

**A. Outline of activity or task to be assessed: Reducing the risks presented by the COVID-19 Pandemic**

 Form CMGv3STM  
 No.  
 May 2020

 School: ST. MARY'S BLUECOAT  
 CE PRIMARY SCHOOL

Work Activity

 Working in the Schools during Covid19  
 Pandemic-Addendum 1

Date of Assessment: 31.08.2020

 Date for Re-assessment:  
 to be reviewed weekly or  
 more frequently if  
 Government guidance  
 changes.

 Name of Assessors: C.Gaskin &  
 C.Aston  
 Manager: C.Gaskin

Signature:

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**
**5 x 5 RISK ASSESSMENT MATRIX**

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low

1                      2                      3                      4                      5

Increasing likelihood or probability →

**PRIORITY OF ACTION**

- High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.
- Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.
- Low 5 - 9** Adequate but look to improve by next review.
- Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

## BACKGROUND

### How COVID-19 spreads:

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness. (WHO guidance Getting Your Workplace Ready for COVID-19 March 3<sup>rd</sup> 2020)

Date this risk assessment approved by LA :	29 <sup>th</sup> May 2020
Date this risk assessment approved by the Governors of The Trinity Federation:	3 <sup>rd</sup> June 2020
Date of last review:	31 <sup>st</sup> August 2020 (additional info/changes highlighted in yellow)

**C. Use information from section B to identify level of risk for each hazard**

Task/ aspect	What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/ Med/ High	What further actions are necessary	Residual Risk Level Low/Med/ High	Action	
							Who	When
<p><b>Return of all year groups to school from September 2020</b></p> <p><b>Reduce mixing/contact within education setting</b></p>	Transmission of COVID19 to the School community	<p>Employees</p> <p>Pupils</p> <p>Public</p> <p>Others – expectant mothers</p> <p>Wider</p> <p>Community</p>	<p>The school has been open since 1<sup>st</sup> June 2020 to the children of critical workers, vulnerable pupils, Nursery, Reception, Year 1 and Year 6 pupils and operating with a high level of preventative measures.</p> <p>It has been confirmed by the Government that it is safe for all pupils to return to school in September. The Government have issued guidance to school and the preventative measures outlined in this document take this guidance into account.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p>From September, a year group will be a 'bubble'. In our school no year group is greater than 30 and many are significantly smaller. We will maintain consistent bubbles that do not mix with other bubbles (as far as reasonably possible). We will also limit the sharing of resources, rooms and social spaces. Siblings may be in different bubbles and this is acceptable with the government guidance. Staggered starts, breaks, lunchtimes and end to the school day will ensure no groups of children or parents are passing in close proximity. <b>See appendix D</b></p> <p>Large gatherings such as assemblies/collective worship, stay and play workshops, open events etc will not take place until further notice. Instead, as a C of E school, collective worship and assemblies will be either class based or technology will be used across the school to enable more than one bubble to participate.</p> <p>We have allocated a teacher to each bubble. We will ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on</p>	Medium	<p>Volunteers may be used to support the work of the school, as would usually be the case. Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p> <p>Staffing arrangements for each 'bubble' communicated to parents and staff 29.06.20</p> <p>Floor tape is used to mark areas for tables to help staff keep to a 2-metre distance.</p>	Medium	EHT	HoS

		<p>subsequent days. Job share partners will be assigned to the same group as far as possible.</p> <p>The government guidance does state that teachers and other staff <u>can</u> operate across different classes and year groups in order to facilitate the delivery of the school timetable – this includes providing PPA cover. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Federation staff can move between school sites as long as they minimise contact by maintaining social distancing.</p> <p>Children within bubbles <b>do not</b> need to social distance from each other but adults should try to remain 2 metres away from children and other adults.</p> <p>Where classroom space allows, we will attempt to seat pupils side by side and facing forwards, rather than face to face or side on. Pupils will be sat at the same desk each day as far as possible and when a change of desk cannot be avoided, surfaces will be cleaned before any new occupant uses the desk. Technology can be used to facilitate group tasks as appropriate.</p> <p>Plans to respond to potential increased staff sickness levels are in place.</p> <p>Lessons or classroom activities will take place outdoors if possible. Rooms will be kept well ventilated with doors and windows open where safe to do so. Pupils will access and exit their classrooms from external doors where possible to limit movement through the school.</p> <p>We have modified the timetable to reduce movement around the school or building. Children’s pathways around school will be monitored. Signage to remind parents at drop off and pick up times of social distancing requirements so that large groups do not congregate.</p> <p>Where parents choose to use wraparound care such as a childminder before and/or after school or Hidden Treasures then school staff will make parents aware of the need to limit the number of contacts their children have. The school should also be satisfied that the other provider is carefully considering their own protective measures. If it is not possible to keep pupils from the same year group bubble together then consistent groups in the other setting</p>		<p>With younger pupils or pupils with complex needs where keeping a two metre distance may not be possible for staff then staff should avoid face to face contact and minimise the time spent within one metre of the pupil.</p> <p>Cleaning of desks as necessary during the day.</p> <p>Social distancing lines painted/markers at each collection point where space is limited and does not allow for natural segregation.</p> <p>A copy of Hidden Treasures risk assessment has been received by EHT.</p> <p>Parents to be made aware of their responsibility to inform school if they required to 14-day household</p>		<p>HoS</p> <p>HoS</p> <p>FSBM</p>	
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			<p>Arrangements for longer-term continual supplies of cleaning materials and PPE are also in place.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place between sessions/days – staff all encouraged to leave school site promptly after close of teaching day to allow for cleaning.</p> <p>All classrooms and offices have lidded bins for the safe disposal of tissues/waste.</p> <p>Disposable tissues in each classroom to promote good respiratory hygiene and implement the 'catch it, bin it, kill it' approach.</p> <p>Posters in every classroom to remind children and staff to 'catch it, bin it, kill it'</p> <p>Waste disposal process of double bagging in place for potentially contaminated waste – kept closed and stored separately from communal waster for 72 hours (including the disposable PPE worn by cleaners).</p> <p>Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p>		<p>handtowels in toilet areas and food preparation areas and classrooms are to be regularly checked and replaced as needed.</p> <p>Regular stock checks and re-ordering</p> <p>CG to distribute latest PHE guidance for site staff to cleaning team.</p>		<p>staff/ admin</p> <p>Site/ admin</p>	
<p><b>Preparing the site after a prolonged period of closure</b></p>	<p>Water unclean or stagnant and not suitable for drinking or cleaning. Alarms not working Field / grass areas unclear and trip and fall hazard No safe storage for food No heating in school</p>	<p>Staff and Pupils</p> <p>Staff employed by Catering Company AiP</p>	<p>Premises and utilities have been health and safety checked and building is compliant. We have checked in respect of the following;</p> <ul style="list-style-type: none"> <li>• Water treatments</li> </ul> <p>We have an ongoing contract through Shropshire LA and water supply is checked on a regular basis.</p> <p><i>Thermal disinfection following plant shutdowns and holiday periods of over one weeks duration, by raising the temperature of the distribution system to 60°C for more than one hour and running each outlet</i></p>	Low	<p>SBM to make final checks that all measures have been appropriately actioned using the Shropshire produced checklist before September return.</p>	Low	SBM	By 1 <sup>st</sup> September

