

Recovery Plan and Risk Assessment

Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend childcare settings, schools or colleges
- 2) 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 and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) active engagement in NHS Test and Trace
- 6) People who are ill stay at home

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - 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.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
7. Keep your classroom door and windows open, for air flow.
8. Limit the number of children from your class using the toilet at any one time.
9. Limit your close contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.

System of controls

We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said 'must'. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations. This is the set of actions you must take. They are grouped into 'prevention' and 'response to any infection'. If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment. These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term.

Prevention:

You must always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Keep occupied spaces well ventilated.

In specific circumstances:

6. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
7. Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

8. Promote and engage with the NHS Test and Trace process.
9. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
10. Contain any outbreak by following local health protection team advice.

Aspect	Risk Before	Measures to Implement	DfE Guidance	Notes	Risk After
Staffing including communication School Workforce	H	<ul style="list-style-type: none"> ▪ Government mental health support information to be provided to staff ▪ Education Support Programme (www.educationsupport.org.uk) ▪ Alternative staff deployment may be required to support if contingency plan is implement ▪ SLT weekly meeting to be held in the staff room ▪ All staff meetings to be held in a larger well ventilated space ▪ Staff Meeting to be held in the spare classroom or staff meeting 3:30pm each Tuesday ▪ Staff absences – phone call to MG before 7:30am – adherence to procedure in staff handbook ▪ Individual support for staff where necessary. – signposted to relevant support and services ▪ Limit excessive contact and mixing with other adults/staff in school ▪ All virtual/online meetings must be attended from home ▪ Staff only on site for work purposes ▪ Teachers and teaching assistants in school daily for normal working hours ▪ A minimum of one member of Admin on site at between 8:30am and 4pm 	<ul style="list-style-type: none"> ▪ talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful ▪ Have regard to staff (including headteacher) work-life balance and well-being. 	<p>Evacuation procedure remains the same.</p> <p>Ensure ALL doors are closed on exit if evacuation is necessary.</p> <p>Ensure all staff are aware of the evacuation plan from their new room.</p>	M

Staffing Rotas	M	<ul style="list-style-type: none"> ▪ Staff assigned to specific roles and phases – September Plan ▪ Paediatric first aider on call at all times. Paediatric first aider on site at all times KMS ▪ Admin rota created to ensure minimum of 1 member of staff in the office at all times. Limit occasions where all 3 admin staff are in the office together due to close proximity ▪ School office to be manned daily between 8:30am and 4:00pm ▪ Time on site to be kept to a minimum – work related not socialising ▪ Teachers and teaching assistants in school daily working contracted hours ▪ One member of admin to be onsite between 8:30am and 4pm ▪ PPA to be taken as per PPA rota ▪ Teachers must not remain on site for PPA <p style="color: red;">In the event of an outbreak the outbreak plan would be implemented.</p>		<p>Teacher and TA to stagger lunches to cover lunch periods</p> <p>Ensure social distancing is maintained as much as possible in staff break out areas with staff from different phases.</p> <p>Staff only on site for essential WORK purposes</p>	L
Pupils	M	<ul style="list-style-type: none"> ▪ All pupils to be in school. ▪ Safeguarding team to be informed IMMEDIATELY should a child be absent with symptoms. ▪ Normal uniform policy ▪ Only BOOK BAGS permitted in classrooms – NO RUCKSACKS OR BACKPACKS ▪ Children to wear PE kits on PE days – no changing in school ▪ Attendance is NOT optional ▪ Attendance calls placed as normal ▪ Children’s drawers are to be removed ▪ Cloakrooms only to be used for coats <p style="color: red;">In the event of an outbreak cloakrooms would be out of use</p>	Local authority must be notified if a vulnerable person is isolating	<p>All attendance messages to be recorded on SIMs as a comment</p> <p>Admin to update COVID tracker daily</p> <p>Reasons for absence to be monitored carefully for possible symptoms</p> <p>Temperatures, coughs or changes to smell/taste dealt with immediately by isolating and sending home</p>	L

