



XII Apostles RCPS

Returning to school in September 2020

Risk Assessment/Action Plan

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The government has set out its intent and plan for all children to return to school full time from the start of September. It is our plan that year groups 1 – 6 will return to school full-time from the beginning of the Autumn term – Thursday 3rd September 2020 (1st and 2nd Sept/Staff INSET). The new Reception cohort will begin a transition programme on 3rd September in a series of preschool workshops over a 10 day period leading to a staggered intake. Beginning on the Thursday 17th September, we will start to phase the Reception children into school in small groups of 6 children on a full time basis. This will mean that all Reception children will be attending school **full time by the 28th September.**

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the Autumn term, including those in school-based nurseries. Schools should not put in place rotas."

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the Autumn term that address the risks identified using the system of controls set out below.

These are an adapted form of the system of protective measures that will be familiar from the Summer term.

Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks where possible
- staff maintaining distance from pupils and other staff as much as possible. **No touch rule**

Many of the protocols and procedures that were implemented during the Summer term will remain the same in the Autumn term with the expectation that they will be further embedded so that children who did not attend in the Summer term will themselves adopt the measures also.

All protocol and procedures are aligned to the Risk Assessment of Schools document that has been produced in conjunction with LA guidance and DfE 'Guidance for full opening: schools'

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

It is a legal requirement to review and update the previous risk assessment.

The following plan outlines relevant detail from the government's guidance with further detail about how Twelve Apostles RC Primary School will adopt measures and ensure compliance to the statutory elements within.

The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely. The government has set out its intent and plan for all children to return to school full time from the start of September. It is based on a **twin strategy of limiting contact between pupils and implementing hygiene measures** (these are described in more detail within 'system of controls' in the published guidance - see section one)

The DfE has stated that social distancing and bubbles should **not be seen as alternative options** and that both measures "will help". However, it points out that "the balance between them (social distancing and use of bubbles) will change depending on children's ability to distance, the layout of the school and the feasibility of keeping distinct groups separate while offering a broad curriculum." It also states, "When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups."

The DfE has recognised that strict social distancing will not always be possible, especially with primary-aged pupils. The guidance specifically states: "We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group."

All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.....The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Twelve Apostles RC Primary School has made them appropriate to our specific context and circumstance.

Systems of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1)** minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
- 2)** clean hands thoroughly more often than usual
- 3)** ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4)** introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5)** minimise contact between individuals and maintain social distancing wherever possible
- 6)** where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7)** engage with the NHS Test and Trace process
- 8)** manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9)** contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Numbers 7 to 9 above may require school to share pupil/parent contact information with public health officials.

This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Our school will:

- work alongside Wigan LA H&S Department (our specialist Health and Safety advisors) to ensure that risk assessments are carried out fully and used to create safe working environments for staff and pupils. The LA generic risk assessment will be used to inform schools' risk assessment
- use the risk assessments to **plan** what measures need to be put in place to ensure safety of pupils, staff and families
- engage fully with staff, unions and Governors to ensure that all are consulted about the risk assessments
- collaborate with schools within Wigan LA and LLG consortia to ensure parity and consistency for parents and the wider community, whilst recognising that one approach will not fit all schools

- communicate clearly, with parents, at each stage. This will
 - reassure parents that safety is of paramount importance and staff are working together to plan for what a safe re-opening will look like, in relation to national guidance and the particular layout of our school
 - class teacher to contact parents by phone to discuss what the re-opening of school will look like thus giving parents the opportunity to ask questions
 - clarify that schools are working with the LA and across the LLG to ensure consistency of approach where possible
 - explain to parents that a risk assessment is currently underway to mitigate any risks and inform any plans for re-opening
 - Reassure parents that the plans will be shared as soon as possible

This risk assessment will be kept under constant review in light of:

- Current situation regarding the infection/R rate
- Updated government guidance
- Changes required once the school is open to all children
- Feedback

Where necessary an individual risk assessment will be conducted for individual children and staff, to be read in conjunction with this risk assessment.

Risks	Actions/Controls
Pupil Numbers/ capacity	1.1 Limited the contact between pupil through children remaining in year group bubbles of 30 for the majority of the school day (exception SEND provision and interventions) 1.2 Wherever possible social distancing should be encouraged and a simple no touching approach needs to be instilled 1.3 The mixing of year groups will only be allowed for specialist SEND support so children can access the nurture provision. For some children this is vital for their transition back to school 1.4 After school sports clubs will be arranged in year groups on alternative days to take place in the school hall to ensure no contact between year groups but also continue to develop children physical activity 1.5 Breakfast club : 40 pupils in total organised in year groups 7 tables set up with separate resources for each year group 1.6 Children in year 1 to 6 will all return, dependent on existing staffing capacity on Thursday 3 rd September 1.7 Staggered intake for new Reception intake incorporating a transition plan and preschool workshops with all children being in full time on 28 th September 2020

