



RISK ASSESSMENT FOR:	COVID 19 – Risk assessment for reopening of school To be read in conjunction with the COVID 19 – Workplace risk assessment	
Establishment: Amblecote Primary School	Assessment by: Jane Cook, Kate Price and Senior Leadership Team	Date: 19 May 2020
1st Review Date Due: Annual review or before as needed	Manager Approval: Agreed with Mike Morton – Corporate Health and Safety	Date: 19 May 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Negative or irresponsible behaviour in relation to COVID19 requirements	Staff Visitors Contractors Children Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Covid Behaviour addendum to be shared with staff. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-a-behaviour-principles	Any revised rules will need to be referenced in the Covid Behaviour addendum. Communicate these changes to staff, pupils and parents. Proactively teach new rules to staff, pupils and parents. Regularly and rigorously reinforce behaviour throughout every day. Consistently impose sanctions when rules are broken, in line with the policy, as well as positively reinforcing well-executed rules through encouragement and rewards.	SLT SLT SLT All staff SLT and Teaching Staff	Mon 18 May 2020 Staff meeting and emails - Weds 20 May 2020 Pupils – on return to school Ongoing Ongoing	

		<p>Prepare guidance for staff (see a model in annex b) and ensure all staff are trained in the new rules and routines, including the use of sanctions and rewards, so that they can support pupils to understand them and enforce them consistently.</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-b-principles-for-staff</p>	<p>All staff to read guidance and complete the following training: https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training</p>	SLT	<p>Course emailed to all staff Thurs 13 May 2020</p> <p>Guidance to be completed Mon 18 May 2020</p>	
		<p>Display the posters in annex c, to educate children on appropriate behaviours.</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-c-posters</p>	<p>Posters to be displayed around school</p>	Site Manager	<p>Thurs 21 May 2020</p>	
		<p>Provide regular communication to staff and parents and explain clearly why decisions have been made linking current guidance to the communications being sent.</p>	<p>Parent surveys to be sent out to ascertain number of potential students that would attend. Parents signposted to guidance to inform their choice and encourage to email info@amblecote.dudley.sch.uk with any queries or concerns.</p>	SLT Office Team	<p>Responses due Fri 15 May 2020</p>	
			<p>Staff email to be sent out communication information about the school reopening and enable the SLT to act on any concerns staff may have.</p>	SLT	<p>W/C 10 May 2020</p>	

<p>Higher risk of exposure to COVID19 from Keyworker children on site – increase in numbers including staff’s children</p>	<p>Staff Visitors Children Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>In terms of key workers and vulnerable children we are encouraging all eligible children to attend – it is no longer necessary for parents of eligible children to keep them at home if they can. (This will significantly raise the number of children currently in school)</p>	<p>Ensure key worker definitions are strictly adhered to:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</p> <p>Children who fall outside of R, Y1 and Y6 will only be provided a place in school if 1 of their parents is a key worker and can provide evidence of this.</p>	<p>SLT</p>	<p>Ongoing from 20 March 2020</p>	
<p>Not enough staff to open the school safely</p>	<p>Staff Visitors Children Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Ensure the school can be adequately and safely staffed when it reopens.</p>	<p>Find out which members of staff are able to work and produce a staffing plan going forward (using senior leaders, SENDCO, HLTAs and TAs to take groups where needed). Supply teachers used as a last resort.</p> <p>Audit the whole staff to ascertain who will be available to be in school from the week commencing 1 June.</p> <p>Ensure staff are aware that they may need to work with different groups of children than usual.</p> <p>What to consider when working out staff ratios</p> <ol style="list-style-type: none"> 1.How many staff do you have available to work in school? 2.How many teachers do you have available to work in school? 3.How many support staff including teaching assistants do you have available for work in school? 	<p>SLT</p>	<p>Ongoing from 20 March 2020</p>	

			<p>4. Do you have a head or deputy available for work in school?</p> <p>5. Do you have at least one person with paediatric first aid training available for work in school?</p> <p>6. Do you have at least one person with up to date Designated Safeguarding Lead (DSL) training available to work in school?</p> <p>7. Do you have your special educational needs coordinator available for work, or an alternative staff member who could take on this role?</p> <p>8. Do you have a caretaker and/or cleaning staff, and at least one office staff member available during the school day?</p> <p>If the answer to questions 4, 5, 6, 7 or 8 is no, try to find a solution to this.</p> <p>Initially speak to staff members who may be prepared to undertake a different role to their normal role temporarily. In all settings, support staff may be drawn on to take groups under the direction of a teacher to cover absence as per the government guidance.</p> <p>Alternatively, speak to the local authority who may be able to provide a suitable person temporarily to cover 5, 6, 7 or 8.</p> <p>Keep staffing arrangements as consistent as possible. In instances where we need to use staff from other schools, ensure cover is agreed on a weekly basis, not daily, to limit contact.</p>			
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			<p>Consider short term sickness absence cover required including the possible approaches to managing a shortfall in staffing.</p> <p><u>These will include:</u></p> <p>Bringing additional teachers in to help, who may be supply teachers, teachers on temporary agreed loan from other schools, or teachers provided by the local authority however consider the government guidance about consistent staffing across the week.</p> <p>Asking suitably experienced teaching assistants to work with groups under the supervision of a teacher.</p> <p>If we still cannot get enough cover in place and an arrangement which enables eligible children to attend consistently at another local school is not manageable, schools should focus first on continuing to provide places for priority groups of all year groups (children of critical workers and vulnerable children).</p> <p>Following this, to support children's early learning, we would prioritise groups of children following government guidance which for Primary schools is Reception and Year 1.</p> <p>School will not plan on the basis of a rota system, either daily or weekly following government guidance.</p>			
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<p>Increased risk for members of staff or Governors with underlying health issues or those that are classed as a primary carer</p>	<p>Employees Governors</p>	<p>Ascertain the health needs of individuals and clarify if they are in one of the following categories:</p> <p>Clinically Extremely Vulnerable Clinically Vulnerable</p> <p>The guidance on implementing protective measures in education and childcare settings contains information about clinically vulnerable and clinically extremely vulnerable adults.</p> <p><u>Clinically Extremely Vulnerable</u></p> <p>Clinically extremely vulnerable individuals are advised not to work outside the home. The government are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice.</p> <p>If a staff member lives in a household with someone who is clinically extremely vulnerable, as set out in the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, it is advised they only attend work if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to work at</p>	<p>Staff to notify the head teacher and their line manager if they are in the Clinically Extremely Vulnerable or Clinically Vulnerable groups.</p> <p>SLT to hold discussions with staff who are deemed more vulnerable to infection and provide individual risk assessments to ascertain what work they are able to do.</p> <p>The staffing picture may change so staff will be contacted on a regular basis to ensure the school holds an up to date audit of staff health issues.</p> <p>Staff are required to update a member of SLT immediately if their situation changes.</p> <p>Decisions regarding staffing will be based on the most recent staff availability audit.</p> <p>Guidance and reassurance to be provided to employees who have family members who are shielding.</p> <p>Workload will be carefully managed, and school will assess how staff who are having to stay at home due to health conditions are able to support remote education and business needs of the school, so those in school can focus on face-to-face provision.</p>	<p>SLT</p>	<p>Ongoing from Fri 20 March 2020</p>	
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		<p>home.</p> <p><u>Clinically Vulnerable</u></p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. This includes pregnant women.</p> <p>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home.</p> <p>If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they must spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <p>If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend work.</p>	<p>Staff that have been providing face to face remote learning will continue to do this on a more regular basis from school.</p> <p>E.g. staff supporting where needed the older children who have more of an understanding of social distancing.</p>			
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<p>Increased risk for children or families with underlying health issues</p>	<p>Children Parents</p>	<p>Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should not attend school.</p> <p>If a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable they can only attend if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p> <p>A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting;</p>	<p>Parents to be contacted via parent hub to and asked to contact school if child is shielding.</p> <p>Ultimately it is the parents as to whether their child attends school.</p> <p>Staff will liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</p> <p>Children who are required to stay at home should be provided with the relevant home learning.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p>	<p>SLT Office Team</p> <p>SENDCO's</p> <p>SENDCO's Class Teacher</p>	<p>Fri 15 May 2020</p> <p>Mon 18 May 2020</p> <p>Ongoing since 20 March 2020</p>	
<p>Not enough teaching spaces to be able to follow government guidelines and accommodate children safely in reduced class sizes</p>	<p>Staff Visitors Children Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>To reduce transmission small, consistent group and class sizes are required. For primary schools, classes should normally be split in half, with no more than 15 pupils per small group (but smaller where possible) and up to 3 adults, one being a teacher linked to that group.</p>	<p>Liaise with parents to ascertain how many children are likely to be attending school</p> <p>Parent Hub survey sent out, all maybes followed up with a phone call.</p> <p>Communication via parent hub to parents stating that once numbers are confirmed for the 1st June, additional children will not be accepted until the following week by prior arrangement.</p> <p>Ascertain the maximum safe group size -</p>	<p>SLT Office Staff</p> <p>SLT Site Manager Class Teachers Support Staff</p>	<p>Weds 13 May 2020 Deadline Fri 15 May 2020</p> <p>Mon 18 May 2020</p>	