	Site not secure		<p><i>for five minutes, working back from the most remote outlet to the calorifier.</i></p> <p><i>Cold outlets shall be run with the respective hot outlet.</i></p> <p><i>Flushing of all WCs, with lids closed, following plant shutdowns and holiday periods of over one weeks duration.</i></p> <ul style="list-style-type: none"> <li>• Fire alarm testing</li> </ul> <p>The site manager has carried out a test and the system is fully working.</p> <ul style="list-style-type: none"> <li>• Repairs</li> </ul> <p>The site manager has conducted a full visual check of the site and there are no outstanding repairs required.</p> <ul style="list-style-type: none"> <li>• Grass cutting</li> </ul> <p>Contracted site maintenance team have cut grass.</p> <ul style="list-style-type: none"> <li>• PAT testing</li> </ul> <p>Date of last PAT testing is within last 12 months.</p> <ul style="list-style-type: none"> <li>• Fridges and freezers</li> </ul> <p>Site manager has carried out visual checks to ensure full working order. Fridges and freezers have been emptied and cleaned by a member of the cleaning staff.</p> <ul style="list-style-type: none"> <li>• Boiler/ heating servicing</li> </ul> <p>Heating currently turned off on summer mode.</p> <ul style="list-style-type: none"> <li>• Internet services</li> </ul> <p>Remote updates and monitoring of the school's internet has been carried out during the period of closure. Devices have been switched on, updated and checked.</p> <ul style="list-style-type: none"> <li>• Perimeter fencing</li> </ul>					
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			<p>Visual check carried out. No defects.</p> <ul style="list-style-type: none"> <li>Cleaning (prior to reopening) Cleaners have deep-cleaned all offices, toilets and classrooms thoroughly prior to re-opening in September.</li> </ul>					
<p><b>Entry to the school Grounds and Building(s) and movement within building/ grounds</b></p>	<p>Transmission of COVID19 to the School community</p> <p>Persons entering site with COVID19 symptoms</p> <p>Risks in not maintaining social distancing</p> <p>Danger to others from failure of pupils/parent to comply with health and safety instructions from staff.</p>	<p>Staff and Pupils</p> <p>Staff employed by Catering Company AiP</p> <p>Visitors</p>	<p>Compulsory hand washing/use of hand sanitiser for any person upon entering the school building. Physical distancing and hygiene measures will be explained to visitors on arrival.</p> <p>The school will notify pupils &amp; parents and staff of the process for safely removing face coverings when pupils and staff who use them arrive at school. Pupils <b>must</b> be instructed <u>not to touch</u> the front of their face covering during use or when removing them. They <b>must</b> wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Clear signage displayed as follows: Posters displayed at all main school entrances reminding not to enter the premises if you or anyone you live with is displaying any symptoms of COVID-19.</p> <p>Signage to remind parents at drop off and pick up times of social distancing requirements so that large groups do not congregate.</p> <p>Staff, children &amp; pupils must not attend if they have symptoms or are self-isolating due to symptoms in their household;</p> <p>Hand sanitiser at all main entrances and in every classroom where there is no sink/soap facility.</p> <p>School <b>will not need</b> to take pupil's temperatures every morning</p> <p>No parents will be permitted to enter the school building without a prior appointment and appointments will only be made when alternative remote communication is not possible</p>	Low	<p>Display clear signage/posters for each class route into school.</p> <p>Social distancing lines re-painted/markers at each collection point where space is limited and does not allow for natural segregation.</p> <p>Remind parents &amp; staff that the <b>10</b> day self-isolation period for persons displaying symptoms is still current. Other household members need to isolate for 14 days.</p> <p>Staff &amp; Parents aware of the NHS 'track &amp; trace' process and responsibility to inform school management if they are advised to socially isolate</p>	Low	HoS / Admin	By 08.05.20



			<p>The following arrangements will be in place;</p> <p>Parents have been informed to only enter the school site through their allocated entrance/gate and hand their child to the member of staff promptly.</p> <p>Parents have been informed that they must leave the school site immediately and not stop to talk to other parents as this will prevent the safe drop off and collection of other pupils and will make social distancing on and around the school site very difficult.</p> <p>Parents have been informed that it is imperative that every parent adheres to the drop off and collection time expectations and always maintains a 2m distance between other families.</p> <p>The following has been circulated to all parents (see also Section D)</p> <p><b>DROP OFF:</b></p> <ul style="list-style-type: none"> <li>➤ Please do not arrive early as it's imperative that we reduce contact between adults and bubbles.</li> <li>➤ Social distancing lines will be painted at each entrance point.</li> <li>➤ Parents and children must not breach these boundaries.</li> <li>➤ Prior to entering the building, each child will sanitise their hands.</li> <li>➤ Parents must leave the school premises as soon as their child is under the care of a staff member.</li> <li>➤ Only one adult is permitted to drop off a child.</li> </ul> <p><b>COLLECTION:</b></p> <ul style="list-style-type: none"> <li>➤ Please do not arrive late (see above)</li> <li>➤ Please wait at the queuing area or where your child was dropped off, observing social distancing and a member of staff will release</li> </ul>		<p>for 14 days because of a contact alert.</p>			
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			<p>your child to you.</p> <ul style="list-style-type: none"> <li>➤ Only one adult is permitted to collect a child.</li> <li>➤ If a member of staff needs a private discussion with you, this will be via a phone call.</li> <li>➤ If your child needs to leave the site early (i.e. if they become unwell) you will be given instructions on where to collect your child via a phone call.</li> </ul> <p>Parents are not permitted to enter the school site unless there is an urgent or pre-arranged need. Instead staff will be available for phone calls and emails to discuss any aspects of concern.</p> <p>Where any visitor's behaviour gives cause for concern the school will use the process set out in the Federation's Policy for Managing Aggressive Behaviour from Parents or Visitors to our school.</p> <p>Visitors will not be permitted to come into the school building unless their visit is essential to the safe and effective running of the school and their involvement cannot be carried out in any other safer manner off site. Where visits must take place they should happen outside of pupil hours if possible. A record is kept of all visitors to the school.</p> <p>Where it is an external contractor they should be able to share their employer's risk assessment with the school. Where possible their entry will be delayed to a time when no pupils and few staff are on the school site.</p> <p>All deliveries or external mail will be kept at school gates and a poster will be displayed for delivery person to ring and inform school office. If a signature is required this will be done by socially distancing at the school gate.</p> <p>No lettings will take place in first half of autumn term. After this, NO after school lettings of the school buildings to non-</p>		<p>Barrier screen to remain closed in reception area for any visitors to remain behind whilst dealing with staff.</p> <p>The LA has produced guidance for all professional visitors to school to follow. Risk assessment carried out where any essential visitor has to enter the site/building. NB: Their employer may require them to wear PPE.</p> <p>Gloves and face mask can be worn by admin to collect delivery if this requires signature.</p> <p>SBM to inform all lettings</p> <p>Where possible a designated toilet cubicle door will be labelled with the name of the</p>			
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			<p>pupils of the school. Where any after school letting is agreed it must only be for the children attending the school and not cause year groups to mix - external groups who fall into this category (such as gymnastics coaching) MUST be able to provide a written risk assessment and receive the approval of the EHT prior to any club commencing. The EHT's decision is final. <i>Clubs may incur additional cleaning costs to ensure the spaces used are ready to receive pupils the following morning.</i></p> <p>Classroom entry and exit routes have been determined and appropriate signage in place.</p> <p>The school site is too small to be able to implement any one-way system. There is only one corridor with pupil lockers – external classroom doors (where present) will be used for entrance and exit to the school by the appropriate 'bubble' to limit movement along this small corridor.</p> <p>No class needs to walk through another classroom to access their own area.</p> <p>Staggered starts, breaks, lunchtimes and end to the school day will ensure no groups of children or parents are passing in close proximity. See appendix D.</p> <p>Year 5 &amp; 6 have their own toilets. Year 4 have access to toilets on the first floor shared with only one other very small morning only bubble, Year 3 will have access to their own toilets. Years 1 and 2 have access to a designated toilet block. Toilets will be cleaned regularly throughout the day. Government guidance states that it is not necessary for each bubble to have an allocated toilet cubicle. EYFS have their own toilets and cubicles are allocated to Nursery or Reception pupils.</p>		'bubble' to use that toilet.			
<b>Evacuation of Building(s)</b>	<p>Delay in pupils and staff evacuating building leading to harm</p> <p>Trips and falls</p>	Staff Children	<p>Evacuation routes will be confirmed, and signage will reflect these.</p> <p>Fire drill to be completed in first few days of increased numbers of staff/pupils being in school.</p> <p>In the event of an emergency evacuation, the priority is</p>	Med	Staff will be briefed on any changes to evacuation procedures and if changes are made these will	Med	HoS	By end of September 2020 and at least termly thereafter.

