



September 2020 COVID RE-OPENING Risk Assessment

Location / Site	Hart Plain Junior School
Activity / Procedure	Re-opening for whole school – September 2020
Assessment date	10.7.2020 – to be updated regularly

Government guidance for schools states:

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

“It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.”

“Guidance is intended to support schools, both mainstream and alternative provision, to prepare for this” and “provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress.”

The guidance is clear that schools should work through the following system of controls:

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

More details around procedures can be found in Appendix 1.

Government guidance for parents concerning re-opening of schools states:

It is the government’s plan that all children and young people, in all year groups, will return to school and college full time from the beginning of the autumn term.

The prevalence of coronavirus (COVID-19) has decreased since schools and colleges restricted their opening to most pupils in March, the NHS Test and Trace system is up and running and we understand more about the measures that need to be in place to create safer environments in schools. As a result, the government has asked schools and colleges to plan for all children and young people to return from the start of the new academic year.

The scientific evidence shows that coronavirus (COVID-19) presents a much lower risk to children than adults of becoming severely ill, and there is no evidence that children transmit the disease any more than adults. Of course, there will still be risks while coronavirus (COVID-19) remains in the community, and that is why schools and colleges will be asked to put in place a range of protective measures.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Identify hazard		Lack of social distancing in the classroom resulting in direct transmission of the virus (PREVENTION)	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> • Children to be placed in consistent groups • Remove excess furniture and resources to increase space, if space to do so • Children to use same resources/desks if returning next day (if applicable) • Teacher and LSA should maintain distance between themselves and children whilst inside and reducing the amount of time they are in face to face contact with others • Children stay in the classroom for majority of the day and minimise mixing with other groups <p>Class organisation</p> <ul style="list-style-type: none"> • Classes to be in bubbles of 30 • Organising lessons and activities to limit the number of pupils and staff in contact with each other to only those within the group (e.g. maintaining class/year group groups or consistent small group interventions) • Discuss the importance of social distancing and importance of personal hygiene at an age appropriate level when children return and re-iterate importance on a regular basis– this should include discussions on how many children playing with resources (e.g. either end of water tray), how to line up, physical contact, use of toilet, moving around the classroom/school etc. • Expectations to be modelled regularly and linked to school behaviour system – positive praise for adherence and behaviour policy followed for continued non-compliance • Resources and activities planned to minimise shared contact while still supporting high quality learning opportunities • Use of outdoor space – same expectations for outdoors • Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can and maintain high levels of hygiene • Adults should minimise face to face contact where possible and if possible work from a distance of 2 metres • Children encouraged not to bring bags and only a coat if needed – children supported one at a time to hang up coat if needed and place lunchbox on the side in room • No PE bags – children to wear PE clothes on allocated days • Where appropriate children will be allocated desks/chairs and equipment including one book for all written work and one maths book • Where appropriate tables to be organised to minimise children sitting face to face • Where appropriate keep children to their desks when in the room • Where appropriate lessons planned for individual work (not pairings or group work) • Feedback will be verbal where possible and appropriate or via Interactive white board. Teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. <p>Level of risk following control measure - Medium</p>			

<u>Identify hazard</u>	Staff needing to keep doors open for additional ventilation during staggered start and finish time - resulting in increased security risk (PREVENTION)		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <ul style="list-style-type: none"> • Staff will be asked to be extra vigilant during drop off/pick up times • Staff will be made aware of any individual drop off/pick up arrangement • Staff not to let children play outside of class during staggered drop off/pick up times • Staff will report any security concerns to the office <p>Level of risk following control measure - Medium</p>			

<u>Identify hazard</u>	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus (PREVENTION)		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. One child allowed to go to toilet at a time 2. External toilet door to be wedged open to minimise touch points. Children can verbally check the toilet is empty before entering 3. Clear communication with children around allocated toilets 4. Washing hands encouraged, checked and reinforced 5. Extra signs in toilet re washing hands 6. Extra soap ordered to ensure we do not run out 7. Children encouraged to “catch it, bin it, kill it” where possible or cough/sneeze into crook of arm 8. All classes to have “tissue bins” lined with black bin liners that will be emptied twice per day. <p>Level of risk following control measure - Medium</p>			

