

St Michael's Primary School – May 2021

Risk assessment for: Reopening of St Michael's Primary School

Contact Details:
Mrs Parietti - Headteacher - Deputy Designated Safeguarding Lead (DDSL)
Mrs Kilbane – Deputy Headteacher - Designated Safeguarding Lead (DSL)
Mrs Juna – Inclusion Lead - Deputy Designated Safeguarding Lead (DDSL)
Miss Day – School Business Manager (SBM)

The Government has asked schools to adhere to the following:

It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) for the majority of children is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

This risk assessment is based on a return of all year groups. It considers the following systems of control to comply with government guidance.

System 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.

Hazard/Identified Risk	Person/s who might be harmed	Risk	Risk controls in Place Action required
Awareness of school procedures and risks	Staff, Pupils and parents	LOW	• Safeguarding, Health and Safety and Behaviour Policies are updated and reviewed in light of COVID-19 advice. Updated policies are shared with all staff • Staff have relevant training to help to minimise the spread of infection • The school keeps up to date with advice from Public Health England and Department for Education • Staff are aware of the infection control procedures in relation to COVID-19 through the policy • Parents and staff are kept informed through letters and given the relevant stay at home advice from the gov website • Staff are regularly updated on elements of the risk assessment through briefing. • Staff are emailed and given copies of relevant policies and these are displayed in the staffroom https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
Communication	Staff and pupils	LOW	• Children, young people, parents, carers or any visitors to the school site are told not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • The designated member of staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure; • The headteacher follows the flow chart from the Local Health Protection Team. Parents are informed to get a test and the whole family to isolate until the result has been received.

			- School keep pupils and parents adequately updated about any changes to infection control procedures and also any changes to staffing or the school day as necessary; - Cleaning contractors or staff are briefed on the additional cleaning requirements where necessary - Parent's evenings to take place via: Schoolcloud using their encrypted app. - Email addresses are set up for year groups so that parents can communicate with teachers rather than contact them in the playground. year1@stmichaels.reading.sch.uk year2@stmichaels.reading.sch.uk year3@stmichaels.reading.sch.uk year4@stmichaels.reading.sch.uk year5@stmichaels.reading.sch.uk year6@stmichaels.reading.sch.uk reception@stmichaels.reading.sch.uk
Well-being and health of school staff	Staff and Pupils	LOW	- School Business Manager (SBM) has updated medical records and medical plans for vulnerable staff and children. A plan is in place for vulnerable staff and pupils. - Staff who are shielding and extremely clinically vulnerable are asked to stay at home and follow the guidance when there is a national lockdown or Reading is put into Tier 4. 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 - It has been reported that there has been a disproportionate number of deaths within the Black Asian and Minority Ethnic (BAME) communities. Staff are risk assessed for roles within school during COVID-19 - Headteacher shared websites with staff, who might be anxious, to support their well-being along with the RBC employee assist contact number: 0800 028 0199 Emotional Wellbeing https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak https://www.bbc.co.uk/news/health-51873799 https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/ https://www.mentalhealthatwork.org.uk/ourfrontline/

			• Headteacher (HT) monitors staff: pupil ratio daily and to adjust the school day as necessary seeking advice from the LA as needed. • Staff to contact Mrs Parietti immediately should they or any one in their household, develop symptoms of COVID-19 and book a test • Staff given a member of the Senior Management Team to report any concerns related to H&S, well-being or workload to: Admin, Lunchtime and Facilities – Miss Day EYFS and Year 1 – Miss Marshall Year 2 and Year 3 – Miss Knight Year 4 and Year 5 – Miss Lake Year 6 - Mrs Hawkins • Meetings are a blended option of virtual and in school at a social distance • PPA takes place in group rooms and teachers to meet together at a social distance or via Zoom
Well-being and health of pupils	Pupils	MED	• Children are given the opportunity to express themselves regarding lockdown through PSHE and discussions in class • The behaviour policy reflects our therapeutic thinking model but has adaptations with COVID in mind • Children are prepared to come back to school through phone calls, staff videos on WEDUC, videos to support arrival back to school, shared powerpoints and hand washing • ELSAs provide support through calls and sessions for the most anxious children • ELSAs are placed in classes with the most need • ELSAs work with children within a particular bubble and wear masks (<i>Type II face masks (EN14683)</i>), maintaining a 2m social distance, when working with children • Parents are encouraged to email and share concerns with school staff • Staff are trained on therapeutic strategies and also the 5 key psychological principals for trauma recovery • SENCO organises play therapy, women's aid and family workers to support most vulnerable families and children • ELSA packs are shared and training given with all staff to support pupils in bubbles with their mental health

