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| Parents assembling in the vicinity of school at designated times to drop off/collect their children | 3 | 4 | 12 | Prior to the children returning to school, parents/carers will be made aware of the staggered timings, specific entrances etc where to assemble with their child. Parents will encourage their children to carry tissues with them. Parents/carers will be aware that temperature checks may be undertaken on entry. Whilst this check may not give a wholly accurate reading, it will provide an indicator of a potentially high temperature. Children presenting with a high temperature will not be permitted into school and they will be advised to make contact with their GP and adhere to testing procedures.As start and finish times will be staggered, there is a risk of waiting children and parents being very close to the pavements/roads. Adults will be stationed along the road/in the road to support pupils to cross the road, stay safe on pavements, monitor traffic etc.Parents will be reminded (through newsletters/social media) to socially distant whilst waiting to drop off their children/pick them up.Parents will only be allowed in the reception area at certain times (wearing a mask), when the children are not entering/leaving the building. Am- Before 8.40am and after 9.00amPM- Before 3pm and after 3.20pm | 2 | 3 | 6 |
| Children entering the premises  | 2 | 4 | 8 | Year group bubbles will be arriving at designated entrances with staggered start/finish times.Temperature checks for all children and staffPupils will wash their hands or use Hand santiser, in their designated space prior to joining their year group bubble. *Cleaning staff to check levels- handwash/ Alcohol gel/ paper towels- Tracy will do this every morning.* They will wash with soap and water for 20 seconds. They will dry their hands with paper towels, which will be disposed on in the bin which will be emptied regularly. | 1 | 3 | 3 |
| Minimising contact with other bubbles | 2 | 3 | 6 | **Breaktime**Break times/lunch times will be staggered to ensure that play spaces are not over-crowded, and pupils stay in their designated bubbles. KS1- Will use their own outdoor specific spaces.KS2- Have two staggered breaks, with cleaning time in between. (The playground has two bubble areas with a 2m space in between)**Lunchtime-** 11.50-12.50pm Y3/4 Lunch11:45-12:45 R,1,2 12:15-1:15pm Y5/6Ks1 going around the front of the building after their break to avoid another bubble, who will be starting their lunch. - Lana/ Jenna (y1/2) KS1- Will eating their lunches hall- 2m distance between each bubble (class) and every window will be open to increase ventilation.The same adults will be used daily, for each bubble at lunchtimesMonitor toilets with adults/ cleaning of hands- adults to monitor cleaning of hands- in the classrooms.**Other areas**There will be KS1 and KS2 Photocopier- cleaned regularly throughout the day (by staff who use it)There will be two separate staff rooms (ks1/ks2) to minimise contact between adults and allow a 2m space. | 1 | 2 | 2 |
| Cleaning of communal areas including toilets | 2 | 3 | 6 | TAs will clean toilets at 10:45 (KS1 and KS2 toilets after KS1/3/4 breaks)TA to clean toilets at 11:20 (KS2 toilets after 5/6 break) 2pm- Cleaners 4pm- Cleaners | 1 | 2 | 3 |
| Cleaning classrooms  | 3 | 3 | 9 | All flat surfaces need to be kept clear – adults in each bubble need to ensure that any flat surfaces used are clear for cleaning. This includes, table tops, window sills, chairs etcCleaners will use Virabact- which is certified to kill germs and virus including Covid-19. They will follow a separate cleaning schedule to ensure the classrooms and school is cleaned thoroughly and regularly.  | 2 | 2 | 4 |
| Minimising contamination through physical contact/sharing of bodily fluids. | 3 | 4 | 12 | Pupils will wash their hands very frequently before and after entering/exiting the school building, before and after lunch, after toileting and at times when they have been sharing equipment/ touching shared surfaces etc. Hands will be washed for a minimum of 20 seconds with soap and water/ or children must use alcohol gel. Surfaces in classrooms will be cleaned regularly, with children sitting in designated places to reduce cross-contamination of bodily fluids. Coughs/sneezes will be caught in tissues or in the crook of an individuals’ elbow to prevent the spread of bodily fluid. There are specific bins in each classroom for used tissues.Staff should wear visors (where possible) when working at close proximity of a child and at the beginning and end of day- when talking to parents.  | 2 | 3 | 6 |
