**POWNALL GREEN PRIMARY SCHOOL**

**RISK ASSESSMENT FOR FULL OPENING DURING CORONAVIRUS – Updated December 2021**

New measures to be introduced are highlighted

**Section 1: Prevention**

| **System of controls** | **Risk** | **Control Measures** |
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| **1. Vaccination - for all those eligible.** | Reduce the spread of the virus and the likelihood of more severe symptoms for the individual. | * Staff are encouraged to have the vaccinations via newsletters * Time off work is granted to attend appointments. |
| **2. Testing** | Reduce the spread of the virus | * Those with symptoms must isolate and book a PCR test and isolate until the results are known. * Continue with LFD home-based testing for staff. * Follow local guidance and report cases to the local Single Point of Contact (SPOC) 0161 217 6012   [gordon.leach@stockport.gov.uk](mailto:gordon.leach@stockport.gov.uk). |
| **3. Symptomatic individuals** | Transmission of virus from symptomatic individuals | * When someone develops [symptoms](https://www.nhs.uk/conditions/coronavirus-covid-%2019/symptoms/) (however mild they may be), they should not come into the setting. They should isolate at home and seek a Polymerase Chain Reaction (PCR) test as soon as possible. If someone develops symptoms whilst in the setting, they should be safely sent home to isolate and book a PCR test. * If a child is awaiting collection, they should be taken to the benches at the front of school and an adult will stay with them. The adult should maintain 2m distance. Wear PPE if a distance of 2m cannot be maintained (PPE available in all classrooms). * If they need to go to the toilet whilst they are awaiting collection children should use the nearest toilet and that toilet need to be put out of use until it has been cleaned. * Parents contacted and told to collect immediately. * For anyone with symptoms, they should avoid using public and school transport and, wherever possible, be collected by a member of their family or household. * The individual should follow the national [‘Stay at Home’ Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) for people with possible or confirmed Covid-19 infection. * Regular messages about Covid symptoms and the need to get a test if any member of household displays these via parents’ newsletter and staff round up. * Pupils, staff and other adults must not come into the school if:   + they have one or more coronavirus (COVID-19) symptoms   + they are required to quarantine having recently visited countries outside the Common Travel Area   + they have had a positive test * They must immediately cease to attend and not attend for at least 10 days from the day after:   + the start of their symptoms   + the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) * Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate. * Advise parents/staff member: * to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19). Ask to inform us of the test results on [Headteacher@pownallgreen.stockport.sch.uk](mailto:Headteacher@pownallgreen.stockport.sch.uk). * If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms. * In an emergency call 999 if someone is seriously ill or injured or their life is at risk. * Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. * Staff members who have supervised the child/member of staff do not need to isolate unless:   + They develop symptoms themselves   + They are requested to do so by NHS test and trace or the PHE advice service   + They have tested positive from an LFD test |
| **4. Probable and Confirmed Positive Case** | Transmission of virus from symptomatic individuals | Where we becomes aware of a case via PCR or LFD test, we will telephone the details to the Stockport Single Point of Contact (SPOC) and indicate if we require additional support.   * 1. Details to provide to the Stockport SPOC include: * Name of Setting: * Postcode: * Case: Child/Staff Member * Case Initials: * If applicable, when did symptoms start: * If applicable, Lateral Flow Test date: * PCR Test date: * When was the case last in setting? * What year are they in? * What class are they in? * If a staff member, what section of the setting do they work in?   1. Stockport Single Point of Contact on 0161 217 6012   If, following the initial phone call, we feel that we require additional support, the Covid Response Manager (Education)- Gordon Leech or another member of the Public Health team will contact us as soon as possible   * 1. As previously, people who test positive on an LFD test must isolate immediately and are required to have a confirmatory PCR test.   2. All positive cases are required to isolate at home for 10 full days, either from the onset of their symptoms, or test date if asymptomatic. If an asymptomatic case develops symptoms within their isolation, they must restart their isolation from the onset of symptoms. The individual should follow the national [‘Stay at Home’ Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) for people with possible or confirmed Covid-19 infection.   3. In a situation where someone is symptomatic but is unable to take a test, we should seek advice from Stockport Single Point of Contact (details tabled above) for a professional assessment as to whether the case should be defined as a probable case of Covid-19.   A staff member or student should not need to be re-tested via an LFD test or PCR test within 90 days of a previous confirmed positive test, unless new symptoms develop, in which case they should book a PCR. If they are re-tested and the result is positive, they will be required to re-isolate. |
