



Risk Assessment and Key Actions For School Reopening following COVID19 Emergency Closures

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Initial Draft

15th May 2020

First review	Friday 29 th May
Second review	Friday 5 th June
Third review	Friday 12 th June (added points in green)
Fourth review	Friday 19 th June
Fifth review	Friday 10 th July (revised Sept guidance. Added points in purple)
Sixth review	Mon 12 th October (added points in orange)
Seventh review	Mon 2 nd November (added points in grey)
Eighth review	Mon 11 th January (added points in brown)
Ninth review	Tuesday 23 rd February (added points in dark green)

Links to updated guidance for school as of 19th May 2020 – *links in red italics*

Links to updated guidance for school of 2nd July 2020 – *links in blue italics*

Links to updated guidance for school of 8th January 2021 – *links in brown italics*

Links to updated guidance for school of 22nd February 2021 – *Links in dark green italics*

Shared with LLP - Weds 20/5/2020

Shared with staff and Governors Weds 20/5/2020

Shared with parents Thurs 21/5/2020

Shared with LLP – Mon 13/07/2020

Shared with staff and Governors Mon 13/07/2020

Shared with parents Tues 14/07/2020

Shared with staff and Governors Mon 19/10/2020

Updated on website Mon 19/10/2020

Risk – The possible spread of the Covid19 virus between school and home community		
Actions taken to mitigate risk.	Responsible Person	Date to be in place
Start / end of the school day		

<p>All bubble groups will have their own exit, entry and waiting points to school. These will be communicated to parents via letter. Parents will be asked not to arrive at the school site before 8.45am Classroom doors will open at 8.45am and remain open until 9am at drop off. Parents will be encouraged to follow a one way system route around the school, dropping their child at their classroom door and then joining the one way route to exit the school site. At the end of the school day classroom doors will open at 2.55pm until 3.15pm and the same one way route will be in place through the school site. Teachers will release children as their parents arrive. Parents will be encouraged to stagger the times they arrive to pick up and drop off to ensure there are not groups waiting to drop off or pick up. Staff available will monitor the one way system. <i>stagger start and end times between year groups by a short period to reduce volume at the entrance Staggered start and finish times should not reduce the amount of overall teaching time.</i> This will be monitored after one week to ensure it is not leading to build ups of parents.</p>	SLT	Ready for 1 st Sept
<p>Only one adult can accompany their child at drop off and pick up times. <i>Only 1 parent/carer can escort a child to school</i></p>	Class teachers to monitor	From 1 st June
<p>Signs will be put up around the school site to ensure all parents know the correct pick up and drop off point for their child. <i>signage to guide parents and carers about where and when they should drop off and pick up their children</i></p>	Office Staff	Ready for 1 st Sept
<p>Children will be admitted to the building by one of their bubble adults. They will be asked to wash their hands on entry to their classroom. <i>You should determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom.</i></p>	Class teachers to set up	From 1 st June
<p>Parents will be advised to adhere to social distancing guidance when waiting at their allocated drop off point. Parents will be requested to keep their children with them at drop off and pick up times. Parents will be advised to leave the school premises once their child is safely dropped off or released at the end of the day. (parents letter w/c 25/5/2020) (parents letter 13/7/2020) (reinforced in further letter 23/2/2021) <i>inform parents that this is to reduce the number of people on the school site in the interest of infection control. If it is customary for parents to gather in the playground or to enter the buildings to drop off or collect children this should no longer be allowed, and neither should any gathering at the school gates to talk to other parents.</i></p>	SLT	From 1 st June
<p>Where possible parents will be advised not to use public transport to bring their child to school. Where public transport is to be used parents may choose to use an appropriate face mask to further reduce the risk of contamination. Children using the school minibus will have hands sanitised before getting on the bus, parents will be asked to provide them with masks for the bus and families will be segregated as much as is practically possible. The number of children on the minibus has been reduced to only those that would really struggle without the service. <i>Children should be encouraged to walk or cycle to school. how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</i></p>	Parents	From 1 st Sept

