

Recovery Plan and Risk Assessment



Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and limiting interaction through use of shared social spaces (such as staggered break times)

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationary).

10. Ensure there is increased ventilation within the school building. Keep windows open and also classroom doors if possible, for air flow whilst you are in the room. Increase ventilation where rooms are unoccupied.
11. Limit the number of children from classes using the toilet at any one time.
12. Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms. Staff to maintain social distance within the classroom.
13. Staff to wear masks when social distancing cannot be maintained (e.g. in communal areas and moving through corridors).
14. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection.' As a school, we will monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

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) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure staff and pupils are cleaning hands thoroughly and more frequently than normal (for at least 20 seconds).
- 5) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 6) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 7) Minimise contact between individuals and maintain social distancing wherever possible.

8) Keep occupied spaces well ventilated

In specific circumstances:

9) Where necessary, wear appropriate personal protective equipment (PPE).

10) Promote and engage in asymptomatic testing, where available.

Numbers 1 to 8 must be in place in all schools, all the time.

Number 9 applies in specific circumstances.

Response to any infection

11) Promote and engage with the NHS Test and Trace process.

12) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

13) Contain any outbreak by following local health protection team advice.

Numbers 11 to 13 must be followed in every case where they are relevant.

[*Updated for reopening of schools to all pupils on 08.03.2021](#)

Aspect	Measures to Implement	DfE Guidance	Notes	Risk
Staffing including communication	<ul style="list-style-type: none"> ▪ Staffing rota to ensure only vital staff are present in school. ▪ Home working where possible. ▪ Admin teams: One person in the office at one time. Normal working in office. Limit contact with other adults. ▪ Face to face communication between staff in different classes will be limited as much as possible. ▪ Staff meetings, team meetings to take place via Microsoft Teams as much as possible. ▪ Staff to only meet other staff within their immediate Year Group team face to face in EY and only in classes in KS2. If face to face meetings are required with staff not in their immediate team, staff should wear a face covering (mask), maintain a distance of at least 2m and ensure appropriate ventilation or use Microsoft Teams to meet virtually where possible. ▪ No car sharing outside of own households. ▪ All adults in England are being encouraged to download the official NHS tracker app to help with the Trace and Track process. ▪ We have been provided with an individual QR Code for our school which we are displaying in our entrance areas for any visitors to scan if they wish to. Staff do not need to do this but can if they wish. ▪ All visitors and staff must still sign in using the school's Signing in system to ensure we still have full records of who has been on the school site each day. 	<ul style="list-style-type: none"> ▪ Communicate with staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. 		H

Staffing Rotas	<ul style="list-style-type: none"> ▪ Staff assigned to different classes will remain the same for the duration of the term or teaching timetable (unless exceptional circumstances require changes) ▪ Entire staff to be split in set classes for the spring term. Every class has one teacher and at least one teaching 	Keep cohorts together where possible and: <ul style="list-style-type: none"> ▪ ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days 	Supervision during toilet needs. Ensure that children do not go to the toilet in groups.	M

	<p>assistant. The staff within these classes will cover one another for any toilet breaks and will not cover in any other class. When there is staff absence it may not be possible to replace all TAs due to availability.</p> <ul style="list-style-type: none"> ▪ Staff remain in their assigned class and will not mix with other children where possible (exceptions are PPA cover, ELSA intervention and wrap around care staff). Staff will limit the amount of contact that they have with staff from other classes. ▪ Ratios adhered to – 1:4 Little Ladybirds 1:13 Apple Nursery. ▪ Midday assistants will be rotated so that they remain with one year group where possible for the spring term – there may be a cross over due to the number of middays available and the 14 classes ▪ No more than four staff members from the same ‘bubble’ will be allowed in a staffroom at any one time. (Key Stage 2 Hall will be used as a second staff room for the spring term and KS1 leadership office, Year 1 centipedes classroom) Staff to bring their own lidded cups and cutlery from home to use in school. This must be taken home to be washed. Free staff school lunch to be provided for all staff from 05.11.2020 (this has continued into the spring term) <p><u>UPDATE 08.03.2021</u></p> <p>Staff will only be using the staffroom with other adults from the same year group bubble. Adults will sit socially distanced at all times.</p> <p>There will be 3 days each week where staff will eat their lunch in their classrooms. Staff from the same year group bubble can sit in the same classroom – ensuring that the room is well ventilated and social distancing is adhered to at all times.</p> <ul style="list-style-type: none"> ▪ When classes are covered by Mrs Houghton (PPA) then all adults will wear face coverings. ▪ Staff must maintain social distancing even within classes. <ul style="list-style-type: none"> ▪ When staff can work from home they must. 	<ul style="list-style-type: none"> ▪ Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. ▪ Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. ▪ Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should 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. These pupils’ educational and care support should be provided as normal. 		
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<p>Pupils</p>	<ul style="list-style-type: none"> ▪ All pupils will return to school on March 8th 2021. ▪ Staff will remain in their own classes and will not mix with other classes. The only exception to this will be PPA cover, TAs working across more than one class and those delivering wrap around care. ▪ Staff and children will remain in their own class and will not mix with any other year group. Year groups will be permitted to mix during breaks and lunch times. ▪ FS1/FS2 nursery- who share a learning environment and Reception (FS2) where two classes share the same learning environment, will also be permitted to mix. ▪ Children will be reminded of good hygiene practise on their return to school and will continue to be encouraged to wash hands more regularly – when entering the building, before and after eating, after breaks). Additional hand basins have already been installed in both Key Stage playgrounds to assist with this. ▪ Hand sanitiser stations are outside all classrooms, toilets, communal areas and main entrances and exits. ▪ Pupils will be reminded of hygiene procedures including the ‘catch it, bin it, kill it’ approach and will be expected to follow these procedures. Tissues and bins to be in all classrooms, office spaces and other shared areas. ▪ Assemblies will be held virtually ▪ When moving around the school, children from other year groups will not mix. ▪ Staff will follow the clear instructions on the break and lunch rotas which support with reducing traffic in corridors and separating year groups at break and lunch times. ▪ Children in years 2-6 will sit facing forwards and side by side as much as possible. 	<p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> • children’s ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum. <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Points to consider and implement: whether the school has enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are</p>	<p>Pupils who are attending our summer school will be in groups of MAX 20</p>	<p>H</p>

