

Whytemead Primary School – Risk assessment for September 2020

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

CORONAVIRUS (COVID-19)

Used with Existing Risk Assessments & Government Guidance

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name:			
Whytemead Primary School			
Date of Assessment	23.2.21	Date of Issue	24.2.21
Assessment carried out by	C. Mavin S. Jacobs H. Reilly R.Waddington	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

In agreement with Government guidance the School/Setting will use reasonable endeavours to be flexible and work together with the Local Authority/Trust to ensure that different settings are supported to stay open wherever possible, taking into account their circumstances and cohort (for example, special settings and alternative provision).

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of current and relevant information / guidance	Head Teacher ensures daily checks are made with Government updates and West Sussex County Council, and Health and Safety updates. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant		RW / CM	West Sussex issue weekly updates that are monitored by head.		
	In addition to the Government guidance, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the West Sussex County Council Health and Safety team directly		SLT	SP to inform teachers via sims reasons for absence before 1pm afternoon register. This will include where families have been advised to seek a Covid test. Office will keep a record of all children and staff who have taken a Covid test.		
	School Website information is automatically updated, including regularly reviewed risk assessment		office	Where children do not return to school, KW to maintain contact with families and measure taken to ensure continuity of education.		
	All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions and posters displayed		SLT			
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher – where necessary, an individual risk assessment has been completed		RW			
	Arrangements are in place to check the welfare of vulnerable children who are not attending school/setting, due to underlying illness, and other pupils where there is a safeguarding concern – teachers will use CPOMS to record concerns		ALL			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i> Lack of current and relevant information / guidance</p>	Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment		SLT	A help desk will be set up to prioritise jobs.		
	The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents. This will be reviewed every 2 weeks. The updated review will be added to the Covid section of our school website.		CM RW			
	Coronavirus Posters are posted around school/setting i.e. Reception, dining hall and in corridors		SG			
	<p>Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared – contractors should arrive after 3.30pm where possible.</p> <p>All contractors will be asked to sign a Covid information sheet based on our school risk assessment.</p> <p>All visitors will be required to complete a mapping form of where they have been in the school building to ensure effective track and trace is possible.</p>		SR SG			
Precautionary transmission measures not being followed in school	Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired. They will follow the 'Quick reference guide for adults' to establish whether they need to remain home or not.		ALL			
	Staff will follow the West Sussex County Council 'PPE requirements for staff' guidance where required. Note; <i>most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others</i> All staff will wear facemasks in communal areas in school.		ALL			
	The school uses a cashless system to limit cash handling		SR			
	Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles		ALL			
	Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves. Staff will be provided with a cup with a lid from September.		ALL			

	Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work.		ALL			
	All office type workstations/desks being used at the same time to be at least 1m+ apart, unless working closely together as an essential requirement of their work.		SR			
	Staff rooms must be kept clean and hygienic. All washing up must be completed on the day and the sides kept as clear as possible to ensure that school cleaners can do their job properly.		ALL			

What are the hazards?	Generic Control Measures	· X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i> Precautionary transmission measures not being followed in school</p>	Toilets areas are only (wherever possible) used by 1 member of staff at a time		ALL	<p>➤ Staff have been allocated staffroom areas to ensure social distancing and minimise group mixing. Toilets have antibacterial wipes for all surfaces after use.</p> <p>➤ Note; parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus</p>		
	Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups PPA teachers may move around classes and ensure that they have taken necessary hygiene precautions.		ALL			
	Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school. All will be advised to take a COVID test.		ALL			
	A member of staff will greet each pupil and ensure they wash their hands immediately on arrival to their classroom		Class teachers / LSA			
	A letter explaining how to prepare children will be sent home to attendees – February 2021		SLT			
	Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff		ALL			
	<p>Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;</p> <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands • 'Catch it, Bin It, Kill It posters in all classes / communal areas 		ALL			
	<p>All pupils are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> • before leaving home and on arrival at school • after using the toilet and after breaks and sporting activities • before food preparation and eating any food, including snacks • before leaving school • break times / between using different toys / equipment 		ALL			

	Pupils are seated at the same desk each day (for the whole week)		Class teachers		
	Equipment, stationary and text books are not shared and should remain with that pupil on their desk / table. Where sharing cannot be avoided, resources must be cleaned between use.		Class teachers		
	Lateral Flow Tests All staff must complete Lateral Flow Tests on Monday and Thursday. These results are reported to the head teacher via Google Forms		ALL		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Precautionary transmission measures not being followed in school	External doors and windows are opened to allow additional ventilation, where possible (including offices). Where more than 1 person is in a room, the window must be open.		Class teachers	Outside areas have been designated to year groups as specified on playtime plan SR / SG to ensure enough wipes are available		
	Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching		Class teachers			
	Pupils do not share their own exercise books. Reading books will be sent home but are returned to a box and disinfected before return to book shelf.		Class teachers			
	Staff can mark sets of books in school. Children's books should not be taken home by members of staff for marking. Where possible, children to mark their own work and staff offer verbal feedback or feedback that can be stuck in books by the child (stickers) Teachers will use whole class feedback sheets for maths and English mid mark.		Class teachers			
	All classroom sides must be kept clear of clutter. Teachers are responsible for ensuring that cleaners can complete their job without needing to de-clutter the sides first.		ALL			
	Computers must be wiped between use – wipes are provided for this in all classrooms. PPA computers must also be wiped down by staff after use.		ALL			