		<p>Guidance must be consulted on which children should be attending e.g. keyworker children, specific year groups* EYFS cohorts, Reception class, Year 1, and Year 6 initially.</p> <p>After schools have opened to the groups outlined above* the guidance states:</p> <p>When the most up to date assessment of the risk posed by the virus indicates that it is appropriate to do so, we will ask more primary year groups to return to school, and issue revised guidance.</p>	<p>determine your half class groups (maximum size of 15 but we will endeavour to make them as small as possible), taking into account any limitations of the school buildings and outdoor space (see implementing protective measures in education and childcare settings for more details)</p> <p>Compulsory age pupils settled first. EYFS Cohorts e.g. T4T and Pre School to consider introducing from 15th June.</p> <p>Survey to be sent out to Pre-school parents re attending school. EYFS Cohort who are due to start school in September are prioritised where possible.</p> <p>Include children of critical workers and vulnerable children who are in reception, year 1 or 6 in groups of 15 within their year group.</p> <p>Determine small groups (maximum size of 15) for children of critical workers and vulnerable children not in reception or years 1 and 6. These will be a separate group.</p> <p>Assume that the staffing model will be one teacher per group (or 2 teachers sharing the week with our existing job shares).</p> <p>Communicate the requirement to teaching staff that qualified teachers are qualified to teach any primary year group, including early years foundation stage (EYFS) however we will endeavour to keep them, in the Key Stage they are familiar with.</p> <p>Communication needs to be sent to</p>			
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			<p>teaching assistants to advise that if there are any shortages of teachers then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>LA to assist in facilitating places where maximum class size is not possible.</p> <p>Inform staff as to which rooms/entrance and exit points are to be opened.</p> <p>Complete a room plan for each of the rooms and entrance and exit points that will be open once the school is open for children and staff.</p> <p>Discuss what resources will be needed in each area (and what needs to be removed).</p> <p>Consider spaces for pupils and staff to store belongings such as bags etc</p> <p>Staff to store belongings in stock rooms/cupboards. Pupils only need to bring lunchbox and water bottle, coat and snack. Pupils items will be stored at their workstation.</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Display information posters for parents/carers/visitors in all used areas. Prepare classroom spaces for learning.</p>			
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			Desks should be spaced as far apart as possible.			
Unable to meet social distancing requirements	Staff Visitors Contractors Children Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	<p>Government guidance must be followed in relation to social distancing in schools and the government acknowledge this is not always possible.</p> <p>Children cannot be expected to remain 2m apart from each other and staff.</p> <p>There is a hierarchy of measures: Avoiding contact with anyone with symptoms Frequent hand cleaning and good hygiene practices Regular cleaning of settings Minimising contact and mixing Children, and staff should mix in a small group and keep that small group away from other people and groups.</p> <p>The following will be taken into consideration when reviewing social distancing:</p> <ul style="list-style-type: none"> • Lessons • Outdoor space • Stagger breaktimes • Stagger lunchtimes • One-way system around schools • Use doors to outside when possible • Allocated toilets per group with time slots where possible, • Arrangements for drop off and pick up times • Children to have own pencil cases – from home or school can provide? • Each group to have its own set of outdoor equipment. Or cleaned each day? Both? 	<p>School to review the latest guidance on a regular basis.</p> <p>The SLT will identify how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. The site manager arranges for any changes to the premises to be made to account for social distancing measures</p> <p><u>Office Space</u></p> <ul style="list-style-type: none"> • Start and end times for administrative staff are staggered to support social distancing • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • As a result, office practice in office spaces limits the risk of the spread of any infection. • Additional risk assessment of office working will be provided. <p><u>Lessons and classroom space</u></p> <p>School will minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered opening, closing, lunch and break times).</p>	SLT	Ongoing from 20 March 2020	