An additional “blue badge” drop off and pick up will be available at the school office for parents who have mobility issues which make the one way system difficult to access. Drop off will be at 9.10am and pick up at 2.50pm so that this does not compromise the one way system.	Office Staff	From mid September
All parents have been asked to wear face coverings when entering the school site for drop off/pick up unless exempt	SLT	From 2 nd Nov
Classroom Environment and Resources		
All tables will be set up so that children are not sitting face to face. Tables will be wiped down after use. <i>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on. .</i>	Class Teachers	Ready for 1 st Sept
Resources will be shared out between bubble groups prior to September and there will then be no need for equipment being shared across year groups as each group will have what it needs. Children will be encouraged to wash hands both before and after taking part in activities that require equipment. Resources within bubbles will be wiped down regularly. <i>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</i>	Class Teachers	Ready for 1 st Sept
Reading books will be selected by an adult in the classroom. Children will not browse the reading books. Reading books will be stored in each child’s individual work packs. <i>limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff Resources that are shared between classes or bubbles, such as sports, art and science equipment 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.</i> Once a child has finished with a book it will be placed in the book quarantine area with the name of the day returned and the name of the day it is safe for the book to be put back into the reading scheme. There will be a minimum of 72 hours between each of these points. When collecting in books adults will wash their hands both before and after. <i>Teachers should make sure they wash their hands and surfaces, before and after handling pupils’ books.</i>	Class teachers	From 1 st June
Library books will be given out via a library trolley which will come into classrooms. Trolleys will be quarantined in between sessions and books will not be shared outside year groups.	Mr Matthews	From Jan 2021

Bubble groups will each have a designated day to use the library over a 2-week cycle. There will be a minimum of 72 hours between each bubble using the library. Library books returned will be quarantined (as above) before being returned to library circulation.		
Children will be asked to bring in their own personalised empty pencil case. School will then provide a pencil, whiteboard pen, glue stick, scissors and colouring pencils to be kept and used by each child. Children can bring book bags into school. <i>seeking to prevent the sharing of stationery and other equipment where possible. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</i>	SLT to ensure resources ordered. Staff to set up packs	From 1 st Sept
Where children are required to sit on the carpet area, teachers will continue to encourage continued social distancing and forward facing lines.	Class teachers	From 1 st June
Each bubble group will all have an allocated classroom base and an allocated outdoor play space. We do not anticipate them needing to share any spaces with other bubble groups within school at this time. <i>It is likely that for younger children the emphasis will be on separating groups</i>	SLT to organise	From 1 st Sept
Each classroom bubble space will have its own allocated toilet. Groups of children must only use their own allocated toilet. Children must therefore go to the toilet before going out to play to try and reduce the numbers of children needing to come back inside. <i>use of toilets</i>	Class teachers	From 1 st June
Once the site has been secured, doors and windows can be opened to ensure ventilation in all teaching spaces. Where there are children with challenging behaviour that includes leaving the classroom it is recommended that windows are the main source of ventilation. At break times and the end of the school day classrooms will be fully ventilated in order to distribute fresh air through the workspaces. Message sent to parents w/c 04.01.21 suggesting children wear extra clothes (e.g. vests) because of need to keep windows open even in cold weather. <i>Doors must be propped open and rooms need to be well ventilated with windows open.</i>	Site manager ensure site secure. Class teachers responsible for controlling ventilation	From 1 st June
Wider School Environment		
All classrooms have their own entry and exit points. This ensures children do not mix in corridors <i>Try to reduce possible contact between different groups of children, and between adults, it may be helpful for corridors to be used on a one way basis at any given time. should avoid close face to face contact and minimise time spent within 1 metre of anyone</i>	SLT to allocate. Class teachers to ensure stuck to.	From 1 st June
There are 3 rooms on site that staff are able to use to prepare food and make tea and coffee, OSCA, SLT office and the staff room. Each year group has its own allocated space. Staff are responsible for ensuring they stick to no more than 6 people in these rooms and stagger usage where possible. Staff are responsible for wiping down equipment used with the cleaning	SLT to ensure all areas resourced and monitor.	From 1 st June

