



RISK ASSESSMENT FOR THE OPENING OF JHSW FOR ALL PUPILS WEEK COMMENCING 30th AUGUST 2021

JHSW RISK ASSESSMENT/PROTECTIVE MEASURES

DfE guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

KEY MESSAGE FROM GOVERNMENT GUIDANCE

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Prevention - We must continue to:

- Make sure people who are required to self-isolate don't attend school
- Advise everyone to clean their hands thoroughly and frequently
- Make sure people practise good respiratory hygiene and promote the 'catch it, bin it, kill it' approach
- Maintain enhanced cleaning
- Keep occupied spaces well ventilated
- Promote and engage with the NHS Test and Trace process
- Promote and engage in asymptomatic testing
- Manage confirmed coronavirus cases
- Contain any outbreak by following advice from your local health protection team

In some cases, we may also need to:

- Make sure individuals have the appropriate personal protective equipment (PPE), for example if they need to be in close contact with a pupil who develops symptoms or gets a positive lateral flow test at school

Response to a suspected or confirmed case:

- Use the flow chart within this document as a guide to the procedures that need to be followed
- The local health protection team will help us to manage an 'outbreak' of coronavirus – i.e. if we have 2 or more confirmed cases in 14 days.
- We are no longer required to carry out contact tracing – NHS Test and Trace will take over, though in exceptional circumstances we may be asked to assist.
- Any pupils under the age of 18 and 4 months won't need to self-isolate if they're contacted by NHS Test and Trace due to close contact with someone who's tested positive for coronavirus. Instead, they'll be advised to take a PCR test.

Definition of 'close contact' is:

- Living in the same household as an infected person or someone with coronavirus symptoms
- Contact with someone who has had a positive coronavirus test (either lateral flow or PCR test), including:
 - Being coughed on
 - Having a face-to-face conversation within 1 metre
 - Being within 1 metre for 1 minute or longer without face-to-face contact
 - Being within 2 metres for more than 15 minutes over the course of a day
 - Travelling in the same vehicle or a plane

Pupil Well-being	Communicating messages regarding operating guidance from September 2021	<ul style="list-style-type: none"> • Information sent home to parents for them to share with their children to inform and manage their expectations when returning to school for the Autumn Term 2021 • Signpost to revised Home School Agreement Covid-19 for academic year 2021-2022 • Signpost to updated Behaviour & Self-Regulation Policy added to website at the start of Autumn Term 2021 • Signpost to updated Child Protection Policy added to website at the start of Autumn Term 2021 • Disseminate procedures for managing individual suspected cases, or an outbreak, of Coronavirus in school – regular inclusion in newsletter • Regular reminders regarding behaviour expectations once children return to school for the 2021-2022 academic year • Rewards and praise for safe behaviours from pupils • Communicate clear and consistent expectations around school attendance to families
	Managing pupil well-being and mental health including anxiety	<ul style="list-style-type: none"> • Prior to September 2021 information was requested from parents regarding their child via an emailed 'All About Me' document. • Parent consultation meetings within the first half of the Autumn Term 2021 • 'Open-door' communication policy advertised • Transition curriculum implemented for the first half of the Autumn Term with focus on school values, PSHE and Relationships Education • Ensure regular daily opportunities to learn outside the classroom • Provide support for pupils who are demonstrating challenging behaviour within school • Identify any children who have developed anxieties related to coming into school or Coronavirus • Identify those about whom there are safeguarding concerns • Support those who may make safeguarding disclosures • Support those who may have experienced bereavements in their immediate family or wider circle of friends or family • Provide pupils with regular opportunities and time to talk in school • Consistent and agreed approach to providing factual information about Coronavirus in an age appropriate way • Lainey Morgan to continue to support vulnerable children individually or within 'Nurture Groups' • Provide additional staff training for support staff about managing pupil anxiety
	Managing unexpected/challenging behaviour	<p>We will aim to:</p> <ul style="list-style-type: none"> • Provide a calm, consistent and familiar learning environment • Offer realistic, engaging and enjoyable learning opportunities • Reinforce our School Values and Behaviour & Self-Regulation policy • Praise and reward positive behaviours • Provide regular PSHE sessions in school • Provide time to talk in school • Provide nurture support where necessary • Implement protective and educational consequences for poor behaviour in line with Behaviour & Self-Regulation policy