		<ul style="list-style-type: none"> • Guidance for staff • Planning low risk activities that do not require feedback or marking to allow staff to leave promptly. 	<p>Staff will need to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing. Teachers will promote good respiratory hygiene - promoting the 'catch it, bin it, kill it' approach. All of these key teaching points will be addressed morning and afternoon via powerpoint.</p> <p>14 rooms in school can be used for pupil groups all classrooms, plus hall, intervention room, Pre School and mobile.</p> <p>The staff to child ratios within Early Years Foundation Stage continue to apply, and we recommend using these to group children.</p> <p>Class sizes for mainstream: The basic principle is that classes should be halved (15 per class).</p> <p>Where we can keep children and young people in small groups 2m away from each other, this will be done as far as reasonably practicable but cannot be guaranteed.</p> <p><u>Outdoor space</u></p> <p>The access to site will be improved by making a one way system on the paths and driveway around school. A line will be drawn down the middle of the path to separate the paths with arrows to point one way directions for each side of the line. On the driveway a hatched section of 2 meters will be drawn in the middle if this is feasible. Mike Morton will support SBM with plans for this and then Site Manager will need to liaise with the LA highways team to undertake the works required.</p>			
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			<p>Playground - guided physical activities on spot so reduce the potential of children bumping into each other.</p> <p><u>Stagger breaktimes</u></p> <p>As per school plan below.</p> <p><u>Stagger lunchtimes</u></p> <p>As per school plan below.</p> <p><u>Movement around school</u></p> <p>The barriers outside the KS1 classrooms, will be used to distance parents/pupils as needed.</p> <p>Posters reminding about social distancing etiquette to be displayed in all classrooms, on windows and gates.</p> <p>In and out signs on hall doors and markings on main school corridor to guide direction and help maintain social distancing.</p> <p><u>Use doors to outside when possible</u></p> <p>Groups will be given specific entry and exit points to school.</p> <p><u>Visitors in School</u></p> <p>Marker in the office half way between door and office screen. Window to remain closed when parents coming into school. Minimise external agencies in school where possible Encourage parents to make contact by phone or email if possible – reduce face to</p>			
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			<p>face contact.</p> <p><u>Signing in</u></p> <p>Antibac next to book for signing in/out. Staff have option to bring their own pen. Staff to sign in/out for visitors/parents where possible following verbal conversation.</p> <p><u>Accident Reporting Process</u></p> <p>Rec staff will verbally inform parents if First Aid treatment has been administered. Staff will countersign the book. Other year groups accident book will be filled in by the member of staff who administer the first aid. Any more significant incidents e.g. head bumps or toilet incidents will be communicated to the parents by phone.</p> <p><u>Supervised Use of Toilets to ensure social distancing.</u></p> <p>Encourage 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. One in, one out for toileting. Reception classes use set of toilets each. Year 1 use KS1. Year 6 use KS2.</p> <p><u>Arrangements for drop off and pick up times</u></p> <p>Only one parent to drop off / collect children.</p> <p><u>Children to have own pencil cases – school to provide these.</u></p> <p><u>Each group to have its own set of</u></p>			
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			<p><u>resources. Cleaned each day where possible.</u></p> <p><u>Guidance for staff on communal areas of school</u></p> <p>Advise staff contact such as passing in a corridor is low risk. Main corridor arrows support movement.</p> <p>Advise staff the use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas will be implemented where required.</p> <p>Use of hall as a ‘Staff Hub’ where they will be able to base themselves and work following social distance guidance.</p> <p><u>Assessing activities in school</u></p> <p>Low risk activities that do not require feedback or marking will be planned to allow staff to leave promptly.</p> <p>Where pupils, or staff cannot follow social distancing arrangements for an activity, the SLT will assess whether the activity is able to continue – mitigating actions will be put in place if continuing the activity is essential.</p> <p>To avoid unnecessary personnel being on site, volunteers will not be in school until further notice. SLT to notify the relevant persons.</p> <p>To avoid unnecessary personnel being on site Lettings will not be carried out on the school premise until further notice. SLT to</p>			
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			<p>notify the relevant companies regarding this.</p> <p>PPE PPE – to be available to any member of staff that has requested it. A selection of PPE equipment will be available in each room that has children. Currently available 65 visors 15 washable masks Gloves Aprons</p> <p>If staff choose to do so they can wear a face covering/aprons/gloves when in an enclosed space where social distancing isn't possible, or when they will encounter people they do not normally meet.</p> <p>Face coverings should not be used by children under the age of 2 or those who may find it difficult to manage them correctly. For example, primary age children unassisted, or those with respiratory conditions. Staff will make a judgement on arrival to school as to whether the child's face covering is appropriate. For example a scarfs would not be appropriate in the classroom as they may present a strangulation issue but a well fitted clinical mask would be accepted if a parent insisted.</p>			
Unable to ensure safe reopening for all required year groups on 1 June	Staff Visitors Contractors Children Vulnerable groups – Elderly,	Suggested staggered start for return of children as follows: 1 st June INSET for staff to prepare plus keyworker children attendance as needed. 2 nd June Year 6 – 9.05am	<p><u>Communications that must be completed prior to reopening</u></p> <p>The headteacher will liaise with the LA about reopening the school and includes any local guidance into the reopening action plan, where</p>	SLT Teachers Support Staff Site and Cleaning Staff	Mon 18 May 2020	

	<p>Pregnant workers, those with existing underlying health conditions</p>	<p>2nd June Year 1 – 8.55am 2nd June Rec class – 8.45am</p> <p>Keyworker children from 8.30 – 3.30 through front office.</p> <p>Collection: Rec – 2.55pm Year 1 – 3.05pm Year 6 – 3.15pm</p> <p>A model letter will be available on the government site shortly on preparing for the wider opening of schools from 1 June, which school can use if useful and adapt.</p> <p>All additional controls in this section will need to be met prior to school reopening.</p>	<p>required.</p> <p>The SLT will liaise with the governing board about possible arrangements for reopening the school, where necessary.</p> <p>Gain agreement from Governing Body and LA on agreed plan of action</p> <p>The parent hub will be kept up to date with any information regarding reopening, e.g. dates and local arrangements.</p> <p>Parents will be informed via letter/parent hub about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Letter to be sent to parents should advise the following:</p> <p>Whether their child will be able to attend from the week commencing 1 June</p> <p>Parents will be asked to speak to the children about the changes to school so pupils are prepared.</p> <p>What school needs them to do e.g. Drop off and collection time One parent ONLY allowed on site No ill children Clear guidance for where children should be taken/collected at the start and end of day No social gathering, keep distanced Reminder on good hygiene practices to be promoted What children need to bring to school All parent contact number MUST be up to date.</p>	<p>Office Staff</p> <p>SLT Video Conference Staff planning meetings</p> <p>Teachers</p> <p>Emails to all staff to advise plan moving forward</p>	<p>Weds 20 May 2 PM</p> <p>Weds 20 May in Hall 3PM</p> <p>Thurs 21May 2020</p> <p>Thurs 21May 2020</p>	
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			<p>Children who are not expected to attend will not be accepted.</p> <p>School will engage with governors and FGP committee regarding this communication</p> <p>Staff will be informed via email about the relevant information regarding reopening, including any changes to the workday, staggered lunchtimes and social distancing.</p> <p>Staff will be informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. Please contact a member of SLT who can provide you with the details.</p> <p>All staff and pupils will be made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</p> <p>The office team and Site Manager will communicate with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods.</p> <p>The SLT will inform staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</p>			
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		<p>https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</p>	<p>The following information will be shared with staff: · Risk assessments · Covid-19 Plan · Health and Safety policy · Infection Control Policy, Biological Hazards Policy and Infection control guidance attached· Data Protection Policy · Safeguarding and Child Protection · Updates from the DFE and guidance from the Public Health England 2020 · Arrangements for the return of pupils and parents.</p>			
<p>Not enough supplies to meet the needs of the school including the provision of PPE</p>	<p>Staff Visitors Contractors Children Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Reiterate latest guidance to staff:</p> <p>Wearing a face covering or face mask in schools or other education settings is not recommended.</p> <p>Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.</p> <p>PPE is only needed in a very small number of cases including those whose care routinely already involves the use of PPE due to their intimate care needs. These pupils should continue to receive their care in the same way.</p> <p>School stock supplies should be assessed regularly, and orders made as needed.</p>	<p>Site Manager and cleaners will ensure Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser.</p> <p>Site Manager will liaise with office team and ensure adequate amounts of soap and tissues are ordered and available in the relevant areas.</p> <p>First Aid Supplies will be checked by TA's and additional orders raised as necessary.</p> <p>Basic first aid kit to be kept in each classroom. Reception to have toilet changing equipment to hand. PPE for intimate care / essential first aid will be ordered.</p> <p>Site Manager to ensure school has enough cleaning goods and equipment and liaise with Client and Catering area cleaning manager if further goods are needed.</p>	<p>SLT to oversee and allocate workload to staff as mentioned</p>	<p>Fri 15 May 2020 and ongoing</p>	

