



St Sidwell's CE Primary School and Nursery


Covid -19 Risk Assessment RA100

LOCKDOWN JANUARY 2021

This is a live document and it will be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements at St Sidwell's.

Suspected or confirmed cases of COVID-19 must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly.



	Establishment/Department: St Sidwell's CE Primary School and Nursery	Establishment Risk Assessment	RA100 V2.3
Address: York Road, Exeter EX4 6PG			
<p>Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors</p> <p>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance, latest: Guidance for Full Opening: Link: www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>		<p>Date assessment completed: 13/07/2020 Updated: 31/07/2020 Updated 24/08/20 Updated 04/09/20 Updated 27/09/20 Update 19.10.20 / 20.10.20 Update 29.10.20 Updated 12.11.20 Updated 27/11/20 Updated 02/01/2021 Updated 08/01/20 & 14/1/21 Update 02.02.21</p> <p>This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.</p>	
<p>It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and must consult with their staff regarding the risks and control measures being implemented.</p> <p>General guidance on completing risk assessments is available at arrangements note HS47. When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>		<p>Assessor(s): Vanessa Briggs</p> <p>Governors School Staff</p>	

Version Control: RA 100 Version 2.1	
Update – 15/7/20, page 6. Premises related matters - Management of waste	
Update – 25/08/20, page 12,13,14. School Transport	
Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)	
Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff	
Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/ cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820	
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	
Update – 15/09/20, page 16. Educational Visits - updated link.	
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.	
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama	
Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff	
Update – 04/01/2021 page 3 – definition of close contact	
Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.	
Update – 04/01/2021 page 14 – Lateral Flow Testing (Secondary Schools)	
Update – 02/02/2021 page 4 - confirmation it is still the right set of measures for the current new variants of coronavirus (COVID-19)	
Update – 02/02/2021 page 6 – Importance of staggered start and end of day times	
Update - 02/02/2021 page 12 - reordering of importance of ventilation to .7	

Update – 02/02/2021 page 9- update on face masks in Primary schools for staff (HT decision)	
Update – 02/02/2021 page 17 - Lateral Flow Tests & responses	

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
Social distancing and reducing risk of transmission	
	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school.</p> <p>Feb 21: confirmation that these measures remain current in light of new variants.</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school. 2) Where recommended, the use of face coverings in schools. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Always keeping occupied spaces well ventilated. 8) Where necessary, wear appropriate personal protective equipment (PPE). Numbers 1 to 5, and number 7, must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 8 applies in specific circumstances.
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening.</p> <p>The school is open to vulnerable children and children of critical workers.</p> <p>From 18.01.21 – Nursery Provision will be open for all unless guidance changes.</p> <p>Children will be in class pods with little contact with other Year groups. We will aim to keep numbers in pods as</p>

low as possible. “Limiting attendance is about supporting the reduction of the overall number of social contacts in our communities. We have resisted restrictions on attendance at schools since the first lockdown but, in the face of the rapidly rising numbers of cases across the country and intense pressure on the NHS, we now need to use every lever at our disposal to reduce all our social contacts wherever possible.”(Govt Guidance Restricting Attendance 7/1/21)

Staggered drop-off & collection times per year group & alternative drop off locations.

3 entrances – used by different year groups :

Year Group	Start am	Entrance/ Exit	Finish pm
Nursery Pods 1	8.55am	FSU Gate	2.55pm
Nursery Pod 2	9.05am	FSU Gate	3.05pm
Reception	9.00am	Main Office entrance	3.05pm
Year 1	8.55am	Main Office entrance	3.00pm
Year 2	8.45am	Playground entrance (Well Street)	2.50pm
Year 3	9.00am	Playground Entrance	3.05pm
Year 4	8.55am	Playground entrance	3.00pm
Year 5	8.50am	Playground entrance	2.55pm
Year 6	8.45am	Main Office entrance	2.50pm

Teachers will meet their classes at their entrance gates each morning (TAs in class) and will see children out from gates each afternoon. **Staff will wear masks unless exempt.**

If children are late – they will wait outside main entrance until all other pods are on premises (yr 2-6) EYFS & KS1 will wait at Main entrance until all other classes have entered.

A Timetable has been created for all staff showing all staggered times throughout the day for each group.

Pupils will be instructed to wash their hands on entering the premises. Hand sanitiser gel will be available at all entrances.

A letter communicating this to parents has been sent BEFORE September re-opening including an A-Z Guide to re-opening. Parents will be informed of all updates & updated RA's will be on school website.

January 2021: A-Z Guide & FAQ's to be re-sent with information updates

Contract will be sent to all parents to ensure all parents have read requirements for Autumn Term.

New families joining after September will be given updated letters re opening.

