



**Outwoods Primary School**

**COVID-19 Risk Assessment – March 8<sup>th</sup> Full Reopening**

Risk Element	Specific Risks	Mitigation Measures	Actions Required	Risk Level after measures	Ongoing Measures
Exposure to COVID-19	The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture	<ul style="list-style-type: none"> <li>● Anyone feeling unwell or has someone in their household who is unwell informed not to attend school.</li> <li>● Control measures in place for clinically vulnerable staff and pupils</li>   <li>● Anyone developing COVID-19 symptoms during the school day will be sent home and procedures followed to manage transmission risk</li> <li>● Active engagement with NHS Test and Trace service</li> <li>● Aware of LA Local Outbreak Control Plans (DofE to be informed if there is a positive case)</li>   <li>● <b>Social distancing maintained wherever possible between all adults on site and between pupil groups – to include corridors, classrooms, the hall, and staffrooms.</b></li>   <li>● Pupils to be grouped together and contact avoided between groups</li> </ul>	<p>Inform parents of the NEW procedures for September through a letter (risk assessment to be published on the school website) and text message reminder.</p> <p><b>Updated risk assessment to be added to the school website.</b> Individual risk assessments carried out for staff and pupils at higher risk (including those SEND children on EHC plans) and those who exit shielding from 1<sup>st</sup> August. All necessary individual risk assessments in place. <b>All individual risk assessments reviewed (extremely clinically vulnerable to continue to shield until 31.3.21).</b></p> <p>Testing available for staff and household. Record kept for 21 days of visitors to site (with contact details). InVentry system stores the phone numbers of visitors for one month. Staff to use InVentry system (no multi-use signing in systems to be used).</p> <p><b>Lateral Flow Tests (LFT) to be introduced for households (and childcare bubbles) of primary aged children.</b> <a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_source=1%20March%202021%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_source=1%20March%202021%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19</a></p> <p>One-way system set up on entry to school, one-way system set up internally, children and staff to be in bubbles. 2m social distancing will be adhered to as much as possible. <b>All staff to wear face coverings</b></p>		SLT, Site Supervisor and Health and Safety Team to monitor

	content and temperature)	<ul style="list-style-type: none"> <li>● Frequent hand washing promoted.</li>   <li>● Frequent cleaning of surfaces that pupils touch.</li>   <li>● Follow the 'Catch it, Bin it, Kill it' advice</li> <li>● Bins for tissues emptied during the day.</li>   <li>● Visitors to school site</li> </ul>	<p><b>when entering the building and walking in the corridors.</b></p> <p>Children to be grouped in year groups. Lunchtime Supervisors to make sure they manage 'traffic' in the corridors to ensure passing between year group bubbles is limited.</p> <p>Signage used to promote hygiene (respiratory and hand) and social distancing. Hand sanitiser available in classrooms, shared spaces, and entrance and exit points. Hand dryers will be turned off. Hand soap purchased, which may be kinder to hands and reduce the cases of children suffering with chapped hands. Those children, who are affected, are allowed to bring in their own hand cream (nut free). Children cannot bring in their own hand wash as we wouldn't be able to have COSHH sheets for all the different hand washes that could be brought in (would need to ensure nut free too). <b>Children will be reminded regularly about how to wash their hands.</b></p> <p>Review COSHH assessment for hand sanitiser and cleaning materials. Review cleaning schedules <b>(Lunchtime Supervisors are supporting with enhanced cleaning at lunchtime).</b></p> <p>Review stocks of soap, hand sanitiser, tissues  Disposable tissues available in classrooms.  Lidded bins in place to reduce risk with signs 'Catch it, bin it, kill it'. Pedal bins have been introduced in to toilets, as these are shared areas to minimise cross contamination.</p> <p>No parents will be allowed into the building. They will be asked to phone the school office for all enquiries. Text message reminder sent to parents and staff 15.9.20. Text message reminder sent out 3.11.20. <b>Text message reminder sent out 5.3.21.</b>  Any other visitors limited and access to the building will be controlled (times will be arranged for visitors, suppliers, and contractors on site to minimise</p>		
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			<p>doors propped open are closed. <b>Teachers/TAs to ensure that the classroom door is unwedged as a classroom is evacuated, as well as the closing of windows.</b> Complete fire drill asap when all children are back full time (Early Years to practice systems before formal fire drill takes place). Ensure pupil bubbles and social distancing are maintained during fire drills. NOTE: In an emergency distancing may not apply. Evacuation plans are in place for the EHC plans. A fire drill will be carried out this half term (November) (actions from the de-brief following the last drill will be checked). <b>Staggered fire drills will be completed for different bubbles prior to a full fire drill before the whole school.</b></p> <p>Ensure that the behaviour policy has been updated with new rules and policies - this is ongoing as we review our policy. Children reminded regularly about rules for safety i.e. hand washing and use of hand gel at specific parts of the day.</p> <p>Guidance states that face touching should be avoided – children should not be encouraged to touch their faces i.e. putting fingers to lips to show they are being quiet.</p>		
Entry and exit to school for learners and families	Supervision on the way to school and effective social distancing	<ul style="list-style-type: none"> <li>Multiple entrances/exits to the site</li> <li>Wherever possible, a parent should accompany their child to school to ensure social distancing. They must be the only adult. Text reminder sent out to parents 3.11.20 to remind them having only one adult on site to minimise the number of adults on site. <b>Another text reminder sent out 5.3.21 regarding one adult on site.</b> Where there are siblings from the same household they must remain together. It is the parent’s responsibility to control his or her own children.</li> </ul>	<p>In consultation with de Ferrers and in order to safeguard and to police the social distancing of both parents and children from both schools, only the main entrance to the school site will be used by Outwoods (Rolleston Road, Bank Walk and Tutbury Road will be out of bounds to Outwoods children and parents and only used by de Ferrers). The main gates will be locked, as there will be no vehicle access to the site. Only the pedestrian entrances/exits will be used. The coach dropping de Ferrers children off from Tutbury will arrive at approximately 8.20am – Mrs Winter and Mr Frost will supervise this to ensure the safety of the pedestrians. <b>An additional adult will be on site to help supervise Year 7 and 8 students from de Ferrers attending for their LFT on Monday 8<sup>th</sup> – Wednesday 10<sup>th</sup> March (approximately</b></p>		Member of SLT to monitor entry and exit to school.