Social distancing failure	Each year group will form 1 bubble of up to 3 classes: Reception bubble Year 1-2 bubble Year 3-4 bubble Year 5-6 bubble		SLT	<ul style="list-style-type: none"> ➤ Social distancing signage are used where practical ➤ Children arrive during 8:40am and 9. ➤ Leaving times are staggered to avoid congestion. 		
	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for. Staff should try and remain 1m+ from children where possible.		Class teachers			
	An office desk and seating allocation plan has been drawn up for staff to achieve 2 metre social distancing		SR			
	A classroom desk and seating allocation plan has been drawn up for staff and pupils. This includes a designated desk and chair assigned to each pupil in class which includes all children facing forwards (where possible) towards the interactive whiteboard. EYFS children will have designated spots on the carpet. Year 1 class to have tables for children to facilitate learning that are 1m+		SLT			
PPA teachers in more than one year group bubble	Teachers may teach across 2 bubbles but they must ensure that they minimise risk based on the system of control in school.			Where possible, teachers will remain in the same bubble for the morning or afternoon session.		
Lesson observation / monitoring by SLT / Teachers	SLT will observe in all classrooms but will use the control systems in place. All observers will wear a face covering during the observation and observe social distancing from adults.					
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>	On arrival pupils will wait for gates to open, respecting social distancing rules		Class teachers			

Social distancing failure	Staff enter the building through the main entrance but must maintain social distancing.		SLT	➤ Outdoor equipment is taken out of use if it cannot be sufficiently cleaned between groups of pupils using it		
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes		SLT			
	When outdoor equipment is used, it is cleaned between small groups of children using it, and multiple groups do not use it simultaneously		Class teachers			
	Movement of pupils around the school is staggered to reduce large groups of pupils / staff gathering (brief, transitory contact, such as passing in a corridor, is low risk) Groups of children MUST be accompanied by an adult		SLT On plan			
	Soft furnishings, soft toys, unnecessary items and toys that are hard to clean (such as those with intricate parts) are removed. Classroom surfaces are kept clear so that they can be easily cleaned		SG			
	As much as possible, staff seek to prevent the sharing of food, drink, utensils, equipment and toys		ALL			
	NO children should be in the library unaccompanied – there must be an adult with them at all times. Library slots may be booked on google calendar. Only 1 class at a time should be changing books. Bubbles MUST NOT mix in the library		ALL			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>	School entrance reception desk/point has a screen or a physical barrier between the visitor and member of staff		SR SG	➤ These meetings will only be those that are ABSOLUTELY		
	Visitors are reminded to keep a 1m+ gap between other visitors		SG			

Social distancing failure	To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries		SR	ESSENTIAL, otherwise meetings WILL NOT take place on the premises.		
	Any essential face to face meeting is undertaken maintaining 1m+ social distancing.		ALL			
	As much as possible, pupils and staff are spaced apart at all times i.e. <ul style="list-style-type: none"> • Staff rooms are allocated to smaller groups of staff • break times (including lunch) are staggered to minimise staff and pupils contact and mixing • avoiding unnecessary gatherings by staggering starts / ends of the day • pupils to leave the class, a row at a time to manage pinch points • there are arrangements for breaks/play times to ensure that year group bubbles do not mix. • pupils using toilet and welfare facilities at one time are limited • each group has a designated set of toilets to use (where feasible) • some toilets have been designated unisex, where necessary (redwood/oak) 					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Social distancing failure</p>	Throughout meal service times, social distancing rules in queues, seating and eating are followed. KS2 ALL eat in classrooms. Hot meals collected by LSA School catering staff should not enter classrooms. One LSA will collect, deliver and return dishes		ALL	<p>➤ Social distancing floor markers are used where practical (EYFS)</p> <p>➤ Hand sanitiser is used as a second option if handwashing is not viable. All classes will have their own hand sanitiser dispenser</p> <p>All visitors to wear a face mask on school grounds – including parents at drop off / pick up</p>		
	Staff and pupils are reminded to wash their hands prior to eating		ALL			
	Groups are kept apart as much as possible and tables are cleaned between each group. Only 2 rows of tables to be set up in the hall.		Catering staff LSA			
	Trays/crockery/utensils are handed to the pupils individually by a member of staff		Catering staff			
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible		ALL			
	A suitable drop off and pick up points where parents can socially distance has been established		SLT			
	Pupil drop-off and collection times are staggered (including avoiding peak times) with parents informed that where a pupil needs to be accompanied to the setting, only one parent should attend. Parents do not come into playground in the morning but collect from classrooms in the afternoon.		SLT			
	Parents will not enter the school buildings to drop off or collect children or be allowed to gather in the playground/school premises to talk to other parents		SLT			
	Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering at school entrance gates or doors		SLT SG			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff and pupil wellbeing	Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision		RW GOV	➤ This is on the room allocation plan		
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again		ALL			
	The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable - This has been agreed and supported by the school Governors		GOV RW			
	Staff to take breaks during their groups play/break times with another member of staff supervising whilst observing social distancing		ALL			
	Staff are informed that access to Coronavirus (COVID-19) testing is available and to follow our Local Authority procedure		CM			
	Teachers will plan for return to school – taking care to carefully consider the pupils well-being					
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 10 days		SLT	➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested Testing kits have are in school Additional kits ordered		
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school if they do not have one)		ALL			
	Staff and Headteacher /Manager/(Senior Leadership Team) make appropriate communications arrangements for wellbeing		CM SLT			