| **5. Contract tracing** | Transmission of virus from symptomatic individuals | We are no longer required to carry out routine contact tracing as close contacts will be traced by the NHS Test and Trace Service. The NHS Test and Trace Service will speak with the case, or the case’s parent or legal guardian to identify close contacts. Contacts in setting will only be traced by the NHS Test and Trace Service where the case or the parent/legal guardian of the case identifies the individual as having close contact. With close contact being defined as:   * a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:   + - being coughed on, or     - having a face-to-face conversation, or     - having skin-to-skin physical contact, or     - any contact within one metre for one minute or longer without face-to-face contact * a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes * a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19) or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19) * people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)   An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.  We will not routinely be contacted to provide details of close contacts. We may be contacted in exceptional circumstances to help with identifying close contacts where there is a local outbreak. This is the same procedure when managing other infectious diseases.   * 1. If staff or parents contact the setting to request contact details for staff or other parents after receiving a phone call from NHS Test and Trace Service, we must not release these contact details, as this would be a breach of data protection regulations.   2. We may exercise our own judgement and where several cases have been identified in the school, we may utilise a ‘warn and inform’ letter to staff, to parents/ carers with children in an affected class, year groups or wider setting community.   3. The schools role as a workplace includes our duty of care to staff. Therefore, we are required to follow the [NHS Test and Trace workplace guidance](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance). School will call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of our workers have tested positive.   4. School will provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts during the infectious period. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate. |
| 6.Isolation of close contacts | Transmission of virus from symptomatic individuals | * 1. From 16August 2021, close contacts who are fully/doubled vaccinated[[1]](#footnote-1) or those under the age of 18 and 6 months and those have taken part in, are currently part of an approved COVID-19 vaccine trial or are not able to be vaccinated for medical reasons will not need to self-isolate. This includes household contacts who are under the age of 18 and 6 months or fully/doubled vaccinated will no longer need to isolate while symptomatic individuals await PCR test and results.   2. All close contacts identified will be advised to take a PCR test and so SLT will encourage anyone identified as a close contact by the NHS Test and Trace Service to do this.   3. Individuals identified as close contacts will not need to self-isolate while they are awaiting the results of their test.   4. If the PCR test is positive, the individual must isolate, and the NHS Test and Trace Service will work with them or their parent/legal guardian to identify any close contacts.   5. From 14 December 2021 – if identified as a close contact of a possible or confirmed Omnicom case by NHS track and trace, an individual will need to do daily lateral flow tests for 7 days.   Schools to ask for daily LFDs for household contacts of a case from the start of KS2 onwards   * 1. Where a positive case or unvaccinated adult is isolating, or adult is unable to work to provide childcare for their isolating child, some staff, parents and carers may be eligible for a one-off Test and Trace Support Payment of £500. This is payable in one lump sum from the local authority. Further information is available on claiming financial support under the [Test and Trace Support Payment Scheme.](https://www.gov.uk/test-and-trace-support-payment) |
| **7. Managing an outbreak** | Transmission of virus from symptomatic individuals | * 1. A combination of the following might suggest we have a Covid-19 outbreak      + - 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period   2. The Stockport Public Health Team will contact us if they are concerned or require further information and will take in account both LFD and PCR positives, as well as local prevalence. Equally, if we are concerned, or think we have an outbreak, we will contact Stockport Single Point of Contact to seek public health advice.   3. If a Director of Public Health or Health Protection Team identifies significant in-setting transmission that is greater than the expected number of cases within a class, year group or setting given background prevalence in the local population and is leading to pressure on local NHS services they may advise some or all of the following additional measures: * Reinforce all baseline measures, such as ventilation and hygiene. * Consider additional control measures that can be applied including face coverings, staggered start and finishing time or bubble management. * Asking those who have been in contact with a positive case to test themselves at home daily using LFD for a seven-day period (this could be a class or year group). This would be in addition to close contacts of positive cases taking a PCR test when contacted by the NHS Test and Trace Service.   