/staffroom hygiene supplies: hand sanitizer needs to be available in every room and at every doorway in the building; hand soap and paper towels at every sink; lidded bins for tissues and paper towels in every classroom (if possible). Cleaning staff to monitor supplies and notify administrator should more supplies be needed.
Toilets being overcrowded	<i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i>	<ul style="list-style-type: none"> The drinks/water fountain will be covered, and children will not be allowed to use this. All children will need to bring a drink from home in a lidded bottle. Disposable cups to be available for those who forget their drink. Cups disposed of in bin liners in classrooms. Limited number of children to use toilet facilities at one time. One person from a class at a time. Signs and posters reminded children to flush and wash their hands to be displayed in all toilet areas and on doors. Only two children in either the boys' or girls' toilet at any one time. Socially distant markers will be marked outside the toilet to help children when waiting for access Beech Class to be sent in twos to wash their hands at lunchtime.
Staff related issues		
Staff measures to reduce contact and transmission Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic.	<p><i>When assessing the return to full opening in September the following section of the DfE guidance must be followed:</i> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks Where this cannot be met, then the school must record why and what other control measures they will adopt. <i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</i></p>	<p>Amended 05.03.2021</p> <ul style="list-style-type: none"> As the arrangements from September, before the Lockdown 3.0. <p>Amended 04.01.2021 New variant</p> <ul style="list-style-type: none"> Staffroom restriction will be implemented – no staff to sit in the staffroom for lunch or spend longer periods of time in closer proximity to other staff members (e.g. in the staffroom at lunchtime) and instead be advised to avoid such actions, use available larger spaces, maintain social distancing and seek to spend some of their free time outside in the fresh air. No more than 3 members of staff to be in the space at any one time for other staffroom use, e.g. photocopying, paper trimming etc. <p>School Office</p> <ul style="list-style-type: none"> The maximum number of adults has been risk assessed as 2 in the office at any one time. <p>Lockdown arrangements for school</p>

	<p><i>When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</i></p> <p>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</p> <p><i>PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.</i></p> <p><i>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> • <i>Reducing bubble sizes,</i> • <i>reducing face to face meetings (move to video calling if appropriate),</i> • <i>reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i> • <i>reducing or eliminating the movement around the school of pupils and teaching staff,</i> • <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i> • <i>no car sharing between staff to school</i> • <i>keeping to the 2m distancing (for teachers especially) if at all possible</i> <p><i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></p>	<ul style="list-style-type: none"> • Only the children of key worker parents to send their children to school. • Parents will be reminded that if there is a parent at home, then the children should stay at home even if they are a key worker. This will help to keep the numbers of children in the school building as low as possible throughout the week. • Numbers attending will be monitored; booking allowances will be reviewed if numbers are too high. <p>All DfE Guidance has been read and plans for re-opening reflect this guidance.</p> <ul style="list-style-type: none"> • Expectations for staff and parents around responding to test and trace need to be clarified. • All 'bubbles' to be protected with staff not working across more than one 'bubble' in a day where possible. • Where staff fulfil more than one role in school (e.g. MTA, TA and Breakfast and After School Club) they will be timetabled as far as possible to only operate with children from the same bubble in all of their roles. • Where before and after school provision does require staff to work with children from other 'bubbles' this will be done following guidance and 2m distances will be observed throughout. • Ideally, staff should maintain 2 metre distance from each other and from children. This will not always be possible in our setting and due to the nature of the roles we fulfil in school, particularly when working with younger children. Where it is not possible please ensure your own rigorous hand hygiene. • Hygiene measures will be adopted to help reduce the risks that closer contact will cause. • Where social distancing between adults in social spaces cannot be met, staff will be asked to wear face coverings <u>only</u> in these spaces and not within the classrooms.
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise</i></p>	<p>Amended 05.03.2021</p> <ul style="list-style-type: none"> • Achieve 4 All to follow social distancing guidelines and wear PPE where a social distance cannot be maintained or where P.E. must take place indoors.

