



## Covid -19 Risk Assessment

**Name Organisation: Epsom Primary and Nursery School**

**Original assessment undertaken 08/07/20**

**Date for return of children Spring term: 5<sup>th</sup> January**

**Review date: January 6<sup>th</sup> 2021**

**March 7<sup>th</sup> 2021  
July 5<sup>th</sup> 2021**

Risks	Who is at risk?	Control Measures	Review ( level of risk following action)
<p><b>Policies and procedures (Risk prior to action taken)</b></p>	<p>All Staff All Pupils All Parents</p>	<p><b>Staff</b> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:            -Health and Safety Policy            -Infection Control Policy            -First Aid Policy            -Staff handbook            -Pupils are supported to understand policies and procedures that are relevant and age appropriate.            -All staff have regard to all relevant guidance and legislation including, but not limited to, the following:            -The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013            -The Health Protection (Notification) Regulations 2010            -Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'            -DfE and PHE (2020) 'COVID-19: guidance for educational settings'            -DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'            -DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'            The school keeps up-to-date with advice issued by, but not limited to, the following:            DfE; NHS; Department of Health and Social Care; PHE NHS Test and Trace (2021) 'How to guide' Rapid testing of primary and nursery workforce'            -DHSC (2021) 'Terms and Conditions for Covid-19 testing (Primary Schools)'            Staff are made aware of the school's infection control procedures in relation to coronavirus</p>	<p>Ongoing and added to throughout.</p> <p>New school policies created to support the new processes including Remote learning policy Parent, staff and child code of conduct for remote learning</p>

		<p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via email –they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national 'Stay at Home' guidance.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell</li> </ul> <p><b>School</b></p> <ul style="list-style-type: none"> <li>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> <li>• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place, particularly any changes to processes to allow for the full opening of the school.</li> </ul>	
<p><b>Minimising contact with potential or confirmed coronavirus cases</b></p>	<p>All Staff All Pupils All Visitors</p>	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> <li>• - They have any symptoms of coronavirus.</li> <li>• - They have tested positive for coronavirus in the last 10 days.</li> <li>• - They are in a household with someone (including someone in their support bubble or childcare bubble if they have one) who displays symptoms or has tested positive in the last 10 days.</li> </ul> </li> <li>• All pupils travelling to England must adhere to <u>government travel advice</u>.</li> <li>• Schools will check the current 'red list' and liaise with parents to ensure any pupils arriving from an affected country, or having transited through one in the past 10 days, will quarantine in a government approved facility with a parent or legal guardian rather than at home.</li> </ul> <p>Parents are informed not to bring their children to school or onto the school, premises if they show symptoms of coronavirus and/or believe they have been exposed to coronavirus.</p> <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms or the date of their positive test if they did not have symptoms.</p> <p>Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance, and any individuals with symptoms are sent home as soon as possible.</p> <p>Pupils awaiting collection are moved to a room where they can be isolated behind a closed door,</p>	<p>Ongoing and added to throughout.</p> <p>Regular reminders to staff and parents</p>

with an open window, where possible, for ventilation. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.

Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance.

In exceptional circumstances, if a pupil's parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements.

If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.

Symptomatic individuals who are sent home are directed to not use public transport to get home.

Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care.

PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.

Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises.

Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.

·The school does not routinely take the temperature of pupils.

The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community.

- The number of contacts between pupils and staff is reduced. This is achieved through keeping groups for the majority of time in year group bubbles and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:
- Pupils ability to distance;
- The layout of the school site;
- The feasibility of keeping distinct groups separate while offering a broad curriculum

- Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.
- Most bubbles are the size of a full class or Year group and pupils do not mix with those outside of their bubble.
  - Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.
  - The school assesses the ability of early years pupils to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules.
- Adults to avoid close face-to-face contact and minimise time spent within 1 metre of anyone.
- Face coverings are required to be worn by staff and visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.
- Pupils old enough should be supported to maintain distance and not touch staff and their peers.
- Classrooms and other learning environments are organised to maintain space between seats and desks where possible.
- Large gatherings such as assemblies are avoided, and groups kept apart.
- The timetable is revised to implement where possible:
- Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;
- Maximise the number of lessons or classroom activities which could take place outdoors;
- Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;
  - Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;
- The use of staff rooms and offices is staggered to limit occupancy.
- Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations.
- Lessons, which include singing, chanting, playing wind or brass instruments or shouting, may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place.
- Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once.