		<ul style="list-style-type: none"> <li>Where children are forced to walk to school without supervision, they must not meet friends on the way. If this is found to be the case, they may be asked not to attend school</li> <li>Those walking to school must understand and follow social distancing. As such, it is not likely that any child below Year 5 will be in this position</li> </ul>	<p><b>35 students in total during our start and finish times).</b></p> <p>Inform parents of the procedures through a letter and text message reminder. Text reminder sent out to parents to encourage social distancing when waiting on Harehedge Lane and when on the school site.</p> <p><b>Text message reminder to parents sent out 5.3.21.</b></p> <p><b>Children in Years 5 and 6 may walk to and from school unsupervised provided that the school has been given permission for this to happen and the children adhere to the rules and demonstrate good behaviour. Those who do not will be issued with a warning but if spoken to again then the school will insist on children being supervised.</b></p>		
	Ensuring social distancing on entry to school grounds	<ul style="list-style-type: none"> <li>Attending groups will be spilt into waves, each with a defined drop time. There will be two year groups per wave. Parents must adhere to these; if they are late, they will need to leave the premises and wait until the final wave has entered the school.</li> <li>There will be 15 minutes for each wave to enter school.</li> <li>A clearly marked and enforced one-way system will be in place, with clearly signalled 2m demarcations, which children and adults must follow</li> <li>Parents will follow the system and allow their child to go to the teacher at distance along a clearly defined route using the outside door</li> <li>Parents must closely supervise children at all times and not allow them to run or play on equipment</li> <li>If a child struggles to leave a parent, particularly lower down the school, they will need to continue around the one-way system and wait until a teacher can safely collect their child from the entrance area. If required, an alternative drop time will be arranged to achieve this.</li> </ul>	<p>Drop off will be as follows:</p> <p>Nursery: 8:30am morning session and 12:15pm for the afternoon session</p> <p>Reception: 9:30am morning session and 12:45pm afternoon session in the first week and 8:45am subsequently</p> <p>Year 1: 9:00am</p> <p>Year 2: 9:15am</p> <p>Year 3: 9:15am</p> <p>Year 4: 9:00am</p> <p>Year 5: 8:45am</p> <p>Year 6: 8:30am</p> <p>Pedestrian gates are signposted in and out (which include no entry signs)</p> <p>Every 2 metres from main gates to the doors to the school building is demarcated using tape. Spray paint has been used from the main gate to the turning circle. Thereafter, tape and paint has been used to demarcate 2m distance. The middle path has now been utilised for Years 3, 4, 5 and 6 to allow the pedestrian traffic to flow better.</p>		SLT and the site supervisor will marshal this.

		<ul style="list-style-type: none"> <li>There will be no access to the school office for parents</li> </ul>	<p>Year 6: Drop off at the waiting area for children to walk round to the playground on their own and go through the first set of red doors off the playground.</p> <p>Year 5: Drop off at the waiting area for children to walk round to the playground on their own and go through the middle set of red doors off the playground.</p> <p>Year 4: Drop off at the waiting area for children to walk round to the playground on their own and go through the far set of red doors off the playground.</p> <p>Year 3: Drop off at the waiting area for children to walk round to the playground on their own and go through the far set of red doors off the playground.</p> <p>Year 2: Main entrance</p> <p>Year 1: Main entrance</p> <p>Reception: Early Years entrance</p> <p>Nursery: Early Years entrance</p> <p>If the child shows distress - their parent will be asked to wait outside with them to see if they can calm them down. Staff will encourage the child in to school.</p> <p>All parental enquiries must go through the office phone and staff will respond as quickly as possible.</p> <p>Year group emails have been set up in place of Home/School contact books – <b>teachers will respond to these emails during their normal working hours.</b></p> <p>If staff must speak to parents directly they must wear PPE. Teachers/TAs/admin and site staff <b>MUST</b> wear a facemask or visor when speaking directly to parents – <b>this MUST be a face covering as per the updated guidance.</b></p>		
	<p>Ensuring social distancing on collection and departing school</p>	<ul style="list-style-type: none"> <li>The waves from the start of day will remain and have a set collection time. Staff will have children ready and waiting at the door for this time, and they will be dismissed at distance to the parent</li> <li>Unless absolutely essential, the person collecting must be the parent. They must be the only adult, and only those children from the same household with them and they must remain together. It is the</li> </ul>	<p>All parents must use the one-way system and wait in line outside the designated exit (drop-off point). The middle path has now been utilised for Years 4, 5 and 6 to allow the pedestrian traffic to flow better.</p> <p>Year 6 3.00pm: Side exit one class at a time</p> <p>Year 5: 3:15pm: Side exit one class at a time</p> <p>Year 4: 3:30pm: Side exit one class at a time</p> <p>Year 3: 3:30pm: Main entrance</p>		<p>SLT and the site supervisor will marshal this.</p>

