

**School re-opening 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: 13/08/21

UPDATED: **13/08/21**

Review date: Weekly

Date of review by governing body: 22/09/21

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
		<b>Impact</b>				

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/schools-covid-19-operational-guidance>

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

### **PPE**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

### **Cleaning**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

### **Supporting pupils at school with medical conditions**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

### **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>

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

### **Travel guidance for entering England**

<https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

<https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england>

### **Out of school activities**

<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>

### **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>

### **Hand washing**

<https://www.cdc.gov/handwashing/hand-sanitizer-use.html>

## **Ventilation**

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

<https://www.cibse.org/coronavirus-covid-19>

## **Testing and Tracing**

<https://www.gov.uk/get-coronavirus-test>

<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

<https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>

<https://www.covid19.nhs.uk/pdf/parents-carers-over16s-factsheet.pdf>

## **Isolation**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

## **Transport**

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

## **Attendance**

<https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities>

## **Pupils at school with medical conditions**

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

## **Clinically extremely vulnerable**

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#definition-of-clinically-extremely-vulnerable-groups>

## **Clinically vulnerable staff**

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

## **Staff who are pregnant**

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/>

**Equality Duties**

<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>

**First Aid**

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

**Mental Health and Wellbeing**

<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

<https://www.gov.uk/government/publications/wellbeing-for-education-return-grant-s31-grant-determination-letter>

<http://www.educationsupport.org.uk/>

<https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges>

**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
<b>Prevention:</b>	
8	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.
10	2) face coverings
11	3) clean hands thoroughly more often than usual
11	4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
12	5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
13	6) minimise contact between individuals and maintain social distancing wherever possible
13	• Groupings , Staffing, Specialist teaching, Teaching Assistants, Lunchtime Supervisors , Behaviour, Entry to school Breakfast Club
14	• Entry/Exit for all year groups
15	• Scooter/Cycle, Access school office, Late arrival after gates close, Maps , Messages, Parents, Registers, Measures within the classroom -Class Layout, De-escalation space, Equipment, trays,
16	• Resources, work books, Doors, Link corridor, Curriculum and Timetable, Music, PE, Changing, Daily mile
17	• Collective Worship , Singing, Breaktimes , Outside play equipment, Fixed play apparatus Outdoor gym
18	• Gazebo, Lunchtimes - Hot lunches, The Kitchen team,
19	• UIFSM Dry/wet days,
20	• Children lining up outside, Sun Safety, Waterbottles Waterfountains, Lunch club, Toilets staff and children,
21	• Staff room, Staff lunchtimes, Cloakrooms and Personal belongings , Reading books Non-fiction library, I-pads/laptops, mobile phone,
22	• phones in school , Marking and feedback, Homework, Monitors and Prefects, Front desk and deliveries, Digital signing in ,Record of visitors, Medical/First Aid,
23	• Medication
24	7) always keeping occupied spaces well ventilated
<b>In specific circumstances</b>	
25	8) where necessary, wear appropriate personal protective equipment (PPE)
25	9) Lateral Flow Testing
<b>Response to any infection:</b>	
27	10) engage with the NHS Test and Trace process
28	11) manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
29	12) contain any outbreak by following local health protection team advice
<b>School Operations</b>	
30	13) parents and staff are aware of school procedures
30	• Communication to parents Transport, Attendance, Remote Learning, self-isolating and shielding
31	• Vulnerable children, Workforce, Staff who are clinically extremely vulnerable, Staff who are clinically vulnerable, Staff who are pregnant,
32	• Staff who have otherwise increased risk from Covid, Employer Health & Safety and equalities duty, Supporting staff, Staff deployment, Head and Deputy ,Teaching assistants, Lunchtime Supervisors,
33	• Peripatetic and Sports coaches, Volunteers and students, Recruitment, ITT trainees, performance management,Staff taking leave, Pupils travelling from abroad School meals,
34	• School meetings, Entering offices, Site office, Home learning, Zoom, Parents evening, Safeguarding,
35	• Governors, EYFS, Year group emails, Videos, Estates, Fire Drill, Educational visits, School events , uniform
36	• Wrap Around & extra Curriculum activity, After School Club, Pre-School , Willow,
37	• After school clubs Lost property ,Walkie Talkies

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.	<p><b>PREVENTION</b></p> <p>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>	<p>Ensuring that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, 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 '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p><b>If at any time, as now, a child says they feel hot/develop a new dry cough/ or loss of taste / smell</b></p> <ul style="list-style-type: none"> <li>• they should be taken to the <b>KS1 medical room</b> straight away. Use walkie talkie if assistance needed.</li> <li>• They will be <b>checked with a digital thermometer</b> (member of staff to wear PPE)</li> <li>• <b>PPE must be worn</b> by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</u>.</li> <li>• <b>Parents</b> will be <b>telephoned</b> to collect immediately. If they have a <b>sibling</b> in school they will be <b>removed</b> from class also and taken to medical room.</li> <li>• The child will be supervised whilst the medical room door is shut.</li> <li>• If a child becomes upset and needs an adult in the room to console them. This adult should wear <b>PPE gloves, mask and apron</b>. If fluids are involved e.g. from crying a visor will also be worn.</li> <li>• If the child needs the toilet while waiting to be collected, they will use KS1 accessible <b>toilet</b> and this will be cleaned after use.</li> <li>• If more than one child from different families develops symptoms at the same time, we will use <b>KS2 medical room</b> as the second isolation area.</li> </ul>	AP/SLT	13/08/21	4	2	8

		<ul style="list-style-type: none"> <li>• Once a child has been collected, the medical room will be cleaned thoroughly and the fogging machine used.</li> <li>• The <b>classes</b> 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 <b>cleaned</b>.</li> <li>• The school will insist parents get the child with symptoms tested for coronavirus and give them 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.</li> <li>• The school will follow the current <b>PHE guidance</b> on when and how long they will be out of school for and this also depends on the result of the test.</li> <li>• If the test is positive then the child and family will isolate for 10 days – Parents will contact NHS Test and Trace, the school will inform public health England and follow their advice if required.</li> </ul> <p>There will be 5 digital <b>thermometers</b> 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 <b>national test and trace programme</b>, 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 member of staff who has provided close contact care to someone with symptoms,, and all other members of staff who have been in close contact with that person with symptoms, do not need to go home to self-isolate unless they have not been double jabbed at least 2 weeks prior to contact or they develop symptoms themselves (in which case, they should arrange to have a test);</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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>					
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Transmission or infection	Pupils, staff and visitors. Risk of CV19 infection.	2. Face Coverings	<p><i>Face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas.</i></p> <p>In primary schools, where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p>However, for adults working in this school adults can wear a <b>Face coverings in</b> communal areas if they so wish. Face coverings are not needed when outside, this includes members of SLT who are on gate duty.</p> <p><b>Where used, ace coverings must:</b></p> <ul style="list-style-type: none"> <li>• cover both nose and mouth</li> <li>• not be allowed to dangle around the neck</li> <li>• not be touched once put on, except when carefully removed before disposal</li> <li>• be changed when they become moist or damaged</li> <li>• hands to be cleaned after removing the face covering. Disposable masks need to be disposed on safely in a lidded bin. Reusable masks need to be stored in a small plastic bag when not in use.</li> </ul> <p><b>Adults visiting the school</b> will be asked to wear a <b>face covering</b> 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. During meetings, adults will continue to distance as much as they can and ensure everyone in the meeting feels comfortable with where they are sitting before the meeting starts. They will then need to don their mask again to walk through the school to leave the site.</p> <p>No one should be excluded from the school on the grounds that they are not wearing a face covering.</p> <p><b>Adults</b> must avoid touching the front of their <b>face covering</b> during use or when <b>removing them</b>. 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 <a href="#">safe working in education, childcare and children’s social care</a> provides more advice.</p> <p><b>Adults</b> will enter the building and not touch the front of their <b>face covering</b>. They will use hand gel to enter the office, use the contactless singing in system, then enter the medical room, 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> <p><b>Exemptions from wearing face coverings</b> Some individuals are exempt from wearing <a href="#">face coverings</a>. This applies to those who: cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability; speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</p>	AP/SLT/ Teachers/ TA	13/08/21	4	2	8
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			The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.					
Poor hygiene increases the likelihood of infection	Pupils, staff and visitors. Risk of CV19 infection.	3. 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 <b>cleaning products</b> when needed. Only cleaning products supplied by the school are to be used in school.</p> <p>Sufficient <b>handwashing facilities</b> 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> <p>All persons to <b>wash or clean their hands</b> 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 <b>wash their hands immediately</b> in the designated areas within year groups; for staff this will be in the KS1 medical room when entering the building. For children attending breakfast club they will wash their hands in Y2 toilet area</p> <p>Teachers will regularly review the <u>guidance on hand cleaning</u> with the children, on frequently washing their hands with soap and water for 20 seconds and dry thoroughly. <b>Hand washing</b> will be <b>structured as part of the timetable</b>, 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>Teachers will ensure that children wash hands and not just use gel as Centers for Disease Control and Prevention states: If soap and water are not readily available, use an alcohol-based hand sanitizer that contains <b>at least 60% alcohol</b>, and wash with soap and water as soon as you can.</p> <p>Where children struggle with washing their hands the will be encouraged to do so through play to learn the practice. Children will be supervised whilst washing hands.</p> <p><b>Hygiene routines</b> will be taught through the use of the <b>Behaviour Matrix</b> and revisited regularly. (Behaviour Matrix)</p>	AP/SLT/ Office/ Site manager/ Teachers/ TAs	13/08/21	4	2	8
Poor respiratory hygiene increases the likelihood of infection	Pupils, staff and visitors. Risk of CV19 infection.	4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<p>'Catch it, bin it, kill it' approach will continue.</p> <p>Children and staff will be encouraged to follow good hygiene measures at all times and reminded <b>not to touch their mouth, eyes and nose.</b> (Behaviour Matrix)</p> <p><b>Tissues</b> 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>Some <b>pupils with complex needs</b> will struggle to maintain as good respiratory hygiene as their peers, for example those who <b>spit uncontrollably or use saliva</b> as a sensory stimulant. For these children <b>an individual risk assessment</b> will be</p>	AP/SLT/ Office/ Site manager/ Teachers/ TAs	13/08/21	4	2	8

			formed with parents. The school will consult Southampton City council Children Services Department for Behaviour support if required.					
Poor cleaning routines and implementation means that the virus is present on surfaces in the school.	Pupils, staff and visitors. Risk of CV19 infection.	5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	<p>Cleaning protocol follows government guidance: <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>A <b>cleaning schedule</b> will continue to 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"> <li>• Handles will be cleaned in areas used during morning and afternoon sessions.</li> <li>• Lunchtime tables and chairs will be cleaned in class –</li> <li>• Breakfast club cleaned before and after use daily in preparation for after school club.</li> <li>• End of day – teams clean tables, chairs and resources used – cleaners will do all other areas used and toilets.</li> <li>• Toilets will be cleaned during the day – cleaners rota to work during the school day.</li> <li>• Daily, adults will clean their own desk, computer and phone etc.</li> <li>• Offices will be cleaned each day.</li> </ul> <p>The school will use a <b>Fogging Machine to disinfect large areas</b> (classrooms and hall) efficiently and effectively where a positive case of COVID has been identified. Classrooms will only be cleaned with the fogging machine once the school has finished for the day. Trained members of staff will be the only people to use the Fogging Machine. Manufacturers instructions will be followed on the correct use of operating and using the Fogging Machine. Only products that have been recommended by the manufacture will be used in the machine. A <b>SYPOL COSHH assessment</b> will be in place. Operators will wear PPE as required by SYPOL COSHH assessment and trained in the <b>correct use of PPE</b> i.e. face mask, goggles, gloves and overalls. Once a room is cleaned with the Fogging Machine, they will be <b>ventilated for 1 hour or as required by manufacturers user instructions</b>.</p> <p>Pupils will be encouraged to <b>clean their hands thoroughly after using the toilet</b> – Behaviour Matrix.</p> <p>Colleagues using the <b>staff room</b> will clean areas before they sit down, using the equipment provided.</p> <p>Each child will have a seat tidy with the <b>equipment and resources</b> they will need which should only be touched by the child whose seat tidy it is. The seat tidy will be wiped at the end of each day.</p> <p>All unnecessary items from learning environments, where there is space to store them elsewhere, will be removed to facilitate cleaning. Where toys are shared, they should be regularly disinfected between users, following government guidance on cleaning and handling equipment.</p> <p>To <b>reduce skin-contact</b> with doors- the doors with the most footfall will be kept open. This also improves air flow and ventilation. It will be the responsibility of one</p>	AP/SLT/ Office/ Site manager/ Teachers/ TAs	13/08/21	4	2	8

			<p>named person to ensure the door is closed in the event of a fire alarm. This will also ensure air flow through the building. Door handles and plates will be cleaned regularly.</p>					
<p>Pupils are in contact with too many other pupils throughout the school, exposing the entire school population to CV19.</p>	<p>Pupils, staff and visitors. Risk of CV19 infection.</p>	<p>6. Minimise contact between individuals and maintain social distancing wherever possible</p>	<p><b>Groupings</b> <i>It is no longer recommend that it is necessary to keep children in consistent groups.</i></p> <p>At this school, at the start of the Autumn term, children will work in <b>year groups</b> and this will be reviewed regularly in line with government guidance.</p> <p><b>Children</b> will still be encouraged to <b>keep their distance</b> and there will be limited interaction between other year groups.</p> <p>Children can meet in the hall with windows open and with a suitable gap between different year groups – about 1m. This will reduce capacity in the hall . This should be for a limited time as possible. KS1 will stay in the KS1 hall and KS2 will stay in KS2 hall. This will be reviewed after the first month and be dependent on the level of cases of COVID-19 in school / wider community.</p> <p>There will be dedicated spaces for lunch and break on the playground and timings for break and lunch will continue to be slightly staggered. To ensure each year group has a dedicated space.</p> <p><b>Staffing</b> <b>Staff can operate across different classes</b> and year groups to teach.</p> <p><b>Specialist teaching</b> for interventions such as woodlands, nurture and ELSA, children are allowed to mix.</p> <p><b>Teaching Assistants</b> will work the same time as usual. The day for all children now starts at 8.30am and ends at 3pm.</p> <p><b>Lunchtime Supervisors</b> may also be asked to begin and end their shifts slightly later to accommodate staggered lunchtimes. There will be an extra member of the lunch team, on days when there are not team absences, this will mean that the Lead MDSAs will be on call for lunchtime issues and medical concerns.</p> <p><b>Behaviour</b> A review of the behaviour policy and adaptations for rules and systems will be taught to the children through the <b>Behaviour Matrix</b>. 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, as required</p> <p><b>Entry to school for Breakfast club</b> will continue to 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>AP/SLT/ Office/ Site manager/ Teachers/ TAs</p>	<p>13/08/21</p>	<p>4</p>	<p>2</p>	<p>8</p>

		<p>Children will use KS2 hall and breakfast club area. Children will wash hands then eat at their own table, then tidy for the activity. The areas used and resources will be cleaned after use.</p> <p>Hot food will be served, following the existing menu. Children in classes will wash hands then eat at their own table, then tidy for the activity. The areas used and resources will be cleaned after use.</p> <p>Children will stay in Breakfast club with a member of staff until it is time for class to enter the building which will be either 8:30.</p> <p><b>Entry and Exit for all Year Groups</b>  Peartree gate will be <b>entry and exit</b>- arrows in and out in either side. Top car park gate will be open and two way – leading from Brownlow Avenue gate  Brownlow Gate - will be entry and exit - to either go to the office or access class doors  There will no longer be a one-way system on the Y1 /2 loop all gates will be open and two way. Parents will be asked to take turn and give way in any areas of congestion  <b>Oakley John Gate will be exit only</b> - no entry to school. The means there will be 2 points of entry and 2 points of exit.</p> <p>The slope will be for <b>buggies</b> and parents will need to take turns  The Y5 blue gates will be two way – arrows on either side.  The steps from KS1 playground 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>All gates will be <b>supervised</b> by staff with a Walkie Talkie.  AM - All gates open just before 8.25am and close just after 8.45am  PM - All gates will open just before 2.55pm and close just after 3.10pm. A member of <b>staff</b> 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><b>Each class/year group has their own drop off and collection point.</b>  <b>Year R</b>  Class doors RD and RM  <b>Year 1</b>  Class doors 1B and 1L  <b>Year 2</b>  KS1 playground entrance  <b>Year 3</b>  Music room door KS2 playground  <b>Year 4</b>  Door under canopy off KS1 playground  <b>Year 5</b>  Class doors 5BW and 5W  <b>Year 6</b>  Class doors 6P and 6S</p>					
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		<p>Children can <b>scooter or cycle</b> to school and will be asked to lock their scooter or cycle in the allocated areas on the playgrounds.</p> <p><b>Access to school office</b> will be by the supervised Brownlow gate during drop off and pick up – Numbers of parents going to <b>office</b> should be low, enabling waiting on the sloped area to ensure social distancing.</p> <p>Each child will have <b>gel on entry</b> – adult on door to supervise. Hands will be washed at suitable times when in class- supervised by an adult to ensure distancing.</p> <p>All class <b>registers</b> need to be with office by 9.05am. If a child is <b>late and arrives after the gates close</b> at 8.45am they will go through the office after 8.45am. They will be late after registers close if they arrive after 9.15am in office.</p> <p><b>Maps</b> will be sent to parents with doors highlighted. As many <b>leaders</b> as possible, will be on the playground (when they have leadership time) to monitor the start and end of the day and encourage social distancing.</p> <p>Parents will not be able to leave <b>message</b> with staff on the door- they will be asked to email info@ or ring the office.</p> <p>All <b>parents and children leave straightaway</b> after collecting their childParents will be encouraged to email with any questions.</p> <p><b>Registers</b> The <b>register</b> system is electronic to avoid hand contact and children moving around the building unaccompanied. Each teacher is 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><b>Measures within the Classroom</b> <b>Class layout</b> Children will not need to sit facing the front of the classroom. It will be the individual teacher’s choice of how the classroom is set up. However, teachers must keep an up to date seating plan, in case this is ever needed by track and trace. EYFS can return to a free flow zoned area that all children in the year group can access.</p> <p><b>De-escalation space</b> – year teams will create a plan for children who may need de-escalation space – they will identify where this will be, how children can access it.</p> <p><b>Equipment</b> Each child will continue to have their own <b>chair named</b> with a sticker on their book bag holder attached to their chair and will use the same chair each session/day.</p> <p><b>Trays</b> 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.</p>					
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		<p><b>Classroom based resources, such as books and games, can be used and shared within the year group. These should still be cleaned regularly, along with all frequently touched surfaces.</b></p> <p><b>Resources that are shared between year groups, such as sports, arts and science equipment should be cleaned frequently.</b></p> <p><b>Work Books</b> can be kept in the tray or centrally but preferably in the child’s tray/ chair backer. Adults and children will be encouraged to <b>wash their hands</b> before giving out books.</p> <p>Pupils should be encouraged to limit the amount of equipment they bring into school each day, including essentials such as: lunchboxes, hats and coats, books, stationery, mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p><b>Cloakrooms and Lockers</b> will be available for pupils to use.</p> <p><b>Doors</b> Key doors with most footfall will be risk assessed to be kept open. It will be the responsibility of one named person to ensure the door is closed in the event of a <b>fire alarm</b>.</p> <p><b>Link Corridor</b> Use of the corridor link to be kept to a minimum during the school day. Passing will be momentary and the <b>windows will be opened for ventilation</b>.</p> <p><b>Curriculum and Timetable</b> Time for washing hands or use of hand sanitiser will still be included. The curriculum will otherwise return to normal.</p> <p><b>Music</b> –The <b>music curriculum (Yr1 – 6)</b> has been planned by Showcase Music and will follow government guidance (see separate risk assessment completed by Showcase Music where required). Singing will commence in the Autumn term.</p> <p><b>PE</b> <b>PE</b> will be planned and taught by the external provider Learning through Sport and will follow government guidance.</p> <p><b>Changing</b> - YR to Y6 will wear their sports kit to school on the days they have PE – 2 session per week. Children can change in to plimsols in their class if needed which they will keep in their bag. This will continue until further notice.</p> <p><b>Daily mile</b> The daily mile will continue and year groups can do this at the same time but in different playgrounds to reduce contact.</p>					
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		<p><b>Collective Worship</b> - will be delivered in classrooms remotely for the first month of the term and then this will be reviewed. 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><b>Singing Practice</b> – Will be timetabled in the halls. Week 1 will be KS1 in KS1 hall, Week 2 will be lower KS2 in KS2 hall. Week 3 will be upper KS2 in KS2 hall. This will rotate for the first term and then will be reviewed. Where children are not in singing practice they will be able to sing in their classroom.</p> <p><b>Breaktimes</b> will be <b>staggered</b> across KS1, upper KS2 and lower KS2. See Playground rota. Playgrounds will be zoned for year groups and this will rotate</p> <p><b>Children</b> do not need to socially distance in their play, but must <b>remain in their year bubble</b></p> <p><b>KS1</b> will be split into 3 areas</p> <ul style="list-style-type: none"> <li>• area 1 playground and seating area and seating under canopy</li> <li>• area 2 castle area</li> <li>• area 3 play appt area slide</li> </ul> <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><b>KS2</b></p> <ul style="list-style-type: none"> <li>• Area 1 upper playground and outdoor gym and wood shelter, seating area outside and table tennis seating area</li> <li>• Area 2 playground and outdoor appts area and seating area outside classes</li> </ul> <p>Play will be staggered which means that Y3/4 and Y5/6 can play at same time – rota different areas on different days for variety.</p> <p>The <b>outside play equipment</b> can be used.</p> <p><b>Fixed play apparatus</b>  <b>Outdoor playground equipment should be more frequently cleaned than normal.</b></p> <p>Outside Play Equipment are defined as:  - an outdoor structure designed for children to play in or on. This will include our KS1 play area, in design the slide. The castle area and the KS2 equipment area and the table tennis table</p> <p>An <b>outdoor gym</b> is defined as:  - an outdoor space containing exercise fixtures and machines. This will include the new gym area.</p> <p><b>Outdoor gym</b></p> <ul style="list-style-type: none"> <li>• Touch points will be cleaned regularly in between different year groups using it. Staff will bring spray and a cloth with them to clean. Children should not be anywhere near when the spray is used.</li> <li>• Children will use gel/ wash hands before and after use.</li> <li>• The gym area will operate in a one-way system on the apparatus</li> <li>• Staff will supervise at all times. For first use staff will demonstrate safe use of the equipment - safety guidelines for each piece of equipment will be developed. Don't use the area until after these have been shared.</li> </ul>					
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			<p><b>For outdoor play equipment -</b></p> <ul style="list-style-type: none"> <li>• These areas can be used at break and lunch.</li> <li>• The same year group will be in the same area for break and lunch on any day. This reduces contacts.</li> <li>• Children will need to wash hands/gel before and after use.</li> <li>• Usual pre-use inspection to take place.</li> <li>• Children encouraged not to touch face while using equipment.</li> <li>• Staff will check the restrictions on numbers using any piece of equipment</li> <li>• 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.</li> <li>• If children are waiting for a piece of equipment - they will stand back</li> <li>• 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.</li> </ul> <p>Children will not be playing large space team games such as football and basketball and other <b>games equipment will not be available during breaktimes or lunchtimes.</b> This will be reviewed at half term</p> <p>Children will <b>wash their hands or gel them</b> before and after break - Behaviour Matrix. If gel is used going out then children will wash hands coming in and vice versa. There will be designated times when the children will wash their hands in year groups throughout the day so they are not just using gel.</p> <p>The blue gate by Y5 will remain closed between KS1 and KS2 playgrounds.</p> <p><b>Gazebos</b> in some sections may be needed to create extra shelter.</p> <p><b>Lunchtimes</b></p> <p>Staff and children will <b>wash their hands or gel them</b> before and after lunch - Behaviour Matrix. If gel is used going out then children will wash hands coming in and vice versa. There will be designated times when the children will wash their hands in year groups throughout the day so they are not just using gel.</p> <p><b>Hot lunches</b> will be a normal menu. If a hot lunch is booked for a child eating in the servery or a hall then the food will be served on a tray.</p> <p><b>Kitchen Team.</b> No-one should enter the kitchen whilst the team are there. If conversations are needed, they should be socially distanced, where possible, with a member of the kitchen team in a spaced area, but this won't be the kitchen. If needed, adults can knock on the kitchen door and stand back until the door is answered.</p> <p>The kitchen team will put the food trolleys and trays outside the kitchen for collection. KS2 servery for KS 2 classes. This ensures a contact free handover. School staff must</p>					
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			<p>make sure they wash/gel their hands before and after touching the trolley or carrying trays.</p> <p>Where a member of staff has booked a lunch, they should collect this from KS2 side. Knock, wait, and stand back. The plate will be brought out and left on a table in the servery. Staff can then collect it, once the kitchen staff have moved away.</p> <p>There will be <b>UIFSM</b> for Year R, 1 and 2 - they can all have a school hot lunch. Any <b>non-FSM child in KS2</b> will need to bring their own lunch box from home.</p> <p><b>KS1 Lunches</b>  The KS1 hall will be set up with 16 tables. They will be in blocks of 4 with gaps between each block. There is enough room to do this to ensure social distancing between year groups.  Year R – On 2 x 4 sets of tables closest to the year R doors.  Year 1 – On 2 x 4 sets of tables closest to the wall bars/main exit.  Year 2 – Will come in to the KS1 hall and fill up the tables closest to year R, after year R have left. Tables will be cleaned in between sittings.  Willow - will use 2 of the tables where Year 1 were sat.  The kitchen team will wipe down surfaces at the servery between bubbles.</p> <p><b>KS2 Lunches</b>  Will be set on a 2-week rota</p> <p><b>Week 1</b>  12:15 Year 3 and 5 will eat in the KS2 Hall/servery areas in their class bubbles whilst Year 4 and 6 will play on the playground  12:45 Year 4 and 6 will eat in the KS2 Hall/servery areas in their class bubbles whilst Year 3 and 5 will play on the playground</p> <p><b>Week 2</b>  12:15 Year 4 and 6 will eat in the KS2 Hall/servery areas in their class bubbles whilst Year 3 and 5 will play on the playground  12:45 Year 3 and 5 will eat in the KS2 Hall/servery areas in their class bubbles whilst Year 4 and 6 will play on the playground</p> <p>The <b>blue gate</b> by Y5 will remain closed.</p> <p><b>If the weather is good</b> then it will be up to the year group supervisors whether the children who are classroom based can eat their lunch outside.  Year 3 or 6 benches by Oakley John Walk  Year 4 or 5 benches in the bark area or outside classes  Tables will be wiped over after eating.</p> <ul style="list-style-type: none"> <li>• If children are eating outside, washing hands is critical before using the equipment before or after eating.</li> <li>• Picnic tables can be used. They should be checked for cleanliness prior to use and sprayed if needed. Children will need to sit in the same place and not move about. Children should clean their hands before and after eating. Picnic tables will only be used by children in the same year group.</li> </ul> <p>On <b>wet days</b> children will complete activities inside (e.g. colouring, video U certificate only).</p>					
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		<p>Children will be encouraged to bring their own drink from home with their packed lunch. However, <b>water</b> will be available, if needed. Supervised by the adult.</p> <p><b>Children line up outside</b> are led in together by an adult at the front of the line to supervise. After break and lunchtimes children will line up in classes. This will be monitored and a behaviour matrix focus. Expectations will need teaching and are dependent on age of the children.</p> <p><b>Sun Safety- maybe needed early in the Autumn term</b> Children will be learning outside more of the time. Parents will be asked to <b>apply sun cream</b> 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 <b>gazebo</b>s are placed in the playground, there is a limit to the number of children Children will be asked to bring in hat to wear.</p> <p><b>Water bottles</b> Bottles will be brought from home and kept in the chair backer. 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 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><b>Water fountains</b> 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><b>Lunch club</b> 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><b>Toilets Staff and Children</b> <b>Adult</b> using toilets – there will not be a limit on numbers but adults will be encouraged to socially distance. And queue if needed <b>Children</b> can use each cubicle but must not wait inside the toilet area. Children from each year group can use toilets at the same time.</p> <ul style="list-style-type: none"> <li>• . Children can use toilets as they did before . For some toilets due to size only 2 children can be in the toilet area at the same time . Children should check and wait until there is space . Year teams should ensure the number of children going to the toilet at the same time is managed</li> <li>• Teachers in year groups will communicate to each other who has been allowed to go to the toilet to reduce a queue.</li> <li>• This will be monitored at break and lunch times.</li> <li>• The KS1 outside toilet will be used but supervised for two at a time (2 cubicles). These can be used by children from different year groups. This will be reviewed to use Year R toilets to increase capacity for Year R to use at break and lunch when Year R children are in fulltime.</li> </ul>					
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		<p>The year groups 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 year groups on lower KS2 playground Y3 and Y6 will use the inside Y6 toilets. Children to be encouraged to go to the toilet before break/ lunch.  Toilets will continue to be <b>cleaned more regularly</b> throughout the day.</p> <p><b>Staff room</b> There will not be a limit on the amount of adults using the staff room but staff are asked to act responsibly and distance where they can and can wear a face covering. Everyone should <b>wash/gel their hands</b> when 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 <b>stand back and wait</b> before using.</p> <p><b>Cloakrooms and personal belongings</b>  Children will only <b>use the cloakrooms for large bag</b> and children will be discouraged from bringing them to school. Where storage in cloakrooms or lockers is required then only children from the same year group will access the cloakroom area at one time. Children will bring a <b>coat</b> and store it in the cloakroom, where possible. Year R,1 and 2 can use the class room pegs / trolleys</p> <p><b>Lunchboxes</b> will be stored in class crates.</p> <p><b>Reading books – home and school</b>  Whole classes will use the library.  <b>Fiction books</b> from year groups will be able to go home.  Children will <b>wash their hands</b> or use gel before selecting a book. This will reduce the risk for any they touch whilst choosing.  <b>Books will have been cleaned</b> on return 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.</p> <p><b>On return</b>, the book will be scanned back and left in a box for returns. Children will be able to <b>scan books</b> in and out using a desktop scanner within their year group to allow no year groups to mix. The scanner will need to be regularly cleaned. The school will continue to promote online reading resources. The same will apply to in school reading of fiction books.</p> <p>The <b>Non-fiction library</b> will be open. Any non -fiction books going home from the year group will need to be scanned in the year group before going home. They will be returned by the Librarian to the shelves who will also scan the books back in.</p> <p><b>I-pads and laptops</b>  Teachers and TAs will make sure that every I-pad and laptop is wiped clean before and after use before being replaced in trolley. This will ensure safe use between year groups.</p> <p><b>Mobile phones</b>  Will only be allowed for children who walk home on their own. They will be kept in the school office, switched off. The child will take and retrieve phones from the office. (see updated mobile phone agreement)</p> <p><b>Year group phones in school</b></p>					
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		<p>Year group phones should be wiped after use, so that if a phone rings, adults are safe to answer. Signs reminding people to do this have been put up.</p> <p><b>Marking and feedback</b> will follow the current policy.  <b>Homework</b> activities will begin in September. Spellings, basic skills – read, tables, number skills will be placed on the Tapestry and Seesaw for children to complete remotely, but with provision for children without IT access.</p> <p><b>Monitors and Prefects</b> will be allocated in September. The school council will continue to run as normal. Although for the first half term, they will only work in their year group. This will be reviewed.</p> <p><b>Front desk</b> – deliveries/sign in and out  A <b>plastic screen</b> on the reception desk will remain in place. <b>Deliveries</b> will be left outside – staff will collect – <b>barrier</b> in office area to stop people coming forward and to stay in the door way. No chairs will be in the reception area.</p> <p><b>Parents</b> are still encouraged to not enter the office unless there is an emergency /pastoral concern- they can telephone or email for all other communication.  If a parent needs to talk to member of staff, they will be able to meet staff in school but will be asked to wear a face mask when moving around the school.</p> <p>The <b>digital signing system</b> away from the front desk- <b>staff</b> will use their swipe cards to sign in. The screen will be <b>cleaned regularly</b>. <b>Contractors and permitted visitors</b> will sign in digitally after using <b>gel</b> on their hands and wearing a face mask. Every visitor will continue to have their <b>temperature</b> taken with a digital thermometer and will <b>wash their hands</b> in the KS1 medical room before entering building.</p> <p>A <b>record</b> of who has visited the school can be accessed through the digital signing system, following the guidance on maintaining records of visitors and staff to support NHS Test and Trace.</p> <p><b>Medical/First Aid</b>  <b>Lesson time First Aid</b>  <b>Minor medical injuries</b> will be treated by the year team – there is a <b>stocked first aid kit</b> in each base with <b>PPE available</b> (mask, gloves and aprons). Medical record sheets will be on clipboards to <b>record minor injuries</b> which <b>must be returned to the office at the end of each day by the Lead Teacher</b>, so that a text can be sent to parents.</p> <p>For more <b>serious injuries</b>, 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><b>Breaktime First Aid</b>  <b>Minor first aid</b> 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).</p>					
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Poor ventilation increases the likelihood of infection	Pupils, staff and visitors. Risk of CV19 infection.	7) Always keeping occupied spaces well ventilated	<p><b>Once the school is in operation, it is important to ensure it is always well ventilated and a comfortable teaching environment is maintained. Teachers will need to review the class temperature and balance ventilation needs versus temperature. On very cold days, it may be that windows are closed when children are on the playground and only open when the class is in use. During the Autumn term, the school will receive CO2 monitors to help assess where air flow/ ventilation needs to increase. More guidance will follow when delivered.</b></p> <p><b>Ventilation</b>  <i>To balance the need for increased ventilation while maintain a comfortable temperature, the following measure will be used as appropriate: Opening high level window in preference to low level to reduce draughts; Increasing the ventilation while spaces are unoccupied (during break and lunch, when a room is unused.); Providing flexibility to allow additional, suitable indoor clothing – see clothing; Rearranging furniture where possible to avoid direct drafts.</i>  <i>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</i></p> <p><b>Natural ventilation</b>  Areas where teaching takes place, where possible and safe to do so, will be <b>ventilated</b> through the use of open windows and doors.</p> <p><b>Doors maybe propped open</b>, 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><b>Windows</b> to be open all day, where possible to allow for air flow.</p> <p><b>Mechanical ventilation</b>  <b>Air con</b>  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><b>Fans</b>  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><i>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Heating will be on until 4:15pm and reviewed daily.</i></p> <p><b>Clothing</b>  As classrooms will be well ventilated and when the weather is colder, children will be asked to wear school uniform with additional warm layers of suitable clothing, as needed.</p>	AP/SLT/ Site manager/ teachers/ teaching assistants	13/08/21	4	2	8

Unavoidable, direct contact leads to the spread of infection.	Pupils, staff and visitors. Risk of CV19 infection.	8. Where necessary, wear appropriate personal protective equipment (PPE)	<p>Guidance on <a href="#">safe working in education, childcare and children's social care</a> states that the majority of staff will not require PPE beyond what they would normally need for their work.</p> <p>PPE will be worn - gloves, masks and apron for the following;</p> <ul style="list-style-type: none"> <li>• Significant first aid where close contact is needed</li> <li>• Intimate care – where PPE would be worn anyway</li> <li>• When a child has symptoms of Covid19 is in the medical room and the adult can't be 2m away.</li> <li>• RPI</li> </ul> <p>Visors will be used where bodily fluids/droplets could be transferred, e.g. where a child is very sick, crying/runny nose as a result.</p>	AP/SLT/ Office/ Site manager/ Teachers/ TAs	13/08/21	4	2	8
Adults enter the school with COVID-19 symptoms	Pupils, staff and visitors. Risk of CV19 infection.	9 Promote and engage in asymptomatic testing	<p><b>Lateral Flow Testing</b>  <i>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</i></p> <p><b>Testing for all staff</b> - This includes pre-school staff, kitchen staff and any regular / peri staff. Willow staff will run their testing through Springwell. If a high number of staff do not opt in this will increase the risks for all.</p> <p><b>All staff are strongly encouraged to 'opt in'</b>. However, this is a voluntary/opt in scheme and the DFE are clear that staff that choose not take part will still be allowed to come to school. <b>Before opting in</b>, staff will need to read the privacy notice, the 'How to' guides and watch the video below, to understand data protection for testing. <a href="https://www.youtube.com/watch?v=S9XR8RZxKNo&amp;list=PLvaBZskxS7tzQYIVq7lwH5uxAD9UrSzGj">https://www.youtube.com/watch?v=S9XR8RZxKNo&amp;list=PLvaBZskxS7tzQYIVq7lwH5uxAD9UrSzGj</a></p> <p><b>Staff who are working at home do not need to take a test when they are not in school.</b>  Staff must take a test before they come into school, this will apply to part time staff who only work certain days each week. Their testing pattern may be different because of the days they work.</p> <p><b>Collecting test kits (Lateral Flow test LFT)</b></p> <ul style="list-style-type: none"> <li>• Tests will be stored securely in the main office at room temperature, Only the office team will have access to these.</li> <li>• Test kit boxes (7 kits) will be issued from the main reception only- behind the plastic screen. This will be recorded and include the person issuing the test, lot number, expiry date and the name of the person being issued the test. Therefore, kits will only be issued during usual office hours. All staff will be given a new updated instruction booklet- (this does not have a picture on the front). When opening the test kit box for the first time take out the booklet in side and destroy (this is the one with the picture on the front)</li> <li>• In collecting a test kit, staff are 'opting in' and that they have read the privacy notice, watched the instruction video and the guidance emailed 21-1-21.</li> <li>• There enough tests for 3.5 weeks in the box. DFE will re supply the school after 3 weeks. Clare H will monitor and ring if they do not arrive on time</li> <li>• Once test kits have been collected they must be stored securely and away from children. Staff are responsible for their test kits once they have collected them.</li> </ul>	AP/SLT/ All staff	13/08/21	4	2	8



			<ul style="list-style-type: none"> <li>• <b>The privacy notice outlines what data will be collected and why.</b></li> </ul> <p><b>Taking the test</b></p> <ul style="list-style-type: none"> <li>• DFE recommends taking the test twice a week and in the morning before coming to work</li> <li>• However, where staff come to school early and taking the test is practically not possible before school. The test can be taken the evening before. The first few times should be done in the evening anyway while staff get used to the instruction process. <b>The test process can't be rushed and needs concentration to be done accurately.</b> If after a few weeks staff are in a routine, they can do this in the morning that is fine, otherwise taking the test the evening before, is also fine.</li> <li>• <b>At Bitterne CE Primary testing days are Sunday evening/ Monday morning and Wednesday evening/ Thursday morning</b></li> <li>• The process in the video / booklet must be followed accurately, particularly when interpreting the results and disposal of test kits</li> <li>• <b>Test kits are for staff use only.</b> They must not be used on any other family members.</li> <li>• If staff have any COVID symptoms, they should book a PCR test immediately and isolate, as they would do usually. They should not use the supplied LFT kit.</li> </ul> <p><b>Reporting the test</b></p> <p>To report the result to school staff will complete a Google form <a href="https://docs.google.com/forms/d/e/1FAIpQLSeBzZZnqzrAwn6-Lrjx17fpBIIAeMuFUiZ8RZVwV-doTOzVg/viewform">https://docs.google.com/forms/d/e/1FAIpQLSeBzZZnqzrAwn6-Lrjx17fpBIIAeMuFUiZ8RZVwV-doTOzVg/viewform</a></p> <p>To report the result to Track and Trace staff will use this link <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></p> <ul style="list-style-type: none"> <li>• If the test is <b>negative</b>, staff can come to school as usual. Staff will need to inform the school of their negative result and also report the result online or by phone to track and trace.</li> <li>• <i>Staff and pupils with a <u>positive</u> LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a PCR test to check if they have COVID-19. Staff must ring Andy or Clare H to inform them of a positive result.</i></li> <li>• <i>Where a case is identified, the designated staff member should initiate contact tracing procedures. Close contacts will be identified via NHS Test and Trace.</i></li> <li>• <i>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</i></li> <li>• Staff need to report the result online <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> or by phone to track and trace and book a PCR test to confirm the result. If the PCR result is negative, then staff don't need to continue isolating. If the PCR is positive, then you will continue to self-isolate for the 10 days</li> <li>• If staff have taken the test in the evening, <b>they will report to Andy or Clare up to 8pm that evening.</b> If staff take the test after 8pm and it is positive, they will ring Clare H after 6am the next day.</li> </ul>					
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Infections identified in school spread to the wider community.	Pupils, staff and visitors. Risk of CV19 infection.	<b>RESPONSE TO ANY INFECTION</b> 10. Engage with the NHS Test and Trace process	<p><b>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. The school will continue working with PHE in the case of a local outbreak. Public Health England health protection team.</b> Email <a href="mailto:HIOW@phe.gov.uk">HIOW@phe.gov.uk</a>; <a href="mailto:phe.hiow@nhs.net">phe.hiow@nhs.net</a> Telephone 0344 225 3861 (option 1 to 4 depending on area) Out of hours advice 0844 967 0082 DfE helpline 0800 046 8687.</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"> <li><u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have <b>symptoms</b>, and must be sent home to <b>self-isolate</b> if they develop them in school and get a PCR test as soon as possible. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet</li> <li>provide details to <b>NHS Test and Trace</b> of anyone they have been in close</li> </ul>	SLT	13/08/21	4	2	8

			<p>contact with if they were to test positive for coronavirus (COVID-19)</p> <ul style="list-style-type: none"> <li>• <u>self-isolate</u> if test positive for COVID-19,</li> <li>• Self-isolation is not required if someone you live with has symptoms of COVID-19 and the member of staff is fully vaccinated, under 18 years, is taking part in vaccine trial or is not able to get vaccinated for medical <b>reasons.</b></li> </ul> <p><b><i>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</i></b></p> <p>All schools have been sent a supply of home <b>testing kits</b>. These will only be distributed where obtaining a test through the usual channels is not possible. The decision of giving a home test kit will be at the discretion of the headteacher on a case by case basis.</p> <p><b><i>It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</i></b> Further information is provided in guidance <u>Coronavirus (COVID-19): test kits for schools and FE providers</u>.</p> <p><b>NHS Covid-19 App</b>  <b><i>The app is available to anyone aged 16 or over to download if they choose. Staff members will also be able to use the app.</i></b></p> <p>PHE H&amp;IW Guidance on the use of apps in school is available:  <a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p> <p>The factsheet confirms that users can pause/turn off the tracing function in schools:  <a href="https://www.covid19.nhs.uk/pdf/parents-carers-over16s-factsheet.pdf">https://www.covid19.nhs.uk/pdf/parents-carers-over16s-factsheet.pdf</a></p> <p>At this school, we are continuing to maintain robust policies and control measures, therefore we ask all staff to disable their Bluetooth in the APP to avoid staff being incorrectly identified as a close contact where Bluetooth has connected through walls and ceilings.</p>					
Poor control measures lead to rapid infection across bubbles.	Pupils, staff and visitors. Risk of CV19 infection.	11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p><i>Staff and parents are required to report the test result via the NHS Online reporting system for both negative, void and positive test results and should also report the results to the school.</i></p> <p><i>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to</i></p>	SLT	13/08/21	4	2	8