<p>resources provided after use and must ensure they adhere to appropriate social distancing as much as possible with any other adults in the space. Staff should not cross bubbles and should use alternative methods of communication, ie phones, walkie talkies or zoom/Teams if they need to communicate across bubbles.</p> <p><i>stagger the use of staff rooms and offices to limit occupancy should avoid close face to face contact and minimise time spent within 1 metre of anyone</i></p>		
<p>Posters reminding staff and children about the key rules for hygiene and social distancing will be displayed at key points around the school and used as a point of reference by adults to consistently remind them of the expectations around keeping themselves safe.</p> <p><i>Display the posters reminding about hygiene and social distancing in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets</i></p>	Office Staff	Ready for 1 st June
<p>School are liaising with OSCA (meeting wc 13/7/2020) to discuss how wraparound care can be provided in the most effective, practical way, given the nature of the mixed group that attends. OSCA is not run by school and as such follows its own provision guidance. This will be shared with school. OSCA is currently closed, following government requirements.</p> <p>OSCA will resume under the current guidance. They will follow their own risk assessment which is in line with Government guidance. Wherever possible bubbles from in school will coincide with bubbles in OSCA.</p> <p><i>Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible</i></p>	OSCA staff and HT	Ready for 1 st Sept
<p>School has added a Covid19 Measures Safeguarding Appendix to our school Safeguarding and behaviour policies and this will be used to ensure we continue to meet our requirements around keeping all children in safe.</p>	DSL	From 1 st June
<p>Visors and face coverings are available for those staff who feel they want to wear them in order to further protect themselves. All staff (unless exempt) have been asked to wear face coverings in spaces shared across bubbles (e.g. corridors) and when outside supervising drop-off/pick-up.</p>	All Staff	From 2 nd Nov
Teaching and Pedagogy		
<p>Each year group will form its own bubble. This will allow our YR unit to run as an integrated year group as the indoor and outdoor space is set up to facilitate. It will also ensure that we can offer efficient and effective intervention across year groups as part of our catch up curriculum. Critical worker / vulnerable children bubbles being kept within year groups.</p> <p>Bubbles will continue to be formed across year groups will allocated staff teams set up to ensure that no staff are crossing bubbles.</p> <p><i>Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'.</i></p> <p><i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</i></p>	SLT	From 1 st Sept

<p>Assemblies will be held virtually. Class groups can watch them in their class bubbles on their IWB . Due to the age of the children and the difficulty for sustaining attention in virtual sessions there will only be two whole school assemblies a week. The other three sessions will be allocated to class work on promoting positive mental health following school closures. <i>arranging for assemblies to take place with individual groups in their allocated classroom spaces rather than bringing children from different classes together into one hall or large space</i></p>	SLT	From 1 st June
<p>Staff will be advised to be vigilant around identifying children who may require additional support. ELSA and Thrive support will continue across school following the same rules as in bubble groups – ie pupils in year groups will not cross, and where staff need to social distancing and appropriate hand washing will be encouraged at start and end of each session. Additional staff have been taken on to support identified behaviours across school in order to ensure classroom based learning is disrupted as little as possible. During 2021 lockdown, no cross bubble ELSA/Thrive etc. is taking place. Each year team has staff in place to be able to deliver additional interventions without having to cross bubbles. Bubbles have deliberately been set up in year groups to facilitate interventions running effectively across year groups in order to ensure we are maximising capacity to progress children both socially and academically.</p> <p><i>Headteachers should also be aware that there may be additional pupils, including those with SEND, who display symptoms of stress or anxiety and additional support may be needed for them. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise 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 ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups should avoid close face to face contact and minimise time spent within 1 metre of anyone</i></p>	All staff	From 1 st Sept
<p>School will continue to work with all outside agencies. Wherever possible school will continue to facilitate visits into school by agencies who are able to support children with wider needs so that it is as safe as possible for all involved. All visitors will be required to wear masks and Hampshire staff will be asked for proof of negative lateral flow test where appropriate.</p> <p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise 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. should avoid close face to face contact and minimise time spent within 1 metre of anyone</i></p>	All staff	From 1 st June
<p>All school volunteers will be invited back into school. They will be given a copy of this document prior to their return to ensure they understand the most up to date guidance. Volunteers will only be linked to one bubble.—Currently, no volunteers or work experience students are being allowed into school.</p> <p><i>Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles.</i></p>	All staff	From 1 st Sept