1. In extreme cases, and where the above measures have not broken chains of in-setting transmission, a DPH may advise short-term partial closure of a setting, such as sending home a year group (as they could any workplace experiencing a serious infectious disease outbreak). High-quality remote learning will be provided for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers, unless those pupils are positive cases themselves.   2. For the largest and most serious outbreaks, we can expect to be invited to an Outbreak Control Team meeting, which will be chaired by a Consultant in Public Health. The threshold for this meeting will vary depending on the number of cases and circumstances at any given time. |
| **8. Ensure use of face coverings in schools where recommended** | Transmission of virus from asymptomatic individuals | * It is not advised that primary school children wear a face covering. * Based on current evidence and the measures that schools are already putting in place, such as the system of controls, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided. * The use of face coverings for pick up and drop off points (and where parents/carers are visiting school). * The use of social distancing measures and face coverings in communal areas for adults in primary schools. * The safe wearing of face masks is communicated via staff round up:   + Safe wearing of face coverings requires cleaning of hands before and after touching –including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use.   Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.   * + Staff must be instructed not to touch the front of their face covering during use or when   removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin  (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again. |
| **9. Ensure everyone is advised to clean their hands thoroughly and more often than usual.** | Transmission of virus from individuals to surfaces and from surfaces to individuals | * Staff will ensure that pupils clean their hands regularly * Hand sanitiser is available in classrooms and provided by school and clearly labelled with the correct label. Hand sanitiser to be stored out away from heat sources (mitigate flammability risk). Children not allowed to bring in their own except for medical reasons. * Shared spaces - hand sanitiser and wipes/spray available in rooms. Staff to spray or wipe equipment/touched surfaces after use. * Learning / Pastoral Mentors - individual staff to have hand sanitiser to use themselves and with children * Allocated toilet block and/or classroom sinks to be used for other occasions but hand sanitiser can be used for speed * Classroom staff to reinforce hand washing expectations regularly and to work as year groups to ensure staff are available to supervise regular handwashing by class bubbles. * Staff to lead by example |
| **10. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach** | Transmission of virus from respiratory source | * Tissues available in all classrooms. * Soap and hot water in every toilet. * Lidded bins in all classrooms and staffrooms. * One child has an individual risk assessment |
| **11. Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents** | Transmission of virus from surfaces | * Maintain more frequent cleaning of rooms or shared areas that are used by different groups   + frequently touched surfaces being cleaned more often than normal cleaning toilets regularly. Redeploy existing cleaning staff to clean toilets and sinks during the lunch period   + encouraging pupils to wash their hands thoroughly after using the toilet * Shared spaces such as the ICT suite are cleaned by staff on exit * A cleaning caddy is available in all rooms * Wipes are located near photocopier |
| **12. Consider how to minimise contact across the site and maintain social distancing wherever possible** | Transmission of virus through mixing of school community | **Grouping of children**   * Children will be able to move freely between classes and year groups. * If there is an outbreak class bubbles will be re-established.   **Staff**   * The reintroduction of social distancing measures and face coverings in communal areas for adults in primary schools   **Measures for arriving at and leaving school**   * Drop off and pick up is back to normal times * Drop off and pick up is from class room doors wherever possible. * Social distancing is required where feasible. * The use of face coverings for pick up and drop off points (and where parents/carers are visiting school). |
| **13. Keep occupied spaces well ventilated** | Aerosol transmission of the virus | * Classrooms and work areas to be ventilated as much as possible by opening of windows and doors In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and it is safe to do so.) * To balance the need for increased ventilation while maintaining a comfortable temperature:   + opening high level windows in colder weather in preference to low level to reduce draughts   + increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)   + providing flexibility to allow additional, suitable indoor clothing   + rearranging furniture where possible to avoid direct draughts   + heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. * Co2 monitors have been distributed to each teacher to allow each teacher to monotr levels of ventilation. |