			<p><i>take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</i></p> <p><i>If there are several confirmed cases within 14 days, the school may have an outbreak. The school will contact PHE, Derek Wills and DfE to seek advice, if any additional action is required.</i></p> <p>The school will take swift action when advised by PHE that control measures will need to be reintroduced.  <b>Contact detail that may be required if control measure need to be reintroduced:</b>  <b>DFE</b> helpline - <a href="mailto:dfc.coronavirushelpline@education.gov.uk">dfc.coronavirushelpline@education.gov.uk</a> Phone: 0800 046 8687 option 1  <b>PHE</b> - PHE Hampshire and Isle of Wight Health Protection Team (South East), Fareham Borough Council Civic Offices, Civic Way, Fareham, PO16 7AZ Phone: <a href="tel:03442253861">0344 225 3861</a> (option 1 to 4 depending on area) Out of hours for health professionals only: please phone 0844 967008  <b>Derek Wiles</b> - Divisional Head of Education and Learning in Southampton phone: 07825691153.  Ofsted email <a href="mailto:enquiries@ofsted.gov.uk">enquiries@ofsted.gov.uk</a></p> <p>If the school is contacted by Television companies or newspaper reporters then the school will contact duty public relations 02380832000 or email <a href="mailto:communication@southampton.gov.uk">communication@southampton.gov.uk</a> to seek advice.</p> <p>Where individuals who are self-isolating and are within the definition of vulnerable, the school will put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p> <p>In the majority of cases, schools and parents will be in agreement that <b>a child with symptoms should not attend school</b>, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, <b>schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19)</b>. Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p> <p>The school will ask parents and staff to adhere to travel legislation, details of which are set out in government travel advice, where mandatory quarantine is required. (see travel guidance for entering England), Staff should not book travel to a country where the 10-day isolation upon return overlaps with their usual school working days.</p>					
Poor communication with local public health officers lead to	Pupils, staff and visitors. Risk of	12. Contain any outbreak by following local health protection team advice	The school will continue to work with their PHE and their local health protection team who will be able to advise any additional action required, if an outbreak of COVID-19 is identified within the school by Track and Trace or PHE.	SLT	13/08/21	4	2	8

uncontrolled outbreaks.	CV19 infection.							
School Operations	Pupils, staff and visitors. Risk of CV19 infection.	13. Parents and staff are aware of school procedures.	<p><b>All primary school pupils are expected to return to school on 7<sup>th</sup> September 2021.</b></p> <p><b>Communicating the plan to Parents</b> An updated plan and FAQ's have been sent to parents. Further information with updates will be sent as situations change. The risk assessment will be placed on the school website.</p> <p><b>Transport</b> Social distancing has significantly reduced available transport capacity. This guidance sets out a framework for supporting transport to and from schools. Further guidance is set out in the <a href="#">transport to school and other places of education: 2020 to 2021 academic year</a>. The school does not have dedicated school transport. Families using <b>public transport</b> should refer to the <a href="#">safer travel guidance for passengers</a>. The school has shared information with parents for travelling on public transport.</p> <p><b>Attendance</b> <b><i>School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</i></b> <b><i>The usual rules on school attendance apply, including:</i></b></p> <ul style="list-style-type: none"> <li><b><i>parents' duty to secure their child's regular attendance at school (</i></b></li> <li><b><i>the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</i></b></li> </ul> <p><b><i>The school will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.</i></b></p> <p><b>Remote Learning</b> The school will support pupils with remote learning if they are self-isolating, using Seesaw and Tapestry, and are unable to attend school as they are following government guidance or legislation around COVID-19. (see school guidance for remote learning.)</p> <p><b>Self-isolation and Shielding</b> <i>Children under 18 years old will no longer be required to self-isolate if they are contacted by NJS Test and Trace as a close contact of a positive COVID-19 case. They will be advised to take a PCR test.</i></p> <p><i>All CEV children should attend their school unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend. (See further guidance on supporting pupils at school with medical conditions)</i></p> <p>Where a <b>pupil is unable to attend school because they are complying with clinical or public health advice</b>, the school will offer them access to <b>remote education</b>. The school will keep a record of, and monitor engagement with, this</p>	SLT	13/08/21	4	2	8

			<p>activity. The school will liaise with parents, to ensure learning is provided for that child.</p> <p><b>Vulnerable Children</b>  <i>Where pupils who are self-isolating are within the Government's definition of vulnerable, systems will be in place to keep in contact with them.</i>  <i>The school will</i></p> <ul style="list-style-type: none"> <li>• <i>Notify their social worker</i></li> <li>• <i>Agree with the social worker the best way to maintain contact and offer support.</i></li> </ul> <p><i>Procedures will be in place to:</i></p> <ul style="list-style-type: none"> <li>• <i>Check if a vulnerable pupil is able to access remoted education support</i></li> <li>• <i>Support them to access it</i></li> <li>• <i>Regularly check if they are accessing remote education.</i></li> </ul> <p><b>School Workforce</b>  <i>This risk assessment will be shared with all members of staff, including updates made. Staff will be asked to electronically sign to say that they have read the risk assessment and will comply with the measures set out in it.</i></p> <p><b>Staff who are clinically extremely vulnerable</b>  <b><i>Clinically extremely vulnerable staff are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</i></b></p> <p><b>Staff who are clinically vulnerable</b>  Clinically vulnerable staff can continue to attend school. Whilst in school, they should follow the measures set out in the school's risk assessment.</p> <p><b>Staff who are pregnant</b>  <i>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</i></p> <p><i>If a school is notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, the employer must take appropriate sensible action to reduce, remove or control them.</i></p> <p><i>Employers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch COVID-19. Guidance can be found:</i>  <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a></p> <p><b>Staff who may otherwise be at increased risk from Covid-19</b></p>					
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		<p>lunch team, on days when there are not team absences, this will mean that the Lead MDSAs will be on call for lunchtime issues and medical concerns.</p> <p><b>Peripatetic and Sports Coaches.</b>  Showcase Music and Learning Through Sport managers will share their own risk assessments for peripatetic and sports coaches with the school and vice versa, including updates, to ensure risks are minimised.</p> <p><b>Volunteers and Students</b>  Parent volunteers and students will be permitted entry to the school and this will be reviewed. They will need to follow all the current measures which will be identified at their induction.</p> <p><b>Recruitment</b>  <i><b>Recruitment should continue as usual.</b></i> The school will adhere to the legal requirements regarding pre-appointment checks set out in part 3 of the statutory guidance <a href="#">keeping children safe in education</a>.</p> <p><b>Expectation and deployment of ITT trainees</b>  <i><b>We strongly encourage schools to consider hosting ITT trainees.</b></i>  Trainees will follow the school rules and risk assessment. They will be mentored by the Assistant Headteacher. They will also be offered Lateral Flow Tests in the same way other school staff are.</p> <p><b>Performance Management</b>  <i>Maintained schools must continue to adhere to the School Teachers' Pay and Conditions Document (STPCD), which includes the requirement to ensure that all pay progression for teachers is linked to performance management.</i>  <i>Schools must ensure that teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to meet fully their objectives.</i>  <i>Appraisals and performance management for support staff should be carried out in accordance with the employee's contract of employment. DfE does not specify pay or terms and conditions of employment for support staff.</i></p> <p><b>Staff Taking Leave</b>  <i>As would usually be the case, staff will need to be available to work in school during term time.</i></p> <p><b>Pupils travelling from abroad</b>  <i>All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice. Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</i>  (see guidance – government travel advice and quarantine and testing guidance)</p> <p><b>School Meals</b></p>					
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		<p>The school kitchen will be fully open and normal legal requirements will apply to the provision of food. The school will continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.</p> <p><b>School Meetings</b> Will be face to face meetings for an hour each week. There will be a rota for meetings to incorporate staff meetings, phase, year group team meetings and subject leadership meetings. Staff will aim to distance as much as possible with teams from other year groups</p> <p><b>Leadership and SLT Meetings</b> will be every 2 weeks or when required face to face.</p> <p><b>Teaching assistant meeting</b> will be organised by Clare Bailey SENCO.</p> <p><b>Entering Offices</b> For all office areas and enclosed work rooms, even if the door is open, adults will <b>wait outside the door</b> unless they are part of that work area. If a conversation is needed the visiting adult would then be invited in to sit in a socially distanced way. When everyone is seated and distanced safely face coverings could be removed. There will be <b>black and yellow tape on the floor</b> on the door thresholds as a visual prompt. This applies to the main office, DHT office, HT office, KS2 back office, KS1 site manager office, Speech and language, nurture etc</p> <p><b>Site office</b> The <b>Site Manager and the Assistant Head / and others</b> who use the office area off KS1 library are able to be socially distant and work at the same time. However, maintaining distance if another person joins a meeting this will be assessed at the time so the room is not overcrowded</p> <p><b>Home Learning</b> will <b>not continue</b> unless advised to by PHE. However, if at any time the school or classes need to close home learning will be reinstated using SEESAW APP for Years 1 to 6 and Tapestry for Year R. 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. (See website for home learning and home learning policy. There is also guidance and support information for parents)</p> <p><b>Zoom conferencing</b> can be used to meet with colleagues or parents. Protocols for Parents (see school website) and staff have been created and all staff will be expected to follow them.</p> <p><b>Parents evenings. There are no face to face parents" evenings planned for the first half term</b> . By Half term we will review whether these can start as face to face again While the meetings are being done remotely. Teachers will phone each parent on specified dates to conduct discussions. If further meetings are required, these will also be conducted through a telephone conversation.</p> <p><b>Safeguarding Addendum</b> (Safeguarding Policy and Child Protection Policy) will be revised in line with KCSIE 2021 and shared with all staff. <b>DSL and the deputy will</b></p>					
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		<p><b><i>be provided with more time to help provide support to staff and children regarding new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate. They will co-ordinate multi-agency working within school, including communication with school nurses.</i></b></p> <p>All <b>governors</b> (Chair/vicechair/safeguarding) can visit the school site for any safeguarding/ governor matter or the monitoring of safeguarding. They would follow the same procedures for other visitors to the school.</p> <p><b>Year Group Emails</b> 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 @.</p> <p>All pastoral, medical and urgent home communication to be sent to info@ as monitored throughout the day by the office.</p> <p><b>School Videos</b> will be produced by teachers to a high quality if and when required.</p> <p><b>Estates</b> All pre-term building check will be undertaken to make the school safe. <i>There is no need for class sizes to be adjusted from the usual size.</i></p> <p><b>Fire Drill</b> A fire drill will be implemented as normal school procedures. Before this, children will be taught the procedures and expectations for a quick and orderly evacuation from the building. Guidance is to leave a.s.a.p. and keep year groups separate from each other.</p> <p><b>Educational visits</b> <i>The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of the risk assessment</i></p> <p><b>Year 6</b> will be attending <b>Osmington Bay</b> – See separate risk assessment from Osmington Bay Centre and the school's separate risk assessment for the trip.</p> <p><b>City Mission</b> will be visiting each year group in the school and will follow the school risk assessment. Adults will wear mask when moving around the school.</p> <p><b>School Events</b> <b>Harvest Service</b> will be remote due to development work on the church building.</p> <p><b>Year R new parent tours</b> – 4<sup>th</sup> Nov School staff will keep a social distance from parents and will also be wearing a face visor inside the building. TBC these may be held outside of usual school time</p> <p><b>Uniform Children</b> 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><b>Adults</b> will be expected to follow the dress code stated in Bitterne CE Primary Staff Dress Code document. During cold weather, children and adults will be encouraged to wear additional warm layers, as needed.</p> <p><b>Sports kit</b> – will be worn to school on designated days when children are completing PE or games sessions.</p> <p><b>Wraparound provision and extra-curricular activity</b> <b>After school club – Musketeers</b> The club will run as usual for all children who require it. The club will aim to be outside for the majority of time and use the KS2 hall when available <b>socially distancing with the windows open for ventilation.</b> Children will <b>leave through main reception</b> 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. <b>Parents will wait outside</b> reception area to collect. If assistance is needed during club time, they will alert staff using a Walkie Talkie.</p> <p><b>Bitterne Community Pre-school</b> Pre-school will use the <b>wooded area</b> 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 <b>use small gate and path</b> next to main car park gates. This will be access and exit for parents and preschool children. They will <b>lock the gate</b> 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><b>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.</b></p> <p>School and Pre-school to <b>inform</b> each other if they have any positive cases of Covid 19 confirmed.</p> <p><b>Willow Class</b> School and Willow class to <b>inform</b> each other if they have any positive cases of Covid 19 confirmed. On entry, Willow class will be <b>escorted</b> by their designated adults from the taxis area and come in the Brownlow Gate and follow the <b>one-way system</b> across the bark and down the steps to the playground door for the Willow class. The adult will hold a gate key to access any gates closed at this time. 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 2W for PE and Breaktimes outside to aid integration of the Willow class. Willow adults will support children's needs during these times.</p>					
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		<p>Willow will follow this risk assessment in relation to Fogging. If Willow have a suspected COVID case they will take the other children outside and clean the room, tables and chairs. If the room can be used they will use it after cleaning. If it is raining or cold they will take the remaining two children into KS1 hall and set up a distanced learning space.</p> <p><b>After school Clubs</b> Will resume, they will complete their own risk assessments in line with the school risk assessment and show it to the school for agreement before clubs begin.</p> <p><b>Lost Property</b> Parents will be encouraged to have every item of their child's clothing and other items labelled. This will mean it can be returned to the child and will not need to be in the lost property box.</p> <ul style="list-style-type: none"> <li>• Lost property will be <b>stored safely</b> in 2 lidded boxes: One in KS1 library entrance area; One in KS2 copier area</li> <li>• These will be taken out by a nominated person at 2.50pm each day and brought in at 3.20pm when the gate closes.</li> <li>• There will be <b>hand gel</b> available for parents to use and they must do this <b>before and after handling any items</b> There will be a notice to remind parents about this</li> <li>• Parents can bring their own gloves, if they know they will need to look in lost property.</li> <li>• Parents must go to the box one at a time in order to socially distance.</li> </ul> <p><b><u>Strategy to reduce items added to lost property</u></b></p> <ul style="list-style-type: none"> <li>• Before any item is added to the lost property boxes, it will safely be checked to see if there is any name on any of the labels. If there is , then it will be returned.</li> <li>• Staff should make sure they <b>wash their hands or at least use handgel</b> after touching a child's clothing</li> <li>• Children will be reminded to collect jumpers / coats etc after break and lunch</li> <li>• Staff on duty will check the bubble area for any items left after lunch time and seek to return them. ( lunch supervisors should check the area after duty )</li> <li>• Any jumpers. items etc left in class, <ul style="list-style-type: none"> <li>○ will be checked for a name and returned if there is a name</li> <li>○ If there is no name , keep safely and show the children the next session or day to try and find the owner in the bubble . It can then be labelled, in case it gets lost again.</li> <li>○ Only after both the steps above have happened should it be sent to the Key Stage lost property box.</li> </ul> </li> </ul> <p><b>Walkie-Talkies</b> Where possible, each member of staff will have the use of a walkie-talkie to ensure they can contact the office if a child or adult develops symptoms of Covid-19 or if they require first aid, or support. At the end of each working day, the walkie-talkies will be returned to a specified area in the school office, so that they can be disinfected. Staff will not leave walkie-talkies laying around to ensure they are not touched by others.</p>					
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What if the school was contacted by a reporter, who would staff contact?

Staff would contact Duty Media 02380832000 [communication@southampton.gov.uk](mailto:communication@southampton.gov.uk)

School would also contact the Diocesan media team 07841020836

No member of staff would talk to the reports themselves

What if the kitchen has to close?

Contact City Catering 02380332226. They will organise delivery of food or replacing staff members.