			getting out of the building quickly and calmly, regardless of social distancing.		be documented in a FRA/H&S policy addendum  PEEPs (Personal Emergency Evacuation Plan) will be written for any occupant who is likely to require assistance.			
<b>Pupils &amp; staff with prior medical conditions deemed as 'Clinically extremely vulnerable'</b>	Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects  Some BAME children/ pupils & staff members are statistically at higher risk	Staff Children and their families.	The following information has been circulated to staff and parents.  Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). The small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. The link to <a href="#">current advice on shielding</a> ;  Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, School will be able to immediately offer them access to remote education;  A person who lives with those who are clinically extremely vulnerable or clinically vulnerable can attend School;  Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <a href="#">clinically-vulnerable people</a> which will be kept updated;  A child/young person or a member of staff who lives with someone who is clinically vulnerable ( <u>but not clinically extremely vulnerable</u> ), including those household members who are pregnant, can attend their School or childcare setting.  A staff audit of need has been carried out and the EHT is fully aware of individual members of staff circumstances.	High	Office for National Statistics shows a greater impact of COVID-19 on Black communities - staff or pupils for whom this is relevant will be made aware and any individual risk assessment carried out as necessary.  Parents to inform HoS should their child's circumstances change.  Staff to inform EHT should their circumstances change.  Regularly checking in with parents of children who are	Med	HoS  HoS  EHT  TP/ SENCO	

					at home. School management will liaise closely with all Parents of more clinically vulnerable pupils/ Staff members on any person/household isolating from school. Personal details will not be disclosed, only the fact that the process is in operation.			
<b>Staffing</b>	<p>Non appropriate staffing leading to lack of appropriate supervision causing injury or failure to complete duties causing illness</p> <p>Partial closure for a year group due to insufficient available staff – remote learning offer would start immediately.</p>	Staff children	<p>We have planned our staffing to ensure it is sufficient for the return of all pupils. Each class bubble is no more than 30 pupils.</p> <p>Audit of staff completed – all current needs known by EHT in advance of planning. Staff (unless ill) are expected to be available to work their usual contracted hours whether this is at home or on school site – in line with Shropshire HR advice.</p> <p>Staffing includes at least one of each of the following:</p> <ul style="list-style-type: none"> <li>• Paediatric First aider (when children under 3yrs are present) <ul style="list-style-type: none"> <li>• First aider</li> </ul> </li> <li>• Designated Safeguarding Lead or Deputy (DSL/DDSL)</li> <li>• Caretaker/site member (at set times during the day)</li> <li>• Office staff member</li> <li>• Member of SLT or ELT</li> </ul> <p>The Federation SENCO &amp; LSAT will be available by telephone to provide any necessary advice or support to parents of pupils with additional needs.</p> <p>Established approach to staff absence reporting and recording in place. All staff aware.</p>	Low	<p>Directly employed supply staff or agency staff will be bought in if staffing numbers drop due to illness.</p> <p>Staff to inform EHT of any change in personal circumstances asap.</p> <p>Arrangements for accessing COVID-19 testing, if and when necessary, are shared.</p>	Low	EHT	

	<p><b>Risk to pregnant staff</b></p> <p><b>Risk to infants of nursing mothers who have recently returned from maternity</b></p>		<p>In the event of a member of staff having to isolate, arrangements and expectations for staff who are working from home are in place have been discussed with the employee and leadership have communicated arrangements with those staff and their role in continuing to support the working of the school is clear.</p> <p>Staff dress code applies from September as outlined in the staff handbook.</p> <p>Approaches for meetings and staff training in place using Microsoft Teams in place of face to face contact</p> <p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision. Head of School to ensure a continued focus on remote learning can be maintained for any children who are not attending school.</p> <p>Provision for pregnant members of staff has been agreed with those staff known to be pregnant. Those who are pregnant are strongly advised to follow the social distancing guidance.</p> <p>Where a pregnant member of staff cannot work from home in the future, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Where this is necessary, we will undertake a further risk assessment involving occupational health, (where RA determines this necessary). We will follow the published guidance from The RCOG.</p> <p>Nursing mothers – Where a member of staff needs to express milk during their working day a dedicated private space will be allocated to them and they will also be made aware of the fridge in which to store their milk. Fridge will be cleaned regularly.</p> <p>Nursing mothers advised to do as follows;</p> <ul style="list-style-type: none"> <li>• wipe over with a cleaning wipe the bottle/ pouch/ pump before &amp; after it goes into the dedicated fridge</li> <li>• use a clean plastic container to put all items in for the</li> </ul>		<p>A separate pregnant members of staff risk assessment to be completed for any pregnant staff member.</p> <p>We will ensure that all pregnant staff are aware of The NHS guidance for pregnant women: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/</a></p>		HoS	
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	<b>leave.</b>		journeys, again cleaned with hot water & detergent every night.		and <a href="https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/">https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/</a>  Any member of staff who becomes pregnant MUST inform the EHT as soon as possible so a specific risk assessment can be completed.			
<b>Pupil well-being</b>	<b>Emotional distress of pupils caused by loss of routine</b>  <b>Anxiety or Trauma caused by the pandemic</b>  <b>Social isolation or loneliness impact on the mental health</b>  <b>Loss/Coping with bereavement - Since 20<sup>th</sup> May, children may have first-hand experience of the death of a loved one.</b>	Pupils Parents Staff	<p>We are an Attachment Aware school - we have in place sensitive and humane approaches concerned with the fundamental wellbeing, and secure positive development of CYP in our schools and settings. These will continue to take priority during full reopening.</p> <p>All staff have participated in Attachment Training – they have an understanding of the effects of trauma on CYP.</p> <p>We will work hard to rebuild our relationships with all pupils, recognising that this underpins EVERYTHING that we do.</p> <p>We have a directly employed Early Intervention Practitioner who can deliver direct work to children and families remotely as required. Parents can contact the school to request her involvement. She can signpost families to appropriate support where school are not the best placed organisation to deliver the necessary support.</p> <p>Within individual bubbles, groups will collectively acknowledge the events of the past months. Celebrate successes during lockdown – celebrate community efforts/resilience.</p>	Low	PSHE leads to signpost staff to appropriate resources to use within bubbles – recovery curriculum.	Low	HoS & PSHE leader	08.06.20