| Cleaning Classrooms after lunch | 2 | 3 | 6 | Children in each bubble will eat their lunch in their designated spaces. These are likely to be classrooms or the canteen. Children will be reminded about eating in their own space. Supervising adults will remind children to eat their lunches over their lunch boxes/bags to catch any debris. Children will be asked to check their seat/floor area for debris. All uneaten/part eaten items will remain in each individual lunch box/bag. School lunches (packed lunch?) will be disposed of in a safe manner after eating.Teacher/TAs/LTS to clean prior to children eating and after lunch using virobac/anti-bacterial products. | 1 | 2 | 3 |
| Ventilation of the premises | 2 | 3 | 6 | Where possible all windows and doors in classrooms and communal areas should be open at the start of the day to allow ventilation of the premises. These should remain open until all pupils and most staff have left the premises. The temperature in the classrooms should always be above 16c (under H&S regulations). Therefore, on a cold day the windows should be open, as above, but only partly to ensure the classroom is kept warm enough. Blown heating can be used, but should be used infrequently and to create a blast of warm air.In addition to this, all classroom should have a blast of fresh air (windows and doors wide open) during all break times.All doors and windows need to be checked at the end of each school day to ensure the security of the premises. | 1 | 3 | 3 |
| Supervision of pupils at lunch time to ensure that bubbles remain intact and that adults in each bubble have suitable breaks? | 2 | 4 | 8 | A clear rota will be in place to deploy Lunch time supervisors who will stay with designated bubbles (depending on space/timings). | 1 | 3 | 3 |
| Catering services – food items being brought into school (e.g. packed lunch | 2 | 4 | 8 | Catering providers need to prove they are adhering to guidance for food – businesses on Coronavirus by way of Risk Assessment documentation.Hot dinners/ School packed lunches will be stored on arrival and handed out by adults who wash their hands before and after administering packed lunches to individuals.  | 1 | 3 | 3 |
| Use of equipment and shared resources | 2 | 4 | 8 | Each individual in each bubble (where appropriate) will be given their own set of basic equipment to use.Children will wash/sanitise their hands before and after using shared equipment if it is not avoidable/realistic to provide individual equipment.Any shared resources will after use be cleaned or quarantined for up to 48 hours (plastics 72 hours). This will include sets of books/paints/laptops etc | 1 | 3 | 3 |
| Equipment used in the playgrounds | 2 | 4 | 8 | This will be organised by a rota system which will ensure that any relevant guidance is adhered to.Shared equipment such as tennis rackets will be assigned to a bubble for use. These will be sanitised after use. | 1 | 3 | 3 |
| Minimising contact between children and adults. | 3 | 3 | 9 | See current EYFS guidance for specific changes relating to EYFS only. In all other Year groups, Children will be seated facing forward or where this is not possible encouraged to sit at a distance of 1 metre + and adjacent from another child. In Year 1 and 2 when pupils are participating in continuous provision activities they still need to maintain (where possible a minimum of 1 metre+ social distance).Adults should be seated away from the children but can go to individuals (as required). Adults should come alongside or behind a child to minimise face to face contact.In communal areas social distancing should be maintained where possible with communications being alongside rather than face-on. | 2 | 2 | 4 |
| Adults coming into contact with children’s books, e.g. maths/English etc for observations/marking/feedback | 3 | 4 | 12 | Children’s books will be kept in their own trays (where they are not, they are being stored more than 72 hours) Teachers will try to use alternative ways of providing marking/feedback to minimise contact with the high volume of different book. However, longer sustained writing will be marked by the teacher, who will regularly sanitise their hands whilst marking.Teachers will be encouraged not to take books home (where this is possible)Adults will wash their hands frequently – particularly after an interaction with a child or their books/equipment | 2 | 3 | 6 |