		<p>parent's responsibility to control his or her own children.</p> <ul style="list-style-type: none"> <li>Parents and children will need to follow the one-way system, maintaining the 2m distance and immediately leave the premises, observing social distancing at all times – <b>adults from different households MUST follow social distancing.</b></li> <li>If children are walking home alone, they will be dismissed following the departure of other students and with a break in between each. They must not meet with friends and should go straight home, observing social distancing. If this is breached, then they may be asked not to attend school</li> </ul>	<p>Year 2: 3:15pm: Main entrance  Year 1: 3:00pm: Main entrance  Reception: 2:45pm: Early Years entrance  Nursery: 11:30am and 3:15pm Early Years entrance  Late pick-ups: 3:45pm</p> <p>Staff will all dismiss their children in the order that the parents arrive.  Children will only be allowed to walk home alone or walk to the main gate with permission from parents.  <b>Children must adhere to the rules and demonstrate good behaviour. Those who do not will be issued with a warning but if spoken to again then the school will insist on children being supervised.</b>  If staff must speak to parents directly they must wear PPE. Teachers/TAs/admin and site staff MUST wear a facemask or visor when speaking directly to parents – <b>this MUST be a face covering as per the updated guidance.</b></p>		
	<p>Cross contamination through bringing equipment to and from school</p>	<ul style="list-style-type: none"> <li>Children and staff to have their own resources that they do not share</li> <li>Children will limit the amount of equipment they bring to school each day. Essentials such as lunch boxes, hats, coats, stationery, mobile phones and bags are allowed.</li> <li>Children will wear full school uniform (uniforms do not need to be cleaned any more often than usual)</li> <li>Children and teachers can take books home and other shared resources home, although unnecessary sharing should be avoided</li> </ul>	<p>Inform parents of the procedures through a letter and text message reminder.  All children will be given their own equipment to use whilst in the school building. Shared resources such as science equipment, DT resources will be quarantined after use before another year group – <b>Subject Leaders to remind staff of systems in place for the resources belonging to their subject.</b></p> <p>It is encouraged that children should not be sent in lace-up shoes unless they can tie them for themselves.  Classroom based resources (such as reading books) can be shared and where appropriate should be cleaned frequently. When returned to school, these will be out of use for 48hours (72 hours for plastics). All classes have boxes set up for returning of reading books.</p>		<p>Staff to monitor and speak to SLT where appropriate.</p>