				Daily DfE return to be completed my MG	
Behaviour Policy	M	<ul style="list-style-type: none"> ▪ Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet. ▪ Utilise usual de-escalation techniques etc. Prevention rather than reaction ▪ Behaviour policy to be updated to September 2021 – circulated to staff and added to website ▪ Contact around school to be maintained via mobile phone to minimise movements. ▪ ALL staff to ensure that they have their mobile phone on them at all times in case of emergency and to ensure that both MGe and AB have their contact numbers – SLT are unable to access SIMS for staff numbers due to GDPR 		<p>Mobile phones used to communicate with MG/AB/SD/LD if support required. DO NOT use WhatsApp to communicate as it does not always connect in school</p> <p>All staff to ensure that they have MG and AB's numbers programmed in their phones</p>	L
		<p>Actions</p> <ul style="list-style-type: none"> ▪ Bring in own water bottles ▪ Lunch boxes can be brought to school MUST go home daily ▪ Book bags and diaries permitted ▪ PE kit to be worn ▪ Update behaviour policy – complete 			
PPE	M	<ul style="list-style-type: none"> ▪ Adults should not wear gloves unless cleaning, administering first aid or assisting with toileting/changing. ▪ Soiling of children other than Nursery should not be dealt with by staff. Parent should be rung immediately, and child sent home. For continence accidents children should where possible change and manage their own needs; staff support may be required for younger children. ▪ Hands must be washed or sanitised on immediate entry to school. ▪ Increased hand washing practices for staff and children MUST be in place. ▪ Emergency PPE kit supplied by CWAC ▪ Provision of PPE in isolation room ▪ Face coverings are optional for adults entering the school grounds collecting children, including before and after school club ▪ A visor is not a face covering but may be worn by those exempt should they wish to wear them. 		Adult to adult social distancing should be maintained between adults where possible	L

		<ul style="list-style-type: none"> A face covering/mask is advised for staff when parents are on the school premises. A face covering/mask must be worn by all visitors at all times unless eating or drinking <p>In the event of an outbreak face masks would be mandatory in all shared/communal areas and where 2m social distancing cannot be maintained in offices and classrooms.</p>			
Hand Cleanliness	H	<ul style="list-style-type: none"> All children must sanitise their hands on entry to school in the morning Additional bowls of warm soapy water to be provided in each classroom – to be replenished frequently All hands to be washed before eating, before and after playtime and lunchtime and before leaving school Supervision of use of hand sanitiser All staff and visitors to sanitise hands IMMEDIATELY on entry to school Hands must be washed or sanitised after removing or replacing a face mask. 	<ul style="list-style-type: none"> Ensure regular hand washing Handwashing or hand sanitiser stations to be provided Supervision of hand sanitiser Build hand cleanliness practices and routines into school culture 		M
Respiratory Hygiene	H	<ul style="list-style-type: none"> Ensure enforcement of 'catch it, bin it, kill it' Sufficient tissues provided Sufficient bins – emptied at lunch time Staff to support and educate children in safe respiratory hygiene All staff to be vigilant in ensuring all used tissues are disposed of immediately 	<ul style="list-style-type: none"> Ensure 'catch it, bin it, kill it' continues 	Children with complex needs who spit uncontrollably or use saliva as a sensory stimulant should not be denied face to face education – additional RA to be carried out if required	M
		<p>Actions</p> <ul style="list-style-type: none"> PPE kit provided and restocked by CWAC Individual pump action hand sanitiser bottles to be provided for each class – topped up daily by DE Paper towels to be replenished daily in classrooms – cleaning team Rolls of blue tissue to be used as an alternative to paper towels 			
Physical Building		<ul style="list-style-type: none"> Internal doors to be wedged open at all times including toilet doors (exceptions staff and disabled). Cloak rooms to be used for coats only. Children discouraged from bringing anything from home that is unnecessary. Only a water bottle, book bag and coat will be required. (lunch box) Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and 		Tables to be set out in dining hall and left out Carbon dioxide monitors to be located in each	M