	<p>https://www.surveymonkey.co.uk/r/VTT293G</p> <p>Face coverings worn by children to school must be removed prior to entering the school grounds as staff cannot support children to take these covers on or off. Face covering should be placed in a plastic bag and taken home by the adult accompanying the child.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>
<p>Parents gathering at school gate not social distancing</p>	<p>All parents/carers waiting outside the school to wear a face covering unless exempt. Children to remain with their adults until gates open for their year group. Keep pavements clear for other pedestrians and enable social distancing.</p> <p>Only 1 parent per household to drop off/collect children.</p> <p>November Lockdown update: <i>When dropping off and collecting children, please can we ask that this is done by a member of your household. In extenuating circumstances could you please limit the number of other adults who do this to members of your formal (childminders/ nannies) informal (family/ grandparent/friend) childcare support bubble.</i> <i>New Government Guidance for Schools, just released states that :</i> <i>Parents are able to form a childcare bubble with another household for the purposes of informal childcare, where the child is 13 or under. Please inform the school if this is to happen.</i></p> <p>Staggered times allow for social distancing at gates. Parents will not have access to school grounds unless by pre-appointment. Nursery Parents: will be able to come into FSU playground to support settling of their children. They will be asked to wait outside the FSU gate (along the bike shed) before entering playground. Reception children will be able to come into the FSU Playground for 2 weeks to support settling of their children. After this time they will wait at the Nursery gate. (along the path) No children walking home alone at present except Year 5 & 6 on their own at parent's decision & done at parents own risk and with written permission.</p> <p>Posters will be used at all entrances to remind parents of social distancing requirements. Letters / communication to parents will be sent regarding this information & reminder texts as required.</p> <p>January 2021 Only 1 adult per household to drop off/collect children. This can be parent / member of formal/informal support bubble – please inform school of who will be collecting. Parents reminded to leave the school area as soon as their child is dropped off or collected.</p>

<p>Overcrowding in classrooms and corridors.</p>	<p>Years 2 – 6 have single front facing desks. 2m distancing is adhered to where possible. Year 1 & EYFS classrooms are set out differently to ensure the needs of the children are met maintaining an environment that is appropriate for the age and phase; table spread out, use of indoor and outdoor space to provide space for children to spread out in their learning</p> <p>All classes will change their seating to support the need for groups etc as they need.</p> <p>Clear access around sink areas in the classrooms. <i>(There may be a need for some furniture to be removed from classrooms to support this set-up & space.)</i></p> <p>It is noted that government guidance states that social distancing cannot be strictly adhered to within a primary school setting due to space and age of children so school will mitigate risk through following government guidance:</p> <ul style="list-style-type: none"> • regular hand washing • regular cleaning of all hard surfaces • regular cleaning of any resources including play resources • Good respiratory hygiene: catch it bin it • adults adhering to social distancing as much as is possible • anyone showing symptoms of Covid to be immediately isolated, sent home and Public Health flowchart to be followed. • System in place for toilets to support 1 in 1 out system to mitigate contact between groups as much as possible- children to be taught these systems <p>Toilets: Toilets can be shared between pods but a 1 in 1 out (in each classroom) as much as possible. Staggered breaks & lunches will help. KS1 toilets Year 3 & Year 6 toilets (by the hall) KS2 toilets – used by Years 2-5 Children will need to check with class adult before going to the toilet Toilet areas will be cleaned each lunchtime.</p>
<p>Risk of transmission within EYFS settings</p>	<p>Full FSU Pod (Nursery & Reception) to support full access to Early Years curriculum Jan 21 FSU will be separated back into Nursery & Reception Pods for the foreseeable future to enable smaller pod groupings.</p> <p>2 Nursery pods in FSU / Reception Pod in Year 1 classroom using Year 1 outdoor space for provision.</p> <p>Space – staff will try to remain socially distanced to other staff</p> <ul style="list-style-type: none"> • regular hand washing • regular cleaning of all hard surfaces • regular cleaning of any resources including play resources

	<ul style="list-style-type: none"> • Good respiratory hygiene: catch it bin it • Adults to remain socially distanced from each other (not the children) • Regular cleaning of all areas & emptying of bins. • Use of PPE for Intimate Care • <p>Equipment:</p> <ul style="list-style-type: none"> • Equipment is only used by the FSU pods. • Equipment will be cleaned as necessary • Equipment and resources have been carefully considered to enable the learning of the full Early Years Curriculum. Soft furnishings / materials etc are limited to what is needed. • Sand is available. Children are encouraged to wash their hands after use. • Playdough is available and changed regularly. <p>When staff need to give parents accident slips – they will not require parents to sign these during this period. The member of staff will initial the accident book to state that the accident has been reported to the parent / carers.</p>
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<p>Staggered break times in place. (Staggered timetable) Different playground locations are in use Staggered lunchtimes & in set groups with handwashing – tables kept apart. Lunches to be supported by MTAs in hall ensuring adequate space between year groups. MTAs to clean & sanitise tables between year group lunches. Year groups remain separate in playground at breaks: Outside areas are divided to ensure this. Children encouraged to socially distance. Children will be regularly reminded in class Children will be supported with ideas for games / play that encourage social distancing where possible.</p> <p>Playground split into 4 areas: KS1 playground space – area in front of the Nursery/Reception gate Playground area 1 – court Playground Area 2 - including, the circle space near vegetable garden, forest school area Playground area 3 – area including Gazebo & Orchard / 100 square. Playground area 4 – nearest school hall & are by bridge / trim trail.</p>
<p>Groups mixing during extra-curricular provision</p>	<p><i>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</i></p> <p>Fun Club & Breakfast club to run in the hall and use hall area & outside space. Children are being kept separate in Year groups. (see Extended Schools RA) Outside sessions to be delivered wherever possible to support wider protection measures. DfE have issued <i>guidance for parents and carers</i>, which has been circulated in Fun Club RA to parents. .</p>