<p>Pupils or staff displaying symptom of COVID</p>	<p>Staff/Pupil with the specified symptoms will stay at home and book a test. All family members should self isolate while waiting for test results They can return to school if test is negative and symptom free for 48 hours See Appendix 1 quick guide Positive Test result staff or pupil : see Action Plan Appendix 2 Staff /Pupil stay at home and self isolate for 10 days from when symptoms started or from the day of test if no symptoms Capacity: If one teacher tests positive the DHT and SENDCO will cover the class and TAs will be re deployed to the Nurture setting in the interim period and supply cover will be sought. The risk here is staff moving between bubbles and therefore stringent hygiene measures should be followed .The vast majority of TAs are G3 covering SEND and therefore not qualified to take classes for longer periods of time. We have 2 G4 and HLTA sports coach who can step in the interim period. If more than 2 teachers are absent we have not got capacity in school and will rely on supply cover. If teachers are isolating with their class and are well enough they will plan the home learning. If the class teacher is unwell the DHT or another teacher isolating will oversee the planning. We have plans in preparation to use for each year group and work books and work packs should this be for the 14 days isolation period (see detailed remote and blended learning plan)</p> <p>We have a small number of home testing kits in school and in accordance with guidance these should only be given to staff or pupils in exceptional circumstances to staff or pupils who can't obtain a test elsewhere. We have registered with the DFE online portal for priority testing kits</p>
<p>Pupils Loss of Learning</p>	<p>Paper packs to be sent home if children develop symptoms in school and awaiting a test or children can access the government recommended websites as outlined on the class page of the school's website Year group bubbles isolating for 14 days: remote learning planned using a mix of class do jos , purple mash , online web sites i.e. oak academy . Teachers will plan the work (see contingency plan) Formative assessment carried out Autumn term 1 to identify children for catch up or tutoring programme. Existing teaching staff will be given the option to tutor children after school to minimise disruption to learning in the school day</p>
<p>School environment: limiting contact and implementing hygiene measures</p>	<p>1.1 All contractors and service providers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection updated) signage. Office staff to ask question: Have you had a persistent cough, high temperature or loss of taste and smell in last 14 days? Has anyone in your household had any of these symptoms in the last 14 days?</p>

1. Visitors/contractors on site
2. Admin window
3. Parent contact
4. Space/room for children / staff if they become unwell
5. Hall

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<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

Use signs, poster's and regular reminders to raise awareness

- 1.2 Contractor visits must be of an 'urgent' nature or scheduled visits and, as much as possible, limited to areas where there are no staff/children and must wear a mask
- 1.3 All visitors observe good hand hygiene practice throughout the visit.
- 1.4 All visitors observe as far as possible the 2-metre+ rule
- 1.5 Visitors to sign in and out as is normal practice.
- 1.6 Consider times when contractors can complete work either before or after the school day.
- 1.7 Office staff to give relevant information regarding specific school rules, procedures and expectations and requirements
- 1.8 Parents to avoid entering school reception area where possible and if an emergency, only one at a time and must wear a mask
- 1.9 One room to be allocated for any visitors/meeting: hand gel to be placed in here and all visitors to wash hand before entering, no drinks etc provided for visitors and this is only in emergency circumstances and virtual meetings are not viable e.g. Police. All other meetings can take place via phone, or virtually. Space is a premium and therefore meeting should be carefully scheduled and booking system in place for the therapist room. This is the only available room
- 1.10 Discuss with caretaker /cleaner the additional cleaning schedule requirements (see cleaning schedule)
- 1.11 Maintaining records of staff and visitors to support the NHS Test and Trace
- 2.1 Admin window to be open only 1-inch to allow sound to carry
- 2.2 Only one parent at a time in the Reception area and must wear a mask
- 3.1 Parents to be limited to certain areas in/around school at pick up and drop off and there will be staggered start and finish times
- 3.2 Only one parent allowed on the playground to drop off their child
DHT and HT to be on Infant and Junior playgrounds, am and pm, and will monitor; time slots to be sent to parents
- 3.3 Parents to wear masks when they come onto the school playground. Staff wear masks at the beginning and end of school day when in a communal area with parents i.e. playground
- 3.4 No parents/visitors allowed in school for any 'events/assembly', etc
- 4.1 Allocated area for use if any children/staff become unwell: the therapist room
5. Assemblies will be delivered by HT or DHT to one class at a time in the hall. Only 1 class permitted in the hall at a time for lunch or other activities and equipment table to be wiped in between. Thus minimising risk of infection as year group bubbles not mixing in hall .