		<p>helped to get this right, and all pupils understand that this is now part of how school operates.</p> <p>Clinically extremely vulnerable young people and staff:</p> <p><u>Children</u></p> <p>We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p>Staff</p>		
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<p>Behaviour Policy</p>	<ul style="list-style-type: none"> □ Children who are in the resource provision will be individually risk assessed by SENDCO and these will be shared with the SLT and all staff working with them – these will be regularly reviewed. ▪ Any child who does not follow the strict social distancing rules will be given a warning. If they continue to not follow school rules, then SLT will decided an appropriate action on an individual case by case basis. ▪ Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet. ▪ See appendix to the behaviour policy 	<p>Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</p> <p>In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you'll need to make changes to your behaviour policy. Behaviour policy changes will also need to be communicated to pupils, parents and staff.</p> <p>Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system.</p>		<p>M</p>

		<p>Areas schools may wish to add to their behaviour policy are:</p> <ul style="list-style-type: none"> • following any altered routines for arrival or departure • following school instructions on hygiene, such as hand washing and sanitising • following instructions on who pupils can socialise with at school • moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) • expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands • tell an adult if you are experiencing symptoms of coronavirus • rules about sharing any equipment or other items including drinking bottles • amended expectations about breaks or play times, including where children may or may not play • use of toilets • clear rules about coughing or spitting at or towards any other person • clear rules for pupils at home about conduct in relation to remote education • rewards and sanction system where appropriate <p>Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</p>		
<p>Actions</p> <ul style="list-style-type: none"> ▪ Requirement: Pupils to wear clean uniform each day ▪ On class PE days, the children will wear their PE kit for school and not their normal uniform. 				

<p>PPE</p>	<p>In our school staff and visitors will be required to wear a face covering (mask) in all communal areas - entrances, foyers, offices, corridors, around the photocopiers, store cupboards and staffrooms (unless eating) e.g. visiting locker, you are required to wear a face covering if there is another person present. We have stock of disposable ones but you can wear your own fabric one as long as it's 'school appropriate' and is washed regularly.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> ▪ cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability ▪ speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate. <ul style="list-style-type: none"> ▪ All staff will be provided with disposable face coverings and are welcome to wear their own provided they are washed regularly. ▪ Staff to wear a facial covering when in close contact with pupils – e.g. nappy change/first aid. ▪ Staff to wear face coverings when 2m distancing cannot be maintained. ▪ Face coverings should be child friendly and appropriate for use in a school environment. 08.03.2021 ▪ Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day ▪ ▪ Teacher should not wear gloves unless directed to do so in medical emergencies. ▪ Staff to have training about safe removal and application of PPE masks and other equipment. Information given 	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work.</p> <p>PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <ul style="list-style-type: none"> ▪ if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 		<p>H</p>
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	<p>about how to store masks when not in use. Posters to be displayed and emailed to all staff.</p> <ul style="list-style-type: none"> ▪ Staff are to carry hand sanitizer on their person (lanyard) which is clearly labelled including ingredients. ▪ Hand sanitizers to be located outside every classroom, office and entrance. ▪ Contenance issues and soiling of children not in the Foundation stage or those with known specific medical contenance issues should not be dealt with by staff. Parents should be rung immediately, and children sent home. <ul style="list-style-type: none"> ▪ Fluid resistant IIR surgical masks are available on both sites to be used in the event of a staff member assisting a symptomatic individual where they may come into contact with bodily fluid e.g. vomit. 			
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<p>Actions</p> <ul style="list-style-type: none"> ▪ Face masks have been ordered for staff <ul style="list-style-type: none"> ▪ Staff can use their own if preferred. 				
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<p>Class Size and Groups</p>	<ul style="list-style-type: none"> ▪ Children have been organised into smaller classes this academic year. There will be no more than 30 pupils in one class – there maybe one year group exception due to pupil numbers ▪ Mixing of classes, even those in the same year group is not permitted. The exception to this is the FS1/FS2 nursery and the two FS2 Reception classes. <ul style="list-style-type: none"> • Update 08.03.2021 Children will now be permitted to mix as a year group bubble during break and lunch times. Rotas have been carefully planned to ensure that children from other year group do not come into contact with one another during break and lunchtimes. ▪ Social distancing applies with desks and movement around the building at all times. ▪ Desks will be positioned so that pupils are facing the front and not each other as much as possible. ▪ Staff ratios for EYFS remain. ▪ Early Years year groups should remain apart from each other for the entire day and classes in KS2 ▪ Groups for wrap around care will be limited to 20 pupils per group. There will be a separate breakfast club and a separate after school club for both key stages. Children in groups can share a space e.g. hall but should not mix. The groups will remain the same, including pupils and adults and will not be added to. ▪ Assemblies will be held virtually <p>Children remain in Year group bubbles all day and do not mix with any other bubbles at any points during the school day. *The only exception will be during wrap around care where children will come into contact with children from the same key stage. . Staff have been assigned to a Year group bubble and do not mix with any other bubbles.</p>	<p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> • children’s ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>M</p>
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		Schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).		
Actions				
<ul style="list-style-type: none"> Children to be in smaller classes – no more than 30 if possible. 				
'Classroom Hubs'	<ul style="list-style-type: none"> Children should not mix with other year at any time of the school day. *The only exception being wrap around care. Children will remain in class bubbles for the majority of the day but will form a year group bubble at break and lunch times. Teachers should not mix with other classes and should be timetabled to be together with a class as much as is possible. Update 08.03.2021 with the expectation of break and lunch times. During these times, staff from the same year group can eat lunch together but must stay socially distanced at all times and ensure that the room is well ventilated. Update 08.03.2021 Children to eat lunch in the Hall with their year group. Where possible they will sit at the same table as children in their own class hub. They will be permitted to mix with children from the same year group on the playground as this is an outdoor space which is ventilated. They will not mix with children from any other year group. Playtimes times for each year group should be no more than two designated middays (where possible) who serves and watches the children. Children in years 1-6 will have their own pencil cases to ensure that frequently used items are not shared. Shared resources, such as PE and science equipment will be cleaned meticulously between uses and will be left unused for a period of 48 hours (72 hours for plastics) between uses. 	<p>Keep cohorts together where possible and:</p> <ul style="list-style-type: none"> ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. <p>ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days.</p> <ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between 	Collection and drop off points need to be carefully considered.	M