<u>Identify hazard</u>	Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus (PREVENTION)		
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Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> • External classroom doors open ready for children to arrive. Children welcomed in straight away. • Clear one way system in place around the school (these will be dynamically risk assessed following opening and adjusted if necessary) • Instructions shared re social distancing between families in the morning with parents and children • Signage for parents and children displayed outside the classroom and on gates. • Staff to be on duty to supervise during drop off/collection • Staggered drop off and pick up times for different year groups • School will communicate procedures for removing face coverings: faces must not be touched when removing, hands washed immediately on arrival, dispose of temporary face coverings in the respiratory bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom <p>Level of risk following control measure - Medium</p>			

<u>Identify hazard</u>		Lack of social distancing in the corridors resulting in direct transmission of the virus (PREVENTION)	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between children where possible.</p> <ul style="list-style-type: none"> • Staff/children will operate a “give way” system around the school to minimise close contact in narrower areas • Children staying in their classroom and accessing outside from classroom door where possible • Messages to office via phone – mobiles purchased for each class • Staff maximise the distance between each other using available space • When moving class around the school –children socially distanced where possible – one adult at back insisting the distance is maintained. • Agree instructions with children concerning going and returning to toilet – monitor and reinforce • Two blocks have been established, including toilet areas, to minimise use of corridors between blocks. <p>Level of risk following control measure - Medium</p>			

Identify hazard	Lack of social distancing when eating lunch resulting in direct transmission of the virus (PREVENTION)		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Lunchtimes are staggered and all classes will have an allocated lunchtime member of staff 2. Children eat outside their classrooms or on field if weather permits – maintaining as much distance as practical. If not in their classrooms at their space. 3. Packed lunches will be kept in the classroom. 4. All rubbish placed in bin bag, sealed and placed outside classroom door. Site manager to collect and place straight in main bin. Roll of bin bags and anti-bacterial wipes to be located within each classroom. 5. Wiping down of tables with antibacterial wipes can be completed by one of the classroom staff if required at lunchtime. 6. Sterilising fogger available if needed. <p>Level of risk following control measure - Medium</p>			

Identify hazard	Contact of shared resources resulting in indirect transmission of the virus (PREVENTION)		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Use of resources to be dynamically assessed prior to use by staff • Children to be allocated their own resources (pen/pencil/pencil case) • Any shared resources to be cleaned regularly, along with all frequent touch points • Where needed, resources on tables ready for lesson • Children encouraged to wash hands when entering the classroom at the start of the day, end of break, end of lunch and after PE. Children should also wash their hands before lunch. • Soft toys and furnishings, including bean bags, removed from the classroom before opening • Reading books available split into separate sets, one for each different group of children and rotated each week giving time for de-contamination. Library sessions will resume – children not to share books at this point • Outdoor playground equipment allocated to the group of children and cleaned each day • Deep clean carried out on a Friday • Lessons planned so resources are individual and not shared – or on white board • Tubs of resources for individuals if needed – maths resources etc. • Chairs not to be stacked at the end of the day to minimise cross-contamination between children and allow for easy cleaning of the chairs. • Coats to be stored under chairs and in bags and when wet weather on back of chairs. 			

Level of risk following control measure - Medium

<u>Identify hazard</u>	Emotional distress of the children (RESPONSE)		
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <ul style="list-style-type: none">• Children to have class teacher and LSA (if possible under vulnerable staff guidance) in the first instance• Small numbers of children to support their emotional need• Comfort given from a distance – at adult height and hand gel used after if needed• Curriculum planned to ensure plenty of opportunities to discuss and address anxieties and concerns. Trickbox to be explored to enable children to express their feelings and explore coping strategies.			
<u>Level of risk following control measure - Medium</u>			

<u>Identify hazard</u>	Emotional distress of the staff – including anxiety (RESPONSE)		
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <ul style="list-style-type: none">• Inclusion in risk assessment process – input into hazard identification and control measures• Regular opportunities (via briefings and phone/virtually) to discuss concerns and shared control measures• Sharing of support helplines – HCC• SLT on site every day for staff to share concerns with• Risk assessments reviewed regularly• Wellbeing resources directed also on the website			
<u>Level of risk following control measure - Medium</u>			

Identify hazard	Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus (PREVENTION)		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <ul style="list-style-type: none"> • Individual risk assessments in place for identified children • School to continue to liaise with external agencies e.g. PBS • Alternative timetable / exclusion / inclusion considered if children are acting in a way that put them at risk • PPE offered to staff for those working close with children <p>(Pls. note the Government guidance states “Wearing face coverings or face masks is not recommended”)</p> <p>Level of risk following control measure - Medium</p>			

Identify hazard	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus (PREVENTION)		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Hand gel dispenser in all classrooms • Hand gel order in large quantities • Handwashing PHSE lessons, songs and rhymes • Extra soap dispensers and re-fills in each classroom • Children hand wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze • Washing hands posters replaced in all washing areas • Hand sanitiser available in each classroom • Reminders how to wash hands properly – videos and posters • Procedure agreed for children to wash hands so thorough hand washing • Anti-bacterial wipes available to staff • Enhanced cleaning rota in place, including cleaning frequently touched surfaces often <p>Level of risk following control measure - Medium</p>			

Identify hazard	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus (PREVENTION)		
Existing level of risk	Consider current level of risk		

HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • All surfaces, handles, toilets and shared equipment will be cleaned daily at lunch and in the evening • PPE will be worn by all staff when cleaning • Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission – if this is required initially resources kept to a minimum – to be reviewed • Soft furnishings and soft / cloth toys will be removed from use in classrooms • Staff to wipe down tables prior to lunch • Deep clean on Friday • Cleaning checklist in place 			
<u>Level of risk following control measure - Medium</u>			

<u>Identify hazard</u>		Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus (PREVENTION)	
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p>			
<ul style="list-style-type: none"> • Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are now advised that they can return to work from 1 August as long as they maintain social distancing • Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments • Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute • Separate risk assessment for staff who are clinically vulnerable 			
<u>Level of risk following control measure - Medium</u>			

<u>Identify hazard</u>		Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus (PREVENTION)	
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group

- children should be in school unless they are unable to attend because they are complying with clinical and/or public health advice

Level of risk following control measure - Medium

<u>Identify hazard</u>		Lack of social distancing in the staffroom resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between adults where possible.</p> <ul style="list-style-type: none"> • Two staffroom areas to be established one for each block - staff to be mindful of minimising contact and maintain two metres distancing if possible • Where possible, breaks should be taken in other spaces in school and ideally outdoors if weather allows • Staff to order food from school kitchen or use their own cool bags to minimise use of fridge • Fridges are available for each space: Staffroom fridge, FSW fridge, office fridge • Staff to use own travel mugs for tea/coffee and these should be taken home each day • Staffrooms will be closed from the end of lunch to allow for cleaning team to undertake cleaning before the end of the day • Staff are encouraged to use tables and chairs in staffroom where possible - staff are made aware that they can use sofas (while socially distancing) but as these are soft furnishings, they may carry an additional risk. 			
<u>Level of risk following control measure - Medium</u>			

<u>Identify hazard</u>		Transporting Children - resulting in direct transmission of the virus (PREVENTION)	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between adults where possible.</p> <ul style="list-style-type: none"> • Any transporting vehicles (minibuses/car) will be cleaned before and after use 			

- Children and adult will need to sanitise before entry
- HSLW will only transport children from one family at a time
- Sterelising fogger to be used where appropriate.

Level of risk following control measure - Medium

<u>Identify hazard</u>		Lack of social distancing in the office/shared meeting rooms resulting in direct transmission of the virus (<u>PREVENTION/RESPONSE</u>)	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>These control measures are to encourage space between adults and children where possible.</p> <ul style="list-style-type: none"> • Email/phone used as main form of communication between staff and office team – mobile phones in each class - numbers to be displayed in the office • Parents encouraged to contact school by phone/email – not to come into building (shared on letter home) • Deliveries left in foyer area • Any contractors maintain social distance and wash hands on arrival • Contractors will be signed in via the office staff and will be escorted around school by the site manager – details to be taken for NHS test and trace system • No staff to enter office space – maintain social distance with office team • Current office layout allows for distancing within the room, allowing for two members of staff to use the office at once – adequate ventilation is within the room • Attendance/dinner registers to resume back to old system with staff member from each bubble collecting the register and delivering back to the rack outside the office. • Inhaler use to go back to office managed as of September. • Office staff to phone down with messages for staff – mobile phones in each class to be kept with lead teacher/HLTA at all times • Antibacterial wipes left by telephones and used to wipe down phone if used by a different member of staff • PPE to be used if dealing with suspected coronavirus or intimate care is required in delivering first aid • Pupils who require first aid will be dealt with in the main office where there is adequate space to provide social distancing, handwashing facilities, storage of PPE equipment and ventilation • Shared use of photocopiers – only one member of staff to use at a time and machine to be wiped before use and after use – tub of wipes to be located at the photocopier station • Only one pupil requiring first aid to be in the office at any one time. A pupil waiting area will be established in the corridor (the reception seating is being removed) with plastic chairs spaced out. If needed a second chair will be available in the office to accommodate a second child. • Lunch registers can be dropped by office team to the kitchen. • Only one child should be in the office at any one time. The member of staff nearest to the medical supplies should firstly deal with all first aid enquiries • The member of staff at the front desk will manage the reception screen and corridor counter 			

- A medical box, PPE equipment and hand sanitiser should be located near the front desk. Should any additional children require first aid whilst the office is full then this will be managed in the waiting area set out in the corridor by the member of staff at the front desk
- The office door will not be wedged open and will remain closed. No staff members are to cross this point unless they require first aid treatment themselves.

Level of risk following control measure - Medium

<u>Identify hazard</u>		Lack of social distancing during Before school/Afterschool club resulting in direct transmission of the virus (PREVENTION)	
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

While we will endeavour to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, the government have recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

These control measures are to encourage space between children where possible.

- Children to be grouped within year group bubbles and supervised by adult – one year group in each corner of the hall.
- Activities to be table based
- Children to be seated, to minimise face to face contact
- Breakfast will not be offered
- Site to run from 8.00am
- Children to be taken to allocated year group play spaces with allocated adult to undertake socially distanced activity.
- Children to be collected from or walked to classroom by allocated adult maintaining social distancing
- Breakfast club bubbles to be allocated their own play equipment, which will be washed down at the end of each session.

Level of risk following control measure - Medium

Name of assessor	Signature of assessor	Date
Rob Doig/Charlotte Faithfull		
Manager's comments	Insert comments relevant to assessment as appropriate	
<p>Staff were consulted on this document and were able to contribute. This final copy was emailed to all staff on 28.5.2020 following a consultation period.</p> <p>This was then adapted further to allow for whole school full time opening in September 2020. This has been sent to all staff on 15.7.2020. Consultation meeting took place 17.7.2020.</p>		

Appendix 1 – Additional guidance around procedures to support systems of control as outlined by Government

School will follow current DFE/PHE guidance in minimising contact with individuals who become unwell with covid-19 symptoms, or who have someone in their household who does. School will ensure all staff are aware of guidelines around self-isolation and non-attendance during these circumstances. School will follow guidance (see First Aid protocols) in relation to supporting children who are showing Covid-19 symptoms.

Class Set up/Seating plans

Tables and chairs will be set up to minimise pupils sitting in a way where they are facing each other. Individual class teachers will review where pupils will sit. Those children who have had low levels of engagement during lockdown and may require additional support will be seated to ensure they receive appropriate levels of support. Each pupil will have their own set of resources placed at their allocated desk space, to limit movement around the class. Where staff need to work with individual children or small groups of children from more than one bubble, care will be taken to maintain distancing.

Intervention outside of class

Where staff need to provide 1:1 support (e.g. as part of an EHCP) or small group work as follows:

- Staff wash hands before and after working with a pupil
- A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart
- Pupils will bring all equipment they require with them to the intervention area
- Where staff are working with children across bubbles they should minimise having to enter classrooms and only work with children from one class/year groups at a time
- Children should be collected from and returned to classes escorted by adults
- After child/children have returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.

September 2020 School timings

Class	Start	End	Drop off/Collection	Break	Break zone
Peake	8.45	3.15	Y3/5 Stairwell door	10.30 – 10.45	Side Playground
Franklin	8.45	3.15	Franklin - Back door	10.30 – 10.45	Back Playground
Anning	8.45	3.15	Anning – Back door	10.30 – 10.45	Front Playground – Football pitch
Jenner	8.45	3.15	Y4/6 Stairwell door	10.30 – 10.45	Front Playground – Main playground
Hawking	8.30	3.00	Y3/5 Stairwell door	10.00 – 10.15	Back Playground
Darwin	8.30	3.00	Darwin – Back door	10.00 – 10.15	Side Playground
Nightingale	8.30	3.00	Y4/6 Stairwell door	10.00 – 10.15	Front Playground – Football pitch
Potter	8.30	3.00	Potter – Back door	10.00 – 10.15	Front Playground – Main playground

Siblings – can be dropped off and picked up at the same time but this must be at 8.45am and 3.00pm.

Drop off Collection

- Class doors will be open to receive children as they arrive (including stairwell where necessary)
- Children to wash hands upon arrival
- Parents to use one way system around the outside of the school

Break time

- Will be supervised by class teacher/LSA
- Children to be supported to play appropriately, minimising contact.
- Class to have own play equipment which should be cleaned after use
- Children encouraged to wash hands upon return from break

Lunch

- Lunch to be collected by lunchtime supervisor and delivered to classes
- Tables to be wiped down prior to and following lunches
- Children to wash hands before and after eating
- Children to eat lunch outside class where possible
- Children to eat within their slot. All to stay together during this time
- Children to be supported to play appropriately, minimising contact
- Children to be walked back to class and received by class teacher
- Class to have own play equipment which should be cleaned down by Lunchtime supervisor
- Lunchtime waste to be bagged by lunchtime supervisor and left outside of staff room.

Lunch Rota:

Year	Lunch	Eating Slot	Staff Lunch zone	Play Slot	Play Zone
3	12.15-13.00	12.15-12.30	Outside Art room	12.30-13.00	Back playground and side playground
5	12.15-13.00	12.15-12.30	Outside Art room	12.30-13.00	Front playground and football pitch
4	12.00-12.45	12.30-12.45	Staff Room	12.00-12.30	Back playground and side playground
6	12.00-12.45	12.30-12.45	Staff Room	12.00-12.30	Front playground and football pitch

Staff who are not class based will be able to use the FSW room as a staff base.

PPA Rota:

Class	Day	Staff
Peake	TBC	Kat Colley
Franklin	Thursday PM	Sue Hicks
Anning	Wednesday PM	Claire Tunnicliffe
Jenner	Tuesday PM	Sue Hicks
Hawking	Friday PM	Sue Hicks
Darwin	TBC	Sarah Powers
Nightingale	Monday PM	Sue Hicks/Kara Palmer
Potter	Monday PM	Sue Hicks/Kara Palmer

Staff meetings/Planning Meetings

- Briefing notes will continue via google docs and will be circulated weekly initially until whole school assemblies are again able to take place.
- Staff meetings will take place via Zoom after school on a Wednesday until we are then able to hold these in the hall on a Wednesday from 3.30-5 – teachers should sit in year groups to minimise contact.
- A deep clean of classrooms will continue to take place on Friday. Staff will be asked to be out of school by 3.45 on Fridays.
- Staff can meet in classrooms for year group meetings or complete these virtually – to be decided by year team. PPA will not be together.

Visitors/Volunteers to school (including supply staff)

- All site visitors to school will be recorded to ensure school can engage fully the NHS Test and Trace process. Visitors will have access to Covid risk assessment and school procedures and meeting protocols.
- Staff hosting external visitors should ensure they are aware of any procedures.
- Supply folder will be updated to include Covid risk assessments and procedures.