<p>The classroom environment: limiting contact and implementing hygiene measures</p> <ol style="list-style-type: none"> 1. How many in class at one time 2. Managing classroom environmental resources 3. Minimising spread of infection via resources e.g. pencil case 4. Seating 5. Ensuring adequate air flow 	<p>The DfE states 30 pupils in each year group 'bubble' based on a twin strategy of limiting contact between pupils and implementing hygiene measures. The emphasis in our school will be on separating the year groups rather social distancing within the groups. The DfE has recognised that strict social distancing will not always be possible, especially with primary-aged pupils. The guidance specifically states, "We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group."</p> <ol style="list-style-type: none"> 1.1 Children and adults in each bubble to remain the same wherever possible. Whenever possible TA's will deliver interventions to one year group thus minimising the contact adults have with different bubbles. When this is not possible staff can move between bubbles to allow for a full curriculum, meet needs of SEND pupils and provide PPA. These adult must ensure all hygiene regulations are followed e.g. thorough hand wash between groups and clean surfaces and maintain social distance where possible. Children will still be able to access the nurture provision as part of their essential SEND provision 2.1 Desks to be arranged so that children are facing the teacher where possible and avoid children facing each other where possible 2.2 During the Summer term use of resources was minimised. Classroom-based resources can now be used and shared within the year group bubble and cleaned regularly along with all frequently touched surfaces. 2.3 Resources shared between bubbles should be cleaned frequently and meticulously and be left unused between 48 and 72 hours before rotating 2.4 Remove unnecessary furniture to open up the classroom and organise the desks to face forward. 3.1 Each child to have a labelled zipped wallet with their own equipment e.g. whiteboard , whiteboard pen, pen, pencils, rubber, ruler, sharpener etc 3.2 We will limit the number of resources being brought from home. Children are not to bring bags to school and only bring essential items such as coat, hat and lunchbox. Lunchboxes must be a hard plastic that can be wiped down and stored in a larger box . Children can bring a water bottle to be taken home and washed each night. 3.3 To avoid the amount to be brought into school, all homework will be done electronically in line with new homework policy. Children can access electronic reading book schemes. Physical books will be sent home with less frequency. Any child unable to access home learning or homework will attend a year group lunch time club 3.3 PE kits are not to be brought to school. Children to come to school in their clean PE kits on PE day 3.3 Staff must not allow children to use smart board 3.4 Individual IT equipment must be wiped clean after use by children 3.5 Children in KS1 hang coats up in the classroom as normal. In KS2 the staggered start/finish times avoid congestion in the cloakroom and therefore children can use this area. No bags or PE kits leaves more available space. Having coats on the back of chairs or in class poses a greater risk (trip hazard, fire exits)
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	<p>4.1 Children to sit at the same desk when possible. Tables to be wiped if children do move from their own desks</p> <p>4.2 Tables and regularly touched surfaces to be wiped regularly throughout the day by TAs using standard detergents products.</p> <p>4.3 Tables can be used in the resource area when needed; however, one table should be allocated to one year group and be cleaned between uses. Only 2 year groups to use resource area at a time to avoid contact with a substantial distance between the tables. This must be planned for in KS2</p> <p>4.4 Year 1 and 2 can use the 2 tables outside the classroom but must ensure there is a screen/barrier between them</p> <p>4.5 The library table in KS1 can be used in the morning for sound write intervention but should be cleaned between uses. This can be used by Year 2 in the afternoons</p> <p>5 Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</p> <p>5.1 Open windows and doors in classrooms to promote through ventilation</p> <p>5.2 If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed</p> <p>5.3 Intermediate fire doors along the escape route can only be left open if they are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the 'Dorgard'</p> <p>5.4 Air Conditioning Units do not need to be switched off unless you have a centralised ventilation system – Seek advice from your Heating Ventilation and Air Conditioning engineer. (HVAC) All windows to be kept open</p> <p>5.5 Use outside space for learning where possible but ensure different year groups do not use at the same time</p>
<p>Breakfast Club: limiting contact and implementing hygiene measures</p>	<p>1.1 Children to decide menu on previous day and will be served food. No buffet style</p> <p>1.2 Children to wash hands upon entering and leaving breakfast club. Staff to administer liquid soap and children go and wash hands</p> <p>1.3 Children to have individual pack of resources</p> <p>1.4 Children to be reminded about no touch rule and social distancing on a daily basis</p> <p>1.5 Where possible children sit on tables in year groups with a daily activity</p> <p>1.6 Use virtual learning resources on big screen e.g. CBBC Newsround daily</p> <p>1.7 Rotate table top activities over a 2 weeks period ensuring resources are cleaned and left for recommended 48 hours or 72 hours for plastic</p> <p>1.8 Only one parent at a time must come into the entrance and the others wait on marked crosses outside</p> <p>1.9 Parents to enter through infant gate</p> <p>1.10 Only one parent to drop off</p>

<p>After School Clubs: limiting contact and implementing hygiene measures</p> <p>New restriction 5th November; after school sports clubs no increased or additional risk of infection so these will continue due to children accessing in year group bubbles and with internal coach</p>	<p>Sports Clubs</p> <p>After school sports clubs will be offered to specific year group bubbles on alternate nights</p> <p>1.1 The sports clubs will avoid contact sports and we will offer e.g. yoga, gymnastics, badminton</p> <p>1.3 Children to wash hands before and after clubs HLTA administer liquid soap</p> <p>1.4 HLTA to ensure all equipment cleaned before and after sports clubs</p> <p>1.5 Children to be reminded about no touch rule and social distancing on a daily basis</p> <p>1.6 Sports clubs take place outside : weather permitting</p> <p>Sports coach HLTA is employed by school and does not move between school</p> <p>Choir</p> <p>1.7 KS 2 Choir will be cancelled in the Autumn term . Choir to be limited to one year group in the Autumn Term 2 to prevent cross-bubble contamination Canceled during restrictions.</p> <p>Music Tuition</p> <p>1.8 Peripatetic music lessons can resume on a 1:1 basis. Due to space and social distancing these will need to be delivered after school. (see Music services risk assessment) Canceled during restrictions</p> <p>1.9 Peripatetic teachers must adhere to hygiene and social distancing as stated in DFE guidance</p> <p>1.9 Peripatetic teachers must ensure all equipment and surfaces are cleaned</p> <p>1.10 Peripatetic teachers should avoid coming on the same evening to minimise number of visitors to school</p> <p>1.11 Parents must wait for their child outside whilst having music lesson</p> <p>1.12 Peripatetic Singing teacher must ensure physical distancing and position pupil back to back or side to side</p> <p>1.13 Avoid sharing instruments</p> <p>1.14 Ensure good ventilation in room</p> <p>Other Extra Curricular Clubs</p> <p>1.15 All other after school clubs e.g. computing /science /eco will be offered to specific year groups and follow hygiene /social distance rules Postponed and to be reviewed in Spring</p>
<p>Catch Up Tuition Classes</p> <p>No increased risk of infection</p>	<p>No increased risk of infection</p> <p>Delivered to small group 4-6 from the same class bubble after school (targeted children)</p> <p>Children remain in same class</p> <p>Tables to wiped before and after sessions</p> <p>Children use the same personal equipment used in class</p> <p>Year 4 and 6 same class teacher to deliver tutoring</p> <p>Year 2,3 and 5 delivered by teacher connected with school that do not move between schools</p> <p>These teachers induction risk assessment : wear visors and ensure the teach at the front 2m distance</p>