	<ul style="list-style-type: none"> ▪ <u>UPDATE 23.11.2020</u> – It has been communicated to parents/carers and pupils that children in hubs will only be able to send Christmas Cards this year to other children within their hub (no cards to other classes). When cards are brought into school, class teachers will quarantine these for 72hrs before handing out to pupils. <p>Update 11.01.2021 – National Lockdown 04.01.2021</p> <p>As above.</p> <p>Children remain in Year group bubbles all day and do not mix with any other bubbles at any points during the school day. This includes wrap around care, breakfast club and after school club home hub. Staff have been assigned to a Year group bubble and do not mix with any other bubbles. Children in bubbles will not share resources or work spaces.</p>	<p>bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. 		
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<p>Actions</p> <ul style="list-style-type: none"> ▪ Each year group hub will be assigned a different zone for break and lunchtimes. ▪ Ensure thorough cleaning of surfaces continues in the spring term. 				
<p>Physical Building</p>	<ul style="list-style-type: none"> ▪ Staff are only permitted to work in their designated building and should not mix across buildings or use them as a through route. Staff must park at the building they are working in. The only exception will be the head teacher and deputy head teacher who will need to move between the two sites in order to manage the school effectively. They will adhere to social distancing guidelines at all times. ▪ Desks to be spaced apart and chairs should be facing forward as much as possible. 	<p>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <ul style="list-style-type: none"> ▪ It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, 	<p>2m perimeter from front back and side of desk marked out with tape in Key Stage 2</p>	<p>M</p>

	<ul style="list-style-type: none"> ▪ Teachers to remain 2m apart from children where possible. If an adult needs to work closely with a child, then they should sit side by side and not face on. They should also aim to work with a child for no longer than 15 minutes. Face coverings are to be worn. ▪ Corridors to include markings and signage to support children and staff with social distancing. ▪ Door closers to be removed and doors to be wedged open at all times including toilet doors is possible (exceptions staff and disabled). ▪ Cloak rooms to be left empty and coats to be hung up in individual classrooms and not communal areas. Doors to be propped open. ▪ Children discouraged from bringing anything from home that is unnecessary. Only a water bottle, coat and book bag/clear school provided bag will be required with a lunch box if necessary. Update 08.03.2021 – Children will be permitted to bring bags and lunchboxes into school. Lunchboxes must be cleaned thoroughly each night before returning each day. It has been communicated with parents and carers, that children still continue to bring in only what is necessary each day. ▪ All rooms are to be kept well ventilated at all times. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. ▪ Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible. ▪ Wedges to be used to keep doors open. ▪ The caretakers to open all windows every morning ▪ In colder months classroom windows can be opened still to allow for ventilation but temperatures to be monitored so no one becomes cold. <p>Foundation Stage classroom- Changes.</p> <ul style="list-style-type: none"> ▪ Ensure all toys used across the foundation stage (outdoor) are able to be sanitised. ▪ Toys to be cleaned between regularly groups (FS1 and FS2) 	<p>coats, books, stationery and mobile phones. Bags are allowed.</p> <ul style="list-style-type: none"> ▪ Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. ▪ For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. <p>Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should 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. These pupils' educational and care support should be provided as normal.</p>		
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	<ul style="list-style-type: none"> ▪ Staff and children to adhere to outdoor rota to avoid mixing FS1 and FS2 hubs of children. <p>Classroom Spaces</p> <ul style="list-style-type: none"> ▪ Classrooms to be used as normal for classes. ▪ Maximum of 30 pupils per class (one year group may be more due to pupil numbers) <p>Desks to be forward-facing as much as possible.</p> <ul style="list-style-type: none"> ▪ Unnecessary furniture to be temporarily removed from classrooms to allow for desks to be placed further apart. ▪ Any games or books used should remain in individual classes and should not be shared with another class. ▪ Reading books that must be shared across groups must be sanitized after use or quarantined for 72 hours between use. <p>Outdoor Space</p> <ul style="list-style-type: none"> ▪ Each class will have a designated outdoor space to use for break and lunch times. ▪ Outdoor equipment, however, should not be used unless sufficient cleaning of the equipment can be completed after any activity. ▪ Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside. <p>Signage</p> <ul style="list-style-type: none"> ▪ Signage to remain for movement around external building for parents ▪ Use markings on floor to demarcate areas and walkways. ▪ Create hand sanitiser station posters and ensure toilets have washing hands posters. 			
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<p>Teaching, Learning and Curriculum</p>	<ul style="list-style-type: none"> ▪ The structure of the school day and children’s timetable allows for children to catch up on missed content. ▪ Temporary staggered drop off and pick up times by family surname (implemented 05.11.2020) were introduced to ease congestion caused by parents waiting to see various age groups into school and to help maintain social distancing. <p>8:30am LAST NAMES STARTING WITH A B C D E F G H I 8:40am LAST NAMES STARTING WITH J K L M N O P Q 8:50am LAST NAMES STARTING WITH R S T U V W X Y Z</p> <p>Afternoon nursery to continue to come in at 12:15pm. ALL OWL CLASS REMAIN THE SAME 9:00am - 3:00pm</p> <p>2:50pm LAST NAMES STARTING WITH A B C D E F G H I 3:00pm LAST NAMES STARTING WITH J K L M N O P Q 3:10pm LAST NAMES STARTING WITH R S T U V W X Y Z</p> <p>Updated 08.03.2021 – see below for updated drop off and pick up times.</p> <ul style="list-style-type: none"> ▪ Lessons and activities will be decided by senior leaders during the initial planning phase but will include wellbeing activities and PSHE. ▪ A greater emphasis will be placed on English and maths during the autumn term. *update 08.03.2021 – during the spring term, the children will receive a broader curriculum with the continued re-introduction of the humanities and art. Appropriate intervention and catch up activities will be delivered for identified children. ▪ All work books for children in Year 1 to 6 to stay on desks in front of the child with their other equipment or in the drawers of individual children. *update 08.03.2021 – books to be kept in children’s trays with any other equipment that they need. ▪ All children Yr1-Yr6 will be provided with their own individual pencil case to avoid the sharing of resources. 	<p>Refresh the timetable:</p> <ul style="list-style-type: none"> • decide which lessons or activities will be delivered • consider which lessons or classroom activities could take place outdoors • Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content. <p>Aim to return to the school’s normal curriculum in all subjects by summer term 2021: Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils’ knowledge with the aim of returning to the school’s normal curriculum content by no later than summer term 2021.</p> <ul style="list-style-type: none"> • For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and reestablish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education. • Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, 	<p>Expectations on staff feedback should be minimal due to current situation.</p>	<p>L</p>
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	<ul style="list-style-type: none"> ▪ Teachers are expected to mark according to the school’s marking policy. It is the expectation that each child will receive 1 in-depth mark per core subject per week and all P/T boxes will be completed. Teachers are permitted to take books home to mark and should sanitize their hands before and after touching books. ▪ All homework, including spellings will be set and completed on the class dojo (Years 1 to 6). ▪ Reading Books can go home in school book bags or clear school issued bags but on their return must be quarantined in classrooms for 72 hours before being returned to stock ▪ Class staff must wash hands/ or apply sanitiser before and after handling things brought from home ▪ When leaders are book sampling face coverings (mask) must be worn and disposable gloves changed after each class. Books will collected from classroom doorways. ▪ Refer to the Remote Learning Policy <p>Update 08.03.2021</p> <p>8:30am start: SURNAMES STARTING WITH J K L M N O P Q R S T U V W X Y Z</p> <p>8:40am start: SURNAMES STARTING WITH A B C D E F G H I</p> <p>3pm finish SURNAMES STARTING WITH J K L M N O P Q R S T U V W X Y Z</p> <p>3:10pm finish SURNAMES STARTING WITH A B C D E F G H I</p> <p>Morning nursery will start at 8:30am and finish at 11:30am and afternoon nursery will start at 12:15 and finish at 3:15pm for all children.</p> <p>OWL CLASS will all attend 8:45-3:00pm</p>	<p>avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Update 11.01.2021 – National Lockdown 04.01.2021</p> <p>School will follow all guidance set out in: https://www.gov.uk/government/publications/actionsfor-schools-during-the-coronavirus-outbreak</p>		
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Update 11.01.2021 – National Lockdown 04.01.2021