			<p>We will revisit the school's core Christian values and use the same 'in bubble' reward systems to promote values.</p> <p>We will endeavour to provide all children with clearly demarcated boundaries to feel psychologically as well as physically safe and the importance of these will be emphasised, in safety terms, on pupils' return. We will establish new routines.</p> <p>We will identify and support those children who are in need of support and communicate any concerns to their parent and agree how we can best work together to support the child.</p> <p>Teachers and other adults who listen to pupils with empathy and will strive to be flexible.</p> <p>The virtual check-ins that have been established during lockdown will be maintained for any child not attending school.</p>					
<b>Staff welfare</b>	<p><b>Emotional distress of the staff - including anxiety</b></p> <p><b>Not being able to sufficiently reduce contact across groups</b></p> <p><b>Increased staff absence</b></p> <p><b>Reduced performance of staff impacting on</b></p>	<p>Staff Pupils Parents</p>	<p>The EHT has regularly written to the whole school staff since March 20<sup>th</sup>. Staff have been kept informed about key changes and expectations of them as well.</p> <p>Staff have been provided opportunities to respond to plans as they have developed. Individual staff circumstances with regards to a return to full contracted hours on site have been considered and reasonable measures taken where necessary to support individual staff. From September all staff should return to their full contracted hours but a degree of flexibility is asked for in respect of the staggered start and finish times for class bubbles.</p> <p>ALL teaching staff will take the PPA time to which they are contractually obliged to receive on a timetabled basis using HLTAS for cover where possible. PPA can be taken off-site until further notice.</p> <p>Staff room has signage to remind staff of need for strict social</p>	Med	<p>HoS to provide further guidance as necessary to teaching staff on the delivery of learning opportunities</p> <p>Share other contacts/sources of information such as MIND</p> <p>Referral to Occupational Health for clarity on circumstances someone in school should be working under</p>	Med	<p>EHT</p> <p>ELT/SLT</p> <p>TP/ST</p> <p>EHT</p>	08.06.20



	<p><b>pupils</b></p> <p><b>Staff resignations - longer term impact on whole school staffing.</b></p> <p><b>Increased stress – Roles may be overlapping with greater demands in shorter term, parents may make increased demands of staff, staff may have pressures exerted upon them from other sources e.g. family members requiring care.</b></p>	<p>distancing/maximum numbers of staff in any one space and reminding of hygiene measures to be taken during non-teaching time. Staff are encouraged to eat their lunch/take breaks outside when possible or in their classrooms as these allow for social distancing.</p> <p>The government is not currently recommending the universal use of face coverings in all schools. Where staff cannot reasonably maintain a 2 metre distance between themselves and other adults (members of staff, parents or visitors), then a face covering <b>should</b> be worn unless the member of staff is exempt on the following grounds:</p> <p><b>Exemptions</b> Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>Office based staff should be contacted by email or telephone when possible as some offices are very small and do not allow for social distancing. When face-to-face contact is necessary, communicate from doorway. Keep offices well ventilated by opening windows.</p> <p>NB: Handwash or hand sanitiser should be used before touching communal cupboards/hydro-boil/kettles in staff areas.</p> <p><b>*See also Section D Safe Systems of Work Table 1: showing staffing deployment, room allocation and staggered start and end times as well as staggered breaks and lunchtimes.</b></p>	<p>depending on health need.</p>				
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			<p>Staff have access to the Schools Advisory Service Well-Being App for counselling and other specific support services including nurses/GPs.</p> <p>Governors, while wishing to support school leaders during these difficult times, have recognised that they must allow school leaders the space to get on with making and implementing these decisions by working directly through the CoG as necessary.</p>				FGB	
<b>Hygiene</b>	Transmission of COVID19 to the School community	Staff Pupils Wider school community	<p>We use signs and posters and other teaching resources (as part of curriculum) to maintain personal hygiene standards and build awareness of good handwashing technique, and the need to increase handwashing frequency.</p> <p>Various posters to be display in all classroom and rooms in use with children</p> <ol style="list-style-type: none"> <li>1. e-Bug posters displayed:</li> <li>2. Horrid hands</li> <li>3. Super sneezes</li> <li>4. Hand hygiene</li> <li>5. Respiratory hygiene</li> <li>6. Microbe mania</li> </ol> <p>All occupants of building are encouraged and reminded to wash hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;</p> <p>Children and staff will clean their hands on arrival at the school, when returning from breaks, when they change rooms, before and after eating, and after sneezing or coughing; Encouraged not to touch their mouth, eyes and nose; Encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');</p> <p>We have ensured that sufficient handwashing facilities are available. Where a sink is not nearby, we provide hand</p>	Med	Set clear expectations of pupils for handwashing and use of toilets to ensure they are kept clean and social distancing from adults and other bubbles is achieved as much as possible.	Med	Teachers/TAs to communicate message	Ongoing

			<p>sanitiser in classrooms/offices.</p> <p>Where possible, we are providing paper towels as an alternative to hand dryers in handwashing facilities. Where possible, all spaces will be well ventilated using natural ventilation, opening windows or propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>					
Catering	Transmission of COVID19 to the School community	<p>Staff and Pupils</p> <p>Staff employed by Catering Company AiP</p>	<p>Arrangements for the continued provision of FSMs for children not attending school are in place over the summer holiday period– Edenred site used for vouchers.</p> <p>There is specific Government guidance for school meal providers to follow.</p> <p>Rec/Y1/Y2 children to receive UIFSM when attending school</p> <p>There will be set times for bubble year groups to enter the dining hall. Lunchtime staff will need to clean tables after each bubble and social distance between bubbles. Only one bubble will be in the dining hall at any time. They will be seated together and eat together and when last child has finished, the bubble will leave the hall.</p> <p>Arrangements for when and where each group will take lunch are in place so that children do not mix with children from other groups.</p> <p><b>Lunch arrangements: see appendix E</b></p> <p>For weeks beg 31<sup>st</sup> Aug and 7<sup>th</sup> Sept all children will have a packed lunch (either ordered from AiP or brought from home) and they will eat in their classrooms or outside with their bubble. A TA will need to collect the AiP packed lunches from the kitchen staff.</p> <p>From the week beg 14<sup>th</sup> Sept we will offer a hot meal for EYFS and KS1 on one week and then KS2 on next week &amp; so on. Bubbles with only the packed lunch option will eat in their classrooms or outside.</p> <p>We will allow 15 minute sittings for our KS2 and 20 minutes for KS1 classes. Research shows that 10 mins is sufficient for eating and then there is time for cleaning before the next bubble uses the space. Catering staff will only enter the</p>	Low	<p>All rubbish from lunchtime to be put into a bin bag by each child. The bag is tied afterwards and left for cleaners.</p> <p>Where parents send their child with a packed lunch they should be asked to ensure that their child can open any packets/bottle independently. Where necessary adults will support but parents will be informed so as appropriate changes can be made.</p> <p>Daily numbers for FSM, UIFSM and paid school packed and hot lunches submitted</p>	Low	EHT/ HoS	By 08.06.20
							Admin	Weekly /daily