Use of non-teaching rooms	Effective social distancing for all staff	<ul style="list-style-type: none"> <li>Transmission may occur through sharing spaces and equipment. Staff not to share resources. <b>Staff NOT to car share even if they are part of the same bubble.</b></li> </ul>	<p>Staff will remain in their year group bubbles <b>(as much as possible)</b>. They will have designated rooms to use as a staff room <b>social distancing must be observed</b>.</p> <p>Staff room: Early Years staff, Year 5 and Year 6 This staffroom is now EYFS, Year 6 and the Admin team.</p> <p>Large meeting room: Year 1 and Year 2 Portakabin: Years 3 and 4 This staffroom now includes Year 5 – <b>this has been moved temporarily to the library, whilst building works are being carried out.</b></p> <p><b>Staff to wear face coverings when in communal areas such as the staffroom (apart from when eating and drinking).</b></p> <p>Storerooms and cupboards to be accessed by one person at a time.</p> <p>In/out tray per bubble for the resource room to reduce the use of the room (situated on the trophy cabinet). If needed ensure a maximum of two people in the room at any one time. Gloves to be worn if equipment is to be shared. Where possible stand in the corridor to request resources. Wipe the photocopier before use. <b>Only ONE person in the resources room at any one time – if Mrs Martin is in there then there is no access to anyone. The room can be used by one staff member at a time when Mrs Martin does not work.</b></p> <p>Office door locked so other members of staff cannot access the room. All office staff will be 2 metres apart. Staff to use the hatch to speak to the office staff. There will be NO access from the office door apart from those belonging to the admin team.</p> <p>Windows open for ventilation. Even though staff sit at a distance, perspex screens to be fitted where staff sit opposite each other. <b>Make sure numbers in the main office do not exceed a number, which would not permit social distancing.</b></p>		Health and Safety team will monitor
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			Head, Deputy, SENDCo and Bursar all have their own rooms to work in. If the Headteacher's office is used, a maximum of three will occupy the room and social distancing will be adhered. If more than one person in the office then the windows must be open for ventilation.		
Classroom learning	Effective social distancing in classrooms	<ul style="list-style-type: none"> <li>It is acknowledged that social distancing in schools is a significant challenge; however, we will endeavour to comply with the 2metres distancing as much as possible. The range of measures set out beneath all contribute to minimising the risk of this</li> <li>Class sizes will be as normal. Children and staff will be kept in year group bubbles. <b>According to new guidance, staff are permitted to cross bubbles, however this will be only done if essential and kept to a minimum.</b></li> <li>Older children will be encouraged to keep their distance within groups. Regular reminders given to children to avoid direct close contact with each other.</li> <li>Where classes use desks, and other rooms used for learning, in order to support distancing, children will be seated side by side and facing forwards</li> <li>Activities will be individual wherever possible; group work will not take place unless a specific risk assessment shows that this can be managed safely</li> <li>Ventilation will be maximised by opening windows and doors. <b>Ensure that a flow of air is created in classrooms so that 'new' air enters the classroom rather than 'old' air being re-circulated.</b></li> </ul>	<p>Posters will be used as reminders in classrooms about expectations. <b>These have been replaced or re-attached in preparation for the full opening -staff to make sure that these are maintained in classrooms, corridors, stairwells and toilets.</b></p> <p>All activities in classrooms will be based at tables including in reception where these will be at table height so that children are not sat on the floor. Opportunities for outdoor learning will be maximised across all year groups. Perspex screens to be supplied to all teachers and TAs for 1:1 work with children.</p> <p>Doors will be propped open to help ensure the rooms are well ventilated and to reduce the use of the metal door handles. These will be closed at the end of the day and propped open again in a morning.</p>		Class teachers will remind children of expectations . SLT will monitor regularly throughout the course of the day.
	Cross-contamination due to staff/child movement	<ul style="list-style-type: none"> <li>Consistent groups of children and staff – classes/year groups will be in bubbles</li> <li>They will stay in these groups at all times, in the same classroom with the same teacher/teaching assistant. Classes can come together at break times, lunch</li> </ul>	All staff's jobs/roles have been reviewed with virtually no movement between year group bubbles permitted. Bubbles will have their own teacher, TA, and lunchtime supervisor. TAs who cover PPA, TAs, 1:1		SLT to monitor the school day.

	<p>across classes</p>	<p>times and arriving and leaving school in year group bubbles</p> <ul style="list-style-type: none"> <li>● Staff members will remain with their classes/year groups and no other staff will be allowed into the room. <b>Where staff have to cross bubbles in order to provide the appropriate cover, a 'track and trace' system will be in place to mitigate against the risk of transmission.</b></li> <li>● Limited interaction, sharing of rooms and social spaces between groups as much as possible</li> <li>● Staff to keep their distance from children and other staff (ideally 2 metres from other staff) as much as possible</li> <li>● If a message needs to be given, a member of SLT will do this from the doorway or over the telephone</li> <li>● Staff have access to the telephone in their classrooms to seek help if required. The office will contact SLT who will respond immediately</li> <li>● Timetabling in place to keep groups apart and minimise movement around school (there will be no assemblies – <b>only year group ones</b>)</li> </ul> <p>● Please see also measures for break and lunchtime</p> <ul style="list-style-type: none"> <li>● Shared resources – equipment cleaned frequently and between groups or rotated to allow them to be left unused and out of reach</li> </ul>	<p>TAs have had their timetables reviewed to try and limit movement across year groups as much as possible. Year groups will have their own room allocated for their staff room. <b>Facemasks to be worn in communal areas such as staffrooms.</b> Meeting rooms will not be used (or kept to a minimum). Where meeting rooms have had to be used, Mr Frost or Mrs Hodson are informed and where staff have used one, they use anti-bacterial wipes/spray to clean the room after use. <b>If a meeting room has been used then the teacher/TA MUST clean the touched surfaces before exiting to avoid risk of cross contamination.</b> Signage around the school to remind staff to keep their distance. Staff to avoid face-to-face contact and minimise time spent within 1 metre of anyone. <b>Staff MUST social distance as much as possible (including in the classroom as much as is possible).</b> All classrooms have their own telephones so that they can be contacted. Alternatively, a member of the SLT may come to the door with a message. Refer to appendix – this details organisation for playtimes and designated playgrounds.</p> <p>Some children will have their lunch in their classrooms (please refer to appendix A). <b>Those children who have their lunch in the hall will sit in classes rather than year groups to reduce the transmission risk.</b> See appendix A for times and allocated playgrounds.</p> <p>Resources such as reading books will be allowed to be shared and go home. Measures will be in place in classrooms for when books are returned from home – they will be left in a box for 48 hours. Books in the book corner once selected will be kept with the child. Once finished with, they will be kept in a box for 48 hours before being put back on the shelves. Classes now have all systems in place. The same applies to any other shared resources such as those for art. Where rooms or resources have to be shared i.e. the</p>		
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	Cross contamination of resources	<ul style="list-style-type: none"> <li>● Children will be provided with their own set of stationery.</li> <li>● They will not be allowed to share stationery</li> <li>● Any resources that need to be shared will be left for 48 hours between uses (72 hours for plastics)</li> <li>● Unnecessary items and those items hard to clean will be removed from classrooms and learning environments</li> <li>● In Early Years, toys and the number of resources will be carefully selected and regularly disinfected.</li> <li>● All freely available resources in classrooms will have access limited for children within the bubble</li> </ul>	<p>Children will be given their own stationery to keep on their desks or in their trays and must not be shared. ALL items must be labelled with the child's name.</p> <p>Reading books, books from the book corner and art resources etc. will be kept separate for 48 hours (72 hours for plastic).</p> <p>Where possible, staff will clean equipment regularly throughout the day. Rooms will be thoroughly cleaned daily. Teachers and TAs to clean touch points/hot spots in the classroom during the day i.e. light switches, door handles, keyboards etc. Mr Frost to clean telephones in classrooms and handrails at lunchtime. Lunchtime Supervisors to clean touch points at lunchtime. Rooms cleaned daily by the cleaners. Senior cleaner to be employed over lunchtime to clean touch points/hot spots to reduce the risk of cross contamination. <b>Lunchtime Supervisors will support with enhanced cleaning – they will clean touch points/hot spots in the toilets and classrooms. Teachers/TAs to wipe regularly touch points/hot spots during the day but must wipe</b></p>		H&S Lead to assess whether unnecessary furniture could be removed from rooms and that everyone has the correct equipment for cleaning. Overseen by SLT.