| **14. Ensure individuals wear appropriate personal protective equipment (PPE) Where necessary,** | Transmission of virus from symptomatic individual | * Face coverings are not classified as PPE (personal protective equipment). * Each class has a stock of PPE (gloves, masks, aprons) and a staff member has allocated time at the end of the school day to replenish this where necessary. * Each room which may be used for isolating symptomatic pupils has a stock of PPE equipment (gloves, masks, aprons, visor) * Each class has a stock of first aid items and a recording book for first aid incidents. * All staff provided with video training on how to use PPE safely. Reminder in staff handbook |
| **15. Promote and engage in asymptomatic testing, where available.** | COVID-19 spreading in the school community | **LFD testing for families**  Families are invited to take part in LFD testing and how to access testing is communicated via newsletters. Families are aware that they need to inform school of a positive LFD test and book a confirmatory PCR test.  Schools to ask for daily LFDs for household contacts of a case from the start of KS2 onwards  **LFD testing for staff**   * LFD testing is optional and available to all staff working within school. * LFD rapid testing of staff will take place twice a week and staff will take these tests at home. * These tests are to be taken 3-4 days apart. * Staff results reported by the person online to NHS test and Trace and if positive to contact Headteacher immediately by telephone. * Kits are only to be used by the staff member and no-one else. * Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. |
| Staff unaware of how to use the test correctly or how to report results | * Training and information session for all staff to include:   + what rapid testing is, about using the how to guide and the video content available   + the requirement for them to report their test results.   + the process and who to contact if they have an incident while testing at home. * Covid Co-ordinator: Catherine Faulkner   Covid Registration Assistant: Michelle Yates/ Nicola Prydderch   * Staff will need to sign for their test kits and the lot number will be recorded against their name. |
| Incorrect/insecure storage of test kits | On receipt of the test kits the school will record the lot number.   * Tests to be kept securely in Headteacher’s office to prevent unauthorized access * Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. * The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using. * Test kits will be collected from the main office. * After use the staff member will bag all components of the kit and dispose in the general household waste |
| Staff unsure how to report results | * Positive results to be reported to Julie Kersh via telephone immediately * Double void tests to be reported to Julie Kersh via telephone immediately and a PCR test to be booked by the staff member * Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit. * If a staff member is consistently receiving void results they will be asked to review the training information on carrying out the test to ensure they are following the correct process. |
| Low uptake on taking tests | * Tests are optional and are not mandatory. * Staff to opt in after training on key information and privacy notice to understand data protection for testing. * Existing protective measures will continue. |
| Unnecessary use of tests | * Where you have tested positive for covid-19 in the last 90 days there is no benefit from taking a LFD test. |
| Swabs are taken incorrectly causing a false reading or cause contamination | * Headteachers have undertaken relevant training by DfE and provided training to all staff * Online information, training and webinars available. Video available on how to take your own test * If test is void, take another test. If 2 void results in a row, a PCR test should be taken. * If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline * Covid Coordinator to be responsible for incident reporting on a school wide issue |

**Section 2: School operations**

| **Operation** | **Risk** | **Control measures** |
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| **Attendance** | Negative impact on education and wellbeing | **Attendance expectations**  School attendance is mandatory for all pupils.Any attendance concerns will be discussed sensitively with families with the objective of returning all pupils to school as soon as possible.  Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.  **Self-isolation**  A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:  • have symptoms or have had a positive test result  We will provide remote education to pupils who are unable to attend.    We will offer pastoral support to pupils who are:  • self-isolating  • vulnerable  **Pupils and families who are anxious about attending school**  Any attendance concerns will be discussed sensitively with families with the objective of a full time return to school. The education welfare team will be used for advice and support.  **Vulnerable children**  When a vulnerable pupil is required to self-isolate, we will:  • notify their social worker (if they have one)  • agree with the social worker the best way to maintain contact and offer support  • check if a vulnerable pupil is able to access remote education support  • support them to access it (as far as possible)  • regularly check if they are accessing remote education  **Travel and quarantine**   * All pupils travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. * Those arriving from a ‘red list’ country, or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home.   **Pupils abroad who are unable to return**   * We will continue to work with the local authority to engage with families who are abroad to understand the child’s circumstances and their plans to return. * We will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. |
