

## RETURN TO SCHOOL FOR ALL PUPILS - RISK PLANNING

### 7<sup>th</sup> April update 2021

DFE documents - links to documents

[Comply with Government Health and Safety Guidance](#) [DFE guidance for schools reopening](#)

[Updated from DFE advice 9<sup>th</sup> August 2020 – circulated to all staff and Governors as well](#)

[Updated on 28<sup>th</sup> October 2020 ready for return after half term.](#)

[Updated on 23<sup>rd</sup> February 2021 ready for Whole school opening on 8<sup>th</sup> March](#)

[Updated on 7th April 2021 - The e-Bug coronavirus \(COVID-19\) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>](#)

[May 2021 Update guidance from DFE – reading for 17<sup>th</sup> May next step on roadmap](#)

DFE reference	Implementation details	Communication to staff/ to parents	Person responsible
<p><b>“It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff, where possible, only mix in a small, consistent group and that small group stays away from other people and groups.” From Government Guidance</b></p>			
DFE guidance reference	Implementation details	Communication to staff/children/parents as appropriate	Person responsible and checking - who & how?
<p>1. EYFS - For children in Early Years settings, the staff to child ratios within <a href="#">Early Years Foundation Stage</a> (EYFS) continue to apply as set out here, and we recommend using these to group children.</p>	<p>Follow staff ratios for up to 30 children - 1 teacher and 1 TA where possible. Allow for access to a paediatric first aider.</p>	<p>Newsletter Emails Information discussed on tours</p>	<p>EYFS staff – LC to oversee</p>

2. All groups should have no more than 30, TAs may take classes if teachers are not available (see Gov guidance)	We have enough bubbles to run groups up to 30, we have also looked at the need of the pupils to ensure consistency.	Through INSET day Through revised guidance	Headteacher
3. Where possible, groups should not mix at break and lunch	Break and lunch times will be staggered in different zones to minimise the number of children outside, with clear demarcation so that children do not mix outside of their teaching groups. Additional staff may be rotated in order to provide teaching staff with breaks. Continue to maintain bubbles for break and lunch	Newsletter SLT meetings Staff meetings	Monitoring by SLT at playtimes
4. Children will come in to contact with the smallest number of adults possible	Groups may need to have more than one teacher for consistent PPA cover, not just one teacher depending on staffing but this should remain constant over their week timetable. To continue	Newsletter Staff meetings Risk assessment INSET Day	Monitored by SLT
5. Ensure all staff have had training and guidance on new approaches and expectations	Audit the staff for an additional training that they might need at this point.	INSET day Staff meetings	INSET day HT and DHT
6. Ensure you have cleaning/site staff available at the times you need	Three cleaners available. Bottle of disinfectant and hand sanitizer to be with adults in classrooms. Door handles, touch plates and toilets to be cleaned twice a day. Tables washed down at lunchtime. SE on site AM and cleaners after lunch and after school. Staff to wipe any areas used at break and lunchtime To continue	Staff meetings INSET day	HT/SBM
<b>PHYSICAL SPACES</b>			
7. Furniture	Government guidance advises forward facing desks (EYFS in group tables), staff to maintain a distance from the children, and position themselves at the front of the classroom. Children to be seated side by side and facing forward as much as is possible. Unnecessary furniture to be removed from classrooms to enable adequate spacing. Designated space for TA so they are not exposed. PPE to be worn if working on a one to one. ONLY Key Stage One to try group tables – singing to be facing forward	Email Staff meetings Parent newsletter	Monitored by SLT
8. Ensure groups stay in one room or outside	All groups should stay in one room for their learning or outdoor space and where there is a sickness from a staff member this should be replaced from TA/pastoral support/supply.	INSET day Staff meetings	Monitored by SLT