<p>Self-isolation, shielding and clinically extremely vulnerable individuals</p>	<p>Self-isolation, shielding and clinically extremely vulnerable pupils & staff</p>	<ul style="list-style-type: none"> • All staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician. However, CEV staff should work from home where possible. • Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised and remote learning activities may be provided • Staff in circumstances where they are unable to return to work for any reason must discuss this personally with the Head Teacher who will follow HR guidance
<p>Living with an extremely clinically vulnerable person</p>	<p>Living with an extremely clinically vulnerable person</p>	<ul style="list-style-type: none"> • Adults living in households with extremely clinically vulnerable individuals can still attend work where home working is not possible and should maintain good prevention practice in the workplace and home settings • Children and adults living in households with clinically vulnerable individuals should attend school/work as normal

Displaying Symptoms

Positive Lateral Flow result

Confirmed Case (PCR)

Staff/pupil becomes unwell at JHSW with symptoms of Coronavirus

Positive lateral flow test result at home

Confirmed case of Coronavirus in our school

Pupil shows symptoms

Teacher to send the pupil to area outside Head/Deputy offices and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything

Teacher to inform office staff and headteacher so they can arrange for the pupil to be picked up. Pupil should be left alone in a ventilated room if possible and safe to do so. If a 2-metre distance isn't possible, the supervising staff member will wear a face mask. If contact is necessary, they'll also wear gloves and an apron. If there's a risk of fluids entering the eye, they'll also wear eye protection

Staff member shows symptoms in school or gets a positive lateral flow test result at home

Staff member to inform headteacher/deputy head teacher before leaving the school premises, avoiding contact with others (if at school. If at home, they must not come in to school)

If teaching in school, staff member to wait until supervision has arrived for their class before leaving

Headteacher/Deputy to tell the pupil/staff member:

- To start self-isolating
- That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial
- (If the staff member has a positive lateral flow test result) To report the test result to NHS Test and Trace
- To take a 'standard' PCR test (this must be taken within 2 days of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, you can give it to them to take home if you think they may have barriers to accessing testing elsewhere. See below for what to tell them to do, depending on their PCR test result

Note: close contacts or members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household

Once the individual has left the premises (or if they're at home, immediately): areas they've come into contact with in school to be closed, so these can all be cleaned and disinfected. If the individual is part of a class group, the rest of the group to be moved into an alternative location. All staff and pupils who've come into contact with the individual to be asked to wash their hands thoroughly for 20 seconds

If the symptomatic individual's PCR test is negative

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Pupil/staff member can return to school

If the asymptomatic individual's PCR test is negative

Staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Staff member can return to school

If the symptomatic or asymptomatic individual's PCR test is positive

Symptomatic individual to:

- Continue self-isolating for at least 10 days, counting from the day after their symptoms started (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)
- Then only return to school if the only symptoms they still have after the isolation period are a cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should not return until their temperature has returned to normal, or if they are otherwise unwell

Asymptomatic individual to:

- Continue self-isolating for 10 days, counting from the day after the positive lateral flow test (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)

Close contacts or household members of a positive case are exempt from self-isolating if any of the following applies:

- They're fully vaccinated
- They're below the age of 18 years and 6 months
- They've taken part in or are currently part of an approved COVID-19 vaccine trial
- They're not able to get vaccinated for medical reasons