| **School workforce** | Transmission of the virus to staff in vulnerable groups | * Staff are required to work their usual pattern on-site. * All staff attending the school setting should follow the measures set out in the risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in the ‘prevention’ section. * Senior leaders have explained to staff the measures the school has put in place to reduce risks. * If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, they are advised to discuss any concerns with their line manager. An individual risk assessment may be required and additional measures may need to be out in place.   **Staff who are clinically vulnerable**   * CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. * Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.   **Staff who are pregnant**  We will follow the specific guidance for pregnant employees because pregnant women are considered CV.  **Staff who may otherwise be at increased risk from coronavirus (COVID-19)**  Staff have been made aware of the offer of an individual risk assessment to support their safe working in school.  Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people’s occupation and care home residence. These staff can attend school as this risk assessment covers the system of controls set out in the government guidance.  People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.  **Employer health and safety and equalities duties**  Treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.  **Supporting staff**  We have explained to all staff the protective measures we are putting in place and involved all staff in that process. We have regular meetings and updates to ensure that the measures put in place continue to work.  Our staff handbook has been re-viewed with COVID in mind and services such as counselling have been signposted. |
| **Accommodating visiting specialists** | Transmission of the virus from outside the school community | Wherever possible we hold meetings remotely, but if it’s in the child’s best interests then we welcome specialist services into school using the following the measures set out in the preventive section.  These are examples of regular visiting services to school: Learning Support Service; Behaviour Support Service; Music Service; Speech and Language; Educational Psychologist; PE specialist; School Improvement Partner; Inclusion service; School nurse |
| **Recruitment** | Transmission of the virus from outside the school community | Recruitment has continued face-to-face with stringent social distancing and protective measures detailed in section 1. Candidates have been made aware of the protective measures in their invitation letter. |
| **Supply teachers and other temporary or peripatetic teachers** | Transmission of the virus from outside the school community | In the first instance, we use the same supply teachers who are familiar with our school protective measures and routines.  Peripatetic music teachers have resumed face to face teaching. |
| **Expectation and deployment of ITT trainees** | Transmission of the virus from outside the school community | We will support ITT trainees. They will receive a thorough induction focusing on the protective measures within this risk assessment. |
| **Performance management and appraisal** | Transmission from staff-to-staff | To be conducted in line with the protective measures in section 1. |
| **Staff taking leave** | Staff being unavailable to work due to quarantine | Staff will need to be available to work in school during term time. This is communicated via our staff round up. |
| **Other support e.g. volunteers** | Transmission of the virus from outside the school community | Volunteers will be welcomed back into school. We will make them aware of our risk assessment and protective measures. We will ask them to tale a lateral flow test before coming into school. |
| **Safeguarding** | Increased safeguarding risks due to COVID | A COVID annex to the safeguarding policy has been written to take account of additional risks. This has been shared with all staff and governors and is on the website.  School uses CPOMS which ensures information is shared appropriately and securely even where staff are unable to be on site. School has, and will continue to, work with external agencies. |