	Planning <b>in as much</b> outside time should be incorporated into lesson timetables following guidance in point 3.		
9. PE timetabling	<p>PE timetable should take place outside and may occur frequently, even daily. It must follow the guidance around social distancing of groups.</p> <p><b>Gymnastics can be taught with one slot a week but the class teacher must ensure all the equipment has been disinfected after the lesson using the atomiser and then floor mopped.</b></p> <p>When inclement weather arrives we will need to consider timetable flexibility for PE and activities. <b>Hall must be cleaned in between each session and it is for both teachers (before session and next session) to check this has been done for the class bubble safety.</b></p> <p><b>Atomiser can be used for</b> cleaning equipment where safe to do so (not on electrical equipment).</p> <p>PE – Systems of controls – MAY 2021 – to be looked at with any extra points</p>	<p>INSET day</p> <p>Staff meetings</p> <p>Parent newsletter</p> <p>From observations of the teaching of PE</p>	<p>Monitored by PE coordinator</p> <p>Monitored by SLT</p>
10. Children's personal belongings	<p>A tray containing each child's resources for learning will be positioned on their desk with pencil case, to reduce movement around classrooms. <b>Trays can be in units if the trays are dispersed and children are sent individually to get out resources.</b></p> <p>Any shared resources within the bubble will be cleaned at the end of the day. Children will not be allowed to bring in personal resources from home (pencil cases, etc) at this time.</p>	<p>INSET day</p> <p>Newsletter to parents</p> <p>Staff meetings</p>	<p>Monitored by SLT</p>
11. Clear unnecessary furniture from classes to allow spacing	<p>Potential to store in other areas.</p>	<p>INSET Day</p> <p>Tour of school</p>	<p>Monitored by Premises and SLT</p>
12. Clear soft furnishings from classrooms	<p>Staff will be briefed on this and SLT to ensure classrooms are clear. The areas in use are already clear of soft furnishings, the rooms not currently being used can be sorted and Jamaica could be used for storage</p>	<p>INSET Day</p>	<p>Monitored by SLT</p>
13. Accessing rooms directly from outside where possible	<p>Allow for adult and children access from outside. Visual signage (on front gates) on floors to give adults and children guidance. Spray paint to be replaced if needed. All classrooms are accessible from the outside</p>	<p>INSET Day</p> <p>Staff handbook</p>	<p>Monitored by SLT</p>

	Where classrooms cannot be accessed from the outside, thought needs to be given to the route in to the school, markings on the floor for movement in corridors (when needed) and a staggered entry and exit in the school day. See timetabling.		
14. Display signs reinforcing expectations and guidance	Displays should reinforce handwashing and be visual. Signs to go up in all areas that are consistent. System so teachers know that only one child has left the room with a name on board and Teacher wipes out. One child at a time to use toilets and others to wait at a social distance outside.	INSET day Staff meetings Tour of school	Monitored by Class teachers/TA and SLT
<b>TIMETABLING</b>			
15. Handwashing	All classes will have a rota for hand washing/hand sanitising which must be followed daily. If new objects are introduced, hands should be washed before and after touching them. Government DFE guidance states 'on arrival, at breaktime after play, before and after lunch and after food'. <b>Oct 2020 - Handwashing must be continued and be timetabled by the class teacher.</b> This must happen at least five times a day (on entry, after breaktime, before and after lunch and the end of the day) Continue handwashing four times a day at least	INSET day Staff meetings In newsletter to parents	Monitored by class teachers/TAs Timetable monitored by SLT asking the children when they are handwashing
16. Good respiratory hygiene	Catch it, bin it, kill it. Class teachers to remind children of expectations for good respiratory hygiene on their return to school and regularly reinforce these expectations. Posters to be displayed in classrooms. Cleaning spray and tissue to be available in each room, in order to wipe down surfaces if they are coughed or sneezed on. School uniforms to be worn from 8 <sup>th</sup> March and washed regularly. Continue to maintain all social distancing as much as possible. Continue with Catch it, bin it, kill it	INSET day Staff meetings In newsletter to parents	Monitored by class teachers/TAs Timetable monitored by SLT asking the children when they are handwashing
17. Lunch	Where possible, lunches will take place in classrooms to avoid cross contamination. Chartwells to deliver food at given time then leave. MMS/SLT/Additional staff to cover additional duties so that teachers can take a break during lunch time.	INSET day Staff meetings In newsletter to parents	Monitored by class teachers/TAs Timetable monitored by SLT