| Minimising bursting another bubble by adult/child | 2 | 4 | 8 | Children will not be allowed to go to another class to retrieve resources or collect another child or for any other reason including behaviour management.All adults/visitors will not enter classroom bubbles unless it is pre-arranged/organised. If a child is required to go somewhere with an adult e.g. visitor then the adult will remain in the class doorway and attract the attention of adult in the bubble. | 1 | 3 | 3 |
| Children needing to use a break out space/time out due to emotional distress/as per current behaviour policy. | 2 | 4 | 8 | Children cannot be sent to another class as per the current behaviour policy. There will need to be additional break out spaces in the hall for pupils who need to have ‘time out’ prior to any further action/consequence being carried out by class teacher/ designated adultsIn the case of a significant behaviour incident it may not be possible to safely keep a pupil on the premises without increasing the risk to other pupils/members of staff where there is an increased need for close proximity. This will need to become part of a dynamic risk assessment to ensure the safety of all an minimise risk of potential contamination. | 1 | 2 | 3 |
| Children/Adults presenting with Covid-19 symptoms/developing symptoms during the school day | 3 | 4 | 12 | Children/Adults who present will Covid-19 symptoms will be asked to leave the premises (will all necessary adult support). They will be told to telephone the NHS number to order a testing kit.Parents will be called to collect their child. Adults will either make their own way home or (if severe) family members will be called to collect. Children/Adults will be moved to the isolation room whilst awaiting collection. Staff attending to them will wear PPE at all times. If staff/pupils use the toilet or other facilities, ideally these need to be separate and/ or cleaned thoroughly after use if a communal space is used.Mask/ apron/ gloves – visor for anyone coughing Try to maintain a 2m+ distance | 2 | 3 | 6 |
| First Aid Administration | 3 | 4 | 12 | All first aid shall be carried out in a safe space where social distancing can take place in between parts of first aid administration, where adults have the opportunities to step away from the casualty. All PPE will be worn for close first aid administration. First aid PPE- full PPE- HEAD INJURY GLOVES AND APRONUse of cold compresses will be closely monitored and when a compress has been used it will be sanitized before any further use – otherwise use disposable compresses.Casualties requiring further treatment – parents will be telephoned and asked to collect their child and advised to have the injuries checked by a medical professional.  | 2 | 3 | 6 |
| Emergency evacuation of the building/fire drill | 2 | 3 | 6 | Current procedures should be adhered to and where possible bubbles will be spaced out more effectively to reduce the risk of contact | 1 | 2 | 3 |
| Breakfast Club – mixing bubbles | 3 | 4 | 12 | Adhering to appropriate guidance in relation to running a breakfast club/After school club. Parents need to be advised that children taking up breakfast club will be in a mixed bubble (unless the children are seated in Year group clusters) This will only be available for specific vulnerable (if needed) and keyworker children.Running around/ unsupervised  | 2 | 3 | 6 |
| Vulnerable staff | 3 | 4 | 12 | Vulnerable staff who have been clinically shielding or who are pregnant need additional considerations in order to reduce their contact with potential hazards. E.G. minimising contact with children and staff, contact with potentially hazardous /contaminated materials/books/resources. This needs to be on a case by case basis with support of medical guidance/evidence from GPs and health professionals where specific guidance is stated relating to this.Risk assessment for vulnerable staff can be found in a separate R.A.Current guidance states that pregnant staff members should not be in school after 28 weeks of the gestation period. | 3 | 3 | 9 |
| Minimising staff contact throughout the day | 2 | 4 | 8 | Break/lunch times will be staggered. There will be separate tea/coffee making facilities (that are out of the reach of children)Different staff roomStaff will remain in their bubbles and minimise contact in communal areas with other  | 1 | 3 | 3 |
| Supply teachers/visitors/music lessons | 3 | 4 | 12 | Supply teachers will be available but where possible we will utilise staff to cover classes internally. For PPA cover there will be one adult with each class per session.No visitors unless they are teaching a group and they must maintain a 2m distance at all time. All visitors who are not teaching (attending a child protection meeting) will have to wear a mask whilst walking around the school. PE coaches only to work outside. Rev. Sian to only direct assemblies from the hall at 2m+ All visitors will need to make an appointment before visiting to ensure that there is a space available for them to use. Spaces used will be cleaned after each use. Visitors to school will be asked to give their personal details for the purposes of tracking and tracing. They will use hand sanitiser and other PPE as required. If they are working 1 to 1 with a pupil this will take place in a space where social distancing can take place.Meetings where there are a number of professionals attending will be held in a space where 1 metre + social distancing can take place safely and confidentially.  | 2 | 3 | 6 |
| Educational visits | 3 | 4 | 12 | Current guidance states that schools can still attend educational visits if they remain in their bubbles and Covid-secure measures are in place at the destination. Risk assessments control measures Health & safety guidance for educational visits will need to be undertaken prior to any educational visit. | 2 | 3 | 6 |
| PE |  2 | 3 | 6 | Maintain bubbles for PE sessions. Children will come into school in their PE kits on days when they have PE.Regular hand washing all equipment cleaned after useNon-contact outdoor sports to be prioritised where possibleMaximising space between pupils where possibleExternal coaches – currently limiting contact with outside providers – under review 2nd half of autumn termSwimming – awaiting guidance | 2 | 2 | 4 |
| Safeguarding/Mental Health and Well-Being of pupils returning to school | 5 | 3 | 15 | Any and all safeguarding concerns need to be reported via MyConcern. Additional staff refreshers will take place prior to the children returning to school so that concerns are accurately logged. New concerns need to be regularly triaged by two staff members with safeguarding responsibilities. Additional fixed time will need to be given for this to take place. Significant concerns will be referred to MARU as per the referral criteria/EHH referral/other specific referrals e.g. CAMHS. Additional time needs to be allowed for these to be recorded and referred accurately in a timely fashion.Emotionally available adults are in every classroom. These adults have received Tis/Thrive/mental health first aid training and can support pupils who require a nurturing and caring environment. Additional support will be required to support all staff including DSL/DDSL to manage the potential influx of pupils requiring specific support. Additional staff support sessions/staff supervision will be needed to safeguard the mental well-being of staff | 5 | 2 | 10 |
| School Uniform | 3 | 3 | 9 | Current guidance states that there is no need to wash uniform any more frequently than normal. All uniform must be named to minimise cross contamination and kept in the pupils’ personal space.If jumpers/cardigans are removed at break/lunch time they must be placed in the individuals’ tray or on their peg prior to going out to break/play.Coats must remain on the individuals’ pegs | 2 | 2 | 4 |
| Contingency plan for an outbreak of Covid-19 | 3 | 5 | 15 | Remote education plans for groups/individuals who cannot take place in the eventLA or health protection team many advise school to close temporarilyMessages to parents will be sent to parents to collect their child and advice from the LA or protection team will be relayed to parents. Seek further guidance from the LA or health protection team in relation to conducting a deep clean of the premises whist minimising risk to staff employed at school. Potentially using a specialist cleaning service with appropriate equipment and cleaning agents. | 3 | 4 | 12 |
| Minibus | 3 | 4 | 12 | Pupils will be transported within their bubbles with adults in their bubble (where possible).Hand sanitizer will be used before and after travelling in the minibus.The vehicle, including door handles/seat belt fixings etc will be cleaned after transporting pupils from each bubble.Good ventilation needs to be maintained where possible due to the enclosed space. | 2 | 3 | 6 |
| Music lessons | 3 | 4 | 12 | Physical distancing- 2m plusPlaying instruments outsidePositioning pupils facing forward.Sanitize instruments before and after useRegular hand washing |  |  |  |
| Catch up interventions | 3 | 3 | 9 | Where individual or group catch up is needed staff will follow similar protocols to that in class, maintaining distance, talking side to side and not face to face. All participants will wash their hands before and after participating in the intervention. The intervention space will be regularly cleaned after each group has finished. | 2 | 3 | 6 |