| **Catering** | Transmission in communal area | * Ordering - Children continue to make choice before via the website. * Movement – Children sit in classes and children only leave their seats for collecting their meals. * Cutlery – Catering staff will place cutlery on trays before giving to the children * Menu – hot food provided daily with one meat and one vegetarian option * Service – vegetarians for one class will be served first, followed by the meat option * Drinks – children will bring their own water bottle to the hall * Clearing – children will put up their hand when they have finished and the MDA will clear their tray and stack at end of table. The MDA will then take stack of trays to a central place. * Cleaning – Cleaning staff will support the cleaning of tables. * Catering company (Totally local company) has provided a risk assessment. * No requirement from school for catering company staff to enter the main school building and catering staff have a separate external entrance/exit door and separate toilet facilities. |
| **Estates** | Transmission within and outside school community | Compliance checks are purchased as part of SLAs from SMBC and have continued throughout partial opening.  Fire evacuation procedures to be reiterated during INSET and a fire drill practiced as soon as practicable in the new term  Where possible, contractor visits are arranged outside times where pupils are on site.  Signage at the entrance reminds contractors not to enter the site if they are displaying coronavirus symptoms.  **Fire Drills**  Fire drills need to take place in line with national guidance. When lining up for fire drill, pupils are outside and are expected to be silent and facing forwards which minimises the risks of face-to-face contact between groups.  **Water fountains**  These are now back in action. If an outbreak happens they will be put back out of action.  **Lettings**  School has resumed lettings of the school building to external organisations. |
| **Educational Visits** | Transmission from outside school community | **Educational day visits**   * All educational day visits will be conducted in line with relevant COVID-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. * We will 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, we will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. We will consult the health and safety guidance on educational visits when considering visits.   **Domestic (UK) overnight educational visits**   * The Year 6 domestic residential educational visits to Robinwood will be conducted in line with relevant COVID-19 guidance and regulations in place at that time. * We will keep children within their consistent groups for the purpose of the visit. * We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. |
| **School uniform** | Transmission of virus within school community | 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.  All children will come into school in their school uniform and change into their PE kit when they have PE lessons. |
| **Wraparound provision** | Transmission of virus within school community | **PG club**  The PG club staff have the flexibility to organise their children according to the needs of the children. They will continue to ensure the protective measures are in place.  **Holiday club**  School has taken the decision to permit lettings of the PG building for the purpose of providing holiday care. The provider has been made aware of the procedures in school and will use the latest guidance for holiday clubs in establishing protocols for safe operation of the holiday club. |
| **Extra-curricular activity** | Transmission of virus within school community | All extra-curricular clubs that will resume. Children from different classes can attend unless their class go into a bubble. |
| **Parents evenings and parent meetings** | Transmission of virus within school community from parents | Meetings with parents outside the parent evening cycle must be prearranged and social distancing maintained at all times.  Curriculum meetings will take place in school. Ventilation, distancing and masks will be encouraged.  New reception meeting will take place in the hall in line with road map guidance. |
| **Lunch breaks** | Transmission between classes | Year group lunch breaks are split to reduce potential congestion at toilets/sinks |
| **Toilets** | Transmission between classes | Toilets are cleaned at lunch time and the end of day.  Classroom staff to reinforce hand washing expectations regularly and to work as year groups to ensure staff are available to supervise regular handwashing. |
| **Large gatherings e.g. assemblies** | Transmission between classes | Assemblies will be suspended temporarily. |
| **Shared resources** | Transmission between classes | **Reading books**   * Pupils can take reading books and records home to support delivery of the reading curriculum.   **Shared resources**   * Classrooms will continue to have their own cleaning caddy for use within the classroom on shared resources and frequently touched surfaces. The management of shared resources is the responsibility of the adults in the class. * Frequently touched classroom surfaces to be cleaned daily outside the school day.   **Trim trail**   * Signage to show area is not in use at drop off / pick up times.   **Library**   * Library is in use. Children need to wash/gel their hands before and after library sessions.   **PG Explorers**   * Staff reminded that hand sanitiser contains alcohol and is flammable. Staff to liaise with PG Explorers leader to determine if a session may contain fire activities and ensure handwashing rather than gel is used prior to the session. * Parents to be reminded that pupils should not bring their own sanitiser to school and staff to check with pupils prior to sessions.PG Explorers cleaning caddy must not contain hand sanitiser.PG Explorers to have bowls of soapy water for handwashing. Pupils to wash hands prior to and after visiting the outside area. All groups to be accompanied by another member of staff at all times.   **Resources being brought to/from school by pupils**   * Home school agreement to detail items permitted / not allowed. Show and Tell can now happen. * Children should not bring in sweets/cakes to celebrate birthdays. * Work and reading books / records CAN go home.   **Resources being brought to/from school by staff**   * Staff will be advised to minimise physical resources taken to/from school but will be permitted to do so where it is necessary for delivery of the curriculum (for example for marking work). * Staff advised to stringently wash/sanitise hands at home after handling work taken home. * No staff will be required to take any work home. * All pupils have been provided with a workbook to use should they need to be home learning |
| **Staff rooms** | Transmission of virus from staff to staff | * Wipes and / or spray cleaners and paper towels are provided in staffrooms and shared areas (e.g.: photocopiers) for staff to clean areas used after use and signage reminds staff of this expectation. * Roof windows will be opened to help ventilation. * Staff are encouraged to wash/gel their hands when going into and leaving the staff room. * An additional microwave will be located in the food technology room. |
| **Transport** | Transmission of virus from outside school community | **Dedicated school transport**  Where children travel to swimming, the bus is for our school only, only one class travels and adults wear face masks  **Wider public transport**  We encourage parents, staff and pupils to walk or cycle to school if at all possible.  **Travelling from abroad**  Travel to and from the red list countries is currently banned. Central government has outlined all the procedures for those who are returning to the UK in this document: https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england. Anyone in quarantine must not go to school or work, unless they are exempt (see the guidance). |

**Section 3: Continuity planning for remote education**

| **Area** | **Risk** | **Control measures** |
| --- | --- | --- |
| **Remote education provision** | Parity of learning between those on-site and off-site | **INTENT**  Our intent for remote education is to ensure that the key aspects of our school’s curriculum can continue to be delivered where national or local restrictions require entire cohorts (or bubbles) to remain at home or where individual pupils are self-isolating.  In line with updated government guidelines, the amount of remote education provided will be approximately:  o Key Stage 1: 3 hours a day on average across the cohort, with less for younger children  o Key Stage 2: 4 hours a day  Our remote learning offer will prioritise mathematics and English. For science and the foundation subjects, teachers will focus providing remote learning to address the key knowledge detailed within our schemes of work.  **IMPLEMENTATION**   * Google Classroom will be used consistently across the school to allow interaction, assessment and feedback * First day isolation challenges for Maths, English and topic will be already posted to ensure immediate provision for those isolating * Challenges for each subsequent day will then be uploaded to Google Classrooms:   + 1 x maths challenge   + 1 x English challenge   + 1 x topic challenges * In addition teachers will signpost:   + Daily challenges e.g. daily reading, daily spelling, Joe Wicks etc   + A wellbeing section with activities addressing the 5 ways to wellbeing   + A ‘Need more?’ section with links optional learning activities * Challenges set will be supported by high-quality online and offline resources including teaching videos from White Rose, Oak academy and BBC bitesize   **Additional provision for a whole bubble closure**  Children in the affected bubble will receive 2 live lessons each day, delivered by a teacher via Google Meet. The school will provide a Chromebook (if available) or printed resources for pupils who do not have suitable online access.  **Additional provision during a restricted attendance due to national/local lockdown**  Children on-site will receive 2 lessons each day delivered by a teacher plus an additional independent task.  Children off-site will receive 2 live lessons each day, delivered by a teacher via Google Meet plus an additional independent task.   * Teachers will provide a timetable of live lessons and learning challenges (via the stream in Google Classroom) for each week. This will highlight which lessons they will be delivered as live lessons and which will be independent. * Remote learning exercise books will be given out and there will be no expectation for any material to be printed out. * The school will provide a Chromebook (if available) or printed resources for pupils who do not have suitable online access. * Reading books will be sent home.   **IMPACT**  We will monitor the effectiveness and impact of our remote learning offer in the following ways:   * + Remote learning coordinators will monitor work posted on Google Classrooms each week   + Regular feedback via phases meetings and staff meetings   + Feedback from parents   + Questionnaires to staff and parents |