			<p>Teaching Stationery and Materials to be assessed by phased leaders and ordered through office team as needed.</p> <p>Further signage to be purchased as needed https://www.ukpos.com/social-distancing-and-hygiene?utm_medium=email&utm_source=promotion&utm_campaign=11_05_20&utm_source=UK+Point+Of+Sale+Mailing+List&utm_campaign=e498c5cfc9-11_05_20_importantmessages_engagedhigh&utm_medium=email&utm_term=0_b4827f6b09-e498c5cfc9-277238881&mc_cid=e498c5cfc9&mc_eid=ca8e5385e9</p> <p>Further contact for social distancing stickers and screens: If you are interested, the company is called Spencer Signs based in Halesowen.</p> <p>Contact Reiss Digby on 07535512756</p> <p>The SBM will conduct a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils.</p> <p>School will use local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, school will approach their Local Authority or alternatively may approach the nearest local resilience forum. Local resilience forums plan and prepare for localised incidents and catastrophic emergencies. They work to identify potential risks and produce emergency plans</p>			
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			The school's local resilience forum can be found here. https://www.gov.uk/guidance/local-resilience-forums-contact-details#england			
Children having poor attendance and/or not receiving the level of education they need	Staff Visitors Contractors Children Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Set out clear expectations to parents including legislative attendance requirements and educational expectations. Attendance guidelines advice: Prepare to resume taking the attendance register and continue completing the daily data returns using the DfE portal (further guidance on what attendance and absence codes to use at this time will be published shortly). You should also prepare to continue with any arrangements that have been made with the local authority with the aim of safeguarding vulnerable children. Parents and carers of eligible year groups, and critical workers/parents and carers of vulnerable children, are strongly encouraged to bring in their children, <u>but they will not face fines or other sanctions if they don't.</u> School will not be held to account for your attendance figures during this time. The priorities for young children currently are resocialisation into new style school routines;	School will continue to complete the DfE attendance setting form each day. Staff to complete class registers on integris. Parents will not be fined if they do not send children to school. We will assume all eligible children will attend for the purposes of the first stage of planning, even if we think that is unlikely – this will ensure we are following the <u>attendance expectations for vulnerable children</u> School will insist that parents whose children are on the expected attendance list to phone the school office to state the reason they are absent. This will be recorded against the notes against the child on integris. If this absence is Covid 19 related a risk assessment and guidance will be followed. Teachers will consider their pupils' mental health and wellbeing and identify any pupil who may need additional support, so they are ready to learn Where possible teachers will assess where pupils are in their learning, and agree what	SLT SLT Class teachers Class teachers	Daily Mon 18 May 2020 Contact has been made since Fri 20 March 2020 Weekly contact to be made with those children from date of reopening	