The school is now following its remote learning policy with a large proportion of learners working from home. All remote home learning is set via the Class Dojo online platform.

Educational offer is the same for all pupils regardless of whether they are attending school or not. The Remote learning policy sets out clear details of expectations for staff and learners. Class teachers are pre-recording lessons for their classes which are being placed on the class dojo and are responding to work throughout the day. Class teachers will also review the work of the children accessing the learning in school once a week.

FS2 –

1x daily phonics session

1x English lesson

1x maths lesson

1x session linked to other prime/specific areas of learning

Plus a basic skills work pack weekly

KS1 –

1x daily phonics session/reading

1x English lesson

1x maths lesson

1x foundation subject lesson

Plus a basic skills work pack weekly Year 1

Plus times table rockstars Year 2

KS2 –

1x daily reading lessons

1x English lesson

1x maths lesson

1x foundation subject lesson

	<p>Plus times table rockstars Year 2</p> <p>For those accessing provision in school, the school day is structured as per below:</p> <p>Nursery: 8.30am-11.30am (morning session) 12.15pm-3.15pm (afternoon session)</p> <p>Reception to Year 6 8.30am to 3pm</p> <p>Owls (resource provision) Session 1 9am-12.30pm Session 2 12pm- 3pm Wrap around care is available for all critical worker children. Breakfast club 8am-8.30am Home hub 3pm-5pm (3pm-4pm Nursery)</p> <p>School have provided parents with: Exercise books to record remote home learning Stationery packs ICT loan equipment and Data SIMS to access the internet at home where needed.</p> <p>In addition the above, all children in Years 2-5 will be issued with a school loaned tablet for home learning use, week beg. 11.01.2021. Children in Year 6 will also be loaned a laptop where they do not have access to the necessary technology needed to complete their remote education.</p>			
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<p>Wrap around care and extra-curricular activities</p>	<ul style="list-style-type: none"> ▪ Wrap around care in the form of breakfast club and after school home hub will continue to operate to enable parents to continue to work. ▪ Placed will be limited and allocated primarily to working parents. ▪ Staff in wrap around care to remain consistent and staff to consistently work with the same groups of children on the same site. ▪ Guidance will be adhered to during wrap around care and pupils will be kept in small groups of no more than 20 pupils, grouped where possible by year group and family. ▪ School will remain open during the New National Restrictions for education and wrap around childcare purposes only. Additional teaching outside of the 'normal' school day will not take place, together with no extracurricular activities in line with current guidance. <p>Update 11.01.2021 – National Lockdown 04.01.2021</p> <p>Children to access wrap around care in their Year group bubbles.</p> <p>No extra-curricular activities will take place at this time.</p> <p>Wrap around care is available for all critical worker children.</p> <p>Breakfast club 8am-8.30am Home hub 3pm-5pm (3pm-4pm Nursery)</p> <p>A separate Breakfast club and after school club will operate on the two different sites.</p> <p>EYFS/KS1 & another on the KS2 site for KS2 children.</p>	<p>Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:</p> <ul style="list-style-type: none"> • work or search for work • undertake training or education <p>Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children.</p> <p>Out-of-school activities that are primarily used by home educating parents as part of their arrangements for their child to receive a suitable fulltime education (which could include, for example, tuition centres, supplementary schools, or private tutors) may also continue to operate for the duration of the national restrictions.</p> <p>All other out of school activities, not being primarily used by parents for these purposes, should close for face-to-face provision for the duration of the national restrictions.</p>		
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<p>Actions</p> <ul style="list-style-type: none"> SLT to explore assessment options for September which will identify gaps in learning. Class teachers will then adapt the curriculum to address this. SLT to review the Curriculum at the end of the autumn term before adapting further. <p>Update 08.03.2021 – SLT to continue to monitor and review the Curriculum in the spring term. Class teachers to identify children who will require intervention/catch-up as a result of Spring term national lockdown.</p>			
<p>Social Distancing</p>	<ul style="list-style-type: none"> Physical contact such as handshakes and hugs cannot happen between educational staff All adults on site should endeavour to stay 2m apart from one another at all times. Adults should try, where possible, to remain 2m away from children. When this is not possible, it is advised that adults should spend no more than 15 minutes in close proximity and wear a face covering (mask) – clear face shields are provided when working closely with children in our bubble Strict adherence to this policy will be monitored. Staff to only meet other staff within their immediate team face to face. If face to face meetings are required with staff not in their immediate team, staff should wear a face covering (mask) or use Microsoft Teams to meet virtually where possible. <p>Update 11.01.2021 – National Lockdown 04.01.2021</p> <p>Follow guidance as above</p> <p>Children and adults to minimise movement around school. Children to remain in their year group bubble for the duration of their time at school, with designated spaces for recreational times.</p>	<p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p>	<p>M</p>
<p>Timetable for Day</p>	<ul style="list-style-type: none"> Temporary staggered drop off and pick up times by family surname (implemented 05.11.2020) were introduced to ease congestion caused by parents waiting to see various age groups into school and to help maintain social distancing. 	<p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p>	<p>Autumn term –school lunches will be sandwiches only.</p> <p>M</p>