	<p>Reaching the threshold of cases within school</p>	<p>The DfE’s contingency framework for education and childcare settings explains that our school should consider taking extra steps to manage the transmission of COVID-19 and seek public health advice if the number of positive cases reaches a certain threshold. The thresholds are:</p> <ul style="list-style-type: none"> • 5 positive cases (staff and/or pupils who have likely been in close contact) within a 10-day period; <i>or</i> • 10% of staff and/or pupils who have likely been in close contact within a 10-day period <p>Meeting these thresholds indicates that our school may be a site of transmission, and extra precautions may be needed</p> <p>Our school will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19.</p> <p>We will seek guidance from Public Health England and Buckinghamshire Council before implementing our contingency framework</p>
<p>Contact Tracing</p>		<p>Our School is no longer expected to do contact tracing – this is now done through the NHS Test and Trace app</p>
<p>Asymptomatic Covid-19 testing</p>	<p>Rapid asymptomatic Covid-19 testing for School Staff</p>	<p>We will restart asymptomatic testing at the beginning of the autumn term, which will be subject to the latest public health advice. Our aim is to have enough lateral flow test stock to test staff for the first 3 weeks of term. Staff returning to school after the summer should take their first test before returning to school (preferably on the morning of their return). They should continue to take 2 at-home tests per week until the end of September, when this will be reviewed</p> <p>All staff will be strongly encouraged to participate in testing, though it's not mandatory. Staff who decline to participate in the testing programme must follow the usual national guidelines on self-isolation and get tested if they show symptoms.</p> <p>Staff should: Take the tests:</p> <ul style="list-style-type: none"> ○ On a Wednesday and Sunday ○ Share their results with the school <p>Staff must: Report their results to NHS Test and Trace This applies to all teaching and non-teaching staff, including volunteers, supply workers, trainee teachers on placement and peripatetic staff. If staff have symptoms, they should:</p> <ul style="list-style-type: none"> ○ Self-isolate immediately in line with government guidance ○ Order a PCR test or visit a test centre to confirm whether they have coronavirus <p>This applies even if they have recently received a negative lateral flow test result. <u>If staff get a positive lateral flow test result, they should:</u></p> <ul style="list-style-type: none"> ○ Self-isolate immediately in line with government guidance ○ Arrange a PCR test to confirm the result within 2 days of the positive lateral flow test

- If the PCR test result is **negative**, this overrules the lateral flow test, and they can return to school.
- If the PCR test result is **positive**, they should continue self-isolating in line with [government guidance](#).

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If staff get a negative lateral flow test result, they should:

- Continue to attend school or nursery in person.
- Inform head or deputy of their negative test result as soon as possible

We have a COVID Coordinator, responsible for the overall management of rapid COVID-19 testing for the school's workforce and is responsible for:

- Communicating with stakeholders.
- Ensuring staff are using the right instructions and they sign for the tests using the Test Kit Log.
- Providing training and information for all staff workforce.
- Management of delivery of tests and stock management of tests. Reordering tests when required.
- Creation and management of a Register for logging test results. The register will be kept until further guidance is given.
- Creation of an Incident Log, reporting incidents and carrying out risk management.
- Storing and reporting required data.
- Reviewing updates to guidance daily and implementing required changes.
- Ensure the school testing process is aligned with the Buckinghamshire Public Health response to Covid-19 and is reviewed regularly to ensure continued alignment.
- Managing and continually assessing the process against this risk assessment.

We have a Registration Assistant responsible for:

- Distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits
- Inputting test results from staff into the school's 'Register'. Ensuring that the register is saved securely.
- Sending reminders to participants to communicate their results online and to the school.
- Responding to staff questions.
- Working with the COVID Coordinator to support the management of the stock of kits.

Staff have been told to use the NHS 'How to Guide – Rapid Testing of Primary and Nursery Workforce'.

We will:

		<ul style="list-style-type: none"> ▪ Ensure all staff understand the different COVID testing roles in the school and who holds these roles. ▪ Explain the process of collection of tests/correct instructions, the process for signing for tests in the school and recording the lot number against their name. • Explain the process of taking a test at home. All staff to watch instructional video provided on You Tube – ‘Step by Step Guide to COVID-19 Self Testing’. ▪ Ensure all staff read the Instructions for Use document ‘Your Step-by-Step Guide for COVID-19 Self-Testing’ v 1.3.2 (ensure they are using the correct version only). ▪ Make sure that all staff know that it is a requirement for them to report their test results to both to NHS Test and Trace and to the school. ▪ Make sure staff know who to contact if they have an incident while testing at home <p>All staff to read the Privacy Notice before taking the tests.</p> <p>The COVID Coordinator to review DfE Primary Testing FAQs on a regular basis. The COVID Coordinator to check the latest government guidance on rapid testing of primary/nursery workforce on a regular basis. All questions from members of staff to be checked against the Primary Testing FAQs on the document sharing platform by the COVID Coordinator and the answer communicated to all staff members. Should the answer not be found in the FAQs, the COVID Coordinator will contact the DfE coronavirus helpline on 0800 046 8687.</p> <p>The COVID Coordinator to ensure that they have confirmation from all staff as to whether they are opting in or opting out of testing and plan/communicate accordingly.</p> <p>The COVID Coordinator to create and manage a Test Kit Log, to check and record each delivery as it arrives on site, record lot numbers for the test kits delivered and use for staff members to ‘sign out’ test kits.</p> <p>The COVID Coordinator is responsible for ensuring that the storage and collection point is:</p> <ul style="list-style-type: none"> • Able to be secured to prevent unauthorised access to the test kits. • Inside and at a temperature between 2 and 30 degrees, out of direct sunlight/heat. <p>Access to the data is restricted to the COVID Co-ordinator (and Registration Assistant). Data/records will be stored securely and not removed from school.</p>
<p>Polymerase Chain Reaction (PCR) testing</p>	<p>PCR Testing for school staff and pupils</p>	<p>Access to testing is already available to all staff and pupils. nhs.uk/ask-for-a-coronavirus-test Self-referral Portal https://www.gov.uk/get-coronavirus-test</p> <p>To ensure a prioritised slot, essential workers should tick the relevant box on the self-referral portal to indicate their status</p>