<p>Lunchtime/playtimes Limiting contact and implementing hygiene measures</p> <ol style="list-style-type: none"> 1 Social distancing whilst eating 2 Social distancing at the lunch 'hatch' 3 Cleaning tables afterwards 4 Maintaining social distancing at play times 5 Outside equipment 	<ol style="list-style-type: none"> 1.1 Children to eat in classrooms or outside for picnics on grass or at tables 1.2 Children who bring own packed lunch must bring it in a plastic wipe clean box 1.3 Classes in KS 2 will eat in the hall at 2 sittings 12 and 12.30 rotating with the other 2 classes each week 1.4 Lunches to be delivered to each class by Mrs Booth/Mrs Foster and left outside the door for class staff to collect. All refuse to be put in bin bag and left outside the door to be collected, later, by Mrs Booth/Mrs Foster. Hot takeaway style food to be eaten as soon as possible when delivered to class and must not be reheated 2.1 When children go into the hall they will sit 4 to a table and be invited up a table at a time to the hatch they will line up at least 1 metre apart (marked with tape) 2.2 Cook to click their name on screen 3.1 Staff to wipe tables after each year group have eaten 4.1 Playtimes to be on a rota basis and both playgrounds to be divided in 2. Reception to use their own outside play area but may want to take their children out to enjoy wider spaces when it is free 4.2 Staff to use KS 1 and KS 2 staff room. No more than 6 in at a time. Guidance to minimise contact and minimise use of staff room 4.3 Review security access to the play areas and level of control. 4.4 Use separate classroom doors to enter and exit classrooms except Year 6 base - use junior exit door, and Rec base use Infant door 4.5 Allocate areas for play and quiet activities to small groups under the supervision of a member of staff with line of sight 4.6 Children play only with children in their own year group bubble 5.2 Outdoor play equipment can be used but should be more frequently cleaned
<p>Movement around school Limiting contact and implementing hygiene measures</p> <ol style="list-style-type: none"> 1 Corridors 2 Entering/leaving school at start/end of day 3 Worship 4 Managing fire/lockdown procedures 	<ol style="list-style-type: none"> 1.1 Children to remain in bubbles and avoid, where possible, free flow movement down corridor; when they use the hall for physical exercise children must walk at a distance from each other (low risk when children adults passing briefly on corridor) 2 Anyone entering the school site must follow the UK Government social distancing Guidelines. <ul style="list-style-type: none"> • Anyone entering the school site may have their temperature taken and be asked the following questions: <ul style="list-style-type: none"> ○ Have you had a persistent cough, high temperature or loss of taste and smell in last 14 days? ○ Has anyone in your household had any of these symptoms in the last 14 days? • Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 10 days and the rest of their household for 14 days.

5 Toilet use- lesson times / playtimes

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<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

Use signs, poster's and regular reminders to raise awareness

- Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves and their household for the appropriate amount of days.

SEE APPENDIX 1

- 2.1 Children line up on marked crosses prior to entering the building
- 2.2 Staggered start and finish times to the school day to avoid contact (see timetable)
- 2.3 Discourage parents from gathering at school gates
- 2.4 Only one parent to come onto the school playground
- 2.5 Display signage at all entrances into school and along corridors to raise awareness of social distancing (change signage)
- 2.6 Review one way pedestrian system and make adjustments where necessary to consider the larger numbers of pupils and parents attending the premises using the pathway from the main gate to the building entrance as the in-route and where possible a second exit route separated by distance as from the building entrance to the highway, i.e. open infant gates
- 2.7 **Prohibit** use of car park after 8.30am
- 2.8 The floor is already marked 2m distance and we will encourage children to adhere to this
- 2.9 Display signage for social distancing at the gate entrance and along the route to the office including the exit to the public highway
- 2.10 Infants enter infant gate (opening another entrance point) and juniors enter junior gate (see detailed timetable)
- 2.11 Leaving the school site
 - Pupils and parents will leave the school site via the specified gates.
 - Pupils are asked to leave site straight after their activity has finished.
 - Hand sanitiser station will be available on exit to the building.
 - Maintain as much as possible, the 1 metre+ distance rule.
 - Use marked walkways where possible
3. No assemblies as a whole school, but class collective worship delivered daily. One class per day will be invited for class assembly in the hall delivered by the HT or DHT.
- 4.1 HTs and Fire Wardens (AF AMcD) to review drill procedures with support from, and reviewed by, Wigan LA MM , if possible