<p>Teachers will be advised that appropriate school trips and visits in the local area that will enhance children's educational experiences can be booked. These would not cross year groups and appropriate Covid19 risk assessments must be sought from any provider. Currently, no educational trips are being run.</p> <p><i>In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination</i></p> <p><i>We advise against educational visits at this time.</i></p>	All staff	From 1 st Sept
<p>Sports clubs and coaches will be invited to offer year group based after school clubs over a half term period, ie Autumn 1 may be Y2 football and Autumn 2 Y1 football. This will help ensure the bubbles are not breached in school based extra curricular activity. Currently, no extra-curricular clubs are being run. Sports clubs and coaches will be invited to offer year group based after school clubs over a half term period starting after Easter. Regular coaches will be offered access to Lateral Flow Tests.</p> <p><i>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</i></p>	PE Lead	From 1 st Sept
<p>The outdoor quad area will be used as safe space for children that require additional support away from their bubble group. Where possible a child requiring this support will be supported by an adult currently not attached to a bubble group or a member of SLT already attached to the bubble.</p> <p><i>Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</i></p>	SLT	From 1 st June
<p>Staff in bubble spaces will ensure they are set up to continue the rainbow behaviour system that children are used to. Existing charts will be copied so that they can be continued and the correct names will be set up on class rainbows in the children's new spaces. The importance of the familiarity of this system will hopefully ensure we can reinforce expected behaviours in a way that the children understand. All IBP's will be reviewed in light of changing behaviour and shared with staff across the school via staff meetings.</p> <p><i>regularly and rigorously reinforcing behaviour throughout every day</i></p>	Class teacher	From 1 st June
<p>Staff will continue to integrate activities to promote positive mental health. Opportunities have been given for all children to meet their new teacher. Enhanced transition has been offered to vulnerable children over the summer holiday period on a one to one basis where appropriate. The first two days back in school will be focused solely on resocialisation. Staff will plan a series of activities/events that will support the children with their transition back into school.</p> <p><i>The different experiences all pupils will have had at home will naturally play a large part in how easily they re-adapt to attending school and its routines. Staff will need to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to</i></p>	All planning team	From 1 st June

<p><i>support their mental wellbeing on the one hand, and identifying and taking time to address explicitly individual concerns or problems on the other.</i></p> <p><i>The priorities for young children at this time are resocialisation into new style school routines; speaking and listening, and regaining momentum in particular with early reading.</i></p>		
<p>Where PE lessons are planned the equipment will be rotated to ensure that is only used by one bubble over the period of a half term. PE lessons will take place within each bubble group. Bubble groups will not mix. PE lessons will continue to be non contact based. (rota in place 12th July 2020) (rota still in place. Games will now move to be outdoors at least one session a week)</p> <p><i>Physical education lessons may continue to take place providing they are strictly non-contact. Resources that are shared between classes or bubbles, such as sports, art and science equipment 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.</i></p>	All staff	From 1 st Sept
<p>Where children within a bubble become upset or anxious then it is realistic to expect a member of staff within their bubble to offer comfort in a manner appropriate for a young child. School has a duty of care for children's emotional wellbeing as well as their physical. Staff must be sensible about how they manage close contact in lines with the guidance as much as is practicable.</p> <p><i>should avoid close face to face contact and minimise time spent within 1 metre of anyone</i></p>	All staff	From 1 st Sept
<p>Teachers will be encouraged to continue to teach a broad and balanced curriculum.</p> <p>Where possible key reading, writing and number skills will be incorporated into other subjects to further encourage catch up. Baseline levels have been recorded during Pupil Progress reviews and timetables have been adapted in order to meet need.</p> <p><i>the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</i></p>	All staff	From 1 st Sept
<p>All children returning to school in September will be assessed on their starting points by their new teacher, as is the expectation every year in school. School will use our skills progression documents to identify where gaps are for children and therefore where we need to plan from.</p> <p>Some additional staffing has been put into year groups in order to facilitate additional catch up groups from the start of the Autumn Term.</p> <p>Progress will be tracked using our normal schedule of data drop and review meetings and interventions planned and evaluated accordingly. School will continue to use formative assessment to review the children's needs and intervene accordingly.</p> <p><i>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.</i></p>	All staff	From 1 st Sept