	<p><i>contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</i></p>	<ul style="list-style-type: none"> • Peripatetic music teachers resuming WB 08.03.2021 with risk assessment carried out and in line with this whole school RA too. <p><u>Staff working practice</u></p> <ul style="list-style-type: none"> • Smaller cohorts of children (due to national lockdown procedures) across two separate bubbles will provide more limited chances of close contact between adults and children. • Where possible, staff will avoid moving between bubbles. • No school trips will take place during the lockdown period ensuring that travelling in a small vehicle will not be required beyond family groups travelling to and from school. • Where possible, during the lockdown, staff will work on a rota system (two weeks on/two weeks off) if possible. • Supply teachers will be used as a last resort. • TAs will support children with additional needs within their bubble, observing social distancing where possible and where not possible follow stringent additional hygiene • SEND external support will start from September but all visitors will social distance from children and follow hygiene guidance. • Signing in procedures ensure that key information is shared and that all visitors information is collated and can be used for track and trace if needed. • Supply teachers will only be used as last resort. HLTAs support will be used as priority. • Achieve4All staff will be timetabled into 'bubbles' and will follow social distancing rules throughout. • Visitors on site during the school day will be kept to a minimum. • Visitors will be asked to wear face coverings in the building when visiting at times when children and school adults are present. • Visitors entering the building will be required to wear a face covering. • Where possible, appointments will be made for a time after school or online meetings will continue to take place. • Parents will not be allowed into the building during the day and will be encouraged to call the school if they need information or help. • Where parents are on premises/playground, face covering may be worn at their own discretion and by their own choice. • Children who wear face coverings to school will be required to remove them and parents will be asked to take them home again. Where the child is arriving at school unaccompanied, children will be asked to remove the mask and placed in a sealed bag/container in their school bag. No face covering may be worn by children at school.
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of</p>	<p><i>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a</i></p>	<ul style="list-style-type: none"> • Cover for staff illness will, where possible, be covered by HLTAs who are also qualified teachers, within school. • Head of School may be available for cover if needed. • External supply cover will be used as a last resort.

<p>teachers to maintain staff to pupil ratios</p>	<p><i>teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance:</i> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p>	
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p><i>Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. If appropriate, seek GP or occupational health advice. Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' -</i> https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy <i>Further advice is available from HR if required.</i></p>	<p>Amended 04.01.2021</p> <ul style="list-style-type: none"> • Staff will be updated on the changes to the risk assessment for the lockdown period. • Staff will be encouraged to raise their concerns to head of school so that support can be offered and put in place as needed. • To be dealt with on an individual basis. • HoS (JC) will have telephone conversations with staff who have been shielding to discuss concerns and to risk assess their return. • Where necessary, individual risk assessments will be drawn up for staff coming out of a period of shielding.
<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p><i>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</i></p>	<p>Amended 04.01.2021</p> <ul style="list-style-type: none"> • Staff will be updated on the changes to the risk assessment for the lockdown period. • Staff will be encouraged to raise their concerns to head of school so that support can be offered and put in place as needed. • Staff consultation in the creation of plan for phased re-opening. • Staff meeting to share preliminary plan before finalising: 16.07.2020 • Phone calls to staff who are shielding following the sharing of the Risk Assessment. • Final staff meeting to agree plan and ensure all understand new procedures and arrangements and to ensure understanding of safer working practices at this time. • End of day briefings to allow necessary changes to procedures and to encourage staff feedback on what is working well and what needs to be changed.
<p>Accessing testing arrangements are clear for all staff</p>	<p><i>Guidance on the new asymptomatic testing programmes taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step 'how to guides. For secondary schools - Resources - Google Drive.</i></p>	<p>Amended 05.03.2021</p> <ul style="list-style-type: none"> • Staff who have opted to take part have all the instructional documentation needed to administer their own testing. • School-based record of testing kit distribution is kept by Head of School when new kits are given out.

	<p>For primary schools - Primary Schools Document Sharing Platform - Google Drive.</p> <p>Guidance about testing, including the NHS 'Test and Trace' service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</p>	<ul style="list-style-type: none"> School-based record of the test results are updated after every agreed testing date and stored by Head of School in agreement with privacy statement issued to staff. Staff are aware of the need to report their test results online. Information on accessing testing to be in staffroom & school office. Testing kits have been ordered for school. Procedures/training will be attended on when/how to use testing kits.
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p><i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</i></p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>	<p>Amended 05.03.2021</p> <ul style="list-style-type: none"> Staff to wear masks rather than visors when close to parents at drop off/collection times. All other arrangements as for 04.01.2021 <p>Amended 04.01.2021</p> <ul style="list-style-type: none"> Staff will have to wear visors on the playground. Staff will be allowed to wear facemasks on the playground when parents are site if they feel they want to. Amended 23.09.2020 – parents have been asked to wear face coverings and staff on duty outside to wear visors. Staff reminded of all safeguarding protocols – parents will be reminded to notify the school if a different adult will be collecting children. School adult stationed on the gate at beginning and end of day. School staff to challenge unknown adults and not to release any child to anyone other than a parent or with knowledge that different arrangements have been communicated to school. Kitchen staff and lunchtime supervisors will be required to wear visors as a face covering when working inside to serve and supervise lunch. Supply of PPE equipment has been ordered. This will include eye safety goggles. PPE equipment available in the staffroom and in the room designated as a quarantine area. Beyond this facemasks should not be worn in school.
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors.</p> <p>The advice from 1 April 2021 is that clinically vulnerable people, as with everyone else, should work from home if possible. If it is not possible for them to work from home then they should</p>	<p><i>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' and be used to aid and record this assessment -</i></p>	<p>Amended 12.04.2021</p> <p>Amended 05.03.2021</p> <ul style="list-style-type: none"> Staff identified as CEV to follow the advice of medical practitioner and to shield until dates specified on letter. Where possible, CEV staff will be given duties to carry out at home, e.g. interventions online or management of resources etc Risk assessments will be undertaken for all staff who are clinically extremely vulnerable or clinically vulnerable. JC will also risk assess staff who are extremely anxious about returning to work.