			<p><b>key pads. Mr Frost/Mrs Winter to clean tables in the hall (after Year 6) and Year 2 and 3 classrooms after they have eaten, as well as handrails and key pads.</b></p>		
	<p>Cross contamination and social distancing in toilet areas</p>	<ul style="list-style-type: none"> <li>● Each year group has a dedicated toilet area during the school day.</li> <li>● At this point, children will use this one at a time.</li> <li>● Handwashing will be required regularly and after every visit to the toilet.</li>   <li>● Toilet touchpoints will be disinfected in the middle of the day and during daily clean.</li>   <li>● Minimal luggage from home should be brought. Coats and bags are to be stored in the cloakroom areas.</li> </ul>	<p>TAs will escort the children to the toilet initially to ensure that they follow the one-way system, use the allocated cubicles, and wash basins. This will be in place until Friday 11<sup>th</sup> September and then children will be expected to follow the systems independently. Reception will be able to go to the toilets independently due to the close proximity. Staff will develop systems so that between the two classrooms only 1 boy / 1 girl can have access to the toilet. Cubicles in toilets have been allocated to year group bubbles along with washbasins. Everyone to adhere to the one-way system at all times whilst socially distancing. Toileting children will need to be managed through the course of the lesson prior to or after play times and prior to lunchtimes. An adult will be available to take children to the toilet during lunchtime. An adult is not available for this but key times/opportunities are in place for toileting the children. Staff will be assigned to clean the toilets at lunchtime to mitigate against cross contamination. This has been built in to the Lunchtime Supervisor's hours over lunchtime. Lunchtime Supervisors to ensure bins in rooms used for eating are emptied (Site Supervisor to empty any additional bins). Lunchtime Supervisors to empty bins in the toilets when these are cleaned. Senior cleaner aware of 'hot spots' identified through pre-opening H&amp;S inspection in June and subsequent monitoring so that these are cleaned daily. Inform parents of the procedures through a letter and text message reminder.</p> <p><b>Staff to ensure that children are reminded of these routines and if needed this is modelled to them.</b></p>		<p>Staff to monitor corridors and one-way system.</p>

Break and lunchtimes	Social distancing on playground	<ul style="list-style-type: none"> <li>● Each bubble will have their own designated playground</li> <li>● Year groups will be staggered for playtimes so that each year group can be assigned a playground</li> <li>● Breaks staggered to limit numbers in corridors and circulation routes.</li> <li>● A member of staff will occupy the safe space to supervise play</li> <li>● It is not reasonable to restrict contact during play.</li> <li>● Scientific advice is that transmission rates outside are low.</li> <li>● Play equipment will not be shared between year groups.</li> </ul>	<p>Playgrounds used for specific year groups. Red, blue, green, and yellow cones to indicate safe zones for staff to supervise playtime. This isn't necessary as staff are in year group bubbles on the playground and only adults from that bubble supervise playtimes.</p> <p>See appendix A for designated times and playgrounds. <b>Due to changes in times over lunchtime, Year 4 will be on the lower playground and Year 3 will be on the upper playground.</b></p> <p>The staff member on duty in the safe space will have PPE so that they are protected fully if they have to deal with any emergencies/accidents and need to be in close proximity to the child. To ensure the sensible use of PPE this is made available at the entrance/exits to the playground.</p> <p>Everyone to adhere to the one-way system at all times. <b>Staff are not to use the cut-through corridor near the Year 1 classrooms (unless pre-agreed for health reasons) as staff must be a role model to the children.</b></p> <p>Children are to be encouraged to play at a distance and staff will play games that are specifically designed for social distancing.</p> <p>Lunchtime supervisors will have their own plastic box of equipment for their year group that can be easily cleaned.</p> <p>Before returning to work, children will wash their hands in the classroom. To balance the number of times the children wash their hands and use the hand gel (to help with children suffering with dry/chapped hands), children can use hand gel after lunchtime.</p> <p><b>Handwashing MUST be at these times:</b></p> <ul style="list-style-type: none"> <li>- <b>When the children arrive at school</b></li> <li>- <b>When they return from breaks</b></li> <li>- <b>Before and after eating</b></li> </ul>		Playtimes to be monitored
	Social distancing and cross contamination	<ul style="list-style-type: none"> <li>● Lunchtimes staggered and children will wash hands and enter lunch areas in their groups. Where</li> </ul>	<p>Reception: dining room  Year 1, 2 and 3: classrooms  Year 4 and 5: main hall (2<sup>nd</sup> sitting) <b>Children to sit in classes.</b></p>		SLT to monitor lunchtimes