<p>All year teams have prepared an initial 48 hour pack for each year group in order to ensure that any individual cases of isolating children or sudden year group closures would have access to immediate physical resources and online support. Daily virtual contact has been planned if the need arises. A clear flow chart and system for remote learning has been communicated with staff and parents.</p> <p>School has purchased access to additional online resources that we can use to enhance teaching in school that can also be shared with parents in both hard copy or digital form at short notice in order to ensure consistency.</p> <p>School are running a full remote education for every child not in school. The key parts of this are:</p> <ul style="list-style-type: none"> ● Full weekly planning with resources available for families on our website and printed out if requested ● Content of in-school and remote learning matched closely, and covering all areas expected by EYFS/NC ● Multiple live daily zoom lessons ● Tapestry/Seesaw used for teachers to set activities and children/parents to respond/upload evidence ● Feedback from teachers twice weekly for each child <p>Teachers will continue to provide workpacks which reflect the classroom curriculum for all isolating children. The package for isolating children will also include regular check ins with a member of the year team.</p> <p><i>All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress</i></p>	All staff	From 1 st Sept
<p>All visitors into school are now requested to wear a face covering. Visitors are available from the school office if visitors do not come equipped.</p>	Office Staff	From 2 nd Nov
Health and Hygiene Practices		
<p>Children will be encouraged to hand wash at the following key times;</p> <ul style="list-style-type: none"> ● Entry to the classroom ● Exit from the classroom ● Moving to a new activity/resources ● Before and after lunch ● If they have been seen to sneeze, cough etc into hands <p>Parents may choose to send a small tube of hand moisturiser into school with their child in order to prevent chapping. This will be kept in each child's pencil case and only used by the child.</p>	All staff	From 1 st June
<p>Teachers and TAs will have access to cleaning materials within their classroom and throughout the day will clean key touch point areas.</p> <p><i>Once children are back in school, all frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly each day.</i></p>	Site Manager to manage supply. Staff to use	From 1 st June

<p>Additional tissues have been ordered so that all classroom bubbles have sufficient supplies. Teachers will actively reinforce the "catch it, bin it, kill it" approach and bins with lids will be provided in all classrooms for this purpose.</p> <p><i>ensuring you have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine</i></p>	Site Manager to manage supply. Staff to use	From 1 st June
<p>Adults will limit the number of children accessing the toilets at any one time.</p> <p><i>ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</i></p>	Class teachers	From 1 st June
<p>Although the guidance requires that children tell an adult if they are experiencing symptoms of coronavirus, due to the young age of our children, adults will be expected to be vigilant looking for any potential signs of the virus around the children in their bubble.</p> <p><i>tell an adult if you are experiencing symptoms of coronavirus</i></p>	All staff	From 1 st June
<p>School uniform is to be worn in school.</p> <p><i>There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided. 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>	Parents	From 1 st June
<p>School has been provided with emergency PPE kits to be used in cases where a child has become unwell with symptoms and staff are required to administer care and supervision whilst awaiting a parent to pick them up. Where an adult is required to carry out other close contact with a child such as administering first aid, supporting with a toileting accident, staff are advised to use gloves as they would under normal circumstances and dispose of these immediately in the correct lidded bin.</p> <p><i>School will order additional testing kits as and when required.</i></p> <p><i>the guidance states that it is not necessary for staff to wear masks, gloves and aprons unless they are carrying out activities that would usually require the use of personal protective equipment (PPE) or if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs supervision until they can return home.</i></p>	LA to provide. SLT to monitor use of	From 1 st June
Staffing		
<p>All staff have received a copy of this risk assessment and been briefed on the Health and Safety expectations by e mail wc 12/7/2020 and this has then be discussed during a whole staff training session on 16th July 2020. Revised assessment sent to whole staff 16/10/20 Revised risk assessment sent out on 23/2/2020</p> <p><i>Prepare guidance for staff (see a model in annex b) and ensure all staff are trained in the new rules and routines.</i></p>	SLT	Shared with staff 13/07/2020
<p>There will be a paediatric first aider on site at all times, and a Designated Safeguarding Lead on site or immediately contactable.</p>	SLT	ongoing
<p>Staffing arrangements will be shared with staff in advance of reopening in order for them to have sufficient time to prepare for and discuss their return to work in school hours.</p> <p><i>You may also be working with some staff who are anxious and may value the opportunity for discussion and reassurance</i></p>	SLT	ongoing