<p>return to their normal place of work.</p> <p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p> <p>Clinically Extremely Vulnerable staff (CEV) are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required) and there is guidance for this group. Employers should talk to their staff about how they will be supported, including to work from home. These new formal shielding measures will apply across the whole of England until at least 31 March. Staff who are Clinically Vulnerable (CV) can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) p37</p> <p>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p>	
<p>Staff use of PPE</p>	<p><i>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance</i></p>	<ul style="list-style-type: none"> • EYFS staff are aware of current PPE procedures for individual children and will continue with this. • Where younger children may need support with intimate care in the event of a personal accident, staff members should wear PPE. • Where possible, children will be supported verbally from a safe distance.

	<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p>	<ul style="list-style-type: none"> Where social distancing between adults cannot be followed (e.g. in communal spaces such as staffroom etc), staff may wear face coverings. Face coverings should not be worn in the classrooms.
<p>Use of face coverings Lack of understanding</p>	<p><i>Guidance on the use of face coverings for pupils in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p> <p>Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p> <p><i>Guidance on the use of face coverings for pupils in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p> <p>Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p>	<p>Amended 19.05.2021</p> <ul style="list-style-type: none"> Update not relevant to our setting. <p>Amended 04.01.2021</p> <ul style="list-style-type: none"> Staff will have to wear visors on the playground. Staff will be allowed to wear facemasks on the playground when parents are site if they feel they want to. Amended 23.09.2020 – parents have been asked to wear face coverings and staff on duty outside to wear visors. Staff reminded of all safeguarding protocols – parents will be reminded to notify the school if a different adult will be collecting children. School adult stationed on the gate at beginning and end of day. School staff to challenge unknown adults and not to release any child to anyone other than a parent or with knowledge that different arrangements have been communicated to school. Kitchen staff and lunchtime supervisors will be required to wear visors as a face covering when working inside to serve and supervise lunch. JC, SR and PG should be the only staff using PPE for dealing with suspected cases. All will ensure they are fully aware of disposal methods. All staff will be made aware of procedures for clarity.

<p>Dealing with suspected and confirmed case/ cases and outbreak.</p>	<p>Dealing with suspected and confirmed case/ cases and outbreak. <i>If you would like advice, contact the DfE Coronavirus Helpline on 0800 046 8687. You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school priority alert mailbox - educate.schoolspriorityalerts-mailbox@devon.gov.uk), someone in your setting has been admitted to hospital or you are getting significant media interest. Special schools, boarding schools or special post 16 providers should call the PHE SW Health Protection Team straight away.</i></p> <p>Follow-up PCR tests required after a positive LFD test <i>Previously, a follow-up PCR test was only required following a positive LFD test carried out at home. The Government has re-introduced the requirement for a PCR test after positive LFD tests carried out at all assisted testing sites. As of 31st March, staff and pupils who get a positive LFD result (whether at home or at supervised testing site in school) should take a follow-up PCR test. This requirement is now published in the Stay At Home Guidance. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) and has been included in the DfE daily update. As the prevalence rates are now low in England, follow-up PCR tests will help reduce the chances of false positive LFD tests. The follow-up PCR test should be taken as soon as possible and within 2 days of the positive LFD result. The quickest way is to book a test online or call 119 for an appointment at a nearby nearest testing centre. Alternatively, a PCR home test kit can be used but it may take longer for the results to come back.</i></p> <p>Self-isolation <i>Staff, students and pupils who have a positive LFD test result, their household members and close contacts should self-isolate immediately whilst waiting for the follow-up PCR result. Public health action must be taken from a positive result, whether from a LFD or PCR test, to quickly identify close contacts in school and request that they self-isolate.</i></p> <p>If the follow-up PCR result is negative <i>If the follow-up PCR test result is negative and the test was done within 2 days of the positive LFD result, the person, their household members and close contacts at school can stop self-isolating and return to school or college if they are well. PHE SW Health Protection Team have distributed a template 'stand down' letter</i></p>	<p>Updated 12.04.2021</p> <ul style="list-style-type: none"> • Key information will be displayed in Heads office, school office and staff room. • If anyone, child or adult, displays coronavirus symptoms at school, they must be taken to the isolation room (medical room) immediately. • The guidance for what to do when you are there is in the room. • A bubble group will only be closed if 2 people in one bubble test positive. • Please see information on this is in the guidance for re-opening schools fully in September. • If a bubble has to close for this reason, online learning will have to be planned for. A separate plan for this is being considered and we are awaiting the guidance documents on this. However, we do expect it will take a different format to the learning grids and may involve some elements of live lessons or input. We will continue to use Google Meet and Google Classroom for our online learning as this has been working well. • Anyone who has any of the symptoms outlined should <u>NOT</u> come into school and will be expected to arrange to have a test and isolate at home for at least 10 days. Other members of the household will be expected to isolate for 14 days from the first signs of the person displaying symptoms.
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(attached) which can be used for this purpose. It is important to continue with all existing protective measures, negative test results should not be read as a means to relax preventative measures which are intended to reduce the risk of transmission.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):