| **Special Educational Needs** | Children with SEND are not able to access remote learning | * Teachers can set differentiated work for individuals via google classroom * Some pupils with SEND may not be able to access remote education without adult support and so school will work with families to deliver remote learning for pupils with SEND |
| **Vulnerable children** | Vulnerable children do not have access to remote learning  Safeguarding risk | * Teachers to check if a vulnerable child is able to access remote education support, to support them to access it (as far as possible) and to regularly check if they are doing so. * School will keep in touch with vulnerable children via google classroom or a telephone call if they are not able to access it. * When a vulnerable child is asked to self-isolate, school will notify their social worker (if they have one). DSLs will then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person. |
| **Delivering remote education safely** | Data breaches  Online dangers - safeguarding | * All staff are aware of the statutory guidance keeping children safe in education and on what they should be doing to protect their pupils online. * Policies have been updated to include remote learning (Safeguarding, e-safety, acceptable use, staff handbook) * Google Classrooms is a secure platform where only users with a school email can access and children can only access their class. * Forensic monitoring system is used whilst children are logged onto google classrooms * Staff are reminded of the importance of protecting pupil data and their own personal via live lessons and google classroom * The school will not use the chat function during google meets with children. * Staff will leave comments on children’s work in line with the feedback policy for exercise books and this will be clearly distinguishable from social media chat or text messaging. |

**Section 4: Curriculum, behaviour and pastoral support**

| **Area** | **Risk** | **Control measures** |
| --- | --- | --- |
| **Curriculum expectations** | Narrow and limited curriculum | * Teach an ambitious and broad curriculum in all subjects following the scheme work in full. * Teaching time should be prioritised to address significant gaps in pupils’ knowledge |
| **Peripatetic teachers** | Transmission from outside the school community and across bubbles | **Individual lessons**   * Peripatetic music teachers teach face-face on-site following control measures |
| **Music** | Transmission of virus with bubble and across bubbles | **Singing**   * Singing can take place with the added precautions which include good ventilation.   **Instruments**   * School can now use wind or brass instruments to teach curricular music. * Percussion, glockenspiels, guitars can be used. * Instruments used by the music service are covered under a separate risk assessment. * Children should hand sanitised before and after using an instrument and avoid swapping equipment wherever possible within the lesson. |
| **Physical activity** |  | * All PE will take place on site with the exception of swimming. * PE will take place outside where weather permits, and in the hall where this is not possible. * Each class has a set of sports equipment that can be used for break/lunch. * When using shared equipment, this will be cleaned between class groups where practicable. * School engages a specialist PE coach to deliver elements of the PE curriculum. Activities are planned to enable social distancing between the coach and the pupils. The coach is supported by a member of staff based in the class where possible. * The hall available for use for PE on rainy days   **Swimming**   * Swimming lessons are taking place and are following LA advice and the risk assessment provided by the service. |
| **Catch up support** | Pupils who have fallen behind whilst year groups have been closed | * School will use PIRA and PUMA to support teacher assessment. * Pupil progress meeting will take place termly. * School employs learning mentors and a pastoral mentor who are deployed to small groups or individuals to assist learning. |
| **Behaviour expectations** | Behaviour that increase likelihood transmission or behaviour that disrupts learning | * A new behaviour policy has been agreed at the September 2021 INSET * Should a child need a short period of "time out" this will be within the classroom to avoid pupils moving between bubbles. * School issued a new home school agreement for the Autumn term and covers the expectations and escalation procedures if parents do not follow advice |
| **Pupil wellbeing and support** | Negative impact on pupil wellbeing | * Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. * We will provide extra pastoral and extra-curricular activities to:   + support the rebuilding of friendships and social engagement address and equip pupils to respond to the impact of COVID-19 and associated restrictions   + support pupils with approaches to improving their physical and mental wellbeing   + Children have access to a pastoral mentor to support their emotional needs as they arise. * Through pupil progress meeting, teachers have identified children who need further support and outside agencies such as BSS have been used to support strategies for these children. * CPD for all staff will continue in 21/22 * ‘Feel Good Fridays’ have been introduced with a weekly circle-time and focus on mental and physical wellbeing. * Google classroom has a wellbeing section added to it focusing on the 5 ways to wellbeing. |

1. Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine. [↑](#footnote-ref-1)