<p>In order to further reduce risk PPA cover will run on a 2 week cycle for those that require PPA cover by our HLTA. This will allow the maximum time possible between class coverage with the resources possible. All PPA cover will be provided within year teams to ensure staff are not crossing bubbles.</p> <p><i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable</i></p>	All staff	From 1 st Sept
<p>All school staff will have access to Lateral Flow tests twice weekly. Results will be reported to SLT. (separate risk assessment available re Lateral Flow Testing)</p>	All Staff	From mid January
<p>Cleaning and Site Management</p>		
<p>Cleaners will clean all toilets and frequently touched surfaces at the end of each school day. Throughout the day classroom assistants will be wiping down the key touch points in the classrooms wherever appropriate.</p> <p>Checklists have been added to all rooms that will be signed off daily so that the Site Manager can check all necessary tasks have been carried out in line with the guidance.</p> <p><i>Once children are back in school, all frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly each day.</i></p>	Site Manager	Week commencing 1 st June.
<p>Additional cleaning resources have been ordered to ensure all toilets are fully stocked and that all classrooms have access to cleaning materials. These are stored out of reach of the children in line with safe storage of chemicals.</p> <p><i>the availability of soap and hot water in every toilet (and if possible in classrooms)</i></p> <p>Additional hand sanitiser has been ordered to go at key entrance and exit points.</p> <p><i>the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment</i></p> <p>Current paper recycling bins will now be used for all non paper based waste, ie tissues, food waste etc. These will be double bagged. Paper to be recycled can go in open bins. All bins will be emptied daily. All lidded bins will contain bin bags that can be sealed.</p> <p><i>the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying</i></p>	Site Manager	Week commencing 1 st June
<p>Breaktimes</p>		
<p>Outdoor spaces will be divided up so that different bubble groups are not able to mix. Outdoor play equipment will be split between bubble groups to ensure that there is no cross contamination between groups.</p> <p>Separate play boxes will be available for each bubble group for use at playtimes. These boxes will be clearly labelled and will not be shared with other groups. Children will be encouraged to wash their hands before and after playtimes.</p> <p>Outdoor play equipment will not be used by wraparound providers.</p> <p><i>although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers</i></p>	SLT to organise Class teachers to adhere to	From 1 st June