		<ul style="list-style-type: none"> <li>• Parents are briefed on new provision for the drop-off and collection of their children.</li> <li>• Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE guidance. Peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals and wear a face covering in all shared areas.</li> <li>• Arrangements are made to enable specialists, therapists, clinicians, and other support staff for pupils with SEND to continue to provide interventions as usual.</li> <li>• Pupils whose behaviour is purposefully contrary to the social distancing measures in place are managed in line with the Behavioural Policy.</li> <li>• Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children.</li> <li>• Clinically extremely vulnerable pupils do not attend on site provision. These pupils are provided with remote education.</li> <li>• Clinically extremely vulnerable staff are supported to work from home. If the staff member is unable to work from home, they will not be required to come to school. Clinically extremely vulnerable staff continue to be paid on their usual terms.</li> </ul>	
<b>Visitors</b>	All staff All visitors	<ul style="list-style-type: none"> <li>• Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. All visitors will be required to wear face coverings in shared areas of the school.</li> </ul>	
<b>PPE (including Intimate care )</b>	Identified staff and pupils	<ul style="list-style-type: none"> <li>• Where intimate care is required an individual risk assessment is completed.</li> <li>• All members of staff carrying out intimate care will wear PPE where appropriate.</li> <li>• PPE is distributed to staff who provide intimate care for pupils who need this care and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> </ul>	Ongoing and added to throughout.
<b>Managing social distancing on the playground</b>	All Staff All Pupils	<ul style="list-style-type: none"> <li>• Break times (including lunch) are staggered so that all children are not moving around the school at the same time or in larger groups on the playground.</li> <li>• In EYFS play zones to be created throughout the outdoor learning space. Children will remain in their year group area.</li> <li>• For identified children with SEND who may find social distancing difficult, the SENCO will liaise with the staff within the small class group to develop strategies to enable social distancing.</li> </ul>	Ongoing and added to throughout. Regular reminders to parents. Ensuring that staff are role models
<b>Managing pick up and drop off</b>	All Staff All Pupils All Parents	<ul style="list-style-type: none"> <li>• Parents are to be encouraged to walk their child to school where possible.</li> <li>• Drop-off and collection times are staggered to avoid congestion</li> <li>• If Year 6 children are travelling to and from school without an adult, parents are responsible for ensuring that their children social distance on their journey to school.</li> </ul>	Regular reminders to parents. Ensuring that staff are role models