	<p>Children to wipe down at the beginning of lunch then staff must ensure that tables and chairs are cleaned between sittings and going back to learning. Dinners served in middle of zone and MMS take to tables. At the end two containers, one for waste food and one for plates, cutlery, etc. Chartwells to come back and collect. Lunch breaks moving to 45 minutes.</p> <p>Early Years to eat in main hall MMS allocated to a bubble and remain there.</p> <p><b>Additional staff have been recruited and will start in Zone 2 and Zone 3 to help. SE to be redeployed when needed</b></p> <p><i>Continue with lunch arrangements</i></p>		HT/DHT to be in zones to see the practise and ensure it is safe
18. Ensure all children have option of free meal under UIFSM	Make sure supplies and suppliers cater for the right number of children, expecting more in as time continues. Keep reviewing this weekly.	Meeting with Chartwells at the beginning of term and end of week update	HT/SBM/VR (office)
19. PPE not needed unless routine care involves PPE, may have PPE in case of suspected infection	<p>For First-aid/routine care: Disposable clinical masks or dust masks to FFP1, Goggles, visors that are splash resistant. Disposable nitrile or vinyl gloves.</p> <p>For managing people with COVID-19 symptoms: Clinical masks or dust masks to FFP2, goggles and visor that are splash resistant. PPE has been supplied by WSCC and is stored in the staff room with a risk assessment and labelled.</p> <p>Disinfectant spray to be in classrooms and to be used if worries about hygiene.</p> <p>Sanitiser to be in shared areas for children to use.</p> <p>Staff to have access to hand sanitiser when working with children.</p> <p><b>Staff must ask for refills if needed.</b></p> <p><i>Staff to use PPE if needed, refills are available, masks to continue around the school site</i></p>	<p>INSET Day</p> <p>Staff meeting</p> <p>Email and PHE guidance sent to staff</p> <p>Newsletter to parents to inform them</p>	<p>Cleaners</p> <p>HT/SBM</p> <p>Office if a case comes to the office</p>
20. Assemblies	<p>No whole school assemblies to take place. Class assemblies only, or remotely broadcast. Children must remain sitting at tables for class worship. <b>Singing to take place in a well ventilated classroom with children spread out and facing forward. Teacher/TA to be at the back or side of the room</b></p> <p><i>Songs of worship- to continue as above. Children must be individual and facing forward for Songs of Worship</i></p>	<p>INSET day</p> <p>Staff meetings</p> <p>Email links to resources</p>	<p>HT/DHT to observe worship in classrooms</p> <p>Teachers to keep assembly book</p>

21. Timetable - consider which activities should/could take place outside?	Outside activities must be timetabled and coordinated as with point 8. Additional PE sessions but taken into account equipment and what is needed and social contact. <b>Group activities to take place outside.</b> <b>As many activities as possible outside, especially EYFS and KS1</b>	INSET Day Staff meetings	HT/DHT to look at weekly timetables
22. Stagger start and finish times, where possible, for each <b>group</b> of children.	Ensure that timings are long enough to minimise the amount of children in corridors or gathering outside of the school. Staff to go straight to zones at given time and be ready. Staff members may be needed to manage lines and entry/exit safely, and must ensure they maintain their own social distancing. Consider possible traffic implications. Parents to be advised to wear masks to collect their child <b>Second gate to go in and then one-way system out for all parents.</b> <b>To continue</b>	INSET Day Emails to all stakeholders Newsletters to parents Emails to parents	Monitored by SLT SC/JH/NG on duty on playground to get the children in and assess staggered times
23. Inform these adjusted times to your governing body and your zones.	Make sure the new times are minuted and that any adjustments follow the same process. Timetables and risk assessments to be shared with Governors. <b>Send this risk assessment to Governors with updates</b>	Email to Governors with response needed to confirm they have read Put onto GVO for all to refer to and comment if needed	Monitored by Clerk and HT to ensure Gov have responded and comments actioned
24. Ensure break times, lunches are staggered for <b>groups</b>	School will install a one-way system where possible/appropriate in order to support any movement around school. Different zones and playtimes for bubbles. Equipment in zones with disinfectant buckets.	INSET Day Staff meeting Staff on duty to communicate	Monitored by SLT
25. Outdoor play equipment	Outdoor equipment/apparatus/play equipment/climbing frames can be used by one class bubble at a time from September. Children will be required to wash their hands after playing on it. <b>October – open up pirate ship for KS2 bubble on day they are in that zone on the playground</b>	INSET Day Staff meeting	Monitored by SLT
26. Guidance on those with classes as vulnerable. Staff have been advised to take extra care in observing social distancing.	This needs to be taken into account when timetabling staff in terms of availability. Staff placed with children or grandchildren and pick up responsibilities.	INSET Day Timetables Staff meetings	Monitored by SLT
<b>PE and Sports</b>	<b>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</b> <b>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools</b>	PE Coordinator	PE coordinator HT/DHT SBM Premises for cleaning for equipment