	<p>n when collecting/ eating lunch</p>	<p>communal areas are used, year groups will be kept apart and tables and chairs cleaned between groups.</p> <ul style="list-style-type: none"> <li>● Paid meals and those eligible for Universal or Free School Meals will be available and served in a 'hot box'.</li> <li>● Mellors catering services will be asked to provide copies of their risk assessment for managing exposure to COVID-19.</li> </ul>	<p>Year 6: main hall (1<sup>st</sup> sitting) Tables and seats cleaned with anti-bacterial wipes in between sittings. <b>Tables cleaned with EC7 Heavy-Duty (green spray). Children to sit in classes.</b></p> <p>Where children eat in their classrooms, desks will be cleaned before the children eat and afterwards. Anti-bacterial wipes to be used during lunchtime (where children are about) to clean desks as the spray as a 5 minute activation time. <u>Anti-viral spray to be used where possible i.e. where children are not present.</u></p> <p>Each year group bubble will have a designated lunchtime supervisor. Where one of the lunchtime supervisors works in another year group, staff have been swapped over so that there is no one moving across bubbles.</p> <p>Dinner staff will wear PPE and deliver food outside of the classroom. Mellors' staff are wearing PPE to deliver the food boxes to classrooms and the hall. Lunchtime Supervisors will collect food wearing gloves and an apron before placing on the children's desk. <b>Lunchtime Supervisors may wear facemasks when in the room with the children but MUST wear them walking through the corridors (but not outside).</b></p> <p><b>No food</b> will be picked up off the floor and eaten. Children will keep their lunch box on their table; they will be reminded not to share. They will be encouraged to put their own rubbish back in their lunchbox to empty at home. Rubbish is not to be put in to the classrooms bins. Empty 'hot boxes' will be collected in by the lunchtime supervisors and then Mellors staff will empty any leftovers and flat pack them ready for recycling. Lunchtime Supervisors are collecting the hot boxes up and disposing of the rubbish.</p> <p>Information sharing with Mellors (contracted catering company).</p>		
	<p>Cross-contamination by staff</p>	<ul style="list-style-type: none"> <li>● Staff will only have enclosed contact with their year group bubble.</li> </ul>	<p>Children will be reminded about staying on their allocated playground.</p>		

	supervising multiple groups	<ul style="list-style-type: none"> <li>When providing relief time during break and lunch, the supervising member of staff will distance from learners by occupying the safe space</li> </ul>	<p>The member of staff wearing PPE will occupy the safe space and will have a walkie-talkie for emergencies. To ensure the sensible use of PPE this is made available at the entrance/exits to the playground.</p>		
Child, member of staff or family member becoming ill when not in school	Spreading infection to those with whom they come into contact	<ul style="list-style-type: none"> <li>Anyone attending school (or whose child is) who displays any symptoms must stay at home and be tested for the virus. They must self-isolate for 7 days, and family members for 14 days unless the test result has been received indicating a negative result.</li> <li>If a child or member of staff has received a positive test result, the entire year group bubble (including the teacher and teaching assistant) will be sent home and asked to isolate for 14 days. The classroom will be deep cleaned.</li> </ul>	<p>Inform parents of the procedures through a letter and text message reminder.</p> <p>Parents informed if there is a positive test result <b>(PCR)</b> in the year group bubble. If necessary, school will engage with NHS Track and Trace service. The county to be informed of positive cases.</p> <p>Deep clean staff to be appointed to the room when needed wearing PPE.</p>		SLT to make phone calls when necessary and send regular text reminders to stay alert.
Instance of a child or member of staff becoming unwell whilst in school	Spreading infection to those with whom they come into contact	<ul style="list-style-type: none"> <li>Any child exhibiting symptoms will immediately be placed in the designated quarantine area</li> <li>They will have access to a segregated toilet facility which will not be used by any other member of the school (in this case the disabled toilet)</li> <li>They will be supported by a nominated member of staff wearing full PPE (mask, apron, gloves, visor)</li> <li>The windows will be opened so that the room is fully ventilated.</li> <li>Their parents will be called immediately and asked to collect their child within 30 minutes</li> <li>The quarantine room will be fully deep cleaned</li> <li>They must self-isolate for 7 days, and family members for 14 days unless the test result has been received indicating a negative result. <b>If it is a positive test result (PCR) then the child as well as the household need to isolate for 10 days.</b></li> </ul>	<p>The parent/teacher room in the reception area will be used as the quarantine area. That way when the child needs to be collected, the parent will be able to stand at the main entrance and the child released to them without them entering the school building.</p> <p>The disabled toilet opposite the staffroom will be used for any child, who is in quarantine, and needs to use these facilities. To compensate for the male staff having their toilet used for this the other staff toilets will be re-assigned so that there is a set for the male staff. The disabled toilet down the back corridor will assigned as the staff male toilet. Both of the toilets by the lockers will be assigned to the female toilets. Each set will have a cubicle assigned to a staffroom bubble. The main door to the ladies' toilet will be propped open to indicate that it is open. When the toilet is in use then the door must be unwedged to indicate to others that it is engaged. As only one adult uses the toilets at any one time then a facemask doesn't need to be worn in the toilets. Staff to support children in a calm and reassuring manner.</p>		SLT to monitor