			• Pupils take part in values assemblies and are regularly reminded of elements of the risk assessment which apply to them • Children who have a medical plan have been updated due to COVID if their underlying health condition puts them at a greater risk of COVID • Anxious children are met at the gate by key staff and settled into their bubbles or given time to express themselves before going into class • Children are given an option of a quiet area in their bubbles to have time away from their busy playground or classroom
Pupils with SEND	Pupils and staff	MED	• Pupils with SEND, who may struggle due to changes in routine, have an individual risk assessment which is kept up to date • The inclusion team is deployed to support these pupils in their bubbles or in intervention spaces. Care is taken to minimise the number of children, who are worked with. Staff wear masks (<i>Type II face masks (EN14683)</i> should they need to go into different bubbles as do SLT • Tables, equipment and touch points are cleaned between SEND children • Staff are given appropriate PPE and training • Parents are given regular updates and support is sought through: Cranbury College, EP, speech and language service, emotional and mental health practitioner, CAMHs and SPOA • Children are given additional support through bespoke interventions: 1:1 phonics, reading fluency, Fresh Start and Powermaths • For children who are struggling to manage a full day, a part time timetable has been agreed with parents and also SEN officer or through TSP meetings • Nurture Group has been created for children in crisis and children with EHCPs to support their learning and mental health and well-being
Hygiene Practices			
Cleaning throughout the day	Staff and pupils	MED	• A full complement of cleaners are in place and the school is cleaned thoroughly every day, with particular attention to touch points. • The SBM arranges enhanced cleaning to be undertaken where required • Surfaces that children are touching: toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal • Bathroom cleaning to be performed: after break, after lunch, after afternoon break, end of day

			- Classrooms to be cleaned after lunch. - Bins for tissues are emptied throughout the day; - All staff have read the H&S policy and also the infection control policy - Staff members have gloves, masks and visors in rooms so that they can use if necessary
Cleaning supplies	Staff and pupils	LOW	- SBM & the Caretaker ensure that we have sufficient supplies of hand soap, disinfectant sprays / liquids, cloths etc. - Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. - Viricidal spray and Milton spray are used in classrooms for the cleaning of tables and equipment and Milton sprayers are used for outside equipment – Cosh advisories given - Marker tape, Hand sanitiser, Tissues, Laminating sheets, Anti-Bac Wipes, Small lidded bins, zip lock bags and PPE are present in each class - All breakout spaces to be provided with gloves, hand sanitiser, tissues, a bin and masks
First Aid	Staff and pupils	MED	- The https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings is followed; - SBM ensures that the usual practises with regards to carrying out first aid are adhered to e.g. wearing gloves, when carrying out first aid / intimate care safely and to re-order stock as necessary. - Staff wash hands for 20 seconds after carrying out first aid. - SBM ensure that there is the correct amount of PPE and first aid kit available in school for staff to use when carrying out first aid safely. - Where pupils require first aid, staff members wear gloves and masks (<i>Type II face masks (EN14683)</i>) whilst administering treatment. All tissues and wipes used are disposed of in the appropriate receptacle, as per normal practise. - Minor first aid is dealt with by classroom staff and also lunchtime carers. - Admin staff will carry out emergency first aid procedures e.g. mouth to mouth, during the COVID-19 pandemic. Mouth shields and full PPE have been purchased for this. https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm https://www.youtube.com/watch?v=-GncQ_ed-9w
Procedures for children and teachers in classrooms	Staff and pupils	LOW	Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.