	<p>must only provide team sports on the list available at return to recreational team sport framework.</p> <p>Pupils should be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different individual groups.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following guidance:</p> <ul style="list-style-type: none"> <li>● guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport</li> <li>● advice from organisations such as the Association for Physical Education and the Youth Sport Trust</li> <li>● guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents</li> <li>● using changing rooms safely</li> </ul> <p>PE – Check against Systems of Controls for updates</p>		
<b>STAFF ROOM</b>			
27. Remove soft furnishings	<p>The sofas in the staffroom cannot be removed so staff need to be aware that if they are sitting on them they must wash their hands afterwards.</p> <p>Other seating to be used as staff sit in their zones.</p>	INSET Day Staff meetings	Monitored by SLT and premises
28. Consider how many in room and how to timetable and arrange seating	<p>Zoning of the staff rooms, regular cleaning of doors, etc, and basic hygiene needs to be taken into consideration.</p> <p>Staff should wash their hands on entry and exit to the staff room.</p> <p>Staff to use individual staff areas in zones and only use the main staff room at start and end of the day.</p>	INSET Day Staff meetings	Monitored by SLT
<b>COMMUNICATION</b>			
29. Send out letter to parents detailing plan for reopening	Use template letters/newsletters when available with contact details to ask questions.	INSET day Website updates EG/FH Newsletter to give details to parents	Updated be EG/FH – monitored by HT and SBM

and where to find a copy of the risk assessment.	<p>Weekly communication between SLT members to be sent out to address issues and give feedback to parents.</p> <p>Risk Assessment on website</p> <p>Website updates ready for September opening</p> <p>Website update with October update</p> <p>Website update with 8<sup>th</sup> March reopening risk assessment and letter to parents</p> <p>Website – put up risk assessment for 7<sup>th</sup> April update.</p> <p>Update on newsletter to parents 14/5/21</p>	Governors to receive a copy of risk assessment and newsletters	
30. All children are to return so need to follow up with those not attending.	Office to liaise with those parents whose children are not attending. Parents to be spoken to so that we build confidence over the first week. Attendance fines to be implemented if parents are not responding.	<p>INSET Day</p> <p>Staff meetings</p> <p>Newsletters to parents</p> <p>Emails out to parents</p>	DHT/Sch Sec – phone parents about attendance Monitored by HT for % and fines
31. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend for drop off and pick up	Clear protocols need to be in place for families around arrangements for drop off and pick up, dependent on individual school set up and physical arrangement.	<p>Newsletter to parents</p> <p>Notes on the website</p> <p>Phone calls to individual parents if needed</p>	Monitored by SLT
32. Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	<p>SLT will need to manage arrival and departure of adults, for example queuing outside of school, whilst maintaining social distancing. TAs to help encourage children to come in from a distance.</p> <p>Spray paint/chalk to be used in playground to help with lining up.</p> <p>Letter to go out to parents regarding reopening and protocols</p>	<p>Newsletter to parents</p> <p>Teachers to be clear about arrangements from INSET Day</p> <p>SLT only to let one parent onto playground – others wait outside gate</p>	Monitored by SLT
33. Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Office staff/SLT may be needed to manage arrival and departure of adults, for example queuing outside of school, whilst maintaining social distancing.	<p>Newsletter to parents</p> <p>Teachers to be clear about arrangements from INSET Day</p> <p>SLT only to let one parent onto playground – others wait outside gate</p>	Monitored by SLT
34. Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and	Clear plan needs to be in place for communications to staff, including checks to ensure all staff have received and understood. Signing of paperwork on INSET Day.	<p>INSET Day</p> <p>Staff meetings</p>	<p>Monitored by SLT</p> <p>Clear questioning by staff</p>