Hygiene and Protective Measures	Cleaning hands thoroughly and more often than usual	<p>This will be done using soap and water or hand sanitiser.</p> <p>We will ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> ○ when they arrive at the school ○ when they return from breaks ○ when they change rooms ○ before and after eating <p>We will incorporate time for cleaning hands in timetables or lesson plans.</p> <p>Frequent and thorough hand cleaning is now regular practice at JHSW.</p>
	Toys, resources and equipment being handled by children	<ul style="list-style-type: none"> • No toys/items to be brought in from home unless it is a planned and agreed request from school staff • Book bags to be brought in daily • Reading books issued once weekly and brought to and from school daily • P.E. bags stored in cloakroom on children's pegs • Designated year group equipment on the playground, organised by class
Cleaning	Cleaning frequently touched surfaces regularly using detergents and disposable or washable cloths	<ul style="list-style-type: none"> • Caretaker and cleaners on site everyday • Maintain enhanced cleaning routines • All surfaces, chairs, door handles etc. in classrooms to be cleaned each evening. Cleaners to wear disposable gloves whilst doing so • Tables and surfaces to be cleaned before and after lunch • Toilets to be cleaned each evening. Disposable gloves to be worn whilst doing so • Bins to be emptied regularly and consumables checked • Sufficient supplies ordered to cover additional use
Items brought into school	Contamination being caused by items being brought into school	<ul style="list-style-type: none"> • Book bags and P.E. kits may be brought to school but no other items brought in unless agreed • Packed lunches from home to be stored on class trolley and only handled by child to whom it belongs • No water bottles brought into school but water available at all times
Travelling to school	Transport to school	<ul style="list-style-type: none"> • Families will be encouraged to walk, cycle or scoot to school as risk is considered 'low' • Bikes and scooters may be brought to school but are left at own risk
Within classrooms	Furniture, fixtures and fittings with the potential to become unhygienic	<ul style="list-style-type: none"> • Removal of unnecessary items from the classroom • Keep doors open to prevent door handles being touched too often
	Providing comfort to a distressed child	<ul style="list-style-type: none"> • No more close contact comfort than is actually required
	Minimising contact in toilet areas	<ul style="list-style-type: none"> • Limit the number of children within the toilet area at any one time
	Changing nappies/providing intimate care	<ul style="list-style-type: none"> • Any member of staff may support with changing nappies/support with toileting accidents • Some spare clothes to be kept within classroom along with necessary PPE (gloves and mask) but central store to be used as and when necessary • No more close contact than is actually required
	Ensuring good respiratory hygiene	<ul style="list-style-type: none"> • Children reminded of: use of tissue; disposal of tissue; sneezing into elbow • The 'catch-it, bin it, kill it' approach will continue to be reinforced. • Lidded bins available in every area of the school • Children to be encouraged where possible not to touch their faces or to put objects into their mouths • Adults assisting children to use tissue put gloves on before doing so. Dispose of gloves and tissue before thoroughly washing hands

