

Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020

Church of the Ascension Primary

Assessment conducted by: S Hudson	Job title: Head Teacher	Covered by this assessment:
Date of revised assessment: 9.9.21	Date of next review: To be reviewed fortnightly or sooner in response to local needs or government changes in legislation	



The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.



Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	M	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	L	L	SH	1.6.20	
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. 	L	L	SH	1.3.21	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures	M	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated 	<u>L</u>	<u>L</u>	<u>SH</u>	<u>28.5.20</u>	
	M	<ul style="list-style-type: none"> All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy Staff absence reporting procedures 	<u>L</u>	<u>L</u>	<u>SH</u>	<u>1.6.20</u>	
	M	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	<u>L</u>	<u>L</u>	<u>SH</u>	<u>1.6.20</u>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	M	<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff are made aware of the school's infection control procedures in relation to coronavirus via email Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell Daily electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	L	L	SH	<u>1.6.20</u>	
	M		L	L	SH	<u>28.5.20</u>	
	M		L	L	CB	<u>1.6.20</u>	
	M		L	L	Staff	<u>3.9.20</u>	
	M		L	L	CB	<u>2.6.20</u>	
Poor hygiene practice in school - general	M	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents 	L	L	CR	<u>1.6.20</u>	

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	M	and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)	<u>L</u>	<u>L</u>	<u>Staff</u>	<u>2.6.20</u>	
	M	<ul style="list-style-type: none"> Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds 	<u>L</u>	<u>L</u>	<u>Staff</u>	<u>2.6.20</u>	
	M	<ul style="list-style-type: none"> Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. 	<u>L</u>	<u>L</u>	<u>CR / BW</u>	<u>1.6.20</u>	
	M	<ul style="list-style-type: none"> Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors 	<u>L</u>	<u>L</u>	<u>Staff</u>	<u>1.6.20</u>	
	M	<ul style="list-style-type: none"> Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance 	<u>L</u>	<u>L</u>	<u>BW</u>	<u>1.6.20</u>	
	M	<ul style="list-style-type: none"> Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas 	<u>L</u>	<u>L</u>	<u>Staff</u>	<u>2.6.20</u>	
	M	<ul style="list-style-type: none"> Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas 	<u>L</u>	<u>L</u>	<u>Staff</u>	<u>2.6.20</u>	
	M	<ul style="list-style-type: none"> Pupils and staff do not share cutlery, cups or food. 	<u>L</u>	<u>L</u>	<u>Staff</u>	<u>1.6.20</u>	

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	M	<ul style="list-style-type: none"> Staff to use their own cup and utensils All utensils are thoroughly cleaned before and after use Additional cleaning is done during the day. Door handles, doors and toilets are cleaned during the day by the end of morning school and paper/hand towels are refilled regularly (twice daily) <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	L	L	BW	2.6.20	
Poor hygiene practice – specific – school entrance	M M M M M	<ul style="list-style-type: none"> Clear signage in place regarding social distancing Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Areas touched to be wiped down Discourage parents from entering the school building Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. <p>As a result, reception staff are protected.</p>	L L L L L	L L L L L	CB CR CR / BW SH / CR BW STAFF	1.6.20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor hygiene practice – specific – office spaces.	M M M M	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<u>L</u> <u>L</u> <u>L</u> <u>L</u>	<u>L</u> <u>L</u> <u>L</u> <u>L</u>	<u>CR/JN</u> <u>CR/BW STAFF</u> <u>STAFF</u>	<u>1.6.20</u>	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	M M M M M	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. 	<u>L</u> <u>L</u> <u>L</u> <u>L</u> <u>L</u>	<u>L</u> <u>L</u> <u>L</u> <u>L</u> <u>L</u>	<u>SH</u> <u>SH</u> <u>STAFF</u> <u>SH</u>	<u>1.6.20</u>	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	M H Na M M	<ul style="list-style-type: none"> hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. ensure supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. All staff to wash hands on arrival in school Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>	L L L L L	M M M L L	STAFF STAFF BW		
Poor hygiene practice – specific – toilet/changing facilities.	M M M M	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Any soiled clothes are put into a plastic bag (double bagged) and sent home. 	L L L L	M L L L	STAFF STAFF STAFF	1.6.20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
Ill health in school.	M	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell All staff are informed of the procedure in school relating a pupil becoming unwell in school All staff advised of the procedure in school if a member of staff becomes unwell. Ensure all staff absences are appropriately recorded. Any pupil who displays signs of being unwell is immediately referred to AW Any staff member who displays signs of being unwell immediately refers themselves to SH and is sent home Where the named person is unavailable, staff ensure that any unwell pupils are moved to the spare classroom whilst they wait for their parent to collect them. School admin team to 	<u>L</u>	<u>L</u>	<u>SH</u>	<u>1.6.20</u>	
	M		<u>L</u>	<u>L</u>	<u>SH</u>		
	M		<u>L</u>	<u>L</u>	<u>SH</u>		
	M		<u>L</u>	<u>L</u>	<u>SH</u>		
	M		<u>L</u>	<u>L</u>	<u>CR</u>		
	M		<u>L</u>	<u>L</u>	<u>SH</u>		
	M		<u>L</u>	<u>L</u>	<u>SH</u>		
	M		<u>L</u>	<u>L</u>	<u>SH</u>		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	M	<p>contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</p> <ul style="list-style-type: none"> If a pupil needs to use the bathroom, they should use a separate bathroom (KS1 DISABLED TOILET) which will be cleaned after use. Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen Unwell pupils who are waiting to go home are supervised in the spare classroom where they can be at least two metres away from others Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. 	L	L	SH		
	H		M	L	SH		
	H		M	L	SH		
	H		M	L	AW		
	H		M	L	AW		
	H		M	L	BW		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
A pupil is tested and has a confirmed case of coronavirus.	H H	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 14 days The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	M M	L L	SH SH	1.6.20	
Insufficient staff to run face-to-sessions for pupils.	• M	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school Leaders to ensure that the clinically extremely vulnerable are not in attendance at school Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. 	L	L	SH	1.6.20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.					
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> Tissues and soap to be located in each classroom/learning space Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open Where possible, windows to be opened to provide ventilation. Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use Shared teaching resources to be cleaned prior to and after use - ipads to be wiped down with anti bacterial wipes If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc 	L	L	BW	1.6.20	
	M		L	L	BW		
	M		L	L	STAFF		
	M		L	L	STAFF		
	M		L	L	STAFF		
	M		L	L	STAFF		
	M		L	L	STAFF / BW		
	M		L	L	SH		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	M	<ul style="list-style-type: none"> Staff must wash and dry their own cups, plates and utensils, using disposable towels. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>	L L	L L	CR/BW STAFF		
Poor pupil behaviour increases the risk of the spread of the infection.	M M	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	L L	L L	STAFF STAFF	2.6.20	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	n/a M M	<ul style="list-style-type: none"> Specific arrangements for pupil transport have been risk assessed and agreed with local providers Leaders and staff should review individual pupils' handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) 	L L L	L L L	TH TO CO-ORDINATE	2.6.20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
	M M	<ul style="list-style-type: none"> Plans should be understood, shared and followed consistently by all staff working with those pupils Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. <p>As a result, pupils with complex needs are well supported.</p>	L	L			
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M M	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. 	L L	L L	LC TO CO-ORDINATE	4.9.21	
Increased number of safeguarding concerns reported after lockdown.	M M M	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	L L L	L L L	SH	2.6.20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Emergency evacuation due to fire etc.	<ul style="list-style-type: none"> M M M 	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<ul style="list-style-type: none"> L L L 	<ul style="list-style-type: none"> L L L 	SH	2.6.20	
Cleaning is not sufficiently comprehensive.	<ul style="list-style-type: none"> M M M M M M 	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Whilst pupils are at breaktime/lunchtime, staff to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards Disposable gloves/wipes/sprays are next to photocopiers/printers etc 	<ul style="list-style-type: none"> L L L L L L 	<ul style="list-style-type: none"> L L L L L L 	BW	2.6.20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries 	<p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p>	<p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p> <p><u>L</u></p>	<p>CR /BW</p> <p>CR /BW</p>	<p>1.6.20</p>	