		<p>dining area when no children are present. Lunchtime duty staff will set tables and fill water glasses for any child who has not got their own bottled drink. Communal water jugs will not be used.</p> <p>Children must wash hands before and after eating (snack or lunch) and only eat in their designated place/table or in a designated outdoor space. Only one side of a rectangular dining table to be used. Children will not be sat facing each other.</p> <p><b>Whilst it is still preferable for children bringing their own packed lunch from home to bring it in a paper bag, a small, clean lunch box may be brought into school from September and stored in the pupil's own locker/on desk (lunch box trollies will not be used to prevent any cross-contamination from surfaces). Parents must wash/disinfect their child's lunchbox each day.</b></p> <p>Any lunchtime supervision will be at a 2 metre distance as far as practically possible. A one-way system will be used at the servery to limit contact.</p> <p>Arrangements for school packed lunch food deliveries in place – Alliance in Partnership deliver food to usual external entrance. <b>AiP staff only in kitchen area.</b> Member of staff from each bubble collects packed lunches for their bubble at the set time from the trolley which will be sited outside the kitchen.</p> <p>Bubbles on their hot meal days will have an allocated time slot for using the dining hall. The class will be seated at the same time, will wait for all to finish their meal and leave the hall at the same time with their lunchtime supervisor.</p> <p><b>See Table 1 Section E for specific lunch times of bubbles.</b></p> <p>The EHT has received and reviewed the risk assessment from AiP</p> <p>All parents instructed to send their child with a clean, named</p>		<p>to AiP in advance</p> <p>Publish AiP menu and RA on website</p> <p>Communicate lunch bubble arrangements – week on hot meals/week off to parents from 14<sup>th</sup> September</p> <p>Demarcate outdoor space to be used by each bubble at breaktime and lunchtime.</p>		<p>L.Anson Admin</p>	<p>01.06.20</p>
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			water bottle each day.  Staff to be responsible for own drinks, mugs and lunches and the cleaning or disposal of these.					
<b>Safeguarding and Managing Pupil Behaviour</b>	<p>Risks to vulnerable pupils at home increase.</p> <p>Psychological distress manifesting in pupil behaviour.</p> <p>Lack of pupil engagement - School may seem less relevant to some after a long period of isolation.</p>	Pupils	<p>Updated Child Protection Policy in place from September 2020 to take into account KCSIE changes. COVID addendum and Behaviour Policy addendum remains in place in the event of a local lockdown.</p> <p>Staff to inform DSL or Deputy DSL of any concerns as per policy.</p> <p>Work with other agencies has been undertaken to support vulnerable CYP and families.</p> <p>Addendum to Behaviour Policy outlines clear expectations of pupils during this difficult period.</p> <p>New CP policy to be circulated to all staff on 01.09.20 and published on website.</p> <p>Addendums to CP Policy and Behaviour Policy circulated to all staff and published on school website.</p> <p>Children who deliberately put the health and safety of others at risk will be subject to exclusion.</p> <p>See also pupil well-being section of this document.</p>	Low	HoS/SENCO/LSA T/ELSA to continue to provide support to staff regarding pupil behaviour = staff to use referral form in-line with Behaviour Regulation Policy	Low	L. Anson – website updates	By 01.09.20
<b>Contamination of surfaces</b>	Contamination of surfaces with COVID-19 leads to transmission of the virus within school community	Pupils Staff Cleaners	<p>The school uniform policy will resume from September 2<sup>nd</sup> 2020 with parents notified that pupil uniform does not need cleaning any more often than usual.</p> <p>Pupils and teaching staff can, from September, take books and other shared resources home although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</p> <p>Children will be allocated a named, personal plastic zip wallet in school in which to keep their personal items of stationery such as frequently used pens and pencils and a ruler. This is</p>	Low	<p>Remove unnecessary items from classrooms and other learning environments where there is space to safely store it elsewhere.</p> <p>Group leaders to inform parents in advance of Forest</p>	Low	Teachers/ TAs	ongoing

		<p>to remain in school.</p> <p>Classroom based resources, such as books and games, can be used from September and shared within the pupil group; these should be cleaned regularly, along with all frequently touched surfaces so teachers will still need to limit what resources are available so they can have knowledge of what needs to be cleaned.</p> <p>Resources that are shared between classes/bubbles, such as centralised PE, DT and science equipment should be cleaned frequently, meticulously and <u>always between classes/ bubbles</u>, 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 groups.</p> <p>Pupils may bring a small draw-string type bag to school from September and pegs will return to use but children, with the support of parents, should ONLY bring essentials to school which are lunch, coat, and reading/scheme book. A PE kit can be kept in school. Children can bring in Forest School clothing as required in a clean bag.</p> <p>Outdoor playground equipment has been organised into boxes for each bubble and this will be frequently cleaned.</p> <p>Teaching staff will give careful consideration to which curriculum activities can be safely carried out. Outdoor learning will take place when possible.</p> <p>School Management have noted that there may be an additional risk of infection in environments where pupils or others are singing, chanting, playing wind or brass instruments or shouting. To reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing <b>should not</b> take place in larger groups such as school choirs and ensembles,</p>		<p>School days via Parent Mail.</p> <p>Tape off climbing frames and permanent outdoor equipment.</p>			
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			<p>or school assemblies.</p> <p>Carpet based activities in classrooms will only be carried out in small groups where children face forward and not towards each other and where they can remain 2 metres away from the adult.</p> <p>PE/Sports: For physical activities, pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, <b>and contact sports avoided (no playtime football – penalty shoot-out games only within bubbles)</b>. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in sports settings because of the way in which people breathe during exercise.</p> <p>Teachers can consider dividing class into two smaller groups for PE where a TA is available to remain in class (rotate). Younger children can change for PE at their desks. Careful consideration should be given to where/when our older children will change for PE to allow appropriate levels of privacy (If PE follows a break, one group could change 5 mins before end of break)</p> <p>Nurs/Rec - Only pumps to be changed into for PE – this reduces likelihood of our youngest pupils needing help with dressing.</p> <p>No toys to be brought in from home.</p> <p>Classroom or other learning environment is occupied by the same children in one day.</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed from classroom environment.</p> <p>Limited shared use of high-touch items and equipment, for</p>					
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			<p>example, printers or whiteboards. Teacher only use of IWB.</p> <p>Tablet devices and laptops cleaned with Milton after each use.</p> <p>Play equipment that is used, is appropriately cleaned between groups of children using it, &amp; multiple groups are not to use it simultaneously – if it cannot be appropriately cleaned it will not be used.</p> <p>No climbing frame/trim-trail to be used.</p> <p>All resources that can be disinfected in Milton will be cleaned each day.</p>					
<p><b>Use of Personal protective equipment (PPE) in School setting</b></p>	<p>Transmission of COVID19 to staff and children</p>	<p>Staff Pupils Wider school community</p>	<p>The Government advice with regards to face coverings is; 'They do not need to be worn outdoors, while exercising, in schools, in workplaces such as offices and retail, by those who may find them difficult to wear, such as children under two or primary aged children who cannot use them without assistance, or those who may have problems breathing while wearing a face covering.' <b>Therefore children should not wear a face mask when in school.</b></p> <p>Wearing a face covering or face mask in schools or other education settings is not recommended by Government; however staff can discuss the use with EHT if necessary. <b>If any member of staff wishes to wear a clear visor whilst working with children then this is acceptable however staff should make themselves aware of the PHE guidance on the safe removal of PPE.</b></p> <p>The government is not currently recommending the universal use of face coverings in all schools. Where staff cannot reasonably maintain a 2 metre distance between themselves and other adults (members of staff, parents or visitors), then a face covering <b>should</b> be worn unless the member of staff is exempt on the following grounds:</p> <p><b>Exemptions</b> Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering</li> </ul>	<p>Low -</p>	<p>Admin to make up small PPE kits for classrooms/ Offices – sealed bags</p> <p>Staff requiring a clear visor to speak to the Federation SBM regarding ordering.</p> <p>ELT/SLT to monitor staff social distancing – this is important should we have a confirmed case and raise any concerns with the EHT asap.</p>	<p>Low</p>	<p>Admin</p> <p>L.Anson</p>	<p>01.06.20</p> <p>By 01.06.20</p>