	<p>8:30am LAST NAMES STARTING WITH A B C D E F G H I 8:40am LAST NAMES STARTING WITH J K L M N O P Q 8:50am LAST NAMES STARTING WITH R S T U V W X Y Z</p> <p>Afternoon nursery to continue to come in at 12:15pm. ALL OWL CLASS REMAIN THE SAME 9:00am - 3:00pm</p> <p>2:50pm LAST NAMES STARTING WITH A B C D E F G H I 3:00pm LAST NAMES STARTING WITH J K L M N O P Q 3:10pm LAST NAMES STARTING WITH R S T U V W X Y Z</p> <p>Update 08.03.2021</p> <p>8:30am start: SURNAMES STARTING WITH J K L M N O P Q R S T U V W X Y Z 8:40am start: SURNAMES STARTING WITH A B C D E F G H I</p> <p>3pm finish SURNAMES STARTING WITH J K L M N O P Q R S T U V W X Y Z 3:10pm finish SURNAMES STARTING WITH A B C D E F G H I</p> <p>Morning nursery will start at 8:30am and finish at 11:30am and afternoon nursery will start at 12:15 and finish at 3:15pm for all children. OWL CLASS will all attend 8:45-3:00pm</p> <ul style="list-style-type: none"> ▪ Hygiene rules at the start and end of day (before entering school, after entering and before leaving), before and after lunch and breaks. ▪ Break and lunchtimes will be taken in individual classes. (see separate rota) ▪ Children to stay in designated zones outsides. ▪ Lunch times- lunches will be eaten in classrooms. 	<p>When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>	<p>All children will eat in their classrooms at the moment.</p> <p>Each class will have a designated area to use for break and lunchtimes.</p>	
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Update 11.01.2021 – National Lockdown 04.01.2021

For those accessing provision in school, the school day is structured as per below:

Nursery:

8.30am-11.30am (morning session)

12.15pm-3.15pm (afternoon session)

Reception to Year 6

8.30am to 3pm

Owls (resource provision)

Session 1 9am-12.30pm

Session 2 12pm- 3pm

Wrap around care is available for all critical worker children.

Breakfast club 8am-8.30am

Home hub 3pm-5pm (3pm-4pm Nursery)

<p>Lunchtimes</p>	<ul style="list-style-type: none"> ▪ Lunch to be eaten in the classroom area. ▪ Children are not to access the building during lunch time unless for toileting and only then, if it can be assured, that they will be with children from their own bubble. ▪ One midday per class/year group to stay with them during their outdoor play. Children not to be sent inside for first aid incidents, instead middays to carry a first on their person where possible. <p>See lunch time rota</p> <p><u>Update 08.03.2021</u></p> <ul style="list-style-type: none"> ▪ Children to eat in the hall – only with their year group bubble and are to be seated with their class hub as much as possible. ▪ No more than 2 middays supervising each year group bubble. Middays will socially distance from one another at all times. ▪ Lunch rota specifies how year groups will kept apart at break and lunchtimes at all times. 	<ul style="list-style-type: none"> ▪ Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms 	<p>Packed lunches only</p> <p>*Update 08.03.2021 Hot dinners are now being served</p>	<p>M</p>
<p>Movement- Children</p>	<ul style="list-style-type: none"> ▪ Corridors around school marked to aid movement. <ul style="list-style-type: none"> ▪ Classroom spaces to have teacher only zones. ▪ Lunch and break times rotas 	<ul style="list-style-type: none"> ▪ accessing rooms directly from outside where possible considering one-way circulation, or ▪ place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors 		<p>L</p>

<p>Movement- Staff</p>	<ul style="list-style-type: none"> ▪ Staff assigned to different classes will remain the same for the duration of the term or teaching timetable. ▪ Staff remain in their assigned class and will not mix with other children. Staff will limit the amount of contact that they have with staff from other classes. Staff to only meet other staff within their immediate team face to face. If face to face meetings are required with staff not in their immediate team, staff should wear a face covering or use Microsoft Teams to meet virtually where possible. ▪ Midday assistants will be rotated so that they remain with one year group for the autumn term where possible. ▪ No more than four staff members will be allowed in a staffroom at any one time. (Key Stage 2 Hall will be used as a second staff room for the autumn term and Centipedes class in Key Stage One.) ▪ One member of staff to use the photocopier at a time. Staff to wipe down before and after use. <p><u>Update 08.03.2021</u></p> <ul style="list-style-type: none"> ▪ Staff in the same year group can eat lunch together in the same room, sitting at least 2m apart and provided the room is well ventilated. ▪ Each year group will have access to the staffroom for 2 days a week and will eat their lunch in the classroom for the other 3 days. ▪ Middays will again remain with only 1 year group for the duration of the spring term. 	<ul style="list-style-type: none"> ▪ Stagger the use of staff rooms and offices to limit occupancy. ▪ Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. 		L
<p>Movement- Parents</p>	<ul style="list-style-type: none"> ▪ Parents should not enter the school building unless exceptional circumstances – they must wear a face covering ▪ Markings on the floor for social distancing for drop offs and pickups. ▪ Only one parent should drop off and collect children. 	<ul style="list-style-type: none"> ▪ encouraging parents and children and young people to walk to their education setting where possible 		L