	<p>Pupil reported to Head Teacher/Manager/(Senior Leadership Team) and taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs</p>		<p>CM SLT</p>	<p>➤ This will be the first aid room (behind the air lock). PPE is available in the event of a suspected case of COVID19 for staff to wear (see SR)</p>		
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site</p>	A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)		ALL	<p>➤ FIRST AID ROOM toilet No ENTRY SIGN – Pupil isolating will be posted on glass doors</p> <p>➤ Staff are also informed</p>		
	FULL PPE (gloves, face mask, apron, eye protection) is worn by staff caring for the child while they await collection if social distancing cannot be maintained. As a precaution staff should wash clothing when they get home in accordance with the manufacturer’s instructions, using the warmest water setting and dry items completely (Most viruses won’t survive in temperatures over 60°C)		ALL			
	Parents informed of their child developments and asked to collect immediately		SR SLT			
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.		CM			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19)		SG			
Confirmed staff or pupil Covid-19 case	Where the child, young person or staff member tests positive, advice will be sought from PHE and, potentially, the rest of their class or group within their education setting will be sent home and advised to self-isolate for 10 days		CM SLT	<p>➤ All staff and pupils have access to a test (from 119) if they display symptoms of coronavirus, and they are encouraged to get tested</p>		
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door ‘Closed for Cleaning’		SG			
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal		SG			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision and effective cleaning	<p>Where safe guarding and security is not adversely affected, all</p> <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons <p>are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates</p>		ALL	<p>➤ ROTATION OF CLEANING SURFACES TO BE COMPLETED DAILY BY STAFF</p>		
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use		SG	SG will ensure that soap / handtowels etc are kept well stocked in all classrooms and toilets – he will liaise with cleaners		
	<p>Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply.</p> <p>SR should devise a system for checking these as some areas have reported a lack of soap and towels.</p>		SG	<p>➤ Note; hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides</p>		
	All concerns regarding cleaning should be reported to SR via maintenance help desk.					
	Additional cleaning requirements have been agreed with site staff/cleaning contractors, which may include additional hours to allow for this			SR		
	Site staff follow (existing) cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc			SG		
	Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture			ALL		
	While packaging is not known to present a specific risk, delivery containers/package are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling			SR OFFICE STAFF	Additional cleaning time has been agreed with cleaning company, some tasks changed to ensure desks / chairs kept clean	

	<p>The school/setting would pursue;</p> <ul style="list-style-type: none">• replacement/cover site staff if the duties are contracted in• external cleaning services• temporary workers if alternative arrangements cannot be made			➤ Contact is made with West Sussex		
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What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Site staff absence Effective cleaning no longer available	If site cannot be cleaned, the school/setting will contact the Local Authority for further advice before making decisions to temporarily close on health and safety grounds		GW	➤ Staff and parents are informed with West Sussex County Council Communications agreed statement if the school is to temporarily close or move staff and pupils to another school		
	Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover		Office			
Unsafe Buildings Operating in a different manner to normal operation	All statutory inspections are up to date and compliant		SG	➤ SG has kept records and these are up to date Evacuation plans are tested during regular fire drills Fire Drills are completed and up to date		
	Contact is made with West Sussex if any problems are identified		SR			
	The operational Fire risk assessment has been reviewed and appropriate controls are in place		SG			
	The school/setting has a system for knowing who is in the school when open		SR			
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)		SLT			
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off		SG			
	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building		KW			
	Staff know where utility isolation points and firefighting equipment are		SLT			
	Activities undertaken do not increase the potential for fire		ALL			
	Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only		SG			
	Alarm points and the Fire log book checks are completed		SG			