		<p>because of a physical or mental illness or impairment or disability</p> <ul style="list-style-type: none"><li>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li></ul> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>PPE (disposable aprons, gloves and masks) have been ordered and processes in place to check stock daily and reorder as necessary.</p> <p>First aiders to have allocated pair of goggles to be worn as required – <b>see First Aid section below and also Intimate Care Policy which has been reviewed to include COVID-19 protocols.</b></p> <p>Our Intimate Care policy has been reviewed to incorporate measures to protect against the transmission of COVID-19 and must be read by any member of staff who is likely to engage in providing intimate care during the course of their work. Intimate Care policy published on website and circulated to all staff</p> <p>Bulk PPE resources will be stored centrally in the school office.</p> <p>Each teacher/classroom will be provided with a small sealed bag containing a small supply of disposable gloves and masks for use in an emergency action.</p> <p>Gloves should be worn when wiping any surfaces or learning resources.</p> <p>Masks to be used for specific reasons – see first aid and dealing with a member of staff or a pupil who is displaying symptoms of COVID-19.</p> <p>Cleaners are provided with appropriate PPE – gloves and</p>					
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			aprons as a minimum to be worn for all cleaning activities. Eye, mouth and nose protection also available for staff cleaning an area that has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19).					
<b>First Aid</b>	Transmission of COVID19 to staff and children	Staff Pupils	<p>In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum we will ensure the following;</p> <p>First aider will always be on site but unable to have one in each group due to limited staffing. If a first aider is called away from their own bubble then a message must be sent via administrator for the member of SLT/ELT on site to temporarily cover the bubble (at a social distance) if there is no other adult already present with the group.</p> <p>First aiders have been updated regarding COVID-19 protocols.</p> <p>Stock check carried out of first aid supplies and adequate first aid and associated provision is made at all times</p> <p>Adequate PPE is available next to every first aid area.</p> <p>Where there is a possible risk of infection all necessary precautions <b>must</b> be followed; face, and eye protection and contact with the casualty's airway must be avoided. A fluid resistant (IIR type) face mask <b>must</b> be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a fluid resistant (IIR type) face mask <b>must</b> be worn by the supervising adult.</p> <p>An ambulance will be called for when a first aider determines that a member of staff or a child's condition requires this.</p> <p>When CPR is required this will be carried out in accordance with current protocols from the Resuscitation Council. Chest compressions and defibrillations will be applied while waiting for the ambulance and advance lifesaving care. If staff have to administer rescue breaths during an emergency they can</p>	Med	<p>Provide all necessary means of cleaning equipment following any type of emergency</p> <p>Regular checking of PPE supplies and First Aid supplies – systems in place for reordering.</p>	Med	Qualified First Aiders	

			<p>use the first aid Resus Shields in the emergency pack.</p> <p>For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival</p>					
<p><b>Response to suspected / confirmed case of COVID19 in school</b></p>	<p>Transmission of COVID19 to staff and children</p>	<p>Pupils Staff</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;</p> <p>Isolation room set up with appropriate equipment and PPE for staff outside in easy to access area. If a child is awaiting collection, they should be moved, if possible, to the Hexagon (gazebo) where they can be isolated under cover with appropriate ventilation with appropriate adult supervision from a 2m distance. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;</p> <p>If they need to go to the bathroom while waiting to be collected it should be ensure that no other children or staff enter this area until they have finished and it has been cleaned.</p> <p>The area/room <b>must</b> be cleaned and disinfected using standard cleaning products before being used by anyone else; Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment. Cleaning of an area after someone with suspected COVID-19 has left will reduce the risk of passing the infection on – staff must wear disposable gloves and aprons for cleaning. Once used these will need to be double bagged and stored safely for 72 hours before being placed in general waste bins. Disposable cloths will be used, firstly cleaning hard surfaces with warm soapy water before disinfecting with the school</p>	<p>Med</p>	<p>PHE will be reviewing their guidance on this aspect during July/August 2020.</p> <p>Education settings as employers can book tests through an online digital portal. There is also an option for employees to book directly. A small number of home test kits will be made available to schools during the autumn term.</p> <p>Staff and parents to be made aware of the Track and Trace and their responsibility to inform school if they are advised to socially isolate</p>	<p>Med</p>	<p>First aiders</p>	