	<ul style="list-style-type: none"> ▪ Signs for parents to stand on and wait that are 2m apart. ▪ Teachers to stand 2m away from the gate to see in and to release pupils ▪ Designated gates for drop off and pick up with a video available to explain to them on YouTube. ▪ Promotion of HANDS, FACE , SPACE – parents asked to wear face coverings at drop off and collection as it is busy ▪ Parents and Carers should not walk to school with other families/ households ▪ Temporary staggered drop off and pick up times by family surname (implemented 05.11.2020) were introduced to ease congestion caused by parents waiting to see various age groups into school and to help maintain social distancing. <p>8:30am LAST NAMES STARTING WITH A B C D E F G H I 8:40am LAST NAMES STARTING WITH J K L M N O P Q 8:50am LAST NAMES STARTING WITH R S T U V W X Y Z</p> <p>Afternoon nursery to continue to come in at 12:15pm. ALL OWL CLASS REMAIN THE SAME 9:00am - 3:00pm</p> <p>2:50pm LAST NAMES STARTING WITH A B C D E F G H I 3:00pm LAST NAMES STARTING WITH J K L M N O P Q 3:10pm LAST NAMES STARTING WITH R S T U V W X Y Z</p> <p>Update 11.01.2021 – National Lockdown 04.01.2021</p> <p>Drop off and pick up as above, no staggered times due to reduced number of pupils accessing school.</p> <p><u>Update 08.03.2021</u></p> <p>8:30am start: SURNAMES STARTING WITH J K L M N O P Q R S T U V W X Y Z 8:40am start: SURNAMES STARTING WITH A B C D E F G H I</p>			
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	<p>3pm finish SURNAMES STARTING WITH J K L M N O P Q R S T U V W X Y Z</p> <p>3:10pm finish SURNAMES STARTING WITH A B C D E F G H I</p>			
Working Hours	<ul style="list-style-type: none"> ▪ Staff should only be on the school site during their working hours. ▪ Extra cleaners, staggered and will stick to designated zones. ▪ Staff should only be in school for the hours/days they are required to work. Staff should not be on site if they are not scheduled to working. <p>Update 11.01.2021 – National Lockdown 04.01.2021 Staff in school on a rota basis. Only necessary staff in school – if staff can work at home they should do so</p>			L

<p>Premises checks</p>	<p>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</p> <ul style="list-style-type: none"> ▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use. <p>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers</p> <ul style="list-style-type: none"> ▪ Hot water generation servicing to continue in line with manufacturers’ criteria. ▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. ▪ Regularly check hot water generation for functionality and if required, temperature recording ▪ If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. <p>Gas safety</p> <ul style="list-style-type: none"> ▪ Do not isolate gas supplies to boilers and hot water generation ▪ To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation. ▪ Continue planned gas safety checks including gas detection/interlocking Fire safety ▪ Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated. ▪ Carry out weekly checks of alarms systems, call points, and emergency lighting. ▪ Carry out regular hazard spotting to identify escape route obstructions. 	<ul style="list-style-type: none"> ▪ During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. See DfE Good Estate Management for Schools Health and Safety page - https://www.gov.uk/guidance/good-estatemangement-for-schools/health-and-safety For reference, use the Approved Code of Practice & HSG 274 for hot water. 		<p>M</p>
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	<ul style="list-style-type: none"> ▪ Check that all fire doors are operational. Fire drills should continue to be held as normal. <p>Kitchen equipment that holds water, for example dishwashers and combination ovens</p> <ul style="list-style-type: none"> ▪ Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth. <p>Security</p> <ul style="list-style-type: none"> ▪ All areas of the school should be kept secure. ▪ Access to certain closed areas should only be possible by relevant staff – for example science laboratories, chemical stores and IT rooms. ▪ Check that access control and lockdown systems are operational. <p>Ventilation</p> <ul style="list-style-type: none"> ▪ All systems to remain energised in normal operating mode. ▪ Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. ▪ Where possible, occupied room windows should be open at all times ▪ Ventilation to chemical stores should remain operational. <p>Other points to consider</p> <ul style="list-style-type: none"> ▪ Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode. ▪ For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc. ▪ Update your key holder information. ▪ Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers. ▪ Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: 			
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	https://www.hse.gov.uk/news/work-equipmentcoronavirus.htm			
Toilet facilities	<ul style="list-style-type: none"> ▪ Pupil groups to use different toilets where possible. ▪ Different classroom hubs pupils do not mix in the toilets. ▪ Pupils should only enter toilets two at a time and stand at apart when waiting for the toilet. ▪ Adults to monitor the use of toilets and limit the number of children using the toilets at any one time and to remind children to wash their hands. ▪ Door wedges to keep the doors semi open to ensure privacy but keep ventilation. ▪ Caretaker and cleaner to check soap supply is adequate daily 	<ul style="list-style-type: none"> ▪ ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time 		H
First Aid	<ul style="list-style-type: none"> ▪ PPE should be worn (gloves and masks) when dealing with a first aid incident. ▪ Staff with basic first aid to administer basic first aid where possible. Serious injuries should be seen by a full first aider – one situated on each site at all times. ▪ Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). ▪ Children to wait in isolation bay if they are required to return home – The Quiet Place in KS2 and The Glade in EY building. <p>PPE for any illness or injury that includes lots of bodily fluids must be FLUID RESISTANT SURGICAL MASK TYPE IIR WHICH ARE NEXT TO THE MEDICINE CABINETS – ONLY USE THIS TYPE FOR THESE INCIDENTS</p>	<ul style="list-style-type: none"> ▪ if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 		H