		<ul style="list-style-type: none"> <li>If the child or member of staff has received a positive test result, the entire bubble (including the teacher and teaching assistant) will be sent home and asked to isolate for 14 days. The classroom will be deep cleaned. <b>Isolation is now for 10 days.</b></li> </ul>	<p>Inform parents of the procedures through a letter and text message reminder.</p> <p>Deep clean staff to be appointed to the room when needed wearing PPE.</p>		
Those at additional personal risk, or who live with someone who has	Infection causing serious illness	<ul style="list-style-type: none"> <li>Shielding advice for all adults and children will pause on 1<sup>st</sup> August, subject to a continued decline in the rates of community transmission of COVID-19. The guidance does not stipulate that clinically or extremely clinically vulnerable need to isolate (November 2020). <b>Clinically extremely vulnerable adults and children are shielding until 31<sup>st</sup> March 2021.</b></li> <li>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high</li> </ul>	<p>Inform parents of the procedures through a letter (with our risk assessment available on the website) and text message reminder. Annotated risk assessment will be made available on the website. Risk Assessment for the second half of the autumn term to be put on to the school website. <b>Updated risk assessment for the full reopening on the 8<sup>th</sup> March 2021 will be added to the school website.</b></p> <p>Where children are deemed 'safe' to return to school, but where there remains concerns about the child's ability to follow social distancing, a risk assessment will be completed with the school and parents. Some children no longer required to shield but who generally remain under the care of a health professional may need to discuss their care with their health professional before returning to school.</p>		SLT to liaise with families
Staff health and wellbeing	Risk of contracting the illness in school	<ul style="list-style-type: none"> <li>The above measures seek to reduce the risk to staff and learners alike</li> <li>PPE will be available to all staff, including gloves, masks and visors, though the use of masks and visors is not required</li> <li>Regular handwashing will be encouraged when handling items also used by the children, including exercise books</li> <li>Staff will not work in close proximity to learners wherever possible. If they do, this should be side by side as opposed to face-to-face and for no more than 15 minutes.</li> <li>Doors and windows should be left open where possible to encourage ventilation</li> </ul>	<p>Risk assessments to be completed for those staff shielding up to the 1<sup>st</sup> August as well as any staff who maybe pregnant or who are BAME. All individual risk assessments are in place and have been discussed with staff.</p> <p>PPE has been purchased (or donated) so that it is available to those staff who choose to wear it. All staff have been given the option of having PPE. <b>All staff to wear facemasks in any non-teaching situations i.e. staffrooms (except when eating or drinking), corridors, staff meetings etc. (these should be stored in a plastic bag when not in use not just left on tables/desks). Face visors/shields should not be worn as a substitute for face coverings.</b> PPE must be worn in these instances: staff on duty on the playground, those administering first aid, those supervising a child who is displaying symptoms. PPE</p>		SLT and the Health and Safety team to monitor

		<ul style="list-style-type: none"> <li>Staff will be allowed to take books and other shared resources home where this contributes to the child's education and development</li> </ul>	<p>is available at the entry/exit points to the playground for those staff on duty.</p> <p>Doors will be propped open to reduce the use of the metal handles. Windows will be open to increase ventilation. Any fire doors that are propped open must be closed during a fire drill/evacuation.</p> <p><b>Teachers/TAs to ensure windows and classroom doors are closed as a room is evacuated. Fire Marshals, who have designated areas, have the responsibility for checking this as well as other rooms/toilets and unpropping the fire doors in the corridors (in the interim until doorguards have been purchased).</b> As the weather gets colder, staff and children to be encouraged to wear additional layers in order to keep warm as windows will have to remain open. <b>Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks and lunchtimes (when the children are outside) to purge the air in the classroom. In colder weather, use high-level windows to reduce draughts. Ensure children and adults do not sit in direct draughts (rearrange furniture where possible to counteract this).</b></p> <p>Staff to follow rules on hand cleaning as well as cleaning and rotation of resources. Staff emailed on 11/9/20 to explain further measures put in to place in light of rising COVID cases in Burton. Staff to remain vigilant and continue to remind children (and each other) of all measures to be followed. <b>Staff to keep these measures at the forefront of all they do.</b></p>		
Staff health and wellbeing	Anxiety of returning to work	<ul style="list-style-type: none"> <li>Staff have had various experiences of being in school during Lockdown and the subsequent easing of this</li> <li>Personal conversations with SLT and regular wellbeing discussions will continue</li> <li>Access to counselling services through Thinkwell made available</li> </ul>	<p>All staff in on the last day of the summer term to prepare the school for September.</p> <p>Those that have been shielding invited in to the building prior to their return to work in September. An 'open door' policy with staff to share their concerns will continue.</p> <p>Staff already make use of the Thinkwell service - this will continue to be signposted for staff who have</p>		HT, DHT and SENCo to monitor staff anxiety as the situation develops and changes