		<p>speaking and listening and regaining momentum with early reading.</p> <p>Each school context will vary, and needs are likely to be greatest where children have not been able to access remote education consistently. Children who have had limited opportunities for exercise should be encouraged to exert themselves physically, making use of supervised non-touch running games within their group. Youth Sport Trust are also offering some support to schools.</p> <p>For younger children, the resources made available for child-initiated learning should be carefully considered. For example, malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances.</p> <p>Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use (more detailed guidance on this will be included in the guide for early years providers) and where possible, children should be discouraged from sharing these.</p> <p>Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. 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</p>	<p>adjustments may be needed to the school curriculum over the coming weeks</p> <p>Teachers will identify and SENDCOs will support and help plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils</p> <p>Teachers will support pupils in Year 6, who will need both their primary and secondary schools to work together to support their upcoming transition to Year 7. Teachers to contact feeder schools Organise visits or provide communication opportunities for the pupils/staff.</p> <p>Schools should use best endeavours to support pupils attending school as well as those remaining at home, making use of the available remote education support e.g. continue with weekly home learning overviews or printed resources if required. No homework or reading books will be sent home to be brought back in to school.</p> <p>No school will be penalised if they are unable to offer a broad and balanced curriculum to their pupils during this period.</p> <p>The office Manager will ensure enough ICT devices, e.g. computers and laptops, are available to all pupils/staff when the school reopens, where required.</p> <p>The SENDCOs will liaise with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning</p>	<p>Class teachers</p> <p>Class teachers SENDCOs</p> <p>Class teachers Office team to support</p> <p>TA Staff Shielding to assist in this.</p> <p>Office Manager & ICT Teacher leads</p>	<p>Mon 18 May 2020 Onwards</p> <p>Mon 18 May 2020 Onwards</p>	
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		<p>familiar everyday classroom routines.</p> <p>Legislation has been amended to allow for the temporary disapplying and modifying of a number of requirements within the early years foundation stage (EYFS), which covers children in reception, giving settings flexibility to respond to changes in workforce availability and potential fluctuations in demand. These temporary changes came into force on 24 April 2020. During the coronavirus outbreak, schools should use reasonable endeavours to meet the existing EYFS learning and development requirements. As far as possible, children should benefit from a broad range of educational opportunities, but this also provides schools with the flexibility to give additional focus to fundamental areas where support is required following time spent out of school, such as reading.</p> <p>Strong focus on mental wellbeing for the returning pupils.</p> <p>In year 6 it is unlikely that many of the end of term traditions will be able to take place, for example, whole year or class assemblies with parents, school journeys and trips. Schools should provide opportunities for children to discuss this as it may be a source of anxiety or sadness. Though visits to secondary schools for induction will not take place this year, some secondary schools may have capacity to undertake remote induction briefings or other types of sessions for pupils, for example to meet form tutors, heads of year, or other key staff, or have a tour of the school virtually. You should discuss the options with your</p>	<p>support.</p> <p>The headteacher and phase leaders will work with teaching staff to ensure a plan is in place to provide adequate learning material during all phases of reopening, where required.</p> <p>The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are not attending school e.g. continue with weekly home learning overviews.</p> <p>Any planning time required to be organised with staff in their allocated bubble.</p> <p>There is no expectation for staff to take work home/ formally mark anything completed.</p> <p>No written plans will be required.</p> <p>Social stories shared with the children. Children encouraged to talk about their feelings. PSHE in groups.</p> <p><u>Further considerations:</u></p> <p>Plan how to report to parents – end of year reports are all completed. It is the intention to send them via email in a PDF format to</p>	<p>SENDCOs</p> <p>SLT</p> <p>SLT</p>	<p>Mon 18 May 2020 Onwards</p> <p>Mon 18 May 2020 Onwards</p> <p>Mon 18 May 2020 Onwards</p>	
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		<p>secondary schools.</p> <p>Primary schools should, if not already in hand, ensure that information is transferred to destination secondary schools as soon as possible, and if practical in the absence of SATs results ensure that secondary schools are briefed in as much detail as possible about the attainment profile of transferring pupils, along with other information normally transferred.</p> <p>Year 6 teaching during this time should focus on readiness for secondary school, including academic readiness, which could involve additional teaching in any subject, but in particular Mathematics and English.</p> <p>Physical education lessons may continue to take place providing they are strictly non-contact and do not involve more than any one temporary group.</p> <p>Remote education during wider opening</p> <p>Many schools will have been able to offer high-quality remote education opportunities or programmes over recent weeks. Now that primary schools will be opening more widely, larger numbers of staff will be needed to provide face-to-face teaching at school. This means that it may be more difficult to maintain the same level of remote education provision for pupils in the year groups who are not eligible to attend, or for those pupils in year groups who are eligible to attend but who themselves cannot.</p>	<p>all parents with a covering letter and class lists on the 9th July.</p> <p>Communicate this plan e.g. date to parents</p> <p>Complete reports and send to parents</p> <p>Update website / parent hub as needed</p> <p>Any P.E. lessons to take place on the field in their small groups, non-contact activities. No sharing of equipment.</p> <p>All year groups will continue to provide a weekly overview with suggested activities.</p> <p>ED & JC to provide staff with a list of suggested non-contact activities.</p> <p>School will consider how Oak National Academy or other remote education platforms can provide additional support for learning, as well as how learning delivered in school, if manageable, could be made available to pupils learning remotely.</p> <p>Equal consideration will also be given to pupils who do not have suitable online</p>			
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			<p>access and where possible would benefit from printed resources that can be delivered to houses/safely collected.</p> <p>School will assess the guidance on remote education during the coronavirus outbreak, including an initial list of educational resources and case studies and those shielded but working from home will assist in implementing this.</p>	TA Staff Shielding to assist in this.	Mon 18 May 2020 Onwards	
<p>Issues with the school building and ensuring statutory requirements are met including the following:</p> <p>Legionella risk</p> <p>Electrical faults</p> <p>Unable to use lifts</p> <p>Issues with the fabric of the building and outside areas including playground equipment</p> <p>Working at height</p> <p>Safety and security breaches</p>	<p>Staff Visitors</p> <p>Contractors</p> <p>Children</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Contractors ability to attend site to undertake statutory checks – more government guidance is to follow.</p> <p>Any hazards found during checks on the premises are reported to the SLT as soon as possible and issues are resolved prior to school reopening to more pupils.</p> <p>The SLT ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</p> <p>Areas of the premises which remain closed are adequately secured and clearly identifiable.</p> <p>Ensure compliance with https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-</p>	<p>Refer to premise checklist for dates that the statutory testing is due and ensure compliance – the site manager will ensure any required inspections take place as soon as possible.</p> <p>Site Manager supported by SLT to carry out a Health and Safety review of all areas of the school, including the outdoor space.</p> <p>All outdoor permanent structures will be cordoned off until further notice.</p> <p>School risk assessments will be reviewed and amended to reflect any additional hazards in relation to COVID19.</p> <p>All pupils and staff will be made aware of all relevant health and safety policies and procedures.</p> <p>The relevant staff receive any necessary</p>	<p>Head Teacher</p> <p>SBM</p> <p>Site Manager</p> <p>Head Teacher</p> <p>SBM</p> <p>Site Manager</p>	<p>Ongoing</p> <p>Since 20 March 2020</p> <p>Ongoing</p> <p>Since 20 March 2020</p>	

<p>Faults in extract systems in the kitchen areas</p>		<p>safety#maintenancechecksandtesting</p> <p>https://www.gov.uk/government/publications/school-and-college-security/site-security-guidance</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p>	<p>training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training.</p> <p>The Site Manager will ensure the water systems checked. Guidance from Dudley needed on if the school need to chlorinate and flush the whole system and certify its safety.</p> <p>Site Manager and SLT will check that there is access to drinking water for children/staff/visitors to access.</p> <p>Site Manager and SLT will check that there that there is access to toilet facilities for staff/pupils/visitors</p> <p>Ensure that enough handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p>			
<p>Fire</p>		<p>Review fire policy and organise drill on first week of return to school</p> <p>https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings</p>	<p>The Site Manager, SBM and headteacher will ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</p> <p>All staff will be made aware that fire drill procedures will remain the same and in the event of an evacuation the aim is to get all children out of school as quickly as possible. This will supersede the need for enforced social distancing.</p>	<p>Head Teacher SBM Site Manager</p>	<p>Ongoing Since 20 March 2020</p>	
<p>Chemical provision and adequate storage</p> <p>Cleaning standards</p>		<p>Follow the COVID-19: cleaning of non-healthcare settings guidance;</p>	<p>Year 1 and Year 6 will exit through nearest exit and gather on the field.</p>	<p>SLT Site Manager Cleaning team H&S Officer LA</p>	<p>Ongoing Since 20 March 2020</p>	