<p>Cleaning</p>	<p>Cleaning</p> <ul style="list-style-type: none"> ▪ Toilets to be cleaned where possible throughout the day by day time cleaners. ▪ Toilets will be deep cleaned at the end of each day. ▪ Cleaning boxes will be stationed in every classroom and office. Tables and contact points must be cleaned by staff regularly. ▪ Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected. ▪ No toys can be brought from home. ▪ Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID19 epidemic is over. ▪ Teacher IWBs and class computers/laptops to be wiped several times daily and between uses. ▪ I-pads to be wiped down and cleaned in-between uses. ▪ Contact points should be cleaned by cleaner throughout the day, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. ▪ Bins must be emptied before they are full and at least once daily. ▪ Cleaners to wear gloves, masks and aprons ▪ Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink. ▪ Communication from teacher to cleaner should be left on the whiteboard/in the classroom in the classroom area at the end of each day. ▪ Update 11.11.2020 – Revision to cleaning rota to avoid cleaners mixing buildings where possible. Extra cleaning on each site between the hours of 11.30am-12pm and 1.15pm-2.15pm each day. Cleaners will be cleaning touch points and toilets as a priority. ▪ 	<ul style="list-style-type: none"> ▪ discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this ▪ follow the COVID-19: cleaning of non-healthcare settings guidance ensure that ▪ sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments clean surfaces that children and young people are touching, such as toys, books, desks, 	<p>COSHH rules regarding bleach</p>	<p>H</p>
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	<p>Classrooms</p> <ul style="list-style-type: none"> ▪ FS1 and FS2: Malleable resources, such as play dough, should not be used as shared resources across groups (am/pm, FS1 and FS2). No sand or water play outdoors unless this can be changed between groups. ▪ FS1 and FS2: Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed at the beginning and end of the day (more detailed guidance on this will be included in the guide for early years providers) and where possible, children should be discouraged from sharing these. <ul style="list-style-type: none"> FS1 and FS2: Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. These should be washed between groups of children (FS1 and FS2). Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines. ▪ Infants and Juniors: Desks should be wiped regularly. ▪ Infants and Juniors: Teachers should have a spray bottle and cloth (disposable) ▪ Any objects the children touch should be disinfected once use has finished. <p>All classrooms to have an essential cleaning kit</p> <p>Update 11.01.2021 – National Lockdown 04.01.2021</p> <p>Extra cleaning throughout the school day as above.</p> <p><u>Update 08.03.2021</u> Additional cleaning measures, as outlined above, are to continue throughout the spring term.</p>	<p>chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p>		
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Actions <ul style="list-style-type: none"> ▪ Purchase pedal bins ▪ Ensure supply chains for cleaning products 				
Communication to children	<ul style="list-style-type: none"> ▪ Staff to communicate new classroom rules and behaviour expectations on returning to school. ▪ Staff to consider how this will be communicated to children within the Resource Provision. ▪ Lunches to be organised for FSM child who are not in school (Spring Term and Summer Term 2020). ▪ Vulnerable children call on a rota if not attending school by staff team not in school (Spring Term and Summer Term 2020). <p>Update 11.01.2021 – National Lockdown 04.01.2021</p> <p>Resume safe and well phone calls.</p> <p>Children who are not in school and are not accessing the Class Dojo remote home learning will receive the first phone calls home.</p>	<ul style="list-style-type: none"> ▪ noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) 		L
Communication to and from Parents	<ul style="list-style-type: none"> ▪ Essential correspondence sent out via email/text. ▪ Video message from head teacher to accompany letter ▪ Any forms or messages from parents should be emailed to the school office. ▪ Communicate methods of entry and exit to the school grounds 	<ul style="list-style-type: none"> ▪ tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising 		M

	<ul style="list-style-type: none"> ▪ Paper free letters – all to be emailed and text to parents via ParentPay <p>Update 11.01.2021 – National Lockdown 04.01.2021</p> <p>Communication as above, including safe and well phone calls home beginning week beg. 11.01.2021. Class teacher communication via the class dojo and message section on the class dojo.</p> <p><u>Update 26.02.2021</u> Reopening to all pupils letter sent to parents and carers regarding key information – staggered start and end times, protocols, social distancing reminders, attendance details</p>	<p>adult to adult contact (for example, which entrance to use)</p> <ul style="list-style-type: none"> ▪ make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) ▪ also think about engaging parents and children in education resources such as ebug and PHE schools resources 		
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<p>Procedures for medical care, isolation confirmed cases and provision</p>	<ul style="list-style-type: none"> ▪ Use of isolation room on each site if symptoms are apparent (The Glade on KS1 site and The Quiet Place or library on KS2 site) ▪ Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members in line with the guidance. ▪ All staff who display symptoms should access a test provided by the appropriate health care professional. ▪ If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household. ▪ If any children or staff test positive, the rest of their class and group should be sent home and advised to isolate for 10 days (updated guidance from 14.12.2020.) The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms. ▪ Temperature checks will be conducted if a child, member of staff or visitor reports as being unwell on site. <p><u>LFT Testing</u></p> <ul style="list-style-type: none"> ▪ Staff who have opted in to participate I lateral flow testing, will take their tests on a Monday and Thursday morning before 7:30am ▪ All test results will be communicated on the government website and via Google forms (for school records). ▪ Positive cases will be reported immediately to the head teacher so that trace and contact can be followed if necessary and class cover can be arranged. ▪ Staff member will then make an appointment for a further full covid-19 test to confirm the result. This should be done on the same day or as soon as possible afterwards. During this time while they wait for the result, they will need to self-isolate. 	<p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p>All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days* from when the symptomatic person first had symptoms.</p> <p>*(updated guidance from 14.12.2020.)</p> <p><i>On Monday 14 December, the change to the isolation period for contacts will apply to all those who are currently self-isolating including those who commenced self-isolation before Monday.</i></p>		H
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	<ul style="list-style-type: none"> ▪ If the test returns a positive result they will have to continue to self-isolate and follow the guidance from NHS Test and Trace. 	<p><i>Self-isolation periods will begin on the day after exposure, a test or the start of symptoms.</i></p> <p><i>The NHS Test and Trace service will tell people to self-isolate for 10 days instead of 14 days from Monday.</i></p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window 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.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p>		
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		<p>setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home. For more information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the guidance on isolation for residential educational settings.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>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. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>		
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<p>Shielding and clinically vulnerable children and adults.</p>	<p>All school staff, including those who were shielding until 1st August 2020 will return to school in September.</p> <p><u>Update 08.03.2021</u> Any staff members who are shielding will continue to do so until 29.03.2021</p> <p>Children who are in the critically, extremely vulnerable category will continue to shield.</p> <p>School to follow all government advice for those who are clinically vulnerable/clinically extremely vulnerable.</p> <p>Any Clinically extremely vulnerable young people and staff should not come to school and should complete their work from home – 05.11.2020</p> <p>For any staff who have been referred to OHU, school will follow advice given and it is the expectation that staff will adhere to and follow this too.</p> <p>Update 11.01.2021 – National Lockdown 04.01.2021</p> <p>All clinically extremely vulnerable children and adults to remain at home and not attend school.</p>	<p>Clinically extremely vulnerable young people and staff:</p> <p>Children</p> <p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p>		M
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		<p>Staff</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Clinically vulnerable people</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend education in line with current guidance.</p> <p>Staff who are pregnant</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</p> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.</p>		
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		<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in the autumn term as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.</p> <p>All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in section 5 of the 'prevention' section.</p> <p>School leaders should explain to staff the measures the school is putting in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to return to schools.</p> <p>Update 11.01.2021 – National Lockdown 04.01.2021</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p>		
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Visitors	<ul style="list-style-type: none"> ▪ Any visitors to school must be pre-approved by the Headteacher (Acting DHT in HT’s absence) and must wear a mask whilst in the building from 1st September. During the period of the New National Restrictions 05.11.2020, school will restrict all visits to the setting that are not absolutely necessary. ▪ Parents should not enter the school building without prior arrangement. Communication should be done via the intercom system, email or telephone. ▪ Visitors details will be taken in accordance with the test and trace process. <p>All visitors will confirm either by return of email or signed paper copy the following:</p> <p>Update 11.01.2021 – National Lockdown 04.01.2021 All visitors to school restricted as above. Only essential visitors will be permitted to enter the buildings.</p> <p>I, XXXXXXXXXXX (insert name), will be undertaking the following COVID control measures:</p> <ol style="list-style-type: none"> 1. I will be wearing a face covering during the visit. 2. I will maintain a social distance of at least 2 metres throughout. 3. I will wash my hands prior to the visit and use hand sanitiser immediately before the visit 4. I will restrict contact with any surfaces 5. I will not attend if I show any symptoms of COVID-19 	<p>See guidance on test and trace process in section below.</p> <p>Settings should restrict all visits to the setting to those that are absolutely necessary. This means suspending parent and carer visits for:</p> <ul style="list-style-type: none"> • new admissions, • settling-in children new to the setting • attending organised performances 		<p>L</p>