	Minimising contact in cloakroom areas	<ul style="list-style-type: none"> • Limit the number of children within the cloakroom area at any one time
	Minimising contact in corridor areas	<ul style="list-style-type: none"> • Reduce contact as far as is practicable in areas of the school which have the potential to become crowded • Classes to move as a group when accessing different parts of the school e.g. for assemblies, P.E. etc. where possible • If groups have to pass one another leading adult should stay to one side of the corridor and final adult to ensure all children follow accordingly
	Administration of First Aid for minor injuries	<ul style="list-style-type: none"> • Staff within the year group should administer minor injury first aid wherever reasonably practicable • Any concerns regarding the administration of first aid should be communicated via internal phone system to school office • First Aid kit within classroom to contain all necessary resources, including forms, to deal with all minor injuries. • Follow government guidance which states that usual PPE is satisfactory i.e. gloves
	Administration of First Aid for major incidents/, injuries	<ul style="list-style-type: none"> • Use PHE flowchart to brief on PPE needed • Use internal phone system to call on designated first aider to deal with serious accidents or incidents • Green cross for all classrooms and outside learning spaces to be used if necessary • In an emergency where urgent first aid is required an adult must, if possible, take the child to the medical room using the main corridor. • If you believe the child is showing symptoms of Covid-19 follow the guidance in the flow chart within this document – child should be accompanied to the area outside head/deputy offices
	Maintaining suitably strict hygiene measures within school grounds	<ul style="list-style-type: none"> • Hand sanitiser stations at the school entrance and key points within the school • Hand sanitiser stations signposted at classroom entrance/exit doors • Lidded bins in key locations for the disposal of tissues and other waste, emptying as necessary and always at the end of the day
	Uniform	<ul style="list-style-type: none"> • Requirement for pupils to wear uniform and footwear in line with the Uniform Policy • Requirement for pupils to bring a P.E kit into school • Requirement for pupils to bring reading books in book bags daily • No requirement for anything other than normal personal hygiene and washing of clothes regularly
	PPE/Face Coverings	<ul style="list-style-type: none"> • Please note : Face masks/visors may be worn at any time by any pupil/member of staff who chooses to do so <p>In all schools, face coverings:</p> <ul style="list-style-type: none"> ○ No longer need to be worn by pupils, staff or visitors either in classrooms or in communal areas ○ No longer need to be worn on dedicated transport to school ○ Are no longer legally required on public transport ○ Are 'expected and recommended' in enclosed and crowded spaces where people may come into contact with others they don't normally meet, such as on public or school transport

Learning at School	Entering and exiting school Exit from school	<ul style="list-style-type: none"> • Removal of staggered entry for each year group – all children to arrive between 8.45am and 8.55am and be collected at 3.15pm (lunch collection 11.45am for Nursery pupils, 12 noon for FS pupils) • Late arrivals go to class via main entrance and then internal route • All parents to be asked to walk to school where possible • Parents to be asked not to park by the school if they do have to drive. • Only one parent must bring pupil/s onto the school grounds and each must follow the signposting, to queue in an appropriately distanced manner outside the classroom entry/exit door • One staff member to stand at the designated door (fire door) for the class and admit one child at a time • Parents must remain appropriately distanced from staff at all times • Child to sanitise hands on entry, go straight into class, hang coat in the cloakroom, store book bag and participate in on entry activity until whole group has arrived. • Exit via morning entry door. Parents to queue in an appropriately distanced manner adhering to ground markings. • KS1 pupils attending OOSC will be sent to their classrooms from Breakfast Club and from their classrooms to After School Club • EYFS pupils attending OOSC will be brought to their classrooms and collected from their classrooms from OOSC staff
	Attendance	<ul style="list-style-type: none"> • School attendance is mandatory for all pupils from 2nd September 2021 • Attendance register to be completed twice per day • Absence to be followed up • The usual rules on school attendance apply, including: <ul style="list-style-type: none"> ○ Parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age) ○ Ability to issue sanctions, including fixed penalty notices in line with LAs code of conduct • Continue completing the daily data returns using the DfE portal. From 1 October 2021, we will only need to report weekly instead of daily. The DfE will keep this under review and may reinstate daily reporting if required • Pupils should attend every day • School to communicate with families of children living in households where there is severe anxiety about them returning to school –school to provide reassurance about the measures that are being put in place to reduce the risks in school. • Parents must understand that children should be in school unless a statutory reason applies
	Group Size	<ul style="list-style-type: none"> • It is no longer necessary to keep pupils in bubbles. Timetable organisation for Autumn 2021 means pupils within year groups may mix as part of their daily routine e.g. playtime, lunchtime, outside learning. • The whole school may join together for assemblies • Pupils will mix within the OOSC provision and Year 3 pupils and siblings from WJS may attend OOSC