		<p>aid ventilation. Fire doors can be propped open but ALL DOORS MUST BE CLOSED IF EVACUATION IS REQUIRED</p> <ul style="list-style-type: none"> ▪ One way circulation to continue for movement around the school grounds – must be adhered to at drop off and pick up time. ▪ Wedges to be used to keep doors open. ▪ Desks/tables to be positioned to avoid face to face seating – side by side or facing forward where this is practical and conducive to learning ▪ Assemblies to be held in Key Stages ▪ Movement around school kept to a minimum – toilet time encouraged around break times ▪ Additional staff breakout rooms – allocated as per the plan ▪ Book bags to be placed in a box on entry to the classroom ▪ Reading books and school planners to be placed in a basket on entry to school ▪ Water bottles to be kept on or under desk ▪ Shelf or surface to be provided in classroom for safe storage of lunchboxes ▪ A minimum of 2 windows per room to be open throughout the day (preferably not on the same wall to provide cross ventilation) ▪ External classroom doors to be left open during playtimes and lunchtimes to re-ventilate/refresh the air supply <p>Isolation Room- Sensory room</p> <ul style="list-style-type: none"> ▪ Remove all non-essential items in the isolation room. ▪ Include one desk and one table. <p>Outdoor Space</p> <ul style="list-style-type: none"> ▪ Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside. ▪ Children should be supervised to use the toilet before or after break times with only 2 children in the toilets at a time. ▪ Children must not be allowed to go to the toilet after 2:45pm once parents begin to arrive on site. ▪ Allocated class outdoor equipment may be used ▪ PE to take place outside as much as possible ▪ Encourage outdoor learning if weather and curriculum permit 		<p>room to monitor ventilation levels</p>	
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		Actions			
Teaching, Learning and Curriculum	L	<ul style="list-style-type: none"> ▪ Broad and balanced curriculum to be provided with focus on filling gaps in basic skills (phonics, reading, spelling, maths) ▪ Daily well-being sessions to be carried out in classes ▪ Teaching and curriculum to meet the needs of children within class ▪ Basic skills to remain a focus ▪ Remote learning offer as per remote learning policy with weekly timetable of activities linked to topics ▪ Weekly remote learning to be emailed to MG by 5pm each FRIDAY ▪ Staff to monitor Class Dojo for submitted work and provide feedback – minimum of weekly as per remote learning policy ▪ Remote learning uploaded to website by Martine each Sunday ▪ Same diet/curriculum to be received by children in school and at home ▪ Remote learning curriculum offer to be as per policy ▪ Educational visits and residential visits can resume. <p>In the event of an outbreak all educational visits/residentials/visitors would be cancelled.</p>	•	Phase leads to organise creation of weekly remote learning	L
		Actions			
		<ul style="list-style-type: none"> ▪ Curriculum offer to be reviewed by phase leaders with teaching staff on a weekly basis 			
Social Distancing	H	<ul style="list-style-type: none"> ▪ Physical contact such as handshakes and hugs must be avoided between educational staff 		Collection/waiting bays marked outside each	M

		<ul style="list-style-type: none"> ▪ Social distancing to be encourage amongst staff where possible ▪ Staff to be accountable for their social distancing practices ▪ STAFF MUST NOT ENTER THE 2M MARKED BOX WHEN COMMUNICATING WITH ADMIN STAFF <p>In the event of an outbreak 2m social distancing between adults would be mandatory and would be encourage between staff and children.</p>		<p>classroom with waiting spots. Staff to be out at key times to keep parents and children moving along the one way system.</p> <p>Staff must not engage in conversation with parents at the classroom door</p> <p>Person to person contact with parents to be kept to a minimum Parents encouraged to phone or email</p>	
Timetable for Day	H	<ul style="list-style-type: none"> ▪ Phase groups should have staggered break times and lunch times. <p>See timetable/plan for times</p> <ul style="list-style-type: none"> ▪ Lunch times- identified areas for phases to eat and times specified – it is vital that these times are adhered to. ▪ MTW Nursery to be at the main pedestrian gate at 11:45pm prompt on a Wednesday and to be dismissed from there. ▪ WThF Nursery to be collected from the main pedestrian gate at 12:15pm prompt ▪ SEE UPDATED PLAN ▪ Nursery sessions only offered MTW/WThF/30 hours ▪ KS2 snack to be facilitated <p>In the event of an outbreak the outbreak plan would be implemented.</p>	•	<p>KS2 snack to be collected from external kitchen door by an adult from each bubble</p>	M
Lunchtimes Playtimes	H	<ul style="list-style-type: none"> ▪ Children are not to access the building during lunch time unless for toileting ▪ Children not to be sent inside for first aid incidents, 			M