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	M	<ul style="list-style-type: none"> If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building 	L	L			
	M	<ul style="list-style-type: none"> Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	L	L			
Transmission of virus between staff	M	<ul style="list-style-type: none"> Staff and visitors to wear a face covering when moving around the building in corridors Staffroom use is restricted in order to minimise potential for spread. A rota to be issued for the use of the staffroom and no more than 6 staff to access the room at any one time. 	L	L	SH	5.1.21	

School-specific arrangements relating to risk assessment that may need additional detail:

Capacity and organisation of teaching spaces

Desks to be widely spread with each child assigned a desk for their regular seat. Soft furnishings to be removed from classrooms. Movement around the room to be restricted as much as possible. Children to all face the front and not each other.

Arrival to and departure from school

Pupils to be allowed to arrive at school from 8:30 and to go straight into school. No parent to enter the site in the morning. Staggered departure times to be communicated to parents with children leaving the building from 3:00 – 3:20. No parent to enter the school building unless they have an appointment. Only one parent to be allowed on site per child.



Movement around the school

Movement around school to be restricted. Pupils to enter and exit the building through the fire door to their bubble. Toileting arrangements to be closely supervised in order to prevent pupils in different bubbles from meeting in there.

Breaktime plan

Staggered breaktimes - Staff within the bubble to decide how to supervise children during breaktime.

Lunchtime plan

Lunch to be staggered. All children to eat within their class bubble in the hall. They will get 30 minutes to eat their lunch and 30 minutes to be outside. Supervision to be done by adults within the bubble.

Catering staff

School kitchen to provide grab bags for those requiring them as well as for FSM families. Staff to socially distance as much as is practical. Hot food will be provided from the end of September and this will resume upon re-opening in March.

Cleaning

All classrooms to be cleaned well at the end of the day. Additional cleaning to be done by BW during the middle of the day – focus on frequently touched surfaces. Staff to wipe surfaces regularly at their discretion.

Toilets

Each bubble to be allocated specific toilets. Children to be supervised whilst accessing toilets in order to stop mixing of bubbles. Children to be taken to be toileted at the end of each session.

Staffroom and offices

Social distancing is to be practised in the staffroom. Staff to not gather around the boiler. Staff to wash their own cup. Dishwasher is not to be used.

Classroom expectations



Normal school rules to be observed as much as possible. Children to be taught from the programme of study that they would expect to experience during the summer term.

Pupil expectations

Pupils will be expected to remain seated for the majority of the time. Pupils will not work in groups and will remain at their table.

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>



- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