		<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>	<p>Children in RP will exit through RP fire exit and Pupils in RJ will exit through the main door and any pupils in Pre School room will exit through the Pre School main door and gather on the top playground. A member of staff will come down from the playground to inform SLT that all present.</p> <p>If any other additional classrooms are required to ensure that social distancing measures are adhered to children will exit through their fire door onto the field.</p> <p>All staff and all children will be made aware of the expectations and route should the fire alarm sound.</p> <p>Key worker children will exit through 5B fire exit and gather on the top playground. Staff working in the hall will exit through hall fire exit and continue round to the gate which will be opened by member of staff in 6P.</p> <p>The SLT and Site Manager will work with cleaners, the Area Cleaning Manager, and Health and Safety Officer from the LA to review cleaning requirements and arrange enhanced deep cleaning where required – advice about enhanced cleaning protocols is sought from the LA.</p> <p>Arrange for the proposed learning and welcome areas of the school to be deep cleaned.</p> <p>Carol Hill / LA team to support with a cleaning audit and further guidance. Email sent to Carol Hill for further advice 18 May 2020.</p>	<p>Kitchen team and Client and Catering LA</p> <p>Kitchen Manager Client and Catering Manager LA</p> <p>SLT Site Manager Cleaning team</p>	<p>Ongoing Since 20 March 2020</p> <p>Ongoing Since 20 March 2020</p>	
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			<p>Kitchen Manager to organise deep cleans for key areas such as kitchens and food prep areas.</p> <p>SLT, Site Manager and Cleaners to complete the following:</p> <p>Make sure that we have enough cleaning materials to enable extra and safe cleaning of toys etc.</p> <p>Ensure the availability of soap and hot water in every toilet (and if possible, in classrooms)</p> <p>Ensure the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment</p> <p>Ensure the availability of bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, and ensure their double bagging and emptying.</p> <p>Ensuring school have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly.</p> <p>Display posters (for example, to encourage consistency on hygiene and keeping to own group)</p>	<p>SLT Site Manager Cleaning team</p>	<p>Ongoing Since 20 March 2020</p>	
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			<p>Ensure soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments is available along with:</p> <ul style="list-style-type: none"> • disposable paper towels • cleaning products as agreed by the LA. Email sent to Carol Hill for further advice 18 May 2020. • sanitising wipes for wiping some equipment • tape for cordoning off areas and marking floors <p>Work with the LA area cleaning manager to organise a cleaning schedule for rooms to be cleaned and inform cleaning team.</p> <p>Include the following:</p> <ul style="list-style-type: none"> • a robust cleaning routine and regular emptying of bins. • Lunches to be taken to classroom by their allocated adults to reduce risk of exposure to kitchen staff. Or eaten outside if weather permits. • Cleaning classroom equipment and any outdoor equipment throughout the day • Remove soft furnishings. Don't have water/sand trays • Remove all unnecessary furniture (and store in alternative location if the premise allows – Site Manager to assess the practicalities of this?) 			
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			<ul style="list-style-type: none"> • All staff to be encouraged to have left the building by 4.00pm to allow building to be cleaned without further risk of contamination. • Cleaning regime for First Aid area • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. • Ensure the necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the <u>COSHH Policy</u>. • Ensure all areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes will need to be clearly identified. For example If we do not need to use rooms and they do not form part of the evacuation procedure leave them out of use, however in a different situation like lock down you may need to access/use the rooms so ensure they are 	SLT Site Manager Cleaning team	Ongoing Since 20 March 2020	
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			<p>opened should we need to evacuate to one of them. A notice should be placed on the door stating room out of use/no entry, but staff should be advised of their potential use in future.</p> <ul style="list-style-type: none"> • Adequate amounts of suitable cleaning agents are available. • Where practicable, PPE has been made available to members of staff who require it to carry out their role safely, e.g. cleaners. • SBM will discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. <p><u>Further considerations:</u></p> <p>Toilets will need to be considered including the flow of children, 1 in 1 out, supervised by a member of staff from the bubble.</p> <p>Toilets – Staff toilets KS1 staff to use disabled toilet Rec/KS2 staff to use main staff toilets</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents and agreed cleaning products. Carol Hill to advise on the appropriate cleaning products and provide COSHH</p>			
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			sheets.			
Stress and subsequent effect on adult's mental health and wellbeing due to uncertainty surrounding the COVID19 guidance or through lack of regular communication	Staff Visitors Contractors Children Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	<p>Systems will be put in place to ensure people are supported and led by the relevant guidance</p> <p>School will ensure the governments Covid-19 Plan for Returning to school is followed and that SLT adequately communicate key messages to staff/parents/carers/Governors accordingly.</p> <p>School SLT acknowledge that staff may be anxious and may value the opportunity for discussion and reassurance so an open-door policy will be implemented.</p>	<p>SLT will ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, and pupils have access to psychological support when the school reopens. Contact details for the Local Authority Mental Health First Aider will be provided on request. Education Support Partnership – confidential helpline available 24/7 to everyone working in education: 08000 562 561</p> <p>The SLT will considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety if it can still meet the needs of the school and the pupils.</p> <p>If required, staff may be able to adjust their working hours, as agreed by the SLT following the relevant HR and special leave policies which include unpaid leave.</p> <p>The SLT will discuss the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</p> <p><u>Plans will include:</u></p> <p>Organising a staff meeting for teachers (maintaining 2m distance) and email all staff with the latest updates, including the risk assessment.</p> <p>Advise on teaching requirements and</p>	SLT	Ongoing Since 20 March 2020	
				SLT	Mon 18 May 2020 Onwards	

			<p>assessment going forward including home learning / newsletters etc be clear on expectations.</p> <p>PPE available for all staff – although this is not a statutory requirement staff will be provided with a mask or visor on request or can provide their own.</p> <p>SLT will 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.</p> <p>SBM, office team and Site Manager will communicate early with contractors and suppliers that will need to support staff with school plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.</p> <p>SLT will consider childcare arrangements for staff who have children and recognise that the school may need to assist with provision of childcare e.g. these children will be placed in the key worker group.</p> <p>SLT will engage with staff prior to return and provide the RA's prior to return and when amended.</p> <p>INSET Day planned to allow for time to digest new information and prepare for the re-opening of school.</p> <p>School will reassure staff through email communication that safety is paramount</p>			
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			<p>and keep them updated with the school risk assessment and action plans.</p> <p>Head teacher will gain governor support so that SLT are fully supported in the decisions being made.</p> <p>SLT will ensure as far as reasonable that senior colleagues are free to be present around the school especially during the early part of wider opening. Staff and pupils may require additional support and reassurance, and SLT will be more easily available to pick up on any issues or problems.</p> <p>SLT will arrange regular opportunities to get feedback from staff on the new arrangements and encourage staff to email their thoughts and concerns.</p> <p>The governing boards and school leaders will consider the mental health and wellbeing of staff (including school leaders themselves), and the need to implement flexible working practices in a way that promotes good work-life balance for teachers and leaders.</p>			
Risks of infection from providing intimate care to children	Staff Visitors Contractors Children Vulnerable groups – Elderly, Pregnant workers, those with existing underlying	<p>Consideration of intimate care needs (nappy changing, wiping noses etc) for EYFS children</p> <p>Current guidance from NEU states: "Whenever intimate personal care is provided staff must wear gloves and aprons; this should be considered a priority for personal protective equipment. Whether staff wear facemasks for undertaking personal care should be considered in individual risk assessment and discussion with the staff team."</p>	<p>All Staff will advise office team of the required PPE which will be supplied on request.</p> <p>If staff are not comfortable providing intimate care they must let their line manager know.</p>	EYFS staff Office team	Mon 18 May 2020 Onwards	

	health conditions					
Stress and subsequent effect on children's mental health and wellbeing due to uncertainty surrounding the COVID19 guidance	Staff Visitors Contractors Children Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	<p>School leaders will ensure all guidance is taken into consideration when supporting children's mental health and wellbeing:</p> <p>Education settings still have the flexibility to provide support and education to children and young people attending school in the way they see fit during this time. Mental health is a consideration schools can take when planning the curriculum.</p> <p>The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, school staff will need to consider how to support:</p> <ul style="list-style-type: none"> • individual children who have found the long period at home hard to manage • those who have developed anxieties related to the virus • those about whom there are 	<p>Staff will provide:</p> <ul style="list-style-type: none"> • opportunities for children to talk about their experiences of the past few weeks • Social stories to be shared with the children. • opportunities for one-to-one conversations with trusted adults where necessary and at an appropriate distance. • some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe • pastoral activity, such as positive opportunities to renew and develop friendships and peer groups • other enriching developmental activities <p>Further guidance and training materials to be made available to staff as they become available.</p> <p>Staff will need to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand and identifying and taking time to address explicitly individual concerns or problems on the other.</p>	SLT Class Teachers	SLT Class Teachers	Mon 18 May 2020 Onwards

		<p>safeguarding concerns</p> <ul style="list-style-type: none"> those who may make safeguarding disclosures once they are back in schools <p>Some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities.</p> <p>All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school.</p> <p>As part of the introduction of health education during 2020 to 2021, the government are producing some training materials for teachers on teaching about mental wellbeing and these may be a useful source of information for teachers and headteachers.</p> <p>The different experiences all pupils will have had at home will naturally play a large part in how easily they re-adapt to attending school and its routines.</p>	<p>If safeguarding issues come to light, they should be addressed using the school's safeguarding policy, which may need to be updated considering wider opening.</p> <p>All staff aware of who DSLs are in school and inform them immediately if any concerns.</p> <p>DSLs will consider how they might manage any increase in referrals as pupils return to school.</p>			
Spread of Covid-19 Coronavirus	<p>Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers,</p>	<p>Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced.</p>	<p>Guidance to be provided to staff, parents and carers:</p> <ul style="list-style-type: none"> Reminders about symptoms and nonattendance if in doubt Communication by phone or email whenever possible No congregating Only one parent at drop off/ pick up Staggered pick up and drop off times 	SLT Class Teachers	Mon 18 May 2020 Onwards	

	<p>those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business.</p>		<ul style="list-style-type: none"> • make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Refer parents and children to online education resources. <p>SLT will consider how children and young people arrive at the education or childcare setting, and advise parents on the need to reduce any unnecessary travel on coaches, buses or public transport where possible (guidance will shortly be published on safe travel).</p> <p>A plan will be produced for which rooms will be open, including kitchens, staff areas, and considering access to drinking water and pupil/staff toilet facilities and hand washing facilities.</p> <p>Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources.</p> <p>There is no expectation of teachers to handle books. If teachers are using hand books make sure they wash their hands before and after.</p> <p>Systems in place to ensure people are placed in small groups or socially distanced if possible, led by the relevant guidance</p> <p>Communicate infection control measures to Governors.</p> <p>School will be mindful to minimise the</p>			
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			number of resources in order to make sure they can be wiped clean. Wherever possible, resources which are not easily washable or wipeable should be removed.			
Risk of Coronavirus infection spreading within school and other school areas	All persons on school premises	<p>Perform site examination starting with an examination of the classrooms available, and any other rooms to be used as temporary classrooms.</p> <p>Display the posters in annex c (or others you think are suitable) in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-c-posters</p> <p>Use of hand sanitiser in key areas/at key times e.g. on the door as the staff/visitors/children enter Hand soap replenished regularly Health and Safety inspection to be carried out.</p> <p>Ensure that all adults and children:</p> <p>frequently wash their hands with soap and water for 20 seconds and dry thoroughly as follows:</p> <ul style="list-style-type: none"> • clean their hands-on arrival at the setting • before and after eating, and after sneezing or coughing • are encouraged not to touch their mouth, eyes and nose 	<p>Based on the guidance of no more than 15 children per room and responses to parents survey, initial plan for school could be:</p> <p>Reception Class – split between, RJ, RP and possibly pre-school dependent on numbers.</p> <p>Year 1 split between 1M, the spare classroom and 1/2C Use 2M classroom if necessary to make bubbles smaller.</p> <p>Year 6 split between 6P and 5/6F</p> <p>Keyworker group in the Intervention room and into 5B if needed. <u>Lunch Time</u></p> <p>Children need to bring a packed lunch dinner can be eaten in the classrooms or on the field weather permitting.</p> <p>FSM vouchers will still be supplied and therefore parents will need to supply a packed lunch for all children.</p> <p>Children in receipt of Universal school meals will be given the option of a grab bag from school or bringing their own lunch.</p>	Class Teachers Teaching Assistant SLT Office staff	Mon 18 May 2020 Onwards	

		<ul style="list-style-type: none"> • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • ensure that help is available for children and young people who have trouble cleaning their hands independently. <p>Refer to whole school 16. COVID19 whole school risk assessment And 18. Coronavirus risk procedures and assessment for further guidance</p>	<p>Lunchtime will be from 12 – 1pm. All children will eat lunch in their classroom at their table. Teachers to supervise.</p> <p>Lunchtime Supervisor and Lunchtime Assistants will be required to attend school to supervise in the playground. SLT to also be outside to support. Staff to use this time as a break.</p> <p>Keyworker children to go on half of the field 12.30 – 1pm. Eat lunch 12.00 – 12.30pm</p> <p>Reception Group 1 – Lunch 12.00 – 12.30 Group 2 – Reception/pre-school playground</p> <p>Group 2 – Lunch – 12.30 – 1pm Group 1 – Reception/pre-school playground</p> <p>Year 1 – Group 1 – Eat lunch - 12-12.30pm Group 2 – Top playground – 12.30 – 1pm Group 3 – Middle playground – 12.30 – 1pm</p> <p>Group 1 – Top playground – 12.30 – 1pm Group 2 – Eat lunch – 12.00 – 12.30pm Group 3 – Eat lunch – 12.00-12.30pm</p> <p>Year 6 – Group 1 – Eat lunch - 12-12.30pm Group 2 – On field – 12.30 – 1pm</p> <p>Group 2 – Eat lunch – 12.30 – 1pm Group 1 – On field – 12.30 – 1pm</p>			
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			<p>Children to come to school in casual sportswear and trainers.</p> <p>Social story or PowerPoint to be shared at the start of each day to remind children about measures in place. (Handwashing, social distancing, not touching faces, catch it, bin it, kill it etc)</p> <p>Soft furnishings will be removed such as sofas and cushions and soft toys in reception class as they won't be able to be cleaned easily.</p> <p>Toilets- TA to accompany reception children at all times.</p> <p>Ladies toilets- 1 in 1 out. Main door to ladies' toilet left open so staff can see if empty. Staff in KS1 use the disabled.</p> <p>Physical activity time will be timetabled.</p> <p>End of the day- children to wash their hands or put hand sanitizer on before leaving as at the start of the day.</p> <p>Parents are encouraged where possible for one adult to collect.</p>			
Issues with ability to provide school meals (including FSM)	Staff Children Vulnerable groups	<p>School will consider working with our catering supplier and kitchen staff on arrangements for lunchtime.</p> <p>The guidance states:</p>	Children who are entitled to FSM will still receive a voucher and therefore will be required to bring in a packed lunch and snacks (as tuck will not be made available from the kitchen). A refillable water bottle will be needed. Universal free school meal	SLT Kitchen	Mon 18 May 2020	