		<ul style="list-style-type: none"> ▪ More serious accidents should be communicated to SLT via phone. ▪ Consideration of activities to minimise potential accidents. ▪ Lunch timings adhered to at all times ▪ School dinners to be eaten in the assembly hall ▪ Packed lunches to be eaten in classroom ▪ Tables and chairs to be cleaned thoroughly after use in halls ▪ Normal school meals to continue ▪ NO BAND SYSTEM TO BE USED FOR SCHOOL MEAL OPTIONS ▪ Accurate recording on SIMS is essential ▪ Lunch registers to be cross referenced by staff BEFORE bringing children to the hall to minimise the numbers of children forgetting or changing lunch choices. ▪ Lunch registers to be checked for accuracy BEFORE saving. ▪ ALL midday assistants to return to the hall at the end of their hour with the class to ensure all tables and chairs are adequately cleaned ▪ Adult led games and activities MUST be provided within each phase during both playtime and lunchtime ▪ Consideration to games to minimise the risk of trips and falls <p>In the event of an outbreak the outbreak plan would be implemented</p>			
Movement- Children	M	<ul style="list-style-type: none"> ▪ Children’s movements around school must be minimised and supervised where possible ▪ Children will be able to run errands or take/collect items from the office however these should be limited ▪ Trips to the toilet should be coordinated with break times where possible <p>In the event of an outbreak the one way system will be reinstated and outbreak plan implemented</p>			L
Movement- Staff	H	<ul style="list-style-type: none"> ▪ Staff to be allocated break zones with kettle and facilities provided. To be wiped down after use ▪ External one way system adhered to at drop off and pick up time. ▪ Movement of staff to be minimised during the course of the day. ▪ School to be open to staff from 7:00am to allow photocopying etc and to minimise movements during the course of the day. 	<ul style="list-style-type: none"> ▪ stagger the use of staff rooms and offices to limit occupancy 	Staff room Meeting room and spare classroom to be set up and utilised as staff break zones	L

		<ul style="list-style-type: none"> ▪ Only essential movements between buildings to take place ▪ Use of photocopier and printer by classroom staff must be limited to before and after school. ▪ Allocated staff rooms ▪ Staff discouraged from leaving the school site during the school day unless essential ▪ A face mask should be worn by adults in school at school drop off and collection times. ▪ A face covering/mask must be worn by all visitors at all times unless eating or drinking. <p style="color: red;">In the event of an outbreak the one way system will be reinstated and outbreak plan implemented. Staff will be restricted to arriving no earlier than 7:30am and would be required to leave by 5pm.</p>			
Movement- Parents	H	<ul style="list-style-type: none"> ▪ Parents must not enter the school building unless authorised by MG. ▪ Markings on the floor for one way only around the school for drop offs and pickups. ▪ Encourage one parent/carer at drop off and collection. ▪ Spots for parents to stand on and wait that are 2m apart. ▪ No go zone for parents, staff to remain inside the doorway and release pupils ▪ Main gate in. Church Car Park out. ▪ Member of safeguarding team by church gate/exit at hometime ▪ Parents will not be allowed onsite during the school day – forgotten items, children being collected for appointments etc must be taken to/collected from the gate by a member of staff (admin where possible) <p style="color: red;">In the event of an outbreak the outbreak plan would be implemented. Face coverings would be mandatory whilst on the school grounds.</p>	<ul style="list-style-type: none"> ▪ encouraging parents and children and young people to walk or cycle to their education setting where possible 		M
Working Hours	M	<ul style="list-style-type: none"> ▪ All staff MUST be on site by 8:30am ▪ Caretaker to open school at 7.00am and carry out initial cleaning tasks and grounds checks. ▪ School will be locked daily at 6:00pm ▪ All staff working from home MUST be contactable as per remote learning policy. ▪ All staff MUST respond to any internal correspondence in a timely fashion – all communications MUST be acknowledged (like or reply) ▪ Classes must be available to accept children from 8:40am. 		Cleaner hours to be altered Additional cleaners employed through-out the day.	L