The current definition of a close contact in a school setting is shown below:

- face-to-face contact including being coughed on or having a face-to-face conversation within one metre
- been within one metre for one minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane (this includes school transport)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc>

If a child or staff member in your education setting becomes symptomatic, you should advise them to access a PCR test through the normal channels. However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided PCR home test kits to improve the chances that the individual will get tested. See the [DfE guidance on test kits for schools](#). If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162

For **ALL CONFIRMED CASE IN SCHOOL ALWAYS** inform the local authority by completing the smart survey form: [COVID 19 - Education Provision/School Notification of Positive COVID 19 Test Results or who have been advised to isolate \(smartsurvey.co.uk\)](#)

Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/>. If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be

	<p>asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the Schools Emergency Plan to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:</p> <p>Educational settings Action cards</p> <p>PHE SW HPT: Flowchart for childcare and Educational settings V 4</p> <p>Schools should also consider their contingency planning for outbreaks, including local outbreaks - using the Actions for Schools Guidance Section 5</p>	
Lateral Flow testing (Secondary Schools)	<p>Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges.</p> <p>DfE have created a schools and colleges document sharing platform for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.</p>	N/A
Lateral Flow testing (Primary staff home testing)	<p><i>Guidance on the coronavirus (COVID-19) LFD testing programme for primary staff home. It is also important to remember that the LFD test are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</i></p> <p><i>Primary school testing</i> The asymptomatic testing programme offers primary school, school-based nursery and maintained nursery school staff home Lateral Flow Device (LFD) test kits for twice weekly testing. Those who test positive then self-isolate in accordance with the relevant guidance. Pupils are not included in the rapid,</p>	<p>Amended 12.04.2021</p> <p>Amended 05.03.2021</p> <ul style="list-style-type: none"> All staff briefed that all preventative measures in place at school must continue regardless of LF testing and vaccines. <p>Updated: 25.01.2021 Staff training held on 25.01.2021 for all staff, including cleaning staff. Handouts given out and staff signposted to Staff Share point where more relevant documentation can be found about the testing.</p> <p>Still will receive their test kits on Monday 25th January 2021 in preparation for bi-weekly testing.</p> <p>All staff aware of protocol for reporting.</p> <p>All staff also made aware of the bullet points to the left, where testing does not mean that any measures are relaxed.</p>

regular asymptomatic testing in primary school and nursery settings. Primary school aged children should only be tested if they are symptomatic, and their families should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and [book a PCR test](#) for the child. [Schools may also offer a PCR test kit](#) to the parent or guardian of any primary school child who becomes symptomatic onsite, if they believe that the child faces significant barriers to testing through the usual routes.

Resources for testing:

[youtube video](#)

[Google Drive](#)

[Primary Phase - Google Drive](#)

Guidance on the coronavirus (COVID-19) LFD testing programme for primary staff at home.

It is also important to remember that the LFD test are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.

Key points

- *All staff working in primary, secondary and Colleges are encouraged to take part in the LFD testing programme*
- *Secondary age pupils are recommended to undertake 3 tests in school at their Asymptomatic Test Site (ATS) BEFORE moving to use LFD home test kits*
- *Recommended twice weekly before coming into school 3-4 days apart*
- *Read guidance and watch video*
- *This process is not for releasing people early from Self Isolation*
- *It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary*

	<p><i>schools and secondary staff in preparing and operating home testing LFD.</i></p> <ul style="list-style-type: none"> Resources for testing: youtube video Google Drive Primary Phase - Google Drive 	
Pupil related issues		
Vulnerable groups who are clinically, extremely vulnerable.	<p>Shielding advice is being paused nationally from 31 March. From 1 April, all CEV children should attend their setting unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Children who live with someone who is CEV should continue to attend their setting as normal.</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</p> <p>Clinically extremely vulnerable (CEV) adults and children.</p> <p><i>It has been confirmed by the DfE that all CEV (and those who have been newly identified by letter in recent days) that all these staff/pupils should continue to self-isolate until March 31st.</i></p> <p><i>The Department of Health and Social Care has added a third category to the definition of clinically extremely vulnerable (CEV). The definition has been expanded to include a new group of adults who have been identified through the COVID-19 population risk assessment as potentially being at high risk of serious illness if they catch the virus. Individuals identified as CEV through this risk assessment are advised to follow guidance for clinically extremely vulnerable people, which has now been extended until 31 March. Anyone newly identified as part of this group will be notified.</i></p>	<p>Amended: 12.04.2021</p> <p>These will be looked at on an individual basis.</p>