departure times), including discussing whether training would be helpful	<p>Staff meeting 24.2.21 and 3.3.21 to answer all questions and go over risk assessment and protocols</p> <p>New risk assessment sent to Governors and staff</p>		
35. Visitors	<p>A record of all visitors to the school site will be kept. (Awareness of GDPR regulations). Use of the sign in App, if visitor unknown to school (ie, contractor) <b>We will ask for a contact number as part of the Track and Trace procedure</b>; we will already hold this for the majority of those we are allowing on site. Will be destroyed after 14 days.</p> <p>Essential visitors to attend the site – Governors to attend the site if needed.</p>	<p>INSET day</p> <p>Office briefing</p> <p>Staff meetings</p>	Monitored by SLT
36. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	<p>Any visits from external contractors needs to be managed to ensure social distancing and any entry into the school needs to be staggered outside of drop off/pick up times.</p> <p>Daily contractors, such as supply staff, need clear protocols in place around hygiene expectations, eg washing hands on entry to and exit from the school. PPE guidance and they have signed paperwork to say they have been briefed and it has been understood.</p> <p>Update weekly meeting with Chartwells to discuss protocol Health and Safety, serving in the zones and clearing away. Then extended once everyone is comfortable with protocol.</p> <p>Staff only to bring in essentials to deliver the curriculum. Disinfect as much as possible.</p> <p>Meeting with Chartwells held 23.2.21</p>	<p>INSET Day</p> <p>Office meeting</p> <p>Staff meetings</p> <p>Chartwells meeting</p> <p>Office staff to tell contractors on entry</p>	Monitored by SLT
37. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	<p>All cleaning needs to be checked (by SBM and Headteacher) to ensure that it has been carried out to a high standard.</p> <p><b>Four cleaners employed.</b></p> <p>Three cleaners working across the school</p>	<p>INSET Day</p> <p>Cleaners meeting</p>	Monitored by HT/SBM
<b>SAFEGUARDING</b>			
Carrying out first aid and administering	First-aid procedures should be carried out as normal, but with the use of additional appropriate Personal	Email to all staff Email direct to First Aiders	SBM/HT

<p>medicines in all settings Harm to first-aiders and injured people from direct contact with Covid-19</p>	<p>Protective Equipment (PPE) by the First-aider, when requested by the first-aiders, where they are unable to maintain a 2 metre distance from the injured person. Administering medicines should be carried out as normal. PPE should only be used where it would normally be required, or where a 2m distance cannot be observed. New documentation shared with all qualified first aiders (at all levels) DofE guidance 23.2.21</p>		
<p>Harm to first-aiders, injured people and cleaning staff from indirect contact with Covid-19</p>	<p>All used disposable PPE is to be double bagged on disposal. Non disposable PPE is to be cleaned thoroughly with an anti-viral cleaner immediately after use. First-aiders are to be provided training on using PPE.</p>	<p>Email to all staff Email direct to First Aiders</p>	<p>SBM/HT</p>
<p>Harm to employees from mental health issues</p>	<p>School leaders are to have regard to staff (including the Headteacher) work-life balance and well-being. Schools are to ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. Share information and advice with employees about mental health and well-being, whether working in school, or remotely. Consider an occupational health referral if personal stress and anxiety issues are identified. Where employees are experiencing problems, encourage the use of the staff counselling service and talk through supportive strategies with employees. Education Support shared with all staff and new resources shared. Questionnaire to go out to aid staff return to school Anxiety resources produced that will be shared with staff and available to parents Education Support document shared with staff</p>		<p>HT/DHT HR at WSCC</p>
<p>38. Pregnancy</p>	<p>Page 18 of Government guidance states that pregnant staff members would be classed as 'clinically vulnerable.' An individual</p>	<p>INSET Day Staff Handbook Staff meetings</p>	<p>Monitored by HT/SBM</p>