	<ul style="list-style-type: none"> ▪ Collection of children to facilitated from 3pm. ▪ All virtual/online meetings must be attended from home (exception of staff meeting or short meetings within the school day) ▪ Staff to minimise their time on site and only remain on site for WORK purposes. ▪ Staff children should avoid mixing ▪ TAs must not arrive on site more than 30 minutes before their start time and must leave within 30 minutes of finish time, however their presence on site must not impede the cleaning of the classroom or school. ▪ Teaching staff must ensure that they leave the site by 5:30pm, however their presence on site must not impede the cleaning of the classroom or school. <p style="color: red;">In the event of an outbreak teachers would be restricted to being on site between 7:30am and 5pm. TAs would be required to arrive and leave site no more than 15 minutes before/after contracted hours</p>			
<p>Premises checks</p>	<p>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</p> <ul style="list-style-type: none"> ▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use. <p>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/showers</p> <ul style="list-style-type: none"> ▪ Hot water generation servicing to continue in line with manufacturers’ criteria. ▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. ▪ Regularly check hot water generation for functionality and if required, temperature recording ▪ If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. <p>Gas safety</p> <ul style="list-style-type: none"> ▪ Do not isolate gas supplies to boilers and hot water generation 	<ul style="list-style-type: none"> ▪ During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. See DfE Good Estate Management for Schools Health and Safety page - https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety <p>For reference, use the Approved Code of Practice & HSG 274 for hot water.</p>	<p>Fire alarm to be tested every Monday at 7:45am by DE</p>	<p>M</p>

- To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation.
 - Continue planned gas safety checks including gas detection/interlocking Fire safety
 - Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.
 - Carry out weekly checks of alarms systems, call points, and emergency lighting.
 - Carry out regular hazard spotting to identify escape route obstructions.
 - Check that all fire doors are operational. Fire drills should continue to be held as normal.
- Kitchen equipment that holds water, for example dishwashers and combination ovens**
- Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.
- Security**
- All areas of the school should be kept secure.
 - Access to certain closed areas should only be possible by relevant staff.
 - Check that access control and lockdown systems are operational.
- Ventilation**
- All systems to remain energised in normal operating mode.
 - Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.
 - Where possible, occupied room windows should be open.
 - Ventilation to chemical stores should remain operational.
 - Minimum of 2 windows open in each occupied classroom/staffroom.
 - Internal classroom and office doors to remain open unless confidential work is being undertaken in an office
 - External doors to be opened at playtime and lunchtime
 - Main toilet doors must be open including staff toilets
- Other points to consider**
- Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control

		<p>and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode.</p> <ul style="list-style-type: none"> For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc. Update your keyholder information. Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers. Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: https://www.hse.gov.uk/news/work-equipment-coronavirus.htm Soap dispensers, hand sanitiser dispensers, paper towels and bins checked daily before school by DE Cleaning practices to be monitored and audited by MG and DE 			
Toilet facilities	H	<ul style="list-style-type: none"> Classroom sinks used as much as possible for hand hygiene practices. Adult should support management of hand washing Door wedges to keep the doors semi open to ensure privacy but keep ventilation. Caretaker and cleaner to check soap supply is adequate at least once a day Toilets to be cleaned every hour Visits to toilets to be coordinated with break times <p>In the event of an outbreak the outbreak plan would be implemented</p>	<ul style="list-style-type: none"> ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time 	Additional cleaning rota of toilets. Additional fulltime cleaner employed from 19 th October 2020	M
First Aid	H	<ul style="list-style-type: none"> PPE should be worn (gloves and masks) when dealing with a first aid incident. Individual staff (with first aid training) should administer basic first aid in the first instance. Serious injuries should be seen by a fully trained first aider. KMS on call at all times Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait in the isolation room for collection. Children not to be sent inside for first aid. PPE available in isolation room Staff to sit side on when dealing with first aid incidents not face to face 	<ul style="list-style-type: none"> 	All members of staff trained in First Aid to administer first aid	M