Children with EHCP and pupils who attend dual settings	<i>A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</i>	<ul style="list-style-type: none"> • Currently no children on dual registration. • Risk assessments will be drawn up on individual basis for children with an EHCP based on their individual needs.
Pupils unable to follow guidance	<p><i>Some pupils will need additional support to follow these measures.</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>	<ul style="list-style-type: none"> • Staff will support individuals, younger pupils in particular, who need extra support with measures. • There are no children who have needs which would prevent them from being able to follow the measures in place.
Pupils equipment	<p><i>Pupils to limit the amount of equipment they bring into school each day, to essentials</i></p> <p><i>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</i></p>	<ul style="list-style-type: none"> • Children will have their very own sets of stationery. These will be used only by them and will not be shared. • Any shared equipment will be wiped clean every day. This includes items such as art equipment. (See also section on reading diaries, reading books and homework). <p><u>Homework</u></p> <ul style="list-style-type: none"> • Homework will be set in September using the homework books that the children are used to. • Staff will be unable to mark the homework books due to the increased risk of transmission for the teacher from touching/handling items which have been in multiple households. • Parents will be given access to the mark schemes for the homework and will be asked to support the marking of homework at home once the children have finished. • An image of the completed homework page will be uploaded to Google Classroom for the teacher to monitor/or children will bring books in and leave open on the desk for teacher to view and enable identification of errors or children who may need support on particular elements of the homework given. • Any difficulties will be addressed by the teacher in school as needed once the homework has been checked. <p><u>Reading Record Books</u></p> <ul style="list-style-type: none"> • Reading Record books will not be issued during this period for the same reason as homework books above. • An online record will be created for Google Classroom or Tapestry – to be decided. <p><u>Reading/Library Books</u></p> <ul style="list-style-type: none"> • Books on the library shelves in the main corridor will be reorganised; bookcases will be designated per class group/bubble. A range of book levels will be available to the classes who need them.

		<ul style="list-style-type: none"> Children will be able to take books home to read and will be allowed at designated times to change their books. Books being returned to school will be placed in a box for quarantine for 72 hours, wiped and re-shelved by adults. The same rules will apply for children in younger bubbles – may have designated days that the children can return books and choose new ones with the support of adults. Book areas in classroom will operate under the same rules and principles as the library books. <p><u>Uniform and belongings</u> In order to ensure that we adhere to the Government guidelines for returning to school, we will only be allowing basic items to be brought to school each day. The following will be expected:</p> <ul style="list-style-type: none"> Children will be expected to wear full school uniform each day (P.E. kit on designated P.E. days). Children will need to bring a named water bottle – there will be no water fountain in use for obvious reasons. Please add a label if there are items that are not named. Children will need their backpack and ideally a coat that fits inside that we can then hang on the pegs. At the moment, no show and tell items can be brought in from home.
Member of a class becoming unwell with COVID-19	<i>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.</i>	<ul style="list-style-type: none"> If anyone, child or adult, displays coronavirus symptoms at school, they must be taken to the isolation room (medical room) immediately. The guidance for what to do will be displayed in the room. A bubble group will only be closed if 2 people in one bubble test positive. Please see information on this is in the guidance for re-opening schools fully in September. Anyone who has any of the symptoms outlined should <u>NOT</u> come into school and will be expected to arrange to have a test and isolate at home for at least 7 days. Other members of the household will be expected to isolate for 14 days from the first signs of the person displaying symptoms.
School Uniform	<i>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</i>	<p><u>Uniform</u> In order to ensure that we adhere to the Government guidelines for returning to school, we will only be allowing basic items to be brought to school each day. The following will be expected:</p> <ul style="list-style-type: none"> Children will be expected to wear full school uniform each day (P.E. kit on designated P.E. days). Information to be communicated with all parents in welcome letter.
Transport		

Travel to school and provision of safe school transport:	<p><i>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.</i></p>	<ul style="list-style-type: none"> • Communication about walking, cycling or scootering to school, parking and expectations around this to be made explicit to parents in welcome letter.
<p>Dedicated school transport, including statutory provision</p> <p>Face coverings & PPE</p> <p>Loading for vehicles above nine passenger seats</p>	<p>transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p><i>Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle). Schools may even wish to draw up seating arrangements on vehicles. Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely.</i></p> <p><i>Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.</i></p> <p><i>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.</i></p> <p><i>Ensure organised queuing/boarding and distancing within vehicles if possible.</i></p> <p><i>It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, supported by PHE, recommend that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions:</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-</p>	<p>N/A</p>

<p>Good practice & personal care</p>	<p><u>for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings</u></p> <p><i>Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although guidance indicates that PPE is not normally needed on home to school transport.</i></p>	
<p>Carriage of passengers with symptoms</p>	<p><i>Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding.</i></p> <p><i>Students should be asked to respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested).</i></p> <p><i>Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as "out of use" by the operator.</i></p> <p><i>ALL students will be expected to abide by the DCC Code of Conduct</i></p>	
<p>Children with Special Educational Needs:</p>	<p><i>Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey. Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the "catch it, bin it, kill it" approach – this will be reinforced in schools. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on</i></p>	