	<p>Nov Guidance: Extra-curricular clubs will not be running unless for childcare purposes.</p> <p>When permitted: Extra curricular clubs to run as Key stage pods – pods will be consistent as pupils will be required to sign up for the club.</p> <p>Clubs will only run in the outside areas with equipment cleaned after each club.</p> <p>If wet – clubs will be cancelled.</p> <p>Jan 21</p> <ul style="list-style-type: none"> Schools should not run extra-curricular activities UNLESS they are formal ‘wraparound care’ before or after the school day for working parents
<p>Spread of virus due to increased numbers of people within the building.</p>	<p>Inform parents that only 1 parent/ member of formal/informal childcare support bubble to accompany child to/from school.</p> <p>No parent to be on site without prior arrangement:</p> <p>Parents who need to come into school premises to support medical needs will be asked to wear a mask.</p> <p>Parents can contact the school office from 8am with messages for staff.</p> <p>Staff to meet children at the gate.</p> <p>Nursery parents may come into outside setting to settle children & collect children.</p> <p>Reception children & parents – Drop off at gate & come into outside area for collection.</p>
<p>Staff</p>	<p>Staff should maintain Public health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE.</p> <p>The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</p> <p>Hand sanitiser & hand washing facilities are available in all staff areas.</p> <p>Staff will wear face coverings when welcoming & dismissing class at gate unless exempt and in areas of the school where social distancing becomes difficult : corridors / staffroom/ Offices</p> <p>Meetings will be conducted over Zoom / Teams wherever possible</p> <p>KS2 aim for space of 2m at front of classroom if possible. However this may not always provide the most effective and necessary teaching & learning support needed by all children therefore small groups work at group tables / floor or 1:1 will still be used when necessary.</p> <p>Staff to ensure they take appropriate measures to safeguard themselves as much as possible. Eg</p> <ul style="list-style-type: none"> working side by side with children instead of face on. Consider height levels when working with children.

	<p>An individual Risk Assessment will be completed with HT/DHT if a member of staff feels the need to wear appropriate PPE to support the children. PPE will be worn for intimate care purposes. Use of full PPE for diabetic support.</p>
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place RA22 /100 has been updated. All children will return to Year groups classes and entry/exit as per normal with the exception of: Year 1: Main entrance, through library down outside steps Year 2: Main entrance, through library down outside steps Year 3: Main entrance, through library and corridor into classroom. Jan 21: Year 2 pupils now in Year 6 classroom Year 6 children accessing Community Room : through library area & using stairs.</p> <p>All measures have already been updated in accordance with CV and will remain.</p>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p>All measures currently in place from June re-opening will remain in place. All classes have own First Aid kit /PPE & accident book. Sufficient First Aiders & paediatric first aiders in all key stage areas across the school. 3 Paediatric first aiders in FSU. Paediatric first aiders also as MTAs</p>
Fire Procedures	<p>Fire Risk Assessment returns to standard procedure as all children return to their own classrooms. Yr 3: through library corridor & outside Yr 6: outside fire exit door downstairs, along side of school & onto playground. Yr 1 (if outside) as Yr 6.</p> <p>Corridor encounters – classes be aware of each other’s pods as they move out of building and wait for others to go during a fire alarm. Classes to be adequately spaced in lines and on field.</p> <p>Clear procedures in event of evacuation staff will ensure windows and doors are closed.</p>

Water hygiene – management of legionella	<p>Managing School Premises during the Covid-19 outbreak. Eplus global regularly monitor water (monthly checks & records)</p>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Staff training and opportunities for all employers to raise concerns will be given during staff briefings.</p> <p>Back to work RA carried out with individual staff & pupils Any changes regularly communicated to all stakeholders.</p> <p>Children to be supported in classes with new expectations using School Rules Be Ready, Be Respectful, Be Safe. Revisited January 21 with focus on social distancing and appropriate play.</p>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors).</p> <p>All equipment to be within statutory test periods (e.g. lifts and hoists)</p> <p>SLA's to be continuing as required.</p>
Staff rooms and offices to comply with social distancing and safe working practice	<p>Guidance requires: “Schools should also plan how shared spaces are set up & used to help staff to distance from each other. Use of staffrooms should be minimised...”</p> <p>2 staff areas available : with tea/coffee facilities & fridge.</p> <ul style="list-style-type: none"> • Staffroom (only 6 at a time) <p>Lunchtimes have been staggered to support social distancing for the whole school community.</p> <p>ONLY 6 STAFF MEMBERS IN THE STAFFROOM.</p> <p>Staff are being asked to vacate staffroom after they have eaten to enable other staff access.</p> <p>Staff can use bays outside classes.</p> <p>Office Staff:</p> <ul style="list-style-type: none"> • Where possible some Office staff will continue to work on a rota basis: school/home. • There must be 1 member of office staff in school at all times. <p>Office spaces cleaned thoroughly between staff members.</p>
Ventilation to reduce spread	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</p> <p>Devon Ventilation Advice: 20.11.20</p> <p>Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing if required.

- rearranging furniture where possible to avoid direct drafts
- Opening internal doors can also assist with creating a throughput of air · natural ventilation – if necessary external opening doors may also be used as needed.
- Where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as ensuring that they are closed at times when they cannot be sufficiently monitored.
- Ventilation to chemical stores should remain operational. It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: workplace Guidance on temperature in the workplace

Oct update:

- Check whether windows and air-vents can be opened. For example, higher windows may cause less disruption from wind and rain than lower windows, whereas grids above windows help air circulate without significant heat loss
- Clean ventilation grids so that the air supply is not obstructed.
- Using desk or fans on stands, where there are pockets of stagnant air. If placed adjacent to open windows this can assist.