		<ul style="list-style-type: none"> • Whole class lessons may be taught by different adults. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable or to cover for absent staff members or to provide non-contact time
	The learning environment	<ul style="list-style-type: none"> • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> ○ opening high level windows in colder weather in preference to low level to reduce draughts ○ increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing ○ rearranging furniture where possible to avoid direct draughts • Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • Each classroom will be set up for a maximum of 30 children • All classes may be taught in the hall/dining room but teaching in a classroom usually occupied by another class should be kept to a minimum • Timetables will ensure that groups of pupils make use of the designated outside learning spaces for their classes on a daily basis • Year groups will follow the agreed plan and use designated playground spaces and equipment. • The adventure trail may be used whenever it is deemed safe to do so i.e. when it is not damp/raining • Year groups will use designated outdoor learning spaces which may be shared by the classes within the year group • KS1 children may be allocated a table place but they may sit at any table in the room during the course of the day • Children may sit on the carpet but time spent on the carpet should be limited, appropriate to their age and concentration levels • Assemblies will follow the agreed plan and may take place in the hall • Computing lessons may take place in the dining room
	Timetable	<ul style="list-style-type: none"> • The school day will be split into distinct sessions with a consistent timetable for each class in the year group, although timings of activities may vary • Staff will take account of strict adherence to the break and lunchtime rotas • Each class will be divided into two groups for the majority of the teaching time to allow for one group to be indoors and one outside using the allotted outdoor area for the group. The children within the two groups can change • PE supported by specialists, but expecting a teacher or member of support staff to be present in the room too, to support with any additional needs

		<ul style="list-style-type: none"> Indoor sport can go ahead but we will ensure the hall is ventilated well. Wherever possible we will prioritise outdoor sport. Assemblies will follow the agreed plan and may take place in the hall PPA sessions will be covered by an agreed team of staff Educational day visits may go ahead following a separate risk assessment for each educational visit to determine whether it can be undertaken
Learning at Home/Remote Learning	Learning for those who are unable to attend school due to legitimate circumstances e.g self-isolation, symptoms or a positive test result etc.	<ul style="list-style-type: none"> Continue with home learning following the Remote Learning Policy, signposting to other online resources for additional activities – Oak Academy resources Children who are eligible for FSM will have access to a quality food package offer from Chartwells for the duration of their absence.
Eating & Playing	Snack times/ Lunchtimes	<ul style="list-style-type: none"> Snack times in classrooms or in designated outside space for year group Fruit provided in all classrooms Drinking water available in all classrooms Cups washed by an adult KS1 morning break times following rota provided – year group staff to supervise Lunchtimes following rota and protocol provided– MDMS supervising Play equipment allocated to each class within each year group for the whole year group to use in their allocated spaces Type of meal offered – hot lunch for KS1 from 2nd September with the School Meal Provider (Chartwells). Packed lunch for all FS pupils until 13th September before hot meal offer goes live. Alternatively parents/carers can provide their child’s own packed lunch. Catering staff will occupy a specific area in the school. Boundaries and the need for appropriate distancing and hygiene will be explained to them on or before arrival Caterers will follow the guidance for food businesses on coronavirus (COVID-19). Access to drinking water for all in the dining hall No water fountains will be in use Lunches eaten in the dining hall following rota and protocol provided. Tables cleaned after each group. Corridor toilets to be used at lunchtime but only if necessary
SEN	Support for pupils with EHCP/SEN Support	<ul style="list-style-type: none"> Individual plans for all EHCP children, SEN support children, shared with parents Provide appropriate support for children with SEN by deploying staff to work with them in different classes or year groups External intervention areas or 1:1 interventions to be completed in an agreed area for the class Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role.
Safeguarding	KCSiE	<ul style="list-style-type: none"> Regular contact with any extremely clinically vulnerable children who, following medical advice, should not attend school – all year groups COVID 19 addendum to Child Protection Policy 2021