		<ul style="list-style-type: none"> <li>● Only 3 entry and exit points to the school will be used for pick up and drop off to minimise congestion.</li> <li>● A one-way system through entrance gates onto the school site will be in place.</li> <li>● Adults will be waiting on arrival to greet children and monitor entering school.</li> <li>● Children as they arrive and will not be free to use the playground.</li> <li>● Parents must arrive on time for entry to school, they must not arrive early or late.</li> <li>● If lateness is unavoidable due to unforeseen circumstances and a pupil has missed their drop off slot, parents should wait with their child off the school site until 9:05am until other year group drop off congestion has cleared and then bring their child to the main entrance and ring the intercom where a member of staff will meet the child and take them to their classroom whilst adhering to social distancing rules.</li> <li>● In the instance that parents have children in more than one year group, parents may wait with their children in the playground, strictly following social distancing from other parents and children. Parents will be asked to drop off and swiftly leave, rather than remain on school grounds.</li> <li>● The school day will end at different times for each year group. Children will be dismissed at the same place as they arrive to school. Whilst parents are waiting to collect social distancing must be adhered to.</li> <li>● Teachers will not be available to engage in conversations with parents unless it is absolutely essential.</li> <li>● Teachers must commit their time to ensuring that all children safely leave their care.</li> <li>● Parents can contact teachers through the school office phone number or class email, if they have queries about the day or they can call to make a phone appointment.</li> <li>● Parents should call or email the office with any queries they have. If parents need to speak face-to-face with the office team urgently, then parents need to call the intercom outside the office and wait outside for a response via the intercom system.</li> <li>● Parents will be asked to wear face coverings in the Reception area</li> <li>● Deliveries will be dropped off at the main school reception door and collected by office staff</li> </ul>	
<b>Hygiene measures</b>	All Staff All Pupils	<ul style="list-style-type: none"> <li>● The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>● Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly.</li> <li>● The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</li> <li>● Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</li> <li>● Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;</li> <li>● All adults and children are told to: <ul style="list-style-type: none"> <li>- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li> </ul> </li> </ul>	Ongoing and added to throughout.

		<ul style="list-style-type: none"> <li>- clean their hands on arrival at school, before and after eating, and after sneezing or coughing;</li> <li>- are encouraged not to touch their mouth, eyes and nose</li> <li>- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> <ul style="list-style-type: none"> <li>● Young children are encouraged to learn and practise these habits through games, songs and repetition;</li> <li>● Bins for tissues are emptied throughout the day;</li> <li>● All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;</li> <li>● 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;</li> <li>● Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>● Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <u>guidance</u>.</li> <li>● 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.</li> <li>● Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>● At various intervals, adults will disinfect and clean tables, door handles and equipment in the areas that they are working in.</li> <li>● Children should be allowed to go to the toilet as they would do on a normal school day. However, staff need to be very aware of how many other children are also using the toilet and only 1 member of each class group will be allowed to leave the classroom to use the toilet at any one time. Where this is not possible, staff will supervise children and adhere social distancing at all times.</li> <li>● All rooms will be well ventilated and classroom doors should remain open.</li> <li>● The caretaker will ventilate rooms as part of the daily unlocking of the school each morning.</li> </ul>	
<b>Cleaning of school and space</b>	All Staff Cleaning team	<ul style="list-style-type: none"> <li>● All cleaning equipment is thoroughly cleaned before and after use.</li> <li>● Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>● The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> </ul>	Ongoing and added to throughout.
<b>Falling ill whilst in work</b>	All Staff All Pupils All Parents	<ul style="list-style-type: none"> <li>● Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.</li> <li>● If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of</li> </ul>	Ongoing and added to throughout.

		<p>their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> <li>• Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>• In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• The Infection Control Policy and <a href="#">Cleaning in non-healthcare settings guidance</a> to be followed to clean the area.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings guidance</a></li> </ul>	
<p><b>Pupils Falling ill whilst in school.</b></p>	<p>All Staff All Pupils All Parents</p>	<ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>• Any pupil who displays signs of being unwell is immediately referred to the designated member of staff/school nurse.</li> <li>• If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul> <p>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</p> <ul style="list-style-type: none"> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• All parents are reminded to update their mobile numbers as soon as they change. This will be sent out in weekly reminders.</li> </ul>	<p>Ongoing and added to throughout.</p>

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. This will be the EAL room.</li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. This will be the EAL room</li> <li>• PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</a>.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings guidance</a></li> </ul>	
<b>Communication</b>	All Staff All Pupils All Parents	<ul style="list-style-type: none"> <li>• NHS Test and Trace process to be followed and understand how to contact their local <a href="#">Public Health England health protection team</a>. Staff members and parents/carers understand that they will need to be ready and willing to:</li> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>• The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> <li>- If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> <li>- If someone test positive they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 10 days.</li> </ul> </li> </ul>	Ongoing Regular communication if situations change is ongoing and reviewed regularly
<b>Attendance</b>		<ul style="list-style-type: none"> <li>• All parents are informed that school attendance is mandatory from the week beginning 8 March 2021.</li> </ul>	

