

Autumn Term 2021 – 2022 Outbreak Management Plan Risk Assessment

School Name	Stanley St Peter's CE Primary School	Completed by	Michelle Wiggins
Discussed with staff (date)	6 th September 2021 Planned - 4 th January 2022	Discussed and ratified by governors (date)	7 th September 2021 21 st December 2021

Risks identified are applicable to pupils, parents, staff, visitors and contractors.

Reviews of this risk assessment will be completed as necessary and reported to the Governing Body as per the cycle of their meetings.

Considerations	Actions to mitigate risks
Contact with someone suffering from coronavirus	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. They will be supervised by a member of staff and moved in to the quad which is an outdoor area with a canopy in case the weather is bad – this will mitigate the risks of transmission significantly. If it is not possible to isolate the person in the quad, they will be isolated in the nurture room with the windows opened to aid ventilation. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If the child or staff member is awaiting collection and needs to use the toilet, the toilets in the KS1 cloakroom nearest the KS1 playground will be used. These toilets will then be cordoned off and not used by any other person until they have been thoroughly cleaned.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so

	<p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that there is a COVID outbreak within the setting, we will work with the local health protection team. Any advice given by the team will be followed.</p> <p>During an outbreak, to help with identifying any persons at risk, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff <u>from different groups</u> <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ 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 person • Travelling in a small car with an infected person
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>We will operate staggered start and finish times (as well staggered breaks and lunches) in order to maintain the integrity of our groups as much as possible.</p> <p>Children will line up in their groups at their allocated lining up point. It will not be possible to line up all the children so that they are 2m apart but we will have markers positioned on the floor in order to keep the children’s lines smart and sensible and we will insist that the children line up all facing the front.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times and lining up points (see separate document) • The protocols for minimising adult to adult contact, which are as follows: <p>We will no longer operate a one-way system for parents at drop off and pick up times. The gate entrances became congested because some parents were refusing to enter the site as they did not want to follow the one-way system, this also caused gatherings on the pavements outside school. Parents will enter and leave the site using the same gate. The gates that have been allocated to their child’s class (see separate letter) is either the large metal gate at the side of Stanley Community Library or the large metal gate near the dining hall. Parents will not be permitted to approach our staff in the playground and all communications must continue to be via telephone and email.</p> <p>There is a slightly different procedure in place for parents of children attending our EYFS unit. These parents will be permitted to wait with their child in the line until they enter the classroom (but parents will not be permitted to enter the building). Parents will be asked to stand on the social distancing spots marked at 2m intervals on the floor whilst waiting with their child in the line. They will then follow the one-way</p>

	<p>system along the back of the EYFS building and round to the staff car park in order to exit the site. There may be some parents who cannot follow this one-way system due to having a pram/pushchair with them and the number of stairs that have to be navigated. These parents will have to wait in the holding section of the EYFS area until the path is clear for them to return the way that they entered.</p> <p>Parents must ensure that children arrive on time (not early or late) in order to maintain the integrity of the bubbles.</p> <ul style="list-style-type: none"> • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the building unless they have a pre-arranged appointment • To wear a face covering (if possible) when dropping off and collecting their child(ren) <p>We are strongly advising that no children wear face coverings on our premises; however, any child wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their allocated seat in the classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>Parents who wish for their children to wear face coverings during lessons will be supported; however, it is vital that they understand that children are more likely to touch their face whilst wearing a face covering and may therefore be <u>more</u> at risk of catching the virus.</p> <p>All staff will wear a face covering at drop off and pick up times when on the playground.</p>
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided to ensure that all people in school can wash their hands thoroughly more often than usual.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands (young children will be supervised when using hand sanitiser to mitigate the risk of ingestion). • Clean their hands on arrival, after breaks, after using the toilet, if they change rooms, before and after eating, and after sneezing or coughing (Years 5 and 6 will need to sanitise their hands upon entry to the dining hall as they will have been outdoors on the playground before eating. All other year groups will wash their hands in the classroom before making their way straight to the dining hall to eat). • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use lidded bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and posters are placed around school as reminders.</p> <p>Pupils will not be permitted to bring their own supply of hand sanitiser as the risk of them misplacing it and another child finding it and ingesting it is too great.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure there is always an adequate amount available.</p>