*St Sidwell's school is equipped with Passivent, a natural ventilation system. Passivent draws fresh air into the room diluting the ambient atmosphere already in the room, an ideal ventilation system for the current COVID situation. This dilution process continues for as long as the control box is in the **OPEN** position.*

*Press **OPEN** and the ventilation system will work for three hours before returning to the AUTO position. Press **OPEN** again and it will run for another three hours.*

*With the natural ventilation system set to **OPEN** and the vents above the classroom windows open, it is enough to dilute the ambient atmosphere in the room to reduce the risk of COVID cross infection, whilst still maintaining thermal comfort.*

*Over and above the passivent set to **OPEN** and the window vents open, it is personal choice whether or not to open windows and/or classroom doors to the corridors.*

	<p><i>For corridor annexes where teaching takes place, please open at least one window to maintain airflow (the window doesn't need to be completely open, just enough to feel a draft against the palm of your hand).</i></p> <p>Feb 2021: Recognition of importance of ventilation</p>
Management of waste	<p><i>Cleaning Programme for lunchtimes: bins for tissues are emptied. Tissues NOT to be placed in recycling bins. toilets cleaned desks & tops of chairs cleaned all handles & staircases in school cleaned Tables in hall cleaned & sanitized by MTAs after each Year group lunch sitting.</i></p> <p>Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning</p>
Management of incoming goods	<p>Where possible deliveries arranged outside of school times and any during school times have been pre-arranged and are delivered via carpark area – in contact with school office. 48 hour quarantine before being put into circulation. (Main entrance)</p>
School owned outdoor play equipment	<p>Managing Outdoor Playgrounds Trim Trail & climbing poles – cleaned daily & children asked to use hand sanitiser after use of equipment. Each pod to have its own tub of play equipment to mitigate contact.</p> <p>Newsletters will include up to date info & guidance to parents in relation to covid including hygiene measures & Social Distancing</p> <p>FSU playhouse, climbing frame & outdoor equipment will be used by the one pod.</p> <p>Small climbing frames will be cleaned daily.</p> <p>Consider play equipment & climbing frame for use in KS1 play area. Equipment on main playground to be used weekly by differing pods. Children to use hand sanitiser after use. Hand sanitiser stations available in playground. Equipment to be left unused on Friday to allow for a 72 hour quarantine before next class use the following week. (Opal equipment to be used in the same way – as of October 20)</p> <p>Sanitation of benches, picnic tables & refuse areas daily.</p> <p>OPAL: Resources to be used by Year 3 & 4. Resources kept to these year groups and put away on Friday-Sunday to ensure 72hours quarantine.</p>

	<p>Playground separated to enable this to happen.</p> <p>Some OPAL equipment to be considered in all areas of playground using salt-bins. A timetable of use will be created.</p>
Hiring out premises	<p>Where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</p> <p>Extra curricular clubs to run as Key stage pods – pods will be consistent as pupils will be required to sign up for the club.</p> <p>Clubs will only run in the outside areas with equipment cleaned after each club.</p> <p>If wet – clubs will be cancelled.</p> <p>Each hiring potential will be assessed on school’s ability to ensure such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance.</p>
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	<p>Classroom based resources will be kept in pods and not shared.</p> <p>Hall to be timetabled for each class. Mats & equipment is teachers / TAs responsibility to clean after use. (Cleaning kit to be kept in the Hall)</p> <p>Mats to be cleaned at end of day by cleaners (if used) – signage (mats used)</p> <p>Classroom based resources such as sports, art and science equipment can be used and shared within a pod. Such resources should be cleaned frequently and meticulously and always between pods or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different pods.</p> <p>Follow government guidance for working in education and childcare if someone becomes ill with suspected COVID-19 at the setting. School will follow guidance on Cleaning and decontamination of non-health care settings. Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.</p>
Shared resources and equipment increasing spread	<p>Pupils from Year 2 upwards to have individual pens / pencils – not shared. FSU / Yr 1 pens/ pencils will be cleaned each evening.</p> <p>Social distancing measures remain in place for photocopying room. 1 person at a time in the room.</p> <p>Staff to remain away from school office if possible.</p>

<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<p>Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings. =.</p> <p>Cleaning update August 2020 : single bagging of rubbish unless from a deep clean.</p> <p>All cleaning staff have daily cleaning checklist of expectations. enhanced cleaning to be carried out on resources 1x week.(by cleaning staff) Deep Clean – protocol in place for use if child/adult shows symptoms. Cleaning Staff trained for this. Cleaning expectations & regularity to be shared & evidenced daily. Additional hours agreed – cleaners will be in school from lunchtime on to enable toilets / handles/ desks / chairs etc in all rooms to be cleaned during lunchbreaks. Cleaning products have been checked for suitability and adequate supplies are available.</p>
<p>Sufficient handwashing facilities for staff and pupils</p>	<p>Hand sanitiser stations to be at the entrance of every classroom to double the number of hand sanitiser / pump & foam stations for children to use. Access to sinks in classrooms clear for use Sinks in toilet areas also available.</p>
<p>Additional time for staff and pupils to carry out handwashing</p>	<p>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.</p>
<p>Handwashing practice with children</p>	<p>Introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug. Skin friendly sanitiser wipes/ soap can be provided by parents for children who need it.</p>
<p>Good respiratory hygiene</p>	<p>Promote ‘catch it, bin it, kill it’ ensuring that enough tissues and bins are available. Support should be provided for young children Individual Risk Assessments if required for children with SEND</p>
<p>Sufficient supplies of soap and cleaning products</p>	<p>COSHH assessments have been reviewed and advise taken from suppliers. All products used conform to requirements. Suppliers and contractors contacted to ensure sufficient supplies and deliveries.</p>
<p>Toilets being overcrowded</p>	<p>Limit the number of children or young people who use the toilet facilities at one time.</p> <p>Toilets: Toilets can be shared between pods but a 1 in 1 out (in each classroom) as much as possible. Staggered breaks & lunches will help. KS1 toilets Year 3 toilets (by the hall) KS2 toilets Children will need to check with class adult before going to the toilet Toilet areas will be cleaned each lunchtime & after school daily.</p>
<p>Staff related issues</p>	

Staff measures to reduce contact and transmission

When assessing the return to full opening in September the following section of the DfE guidance must be followed: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

Where this cannot be met, then the school must record why and what other control measures they will adopt. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 m from other adults and should avoid close face to face contact and minimise time spent within 1 m of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).

Some Administrative roles remain on a rota.

Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school. PHE have identified issues that have arisen in IMTs in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and operational issues.

Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:

- § Reducing bubble sizes,*
- § reducing face to face meetings (move to video calling if appropriate),*
- § reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.*
- § reducing or eliminating the movement around the school of pupils and teaching staff,*
- § reducing or eliminating the movement across bubbles of pupils and teaching staff,*
- § no car sharing between staff to school*
- § keeping to the 2m distancing (for teachers especially) if at all possible*

Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.

	<p>Tracking of staff working across pods will be kept through the use of timetabling this will support track & trace if required.</p> <p>Where possible St Sidwell's has limited the requirement for staff to mix across Year groups and for Year groups to mix at all including lunch hall / break times / corridor crossing kept to a minimum.</p>
<p>Lateral Flow testing (Primary staff home testing)</p>	<p><i>Guidance on the coronavirus (COVID-19) LFT testing programme for primary staff home.</i> <i>It is also important to remember that the LFT for staff are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</i></p> <p>Key points</p> <ul style="list-style-type: none"> • Recommended twice weekly before coming into school 3-4 days apart • Read guidance and watch video • This process is not for releasing people early from Self Isolation • It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and staff in preparing and operating home testing LFT. • https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54 <p>All staff have been offered training and tests. Staff will sign for tests using Test Register. Tests will be taken Sunday & Wednesday evening to allow for changes in school to be made for the following day. All test results will be reported online and also to school (V Briggs) who will keep results confidential in Test Result Register. Staff will report any issues they have with testing. On reporting a Positive Test: Self-isolate & book a PCR Test Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10-days from the day after contact with the individual tested positive should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test,</p>
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p>Supply teachers, peripatetic teachers and/or other temporary staff can be used however use of TAs will be used as much as possible.</p> <p>Peripatetic : Updates from 22.10.20</p>

If a teacher is operating on a peripatetic basis, and operating across multiple groups or individuals, it is important that they do not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell. In addition, they should:

- Maintain distancing requirements with each group they teach, where appropriate.
- Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing.
- Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made.

Peripatetic Teachers will:

- **Wear a mask on entering the school and ensure social distancing with other staff.**
 - **Sit side by side with pupils & maintain 2m social distancing**
 - **Ensure there is ventilation in the room : (open window / door closed in music room)**
 - **Avoid sharing of equipment and of music scores (disinfect if required between pupils)**
 - **Limited handling of music scores – individual scores preferred**
 - **Disinfect chairs/ music stands & other shared instruments between pupils.**
 - **Timetable of lessons/pupils to be given to staff : Teachers will ensure pupils attend lesson. *Admin Team will support if this does not happen.***
 - **Lessons will be individual unless checked with school staff. Pods cannot mix across key stages.**

PIANO:

- **Teacher & each pupil to wash hands before lesson begins and at end of lesson**
- **Piano, piano stool and any shared resources, to be wiped between lessons using cloth & anti-bacterial solution provided**

STRINGED INSTRUMENTS:

- **Teacher & each pupil to wash hands before lesson begins and at end of lesson**
- **Shared instruments / seats/ music stands & scores to be wiped between lessons using cloth & anti-bacterial solution provided**
- **These lessons may take place in the Community Room: ensure adequate ventilation**

DRUMS

- **Teacher & each pupil to wash hands before lesson begins and at end of lesson**
- **Drums & any shared equipment / music stand / seat, to be wiped between lessons using cloth & anti-bacterial solution provided**

WOODWIND:

- **If possible, woodwind lessons will be undertaken in the Hall with doors open**
- **Teacher & each pupil to wash hands before lesson begins and at end of lesson**
- **All shared equipment/ chairs/ music scores, to be wiped between lessons using cloth & anti-bacterial solution provided**

	<p>ROCKSTEADY</p> <ul style="list-style-type: none"> ➤ Rocksteady Lessons will take place in the school hall with adequate ventilation & space. ➤ Groups will be in Year groups or : KS1 / Lower KS2 / Upper KS2 ➤ Pupils will stand side by side / back to back & 2m distance ➤ Teacher & each pupil to wash hands before lesson begins and at end of lesson ➤ All shared equipment/ chairs/ music scores, to be wiped between lessons using cloth & anti-bacterial solution provided ➤ Teachers will send groups to hall at correct times to avoid visitors walking around the school. <p>Peripatetic Teachers should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND can provide interventions as usual.</p> <p>Jan 21: At present the school will endeavor to use own staff wherever possible. No peripatetic teachers in school during lockdown.</p> <p>Contractors etc by pre-arrangement and visits will happen outside of school hours as much as possible. Clear site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Reminder posters are visible in key areas where visitors enter the building. A record to be kept of all visitors. (e-registration system) Office staff to be conversant with SD and hygiene protocols within the school when dealing with supply teachers, visitors, contractors and other temporary visiting staff</p>
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary.</p> <p>See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <p>TAs during this time can continue to step up and lead learning for periods of time where there is a teacher shortage under the direction of a teacher.</p> <p>Teacher shortage: School will close temporarily if less than 75% of staff are available (as in severe weather protocol)</p>

	Early Years (Nursery) will close if legal ratios cannot be met with Early Years skilled staff.
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>Talk to staff about the plan, including a discussion on whether training would be helpful. Individual staff who require a return to work RA or are anxious will be given opportunity & support in the form of meetings / support from HT/DHT & individual RA. If appropriate, GP or occupational health advice will be sought.</p> <p>https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOS_Ekw?e=040Qiy</p> <p><i>Further advice is available from HR if required.</i></p>
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<p>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>Regular staff meetings to discuss changes & procedures.</p>
Accessing testing arrangements are clear for all staff	<p>Guidance about testing, including the NHS ‘Test and Trace’ service, is available via this link</p> <p>https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</p> <p>Guidance available to all staff during training at start of term and available in staffroom.</p>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment 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. All required PPE is available in school.</p> <p>Music Room will be the space where pupils go if they become unwell with symptoms of covid. A bucket containing PPE & including Face mask & goggles will be kept in this room for use as required.</p> <p>Fluid resistant face masks are available in school and 1 will be placed in each pod alongside other PPE & instructions for donning & doffing.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Spring term subject to school leaders confirmation that the school is ‘covid-secure’, i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.</p> <p>Risk assessments have been completed & updated as required for all clinically vulnerable staff,/ staff who are shielding / and where possible for all staff especially those who may be anxious, using the ‘DCC Covid - 19 vulnerable groups risk assessment’ document</p>

	<p>https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLupPG5VVG6yQB2iEFDD4pgkko5qBbtOS_Ekw?e=040Qiy</p>
Staff use of PPE	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs in Nursery & Reception will continue to receive their care in the same way. Nursery intimate care – all staff use PPE : Use of gloves & aprons when changing.</p> <p>Follow guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p> <p>GUIDANCE ADVICE on Face Coverings: <i>The face coverings advice is not intended as an infection prevention and control measure for the workplace where there are other health and safety considerations and measures in place such as physical distancing and hygiene controls, such as hand washing with soap and water or using alcohol-based hand rub. In the case of the childcare hubs this includes a risk-based assessment of the need for PPE (as set out above).</i></p> <p><i>Physical distancing, hand washing and respiratory hygiene, remain scientifically proven to be the most important and effective measures to prevent the spread of coronavirus.</i></p> <p>CV/ECV Staff may choose to wear a face covering in school. Staff may choose to wear face coverings in staff areas & corridors or working with intervention group if practical.</p>
Use of PPE Lack of understanding	<p>Adequate training / briefing on use and safe disposal</p> <p>Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p> <p>Posters in all First Aid kits</p> <p>Posters used as training of how to put on/off PPE during INSET days in Sept.</p>
Dealing with suspected and confirmed case/ cases and outbreak.	<p>Dealing with suspected and confirmed case/ cases and outbreak. Update: 27.11.20</p> <p>Please report all confirmed cases of COVID-19 to the Local Authority via the smart survey link https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/ the School Transport Team will automatically be notified by this LA system and will be in contact with you directly to discuss further action if relevant. Public Health Devon have also advised that If you are not getting a timely response from DfE or PHE SW HPT and need advice, please request a call back from the Devon County Council Public Health Team by adding this request to your smart survey return in the ‘Additional Comments / Questions/ HT Details’ section.</p>

For single confirmed cases – DfE Helpline

Call the DfE Helpline if you need support for single confirmed cases **0800 046 8687** (Mon – Fri 8am – 6pm and Sat/Sun 10am – 6pm) and follow the [National Action Card](#) for your setting. You can still contact the DfE helpline if you have further single cases, but you do not need to if you feel confident to follow the guidance to identify and isolate close contacts without further support.

2 or more confirmed cases in the same group or class

Follow the [National Action Card](#) for your setting. The LA can provide support as well as the PHE SW HPT if you need it (see below)

PHE SW HPT

PHE SW HPT have issued updated information for educational settings attached. They have been updated to reflect the [national action cards](#)

1. Updated educational settings checklist (Acute Respiratory Infection management in education settings)
2. Updated educational settings flow chart (Guidance for Childcare and Educational Settings in the management of COVID-19)

A key change is the escalation criteria for settings to call the HPT as follows:

- Number of cases exceeds 5 within 14 days
- You've taken appropriate action but are still seeing more cases
- You're thinking you might need to close because of the number of people affected
- Somebody in your education setting has been admitted to hospital
- You're getting significant interest from local media

National Action card in school office /HT office & Autumn Term Folder

ALWAYS contact the local Health Protection Team if one of the following: 1) The symptomatic person has been admitted to Hospital 2) The Possible case REFUSES testing 3) There are a cluster of possible cases/unexpected increase in absenteeism 4) The Possible case has DEFINITE link to a confirmed case 5) ALL confirmed cases.

If a child or staff member in the education setting becomes symptomatic, school will advise them to access testing through the normal channels.

However, in exceptional circumstances when we do not think a child or staff member would be able to access testing by these routes, we will should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the [DfE guidance on test kits for schools](#).

If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162 or email swhpt@phe.gov.uk. If the matter is not urgent you can also email ask.swhpt@phe.gov.uk.

For ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk.

Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/>. If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. The schools **Schools Emergency Plan** has been updated to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:

[Educational settings Action cards](#)

[PHE SW HPT: Flowchart for childcare and Educational settings V 4](#)

Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the [Actions for Schools Guidance Section 5](#)

Music Room will be the area where pupils go if they become unwell with symptoms of covid. A bucket containing PPE & including Face mask/ face shield will be kept in this room for use as required.

Fluid resistant face masks are available in school in each pod alongside other PPE & instructions for donning & doffing.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

The area will be DEEP cleaned after use – if possible left for 72 hours before cleaning if not staff to wear PPE & all cleaning to be treated as waste & held for 72 hours in secure place. Deep clean protocol in place.

Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.

County flowchart is available in key areas – office / staffrooms for information.

Schools Emergency Plan has been updated to incorporate the above links.

	<p>If a pupil or a staff member tests positive, the NHS test and trace service will offer advice to those who've been in contact with the individual. To support this, the school & Funclub will have a record of:</p> <ul style="list-style-type: none"> • Children and staff in specific groups/rooms • Close contact that takes place between children and staff in different groups/rooms, and the timing of those activities/interactions <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>These records will be kept for at least 21 days.</p> <p>If other cases are detected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>
Pupil related issues	
Vulnerable groups who are clinically, extremely vulnerable.	<p>Shielding advice for all adults and children was paused on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. <u>Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons</u> should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</p> <p>Jan 21: Shielding advice for some members of community has been advised. Staff & pupils advised to shield – have.</p> <p>Individual Risk Assessments will be completed for children as required with the input of parents & clinicians.</p>

<p>Children with EHCP and pupils who attend dual settings</p>	<p>Risk Assessments completed as required for children with EHCPs and also some vulnerable children to ensure their safety & that of others whilst in school.</p> <p>Risk Assessments may include use of specific resources to support children.</p> <p><i>Nursery: For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child if required. Preferable to be in 1 setting.</i></p>
<p>Pupils unable to follow guidance</p>	<p>RA for all children where necessary and additional measures put in place as required. (Social stories etc)</p>
<p>Pupils equipment</p>	<p>Pupils to limit the amount of equipment they bring into school each day, to essentials Bags in school to hold lunches/ books only. No unnecessary equipment ie pencil cases PE kits are worn on day of PE sessions by all classes. Nursery / Reception change of clothes – in on Monday & stays until Fri. For individual & frequently used equipment such as pencils & pens staff & pupils will have their own items from school that are not shared.</p> <p>FSU & Year 1 will share equipment but it will be cleaned daily.</p>
<p>Member of a class becoming unwell with COVID-19</p>	<p>If a child is awaiting collection, they will be moved to the music room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 m away from other people. Suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>If the music room is in use by peripatetic, they will be asked to leave and will continue music lessons in the community room. Chairs & Music stands will be stored in Community Room.</p> <p>If a pupil or a staff member tests positive, the NHS test and trace service will offer advice to those who have been in contact with the individual. To support this, the school & Funclub will have a record of:</p> <ul style="list-style-type: none"> • Children and staff in specific groups/rooms • Close contact that takes place between children and staff in different groups/rooms, and the timing of those activities/interactions <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on,

	<ul style="list-style-type: none"> ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) ● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person ● Travelling in a small car with an infected person <p>These records will be kept for at least 21 days.</p> <p>If other cases are detected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Timetables for all classes & groups given to HT to support Test & Trace if required</p>
School Uniform	<p>Return to school uniform from September.</p> <p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>PE kits will be worn to school on the days that classes have PE with a school jumper.</p> <p>Forest school clothing (with a school jumper) to be worn if a class has Forest School. (Wellies to be brought in a bag)</p> <p>Parents will be informed of any changes to kits using text & email.</p>
Transport	
Travel to school and provision of safe school transport:	<p>Encourage parents and children and young people to walk, scoot or cycle to school where possible.</p> <p>For Sept Term – bikes & scooters to be taken home where possible by parents otherwise stored in passageway by the side of the school – this is not covered area.</p> <p>Liaise with School Transport Team where further consideration needs to be given to taxi services.</p>
Dedicated school transport, including statutory provision	N/A
Wider public transport	<p><i>It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</i></p>

	School will not be using public transport in September – it will be parental decision / choice if a child accesses public transport for school.
School Transport arrangements support changes to school times	School will liaise with the School Transport Team before changes are made and be communicated to parents. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles
Curriculum considerations	
Planned return to normal curriculum in all subjects by Summer Term 2021	<p>Jan 21: Return to Remote Learning for pupils not able to be in school. Teachers are using Remote Learning Policies; All pupils accessing digital platforms. KS2 classes being taught using live / pre-recorded lessons for English & Maths. KS1 & EYFS pre-recorded English & maths teaching. All children accessing the same curriculum whether in school or remote learning. Teachers & TAs in each class to support learning. Regular feedback being given.</p> <p>Curriculum grid accessed by Reception – Year 6 for subjects in afternoon to support pupils & parent workload. Wellbeing & Outdoor learning grid also created weekly for all children to access.</p> <p>Daily registration sessions for all pupils – registers taken and phone calls made to pupils not attending.</p> <p>Time in classes to discuss current situation & answer any questions. Reminders of our wellbeing strategies ‘Breathe’ exercises introduced each week to support anxiety strategies Other ‘Thrive’ strategies used by classes as required to support well-being. : Mindfulness time etc.</p> <p>Discussion with pupils in school re Lockdown Jan 21. Zoom meetings with classes to support lockdown.</p>
Suspension of some subjects for some pupils in exceptional circumstances.	<p>A broad & balanced curriculum will be in place tailored to the needs of all pupils with careful consideration and extra plans for PE & Music. Jan 21: Music & PE curriculum will be considered & agreed with all staff</p>
Music activities	<p>Update 20.11.20 Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. As a result, schools must refer to the detailed Guidance for Music, Dance and Drama as well as Guidance for the Performing</p>