<p>Cleaning</p>	<ul style="list-style-type: none"> ▪ Activities to be considered to minimise risk of injury <p>Cleaning</p> <ul style="list-style-type: none"> ▪ Toilets will be deep cleaned at the end of each day. ▪ Toilets will be sprayed and cleaned by a member of staff hourly using a suitable cleaning detergent. ▪ NURSERY TOILETS TO BE CLEANED AT LEAST 3 TIMES A DAY WHILST THE CHILDREN ON SITE – CLEANING TEAM ▪ Tables will be cleaned before playtime and before lunch. ▪ Contact points must be cleaned regularly. ALL doors should be propped open limiting use of door handles and push plates. ▪ iPads/laptops should be wiped several times daily and between use. If possible, avoid children sharing tablets. Teachers to bring to charger station at the end of EACH DAY. ▪ Contact points should be cleaned at least twice daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. ▪ Bins must be emptied daily – bags must be tied immediately when emptying bin and taken immediately to the main school refuge area ▪ Cleaning staff to only enter classrooms/bubbles when all staff and pupils have exited. ▪ Cleaning staff to wear gloves. ▪ Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink. ▪ Communication from staff to cleaner should be left on the whiteboard in the classroom area at the end of each day. <p>Classrooms</p> <ul style="list-style-type: none"> ▪ EYFS: Children should be taught to wash their hands frequently. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines. ▪ Infants and Juniors: Desks should be wiped before playtime and lunchtime. ▪ Infants and Juniors: Staff should have a bucket/bowl of hot soapy water and cloth (disposable) available at all times. <p>Equipment</p> <ul style="list-style-type: none"> ▪ Photocopier, laminator and guillotine (paper cutter) to be wiped down with anti-bacterial wipes after each use ▪ Staff to wash their own cups and wipe down kettle etc daily 		<p>COSHH rules regarding bleach</p>	<p>H</p>
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		<ul style="list-style-type: none"> Additional cleaning staff employed and deployed to facilitate more efficient cleaning after school hours Dining tables and chairs to be cleaned thoroughly between use by different bubbles Resources and equipment to continue to be cleaned <p>In the event of an outbreak the sharing of resources would be discouraged</p>			
		Actions <ul style="list-style-type: none"> Ensure supply chains for cleaning products – Supplies in school should be sufficient but DE to assess and evaluate every Friday Weekly stock take of cleaning supplies DE/JW 			
Communication to children	L	<ul style="list-style-type: none"> Weekly timetable to be provided to children for remote learning where necessary. Class Dojo – rewards and feedback Feedback provided via Class Dojo or Teams for remote learning Direct conversations with children at home must be done in the presence of a parent Remote learning added to the website weekly by MG Teachers to email MG remote learning by 5pm each Friday Feedback on remote learning to be given to children via Class Dojo or Teams at least weekly 	<ul style="list-style-type: none"> 		L
Communication to and from Parents	M	<ul style="list-style-type: none"> Essential correspondence sent out via School Comms. Any forms or messages from parents should be emailed to the school office All communication will school via text, email or phone. Parental correspondence through School Comms and admin email to be dealt with in a timely manner – DA to monitor both systems at frequent intervals between 8:45am and 4pm School office will remain closed to parents School phone must be answered if a member of staff is in the office Any essential/urgent communications to teachers to be sent via text/email All email and text communications to teaching staff to be recorded on CPOMS All conversations and communications with parents to be recorded on CPOMS 	<ul style="list-style-type: none"> 		L
Procedures for medical care,	H	<ul style="list-style-type: none"> Use of isolation booth if symptoms are apparent. 	<ul style="list-style-type: none"> Ensure no one comes to school if they have COVID-19 or have tested positive in the last 10 days. 		M