	risk assessment should be completed in the event that a member of staff is pregnant.	Individual meetings with staff if pregnant	
39. Mental health support	<p>Pupils: Learning mentor/ELSA, anxiety booklets, referral to school nurse, RHE, CAMHS referral.</p> <p>Staff: See staff handbook for contact details for core care. 24 hour confidential support available via WSCC Employee Assistance Programme.</p> <p>Support for staff wellbeing.</p> <ul style="list-style-type: none"> <li>extra mental health support for pupils and teachers <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></li> <li>Wellbeing for Education return programme <a href="https://www.gov.uk/government/publications/wellbeing-for-education-return-grant-s31-grant-determination-letter">https://www.gov.uk/government/publications/wellbeing-for-education-return-grant-s31-grant-determination-letter</a></li> </ul> <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	<p>INSET Day</p> <p>Meetings with outside agencies</p> <p>Email contact</p>	Monitored by SLT (SEND/CO/HT/SBM)
<p>40. Schools getting confirmation from Alternative Provision providers about what is in place?</p> <p><b>N/A at this moment – October 2020 and 8<sup>th</sup> March 2021</b></p>	<p>Usual safeguarding procedures apply. Are the children attending? Has anything changed regarding any risks? What measures have been put in place by the DSLs? CPOMS or equivalent updated. Learning Mentor/SLT to do 'phone arounds' for children not attending or we are concerned about particularly vulnerable and EHCP children or to reduce anxiety.</p>	Email contact DSL's if applicable	Monitored by HT
41. Books cannot be shared	<p>Exercise books cannot be easily cleaned and therefore should not be shared between classes. From September, books can be marked by the class teacher or PPA teacher. Exercise books will be kept in children's trays on their tables in each classroom. Classes need protocols in place for getting out and putting books away where children are responsible for only their own books. Teachers can take sets of books home, but must wash their hands before and after marking a set of books. If books are to be taken home by the teacher at the end of the day, these must be placed in an empty box with a lid that the teacher can pick up.</p> <p>Reading books should be left for 48 hours before being handled.</p>	<p>INSET Day</p> <p>Staff meetings</p> <p>Email contact</p> <p>Newsletter to parents</p>	Monitored by SLT

42. Library	Each class will be able to access the library at a timetabled slot each week. Children and staff will need to wash their hands before entering the library and on return to their classroom. Children will need to select their book which will be scanned by an adult whilst the child holds it. When books are returned, they will need to be placed in a clear plastic box for 48 hours before being re-shelved.	INSET Day Staff handbook Email contact with staff and FH Newsletter to parents	Monitored by FH Library Monitored by SLT Teachers/TA responsible for going in and out of library and monitoring class contact
43. SEND	Government says that we will provide specific help and preparation for change of routine. Transition booklets, social stories – ‘What is Coronavirus?’ Anxiety resources, signposting to outside agencies delivering webinars, eg. Reaching Families. October 2020 new links and agency involvement is shared on weekly HT newsletter	INSET Day Email out to staff Email to parents and on newsletter	Monitored by MW initially and then SLT
44. Children with complex needs	These children have their own risk assessments which have been submitted to WSCC.	INSET Day Staff meetings Email a copy to Class teachers/TA’s	Monitored by SENDCo/HT
45. Ensure sufficient hand cleaning and toileting does not break social distancing	Strict routines for washing hands on arrival. Strict routines for the number of children (3) allowed in a toilet at a time must be in place.	INSET Day Staff meetings Email contact	Monitored by SLT
46. Ensure all know about frequently touched areas/surfaces	Think about involving all in cleaning door handles, tables for example to educate and remain vigilant of commonly touched areas. All classrooms will have cloth and bottle of spray disinfectant as well as hand sanitizer, paper towels and soap. Tables to be wiped before and after lunch. Each child is to have tray of resources that can be wiped regularly.	INSET Day Staff meetings Newsletter to parents On Risk Assessment	Monitored by SLT
47. Ensure that help is available for children and young people who have trouble cleaning their hands independently	Where this is necessary, staff must immediately wash their own hands. Update Intimate Care Policy with the office staff and shared with all staff	INSET Day Share Intimate Care Policy	Monitored by the Office staff – TAs to work alongside the children Then SBM then HT
48. Ensure that bins for tissues are emptied throughout the day	To avoid risk, this should be carried out by one person following personal hygiene recommendations. Flip-lidded bins are in use to help with rubbish and keeping it contained. Rubbish into black sack and sealed for disposal. October 2020 – Hand dryers being used again so reduction in paper towels	INSET Day Staff meetings	Monitored by cleaners – report to SBM