		<p>cleaning supplies. Attention to be paid particularly to frequently touched areas and bathrooms, corridors and handles. If the area heavily contaminated from bodily fluids gloves, goggles and aprons should also be worn. Hands should be thoroughly washed after all gloves and PPE removed.</p> <p>PPE <b>must</b> be worn by staff caring for a 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);</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, <b><u>they do not need to go home unless they develop symptoms themselves</u></b> (and in which case, a test is available) or the child subsequently tests positive. They <b>must</b> wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>All staff and pupils/ children who are attending the school setting will have access to a test if they display symptoms of coronavirus (new continuous cough or high temperature or anosmia) and should get tested in this scenario;</p> <p>Where the child, pupil or staff member tests negative, they can return to their school and the fellow household members can end their self-isolation;</p> <p>Where the child, pupil or staff member tests positive, the rest of their bubble be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>		<p>for 14 days because of a contact alert.</p> <p>In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).</p>			
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			<p>If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and school leadership will continue to work with their local health protection team who will be able to advise if additional action is required;</p> <p>In some cases, our local health protection team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p>					
<b>Transport Arrangements</b>	Transmission of COVID19 to the School community	Pupils Parents Staff School Community Taxi Drivers	<p>School communication encourages parents and children to walk or cycle to their school/ nursery where possible. Shropshire Transport have issued separate guidance to parents/service users with regards to travel to school. <b>(Circulated to all families during August)</b></p> <p>Parents are reminded not to congregate on car-parks or on footpaths around the school site.</p> <p>Social distancing encouraged</p> <p>When any child is brought to school by taxi, the taxi driver should telephone the school to inform the office that he is on the school car park and a member of staff will meet the child from the taxi (socially distancing) to ensure the child gets into school. Taxi driver to remain in vehicle. On collection the taxi driver should telephone the office when in the car park and a member of staff will bring child out to taxi.</p>	Low	Inform any taxi service of requirements re drop-off and collection.	Low	Lead Teacher/ HoS  admin	08.06.20
<b>Educational visits</b>	<p>Increased exposure to persons outside their community;</p> <p>Reliance on the visit environment being kept clean &amp;</p>		<p>Government advises against domestic (UK) <u>overnight</u> and overseas educational visits; No residential visits have been planned for the academic year 2020/21.</p> <p>School trips are permitted to resume however the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools, does not seem conducive with guidance. A risk assessment which identifies the COVID19 secure measures being taken at the trip destination would need to be carefully considered before any trip could take</p>	Med	Risk assess any plans for potential trips as necessary.	Med	HoS  admin	

	<p>appropriately cleaned;</p> <p>Visit to areas subsequently designated as a COVID19 'hotspot'.</p>		<p>place. The school's EVC &amp; EHT must be satisfied that all necessary preventative measures are in place for the duration of any journey as well as whilst at an off-site location before approval for a visit will be given. The EHT's decision is final.</p> <p>Staff can use the immediate local area to support learning when an appropriate written risk assessment is approved by the EVC.</p>					
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**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

Year Group and Group	Staff	Room	Arrival Time	Departure Time	Gate / door Entry and exit
Nursery	Mrs Duffy Mrs Gregg (am only)	EYFS Nursery	9:10 am	12.00pm	KS1 gate Nursery door
Reception	Miss Runham Mrs Gregg	EYFS Reception	9:05am	3:10 pm	KS1 gate Rec door
Year 1	Mr Wills Mrs Hickie	Year 1	9:00am	3:05 pm	KS1 gate Y1 quad door
Year 2	Mrs Kumar	Year 2	8:55am	3:00 pm	KS1 gate Year 2 (back door)
Year 3	Mr Taylor	Year 3	9:10am	3:15pm	KS2 gate Year 3 PG door
Year 4	Mrs Cope	Year 4 (upstairs)	9:05am	3:10pm	KS2 gate Library door
Year 5	Mrs Aston/Mrs Nokes	Year 5	9:00am	3:05pm	KS2 gate Playground door (steps)
Year 6	Mrs Talbot	Y6	8:55 am	3:00pm	KS2 gate Playground Y6 door



Staggered break-time arrangements: Y5 & Y6 classes use KS2 playground with designated zones from 10:15-10:30.  
Y3 & Y4 classes use KS2 playground with designated zones from 10:30 -10:45  
EYFS to use own playground as appropriate.  
Y1 & Y2 classes use KS1 playground with designated zones from 10:30 -10:45

## Information for Parents of all Children Attending School– September 2020

The following health and safety measures will be taken. Please note that these plans are subject to change depending on changes in DfE guidance or health and safety requirements:

1. Children will be placed in their class year groups (bubbles) as is usual and as outlined in Mrs Gaskin's letter on 29.06.2020 with the addition of a pure Year 4 class to ensure no class is larger than 30 pupils currently.
2. Bubbles have a maximum of 30 pupils per group. Social distancing within these year group bubbles is not deemed necessary between children but children and staff should endeavour to maintain social distance as should staff with each other.
3. The bubbles of children will be allocated members of staff that they will be working with as consistently as possible.
4. Bubbles of children **will not be allowed to mix at any part of the day to prevent the spread of the infection across bubbles.** This means that arrival, collection, lunchtimes and break times will be staggered.
5. Signage to remind parents at drop off and pick up times of social distancing requirements so that large groups do not congregate.
6. It is imperative that every parent adheres to the drop off and collection time expectations and always maintains a 2m distance between other families.
7. **DROP OFF:**
  - Please do not arrive early as it's imperative that we reduce contact between adults and bubbles.
  - Social distancing lines will be painted at each entrance point.
  - Parents and children must not breach these boundaries.
  - Prior to entering the building, each child will sanitise their hands.
  - Parents must leave the school premises as soon as their child is under the care of a staff member.
  - Only one adult is permitted to drop off a child.
8. **COLLECTION:**
  - Please do not arrive late (see above)

- Please wait at the queuing area or where your child was dropped off, observing social distancing and a member of staff will release your child to you.
- Only one adult is permitted to collect a child.
- If a member of staff needs a private discussion with you, this will be via a phone call.
- If your child needs to leave the site early (i.e. if they become unwell) you will be given instructions on where to collect your child via a phone call.

9. **As per the guidance, parents are not permitted to enter the school site unless there is an urgent or pre-arranged need. Of course we will be available each day for phone calls and emails to discuss any aspects of concern.**
10. Children will play outside at break and lunchtimes only with their bubble. They will be in a zoned area specifically for their bubble (and adult supervisors) only.
11. Each bubble will have their own set of playground equipment to play with. This will be wiped down at the end of each day. Children will not be allowed to play any contact games such as football. Playground climbing equipment cannot be used by any children.
12. **Lunch arrangements:** For weeks beg 31<sup>st</sup> Aug and 7<sup>th</sup> Sept all children will have a packed lunch (either ordered from AiP or brought from home) and they will eat in their classrooms or outside with their bubble. A TA will need to collect the AiP packed lunches from the kitchen staff. From the week beg 14<sup>th</sup> Sept we will offer a hot meal for EYFS and KS1 on one week and then KS2 on next week & so on.
13. Every classroom will be organised to try to ensure children are kept socially distanced from adults (as far as possible) and learning activities will be carefully planned to allow for this.
14. Every child will have their own set table and chair and they will sit side-by-side, facing forwards in the classroom. Children will usually be expected to remain at their desk in the classroom, unless directed to an individual activity by a staff member.
15. Children will have their own pack of stationery kept in a tray on their desk throughout the day. These will be cleaned at the end of the day by a staff member.
16. Shared resources and classroom equipment will be thoroughly cleaned at the end of the day.
17. Tables, door handles and light switches will be cleaned by staff during the day.
18. School resources such as reading scheme books and homework books or sheets **can** be sent home with the children but staff will use technology where possible to limit this.
19. **Please be aware that we cannot guarantee that children will socially distance from each other or staff because of their age and the school site although it will be encouraged.**
20. Children will wash their hands or apply hand sanitiser (provided by school) when entering school at the start of the day and after break/lunch/PE/forest school activities. If your child has an allergy to hand sanitiser, please inform the school office by email.