			• Sufficient handwashing facilities are available. All classrooms have a sink. Hand sanitiser is provided in all other learning environments • Parents are informed of school handwashing procedures before the children attend and are given advice on how to support this. • All adults and children are told to frequently wash their hands with soap and water for 20 seconds and dry thoroughly or sanitise: - Clean their hands with sanitiser on arrival at school and when arriving at group room. - Wash hands before and sanitise after playtime, - Wash hands before and after eating, and after sneezing or coughing - Wash hands after PE - Sanitize before going home • All adults and children: - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Help is available for children and young people who have trouble cleaning their hands independently; • Young children are encouraged to learn and practise these habits through games, songs and repetition; https://www.youtube.com/watch?v=S9VjeIWLnEg https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Stationery and other equipment is limited and given to children individually or in pairs to avoid cross-contamination. No stationery comes in from home. • Children come in PE kit on PE days so that they don't need to get changed. • PE equipment is cleaned between groups or left for 72 hours and not used simultaneously by different groups; • Play equipment is cleaned between groups or left for 72 hours and not used simultaneously by different groups; • Children only bring a bag (KS2) or bookbag (KS1) lunchbox and a water bottle from home and all lunchbox waste will return home with the child. Gloves and visors in classrooms to
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			enable staff to fill them up although parents are informed that they should supply enough water for the day. • Pupils eat their lunch in their classrooms so as not to mix bubbles. Lunch is brought to them by kitchen staff. • Throw away cups are given to children, who have not brought in a water bottle • All spaces are well ventilated using natural ventilation (opening windows and doors) or ventilation units where possible; • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the school reminding pupils to wash their hands/sanitise, e.g. before entering and leaving the school. • Pupils wash their hands with soap for no less than 20 seconds, following the suggested hand-washing schedule detailed posters for display and spreading infection guidance • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use in every room. • Staff wear masks in shared areas across the school
Equipment needs to be shared between children	Staff and Pupils	LOW	Cleaning of Equipment This action should be followed when equipment has been used and handled by children other than the equipment that they have themselves. • Staff, wearing gloves and a visor, collect and wash items with warm soapy water using standard washing up liquid and then rinsed in warm water and this is then flushed down the sink. • Equipment is then dried using paper or air dried and this is disposed of in the bin. (ensure that the cleaned items are not put back on the contaminated draining board). • Equipment that is going to another bubble is then disinfected using either Milton wipes or sterilising liquid or tablets – follow the instructions on the packet. • Gloves and visor are then removed. Gloves are disposed of. • Wash hands for 20 seconds • If equipment cannot be cleaned, it should be left for 72 hours between year groups. Please label with the date it was last used and return it neatly to the resources room/PE shed etc. • PE equipment can be shared between year group classes

			- Large playground equipment is used by each year group. Friday is always a rest day to allow for 72 hours between year groups. <u>Cleaning of chrome books</u> - A bubble will have access to the chrome books for 4 days per term to cover their Computing curriculum. - Other classes can use the chrome books during the morning sessions providing all children sanitise before and after use <u>Distribution of books</u> - Teacher can collect books from the library for their class and have a store in the classroom. - Books can be shared with the person next to them for guided reading and RWI but please ensure that the children get the same book every time. Books should be numbered. - When the children finish with the books, they need to be left for 72 hours before the next class can use them. - Each classroom has a book quarantine box to keep these books in. - Books can go home but when they are returned, they need to be quarantined for 72 hours before going back on the shelf. - Books to be returned to the library should be quarantined for 72 hours. <u>Shared Early Years Resources</u> - Items are put out to a minimum and are rotated and cleaned regularly throughout the day. - The children sit in carpet places for phonics and input. - A maximum of four children at any one time can be around a table. - Each class has a designated play area outside. This is regularly sprayed with Milton – at least twice per week. - Hands are washed regularly and sanitised.
Maintaining Bubbles of children	Staff and pupils	MED	- All children and adults are placed in class or year group bubbles. - Each class is assigned two members of staff to support them in their learning. - Each class has an additional breakout space that they can use for teaching and intervention. Lions – Breakfast Club Tigers – Innovation

			Wolves – Library Foxes – Bottom of the stairs (TBC) Macaws – Resources Room Toucans – Meeting Room Giraffes – Unity Room Zebras – Sensory Room Whales – Breakout Space/ASCC Dolphins – Equality Room Falcons and Eagles – Music Room At breaktime/lunchtime the children can play within their year group so that they can mix with peers outside. They are encouraged to play social distancing games.
Access to and use of toilet / cloakroom facilities (including staff)	Staff and pupils	LOW	- There is clear signage on toilets and cloakroom doors to indicate the particular year groups that can use them. Reception Classes have their own toilets in class Years 1 and 2 use the toilets in the main building. Years 3 use the toilets at the bottom of their stairs Year 4 and 5 use the toilets outside Eagles and Zebras rooms Year 6 use the toilets in the ASCC and Music Room - All members of staff, including lunchtime assistants, ensure that staff and children adhere to these rules. - Staff given particular toilets that they should use: Admin and KS1 staff to use toilets by the staff room and the toilet inbetween the Year 1 and 2 toilets YR and KS2 staff to use toilets by Head's Office - The toilet opposite the office are reserved for staff or children, who may be displaying symptoms and not used by anyone else - Should staff be waiting for the toilet, they must ensure 2m social distance
Preventing the Spread of Infection	Staff and pupils	MED	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings

			• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Pupils clean their hands after they have coughed or sneezed. • Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus must self-isolate and be tested for COVID-19 before returning to school. If a child has COVID-19, they must self-isolate for 10 days before returning to an education setting. If they have a temperature, they must continue to isolate until it is gone. Any close contacts of the positive case should isolate for 10 days. • Social distancing must be maintained when entering or exiting the school site. Parents must be instructed to maintain social distance while waiting to drop off or collect children from school. Parents wear masks when coming onto site unless they are exempt • Staff are vigilant and report concerns about a pupil's symptoms to Miss Day or Mrs Parietti. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.
A child or a member of staff presenting with COVID-19 symptoms in school.	Staff and pupils	MED	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Staff know the symptoms of possible coronavirus infection, e.g. a cough, loss of taste and smell difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil, who displays signs of being unwell, is immediately referred to the admin team. • Staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them – medical room • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • Should the child need to toilet, they use the new toilet opposite the main office. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.

			• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Unwell pupils, who are waiting to go home, are kept in an area where they can be at least two metres away from others – medical room • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated following the guidance from PHE. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. • The admin team report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. • The headteacher follows the public health flow immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. • School puts into place any actions or precautions advised by PHE and the DFE. • School keeps pupils and parents adequately updated about any changes to infection control procedures as necessary • Parents should get the child tested. Should a positive test result be obtained, the child must self-isolate for 10 days before returning to school. If they still have a temperature after 10 days, they cannot return to school unless it has gone. All siblings must be absent for 10 days. • School contacts the DFE for advice and follows their agreed protocols. Any staff member or child, who is deemed a close contact, will be told to isolate for 10 days. • https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
Child shows symptoms but cannot go to the medical room	Staff and Pupils	MED	<u>Follow existing guidance (in addition)</u> • PPE is kept in the school office. • If a child is too unwell to leave their classroom to go to the medical room, staff put on visors and move the rest of the class outside or into their breakout space if large enough. • Both staff members leave the child on their own in the room. One takes care of the rest of the class, who all go to wash their hands for 20 seconds including the member of staff. One staff member remains outside of the door and talks to the child through the door. • A member of the admin team is informed and told to call parent/carer.

			• A member of staff puts on PPE and then goes inside the bubble room to tend to the child. They ensure that windows are open as is the outside door. • The staff member tries to stay at a social distance of 2m from the child. • When the parent arrives, the member of staff, in PPE, escorts the child to the parent. (gloves and apron are removed inside the bubble room) • Once the child leaves, the member of staff doffs the remaining PPE as per instructions in the medical room and double bags it. They wash their hands for 20s. Cleaning of the room is completed as per risk assessment and the PPE is collected along with the cleaning materials and stored safely (in the boiler room) for 72 hours before disposal.
Cleaning procedure following possible COVID-19	Staff and pupils	MED	• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. • Should this occur in a classroom, the class will move into their breakout room and the decontamination will begin. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
Child has a toileting accident	Staff and pupils	LOW	<u>Guidance for wetting accident</u> • Staff member puts on gloves and visor. • Child remains in toilet cubicle and staff member encourages them to take off wet clothes and clean themselves with wipes. Staff support the child if they can't do this independently. • Child is given clean clothes by the staff member and then they wash their hands for 20 seconds. • Wipes are disposed of and double bagged and put in lidded bin. • Clothes are double bagged and returned to parents at the end of the day. • Gloves are removed and disposed of and visor is removed. • Hands washed for 20 seconds. <u>Guidance for soiling accident</u> • Two staff members put on full PPE. • Child remains in toilet cubicle and staff member encourages them to take off soiled clothes and clean themselves with wipes. • One staff member helps to clean up the child. • Wipes are disposed of and double bagged and put in lidded bin.

			• Clothes are double bagged and returned to parents at the end of the day. • Gloves, apron and mask are removed and disposed of and visor is removed. • Hands washed for 20 seconds by everyone.
Engage with Track and Trace	Parents, staff and pupils	MED	• Contact the DFE and cv19notifications@reading.gov.uk to notify of a single case • Engage with DFE assessment to determine if any contacts in the setting need to self-isolate at home for 10 days Based on the advice from the DFE, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person • Ensure that staff follow the isolation procedure should they need to isolate through either contact through the track and trace app or through a contact tracer • Advise anyone with symptoms to get tested and provide school tests for the most vulnerable pupils • Notify the DFE again should further cases appear
Social Distancing			
Staff entrance	Staff and pupils	LOW	• Staff to enter the school premises and go directly to their area of work. • Staff use the staffroom (sanitiser on side must be used on entrance) or the side gate (sanitizer must be used on entrance to classrooms) • Staff follow the one way system to get to their classrooms
Entry of children / parents / carers	Staff and pupils	LOW	• Only one parent / carer is to drop off or pick up and that they are not able to congregate by the school gate.

			• Children / parents / carers to only arrive at their allotted time and if early queue outside of the school grounds along the perimeter fence at a distance of 2m apart. Parents and children follow the one-way system into school grounds and the children to walk on their own to the classroom. Half the school will enter via the reception playground and leave via the main gate. Half the school will enter via the car park and leave via the ASCC gate. • Parents will wear a mask to drop off unless they are exempt • Headteacher / Deputy Headteacher/School Business Manager to meet and greet the children at the school gate and to prevent the parents / carers from moving beyond the one-way system. • The teachers will remain in class to greet the children and the TAs will be around to support them into class. • All doors will be propped open between the playground and the bathrooms to avoid contact • Children will enter their classroom via the outside doors. • If they miss their start time, they are to wait until 9.00 before coming to school
Admin entrance	Staff and pupils	LOW	• Clear signage is located on the front gate explaining about only children and staff permitted on site • Parents / carers not allowed to enter the school premises and to only communicate with the school through the use of the telephone or email. • Parents to leave any messages in the school metal box with the exception of medicines which can be left in the office • Any children, who arrive late, will come into the admin office on their own and the admin team will escort them to class
Exit of children / parents / carers	Staff and pupils	LOW	• Only one parent / carer is to drop off or pick up and that they are not able to congregate by the school gate. • Parents / carers to only arrive at their allotted time and if early queue outside of the school grounds along the perimeter fence at a distance of 2m apart. Parents and children follow the one-way system into school grounds and enter the playground at the allotted point. Half the school will enter via the reception playground and leave via the main gate. Half the school will enter via the car park and leave via the ASCC gate. • Parents will wear a mask on school site unless they are exempt.

			• Headteacher / Deputy Headteacher/School Business Manager wait at the school gate and to prevent the parents / carers from moving beyond the one-way system. • The children are brought out to the parents by the staff members in charge of their groups.
Social distancing in classrooms and around the school	Staff and pupils	LOW	• Teachers and Classroom Support Staff ensure that each child has their own set of resources on their identified work stationary in their school pencil case for them to use only e.g. pencil, pen, ruler, glue stick, scissors, rubber etc. • Two members of staff are allocated to supervise each of the when the children are present. • All members of staff, including lunchtime assistants ensure that each group of children to enter their designated classroom through an allocated door, that has been clearly labelled by the Senior Management Team (SMT) and ensure that the children use that cloakroom only. • a clear one-way system of access throughout the school through the use of arrows and signs is in place • Staff will wear masks in corridor areas and outside on playground duty and when seeing out children • There are clear boundaries on the playground and the field so that each group has a designated space • There are no soft toys or cushions in any of the classrooms. • Classroom staff wash and disinfect shared equipment after use • Staff link fingers together to avoid touching work stations, and contact points as they walk around the classroom (doctors do this on wards) • Teaching assistants disinfect individual work stations at lunchtime and cleaning staff at the end of the school day. • Children from Year 3 to Year 6 sit side by side rather than face on to minimise the risk of transmission. • Children in Years 1 and 2 are able to have carpet spaces and sit around group tables. • Children in early years are limited as to the number of children at a table at a time. • Whole school and weekly celebration assemblies will take place via Zoom and children will be celebrated on WEDUC as parents will not be able to attend.
Attendance	Staff and pupils	LOW	• All children attend school unless they are unwell. The headteacher monitors the attendance of the pupils and liaises with the EWO to support pupil's return to school.

Playtime and social distancing	Staff and pupils	LOW	• Breaktimes and lunchtime are on a staggered basis. Children follow the one-way system to get to their designated space • All members of staff, including lunchtime assistants ensure that social distancing guidelines between groups are adhered to where possible when the children are playing. • Staff on duty monitor access to toilets whilst the children are at break to ensure that year groups don't mix • Staff play and teach social distancing games to the children https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing
Lunchtime for children	Staff and pupils	LOW	• All children eat their lunches at their identified work stations supervised by the class room staff or lunchtime carers. • Hot food and sandwiches are on offer for the children to order. If children bring their own packed lunch, they take their rubbish home with them • SMT timetabled staggered playtimes and lunchtime staff to supervise outside play with class TAs to supervise eating in class. • All members of staff, including lunchtime assistants ensure that social distancing guidelines are adhered to where possible when the children are playing and that year groups don't mix. • Staff to play games with the children https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing • Staff on duty ensure that access to toilets whilst the children are at break adhere to social distancing guidelines. • Large play equipment is allocated to a year group Monday to Thursday and then left for 72 hours before used by a different class.
Lunchtime for staff	Staff and pupils	LOW	• All teachers and classroom support staff have their break and lunchtimes in their classrooms or in their breakout spaces. The reception team and inclusion team can eat in the staffroom at a 2m social distance • Admin and KS1 staff will use the facilities in the main staff room to heat up food and grab a cup of tea • YR and KS2 staff to use the small staffroom. Only one person accesses this at any one time. • All members of staff to use their "own" identified lidded mug all day and to take their own responsibility for washing this up in their identified sink. Staff use wooden cutlery or bring

			their own from home. Staff sit in their breakout spaces and ensure that they are well-ventilated
Travelling of staff and children around the school building	Staff and pupils	LOW	• A clear one-way system of access throughout the school through the use of arrows is in place • All staff ensure that everyone is adhering to the 2m social distancing rule when moving around the school building wherever possible. • All members of staff ensure that doors are left open, where possible, to limit the use of door handles. The use of door wedges is permitted to support this. • All staff follow social distancing practices away from each other • All members of staff ensure that the building is ventilated throughout the day by opening windows and doors where possible.
Curriculum activities which require close pupil / pupil or pupil / staff interaction	Staff and pupils	MED	• Teachers consider and plan learning activities for the children that do not require close pupil / pupil or pupil / staff interaction e.g. PE lessons outside, team games etc. • Children attend school in their school uniform or PE kit on PE days to eliminate the need to change into a PE kit and also bring it to school.
Curriculum activities require children to use their voices or closely interact with each other	Staff and pupils	MED	<u>St Michael's Guidance for PE, Music and Drama</u> <u>Guidance for PE</u> • All children attend school in PE kit on PE days to avoid the risk of changing and mixing of clothes and other items. • Any PE lessons inside allow for children to remain 2 metres apart and no require close physical contact. • Hall is ventilated throughout the lesson with windows and outside door open. Children will not be raising their voices. Dance lessons do not involve close contact groups. • Indoor PE equipment is not used. • Teacher remain at least two metres from children during the duration of the lesson. • Any equipment used for outside PE, is only for one bubble and not shared between classes. It is either cleaned or left for 72 hours before use by another bubble. • Stickers are attached after use to indicate when it was last used. • All children should wash their hands before and after PE lessons. <u>Guidance for Drama</u>

			- Any drama lessons are outside if possible, if not in the hall and children should not mix with other bubbles. - Children should work with the children they sit in close contact with only. - If children perform, to the audience at least 2m from them. - All children wash their hands before and after Drama lessons. <u>Guidance for Music</u> - Music lessons go ahead but under strict protocols. - When children use woodwind instruments, they are not be shared and are thoroughly washed, disinfected and left for 72 hours between uses. Woodwind lessons only take place outside at a 2m social distance. - When using other instruments, handwashing is undertaken before and after the handling of instruments and children do not share. These are left for 72 hours between bubbles. - Singing takes place outside or in a well-ventilated hall and children are either be 2m apart side by side or back to back. - If singing is not possible outside, then children are taught in smaller groups.
Visitors / Volunteers entering the school building	Staff and pupils	LOW	- HT ensures that visitors / volunteers are not permitted to enter the school building and any meetings take place virtually where possible. For those children, who are vulnerable, a meeting with a social worker on site can take place. - Massage therapist, play therapist, school nurse and EP all use PPE when working with the children and also have read and signed the risk assessment
Contractors entering the school building	Staff and pupils	LOW	- SBM and admin team ensure that social distancing practises are shared and caretaker monitor contractors ensuring that everything is in place. - Visiting contractors are advised they should adhere to social distancing requirements and keep at least 2 metres distance when attending site - Visiting contractors wear PPE if they are working in the building – face mask and gloves and avoid hand to face contact throughout. They do not need to wear PPE if they are working outside. - PPE is disposed of in the normal way unless coronavirus contamination is expected - Visiting contractors communicate via mobile phone before entering the site, therefore reducing the need to use intercom systems

			• Restricted access areas, such as the boiler room, are unlocked prior to contractor attending site to minimise social interaction • Visiting contractors are advised to communicate via mobile phone when respective works have been completed and prior to leaving the site • Regular cleaning of work areas continues and will include cleaning the area where contractors have been working once they have left the site
Working from home	Staff and pupils	LOW	• The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic; • Plans are in place should a bubble need to close and pupils sent home • Pupils working from home due to self-isolation are assigned work to complete to a timeframe set by their teacher – we will provide both paper packs and also work through Google Classroom • The Therapeutic Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;
Travelling to school	Staff and pupils	LOW	• All staff and pupils walk to school where possible • Where staff share a lift, this is with someone within their bubble • Should staff have to use public transport, they wear a non-surgical face mask. This is stored in a plastic bag when the staff member is onsite. • Any child, who comes on public transport gives their mask to their parent as they leave.
Fire procedures	Staff and pupils	MED	• All children to exit the building using their external classroom doors and face away from the building. Reception line up on front playground KS1 line up on main playground KS2 line up on field • Children line up at a 2m social distance and encouraged not to touch face • Children are given hand sanitiser before re-entering the building

For more information here are the links to the relevant government guidelines.

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

PHE South East Health Protection Team: Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings

Version 3.0 Date 21/9/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in educational settings, as well as other infectious diseases.

If you have any infection control concerns or questions, please call DfE helpline which also remains available for all other queries about coronavirus (COVID-19) relating to your education and childcare setting on 0800 046 8587. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays. GUIDANCE: Visit gov.uk/coronavirus for detailed gov.uk/coronavirus guidance and other guidance TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