49. Prop doors open to avoid infection on handles	Doors must only be propped open if fire regulations allow this in the school. The premises manager must be consulted on this. Where this is not possible, a cleaning of handles and washing of hands regime should be in place. Windows must be open at all times to allow a flow of air. <b>Even with the colder days, there must be an air flow</b> Ventilation paramount – windows and doors open Reminders about ventilation need to go out on weekly diary	INSET Day Staff meetings	Monitored by Premises Manager – reported back to SBM/HT
50. Practice a fire drill early on in the return	Ensure children/ students know where to go, how to exit and where to stand in event of fire drill. Carry out fire drill to ensure anyone can highlight adjustments that need to be made. Brief staff on this as part of INSET day Staff to take out medical box and socially distance <b>Two fire drills have been completed during Autumn 1</b> Fire drill planned for return on 8 <sup>th</sup> March 2021	INSET Day Staff meetings Email to all staff	Monitored by SLT and HT/Premises Manager
<b>EARLY YEARS SETTINGS</b>			
51. Ensure separate risk assessment for Early Years is carried out with staff.	Sitting on the carpet when necessary Use of play equipment and disinfecting it at regular intervals Hygiene rules in place and shared with all staff and children Sharing of resources with EYFS bubbles	INSET Day Meeting with Early Years staff Staff meeting	Monitored by SLT
52. Intimate care	Full PPE will need to be worn if a member of staff is dealing with a child that requires intimate care. PPE will need to be disposed of safely after this has taken place.	INSET Day Office staff meeting Share with all staff	Monitored by Office staff then SBM then HT
<b>Notes for others/governors</b>			
53. Expectations for attendance	All children back full time in September and the parents will be fined for non-attendance if required. <b>Continue to monitor attendance of all pupils and supply learning for those self-isolating</b> Continue to monitor attendance of all pupils and supply learning for those self-isolating	INSET Day Staff meeting Email to parents School newsletter Office staff meeting	Monitored by EG and DHT and then HT
54. Self-isolation	Staff and parents requested to inform school if they need to self-isolate. Attendance codes must reflect self-isolation.	INSET Day School newsletter	Monitored by SLT
55. Children, young people and parents are encouraged to walk or cycle where	Public transport should be avoided in line with current government guidance. This will be communicated to parents via the newsletter and parents encouraged to walk if possible.	INSET Day School newsletter	Monitored by SLT