		<ul style="list-style-type: none"> • There will always be a DSL in the building (in the event of illness, staff will be informed of cover arrangements). • Discuss concerns face to face with a DSL • All concerns to be recorded as usual and Concerns folder passed to DSL • DSL or Additional DSL always available on site • Telephone calls to families if needed • Individual support plans around the family, working alongside other agencies as appropriate • Identify appropriate signposting agencies e.g. bereavement, family support • Staff points of contact for parents communicated
Health & Safety	Emergency Evacuation	<ul style="list-style-type: none"> • Fire drill to be conducted once a term
	Emergency lockdown	<ul style="list-style-type: none"> • Staff to remind themselves and pupils of what to do if intermittent fire bell is heard • Lockdown drill to be conducted annually
	Minimising contact with individuals with symptoms or who have family members who have symptoms	<ul style="list-style-type: none"> • Revised Home School Agreement to insist that children only attend if symptom free and only family members who are Covid-19 negative or symptom free should come onto the school site.
	Cleaning products /cleaning materials in classrooms	<ul style="list-style-type: none"> • All cleaning products that need to be stored in the classroom must be kept away from children in designated cupboards
	Buildings and grounds checks	<ul style="list-style-type: none"> • Regular checks to be carried out daily and any issues brought to the immediate attention of Head Teacher or caretaker
	Cleaners, deliveries and contractors	<ul style="list-style-type: none"> • Contractors, delivery drivers, as well as cleaning staff on site who will be working throughout the school will be informed about the school's control measures and ways of working. Site guidance on physical distancing and hygiene will be explained on or before arrival. Where visits can happen safely outside of school hours, they will be organised accordingly.
Shared areas of the school	Corridors & Offices	<ul style="list-style-type: none"> • Staff must ensure appropriate distancing between each other at all times to ensure everyone feels safe at work by respecting the wishes of those they come into contact with • Staff may photocopy their own resources but this should not be done during lesson times when teaching staff should be in the classroom • Emma may be asked to do copying if necessary but please be mindful of her workload • Please wipe the photocopier down with a sanitising wipe after use • Anything that is sent to the office printer will be placed in a tray in the office so staff have a consistent point for finding their printing • Computers in the staffroom must be wiped down after use • Office staff to wipe down computers and work stations at the end of the day • Children may change their books in the corridor independently at allotted times
Visitors	Visitors and appointments	<ul style="list-style-type: none"> • Visitors may be admitted to the school during school hours as long as they can meet/work in an appropriately distanced way and they agree to hygiene measures • Contractors visits to be organised outside school hours wherever possible • Any internal meetings between staff/governors should take place at an appropriate distance • The signing in book will provide detail to support rapid contact tracing if required by NHS Test and Trace.

	Parents	<ul style="list-style-type: none"> • Parents may enter the school building for appointments, or if there is an emergency with their child, but will be encouraged to contact the school via phone, email or communication within the home school diary • If there needs to be exchange of items, parents should leave them in the box in the entrance hall and inform office staff • Children arriving late must enter through the front entrance and leave their parent/carer outside – a member of staff will let the child into the school. They must say goodbye to the child before they can be admitted
School events	PTA events, school performances, meetings for parents, Parents' evenings	<ul style="list-style-type: none"> • Indoor and outdoor performances with an audience can go ahead but we will consult this guidance on performing arts when planning indoor and outdoor performances and before finalising arrangements • We will also consult this guidance on delivering outdoor events when planning for outdoor performances • Parents may enter the school building for appointments but wherever possible we will hold meetings outside or within well-ventilated spaces
OOSC	Breakfast Club and After School Club	<ul style="list-style-type: none"> • Operating for pupils of JHSW and siblings at WJS plus Year 3 from September 2021 • All previous reduced occupancy levels and restricted group sizes for pupils will cease • Parents to be informed of organisation of OOSC from September – entry and exit arrangements • We will ensure we have parents' and carers' most up-to-date contact details in case of an emergency. • Separate Risk Assessment for this provision
Lettings	Extra-curricular clubs	<ul style="list-style-type: none"> • Any external providers who hire our premises must have considered any relevant guidance and put appropriate health and safety measures in place • No extra-curricular clubs will run until after at least the first half term

COVID-19: outbreak management plan

The John Hampden School Wendover



Approved by:	Full Governing Board	Date: 16 th September 2021
Last reviewed on:	16 th September 2021	
Next review due by:	September 2022	

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. Sue Barnes will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) and communicating with Buckinghamshire Council

3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via an emailed letter once a decision has been made.

If recommended, we will limit:

- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will (re)introduce:

- Testing, including the use of an asymptomatic test site (ATS)
- Bubbles, to reduce mixing between groups

- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning policy (available on the school website).

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. These will be available for parents to collect from school (in exceptional circumstances we may be able to deliver them to the child's home)

5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

5.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely using their mobile phone numbers or via email.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision