

School reopening risk assessment: Southampton City Council.

Name of school: Bitterne CE Primary School

Name of person filling out this assessment: Liz Allen

Date of initial completion: 21/08/20

UPDATED: 01/09/20, 04/09/20

Review date: 12/09/20

Date of review by governing body: 23/09/20

Head Teacher: Andy Peterson Signature:

Chair of Governor's: Amanda Humby Signature:

When assessing risk, leaders and governors must use professional judgement and seek further advice as appropriate. SCC recommend that settings use the following formulae to identify risks and to formulate appropriate countermeasures.

Impact x Likelihood = Risk

Impact	Score	Health and safety effect
Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
Major	4	Death of an employee, service user, member of the public, etc.
Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant/ Negligible	1	A day to day issue/problem but negligible harm would result.

Likelihood	Score	Expected frequency
Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event NOT EXPECTED. Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

Overall risk rating: Impact x Likelihood = Risk						
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	13	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Impact				

Level of Risk	Overall Rating	How the risk should be managed
HIGH RISK	15-25	Immediate Management Action
MEDIUM RISK	9-12	Plan for Change
LOW RISK	1-8	Continue to Manage

This risk assessment has been created through discussions with governors and members of staff, and sets out measures to reduce the risk to children, parents and staff to make sure everyone is as safe as they can be whilst in school, following the guidance from the department for education:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

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

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

Out of school activities

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

playground equipment

<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>

Face Coverings

<https://www.gov.uk/government/publications/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-ehn-to-wear-one-and-how-to-make-your-own>

The school cannot guarantee the 100% safety of any child or adult in school but safety for all is the very highest priority. This risk assessment is communicated with staff during an induction period and with parents through notification that it is published on the school website. By sending children to school, knowing the risks, we take it that parents are accepting of the risks for their child. Staff are asked to sign a 'Google form' to show their acceptance of the risks.

System of controls

Page	Contents
Prevention:	
5	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.
7	2) clean hands thoroughly more often than usual
8	3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
9	4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
10	5) minimise contact between individuals and maintain social distancing wherever possible
10	<ul style="list-style-type: none"> • Groupings, Staffing
11	<ul style="list-style-type: none"> • Behaviour, Breakfast club, Entry and Exit for all year groups
12	<ul style="list-style-type: none"> • Arrival times
13	<ul style="list-style-type: none"> • Maps, parents, markers, temperatures, Exit times
15	<ul style="list-style-type: none"> • Registers, Class Layout, Windows, Fans, Stairs, Doors
16	<ul style="list-style-type: none"> • Link corridor, Curriculum and Timetable, External Providers, Nurture, Woodland and ELSA groups
17	<ul style="list-style-type: none"> • Daily mile, Collective Worship , Singing, Breaktimes
18	<ul style="list-style-type: none"> • Outside play equipment and Fixed play apparatus
19	<ul style="list-style-type: none"> • Lunchtimes
21	<ul style="list-style-type: none"> • Sun Safety, Water bootles, Lunch Club, Toilets, Staff room
22	<ul style="list-style-type: none"> • Cloakrooms, Reading and Library books
23	<ul style="list-style-type: none"> • IT equipment, marking and feedback, Homework, Uniform
24	<ul style="list-style-type: none"> • Fire drill, monitors and prefects, School trips, School events Front desk, Parents, Digital signing in
25	<ul style="list-style-type: none"> • After school meetings, Musketeers Pre-school
26	<ul style="list-style-type: none"> • Willow, Volunteers, Medical
26	6) where necessary, wear appropriate personal protective equipment (PPE)
Response to any infection:	
28	7) engage with the NHS Test and Trace process
29	8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
30	9) contain any outbreak by following local health protection team advice
School Operations	
31	10) parents and staff are aware of school procedures
31	<ul style="list-style-type: none"> • Attendance, Year group emails, videos, Safeguarding Addendum, Home learning
32	<ul style="list-style-type: none"> • Critical Worker School, Clinically vulnerable children, EYFS Home visits, Health and Safety, Supporting Staff, Estates,
33	<ul style="list-style-type: none"> • After school clubs.

What are the hazards?	Who might be harmed and how?	Overarching control measures	Specific control measures to allow for safe school reopening?	Who is responsible for enacting these measures?	When will they be completed by?	Impact score with controls	Likelihood score with controls	Risk score
Pupils enter the school with COVID-19 symptoms	Pupils, staff and visitors. Risk of CV19 infection.	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.	<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 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). 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, continuous 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If at any time, as now, a child says that feel hot or develop a new dry cough</p> <ul style="list-style-type: none"> • they should be taken to the KS1 medical room straight away. Use walkie talkie if assistance needed. • They will be checked with a digital thermometer (member of staff to wear PPE) • Parents will be telephoned to collect immediately. If they have a sibling in school they will be removed from class also and taken to medical room. • The child will be supervised whilst the medical room door is shut. • If a child becomes upset and needs an adult in the room to console them. This adult should wear PPE gloves, mask and apron. If fluids are involved e.g. from crying a visor will also be worn. 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. • If the child needs the toilet while waiting to be collected, they will use KS1 accessible toilet and this will be cleaned after use. • If more than one child from different families develops symptoms at the same time, we will use KS2 medical room as the second isolation area. • Once a child has been collected, the medical room will be cleaned with disinfectant. This can be with the fogger. • The classes the child and siblings came from will stop lessons and go outside to play while the tables and chair and anything else that child touched is cleaned. • The school will insist parents get the child with symptoms tested for coronavirus and give them a self-test pack or details of how to book, if needed. They will not be allowed back to school even if symptoms go away until the test result is known. 	AP/SLT	03/09/20	4	2	8

		<ul style="list-style-type: none"> The school will follow the current PHE guidance on when and how long they will be out of school for and this also depends on the result of the test. If the test is positive then the child will isolate for 10 days and their family for 14 days – the school will inform public health England and follow their advice If 2 children test positive in 14 days, they may decide to close classes or as a last resort the whole school. <p>There will be 5 digital thermometers in school (non-body touch). These will not be used to take temperatures on entry to school, but will be available if a child says or looks like they are hot. The school will not ask parents to inform the school of their child’s temperature on entry if they have taken it at home.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. (Government Guidance)</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 (see below) 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>						
Poor hygiene increases the likelihood of infection	Pupils, staff and visitors. Risk of CV19 infection.	2. Clean hands thoroughly more often than usual	<p>Public sector buying organisation partners or the school’s general suppliers will be used to purchase supplies of soap, anti-bacterial gel and cleaning products when needed. Only cleaning products supplied by the school are to be used in school.</p> <p>Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitiser will be provided in classrooms and other environments on site. All sinks will have a soap dispenser or tablets of soap. Rolls of paper towel will be used to wipe hands.</p>	AP/SLT/ Office/ Site manager/ Teachers/ TAs	03/09/20	4	2	8

			<p>All persons to wash or clean their hands on entering or leaving the site. Hand sanitiser to be used before touching the Office area door to enter office corridor, before washing hands. Hand washing with soap to be at least 20 seconds each time.</p> <p>Children and staff will enter the building and wash their hands immediately in the designated areas within year groups; for staff this will be in the KS1 medical room when entering the building.</p> <p>Teachers will regularly review the guidance on hand cleaning with the children, on frequently washing their hands with soap and water for 20 seconds and dry thoroughly. Hand washing will be structured as part of the timetable, before and after eating, before going out to play and coming in from play, and after sneezing or coughing, and encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</p> <p>Where children struggle with washing their hands they will be encouraged to do so through play to learn the practice. Children will be supervised whilst washing hands.</p> <p>Hygiene routines will be taught through the use of the Behaviour Matrix and revisited regularly. (Behaviour Matrix)</p> <p>Each child will have a wallet with the equipment and resources they will need and should only be touched by the child whose wallet it is. The wallet will be wiped at the end of each day.</p> <p>Trays will only be touched by the child whose tray it is. Year teams/teachers can decide best approach for their children in the storing of trays: tray stacks can be used if there is room to safely do so; trays can be kept on the floor under tables.</p> <p>Books can be kept in the tray or centrally but preferably in the child's tray. If adults do need to give out books from a central position then they will need to wash their hands before giving out the books and should try to socially distance when doing so.</p> <p>Staff and children will be encouraged to wash their clothes at the end of the day and wear clean clothes to school each day.</p> <p>To reduce skin-contact with doors- the doors with the most footfall will be kept open. It will be the responsibility of one named person to ensure the door is closed in the event of a fire alarm. This will also ensure air flow through the building. The staff room door code will not be used, meaning the door will be left open, unless an emergency means it has to be. Door handles and plates will be cleaned regularly.</p>					
Poor respiratory hygiene	Pupils, staff and visitors.	3. Ensure good respiratory hygiene by	Children and staff will be encouraged to follow good hygiene measures at all times and reminded not to touch their mouth, eyes and nose . (Behaviour Matrix)	AP/SLT/ Office/ Site	03/09/20	4	2	8

<p>increases the likelihood of infection</p>	<p>Risk of CV19 infection.</p>	<p>promoting the 'catch it, bin it, kill it' approach</p>	<p>Tissues will be provided in each room being used for all staff and children. They should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands in line with government guidance.</p> <p>Bins for tissues will be emptied more regularly throughout the day as bins do not have lids.</p> <p>Areas where teaching takes place, where possible and safe to do so, will be ventilated through the use of open windows and doors.</p> <p>Doors maybe propped open, where safe to do so, and a designated member of staff will close these in the case of a fire, when leaving the building</p> <p>Windows to be open all day, where possible to allow for air flow. However, on very hot days the immediate risk from heat exhaustion and dehydration mean that the air con units will be used. HSE Guidance states that the risk of air conditioning spreading coronavirus is extremely low. New Air contractor to service to ensure air flow settings at optimum external air flow.</p> <p>Fans Good ventilation can help reduce the risk of spreading coronavirus, so improving general ventilation, preferably through fresh air or mechanical systems, to increase the supply of fresh air and improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces, ceiling fans or desk fans may be used.</p> <p>Water fountains in the playground will be taped off so that they will not be used. Children will bring a bottle of water to school and will be able to take their bottle on to the playground at play and lunch times.</p> <p>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. For these children an individual risk assessment will be formed with parents. The school will consult Southampton City council Children Services Department for Behaviour support if required.</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Adults do not need to wear a face covering when working with children in any area of the school.</p> <p>However, for adults working in school the school strongly recommends that all adults wear a face covering in all enclosed internal communal area (outside of their usual bubble area) where it is hard to maintain a social distance of 2m – staffroom, signing in and out in the office or in communal adult toilets. They do not need to be worn on the playground or during 'on call' or emergency fire drill.</p>	<p>manager/ Teachers/ TAs</p>				
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			<p>Adults visiting the school will be asked to wear a face covering on entry to school and when walking within the school site. They will be able to safely remove their mask if they are working with a child or attending a meeting where they can social distance at 2m. They will then need to don their mask again to walk through the school to leave the site.</p> <p>Anyone who is exempt due to a physical or medical reason does not need to wear a mask as outlined above.</p> <p>Face coverings are required at all times on public transport (for children over the age of 11). If a child or member of staff has used public transport to travel to school, then they must store their mask in a secure bag whilst they are on the school site.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice. If a child does wear a face covering on public transport, ideally the parent will take the covering with the before the child enters school.</p> <p>Adults will enter the building and not touch the front of their face covering. They will use hand gel to enter the office, use the contactless signing in system, then enter the medical room, safely remove the face covering, dispose of it store in a sealable bag, then wash their hands. Plastic bags must be stored safely away from children and other adults. Spare face coverings will be kept at the office.</p>					
Poor cleaning routines and implementation means that the virus is present on surfaces in the school.	Pupils, staff and visitors. Risk of CV19 infection.	4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	<p>Cleaning protocol follows government guidance: COVID-19: cleaning of non-healthcare settings guidance.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <ul style="list-style-type: none"> • Handles will be cleaned in areas used during morning and afternoon sessions. • Lunchtime tables and chairs will be cleaned in class – amongst pod team as needed. • Breakfast club cleaned before and after use daily in preparation for after school club. • End of day – year teams clean tables, chairs and resources used – cleaners will do all other areas used and toilets. • Toilets will be cleaned during the day – cleaners rota to work during the school day. • Daily, adults will clean their own desk, computer and phone etc. 	AP/SLT/ Office/ Site manager/ Teachers/ TAs	03/09/20	4	2	8

			<ul style="list-style-type: none"> • Offices will be cleaned each day. <p>The school will use a Fogging Machine to clean all areas of the school on a rota basis. Medical rooms and toilets will be cleaned at least daily. If a child or adult shows symptoms of Covid19 then the medical room and class room they have used will be cleaned using the Fogging Machine a.s.a.p. The Fogging Machine will be used by designated members of staff who will wear suitable protection.</p> <p>Pupils will be encouraged to clean their hands thoroughly after using the toilet – Behaviour Matrix.</p> <p>Colleagues using the staff room will clean areas before they sit down, using the equipment provided. Adults will use their own mug and be responsible for cleaning it and any plates or cutlery used.</p> <p>Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p>					
Pupils are in contact with too many other pupils throughout the school, exposing the entire school population to CV19.	Pupils, staff and visitors. Risk of CV19 infection.	5. Minimise contact between individuals and maintain social distancing wherever possible	<p>Groupings</p> <p>Phase 1 - To reduce the number of contacts between children and staff, each class will stay as a separate bubble and will maintain distance between other bubbles, including those within their year group. (Start of academic year)</p> <p>Phase 2 – After an induction period and considering the wider virus conditions, bubbles will move to year group bubbles. (To be agreed once the academic year has begun)</p> <p>Children will be encouraged to keep their distance within class/year bubbles and limit interaction between other class/year bubbles.</p> <p>Yr 1 phonics will initially be taught in class groups only, they will not swap across classes.</p> <p>Staffing</p> <p>Staff can operate across different classes and year groups to teach but should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults e.g. HLTA, PE and Music teachers.</p> <p>Staff should maintain 2 metre distance from each other, and from children, where possible and circumstances allow. They should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Specialist teaching for interventions such as woodlands, nurture and ELSA, children are allowed to mix from different bubbles.</p>	AP/SLT/ Office/ Site manager/ Teachers/ TAs	03/09/20	4	2	8

		<p>Teaching Assistants will work the same time as usual but some will begin work and finish work 10 mins later to accommodate staggered starts.</p> <p>Lunchtime Supervisors may also be asked to begin and end their shifts slightly later to accommodate staggered lunchtimes.</p> <p>Behaviour A review of the behaviour policy and adaptations for Covid 19 rules and systems will be taught to the children through the Behaviour Matrix (initially to reviewed weekly). Children will be supported 1:1 socially distanced, where possible, away from other children, if needed. Deliberate biting and spitting will be an internal exclusion for at least the rest of the day and parents will be informed. The school will consult Southampton City Council Children Services Department for Behaviour support.</p> <p>Entry to school for Breakfast club will be through main office to ensure hand washing on entry. Access to breakfast club will be from 7.30am through main office – children to wash hands in Year 2 area and then proceed to the club. Oakley John Gate will not be used for breakfast club access and exit.</p> <p>Children will use KS2 hall and breakfast club area to create 3 consistent breakfast club pods of up to 15 children. Children will be in same pod with same children each day. The pods will be year group based, depending on numbers. And year groups /classes will be distanced within each pod.</p> <p>Staff can work across pods but will usually be with same pod each day.</p> <p>The KS2 hall will be used as numbers increase – socially distant across all areas. Pods will need to be separated – gap in centre of hall or barriers to make the point.</p> <p>Activities will be set up that can be done by one child socially distancing from others.</p> <p>Hot food can be served, following the existing menu. Children will wash hands then eat at their own table, then tidy for the activity.</p> <p>The areas used and resources will be cleaned after use.</p> <p>Entry and Exit for all Year Groups Peartree gate will be entry and exit- arrows in and out in either side. Top car park gate will be open and one way – leading from Brownlow Avenue gate Brownlow Gate - will be entry only- to either go to the office or part of the one- way system along the top carpark. Oakley John Gate will be exit only - no entry to school. The means there will be 2 points of entry and 2 points of exit. The steps to KS1 will be two way- arrows on either side. The slope will be for buggies and parents will need to wait to use it to socially distance. The Y5 blue gates will be two way – arrows on</p>					
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		<p>either side. The steps to KS1 will be up only. The steps from the KS1 play area will be down only and access from the side gate across the barked area.</p> <p>1BR and 2S who will enter/exit through class doors. There is enough space to distance under the canopy with a staggered start. There will be a one-way system through the red gate in YR area and past Y1 class to this drop off area. After wards parents will continue on one-way system to turn right and back along top car park one-way system to leave via Peartree gate or Oakley John.</p> <p>All gates will be supervised by staff with a Walkie Talkie. AM - All gates open just before 8.30am and close just after 8.50am PM - All gates will open just before 2.50pm and close just after 3.10pm. A member of staff will be on the playground to ensure system works and parents do not linger. Within the playgrounds it will be 2 way and parents will need to be aware and socially distance.</p> <p>Children can scooter or cycle to school – ideally the parent will take bikes and scooter home after drop off. If this is not possible, they can be locked in the scooter rack/bike shed. When collecting at the end of the day the child may need to go to collect. They should do this carefully and keep a distance from those on coming.</p> <p>Parents of Y6 and Y5 children (as appropriate) will be encouraged, after settling in at the start of the year, to say goodbye before they get to the gate and Y6 will be expected to enter on their own. One parent only will be allowed onto playgrounds younger siblings and buggies and prams are permitted.</p> <p>Access to school office will be by the supervised Brownlow gate during drop off and pick up – there will be no Y2 blue gates open for the one-way system. Numbers of parents going to office should be low, enabling waiting on the sloped area to ensure social distancing.</p> <p>Each child will have gel on entry – adult on door to supervise. Hands will be washed at suitable times when in class- supervised by an adult to ensure distancing.</p> <p>Each class/year group has their own arrival time.</p> <p>Year 1 1BA 8.40am to 8.50am - Through KS1 library door from playground 1BR 8.40am to 8.50am - Through class door under canopy</p> <p>Year 2 2S 8.30am to 8.40am - Through class door under canopy 2W 8.30am to 8.40am - Through KS1 library door from playground</p> <p>Year 3 based where Y4 have been this year – upstairs 3K 8.30am to 8.40am 3S 8.40am to 8.50am Both classes through KS2 music room door</p>					
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		<p>Year 4 based where Y3 have been this year – downstairs 4MC 8.30am to 8.40am 4W 8.40am to 8.50am Both classes through class door to playground</p> <p>Year 5 based where Y5 have been this year – upstairs 5SB 8.30am to 8.40am 5W 8.40am to 8.50am Both classes through KS2 copier door from KS1 playground under canopy</p> <p>Year 6 based in same place as Y6 this year – downstairs. 6P 8.30am to 8.40am 6S 8.40am to 8.50am Both classes through class door to playground</p> <p>All class registers need to be with office by 9.05am. If a child is late and arrives after the gates close at 8.50am they will go through the office after 8.55am. They will be late after registers close if they arrive after 9.25am in office. Where a child who is due to arrive between 8.30am and 8.40am comes in late but while the gates are open, the class teacher will email the office to inform them for a late code if they arrive after 5 minutes late.</p> <p>Maps will be sent to parents with doors highlighted. As many staff as possible, for first few days, will be on the playground to direct parents to the correct door and ensure distancing. This will reduce once in a system, but social distancing to be continued to be monitored.</p> <p>Parents will be reminded to keep to social distancing measures. If a parent repeatedly ignores the reminders and makes another feel unsafe, they will not be allowed on site and will have to leave their child at the gate. We will ensure they get to class safely.</p> <p>Markers in chalk will be added - 2m distance where possible and at least 1m distance when not possible - to show where queue to enter starts for each door. Barrier where parents say goodbye away from door. This will not be needed after first few days. Children go in one at a time through a door – barrier in playground to indicate where queue starts and marker cones.</p> <p>Parents will not be able to leave message with staff on the door- they will be asked to email info@ or ring the office.</p> <p>Temperatures will not be able to be taken as children enter the door.</p> <p>Each class have their own exit time. Peartree gate entry and exit only and Oakley John Gate – exit only. Brownlow gate entry only – same system as above for 1BR and 2S entry. All gates will be supervised by staff. Gates will open just before 3.00pm and close just after 3.10pm</p>					
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			<p>Year R- from class doors onto playground. RD from 3.00pm RM from 3.10pm.</p> <p>Year 1 1BA across KS1 hall and exit by KS1 entrance door 3.10pm. 1BR 3.10pm from class doors 3.10pm- they will enter the area from red gate through Year R area and back round one-way system through top car park gate to collect another child or exit by Peartree gate.</p> <p>Year 2 2S 3.00pm from class doors - they will enter the area from red gate through Year R area and back round one-way system through top car park gate to collect another child or exit by Peartree gate. 2W 3.00 pm across KS1 hall and exit by KS1 entrance door</p> <p>Year 3 both from music room door exit. 3S from 3pm 3K from 3.10pm</p> <p>Year 4 from class door onto playground 3pm. 4MC from 3pm 4W from 3.10pm</p> <p>Year 5 Both Through KS2 copier door from KS1 playground. 5SB 3pm 5W 3.10pm</p> <p>Year 6 from class door onto playground. 6P from 3pm 6S from 3.10pm</p> <p>If a parent has children coming in and leaving at different times, we may be flexible for them to pick them up or drop off at the same time. We can plan this on a case by case basis, and may involve a child being at the front of the class line to be out first or last to assist with this.</p> <p>School will communicate to parents to avoid waiting in Oakley John for their child as this means they are blocking the route – they should arrange to meet at either end of the walk. If they are not comfortable with this, they should come in to collect in the usual way.</p> <p>One parent only to collect and if waiting will need to distance on the playground. Staff to monitor this.</p> <p>All parents and children leave straightaway after collecting their child. Staff will monitor at this time and ask parent to move on if they start to gather. Parents will be encouraged to email with any questions.</p> <p>The timings and drop off ensure that the same amount of time is spent in school for each class equal to pre Covid length of time.</p>					
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		<p>Registers The register system will be different to avoid hand contact and children moving around the building unaccompanied. Each teacher will be set up with SCO pay and this will be used on the class I-pad to take the dinner orders and the office will work out attendance from this to avoid duplication. The office will check attendance before phoning home where not reason has been given.</p> <p>Class layout Children should face the front of the class, but can sit side by side – not on round tables or facing each other.</p> <p>Year R and Year 1 at the start of the year will follow EYFS curriculum and therefore will not be sitting at tables in rows. Where children do sit at tables, they will be side by side. Rectangular tables will be used, but where this is not possible some round tables can be used in Year R but only for 2 children sitting at a table – where possible no child sitting facing opposite another unless socially distanced.</p> <p>Planned activities will mean children do not move chairs or tables, wherever possible, and cleaned if this does need to happen.</p> <p>Each child will have their own chair named with a sticker and will use the same chair each session/day.</p> <p>De-escalation space – year teams will need to create a plan for children who may need de-escalation space – they will identify where this will be, how they access and how to ensure bubbles remain intact as a result.</p> <p>Windows to be open all day, where possible.</p> <p>Fans Good ventilation can help reduce the risk of spreading coronavirus, so improving general ventilation, preferably through fresh air or mechanical systems, to increase the supply of fresh air and improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces, ceiling fans or desk fans may be used.</p> <p>Stairs should largely only need to be used as a group with distancing. If an individual is going to use the stairs, check no-one in on the stairs and proceed. If someone is on the stairs, wait and stand back to social distance. If another person is on the stairs one will need to go back and stand and wait until clear.</p> <p>Doors Key doors with most footfall will be risk assessed to be kept open. The staff room door code will not be used unless an emergency means it has to be.</p>					
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		<p>It will be the responsibility of one named person to ensure the door is closed in the event of a fire alarm.</p> <p>Link Corridor Use of the corridor link to be kept to a minimum during the school day. Children should not use the link to get around the building on their own. There should not be a need to go to office. The corridor will now be 2 way and can be used at the same time- there will be keep left rules and there will be arrows on the floor. Passing will be momentary and the windows will be opened for ventilation. Alternatively, staff can also exit via the KS1 door and walk across the playground and enter KS2 via the Year 3/5 entrance.</p> <p>Curriculum and Timetable Each class to have own timetable to allow for maths, English, PE and other subjects, handwashing, PSHE. This will be slightly different to account for staggered start, staggered break and lunch.</p> <p>Sessions that involve practical equipment ideally should not be shared and be cleaned afterwards eg maths concrete resources – children will wash their hands before using. Maths resource packs are 1 to 2. Children will need to wash their hands before using them, but are fine to share after doing this.</p> <p>Music –The guidance states that for singing and wind instruments e.g. brass, woodwind, recorder etc will be in groups of 15 max. The curriculum for music units planned for autumn term for Y3,5,6 will not involve singing or these instruments. Y4 music on the map using instruments will be planned for by Showcase Music with staffing and timing needs.</p> <p>PE Changing - Year R and Y1 will change in school. On days when Y2 to Y6 have PE – 2 session per week they will be asked to come in wearing their sport kit.</p> <p>The PE curriculum will need to be adapted to do outside units where possible - indoor gym and dance will be moved to later in the year when the risk from indoor exercise is hopefully less. The plan for wet days will be developed along with Learning through Sport – this could be a whole class exercise all facing front and spaced as much as possible in either hall using the screens. For KS2 external providers PE and music -one class in the year group will do music for the whole afternoon while the other class does PE for the whole afternoon. This reduces the contact with the external provider on the same day with different classes. Over a 2 weeks period both class would get the same time for each subject and probably more as there will not be a transition half way through the afternoon.</p> <p>Nurture, Woodlands and ELSA Groups will be run as specialist interventions. The children will work as a consistent unit and social distance. Areas and resources used by the groups will be cleaned after use.</p>					
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			<p>Daily mile The daily mile is outside and is an activity to be promoted after lockdown where some children may not have been as active. This is outside where the risk is less. There can be 2 circuits on KS2 circulating each playground – this will just need to be planned for 10 mins for each class to do – the year group can do this at the same time but in different playgrounds to reduce contact between bubbles. Use of the playground will be on a rota.</p> <p>Collective Worship - will be delivered in a class bubble until further notice. The lead person on the planning rota will provide resources – Power point or video to share across school / KS. This may also be done live on MS teams.</p> <p>Singing Practice – There will be no whole school singing practice on the timetable or even in class bubbles as guidance states children should be in groups of 15 to sing.</p> <p>Breaktimes will be staggered across KS1, upper KS2 and lower KS2. If a group needs a break at any other time for 15 minutes outside, then this will be schedule alongside colleagues and their groups. See Playground rota.</p> <p>Children do not need to socially distance in their play, but must remain in their class bubble</p> <p>The planned breaks are: KS1 will be split into 3 areas</p> <ul style="list-style-type: none"> • area 1 half of playground and seating area and seating under canopy • area 2 half of playground and castle area • area 3 play appt area slide and Year R appt/ new seating area linked by the ramp <p>These areas will be on a rota so children will be in each area on different days for a variety of experience.</p> <p>There will be 2 play sessions for EYFS and KS1: Session 1 RD and Y1/ session 1 RM and Y2 timings tbc</p> <p>For KS2, there will be barriers along the gully between upper and lower playgrounds. Children from other class pod can talk to peers on the other side of the barrier but keeping a distance. KS2 fixed play apparatus can be used on a rota basis</p> <p>KS2</p> <ul style="list-style-type: none"> • Area 1 half of upper playground and outdoor gym and wood shelter and seating area outside classes • Area 2 half of upper playground and table tennis seating area • Area 3 half of lower playground and outdoor appts area and seating area outside classes • Area 4 half of lower playground, outdoor classroom and new seating area 					
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			<ul style="list-style-type: none"> • Staff supervising will limit numbers in area to ensure distancing to 30 KS1 area - This area is larger and can accommodate more children safely and 15 KS2 areas and castle areas - behaviour matrix focus. • If children are waiting for a piece of equipment - they will stand back to allow for distancing. • Staff will have safe access to cleaning products and clean high touch areas on any equipment as needed and ensure all children leave the equipment 2 minutes before the end of the session - to spray high touch areas needed. • Table tennis - can be used. Children need to wash / gel hands before and after. They need to clean handle of bat after use. Staff should have cleaning materials accessible to spray touch areas on the table, as needed. <p>Children in bubble areas will not be playing large space team games such as football and basketball. They can play smaller scale games with cleaning equipment in their bubble section of the playground for equipment used.</p> <p>Children will be encouraged to complete socially distanced activities outside during playtime and lunch time – see socially distanced games booklet.</p> <p>Children will wash their hands before and after break - Behaviour Matrix</p> <p>The blue gate by Y5 will remain closed between KS1 and KS2 playgrounds</p> <p>There will be no large equipment out at break time or lunchtime – small equipment that can be cleaned before and after can be used but must not go between bubbles.</p> <p>Gazebos in some sections may be needed to create extra shelter.</p> <p>Lunchtimes Staff and pupils to wash hands before and after lunch</p> <p>Hot picnic lunches only will be served. – this will be reviewed at the end of Autumn 1 to see if hot meals can be served as pre Covid for autumn 2.</p> <p>There will be UIFSM for Year R, 1 and 2 - they can all have a school packed lunch.</p> <p>Children will eat their lunch in their class with a class lunch supervisor. This does not have to be the same supervisor every day but we will aim for this. The supervisor will stay with the class bubble for eating and play. The supervisor will have a walkie talkie.</p>					
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		<p>Sun Safety Children will be learning outside more of the time. Parents will be asked to apply sun cream at home. Staff cannot help with the application of sun cream at any time in the day. Children can bring their own sun cream to apply themselves, but it must be labelled and stay in their tray/workspace area, and no-one else must touch this bottle. Where gazebos are placed in the playground, only 4 children can use at each corner. Children will be asked to bring in hat to wear.</p> <p>Water bottles Bottles will be brought from home and kept on a child's table. Only they will use or touch it. They must be taken home at the end of the day, emptied and washed. If a child persistently does not have a water bottle, teachers will speak to parents and remind them of the importance of drinking water. School will have some spare cheap water bottles that can be used, a sticker with the child's name will be placed on it, and they will not be able to take this home. This will be cleaned at the end of each day.</p> <p>Lunch club will continue if needed for specific children with identified behaviours. This will be a maximum of eight children attending to ensure social distancing. Activities will be watching a film or colouring or playing a game. The adult will clean resources used by the children at the end of each session.</p> <p>Toilets Staff and Children Adult toilets will include social distancing with some cubicle closed to do this. Children can use each cubicle but must not wait inside the toilet area. Children from different bubbles can use same toilets.</p> <ul style="list-style-type: none"> • Where there is a notice on each door. Everyone will knock and wait. If they hear someone in the toilet, the person on the outside will stand back 2m, if possible, and wait for the other person to exit. • Teachers of bubbles will communicate to each other who has been allowed to go to the toilet to reduce a queue. • This will be monitored at break and lunch times. • The KS1 outside toilet will be used but supervised for two at a time (2 cubicles). These can be used by children from different bubbles. This will be reviewed to use Year R toilets to increase capacity for Year R to use at break and lunch when Year R are in fulltime. <p>The bubbles on upper KS2 Y4 and Y5 will use the inside Y4 toilets for girls and boys - (2 at a time). The door will need to be left open for access. The bubbles on lower KS2 playground Y3 and Y6 will use the inside Y6 toilets for girls and boys (limit to 2 for boys and for girls) Children to be encouraged to go to the toilet before break/ lunch. Toilets will continue to be cleaned more regularly throughout the day.</p> <p>Staff room Chairs have been taken out to allow for social distancing. Seating has been arranged to allow for social distancing. Everyone should wash/gel their hands when</p>					
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		<p>entering the staffroom and before touching the water heater, fridge door, the milk etc. This reduces the risk for the frequently touched surfaces. If an adult is using the hot water dispenser then other adults will stand back and wait before using. There will be cleaning equipment on the table for staff to clean the space they will use before they sit down. Staff will use their own lidded mug and be responsible for cleaning and storing safely. Staff will bring any cutlery or crockery they require from home and will clean and store safely. Staff will bring in their own t-towel so that person to person contact is reduced. Cakes bought in to share must be individually wrapped and pre-cut.</p> <p>Cloakrooms and personal belongings Children will only use the cloakrooms for large bag and children will be discouraged from bringing them to school as the areas are tight for space and pegs/ lockers are close. Children will bring a coat and store it on the back of their chair. Yr R and 1 will store coats on named pegs as social distancing is less in these year groups. For these year groups only, PE kits will be stored in boxes kept out of children's reach, they will be taken in and handed out by an adult who will wash their hands before and after touching them. Lunchboxes in Yr R will be kept in a crate – an adult will wash their hands and then place in the crate and will wash their hands before giving them to the child. In Yr 1 the child will place their own lunchbox in to the crate provided and the adult will wash their hands before giving out the lunchboxes at lunchtime.</p> <p>For all year groups, any other items brought into class will be kept under their desk. This should be minimal. Most will only need to bring a lunch box. Children will keep their own lunchbox under the desk and will not use lunch crates. Book bags will be brought in to school and go home. Children will not need to bring any stationery from home.</p> <p>Reading books – home and school Whole classes will not be using the library as they used to. Fiction books from year groups will be able to go home. Children will wash their hands or use gel before selecting a book. This will reduce the risk for any they touch whilst choosing. Touching should be kept to a minimum. Books will have been cleaned and had time on the shelf and so do not need to be cleaned again. Parents may wish to clean the cover of books taken home as a precaution. On return, the book will be scanned back and left in a box for returns. The books will then be wiped clean and returned to the stock in year groups. Children will be able to scan books in and out using a desktop scanner within their year group to allow no year groups mix. The scanner will need to be cleaned between class bubble uses. The school will continue to promote online reading resources. The same will apply to in school reading of fiction books.</p> <p>The Non-fiction library will only be open to teachers to collect books to take to their class bubble. The teacher will need to wash their hands before doing this. Any non -</p>					
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		<p>fiction books going home from the year group will need to be scanned in the year group before going home. Any books coming back need to be wiped clean when they are returned to the library straightway or left isolated for 72 hours.</p> <p>I-pads and laptops Teachers and TAs will make sure that every I-pad and laptop is wiped clean after use before being replaced in trolley. This will ensure safe use between class bubbles.</p> <p>Mobile phones Will only be allowed for children who walk home on their own. They will be kept in the child's bag in the class bubble, switched off. (see updated mobile phone agreement)</p> <p>Marking and feedback Preferably, only the child a book belongs to will touch their books and they will be kept in the child's tray on their table. However, if an adult needs to occasionally hand books out from a central pile then they will wash their hands before doing so.</p> <p>Adults need to socially distance where they can in the classroom and will need to have this in mind with giving feedback or pupil conferencing. Feedback may be given by taking a photo of work on a school I-pad so the adult can read and see the work. The visualiser can be used to share work at a distance. Verbal feedback may be given being mindful of distancing for adults.</p> <p>Books ideally should not be collected in to be marked in a pile. They can be left open on desk and when the children are not in the room the adult can read and check work. If a comment is needed for next day, this can be written on a sticker and put into the book. Before and after any feedback is given, adults should wash their hands.</p> <p>Verbal feedback where possible is to be given. Books can be taken home as, but this should be avoided if possible. If it is needed occasionally, books taken home should be they kept in a plastic bag. The teacher will wash their hands before and after touching a book. If an adult is touching a number of books, hands should be washed more frequently or gel used between each book.</p> <p>Homework Homework will be based on basic skills – times tables, reading and spellings. Activities will be emailed to parents and a copy put in the child's tray to take home. Further activities will be set up to complete remotely using IT, but with provision for children without IT access.</p> <p>Uniform Children will be expected to wear school uniform. Guidance says that it does not have to be washed every day but clean clothes will be encouraged.</p>					
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			<p>Staff must leave one at a time at end of day</p> <p>After School Meetings To increase the time available for feedback, marking and preparation for the next day, staff meetings will be every 2 weeks for 30 minutes on MS Teams/ zoom. There will be an expectation that staff presenting will give clear instructions and leave a task to complete later. If information can be sent by email outside of the meeting, this should be done. Phase meetings will be 30 minutes on the alternate week and will be face to face socially distanced. Teaching assistant meeting will be every 2 weeks for 30 minutes on Microsoft Teams/zoom with Clare Bailey. If staff are isolating but are not unwell, then they can attend the meeting via Microsoft Teams.</p> <p>After school club – Musketeers The club will restart for all children who require it, in groups of no more than 15. They will charge their usual fee. Muskateers will begin after 3pm although some classes will not leave until 3.10pm. Teachers will escort children to the club meeting point. The club will aim to be outside for the majority of time and use the KS2 hall when available socially distancing. Children will leave through main reception and must be collected at 5.45pm at the latest. Parents will phone the club leaders to alert them that they are ready to collect their child. Parents will wait outside reception area to collect. If assistance is needed during club time, they will alert staff using a Walkie Talkie.</p> <p>Bitterne Community Pre-school Pre-school will use the wooded area for am and pm sessions. They will use an outside shelter constructed in the wood, with a toilet tent.</p> <p>To avoid school and pre-school parents gathering outside main reception, Preschool will continue to use small gate and path next to main car park gates. This will be access and exit for parents and preschool children. They will lock the gate outside of drop off and pick up times. The Kitchen car park gates will be locked at 8.00am and kept locked throughout the day unless the school is receiving a delivery. Staff leaving school before the end of the day should not park here to minimise gate being opened. Staff using the kitchen car park will need to arrive at school before 7.50am as after this time the gate will be locked.</p> <p>Pre-school staff will continue to use gel as they leave the setting and entering the school areas. Pre-school staff will follow same guidance on toilets, staffroom etc as all school staff.</p> <p>School and Pre-school to inform each other if they have any positive cases of Covid 19 confirmed.</p>					
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			<p>Willow Class On entry, Willow class will be escorted by their designated adults from the taxis area and come in the Brownlow Gate and follow the one-way system across the bark and down the steps to the playground door for the Willow class. At the end of the day, they will be led by an adult at 3:10 (this is the same as the last staggered class.) They will walk up the year R steps and use the 1BR and 2S one-way system to arrive at Brownlow gate for collection by their taxis. Willow class will join 2S for PE and Breaktimes outside to aid integration of the Willow class. Willow adults will support children's needs during these times.</p> <p>Volunteers and Students Itchen College students will be asked to follow the school rules and risk assessment and sign for this as part of their induction. They must socially distance in school and out of school following government guidelines. On entry to school, they will periodically have their temperature taken. Parent volunteers will not be permitted entry to the school during Autumn 1 but this will be reviewed. PGCE students will join a class bubble and will be asked to follow staff rules and risk assessments. They will not need to have their temperature taken.</p> <p>Medical/First Aid Lesson time First Aid Minor medical injuries will be treated by the year/ class team – there is a stocked first aid kit in each base with PPE available (mask, gloves and aprons). Medical record sheets will be on clipboards to record minor injuries which must be returned to the office at the end of each day by the Lead Teacher, so that a text can be sent to parents. For more serious injuries, adults will call on a walkie talkie for assistance and the child will go to the KS1 medical room, if it is safe to move the child. Gloves, aprons and a mask will be available before giving first aid if needed- most first aid will not require PPE.</p> <p>Breaktime First Aid Minor first aid will be done outside, where possible, in a controlled area away from other children. If any medical needed - one adult will alert medical on call person using a Walkie Talkie (this will be on a split rota basis for the duration of break). For more serious injuries, chairs will be set up apart in the KS2 copier area for children from KS1 and KS2 to be seen. If several children have serious injuries then the first aid supervisor will call for assistance using the Walkie Talkie. The KS2 medical room will be use for more serious incidents.</p>					
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Unavoidable, direct contact leads to the	Pupils, staff and visitors. Risk of	6. Where necessary, wear appropriate personal	Guidance on safe working in education, childcare and children's social care states that the majority of staff will not require PPE beyond what they would normally need for their work. All staff have watched the 'safe use of PPE' video and will be refreshed in September.	AP/SLT/ Office/ Site	03/09/20	4	2	8

spread of infection.	CV19 infection.	protective equipment (PPE)	<p>PPE will be worn - gloves, masks and apron for the following;</p> <ul style="list-style-type: none"> • Significant first aid where close contact is needed • Intimate care – where PPE would be worn anyway • When a child has symptoms of Covid19 is in the medical room and the adult can't be 2m away. • RPI <p>Visors will only be used where bodily fluids/droplets could be transferred, e.g. where a child is very sick, crying/runny nose as a result.</p>	manager/ Teachers/ TAs				
Infections identified in school spread to the wider community.	Pupils, staff and visitors. Risk of CV19 infection.	7. Engage with the NHS Test and Trace process	<p>SLT will ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Email HIOW@phe.gov.uk; phe.hiow@nhs.net Telephone 0344 225 3861 (option 1 to 4 depending on area) Out of hours advice 0844 967 0082</p> <p>The school will 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 are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for 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 in education or childcare, have priority access to testing.</p> <p>By the autumn term, 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>	SLT	03/09/20	4	2	8

			<p>The school will ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. 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 'stay at home: 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 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 14 days. 					
Poor control measures lead to rapid infection across bubbles.	Pupils, staff and visitors. Risk of CV19 infection.	8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>The school will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). Leaders should 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> <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 14 days since they were last in close contact with that person when they were infectious.</p> <p>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 5 of system of control for more on</p>	SLT	03/09/20	4	2	8

			<p>grouping pupils). This should be a proportionate recording process. Schools do not 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 self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: 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 14-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 must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' • Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>The school will ask parents and staff to inform them immediately if they have returned from a country where mandatory quarantine for 14 days is required. This will be a particular concern at the start of the new term and communicated in the FAQs</p>					
Poor communication with local public health officers lead to uncontrolled outbreaks.	Pupils, staff and visitors. Risk of CV19 infection.	9. Contain any outbreak by following local health protection team advice	<p>If the school has 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-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</p>	SLT	03/09/20	4	2	8

			<p>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>					
School Operations	Pupils, staff and visitors. Risk of CV19 infection.	10. Parents and staff are aware of school procedures.	<p>Communicating the plan to Parents A basic plan and parent guide were sent to parents before the end of the last academic year. The school will send more details to parents in the first week of September. This will include an updated FAQs booklet using information in this document to create booklet to go to parents. An updated map to show entrances and gates will also be sent in September along with a video.</p> <p>Attendance Attendance becomes compulsory again and the school can apply for a penalty notice. This will be a last resort after meeting/discussing with parents any safety concerns and parents will be strongly urged to bring their child in. A part time offer may be made to reassure and get the child in for some time and then persuade them to be back in fulltime. Where this does not work or parents are resistant without being extremely clinically shielding or unwell, a penalty notice would be made in consultation with Liz Cummings EWO.</p> <p>Before the summer break parents were asked not to go on holiday to anywhere that needed a 2 weeks isolation on return within the last 2 weeks before school starts. The same applied to all staff - in order to be back at work on INSET days.</p> <p>Codings will be checked for when child is not in school.</p> <p>If a holiday is proved in term time, a penalty notice will be done as usual.</p> <p>Year Group Emails will continue to be used. There will be an automatic bounce back – using the same wording across the school - to say that if the email is urgent to contact school office by phone or emails info @. All pastoral, medical and urgent home communication to be sent to info@ as monitored throughout the day by the office.</p> <p>School Videos will be produced by teachers to a high quality when required.</p> <p>Safeguarding Addendum (Safeguarding Policy and Child Protection Policy) will be revised in line with KCSIE 2020 and shared with all staff.</p> <p>Home Learning will not continue for year groups in September. However, if at any time the school or classes need to close home learning will be reinstated using</p>	SLT	03/09/20	4	2	8

			<p>SEESAW APP. Children will receive information to assist their learning including recorded videos, and they will be able to return work to school in the same way.</p> <p>Critical Worker School will no longer continue as provision is not required. However, if the situation changes and the local or national public health authority request this, then the school will operate a Team A and Team B approach used previously but on a weekly rota. The staff in each team may change from previous teams.</p> <p>Children not in school – extremely clinically vulnerable Where medical professionals state a child should not be in school for a medical reason, the school will liaise with parents, to ensure learning is provided for that child. Each child will be allocated a member of staff who will call them and use SEE SAW to contact them with remote learning and to liaise with parents.</p> <p>EYFS Home visits – please see separate Risk assessment</p> <p>Employer health and safety and equalities duties Schools have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in the guidance for full opening will mitigate the risks of Covid 19 to pupils and staff and help schools to meet their legal duties to protect employees and others from harm.</p> <p>Supporting Staff The school governors and SLT will have regard for all staff work-life balance and wellbeing. All staff will read this risk assessment, the plan and FAQs to ensure they understand the proposed measures put in place and the process required. The DfE is providing additional support for both pupil and staff wellbeing. Information about the extra mental health support for pupils and teacher is available https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers . The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. http://www.educationsupport.org.uk/</p> <p>Staff who may otherwise be at increased risk from coronavirus. If people with significant risk factors are concerned, the government recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measure where appropriate. People who live with those who have comparatively increased risk from Covid 19 can attend the workplace. https://www.gov.uk/government/publications/covid-10-review-of-disparities-in-risks-and-outcomes</p> <p>Estates All pre-term building check will be undertaken to make the school safe.</p>					
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			After school Clubs will complete their own risk assessments in line with the school risk assessment and show it to the school for agreement before clubs begin.					
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