possible and avoid public transport at peak times			
56. Ensure this document is shared with SLT	SLT will be able to advise and help monitor the risks you have identified. Updated with weekly meeting. Governors to see minutes if required.	Email to Governors and SLT and all stakeholders and discussed at INSET Days – staff to sign to say they have read and asked any relevant questions	Monitored by Governors that it has been shared with all necessary stakeholders and referred to at training sessions etc.
57. Ensure risk assessments provided by Headteacher are shared with all relevant staff.	Part of staff training should include sharing of the risk assessments to help monitor and build a 'safe culture' in the school. All staff will go through it, signing sheet and INSET day to talk about with worries and concerns. Risk assessment to be shared on the website. <b>COVID-19 as agenda item at SLT and staff meeting to update and discuss changes.</b> Risk assessment sent out to staff with staff questionnaires, circulated to Governors and mentioned at staff meetings. Risk assessment to be shared at staff meetings and on weekly diary	As above	Monitored by Governors by questionnaire or questioning staff
<b>Office and other support staff.</b>			
58. Ensure office areas are safe, particularly if more admin staff are in school	All Office and other support staff need to be familiar with this guidance. VR to be in front office with EG. KA in team room and JL in SBM office. Review when social distancing reduced further. <u>Working safely during coronavirus (COVID-19) in offices and contact centres</u>	INSET Day Office staff meeting	Monitored by SBM/HT
59. Supply teachers	In the event of supply teachers needing to cover a class, a full Health and Safety briefing would be provided at the start of the day. Supply teachers would be expected to conform to Health and Safety checks on arrival. <b>January 2021 – Only regular supply teachers being used to keep them and St Mary's staff safe.</b>	INSET Day DHT to meet with Supply staff and go over Health and Safety Copy of H&S at the office	Monitored by HT
60. PPA cover	Three PPA teachers will cover non-contact time for teaching staff from September. These teachers will be based at the front of the classroom and will minimise close proximity contact with the children. In the event of a supply teacher needing to move between zones during the day, they would need to wash or sanitise hands as they leave one zone and on arrival at the other. Any	INSET Day Email out to staff	Monitored by SLT

	resources moving with the supply teacher would need to be disinfected between their use in different bubbles.		
<b>Health and Safety</b>			
61. Testing for Covid-19	<p>Parents and staff to inform the school immediately if symptoms develop and testing for suspected Covid-19 is required. Staff should attend a testing centre if possible for speed of results. WSCC to send a local health protection team to investigate if the school has more than two confirmed cases.</p> <p>Lateral flow tests to be carried out twice a week for school staff Wednesday and Sundays and registered with school and the Government.</p> <p>Lateral flow continue twice weekly and links for free NHS LFT shared with parents so that they can test.</p> <p>Lateral flow tests to remain twice a week and logged on school google form and Gov. website</p>	<p>INSET Day Staff meeting Newsletter to parents</p>	Monitored by SLT
<b>Curriculum</b>			
62. Expectations for new academic year, based on Government guidance	<p>High quality education to be delivered. Curriculum to be broad and ambitious. All subjects must be taught. Return to normal must be established by Summer term 2021. All educational needs must be met.</p> <p>PE: We need to decide upon time allocation for PE lessons.</p> <p>Behaviour policy to be reviewed and updated based on regulations for Covid-19.</p> <p>Remote education plans to be provided for self-isolating pupils.</p> <p>Pastoral support implemented first two weeks through CLPE resources. Gap analysis now for week 6 with individual, groups, class and year group targets identified.</p> <p>Recovery curriculum shared and delivered in first two weeks with assessments carried out to look at how the children are returning.</p>	<p>INSET Day Staff meetings School newsletter to parents</p>	<p>Monitored by SLT Curriculum areas monitored by curriculum leader</p>
63. Educational visits	<p>Day visits are now allowed from 12<sup>th</sup> April Residential are still under review from the DFE.</p>	<p>Risk assessment Staff meetings</p>	Discussed with SLT
64. Swimming Pool	<p>The swimming pool is to reopen with KS2 children swimming once a week. There is a separate risk assessment for the swimming pool with operational guidance, cleaning and health and safety.</p>	<p>Training Mon 19th</p>	
65. Productions	<p>Performance guidance section, scripts and handling them section. Points to consider</p>	<p>Discussion with SLT</p>	

	<p>use microphones wherever possible to minimise singing volumes - I will need a script for this - kids won't be able to share mics</p> <ul style="list-style-type: none"><li>- sound and lights crew need to be socially distant and will potentially need barriers or big enough distance from audience</li><li>- avoid mixing front of house and backstage crew. We might also need to keep fixed teams for tech and staging for example.</li><li>- similarly for the orchestra, they need to be side by side and away from the audience</li><li>- one-way systems on stage and no performers in the audience area.</li><li>- socially distance the choir</li><li>- loads of cleaning of equipment, control desks, microphones, etc</li><li>- records of all crew to know who is on site for track and trace</li></ul>		
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