	<p><i>board, schools should have a suitable disposal process on arrival.</i></p> <p><i>Parents must be advised that students MUST NOT board home to school transport, if they or a member of their household has symptoms of coronavirus. Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person's journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</i></p> <ul style="list-style-type: none"> <i>• they develop symptoms themselves (in which case, they should arrange a test) or</i> <i>• the symptomatic person subsequently tests positive (see below) or</i> <i>• if they have been requested to do so by NHS Test and Trace.</i> <p><i>When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.</i></p>	
Wider public transport	<p><i>It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face</i></p>	N/A

	<p><u>covering</u> including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</p>	
School Transport arrangements support changes to school times	<p>Any alternative access arrangements for when students arrive at the school grounds should be communicated via the school to families/students.</p> <p>Liaising with the School Transport Team before change are made. Follow government guidance</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</p>	N/A
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	<p>Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</p>	<ul style="list-style-type: none"> • There will be a return to normal curriculum expectations in September. • The first week back will be a staggered re-opening as detailed above. • The first two weeks will focus on getting the children settled back into the routines of school. Class charters and rules will be established linked to Rights Respecting (see behaviour policy). There will also be a focus on mental health and implementation of Mind-Up to teach children about the different parts of the brain. • Appropriate teacher assessments to be made as start of year baselines to identify gaps in learning and to ensure support is targeted accordingly to support with this. • Early identification of children who may need additional support to catch up will help us to start with catch up work straight away so we will need to carry out some kind of assessments for units of work from the beginning of term. • Plans for 'Catch Up' programmes still need to be considered once children/gaps have been identified. • Beyond these targeted interventions the normal curriculum will be delivered.
Suspension of some subjects for some pupils in exceptional circumstances.	<p>Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their</p>	<ul style="list-style-type: none"> • We are planning on delivering the full and balanced curriculum for all pupils in September.

	<p><i>normal curriculum for all pupils by the summer term 2021.</i></p>	
<p>Music, dance and drama activities</p>	<p><i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Schools should also consider Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts</i></p> <p><i>should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance.</i></p>	<ul style="list-style-type: none"> • When planning music activities all measures will be taken into account and risk assessment of activities undertaken on an RA1 form. • Specialist music teacher will conduct music lessons within one bubble (Willow and Beech Class in Autumn Term) which is within guidelines. • Musical instruments have been chosen with the specific aim that they are safe to share and will be cleaned with antibacterial wipes between use and not shared across bubbles. • Where children are singing, they will be required to face forwards as they would be sat in the classroom. Rooms should be well-ventilated as much as possible. Where possible, activities may also take place outside. <p>Updated 05.11.2020</p> <ul style="list-style-type: none"> • Whole school singing (assemblies) have been cancelled. All singing/music sessions will be in class bubbles only with children facing the front of the class to avoid risk. • Instruments will not be shared during a music lesson. All equipment quarantine or cleaning protocols will be followed. • Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment • If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering outdoor events. School is planning an online event in place of a live performance. • Schools should consider risk reduction measure such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to: <ul style="list-style-type: none"> - peripatetic music staff, - cleaning and handling of equipment, - singing and playing brass and woodwind instruments - avoiding sharing • School will request a risk assessment from any peripatetic teachers and will insist that all peripatetic teachers will follow the guidance and risk assessment for the school building when delivering music lessons on the premises.

Physical activity in schools	<p><i>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice:</i></p> <ul style="list-style-type: none"> • Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK (www.gov.uk) and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p><i>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents</i></p> <ul style="list-style-type: none"> • using changing rooms safely carefully how such arrangements can operate within their wider protective measures. <p><i>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</i></p>	<p>Amended 17.05.2021</p> <ul style="list-style-type: none"> • Swimming has been fully risk assessed and systems in place are in line with guidance. This has been done through the evolve system and in conjunction with Kingsteignton Outdoor Swimming pool where we undertake swimming. <ul style="list-style-type: none"> • P.E. and music will take place and will be timetabled during the week. • Different bubbles will have P.E. on different days. • Children will come to school as normal wearing their P.E. kit. • Outdoor sports and activities will be prioritised in Autumn Term. Contact sports will be avoided. • Equipment will be used for one bubble in an afternoon and equipment will be cleaned between use before being stored away. • The school hall can be used as a backup with limited resources being used and further risk assessment in place to ensue activities are planned as safely as possible.
Practical science, art and D&T lessons	<p><i>Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the Guide to doing practical science work during Covid-19, Guide to doing</i></p>	<ul style="list-style-type: none"> • Where possible, art resources will be split between bubbles, labelled and allocated for use. • Additionally, equipment will be wiped clean after use and where possible, quarantined before use by the next bubble.

	<p><i>practical work in D&T, food and art , Carrying out practical science work in non-lab environments and for primaries Practical activities in a bubble. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</i></p>	<ul style="list-style-type: none"> • Classrooms will have basic individual equipment, e.g. art felt tip pens, colouring pencils etc. • Classroom arrangements for seating will remain the same to encourage continued social distancing where the activities allow. • Children will be asked to wash their hands prior to an activity and following an activity to limit possibility of infection. • Where equipment needs to be used by more than one bubble, it needs to be cleaned after use and stored for 48/72 hours.
Educational visits	<p>Domestic residential educational visits <i>In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. You should keep children within their consistent groups (bubbles) for the purpose of the visit. Specialist advice available from the Outdoor Education Advisory Panel (OEAP). All educational visits must be fully compliant with COVID-19 requirements.</i></p> <p>New bookings For new bookings, whilst there are still gaps in the traditional insurance market regarding COVID-19 cancellation cover, schools should be able to secure appropriate travel insurance for other aspects of their visit. Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new visit are advised to ensure that any new bookings have adequate financial protection in place. Many providers are now offering no cost deferral to a later date or a full cash refund of all monies paid against a new booking should a deferral not be acceptable. Other measures that may be available include:</p> <ul style="list-style-type: none"> • insurance backing of 'COVID-19 guarantee' • extended payment items • Financial protection in case of insolvency • Membership of industry organisations <p>You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation. If unsure contact organisations such as the British Insurance</p>	<p>Amended 17.05.2021</p> <p>Amended 12.04.2021</p> <p>Amended 05.03.2021</p> <ul style="list-style-type: none"> • Guidance will be followed; no school trips will be booked at this time. • Trips will be able to take place from the Autumn Term. • Travel on minibuses only with people from the same bubble. • Trips will need to be risk assessed in the same way as normal using Evolve. • As any school trips are planned, Covid-19 guidelines will be added to the risk assessment and guidance will be followed. • Trips to outdoor spaces are more preferable at the present time.

[Brokers' Association \(BIBA\)](#) or [Association of British Insurers \(ABI\)](#) for independent advice on insurance cover and options.

International visits

The government has now published [red, amber and green list rules for entering England](#). Given the complexities attached to international travel at this stage of the pandemic, we recommend schools do not go on any international visits this academic year up to and including 5 September 2021.

School Visits - updated Guidance

Educational day visits

In line with the roadmap, should step 2 commence as planned, schools can resume educational day visits no earlier than 12 April. Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the [health and safety guidance on educational visits](#) when considering visits.

Domestic residential educational visits

In line with the roadmap, we advise against domestic residential educational visits until at least step 3, no earlier than 17 May. The roadmap is driven by data do not date. The approach to domestic residential visits is dependent on the roadmap and is subject to change.

Existing bookings

- Should step 3 commence as planned, you may undertake domestic residential education visits, that are already booked, no earlier than 17 May.
- Any domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.

	<p>New bookings</p> <ul style="list-style-type: none"> Schools may begin planning for new domestic residential educational visits to take place. Should step 3 commence as planned, new visits will be possible from and no earlier than 17 May. Schools are advised not to enter into any new financial or contractual commitments at this stage. This advice will remain under review and updated at the earliest opportunity. Any new domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time. We are working with Public Health England and the sector on what coronavirus (COVID-19) secure residential visits will look like at step 3, and further advice will be provided. <p>International Visits</p> <p>The Global Travel Taskforce has been commissioned to set out how to facilitate a return to international travel as soon as possible while managing the risk from imported variants of concern. It is due to report on 12 April 2021. This advice will be updated following the publication of the report.</p> <p><i>The DfE advises against all educational visits at this time. This advice will be kept under review. Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</i></p> <p><i>For additional information check with EVOLVE guidance on website.</i></p>	
<p>Groups of children mixing resulting in risk of more widespread transmission</p>	<p><i>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. Whatever the size of the group, they should be kept apart from other groups where possible</i></p>	<p>The school will operate as two main bubbles:</p> <ul style="list-style-type: none"> Ash and Maple Class Willow and Beech Class <ul style="list-style-type: none"> All aspects of the school day are planned to protect these bubbles. Staff do not work across more than one 'bubble' in a day.

	<p><i>and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).</i></p> <p><i>Large gatherings such as assemblies and with more than one group should be avoided.</i></p>	
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)	<ul style="list-style-type: none"> School kitchen is following the guidance for food businesses and the preparation of food.
Catering staff are operating in a safe environment	<i>Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</i>	<ul style="list-style-type: none"> School kitchen is following the guidance for food businesses and the preparation of food.
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.</i>	<p>Amended 05.03.2021</p> <ul style="list-style-type: none"> Guidance will be followed with visitors allowed if they follow RA and guidance. All visitors to have pre-booked appointments. <p>Amended 04.01.2021 Visitors to the school</p> <ul style="list-style-type: none"> No visitors will be allowed inside the school building during the lockdown period. Only professionals working in other services will be allowed, e.g. EP, Family

		<p>Court Advisors etc.</p> <ul style="list-style-type: none"> Expectations set out in parent information letter. These will be reinforced in welcome letters at the beginning of Autumn Term. All staff aware of expectations and need to reinforce these expectations. Posters will warn visitors not to enter the site if they are displaying any symptoms of COVID-19 on the gate/exterior railings and fence. Only pre-arranged meetings, appointments and visits to the building will be allowed. These will be kept to a minimum and unnecessary visits will be discouraged. 															
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i>	<ul style="list-style-type: none"> When contact is made with suppliers, expectations are made clear. 															
Communications to parents and staff	<i>Regular communications</i>	<p>Amended 05.03.2021</p> <ul style="list-style-type: none"> Letter sent to parents WB 22.02.2021 regarding the arrangements for full re-opening on 08.03.2021 <p>Amended 04.01.2021</p> <ul style="list-style-type: none"> Letter has been sent to parents detailing new school arrangements and arrangements for remote learning. Information letter to be sent before end of summer term. Regular reminders during term time including one in September before children return to school. Letters and Risk Assessment will be placed on the school website. 															
Pupils and families anxious about return	<i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</i>	<ul style="list-style-type: none"> Staff have stayed in touch with families and support is in place for some already. However, information letter will encourage families to contact school if they are at all concerned. 															
Parent aggression due to anxiety and stress.	<i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety</i>	<p><u>Staggered arrival and departure from school</u></p> <ul style="list-style-type: none"> The timings for arrival and drop-off are as follows: <table border="1" data-bbox="1182 1074 2040 1273"> <thead> <tr> <th></th> <th>Ash Class (YR and Y1) Ash Class Door</th> <th>Maple Class (Y2 and Y3) Maple Class Door</th> <th>Willow Class (Y4 and Y5) Willow Class Door</th> <th>Beech Class (Y6) Main Entrance</th> </tr> </thead> <tbody> <tr> <td>Arrival</td> <td>8:40am</td> <td>8:40am</td> <td>9am</td> <td>9am</td> </tr> <tr> <td>Departure</td> <td>3:10pm</td> <td>3:10pm</td> <td>3:30pm</td> <td>3:30pm</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Only one parent will be allowed onto the playground when dropping off/collecting children. Signage will be present on the playground to direct children and parents clearly. A member of staff will be stationed on the main gate and the entrance for Ash Class in order to take messages for members of staff in school and to direct on the playground. 		Ash Class (YR and Y1) Ash Class Door	Maple Class (Y2 and Y3) Maple Class Door	Willow Class (Y4 and Y5) Willow Class Door	Beech Class (Y6) Main Entrance	Arrival	8:40am	8:40am	9am	9am	Departure	3:10pm	3:10pm	3:30pm	3:30pm
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Arrival	8:40am	8:40am	9am	9am													
Departure	3:10pm	3:10pm	3:30pm	3:30pm													

		<ul style="list-style-type: none"> • The doors will be open for all children at 8:40am to allow for families with children in different bubbles to arrive at the same time and reduce waiting around on the playground. • Children are expected to come straight into school through their designated entrance and follow the class routines which will be explained to them during their first week back at school. • For collection at the end of the day, parents will be asked to arrive promptly at the designated time and observe social distancing on the playground if any waiting is necessary. • If they have children in more than one group, they may wait on the playground for all of their children to exit the building before leaving the premises, but will be asked to adhere to social distancing rules. • No parents will be allowed in the building without an appointment at a pre-arranged time. • Access to the office will be limited and parents will be encouraged to communicate via telephone/email. • Parents will be asked to observe social distancing when entering/exiting gate – wait until clear. • Parents will be asked not to congregate on the playground or on the pavement outside the gate. • Children will be told not to run about or play games on the playground at the end of the day. <p>Details regarding procedures will be sent to parents in letter form before the end of Summer Term 2020.</p>
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p><i>The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</i></p>	<p>Amended 04.01.2021</p> <ul style="list-style-type: none"> • Risk assessment has been shared with link governors. • Head of school and governors will communicate as necessary. • In place. • Head of school to meet with link governors to discuss risk assessment in place. • Amended risk assessments to be copied to governing body.

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
1	Plan for re-opening to be finalised with control measures from this RA	January 2021	Joanna Crathorne
2	As part of meetings with external PE and Music teachers, ensure they know what can/can't be done during Lockdown	March 2021	Joanna Crathorne/Kip Pratt/Sarah Lang
3	Risk Assessment updates to be shared between HoS and link governors during the summer if there are any changes and when we return.	March 2021	Joanna Crathorne / Lynnette Chapman/ Julian Saunders
4	Communication with parents via email, social media, website and school app – all updated as needed	Ongoing	Joanna Crathorne

Signed: Headteacher/Head of Department: *Crathorne*

Date: 05.03.2021

04.09.2020 Updated 23.09.2020 Updated 05.11.2020 Updated 04.01.2021 Updated 25.01.2021 Updated 05.03.2021 Updated 12.04.2021 Updated 17.05.2021

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.