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Travelling to and from work	Staff are advised to stay 1m+ away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly)		ALL	➤		
	Staff are advised to keep up to date about reduced public services and closed stations staff must wear face coverings on public transport in line with new government policy		ALL			
	Staff are encouraged to avoid rush hours and busy times if they can and use contactless payment Cycle to work support scheme emailed to all staff		ALL			
	Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online All staff can have access to face masks which are now mandatory on public transport		ALL			
			ALL			

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Whole staff meeting	Meetings will be held in the hall, where teachers remain 1m+ apart. Alternatively they will be held via zoom. Meetings will be structured and focussed. A meeting protocol will be agreed by all staff.		All staff			
Assemblies	Assemblies may take place but will be restricted to bubble year groups – where they do take place, they will be in the hall.		SLT			
School trips and after school clubs	We will not be participating in any outside school events unless guidance allows it. After school sports clubs can resume on return to school (8 th March). This will be offered to year group bubbles to avoid mixing.		SLT			
Pupil Attendance	All children are expected to attend full time from March 8th. However, a small number of children may be shielding or self-isolating. KW will follow up SEND attendance including EHCP children and CLA Head teacher will be responsible for monitoring any non-attendance and ensuring contact is made with families.		KW CM SP	SP (office) will ensure that any non-attendance is reported directly to RW to ensure that he is able to act quickly.		
Pupil Absence	Pupils attendance is mandatory in March 8th. All absence must be reported to the school office. SP will ensure that absence is a priority and that all reasons for absence are recorded on SIMS <i>before</i> 12pm. This will ensure that teachers can use SIMS to find out reasons for absence at the 1pm register time. Head teacher will monitor absence by holding 2-weekly attendance meetings with SP.		SP RW			
Buildings, site and resources	All soft furnishings remain removed from classrooms. Where soft chairs are used, they have been covered with oil cloth so that they can be easily cleaned.		SG			

	Toys used should be plastic and easy to clean. They should be cleaned regularly and between groups of children.				
First Aid	<p>All bubbles must have their own, fully stocked first aid kit. These will be returned to the school office on Friday 17th July to be re-stocked for September.</p> <p>All staff must wear gloves when dealing with a first aid incident.</p> <p>Where the kit is used, the teacher / LSA from that bubble can inform SP, who will be responsible for ensuring they remain stocked up</p> <p>Serious first aid issues will be isolated in the air lock. 1 member of staff to remain with the child until parents arrive. If necessary, school will call 999.</p>		ALL SP	First Aid log books are kept in classrooms	
Curriculum planning, content and delivery	<p>The school has planned a broad and balanced curriculum for March. This also includes enhanced RSHE</p> <p>In the event of home learning being necessary again, we will follow our agreed remote learning strategy.</p>		CM		
Managing parent / carer concerns	<p>HT will continue weekly newsletters to keep parents informed. These will also be sent to all staff and governors.</p> <p>KW will continue to make calls to vulnerable parents.</p> <p>All parents will receive a school report by October half term, setting out where their child is at 'now' and ways forward.</p>		CM KW Class teachers	CM completes weekly newsletters	
Safeguarding	<p>Ensure current Child Protection Policy is compliant with new KCSIE effective from 1st Sept 2020 and reflects any changes in practice due to September patterns of opening (COVID19).</p> <p>Governors will ensure that the school is compliant with this. This will be reviewed and shared with ALL staff.</p>		CM GOVS	Whole staff training 4.9.20 (am)	

	The head teacher will ensure that CPOMS protocols are being followed up to ensure robust reporting arrangements for safeguarding incidents and make contact with MASH where necessary.				
Visitors in school	All visitors walking through school will be asked to wear a face mask. They will also be directed to hand sanitiser and must keep social distance at all times. Visitors may only walk through classrooms where absolutely necessary and must remain in class for no longer than 15 minutes.		Office ALL		
Outside agencies	Play therapists / OT and other agencies will have a designated space, which can be cleaned before and after use and allows them to remain socially distanced. They will not be permitted to walk around school to collect the children that they are seeing. Children will be sent to them by the class teacher at the allocated time. They will be signed in to school by the office, but will enter the building via the y5-6 entrance, this cuts down the amount of movement in school significantly. KW to let them into this entrance – office to call down to her. They will leave at allocated time and KW will lock door Children will wash their hands before and after seeing play therapist All outside agencies will be required to submit their own Risk Assessment before they resume in school activities Where the risk is deemed to high (high level of cases being sent home) the HT may inform therapists to work from home on that day.		PT SH Tea cher s		
Pupils isolating due to government guidance around COVID19	Where a pupil is; Self isolating Shielding Vulnerable Remote learning will be provided using Oak National Academy Materials. This activity will be recorded by the class teacher.		Class teach ers		