<p>Wherever possible, teachers will work together to plan their outdoor time so that it minimises the risk of children being tempted to mix with children outside their bubble. There are clear allocated outdoor play spaces that support this further, as mentioned earlier in this section.</p> <p><i>The overarching principle to apply is reducing the number of contacts between children and staff.</i></p>	Class teachers	From 1 st June
Lunchtimes		
<p>YR children will eat lunch in the hall. Y1 and Y2 will eat their lunch in their classrooms or in their allocated outside space. All year groups will eat in their classrooms. Each bubble will have 3 2 allocated lunch staff. This has been increased in order to cope with the logistics of having appropriate supervision across 3 year group bubbles. This has been reduced again due to the smaller number of children in school and to minimise unnecessary staff contact with children. Each bubble will have 3 allocated lunch staff.</p> <p><i>If such measures are not possible, children should be brought their lunch in their classrooms</i> <i>The overarching principle to apply is reducing the number of contacts between children and staff.</i></p>	Midday bubble staff, with additional distanced supervision by SLT	From 1 st Sept
<p>HT has spoken to catering team. Initially children will be given the option of a school packed lunch hot school dinner or bringing a packed lunch from home, following guidance that packed lunch boxes caused minimal risk as children do not share them. Packed lunch boxes will be stored in the classroom out of the way of general classroom resources and should not be touching. School packed lunches will be brought to the classroom by a member of the bubble team.</p> <p><i>You should also consider working with your catering supplier and kitchen staff on arrangements for lunchtime. Children in reception and year 1 should have the option of a free meal under the universal infant free school meals policy. Meals should be available for all pupils in school, and these should also be free of charge for pupils that qualify for benefits-related free school meals. With your kitchen staff, you will need to consider how meals will be prepared and served safely asking your caterers to look at other flexible ways of giving pupils access to lunch such that it can be eaten in the small group setting (for example taking cold or 'packed' lunches to children in the areas they are in for the day).</i></p>	SLT to liaise with kitchen Class Teachers	Initial discussions w/c 18/5/2020 From 1 st June 2020
<p>FSM children not in school will be offered lunch packs for the week that they can pick up each Monday.</p> <p><i>Schools should also continue to provide free school meal support to pupils who are eligible for benefits related free school meals and who are not attending school. Extra funding will be provided to support schools to provide food parcels or meals to eligible children.</i></p>		
Visitors to Site		
<p>Any contractors to the school site will not be allowed access to any spaces that have a bubble group present if possible. Where contractors are required to enter a space to carry out essential work the space must be empty and be cleaned thoroughly afterwards.</p> <p>Where possible necessary meeting with external agencies will continue to be carried out remotely via technology. <i>Where visitors need to be in school they will only have access to one year group bubble per visit and will be required to follow school risk assessment. Visitors to school will be asked to sign in via the QR code on the NHS Covid 19 app. The office will remain locked at all times and visitors will be allowed to enter by office staff wherever necessary. All visitors will be advised</i></p>	Office staff All staff involved in meetings	From 1 st June 2020

<p>to wash their hands before they come into contact with children and staff. Where contractors are part of Hampshire estates they will be asked to provide evidence of a negative lateral flow test before accessing the school building.</p> <p><i>Limit the external visitors to the school during school hours formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</i></p>		
<p>Parents and visitors will be advised to continue to follow the social distancing guidance that has been in place throughout the lockdown period, maintaining a safe 2m distance from those they are meeting. The school office hatch will remain closed. Only one family can access the office at a time. Surfaces should be wiped down between visitors. Contact with school should be via phone or e mail unless in an emergency. Where face to face meetings are deemed to be necessary they will be held in main SLT office at a distance.</p> <p><i>Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable).</i></p>	Office staff	Ongoing
Attendance and Safeguarding		
<p>School's normal systems and processes for attendance and safeguarding will resume from the 1st September. All parents will be advised of this in a letter (14/7/2020). The expectation is that all children that are well enough to do so attend school every day. Absence will be followed up and the appropriate procedures followed for non-attendance. Currently, only children of critical workers and vulnerable children may attend school. School's normal systems and processes for attendance and safeguarding will resume from the 8th March. All parents will be advised of this in a letter (23/2/2021). The expectation is that all children that are well enough to do so attend school every day. Absence will be followed up and the appropriate procedures followed for non-attendance.</p> <p><i>This means from that point, the usual rules on school attendance will apply,</i></p>	All staff	From 1 st Sept
Potential cases of Covid19 on site		
<p>All members of the school community have received the Government guidance around symptoms of Coronavirus. Any child or member of staff displaying any symptoms of Coronavirus should stay at home and seek out a test. All key staff have access to the same PHE information regarding advice to parents.</p> <p><i>staff, young people and children should stay at home if they develop coronavirus (COVID-19) <u>symptoms</u> to avoid spreading infection to others. Otherwise, those who are eligible or required to attend should attend education or work as normal a requirement that people who are ill stay at home</i></p>	All staff Parents	Ongoing
<p>Any child that develops symptoms whilst in school will be taken to the green room to await collection by an adult. Windows remain open but the door will remain closed. They will be supervised by an adult who is required to use the PPE provided in one of the school emergency packs. This PPE should be disposed of safely in a sealed bag as soon as no longer needed. The staff member is then required to wash their hands thoroughly.</p> <p>Any staff member developing symptoms must leave the school site immediately and go directly home, ensuring no further contact. They will be expected to take a test asap.</p>	All staff Parents	Ongoing