	<p>Lidded bins for tissues will be emptied throughout the day.</p> <p>A CO2 monitor will be used in each room to ensure that there is adequate ventilation and to check the air quality.</p>
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>The interior of the staffroom fridge will be disinfected each evening and each individual should use their own coffee/tea making supplies.</p> <p>Items that need laundering (e.g. towels, flannels, aprons) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like water bottles, snacks, lunch boxes, hats, coats and books. (Whilst lunch boxes will be permitted from September, it is still preferable for children to bring their lunch in disposable containers if at all possible – we recognise the environmental impact of this and would therefore encourage the use of disposable paper bags rather than plastic ones.)</p> <p>Children will come to school in their outdoor PE kits on the day of their PE lesson to prevent the need for them to bring additional items into school.</p> <p>Children in KS2 will bring their own snacks to school each day. Children in EYFS and KS1 will not be required to bring their own snacks and are discouraged from doing so – a piece of fruit will be provided daily by the school.</p>

	<p>Cloakrooms will not be used – except in EYFS and in the classrooms along the top corridor (Anning Class, Owens Class and Parks Class) as these cloakrooms are separated from communal areas) and all belongings that children bring must be kept with them at their own workstation (on the backs of their chairs or under their desks).</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. These include the hall, the dining hall, the computing suite, the library, the nurture room, all classrooms and all bathroom facilities.</p> <p>The headteacher will periodically request an inspection be carried out on the cleaning standards by ENGIE.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as iPads, sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared – each child will have their own resources at their workstation wherever possible.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>From 20th July, early years settings are no longer required to keep children in small, consistent groups. In order to provide the full EYFS provision and adhere to usual staffing ratios, children will require access to all areas of the EYFS unit. For this reason, EYFS will operate as a year group bubble. Children in EYFS have access to their own separate toilet area, outdoor area and children from other parts of the school (KS1 and KS2) will not be permitted to enter the EYFS area under any circumstances.</p> <p>Pupils will be kept to their class groups in Years 1 & 2 for all lessons except phonics. In order to provide targeted support to children in Years 1 & 2 with their phonics and early reading skills, it is vital that we are able to group the children according to their learning needs.</p> <p>Pupils will be kept to their class groups in Years 3, 4, 5 & 6 at all times during lessons.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p>

	<p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) are permitted to take place indoors, but will take place outside wherever possible (if taking place inside, the space will be well ventilated and any background music will be kept low to reduce the need for unduly raising voices. Children will also be seated as far apart as possible, side-by-side and facing front). Instruments will not be shared. Singing or instrument playing will not take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Staff must wear a face covering when coming within 2m of other staff (this is particularly pertinent to EYFS staff who do, on occasion need to get within 2m of each other). Staff who work across bubbles will wear face shields if they cannot maintain 2m distance from children that are not in their 'base bubble' (the bubble that they normally work in).</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. We have employed 2 cover supervisors in order to reduce the likelihood of us needing to employ any temporary staff/supply teachers.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>Staff (that have opted in) are conducting lateral flow tests to test themselves for COVID twice per week.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Pupils will be kept in the same planned groups, at all times each day, and be kept separate from other groups.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times to avoid too many pupils being in one place at the same time. Detailed timetables for each class are on our website. Collective Worship will not take place in the hall, instead they will be delivered remotely via video to all classrooms.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>The dining hall will be operating at a reduced capacity to allow groups to keep apart whilst using it. The dining hall will be cleaned between each use, as will any other shared rooms such as the sports hall.</p> <p>Toilet use will be managed to avoid crowding. Children will be led to the toilet in their groups before and after break and lunch times by a member of staff. Children will not usually be permitted to go to the toilets during lesson times but if the need does arise, children will be supervised by a member of staff.</p>

	<p>Staff will only use the staff room to prepare their lunch or make a drink. The staff room is strictly out of bounds for any other reason. Staff MUST not sit in the staff room to consume food or drink (this should be done in own classrooms) and a maximum of two staff are permitted in the staff room at any one time.</p> <p>Staff are required to wear a face covering at all times when moving through school and using communal areas. Staff may choose to wear face coverings during lessons.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>In order to minimise the potential for transmission of the virus so far as is reasonably practicable and reduce the amount of contact time between children, their peers (within the same bubble) and staff, enrichment clubs will be postponed for the foreseeable future.</p> <p>Teachers wishing to take PPA alongside their parallel class teacher must be socially distanced by at least 2m (more distance is preferable) and this must take place in the hall with both doors and all the windows opened.</p>
Spreading infection due to the school environment	<p>Checks to the premises are undertaken regularly to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures have been reviewed. Whether a child is displaying symptoms of coronavirus or not, if the member of staff delivering basic first aid to a child is not from within their bubble, PPE must be worn.</p> <p>Areas in use will be well ventilated by opening windows when possible. Doors will be propped open, where fire safety and safeguarding would not be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>
Individuals vulnerable to serious infection coming into school	<p>As the shielding guidance is no longer in effect, all staff and pupils are expected to come into school (except for pupils who are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend). Staff who are clinically extremely vulnerable and clinically vulnerable have an individual risk assessment and it has been deemed that these staff cannot work from home.</p>