isolation and confirmed cases		<ul style="list-style-type: none"> ▪ Parents to be called and child to be sent home as soon as possible if they develop symptoms and then will need to isolate for 10 days. ▪ All staff who display symptoms should access a test provided by the appropriate health care professional. ▪ If a child or staff member tests negative, they can return to their setting. ▪ If any children or staff test positive, only adults who are not double vaccinated are required to isolate. ▪ Temperature checks will not be used at the school. ▪ Use Sensory Room where necessary for the isolation of pupils. Enter through curtain and exit through staff room. ▪ NHS Test and Trace to be utilised for anyone presenting with symptoms ▪ Staff caring for child to ensure 2m distancing is maintained ▪ PPE to be provided in the isolation room ▪ Staff caring for child to request thorough cleaning of isolation room or carry out cleaning themselves ▪ Staff caring for child to ensure all prevention measures are adhered to ▪ Bin in isolation room to be emptied weekly 	<ul style="list-style-type: none"> ▪ If anyone becomes unwell with a new, continuous cough or a high temperature or has loss or change in their sense of smell in an education or childcare setting, they must be sent home and advised to follow the <u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> ▪ 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. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. ▪ Separate bathroom to be used and this must be cleaned and disinfected after use ▪ PPE must be worn by staff caring for child if 2m can't be maintained ▪ Staff caring for child must wash hands thoroughly after contact ▪ Area to be cleaned 		
Shielding and clinically vulnerable children and adults.	H	<ul style="list-style-type: none"> ▪ Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <u>Staying at home and away from others (social distancing) guidance</u> have been advised to take extra care in observing social distancing but can return to work. ▪ If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), they are able to attend work/school as normal ▪ Pregnant staff are advised not to attend work. 	<ul style="list-style-type: none"> ▪ Additional measure may be added if there is an outbreak 		M
Visitors	M	<ul style="list-style-type: none"> ▪ Visitors should not enter the school building without prior consent from SLT. 			L

		<ul style="list-style-type: none"> ▪ Parents should not enter the school building under any circumstances. Any communication should be done via email, telephone or text. ▪ Deliveries will be left outside the school building where possible. ▪ Parents will not be permitted to enter the school grounds except at the designated drop off and collection times. ▪ Children being collected early must be walked to the pedestrian gate by an adult. ▪ Parents collecting or dropping off items must be left to wait outside of the pedestrian gate and a member of staff must walk down. ▪ Nursery parents NOT allowed on site at the Wednesday lunchtime pickup and drop off – No parents allowed through the gates at this time. ▪ Visitors who are essential to the education of pupils or to ensure the safeguarding of pupils will be permitted on to the premises ▪ Visitors must declare that they are fit and well and do not have symptoms of COVID-19 ▪ All kitchen deliveries to be done via external kitchen entrance ▪ VISITORS MUST WEAR A FACE MASK AT ALL TIMES – A VISOR IS NOT A FACE COVERING <p style="color: red;">In the event of an outbreak non-essential visitors would be cancelled.</p>			
<p>Rapid Testing of staff in school</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ All staff in school can opt in to conducting Lateral Flow Tests at home twice a week. ▪ Following a positive test via LFT, a PCR test must be sought. ▪ 10 day isolation period resets should symptoms present following an asymptomatic positive test result. ▪ Test results to be reported online by staff member ▪ Void or inconclusive tests must be reported. ▪ If void or inconclusive another test should be completed. 2 void or inconclusive and a PCR must be booked ▪ Tests to be conducted every 3-4 days ▪ Staff working in school to conduct a test before 7:30am on the first day of their working week then 3 days later. ▪ Staff working across Monday to Friday to complete a test on Monday and Thursday before 7:30am. 	<p>All staff working on site in Primary Schools to complete twice weekly rapid flow testing at home</p> <p>Step by Step Guide for COVID-19 self-testing</p> <p>How to Guide</p> <p>Step by Step Guide YouTube video</p> <p>How to do a Rapid COVID-19 Self-Test</p> <p>Privacy Notice</p> <p>Letter to staff – email 21.01.21</p>	<p>COVID Coordinator and Registration Administrator – MG</p>	<p>M</p>

	<ul style="list-style-type: none"> ▪ Staff working 3 consecutive days or less to complete a test before 7:30am of day 1 then 3 days later, even if not a working day. ▪ Test kits will be supplied in boxes of 7 ▪ All test kits must be stored in a secure location in school ▪ LFT should resume after 10 days of a positive PCR test ▪ Does not negate Hands-Face-Space ▪ Registration assistant to ensure monitoring of the number of tests and new test kits ordered in a timely manner ▪ LFT is a screening check NOT a diagnostic test <p style="color: red;">In the event of an outbreak staff and pupils would be required to carry out PCR tests.</p>	<p>If symptomatic a PCR test must be sought not a LFT Symptoms must not be ignored even if negative LFT returns</p> <p>Ensure swabbing takes place for sufficient time</p> <p>LFT will not produce a void result if no/insufficient sample if taken</p>		
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Date updated: 12.10.2021

Completed by: Martine Gum

Signature:

