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| **Educational Setting** | **Isle of Ely Primary School** |
| **Activity / Task** | Coronavirus (COVID-19) Risk Management Assessment |
| **Completed by & Date** | Bryony Surtees – January 2022 |
| **Review Date** | **January 2022 (updated 17/01/22)** |

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| COVID-19 is a new respiratory illness. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).  Timeline;   * March 2020 - Schools catered only for students that fell into the categories of ‘vulnerable’ and ‘children of key workers’. * June 2020 – Children in Reception, Year 1 and Year 2 returned to school with control measures in place. * September 2020 - All year groups, returned to school full-time from the beginning of the autumn term. Control measures were put in place, which are outlined in this document. Social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.   In the government’s guidance, published on 2nd July 2020, it was advised that: *“There cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.”*  A new variant of coronavirus was detected in September 2020. The virus has been identified as being able to spread more easily than the earlier virus as in November 2020 around a quarter of cases in London were the new variant and this reached nearly two-thirds of cases in mid-December 2020. The U.K. has said the variant could be up to 70% more transmissible than the original strain of the virus.  Schools were required to publish their remote learning policies.   * November 2020 – 2nd lockdown with schools remaining open. * January 2020 – 3rd lockdown with schools providing key worker provision, and remote learning to others. All staff in primary schools take a LFT test twice weekly. At IOE, this happens on Sunday evening and Wednesday morning. * March 2021 – School attendance for all becomes mandatory again. * December 2021 – The Omicron variant was detected in the UK. Omicron is currently displaying a growth advantage over Delta, and is at least as transmissible as Delta. Omicron displays a reduction in immune protection against infection, however, there is a reduction in the relative risk of hospitalisation, but there is currently no data on severity in hospital or death.   **MAIN ACTION REQUIRED OF SCHOOLS**  Ensure that your school risk assessment restricts contact as much as possible through:  1) Minimising contact with individuals who are evidencing symptoms of coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.  2) Where recommended / mandated, use face coverings in schools.  3) Cleaning hands thoroughly more often than usual.  4) Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.  5) Introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.  6) Minimising contact between individuals and maintain social distancing wherever possible.  7) Where necessary, wearing appropriate personal protective equipment (PPE).  8) Always keeping occupied spaces well ventilated.  Numbers 1 to 5, and number 8, must be in place in all schools, all the time  This risk assessment is a ‘live’ document and is reviewed regularly. A copy of the completed risk assessment is sent to Caroline Driver – [caroline.driver@activelearningtrust.org](mailto:caroline.driver@activelearningtrust.org). |

**CURRENT DfE, PHE, HSE and ACAS GUIDANCE – PLEASE ADD AS NEW GUIDANCE IS ISSUED**

**General Advice**

List of all general Coronavirus guidance: [Link](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance)

General .GOV.UK Coronavirus guidance: [Link](https://www.gov.uk/coronavirus)

Mass asymptomatic testing: schools and colleges - [Link](https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges)

Mass asymptomatic testing – specialist schools - [Link](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings)

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable - [Link](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

Coronavirus (COVID-19): safer travel guidance for passengers - [Link](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings)

January 2022 - https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

**DfE Advice**

List of all DfE Coronavirus guidance for schools: [Link](hhttps://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19)

Reopening of Schools in September 2020 guidance: [Link](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

DfE advice for safe working in Education Settings, including PPE: [Link](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe):

DfE Social Distancing in Education settings guidance:[Link](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

DfE Primary-specific guidance:[Link](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools)

DfE Second-specific guidance: [Link](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools)

DfE Scientific Advice regarding COVID-19: [Link](https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19)

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19:[Link](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings?utm_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

DfE Schools and childcare settings: Return in January 2021 [Link](https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021)

January 2022 - [Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)

[Letter template](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=83981221cf&e=393bc0d99f) to explain testing to parents, pupils and staff and to ask parents, pupils and staff to register

[Consent form template](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=8f9c36e08e&e=393bc0d99f) for parents if you will test pupils under 16, pupils and students if they are over 16 and your staff members

[How to do your COVID test leaflet](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=0c2f4f05f4&e=393bc0d99f)  to explain testing to pupils, students, parents and staff**.**

[A leaflet](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=4f86e6075c&e=393bc0d99f) explaining what a positive or negative test result means for a child and their household, and the support available has been adapted by local public health colleagues. It includes local contact details for the school nursing service and a link to the SCC COVID-19 webpage. It also contains links to translated versions.

DfE webinars:

[webinar](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=9d6df1670e&e=393bc0d99f) about testing on Wednesday 23 December 2020.

[Monday 4 January at 10am](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=bd072a3bb8&e=393bc0d99f) – site set up, equipment, supplies, logistics and waste management

[Monday 4 January at 2pm](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=01464b6645&e=393bc0d99f) – workforce and training, consent, and engagement

[Tuesday 5 January at 10am](https://suffolk.us15.list-manage.com/track/click?u=5c2782ab1264cda5bb7f549a9&id=c4bd44efde&e=393bc0d99f) – clinical compliance, incidents, outbreaks and recording results

**HSE Advice**

List of all HSE Coronavirus guidance: [Link](https://www.hse.gov.uk/news/coronavirus.htm)

PlusHSE documents:[Link](https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf)  & [Link](https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf)

Making your workplace COVID- secure during the coronavirus pandemic - [Link](https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021)

**NHS Advice**

Covid-19 National Testing Programme – schools and colleges handbook: [Link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf)

**ACAS Advice**

ACAS Mental Health at Work During Coronavirus guidance: [Link](https://www.acas.org.uk/supporting-mental-health-workplace)

ACAS Working safely during Coronavirus - [Link](https://www.acas.org.uk/working-safely-coronavirus)

ACAS Working from home during the Coronavirus Pandemic - [Link](https://www.acas.org.uk/working-from-home)

ACAS Coronavirus - Shielding and Vulnerable People -[Link](https://www.acas.org.uk/coronavirus/vulnerable-people-and-high-risk)

ACAS – Sick Pay for self isolation during Coronavirus -[Link](https://www.acas.org.uk/coronavirus/self-isolation-and-sick-pay)

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| **SCHOOL OPERATIONS** | |
| **SOCIAL DISTANCING** | |
| Access/Egress of school building | * Hand sanitizer available and main entry/exit points. * Children wash hands as soon as they enter the building * The handles and touch plates will be cleaned at lunchtime. * Classroom doors are to be left open. * All parents will enter & leave via the one way system, no parent will come within 2m of classroom doors. * Parents will wait 2 metres apart and follow a one way system whilst dropping off and picking up. * Pupils arriving wearing face masks will be asked to take them off and give them to their parents. Staff will be asked to put them in their lockers. All staff and pupils will be instructed not to touch the front of their face covering during use or when removing. * Classroom doors and windows to be left open and only the higher windows in the event of extreme cold or wet weather. * Avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. * All adults to wear face coverings at the beginning and end of the day, including Nursery Parents. |
| Classrooms | * There will be a consistent class teacher and at least an additional adult per class. * The children line up socially distanced from each other. * Only one child in the toilet at one time and checked before hand. * Adults are advised to stay at the front of the classroom and not to mingle with the children. * Older children will be encouraged to keep their distance from each other and staff where possible. * In years 2 – 6, the tables will be organised into rows so that the children are sitting side and side and facing forward. All unnecessary furniture will be taken out of the classes to make enough space. * In Nursery, Reception and Year 1, the tables will be spread apart with chairs side by side so that when the children are working within the environment, they will not be facing each other. * For those children self-isolating, our blended learning approach will continue using live lessons on Teams, Maths Whizz, Oak Academy and paper based learning activities. * A Remote Learning Policy is now available on the website. For those children isolating, work is uploaded onto TEAMS daily. |
| Corridors | * Corridors are not wide enough for social distancing when passing children or adults - this can not be achieved. * The time spent in corridors will be kept to a minimum. * Adults in the corridors to remind children to socially distance. * The classes are using the nearest entrance and exit so no unnecessary travel. * The Reception and Key Stage 1 classes can use their classroom doors and will come to the hall via the playground through the library. * The children and adults using the key stage 2 corridor will enter on the left and leave via the left – the corridor is over 2 metres wide. The timings for classes moving along the corridor will be adjusted so that only one class at a time should be moving along the corridor. * One child has a mobility aid and she will be asked to use the corridor at least 5 minutes before the rest of the class/es |
| School Reception | * All visitors will be asked to social distsnce, use the hand sanitizer, and to wear a face covering whilst on site. * Only visitors who are essential to the running of the school, e.g. Agency workers/supply teachers/contractors/visitors by prior arrangement. All external staff/visitors spending more than 15 minutes in school to provide a negative LFT result. * Any other visitors to be dealt with through the window. * Surfaces touched by visitors will be cleaned regularly. |
| Unused rooms | * All classrooms or spacted that are not in use will be locked. * Lock the Active Play Education rooms following their sessions. |
| Administration | * There are three memember of staff working in the office. Desks are at least 2 metres apart, side by side and windows are opened to allow ventilation. * The office will be ventiliated every hour for 15 minutes. * Staff outside the admin team should not use the phones in the school office. There are phones in every classroom, and the PPA room. |
| Stairs | No Stairs |
| Lift | No Lift. |
| Staff room | * Only 6 members of staff allowed in the staff room at one time. Chairs within the room to be moved to 2 metres apart. (staff not allowed to move the furniture) * Staff encouraged to spend a maximum of 15 minutes in the staff room. * Only 1 person on the wooden floor at any one time. * Anti-back spray to wipe down the staff room * There is a 2nd space which can be used as an additional staff room (Studio) |
| Playground areas | * The outdoor play equipment will be back in use on a rota system. One year group can use it per day or alternatively at morning break or lunchtime – a rota will be organised. * Children will be asked to sanitize their hands before and after using the play equipment. |
| Off Site visits | * Trips and residentials will go ahead and will be organised to enhance the children’s learning as and when they are appropriate. A full and appropriate Covid risk assessment will be carried out for each trip. EVC will sign off any organised trip and ensure that protective measures have been planned for. |
| Assemblies | * All Assemblies will be held virtually via TEAMs. |
| Break and lunch times | * Nursery children will eat their lunch in Little Elvers * Reception, Year 1 and Year 2 all have universal free school meals. * Where there is an outbreak, ring fenced classes will eat in their classrooms. The tables will wiped clean prior to lunch. * Caterlink will provide hot lunches on a trolley taken to the corridor outside the ring fenced class. * Ring fenced classes will have a staggered timetable for outside time for breaks and lunch. |
| Toilets | * Separate toilets to be allocated to ring fenced classes. |
| Fire Exits | * Fire exit routes are not compromised. * There are sufficient fire exits for the organisation of the classes. |
| People in Shielded group | * Risk assessments will be carried out on all clinically extremely vulnerable groups and pregnant staff, this will include being encouraged to socially distance. * These risk assessments will be reviewed in line with any guidance changes. |
| Isolation room | * The small interview room will be a designated area, if needed, to use to isolate/quarantine anyone with suspected covid-19 symptons.A second space, if needed, will be the key stage 2 intervention room. |

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| **ATTENDANCE** | |
| Usual rules | Usual rules on school attendance will apply, including:   * parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; * schools’ responsibilities to record attendance and follow up absence * the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct   Usual attendance codes to be used, and in addition;   * - Children isolated awating PCR results will be recorded as X * - Children isolating as they have tested positive for Covid-19 will be recorded as I (with sub category of Covid positive) |
| Communication | * Communicate clear and consistent expectations around school attendance to families. * Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. |
| Staff Annual Leave | * School leaders will discuss leave arrangements with staff before the end of each term to inform planning for the following term. Ensure staffing ratios are addressed and consider staff who may require quarantine arrangements after travelling abroad and potential adaptations to working practices. * Government advice has changed for some countries - [Link](https://www.bbc.co.uk/news/uk-53358870) |
| Safeguarding Policy | * We have revised our child protection policy (led by our Designated Safeguarding Lead) to reflect the return of more pupils * Annex 1 has been distributed to the staff and added onto the website |
| DSLs | * Designated safeguarding leads (and deputies) will be provided with more time, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies. |

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| **CATERING** | |
| New working procedures | * Kitchens will be fully open from the start of the term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. * School kitchens can continue to operate, but must comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). * See section on hot meals for classes who are ring fenced. * Providing vouchers for FSM families who children do not attend school. |
| Cupboards | * Food Storage cupboards should be checked to ensure that all stored items are sanitary and edible. |
| Breakfast & After School Club | * Continue to offer wrap around provision as previously. |

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| **CLEANING** | |
| Deep Clean | * Classes where there is an outbreak will be deep cleaned, and ‘fogged’. * Spaces used to isolate potential cases of Covid-19 will also be deep cleaned and ‘fogged’ |
| Frequent cleaning | * Termly meetings with Service Master. * Service Master will carry out usual cleaning as per check lists. Quality control undertaken by site supervisor. * The toilets will be cleaned before after school club starts. * Tables to be sprayed by staff before and after lunch. * Anti-Bac wipes for use on photocopiers, laptops, iPads, and any other shared equipment |
| Kitchen | * Deep cleans of the kitchen will take place by Caterlink staff |
| Emptying Bins | * Bins emptied daily. Then use hand gel. Gloves available if requested. |
| COVID 19 reported. | * If the school has been informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough clean, including ‘fogging’. |
| COSHH | * Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. * All chemicals ordered are under the COSHH Risk Assessment sheet. * As Trust guidance, PPE is not being insisted upon but staff can access a visor, googles, apron, gloves and paper face mask via school if they want. |
| Lettings | * Lettings will resume, but will be under continual review. Weekend lettings will resume with hirers providing their own risk assessmets and carry out their own cleaning. |

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| **CONTRACTORS AND PROPERTY MAINTENANCE** | |
| Property Concerns | * All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. |
| Regular Compliance Checks | * Relevant property statutory compliance checks have been completed and records updated. * Check that the daily weekly checks are up-to-date. |
| Risk Assessment | * All [contractors](https://public.huddle.com/a/rBXZwVM/index.html) must provide a suitable and sufficient risk assessment for the activities they carry out which must [include covid-19](https://bit.ly/WorkingSafelyComms.). * School requires all contractors to comply with its Health and Safety procedures and processes. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. * Develop back up plans in case a key supplier/contractor fails to deliver at short notice as it cannot be predicted when COVID-19 might strike their workplace. |
| Maintenance | * Planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. |

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| **FIRE SAFETY** | |
| PEEPS | * These are in place for relevant children |
| Emergency Escapes | * Caretaker to check all of the emergency routes |
| Fire Alarm | * Reminders issued to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. |
| Fire Drill | * There will be regular fire drills, with social distancing in place, one each half term. |

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| **FIRST AID** | |
| First Aid Cover | * There is adequate first aid provision in terms the amount of qualified staff to provide care on site. |
| First Aid Facilities | * BW to carry out audit of first aid kits in classrooms. |
| Medical needs | * Pupils with medical care plans have been identified |
| Use of medications | * Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. |
| Policy | * First Aid policy has been reviewed and updated on the website. |

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| **HYGIENE** | |
| Access/Egress of school building | * Pupils will wash or sanitise their hands when they arrive at school and regularly throughout the day. * Pupils to continue to wash or sanitise their hands regularly throughout the day. * Forehead thermometers available to take temperature of any child or adult (with their agreement) where a temperature is suspected. |
| Soap/Warm Water | * Soap dispensers will be checked daily by caretaker and filled where appropriate. * Appropriate controls are in place to ensure the suitable sanitisation of pupil’s hands following breaks, before meals and following the use of toilets * Tissues – supply - Cleaners will check in an evening, adults will check regularly during the day. * Children will be taught and reminded of good handwashing practice. Trust's comment on the last page of the risk assessment is that people should wash their hands with soap and water often – do this for at least 20 seconds. The 20 second washing rule will be applied, supervised and monitored - and posters displayed of this requirement (children, staff and disabled and visitor toilets) |
| Sanitisation | * Supplies of anti-bac gel to be used where hand washing is not practical. * Hygiene routines to be shared with children prior to returning to school and reinforced on their arrival and continually. * Pupils must clean their hands regularly, including on arrival at school, when they return from breaks, when they change rooms, and before and after eating. |
| Bins | * Bins emptied daily by cleaners. All bins to be double lined. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. * There are enough tissues and bins available in the school to support pupils and staff. |

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| **PPE** | |
| PPE Need | * All staff will be issued with eye protection glasses and will have responsibility to maintain them. * Antibacterial wipes will be placed in every classroom and social space. * Face masks, gloves and aprons will be available from the site office. * Full PPE will be used, including visors when changing nappies or when providing intimate care. * The adults will wear face coverings when they move around the school within the corridors and in the staffroom unless they are eating. |
| Cleaning | * Re-usable PPE should be thoroughly cleaned after use and not shared between staff. |
| Supplies | * Order PPE for staff that will need it when helping to change a child who has suspected covid or needs to be changed due to wetting accident or nappy change. |

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| **CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT** | |
| **BEHAVIOUR AND WELLBEING** | |
| Prioritisation of subjects | * The children will have access to a broad and balanced curriculum continued on from last term. |
| Normal Curriculum | * Interventions will take place for those children who need it either during the day virtually or after school with a Tutor. |
| Practical lessons | * Re-risk assess practical lessons and arrange for these to be signed off by members of SLT. |
| Music Lessons |  |
| PE Lessons | * PE should be done outside where possible, maximising 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. * Children will arrive at school in their PE kit on their PE days. |
| School Fixtures | * School fixtures will take place with a risk assessment in place but this will be consistently under review. |
| Behaviour | * Current behaviour policy to be adhered to. This already includes Covid-19 procedures and consequences. |
| Pastoral Care | * The School has a Thrive Practitioner who will be used to support those children who have high anxiety about returning to school. * A Pastoral Support assistant is available, she is also trained in Thrive to support all of the children. * There is also a mental health lead * The PSA is available for the wellbeing of staff and pupils |
| Mental Health Issues | * The school has trained staff in place or access to support quickly from other sources. Consider the impact of the wide nature of the lockdown period and COVID-19 crisis in general on students – for example isolation, being gung ho at being ‘let out’, emotional or sexual abuse which may have occurred. * The school has bought into a wellbeing package for all staff via Busy Bees. There is also support for teachers, as part of the School Absence Insurance * Adjustments will be made following assessments of pupils’ learning needs to enable support for learning with the use of the Thrive practitioner and mental health lead. * Outdoor extra curricular clubs will be able to take place. |
| Safeguarding Policy | * We have revised our child protection policy (led by our Designated Safeguarding Lead) to reflect the issues associated with Covid-19. |
| Concerns when children not at school | * The DSL to follow up any issues that might emerge from safeguarding concerns that may have arisen for individual children whilst they have not been attending school and are not known to the school. The DSL to also follow up non-attendance of vulnerable children, including those defined as ‘vulnerable’ by the school. * These children will be phoned daily by teachers/TAs and recorded under welfare check on myconcern. |
| Refresher training | * All Staff have received refresher training to enable them to be alert for any changes in presentation or behaviours of children since they were last in school and seen by staff that might indicate a safeguarding concern. |

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| **ASSESSMENT AND ACCOUNTABILITY – PLANS FOR INSPECTION** | |
| Ofsted | * It is intended that routine Ofsted inspections will go ahead. |
| Governance | * Governors meetings held online and updated when necessary. Communications with parents shared with Governors * There is a weekly meeting between Head and CoG |
| Primary Assessment | * The school will continue to assess the children to ensure they continue to make progress. We will use old SATs and phonics papers to validate our judgements. |

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| **CONTINGENCY PLANNING – SELF ISOLATION OF MULTIPLE PUPILS /STAFF OR LOCAL OUTBREAKS** | |
| Guidance – Suspected Covid | * If A child/ staff member has suspected COVID symptoms, the school will follow H&S’s [the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. * All SLT to be aware of the information |
| Lateral Flow Testing | * All staff are encouraged to take up twice weekly LFT testing, reporting their results to the NHS, and the school. * LFT kits are available to staff from the school office. |
| Self Isolation period | * From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6. * The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. * If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest. * Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation. * Further information, including examples of when to end self-isolation if you have had COVID-19 symptoms, is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection. |
| Asymptomatic testing | * People without symptoms no longer need to confirm a positive lateral flow test with a PCR. * The change comes into force in England on 10th January 2022, and will be reviewed when coronavirus levels in the population drop below 1%. * Under the new guidance, anyone in England who receives a positive lateral flow device (LFD) test result should report their result on gov.uk and must self-isolate immediately, but will not need to take a follow-up PCR test. * After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced. * Anyone who tests positive will be able to leave self-isolation seven days after the date of their initial positive test if they receive two negative lateral flow test results, 24 hours apart, on days six and seven. |
| Contact Tracing | * Encouraged staff to cooperate with government plans for contact tracing.We will ensure that all staff understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams). We will must ensure that staff members and parents/carers understand that they will need to be ready and willing to: * [Book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit * provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace * [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) * Contact tracing is now the responsibility of NHS Track & Trace and not the school. |
| System in place for isolating children who develop symptoms during the day, while they wait to be picked up | * Will remain supervised from a distance and parents will collect. * If a child is awating collection, they should be moved, if possible, to the front interview room where they will be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. One of the doors should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. * If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else * PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. * Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. |
| Stay away | * Pupils, staff and other adults MUST not come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 7 days |
| Remote Education | * For individuals or groups of self-isolating pupils, remote education plans will be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See section on remote education support. * use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school’s curriculum expectations * give access to high quality remote education resources * select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use * provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access * recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum. |
| Local Outbreak | * In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Our contingency plan will involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. * The school will work closely with the LA and the Trust on potential outbreaks of 5 or more cases in one class;   • In the event of an outbreak, ring fenced classes will eat in their classrooms. The tables will wiped clean prior to lunch.  • Caterlink will provide hot lunches on a trolley taken to the corridor outside the ring fenced class.  • Ring fenced classes will have a staggered timetable for outside time for breaks and lunch.  • Separate toilets to be allocated to ring fenced classes.  • Classes where there is an outbreak will be deep cleaned, and ‘fogged’.  • Spaces used to isolate potential cases of Covid-19 will also be deep cleaned and ‘fogged’   * Children and adults in the ring fenced classes will be encouraged to take daily LFT tests, and to book a PCR test. * Outside providers running out of school clubs on the school site, will be notified of any outbreaks in order to ensure they follow a similar contingency plan whilst on site. |
| Multiple Staff Ill | * We can safely staff school with a minimum of 20/41 adults. * The discretionary leave of absence policy will be applied. * If teachers are off, supply teachers can be drafted to cover and if TAs are away, they won’t be covered unless they are 1:1 with a pupil. * All staff are first aid trained and there are 4 DSLs. * There are four members of SLT and so if the Head teacher is off, one of the deputies will make the key decisions and vice versa. * We will draw up a list of parent/volunteers (DBS checked) who could be used to supervise children in times of significant absence. * Teaching Assistants may be used to cover classes if the class teacher is absent. * Classes may be combined in the event of significant staff absence, but this will be decided in conjunction with the LA and the Trust |
| EHC Plans | * EHC plans be delivered within the normal classroom environment. if a particular member of staff becomes unavailable for any reason at short notice, there are enough support staff to redeploy to any child with a 1:1. |