21. Strict hygiene measures will be adhered to throughout the day, including regular hand washing/sanitising.
22. The use of toilet facilities will be carefully monitored to ensure no queuing within a small space.
23. Each bubble of children will have access to a designated toilet area. This may also be allocated to other bubbles so regular cleaning throughout the day will take place.
24. Where appropriate, children will be supported to wash their hands by a member of staff.
25. Our behaviour policy has been reviewed to take into account COVID-19 guidance and includes the exclusion of any children who deliberately put others at risk (e.g. coughing or spitting at others) and children who will not (as opposed to cannot) comply with social distancing and hygiene expectations. This addendum is published on our school website.
26. Please note that school may need to be closed for some bubbles if there is an instruction from PHE.
27. In the event of a local area lockdown being enforced by the government, we will resume our remote learning offer.

### **What we ask of you:**

1. If your child, or any member of your household suffers from any symptoms of COVID-19 at any time, you **must** self-isolate at home. We can arrange for a test to take place and your child will be permitted to come back to school if this comes back as negative for the child and all members of the household. If any child tests positive, they will need to isolate for **10 days** and their bubble (both adults and children) **will have to isolate for 14 days from when the symptomatic person first had symptoms.** **Household members of those contacts sent home do not themselves need to self-isolate unless the child subsequently develops symptoms.** **Parents are expected to actively engage with NHS Test and Trace if they receive an alert.** **In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).**
2. If children are bringing their own packed lunch, that this is brought in a plastic or paper bag that can be thrown away at the end of lunchtime or a small sandwich box that is cleaned/disinfected daily.
3. Children should bring a named water bottle each day that returns home each day to be thoroughly washed. We are unable to fill water bottles so children can bring more than one bottle if needed.
4. **Please strictly adhere to all timings and social distancing when collecting/dropping off your child.** Please leave the school site immediately and do not stop to talk to other parents as this will prevent the safe drop off and collection of other pupils and will make social distancing on and around the school site very difficult.
5. If you wish to speak to a member of staff, please telephone the school. No parents will be permitted to enter the school building unless they have a pre-arranged appointment or the matter is urgent and cannot be addressed by telephone or email.
6. Please only send your child to school with the essential items they will need each day. They may bring a small school bag that will fit in their locker or on their peg (ideally without overhanging those belonging to other children) and when the weather turns colder, they can bring a coat. A clean PE kit can be kept at school in a clean pump bag.

7. Children must attend school **in school uniform** each day.
8. It is essential that any families who are using other providers for wraparound care before or after school adhere to the government advice to try to then limit the number of other contacts their child has.

All of the above measures are being taken to ensure the safest possible environment for your child and in accordance with current DfE guidance. We will always work very hard to continue to provide a happy, comforting and secure environment to limit any anxiety and fears your child (and you) may have and help them to enjoy their time in school. As always, your child's emotional wellbeing is of the utmost importance to us. We would really appreciate it if you were able to explain to your child that school will run differently to how it did prior to the partial closure and things they take for granted like holding hands and sitting/learning alongside each other will not be able to happen. We will also talk to and reassure the children at school.

These measures will be kept under review, and further additions made in the light of further risk assessments.

## E. Lunchtimes

St. Mary's Bluecoat Lunchtime Rota September 2020 <b>Week A</b>					
Hot meal option available/sandwich in hall			Sandwiches only (from home or AiP)		
Week One	Hall time (to eat lunch)	Hall Staff	Play time	Playground *	Playground Supervisor
YR (30 children)	12:00-12:20	Mon CH Tue DB Wed- Fri CA	12:20-1:00	EYFS	Natalie Roberts
Y1 (30 children)	12:20 - 12:40	Mon CH Tue DB Wed- Fri CA	12:00-12:20 12:40-1:00	KS1 LHS	Deana Sheldon HG/RH
Y2 (28 children)	12:40 – 1:00	Mon CH Tue DB Wed- Fri CA	12:00-12:40	KS1 RHS	
	Classroom time (to eat lunch)	Supervision:	Playtime	Playground *	Playground Supervisor
Y3 (21 children)	12:15 - 12:30	Class teacher/TA	12:30 -1:00	Playground LHS	Karen Drew plus CJ Mon/Tues/Wed MA Thurs/Fri 12.30 – 1pm
Y4 (26 children)	12:15 - 12:30	Class teacher/TA	12:30 -1:00	Playground RHS	
Y5 (23 children)	12:15 - 12:30	Class teacher/TA	12:15 – 12:30 12:45 – 1pm	Field RHS	
Y6 (22 children)	12:15 - 12:30	Class teacher/TA	12:15 – 12:30 12:45 – 1pm	Field LHS	

\*Divided with temporary fencing/taped off to maintain bubbles.

## St. Mary's Bluecoat Lunchtime Rota September 2020 **Week B**

**Hot meal option available/sandwich in hall**

**Sandwiches only (from home or AiP)**

Week Two	Classroom time (to eat lunch)	Supervision:	Play time	Playground *	Playground Supervisor
YR (30 children)	12:00 - 12:20	Class teacher/TA	12:20 -1:00	EYFS	Natalie Roberts  Deana Sheldon HG/RH
Y1 (30 children)	12:00 - 12:20	Class teacher/TA	12:20 -1:00	KS1 LHS	
Y2 (28 children)	12:00 - 12:20	Class teacher/TA	12:20 -1:00	KS1 RHS	
	Hall time (to eat lunch)	Supervision:	Play time	Playground *	Playground Supervisor
Y3 (21 children)	12:00-12:15	Mon CH Tue DB Wed- Fri CA	12:15-1pm	Playground LHS	Karen Drew plus CJ Mon/Tues/Wed MA Thurs/Fri 12.30 – 1pm
Y4 (26 children)	12:15-12:30	Mon CH Tue DB Wed- Fri CA	12:30-1pm	Playground RHS	
Y5 (23 children)	12:30 - 12:45	Mon CH Tue DB Wed- Fri CA	12:15-12:30 12:45-1pm	Field RHS	
Y6 (22 children)	12:45 – 1pm	Mon CH Tue DB Wed- Fri CA	12:15-12:45	Field LHS	

\*Divided with temporary fencing/taped off to maintain bubbles.

School Meal Calendar for Hot Meals from AiP:

**Reception, Year 1 and Year 2 Timetable (Universal Infant Free School Meal):**

Hot meal option available on the following weeks Week beg:	Sandwiches only (from home or AiP) Week beg:
	31 <sup>st</sup> August
	7 <sup>th</sup> September
14 <sup>th</sup> September	
	21 <sup>st</sup> September
28 <sup>th</sup> September	
	5 <sup>th</sup> October
12 <sup>th</sup> October	
	19 <sup>th</sup> October

**Year 3, Year 4, Year 5 and Year 6 Timetable (£2.30 per hot meal or AiP sandwich):**

Hot meal option available on the following weeks Week beg:	Sandwiches only (from home or AiP) Week beg:
	31 <sup>st</sup> August
	7 <sup>th</sup> September
	14 <sup>th</sup> September
21 <sup>st</sup> September	
	28 <sup>th</sup> September
5 <sup>th</sup> October	
	12 <sup>th</sup> October
19 <sup>th</sup> October	





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