Other considerations/protocols

<p>Support available for vulnerable and/or disadvantaged children (including any dual-registered students) and put in place in conjunction with families and other agencies.</p>	<p>Individual risk assessments and Positive Handling Plans for children on an EHCP are regularly reviewed by our SENDCo in conjunction with parents, CIAT, SEMH, SENART and our Educational Psychologist.</p> <p>Children on an EHCP will be offered a part time timetable to ease the transition back in to school for them should this be deemed appropriate.</p> <p>We have resources (Social Stories and transition aids) available to use with SEND children (provided by the Educational Psychologist Service) should we need them.</p>
<p>Safeguarding provision needed in school to support children (e.g. where new issues have arisen, or existing ones escalated).</p>	<p>At least one Designated Safeguarding Lead will be on site every day. (We will usually have 3 on site.)</p> <p>Our safeguarding policy has been amended and updated to take account of the current situation.</p> <p>We will continue to work closely with Social Care and other agencies to support our vulnerable children.</p>
<p>Updated behaviour policies to reflect the new rules and routines necessary to reduce risk and how this will be communicated to school staff, children and parents.</p>	<p>Our school rules remain the same: Be Safe, Be Responsible, Be Respectful. Children will be provided with specific examples and explanations of what these rules mean in terms of the situation we find ourselves in with regards to the pandemic and include:</p> <p>Children must not get out of their seats without permission from an adult (arrangements are in place for children with SEND to have sensory breaks when needed).</p> <p>Intentional spitting will result in an instant C4 (this is a health and safety breach).</p> <p>Deliberately flouting social distancing rules and other safety measures (for example, deliberately coughing on someone), will result in the consequences being applied. If health and safety is compromised, an instant C4 will be applied.</p> <p>Any behaviour deemed to be deliberate and intended to cause serious potential harm (either mental or physical) may result in a fixed term exclusion (at the headteacher's discretion).</p> <p>Uniform expectations will remain the same as usual and have been enforced from September. Our uniform expectations are detailed here https://www.stanleystpeters.co.uk/school-uniform-1/</p> <p>The expectations for behaviour have been explicitly taught and explained to the children upon their return in September and regular reminders are given.</p>
<p>Catering at lunchtimes</p>	<p>Children in EYFS and KS1 who are attending school have the option of a free meal under the universal infant free school meals policy. Meals are available for all pupils in school, and these will be free of charge for pupils that qualify for benefits-related free school meals.</p> <p>Our usual lunch menu will operate. There will be the option to order a packed lunch, a jacket potato with a choice of filling or a hot meal.</p> <p>Individual dietary requirements (for children with allergies etc.) will be accommodated.</p> <p>Dinner times (time for eating and time outdoors) will be staggered in order to avoid groups mixing with each other – please see separate document titled 'Lunchtime Rota'.</p> <p>Children will not be provided with jugs of water on the table and should therefore take their water bottles with them to the dining hall.</p> <p>A seating plan will be in operation in the dining hall for each class and the children will be lined up outside the dining hall in this order so that the need to pass each other when entering is minimised. Children will not leave their seats without permission and, when it is time to exit the dining</p>

	<p>hall, will wait until they are instructed to do so. When they are instructed to line up, they will take their plates & cups to the cleaning station and make their way out of the dining hall to line up.</p> <p>There will be 10 minutes gap between each sitting in order for the midday supervisors to sanitise the tables and backs of chairs between each group.</p>
<p>Options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).</p>	<p>We have 3 DSLs (fully trained) on site.</p> <p>In the event of staff illness or a member of staff being unable to work, we have two HLTAs available that could be called upon if absolutely necessary.</p> <p>In the event of the headteacher becoming ill or unable to work, we have two assistant headteachers that could step into the role of leading the school. As the assistant heads are scheduled to teach a class, we would need to arrange cover for these. As stated previously, we have two HLTAs that could be called upon if absolutely necessary.</p> <p>10 staff have recently undertaken a basic paediatric first aid course and we have 4 members in school who are fully qualified paediatric first aiders.</p> <p>We have 3 relief midday supervisors who are able to work should any of that team become ill or unable to work and the catering team are managed by ISS who have the ability to send alternative staff if needed.</p>
<p>Flexible working arrangements needed to support any changes to our usual patterns (for example, staggered start/end times).</p>	<p>Arrival times of groups: 8:40am, 8:50am and 9:00am.</p> <p>Finishing times of groups: 3:05pm, 3:15pm and 3:25pm.</p> <p>We have reduced the school day by 20 minutes but no learning time has been lost as we have shortened our lunch time by 20 minutes to compensate for this.</p>
<p>Mental health and well-being</p> <ul style="list-style-type: none"> - what is in place to ensure that staff have opportunities for self-referral to mental health support. - What is in place to provide opportunities for confidential conversations/counselling sessions 	<p>Well-being of children and staff form part of the ongoing work in school. We employ a full time learning mentor who is trained to support children with any anxieties or mental health issues they are facing and we have an on-site SENDCo.</p> <p>Staff know that they can approach any other member of staff that they feel comfortable talking to and can also approach SLT with any concerns or anxieties that they are experiencing.</p> <p>A comprehensive list of support services contact details for mental health will be displayed in the staff room.</p> <p>We also have two fully qualified mental health first aider available– Natalie Hession and Shaun Cundall - who the staff can contact and that children can be referred to if it is felt that they require support.</p>

<p>Overview of safety measures in place</p>	<p>All procedures have been explained and specifically taught to the children upon their return in September.</p> <p>EYFS will operate in a year group bubble. A staggered return to school was implemented for these children to aid transition.</p> <p>Y1 will operate in a class bubble for all lessons and social times apart from phonics lessons.</p> <p>Y2 will operate in a class bubble for all lessons apart from phonics lessons and will operate in a year group bubble for social times.</p> <p>Y3 – Y6 will operate in a class bubble at all times.</p> <p>Children will be allocated a specific desk to work at.</p> <p>All children in Y2 to Y6 will sit side by side and face the front of the class. Children in Y1 will sit in table groups.</p> <p>Desks will be spaced as far apart as possible with alleyways between tables to minimise the need to pass several people should a child need to leave the room.</p> <p>Handwashing facilities and hand sanitiser are available in all classrooms. In other communal areas, where there are no sinks, hand sanitiser will be available.</p> <p>Children will wash their hands upon entry to the site, after breaks, before and after eating, and before leaving. They will also wash their hands after sneezing or coughing and before and after going to toilet. Posters which remind children of the correct way to carry out handwashing are positioned in all classes above the sink area and in the toilets.</p> <p>Children will be encouraged not to touch their mouth, eyes or nose. Posters are situated around school to reinforce this message.</p> <p>Tissues are available in all classrooms.</p> <p>Children will be taught to use a tissue or their elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Posters have been placed all around key areas of school to remind children of the 'Catch it, Bin it, Kill it' routine.</p> <p>All classrooms contain bins with lids for tissues to be disposed of.</p> <p>Doors in corridors and classrooms will be propped open (where safe to do so) to limit the use of door handles and aid ventilation (taking fire regulations and safeguarding into consideration).</p> <p>Children will not routinely be allowed to visit the toilet during lessons, however, should the need arise they will be supervised when going to the toilet by a member of staff.</p> <p>Classroom windows will be open where possible to aid ventilation.</p> <p>All children will be provided with the necessary equipment on their desks at the beginning of each day, there will be no sharing of resources if at all possible. Any resources shared, must only be shared within a bubble and must be thoroughly cleaned before the next group uses it or it should be stored away and not used by another group until 48 hours have past (72 hours for plastics).</p> <p>Children must bring a water bottle to school each day.</p> <p>Children will not be provided with jugs of water and cups in the dining hall, therefore they must take their water bottles with them to the dining hall at lunchtimes.</p> <p>A trigger spray cleaning solution and fresh cloth will be provided to all teaching staff each day in order to periodically wipe down surfaces and high contact points (light switches, door handles etc.) during the day.</p> <p>Each area used will be thoroughly cleaned at the end of the day.</p> <p>Should any child require intimate care (toileting accident etc.) the member of staff should wear PPE and follow the safety advice as follows:</p> <ol style="list-style-type: none">Establish a side view when changing not facingEnsure good ventilation within the roomWear protective clothing: plastic apron, gloves, (we have face masks and a visor for use too)Position yourself so you are standing at the 'head end' looking down – not the 'bottom end' looking up.Wipe away from you and put contaminated items in a bag straight away
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	<p>f) Ensure good hand washing after changing</p> <p>g) Ensure good decontamination of the area afterwards</p> <p>A one-way system will operate in the corridors. 2m chevrons are marked along the corridors to encourage social distancing. Children will remain in their planned groups and will not mix with children in other groups.</p> <p>Staggered start and end times will be used and each group will have an allocated entrance/exit (see separate timetable). Children should arrive on time, not early or late. If a child arrives too late to enter school along with their bubble, they may be asked to return to school once all the other bubbles of children have been safely admitted into school.</p> <p>Staggered lunch and plays will be implemented (see separate timetable) to prevent bubbles from mixing at social times.</p> <p>Each playground will be zoned and only one group of children will be able to occupy a zone at any one time in order to ensure that groups do not mix with each other.</p> <p>Children will be permitted to bring lunchboxes but it is preferable to bring lunches in a disposable container to reduce the number of items coming from and to school.</p> <p>Groups of children will line up at the start and end of the day, outside their designated entrance/exit. It is not possible to keep the children 2m apart in these lines but markings on the floor will aid the children in being sensible and smart in the line and the children will be instructed to face forwards.</p> <p>Outdoor play equipment provided to the children (balls, skipping ropes etc.) at lunch times must be cleaned thoroughly before being used by another group.</p> <p>Staff will be encouraged to eat their lunches within their classrooms. Staff may use the staff room to prepare their lunch and get drinks and if they can strictly adhere to the 2m social distancing rule.</p> <p>Staff are required to wear face coverings when moving through school and when using communal areas. Staff are not required to wear face coverings when teaching but they may choose to. Staff are also required to wear face coverings at drop off and pick up times whilst on the playground.</p> <p>Unnecessary furniture will be removed from classrooms to allow more room to space out desks.</p> <p>Teachers will wash/sanitise their hands and surfaces before and after handling pupils' books.</p> <p>PE equipment must be thoroughly cleaned and disinfected before storing away or being used by another group.</p> <p>Only medication which has been prescribed by a doctor to be given 4 times a day will be administered to children whilst at school (other than Epi Pens, antihistamines, inhalers and other forms of essential emergency medication) and a form must be completed by the parent.</p> <p>Posters are up all around school to remind children to remain 2m apart (when they can) and not to touch their face.</p> <p>If iPads are used, these should not be shared and should be sanitised before being used by another child and before putting back on charge.</p> <p>Visitors will only be allowed on to the premises if they have made an appointment which has been approved by the headteacher and contact details will be recorded. Visitors will be instructed to remain 2m away from our staff and children and if this is not possible, a face covering should be worn.</p>
<p>Fire Safety Procedures and Protocols</p>	<p>Our usual fire evacuation procedures will be followed. Each teacher will have a fire register, a red card and green card with them in the classroom. These should be taken with them to the assembly point outside in order to take a register. To confirm that a teacher has all the children in their group present, the member of staff will hold up the green card. If all children in the group are not present, the member of staff will hold up the red card. These can then be clearly seen by SLT who will take the appropriate action.</p>