<p>School will contact the DfE covid19 helpline and the Local Authority if a member of the school community tests positive for coronavirus.</p> <p>School will promote active engagement and share details with the NHS Test and Trace service in cases where a positive test is reported.</p> <p><i>if staff, young people or children develop coronavirus (COVID-19) symptoms while at school they must be sent home.</i></p> <p><i>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</i></p> <p><i>If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team active engagement with NHS Test and Trace</i></p>		
<p>If a child requires the use of a toilet whilst awaiting pick up they may use the disabled toilet only in order to ensure no cross contamination with other children. This toilet will then need to be cleaned.</p> <p><i>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</i></p>	All staff	Ongoing
<p>Where a case of Covid19 is confirmed within a bubble group all families in that bubble group will be informed. Any child or family member who develops symptoms following this information would be eligible for testing and should register for a test slot as soon as possible, ensuring they inform school and engage in isolation guidance with immediate effect.</p> <p><i>Access to <u>testing is already available to all essential workers</u>. This includes anyone involved in education, childcare or social work - including both public and voluntary sector workers, as well as foster carers. Education settings, as employers, can <u>book tests through an online digital portal</u>. There is also an option for employees to book tests directly on the portal.</i></p> <p><i>By the time settings open to wider cohorts of children and young people, all children, young people and other learners eligible to attend their education or childcare setting, and all children in social care settings, as well as their households, will have <u>access to a test</u> if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. If they test positive, education and childcare settings should follow <u>guidance on implementing protective measures in education and childcare settings</u>. Residential settings should follow <u>isolation guidance for residential settings</u>.</i></p>	SLT	Ongoing
<p>School will closely monitor absence to ensure we can take the appropriate measures where there have been 2 or more cases reported. A spreadsheet will track days of absence and ensure appropriate provision for remote learning has happened where required.</p>	All staff	From 1 st Sept

<p><i>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</i></p>		
<p>Communication With Parents and Staff</p>		
<p>All plans will be communicated with parents via the sharing of this risk assessment on our school website and by letter on 14/7/2020. Further updates will go on the school website as and when revised.</p>	<p>SLT</p>	<p>Complete by 28/5/2020</p>
<p>Virtual transition plans have been put in place to support new YR children due to start school in September and Y2 children leaving school in July. The success of these plans relies on the staff involved having the time to prepare and provide virtual meetings, tours, information sessions etc and is another part of our rationale for initially closing one day a week for YR. These schedules are both due to start in June. New Entrant transition for 2021 will take place virtually. With information going live for parents the first week in November.</p> <p><i>In year 6 it is unlikely that many of the end of term traditions will be able to take place, for example, whole year or class assemblies with parents, school journeys and trips. Schools should provide opportunities for children to discuss this as it may be a source of anxiety or sadness. Though visits to secondary schools for induction will not take place this year, some secondary schools may have capacity to undertake remote induction briefings or other types of sessions for pupils, for example to meet form tutors, heads of year, or other key staff, or have a tour of the school virtually. You should discuss the options with your secondary schools. Although guidance talks about Y6 only we have taken this into account for our new entrants and Y2 children preparing for a move to junior school.</i></p>	<p>SLT to set up. YR and Y2 staff</p>	<p>Letters sent wc 18/5/2020 Transition Program starts wc 1st June</p>
<p>Walkie talkies are now available in every class and office base so that staff can communicate across bubbles without needing to enter them. These are also used to request additional support to ensure supervision ratios are not reduced.</p>		