	<p>During these challenging times (COVID-19) the evacuation procedure will generally remain the same:</p> <ul style="list-style-type: none"> • On activation of the fire alarm, all staff and pupils will stop work, line up and under the direction of the Teacher/TA supporting the group bubble, evacuate the building as directed by the member of staff. • At all times, both staff and pupils will remain together in their group bubble. • Calmly walk to the fire assembly point maintaining a distance of two paces between each pupil. • At the FAP line up in the bubble as directed, with a distance of 1-metre+ where possible between each pupil and between each group. • A member of staff will take the register of those present and absent, report to the senior person in charge, and await further instructions. • On completion of the all clear or fire drill, the class bubbles will return to their classrooms or planned activity. <p>4.2 Pupils to be given a fire drill by end of first week (alarm initially), but told they will be getting this to avoid upset children</p> <p>4.4 Fire drill using alarm in 2nd week</p> <p>5.1 Children to use toilets, 2 at a time, monitored by adults</p> <p>5.2 Staff toilets - only 1 person to use at a time</p> <p>5.3 Hand gel used after toilet use, as well as washing hands</p> <p>5.4 Signage in toilets re: washing hands</p> <p>5.5 Wedges for the toilet external toilet doors</p> <p>5.6 Extra soap and hand sanitiser ordered</p>
<p>Delivering the Curriculum: limiting contact and implementing hygiene measures</p> <ol style="list-style-type: none"> 1 PE/contact 2 Curriculum coverage 3 Assessment/baseline 4 Catch up and keep up 	<ol style="list-style-type: none"> 1.1 PE/exercise to be done daily, but following guidelines. 1.2 Daily mile each day 1.3 Lunchtime and after school sports clubs delivered to specific year groups AM timetable 1.4 Avoid contact sports. 1.5 PE will be taught in consistent year group 1.6 Children will come to school in PE kits on PE day to minimise bags/additional belongings being brought from home 1.7 Sports equipment thoroughly cleaned between each group use 1.8 Outdoor sports prioritised where possible. Maximise space between pupils and pay attention to hygiene 1.9 All sports fixtures and inter school competitions postponed until further guidance 2.1 Recovery and reconnect curriculum plans in place to deliver a broad and balanced curriculum 2.2 Maths and English subject leader delivered staff training on curriculum recovery plan and formative assessment strategies 2.3 All subject leaders looking at blended curriculum and monitoring year group LTP plans in place

	<p>2.2 Focus on PSHE curriculum and settling into new routines and procedures</p> <p>3.1 Formative assessments ongoing in the Autumn term to identify gaps and give children opportunities to revise and revisit based on formative assessments</p> <p>3.2 Summative assessments only to be administered end of Autumn term and target setting take place at PPM 3 in January</p> <p>4.1 Catch-up interventions delivered in Autumn term once baseline has been completed e.g. maths recovery TB Sounds write KG, precision monitoring/daily reading delivered by class based TA</p> <p>4.2 TAs delivering catch up will work with individual children in different year group bubbles therefore must ensure stringent hygiene rules are adhered to</p> <p>4.3 To identify need to target spending once Government grant has been confirmed</p>
<p>Cleaning: implementing hygiene measures</p> <p>The standard to be followed will be the GOV-UK guidance COVID-19: cleaning of non-healthcare settings guidance</p> <ol style="list-style-type: none"> 1 Managing increased workload 2 Safe disposal of equipment 3 Additional cleaning resources/products 4 Building hygiene 	<ol style="list-style-type: none"> 1. HT to review capacity for cleaning across school 2. AMcD to reinforce clear guidance for ALL staff on disposal of equipment etc 3.1 Restock cleaning materials e.g. hand sanitiser, PPE, tissues, hazard tape 3.2 Resources washed in Milton each night and left to dry if not same person using them the next day 3.3 Tables, door handles and other surfaces cleaned with Milton, ant-bacterial spray or soapy water every night 3.4 Resources on tables ready for lesson 3.5 To sanitise toilet taps and handles frequently throughout the day, after breaks and lunch and at the end of the day 4. HT discuss with caretaker Summer cleaning schedule, any additional hours of work, a thorough clean and disinfect all rooms, utilise pest control, shampoo carpets etc. <p>After a confirmed case the classroom must be deep cleaned</p>
<p>Communal areas: limiting contact and implementing hygiene measures</p> <ol style="list-style-type: none"> 1 Staffroom 2 Toilets 3 Office space 4 Staff Meetings 5 NCT 	<ol style="list-style-type: none"> 1.1 Staff to use Staff room and KS2 spare classroom in limited numbers (6 max) via a rota 1.2 Staff MUST clean up after themselves 1.3 Limit number of people in any confined spaces where possible 2.1 Staff toilets to be used just one person at a time 3.1 Office space: Parents to avoid using office reception area 3.2 Only 1 adult at a time in the office. Only 1 adult to work in pastoral mentor DHT office 3.3 Ensure PC/ phones etc. are wiped at periods of transition between users 4.1 Staff meetings with teaching and non-teaching staff to be held in hall so staff can socially distance 4.2 Staff meeting with just teachers can be held in the hall to ensure there is room for staff to sit 2m apart 5. Staff can take their NCT at home to reduce the foot fall of staff in school . Pastoral mentor work from home e.g access meetings

<p>Re-establishing expectations and introducing new expectations</p> <ol style="list-style-type: none"> 1 Behaviour 2 Social distancing rules/handwashing routines 	<ol style="list-style-type: none"> 1.1 Behaviour policy updated with an annex on our expectations during covid-19. Reinforce with staff in September INSET day 1.2 Pupils reminded of behaviour policy expectations on first day back and daily reminders – ‘Ready, Respectful, Safe’. CM posters prepared 1.3 Example planning provided to support with the introduction : Ready , Respect, Safe on shared drive 2.1 All staff to reinforce handwashing rule at regular intervals and use rhymes/songs/phrases to help children remember handwashing/social distancing rule etc. (DfE website posters and videos and PSHE SCARF) 2.2 Additional posters/reminders in each toilet area 2.3 Everyone to clean hands more often than usual - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned and dried. Staff apply liquid soap whilst children line up so they thoroughly rub in before rinsing 2.4 Ensure good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach 2.4 Social distancing Charter created for, and with, the children - including how many children playing with resources and how (e.g. stand either end of water tray) and include instructions about how to line up, physical contact use of toilet, moving around the classroom, etc. 2.5 Charter re-visited and modelled many times a day, and linked to school behaviour system – lots of praise for adherence, and sanctions for non-compliance 2.6 Resources and activities planned to reduce shared contact and individual learning
<p>Special needs</p> <ol style="list-style-type: none"> 1 Managing transitions into school for specific children/groups and where there is a change of setting. 2 Team teach strategies/ Physical intervention 3 Wheelchair hygiene/feeding for pupils with SEND 	<ol style="list-style-type: none"> 1.1 SENDco JO to review risk assessments for SEND EHCP children currently in school and complete for those not in school with support from other agencies, where necessary and shared with parents 1.2 SENDco JO to arrange Summer transition programme for identified individual SEND EHCP children 1.3 Nurture provision will commence for SEND children. Meticulous hygiene as this small group move between Bubbles 1.4 Teaching assistants working with different SEND children must follow stringent hygiene routines and socially distance as much as possible 1.5 Teaching assistants and SENDco can move between bubbles to work with SEND pupils for intervention programmes but follow stringent hygiene and socially distance as much as possible 2.1 Team Teach strategies should be avoided wherever possible UNLESS actions place another child/staff member or the pupil themselves in danger 2.2 Hall/ calming down room to be used as a removal area, should children need to be removed from their class for safety reasons

	<p>2.3 Pupils who are anticipated as needing TT must have PHP updated to include that they will not be allowed in school if their behaviour puts social distancing rules at risk</p> <p>3 Separate risk assessments to be conducted by class teacher and shared with SENDco who will distribute to those in leading the 'bubble'</p>
<p>Transitions</p> <p>1 Transition to next class in September</p> <p>2 Y6 leaving school</p> <p>3 Transition back in to school on September</p>	<p>1.1 Targeted classes with high need and EHCP to move up with current teacher: year 2 and 4</p> <p>1.2 New year group teachers to conduct reverse parents evening: ring, introduce themselves to parents, discuss home learning and worries and concerns.</p> <p>1.3 New teachers to upload a video for children to introduce themselves and set a Summer challenge. Teachers consider producing a child friendly 'welcome back to school' booklet with information about the classroom, brief explanation of how the day will be run, rules and expectations</p> <p>1.4 Reception teacher to contact all preschool parents by phone and send out any relevant paper work</p> <p>1.5 Reception parents invited to school one at a time with child after school to get to know the teacher</p> <p>1.6 Reception class teacher set up tapestry with all new parents to communicate</p> <p>2.1 Videos of environment etc. provided for new starters. HT and class teacher post introductory videos with story telling</p> <p>2.2 3rd September start transition workshops for parent and child in small groups over a 2 week period</p> <p>2.3 Staggered start dates FT beginning 17th September</p> <p>3.1 Year 6 invited back for 4 days at the end of term to create an eighth bubble in the hall: as this exceeds the original Government guidance 15 children we are using a larger space and ensuring tables are set out with at least 1m distance. 18 children to attend. Detrimental to well-being to leave any child out and no capacity staffing or space to create a ninth bubble</p> <p>3.2 The remaining year 6 children will stay in their existing bubbles 6 and 7 for Mon, Tue and Wed</p> <p>3.3 CR to plan a virtual leavers' assembly. All children sent a script and send in video clips to be put together. Leavers' assembly to incorporate John Thompson awards. Children to receive a special gift.</p> <p>3.4 Year 6 party and fun day planned for Thursday 16th July. Cohort can come together outside for a party picnic weather permitting but will not be able to re-enter a bubble for the remaining 2.5 days to avoid cross contamination</p> <p>3.5 Strict hygiene rules to be applied to new eighth bubble as the numbers exceed 15: wash hands every 45 min, wipe tables down regular intervals</p>
<p>Uniform and Belongings in School</p>	<p>1.1 Children to wear uniform when they return to school in September. Letter sent to all parents with the arrangements and a reminder of policy</p> <p>1.2 Stress the importance of children wearing clean clothes where possible</p>

<p>1 Clothing may transmit germs Minimise the belongings children bring into school thus reducing risk of spreading germs</p>	<p>1.3 Children can wear PE kits on certain days with plain black jogging bottom or leggings and a hooded top. This avoids clothes being left in school and reduces belonging being brought to school.</p> <p>1.4 Children can wear plain trainers on PE days or for sports clubs days</p> <p>1.5 No bags to be brought into school: following success of online learning, homework will be set electronically with exception of periodically sending a reading book home.</p> <p>1.6 No stationary to be brought into school</p> <p>1.7 Lunchboxes must be hard plastic not fabric so they can be easily wiped</p> <p>1.8 Children are permitted to bring water bottles but these must stay on their table and should not be in a communal reciprocal</p>
<p>Support for staff</p> <p>1 Staff shielding/vulnerable groups including BAEM</p> <p>2 Anxiety about returning to school.</p> <p>3 Bereavement, separation, loss and trauma.</p> <p>4 PPE</p> <p>5 Safety when providing intimate care</p> <p>6 Workload –teaching and home learning?</p> <p>7.Communication</p> <p>8. CEV Staff</p> <p>9.CEV children</p>	<p>1.1 Staff to notify HT if they fall in to vulnerable or extremely vulnerable group category including BAEM. Individual risk assessments completed with the HT</p> <p>2.1 Employee Assistance Programme, support from Wigan Council EAP service provider on 03303 800 658 (calls charged at local rate). School counsellor available through phone, and counselling service available through sickness insurance.</p> <p>4.1 Wearing a face covering or face mask in school is not recommended. Staff and pupils are not required to wear face coverings. (DfE guidelines)</p> <p>5.1 PPE provided for use re: intimate care & for any first aid issues e.g. a child who cuts their knee</p> <p>4.1 Intimate care policy updated (JO)</p> <p>6.1 PPA/NCT to be provided for teachers by AM or TW. These teachers must adhere to stringent hygiene as they move between bubbles</p> <p>6.2 Staff who have been shielding and are due to return to work should be supported by SMT in this transition</p> <p>7.1 Regular communication/consultation with staff: staff meetings / emails</p> <p>7.2 Staff must also inform the SMT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint (as per Behaviour Policy This should be recorded)</p> <p>8. New guidance re CEV staff and children 4th November 2020 Please note that the guidance does not relate to people identified as clinically vulnerable (CV) – there is no change of advice from previously to this group. Employees that might have a health condition that confirms them as clinically extremely vulnerable (CEV) will previously have received a letter from the NHS or from their GP and may also have been previously advised to shield. Follow the new information which includes additional guidance for clinically extremely vulnerable people.</p> <p>New shielding measures will apply nationally from 5 November for 4 weeks up to 2 December. At the end of the period, the Government anticipates a return to a regional approach and will issue further guidance at the time.</p>

	<p>Staff that are identified as clinically extremely vulnerable (CEV) are strongly advised to work from home. If they cannot work from home, they should not attend work for this period of restrictions.</p> <p>9. Children in this group will receive notification from GP NHS AND WILL BE SUPPORTED TO WORK AT HOME . See remote learning offer</p>
<p>Children's health</p> <p>1 First Aid whilst social distancing</p> <p>2 Poorly child</p> <p>3 Medicines available on site</p> <p>4 Vulnerable group including BAME</p>	<p>1.1 PPE to be used for all First Aid</p> <p>2.1 PPE to be used when supporting a poorly child</p> <p>2.2 If a pupil is unwell, or shows symptoms of COVID-19, they are to be removed from the group and the parents will be informed. Separate room allocated for child to stay in/isolate: Therapist room</p> <p>3.1 Parents to be reminded that medication should be in school</p> <p>3.2 Medication needs to be distributed from staff within the relevant 'bubbles'</p> <p>4.1 Risk assessments completed for children in BAME category and shared with parents</p>
<p>Safeguarding children</p> <p>1 Possible increase in disclosures, or additional needs identified, when school reopens</p> <p>2 Online abuse and bullying</p> <p>3 Anti-bullying</p>	<p>1.1 Pastoral Mentor AN to update staff INSET day in September on safeguarding procedures</p> <p>1.2 Continued monitoring by all staff</p> <p>1.3 Ongoing liaison with outside/statutory agencies, as per Safeguarding Policy, and other supporting policies e.g. KCSIE, CME, New KCSIE Sept 2020 to be reviewed and shared with all staff</p> <p>1.4 Safeguarding /child protection policy has been updated in light of COVID 19</p> <p>2.1 Session on Online Safety to be delivered with each bubble (Purple Mash)</p> <p>2.2 Staff have all recently completed online safety training which covers this</p> <p>3.1 Session on Anti-bullying to be delivered by all bubbles</p> <p>3.2 Anti Bullying policy will be revisited and reviewed throughout the year TW CR</p>
<p>Support for children/families:</p> <p>Social</p> <p>Emotional/Relationships with children</p> <p>1 Children have just spent months in only the company of their parent/s and will struggle to separate for a while.</p> <p>2 They have not played with friends or had to</p>	<p>1.1 Parents asked to prepare children for return and talk about it in a positive manner. JO discuss this with EHCPs children and AN vulnerable. Phone calls home from all teachers prior to children starting; visual cues sent out</p> <p>1.2 Inform parents prior to opening that if pupils refuse to separate we cannot physically engage to support this and they must walk in to school freely</p> <p>1.3 Increased opportunities for circle time, reminders of what it means to be a good friend via circle time</p> <p>1.4 Comprehensive transition programme in place (see transition)</p> <p>1.5 Carefully planned nurture provision for identified children</p> <p>1.6 Focus on PSHE curriculum. Autumn term 1 sessions based around reconnecting with staff and peers and re-engaging the curriculum and school routines: Ready, Respectful Safe</p> <p>2. Review behaviour policy annex COVID ,PSHE focus, resume nurture</p>

<p>compromise. This may cause tension as friends play games with rules.</p> <p>3 Finding out about any bereavement, separation, loss and trauma that the children have experienced.</p> <p>4 Dealing with any Bereavement, separation, loss and trauma.</p> <p>5 General anxieties about Covid-19</p> <p>6 Physical contact: Hugging/hand holding/children sitting on knees</p>	<p>3.1 Bereavement: Parents asked to make us aware prior to return so that we can be prepared to support the children</p> <p>4.1 Pastoral Mentor and well-being coach /Counsellor to support</p> <p>5.1 Series of sessions/resources delivered in bubbles to support children’s understanding of Covid-19</p> <p>5.2 Worries and anxieties about Covid-19 to be covered in PSHE</p> <p>5.3 Prayer requests from children to be collected, or invited daily, and to be included in collective worship</p> <p>6.1 Pupils to be reminded each morning that they can’t hug/hold hands with staff or each other and to remember no touch rule</p>
<p>Communication with Staff</p> <p>Staff Safety</p> <p>Protection against infection</p>	<p>Communication and training for staff is essential to update and carry out new procedures during this challenging situation.</p> <p>Training on recovery curriculum July 2020</p> <p>Communicate with staff about the school recovery , reconnect plan, contingency plan ,</p> <p>INSET DAY : Risk assessment ,Safeguarding update ,staff handbook behaviour policy</p> <p>All staff to be emailed weekly with important notifications and briefings (due to staggered start times Friday morning briefing cancelled for foreseeable future) Staff must check emails regularly</p> <p>Staffroom calendar and termly list of dates given out</p> <p>Key messages</p> <ul style="list-style-type: none"> • Avoiding contact with anyone with symptoms of COVID-19 • Continue frequent hand cleaning and good respiratory hygiene practices • Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc. • Minimizing contact and mixing with other class bubbles. • Ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach. •

	<ul style="list-style-type: none"> The school assessment for the Full Opening of school in September 2020 to be published on the school Intranet for access to all staff and the school Union representatives.
<p>Managing parental expectation and communication</p> <p>1. understanding how school will be run differently and focus communication</p>	<p>1.1 Copy of DfE guidelines provided Guidance for parents given via communication: email, text, newsletter, class Dojos</p> <p>1.2 Inform pupils, and their parents/carers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>1.3 Inform parents that if their child needs to be accompanied to school, only one parent should attend. If other siblings need to accompany parents, this is acceptable</p> <p>1.4 Inform parents of the pupils attending school of their allocated drop off and collection times, and the process for doing so, including protocols for minimising adult-to-adult contact (e.g. which entrance to use)</p> <p>1.5 Instruct parents that they must not gather at entrance gates or doors, or enter the school grounds</p> <p>1.6 Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located AMcD</p>
<p>Building Safety LA Risk Assessment</p> <p>Legionella Management</p> <p>Asbestos Management</p> <p>Statutory Requirement for Servicing of plant and Equipment.</p> <p>Pressure systems</p> <p>Passenger Lifts</p> <p>Lifting equipment</p>	<p>Compliance with HSG 274</p> <p>Domestic hot and cold water services</p> <p>The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/basins/showers/thermostatic mixing valves. (blended hot water)</p> <p>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274.</p> <ul style="list-style-type: none"> If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc. If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services. <p>Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.</p> <p>Compliance with Asbestos Reg 12 & HSG 264</p> <p>Discuss with your Water Hygiene Contractor your Legionella risk assessment and scheme of work.</p>

	<p>Managing School Premises during the Coronavirus Outbreak 07 07 20 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Any concerns discuss with your Asbestos consultant.</p>
<p>Reporting of injuries Compliance with RIDDOR 13 and LA Policy HSE - Employers Guidance – Incident Reporting in Schools. https://www.hse.gov.uk/publications/edis1.pdf</p>	<p>Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA’s Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE</p>
<p>Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment</p>	<p>Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects duty holders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken. HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</p> <p>Required - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap</p>
<p>The guidance issued by the Government may change in accordance with further scientific advice. The SMT will keep abreast of LA and DFE weekly directives and notifications and share with staff accordingly .</p>	

Coronavirus related absences quick reference guide – 6th August 2020

Appendix 1

What to do if...	Action needed	Code	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate • Get a test • Inform school immediately about test result 	Code X	...the test comes back negative.
...my child tests positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for at least 10 days • Inform school immediately about test result 	Code I	...they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate • Household member to get a test • Inform school immediately about test result 	Code X	...the household member test is negative.
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days 	Code X	...the child has completed 14 days of self-isolation
... NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days 	Code X	...the child has completed 14 days of self-isolation
...we/my child has travelled and has to self-isolate a part of a period of quarantine	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time • Consider quarantine requirements and FCO advice when booking travel • Provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days 	Code X	...the quarantine period of 14 days has been completed
...we have received medical advice that my child must resume shielding.	<ul style="list-style-type: none"> • Do not come to school • Contact school as required by the pastoral team • Shield until you are informed that restrictions are lifted and shielding is paused again 	Code X	...school inform you that restrictions have been lifted and your child can return to school again.