		<p>Children in reception and year 1 should have the option of a free meal under the universal infant free school meals policy. Meals should be available for all pupils in school, and these should also be free of charge for pupils that qualify for benefits-related free school meals. With the kitchen staff, we will need to consider how meals will be prepared and served safely. Plans will need to be in place to ensure food supplies are in place for when children return.</p> <p>There will be a need to work out arrangements for lunch (and any 'snack' times for early years) so that children do not mix with children from other groups – this could mean having several lunch sittings or serving lunch in more than one location, including if appropriate in a classroom, or asking your caterers to look at other flexible ways of giving pupils access to lunch such that it can be eaten in the small group setting (for example taking cold or 'packed' lunches to children in the areas they are in for the day).</p>	<p>children will be asked if they want a grab bag provided by school or bringing a packed lunch.</p> <p>Year 6 who are not in receipt of FSM to bring packed lunch.</p> <p>Staff to bring own lunch.</p> <p>School kitchens will be deep cleaned and re-open and need ascertained on a weekly basis with only a grab bag option being made available initially.</p> <p>The provision of food vouchers for those eligible under the benefits criteria will also continue to be available where needed for those not attending. So this will need to be assessed.</p> <p>Potentially in the future to offer grab bags for benefit related free school meal pupils not in school when voucher system ends. Now that schools are opening more widely, school catering teams will be better placed to do this.</p> <p>Update parents as necessary. Contact Fruit provider for update. Contact Milk provider for update.</p>			
Vulnerable families and SEND children being at risk	Staff Visitors Contractors Children Vulnerable groups – Elderly, Pregnant workers, those with existing	<p>The government guidance for vulnerable families and SEND will need to be followed.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people#attendance-expectations-and-encouraging-attendance</p>	<p>The DSLs will identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <p>Vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children</p>	SLT SENDCOs	Mon 18 May 2020	

	<p>underlying health conditions</p>	<p>A support package for families who are vulnerable will be put in place in order to help them transition back to school.</p> <p>We have published guidance on conducting a SEND risk assessment during the coronavirus outbreak – this will be reviewed ahead of 1 June.</p> <p>SLT will also be aware that there may be additional pupils, including those with SEND, who display symptoms of stress or anxiety and additional support may be needed for them. Schools should check with local authorities on their capacity to support with this.</p>	<p>with education health and care (EHC) plans this will be informed by a risk assessment approach).</p> <p>Regular telephone contact with our families who are not attending schools will be maintained by DSLs.</p> <p>External support for SEND and behaviour where necessary.</p> <p>Schools normally works with external agencies to support pupils with special educational needs and disability (SEND) or with behaviour or other issues.</p> <p>SENDCO's will check with local authorities and other providers of such support services to ascertain whether or when such services will be available.</p> <p>For pupils with education health and care (EHC) plans, it may not be possible to provide the full range of provision set out in the plan, and it may be necessary to make different arrangements if some of the support services are not available in their usual form from the start of June. If this is the case SENDCOs will work with the local authority and parents and confirm what special provision can reasonably be provided.</p> <p>The DSLs will liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying.</p> <p>The DSLs will ensure that adequate</p>			
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		<p>Staff and pupil bereavement are managed in line with the <u>Bereavement Policy</u>.</p> <p>EHC pupils should attend if appropriate to do so following risk assessment:</p> <p>School may need to carry out a risk assessment, if it is deemed that a child or young person may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home. For those children and young people with a social worker, the government expectation is that they should attend their educational setting unless a risk assessment concludes they will be safer at home.</p>	<p>pastoral care is in place to support pupils and staff who require it.</p> <p>The DSL will ensure the relevant staff have the appropriate training to support pupils and staff who require pastoral care</p> <p>DSLs to ensure that all Secondary schools receive the relevant historical safeguarding information about their future year 7 pupils. Appropriate forms will be completed.</p> <p>School will update the Bereavement Policy in school and inform all stakeholders.</p> <p>Make staff aware of the Bereavement box.</p> <p>For children who have a social worker, attendance is expected unless their social worker decides that they are at less risk at home or in their placement. DSL to speak directly with social workers and families to ascertain this.</p> <p>SENDCO's to lead on individual plans for children and consider individual risk assessments for EHCP children to consider if safe to attend site with the support of the SBM. SENDCOs will typically lead on ensuring that they have access to materials they can use to learn.</p>			
Child/Adult is unwell, and it is believed that they have been exposed to COVID-19.	Staff Visitors Contractors Children Vulnerable	Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and must be sent home as soon as possible.	<p>Ensure that there is access to a First Aid area away from the learning spaces (Medical Room)</p> <p>Basic 1st Aid where possible will be</p>	SLT All Staff Office Staff Support	Ongoing since 20 March 2020	

	groups – Elderly, Pregnant workers, those with existing underlying health conditions	<p>The school keeps up to date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) 	<p>administered in the classroom. Any 1st aid required due to outside activities or more serious i.e. nose bleeds, children to be taken to the first aid room in a safe manner.</p> <p>Advise children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p> <p>Staff will be responsible for informing SLT if they are unwell / become unwell and will also be required to advise SLT if they have been tested for COVID19.</p> <p>Check that the First Aid area is easily accessible and adequately stocked. Order stock if needed.</p> <p>All staff are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email.</p> <p>All pupils and parents are made aware of any infection control procedures and social distancing arrangements for when the school reopens via letter / parent hub.</p>	Staff		
A case of COVID-19 (pupil or school adult) is suspected	Staff Visitors Contractors Children Vulnerable groups – Elderly, Pregnant workers, those with existing	Staff will receive training and guidance on how to manage suspected COVID19.	<p>Where reasonably practicable staff should minimise contact with individuals who are unwell and ensure that those who have coronavirus symptoms, or who have someone in their household who does, do not attend settings.</p> <p>If a child becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, the process that should be followed</p>	SLT All Staff Office Staff Support Staff	Ongoing since 20 March 2020	

	underlying health conditions		<p>will include:</p> <ul style="list-style-type: none"> • A face mask/visor being provided which should be worn by the supervising adult if a distance of 2 metres cannot be maintained or if the supervising adult so wishes. • If contact with an unwell child is necessary, then gloves, an apron and a face mask/visor should be worn by the supervising adult. • If the individuals risk assessment of the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. <p>If anyone becomes unwell with a new, continuous cough or a high temperature in school, they must be sent home immediately</p> <p>If a child is awaiting collection, they should be moved, if possible, to the meeting room/stock room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If whilst waiting to be collected the child needs to go to the toilet, they should use toilet which will then be deep cleaned. Ensure adults in the area know which toilet has been closed off.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.</p> <p>All staff and students who are attending school will have access to a test if they</p>			
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			<p>display symptoms of coronavirus and are encouraged to get tested.</p> <p>Where the test is negative, they can return to their setting and the fellow household members can end their self-isolation following a 7 day isolation period AND when 2 days free of fever.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.</p> <p>There is no expectation that children's temperatures are checked every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus.</p> <p>Teachers, children and young people will have access to testing. (To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over https://111.nhs.uk/covid-19/)</p> <p>Parents should call 111 if their child is aged under 5);</p>			
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Reopening schools to more pupils will be very challenging, especially in terms of implementing social distancing and ensuring staff members can conduct their roles effectively where there is limited PPE available. This risk assessment will be kept updated in line with any new guidance or changes to current advice.

DATE OF REVIEW: <i>Record actual date of review</i> Annual or before as needed	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews</i> Will be regularly reviewed and amended as needed considering COVID19 outbreak
DATE OF REVIEW:	COMMENTS:
DATE OF REVIEW:	COMMENTS:

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3-day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.