	<p>6. I will provide my contact details to the school for the purposes of NHS Test and Trace</p> <p>7. I will notify the school if I am contacted by NHS Test and Trace to indicate that I may have come into contact with someone who is COVID positive</p> <p>8. I will not attend if I receive an instruction from the government that the area in which I live is subject to restrictions on movement</p> <p>9. I will not attend if Tier 3 local restrictions are placed on the school's geographical area</p> <p>10. I will not attend if there are any other reasons which would make my visit non-COVID compliant</p>			
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Actions

- Review guidance and update regularly with any changes to procedures.

<p>Engagement with NHS Test and Trace</p>	<ul style="list-style-type: none"> ▪ Anyone who displays symptoms of Covid-19 at school will be sent home to self-isolate. ▪ School to keep a record of all visitors entering the school building and record the necessary information needed for the Test and Trace system. ▪ School to keep a record of all staff entering and crossing sites via the school signing in system. ▪ School to notify staff, parents and visitors that they will need to book a test if they or their child are displaying Covid-19 symptoms. School will require anyone who tests positive to provide details of anyone they or their child have been in close contact with in accordance with the test and trace process. Anyone who has been in close contact with someone who has tested positive for Covid-19 will need to self-isolate in accordance with current guidance. 	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they or their child 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 or their child 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 if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved</p>		
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		<p>in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.</p> <ol style="list-style-type: none"> 1. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop selfisolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first 		
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		<p>became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days (updated guidance from 14.12.2020.)</p> <p><i>UPDATE: On Monday 14 December, the change to the isolation period for contacts will apply to all those who are currently self-isolating including those who commenced self-isolation before Monday.</i></p> <p><i>Self-isolation periods will begin on the day after exposure, a test or the start of symptoms.</i></p> <ol style="list-style-type: none"><i>1. The NHS Test and Trace service will tell people to self-isolate for 10 days instead of 14 days from Monday.</i>		
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<p>Local Outbreaks</p>	<p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.</p> <p>DfE will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>School will follow decisions at local and national level and all health advice.</p> <ul style="list-style-type: none"> ▪ In the event of individuals self-isolating, learning will be placed on the class dojo for children to access. This will be the same learning that will be taking place in class. In the event of school closure, learning will transfer to the class dojo. <p>Class teachers will be responsible for uploading the learning for their class and expectations regarding this will be set by the SLT.</p>	<p>For individuals or groups of self-isolating pupils, remote education plans should 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.</p> <p>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. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.</p>		
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<p>Managing confirmed cases amongst the school community</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <ul style="list-style-type: none"> ▪ Head teacher to contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. <p>DFE Positive Case Helpline 0800 046 8687</p>	<p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days (updated guidance from 14.12.2020.) since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not</p>		
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		<p>need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is selfisolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the selfisolation ends before or after the original 10day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection <p>Schools should not request evidence of negative test results or other medical evidence before admitting</p>		
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		<p>children or welcoming them back after a period of self-isolation.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p><i>UPDATE: On Monday 14 December, the change to the isolation period for contacts will apply to all those who are currently self-isolating including those who commenced self-isolation before Monday.</i></p> <p><i>Self-isolation periods will begin on the day after exposure, a test or the start of symptoms.</i></p> <p><i>The NHS Test and Trace service will tell people to self-isolate for 10 days instead of 14 days from Monday.</i></p>		
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<p>Containing outbreaks in school</p>	<p>The school will follow all advice from the health protection team regarding confirmed cases in school and will follow all required actions.</p> <p>In the event of larger groups or year groups self-isolating at home, procedures for home learning will be followed.</p>	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-</p>		
		<p>isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>		

As of 17th September 2020

Department of Education Helpline for COVID-19 enquiries and support with managing single confirmed cases will be available for the following

education settings: early years settings; primary schools, infant or junior schools, middle schools, secondary schools;and further education providers.

Helpline Number: 0800 046 8687 Select option for reporting positive case Line is open Monday to Friday 8am to 6pm and Saturday to Sunday 10am to 4pm

For COVID-19 queries and notification of single confirmed COVID-19 cases related to educational settings

Cheshire West and Chester Council Test and Trace Team

Monday – Friday 8am - 7pm 0300 123 8123

0300 123 7035

Saturday - Sunday

General COVID-19 related enquiries and submission of Risk Assessment:

healthprotectionsecure@cheshirewestandchester.gov.uk