		<ul style="list-style-type: none"> <li>Weekly review of situation and a space to share concerns</li> </ul>	<p>issues with their anxiety. The Trust is looking in to the Every Teacher Matters Agenda in order to support staff with their mental health and wellbeing. Staff received an email (14.10.20) detailing workshops available – calendar of dates to follow. SLT will continue to review the welfare of staff so that there is ongoing monitoring and welfare checks will be carried out as deemed necessary. <b>An open door policy remains with SLT, some staff have made use of the Thinkwell service and staff continue to look out for each other.</b></p>		
Wellbeing of those children returning to school	Anxiety of children returning to school	<ul style="list-style-type: none"> <li>Children may be experiencing a variety of emotions in response to the COVID-19 outbreak, such as anxiety, stress or low mood</li> <li>Safeguarding team to identify children who may require additional 1:1 support due to their experiences/anxiety</li> </ul>	<p>As part of the INSET day in September, staff to receive the DofE training, which sets out how to support returning pupils' mental wellbeing. In addition to this, the DofE Relationships, Sex and Health education has provided training to help improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom. As part of the annual level 1 safeguarding training staff received, the priority given to mental health as outlined in Keeping Children Safe in Education 2020 was highlighted and discussed. Staff meeting completed on 16/9/20 on The Recovery Curriculum highlighting the need for the focus on children's mental health and wellbeing. <b>Staff will make time and give priority to the children's mental health and wellbeing and will revisit the key aspects of the recovery curriculum with the children through the book project 'What We'll Build'.</b></p> <p>The Whole School SEND consortium has provided support on supporting pupils with SEND to return to school. Children with EHC plans and those with ASD invited in to have 1:1 tours of the new systems etc. prior to starting back.</p> <p>Learning Mentor to complete 1:1 work/counselling to individuals. Safeguarding team review weekly children who have been flagged up by class teachers as those who are struggling with their mental health. <b>The Safeguarding team continue to work with outside agencies for children and families in crisis as</b></p>		Safeguarding team

			<b>well as work with children and their families to support with their mental health.</b>		
Wellbeing of those children if not in school	Home learning – those at home should not be unavoidably disadvantaged	<ul style="list-style-type: none"> <li>If a child has a positive test for COVID they will need to isolate for 7 days or if a family member has tested positive, they will need to isolate for 14 days then work will need to be available. <b>The guidance now is that a positive case (PCR) and their household must isolate by law for 10 days.</b></li> <li>If a class/year group need to self-isolate or if there is a local lockdown requiring children to remain at home then immediate remote education needs to be available</li> </ul>	<p>Google Classroom is available for any child who has to self-isolate or if we are put on a local lockdown. Work is provided on Google Classroom for those children who have to quarantine or self-isolate. Tapestry is available for those children in Early Years. Remote learning is available if any child has to stay at home due to having to isolate due to COVID symptoms and tested positive or waiting on results of a test (if feeling well enough), or a family member has symptoms or if they have to quarantine following a trip abroad. This work will be made active on Google Classrooms and the family will be contacted by the school to inform them of this. <b>Remote learning will continue to be made available for those children who have to isolate (providing they are well enough) as well as those who are having to shield.</b></p> <p>A contingency plan will be in place for remote education provision by the end of September – it will be looked at in terms of the existing offer of Google Classroom so that the quality of this can be improved further. Headteacher attended virtual meeting with local council representative for Google Classrooms as tasked by the DoF. The Remote Plan will be available on the school website for parents to view. <b>The remote learning offer was put into practice during the recent national lockdown.</b></p>		SLT to monitor
	Social connections – those at home may feel an additional sense of loss with others attending	<ul style="list-style-type: none"> <li>Where groups are isolating, make use of Class Zooms and Google Classrooms to help ensure all children feel connected</li> </ul>	<p>Phone calls will be made to a child who is learning at home. Mrs Taylor has made phone calls home to those needing to access Google Classrooms. Children new to the school have been set up on Google Classrooms and informed of username, passwords and instructions of how to use it. Google Classrooms will be used as a means for setting homework in the autumn term so that it is still being used. Homework to begin this half term with weekly maths, English (reading or grammar) and times tables</p>		SLT to monitor

			<p>(Year 2 upwards) (November 2020). <b>Homework will be reviewed after the first week of their return and this will be sent out as a school when we feel the children are ready to cope with this.</b></p> <p>Google Classrooms will continue to be used as a means to communicate with the children and for them to communicate with each other where a class/year group are isolating. Google shares will be used to facilitate the class all 'meeting' at the same time.</p> <p>Class Zooms will be used to facilitate the children interacting as a class to help them feel connected.</p>		
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**21.9.20 reviewed and amended**

**5.10.20 reviewed and amended**

**2.11.20 reviewed and amended**

**3.3.21 reviewed and amended**