	<p>Arts and should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance. Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment. If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering outdoor events. Schools should consider risk reduction measures such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to: - peripatetic music staff, - cleaning and handling of equipment, - singing and playing brass and woodwind instruments - Avoiding sharing of musical instruments - Handling scripts</p> <p>See Supply staff for specific guidance on Peripatetic Teachers & lessons at St Sidwell's.</p> <p>School will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Schools should also consider Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts</p> <p>Music Lessons are being undertaken with Peripatetic teachers : See https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Guidance for Schools 22/10/20 for updates and also RA above.</p> <p>A consideration of instruments used in school</p> <p>Zoom & virtual assemblies to be used.</p>
Physical activity in schools	<p>Curriculum will reflect up to date Gvt guidance</p> <p>PE in classes & equipment cleaned after use & quarantined if to be shared :</p> <p>A consideration to sports/ skills across the Autumn term for each Year group to avoid cross-contamination.</p> <p>Outdoor focus for PE wherever possible</p> <p>External coaches will continue to be used.</p>

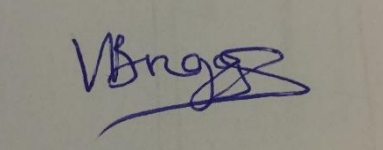
	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where this is safe to do so.</p> <p>School will consider carefully how such arrangements can operate within their wider protective measures. Activities such as active miles, making break times and lessons active and encouraging active travel to help enable pupils to be physically active while encouraging physical distancing will be in place.</p> <p>Jan 21 All classes will have an afternoon breaktime. All classes will ensure an active start to their day using skipping / running / just dance/ and interactive sites.</p>
<p>Practical science, art and D&T lessons</p>	<p>Guidance from CLEAPSS to be followed when planning practical lessons, using resources such as the Guide to doing practical science work during Covid-19, Guide to doing practical work in D&T, food and art , Carrying out practical science work in non-lab environments and for primaries Practical activities in a bubble.</p> <p>School to ensure up to date latest guidance in these specialist areas is followed.</p> <ul style="list-style-type: none"> • Equipment not to be shared across pods until quarantine period has ended. • Small groups for investigations – socially distanced where possible • Use Covid 19 risk assessment safety ladder from Practical activities in a bubble. when planning activities.
<p>Educational visits</p>	<p>All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings For additional information check with EVOLVE guidance on website.</p> <p>Trips will be planned and delivered in accordance to Gvt guidance and all Risk Assessments completed using Evolve.</p> <p>In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits or travel training). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support the delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.</p>

	<p>Updated advice Jan 21 No school trips at present time.</p>
<p>Groups of children mixing resulting in risk of more widespread transmission</p>	<p>School is organised into class pods With staggered breaks / lunches to minimise groups mixing.</p> <p>Any interventions are taking place virtually unless TA/ teachers are in the children’s class pod. Shielding TA/Teacher supporting intervention</p> <p>Assemblies will be done using Zoom & virtual in classes</p> <p>Hall use at lunchtime has been planned to ensure limited mixing of pods in the hall at one time and tables set up to ensure that pods do not mix.</p> <p>Jan21: FSU will be separated back into 2 Nursery Pods & Reception Pods for the foreseeable future to enable smaller pod groupings.</p>
<p>Provision of food</p>	
<p>Food prepared on premises is compliant with Covid - 19 health and hygiene guidance</p>	<p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19) FRESHA & kitchen manager/ kitchen staff have been trained in appropriate guidance.</p> <p>Update 18.11.20</p> <p>Schools should work with their suppliers to prepare meals or food parcels for pupils who are eligible for benefits-related free school meals and who are not in attendance because they:</p> <ul style="list-style-type: none"> • are self-isolating • have had symptoms or a positive test result themselves • are a close contact of someone who has coronavirus (COVID-19) • are not attending as a result of local restrictions • Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to provide food parcels for pupils who are eligible for benefits-related free school meals during term-time.

	<p>Jan 21: School meals will continue to be provided on site. Staff are trained and do not mix with pupils. Supply staff required are kept to a minimum and for longer periods of time FSM children are being provided with Food Hampers weekly.</p>
Catering staff are operating in a safe environment	<p><i>Catering staff to follow the relevant aspects of government guidance for food premises: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery FRESHA to organise & operate</i></p>
Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p><i>Parents, carers or any visitors, such as suppliers, to be informed not to enter the education setting if they are displaying any symptoms of coronavirus. All visitors, suppliers, and contractors are aware that only pre-arranged calls will be allowed on site unless an emergency. Site telephone number in case of immediate access displayed on gate to playground. All visitors required to sign in with e-reception. This shares information.</i></p>
Suppliers understanding and complying with new arrangements	<p><i>New arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i></p>
Communications to parents and staff	<p><i>Regular communications via text, email, letter, newsletter & school website.</i></p>
Pupils and families anxious about return	<p><i>Risk Assessment to be displayed on website to re-assure parents. School has had contact with all Critical workers & vulnerable families regarding children in school. Letters to all parents regarding opening in January with all necessary information & preventative measures. Parents will be kept informed as updates occur. Support will be put in place to address concerns and communications with individual parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance.</i></p>
Parent aggression due to anxiety and stress.	<p><i>Allocated drop off and collection times and the process for doing so, to be communicated in letter prior to return to school. Parent contract with expectations using Survey Monkey to ensure 100% engagement.</i></p>
Oversight of the governing body	
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p><i>The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their</i></p>

	<p>implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</p>
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Signed: Headteacher:



..... **Date 17/01/2021**

The outcome of this assessment should be shared with the relevant staff.
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.