Likely mental health, pastoral or wider wellbeing support needed for children returning to school.	<p>A wealth of resources has been sought from the Educational Psychology Service and are available for use in school (including social stories, bereavement support and advice on aiding the smooth transition of children back to school).</p> <p>Staff CPD will highlight the likely mental health issues they may come across in children and what to do to support those pupils.</p> <p>All staff have received training in supporting children with bereavement.</p> <p>We have a fully trained Mental Health First Aider on site.</p> <p>Referrals can be made to Future in Mind (CAMHS) for children we believe would benefit from this.</p> <p>We have our own designated school social worker who is available to contact at any time should we require advice from Social Care.</p>
Curriculum delivery	<p>Our curriculum will remain broad and ambitious: all pupils will continue to be taught a wide range of subjects. Where needed, remote learning will align as closely as possible with the in-school provision and we will continue to build our capability to educate pupils remotely. We continually consider how we can improve the quality of our existing online offer; however, we do feel we have a strong contingency plan in place for remote education provision at this time. We have sought advice from an Edtech specialist for support, guidance and advice on improving our online remote learning offer.</p>
SEND provision	<p>A detailed risk assessment (and where applicable a positive handling plan) has been completed for children with an EHCP, and other children as deemed appropriate, in conjunction with professionals from CIAT, SEMH, SENART, the EPS and parents.</p> <p>EHCP and SEND provision will continue as normal and it is noted that social distancing may not be possible when undertaking this work.</p>
Supplier Arrangements	<p>The delivery of goods for the catering staff can be conducted in the separate area near the dining hall and therefore, these delivery drivers will have no contact with the children or staff and will not need to enter the building.</p> <p>Supplies for school will be delivered through the main reception area. No children will be permitted to enter this area and the office staff will strictly adhere to the 2m social distancing rule.</p>

Signed (Headteacher)		Date	
Signed (Chair of Governors)		Date	