		<ul style="list-style-type: none"> <li>● If the pupil's parents are anxious about sending them back to school, or the pupil themselves has concerns, they are asked to contact the Headteacher to discuss their concerns.</li> <li>● If the pupil is anxious about returning to school, relevant staff members develop a plan to reengage the pupil.</li> <li>● The additional catch-up funding, as well as existing pastoral and support services, resources and funding, is used to put in place measures for the family to secure the pupil's regular attendance.</li> <li>● Clinically vulnerable pupils and pupils who have been shielding or self-isolating due to living with a clinically extremely vulnerable individual can return to school in line with the latest government advice.</li> <li>● In line with the most recent shielding advice, the pupil is advised to shield and stay at home as much as possible until further notice – meaning they are not expected to attend the school site. The school keeps up-to-date with local and national advice and will maintain communication with the pupil in anticipation of their return.</li> <li>● The pupil's parents are advised to discuss their child's care with their health professional before the pupil returns to school.</li> <li>● If the pupil is unable to attend school because they are complying with clinical and/or public health advice, they are offered immediate access to remote education and are not penalised for non-attendance.</li> <li>● The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy.</li> </ul>	
<b>Offsite enrichment and school visits</b>	All staff	<ul style="list-style-type: none"> <li>● Day Trips – in line with the government's roadmap, 12 April all educational day visits will be conducted in line with relevant COVID- secure guidelines and regulations in place at that time. Full risk assessments will take place prior to the visit.</li> <li>● Domestic residential educational visits in line with the government's road map from 17 can take place. Children will be kept in their bubble for the purpose of the visit.</li> </ul>	Ongoing and added to throughout.
<b>Safeguarding</b>		<p>·On full opening, the DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying.</p> <p>The DSL team ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.</p>	

		<p>If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA.</p>	
<p><b>Managing a positive confirmed case of COVID -19</b></p>	<p>Leadership team</p>	<ul style="list-style-type: none"> <li>● <u>Flowchart school response to suspected or confirmed COVID-19 cases</u> to be followed for suspected or confirmed cases.</li> <li>● If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</li> <li>● The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> <li>● Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>-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)</li> <li>-Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>-Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>● Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.</li> <li>● Remote education offer is available for all pupils not in school.</li> </ul>	<p>Ongoing and added to throughout.</p>
<p><b>LFD Testing</b></p>		<ul style="list-style-type: none"> <li>· All rapid-result testing is carried out in line with the DHSC '<a href="#">Terms and conditions for Covid-19 testing (Primary Schools)</a>' guidance.</li> <li>· All rapid-result testing is carried out in line with the <a href="#">Coronavirus (COVID-19): Rapid Testing Policy</a>.</li> <li>· The rapid-result testing scheme is carried out with staff members who have consented to take part.</li> <li>· Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout.</li> <li>· All staff members who consent to take part are provided with the government's privacy notice and are required to read and confirm they understand this.</li> <li>· All staff members who consent to take part are provided with the most up-to-date version of the 'COVID-19 Self-Test Instruction for Use Guide'.</li> <li>· Staff will self-administer the LFD tests.</li> <li>· Self-testing is conducted by staff members twice a week (3 to 4 days apart), in the mornings before staff come into work.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Staff are informed that the LFD test kits are not to be used if the staff member begins to develop symptoms of coronavirus. In this instance, the staff member begins self-isolating immediately and books a PCR test.</li> <li>• Testing kits are stored in a secure environment which prevents access to unauthorised personnel.</li> <li>• Testing kits are only issued to authorised staff members.</li> <li>• Testing kits are stored indoors between a temperature of 2 to 30°C, in an environment, which allows enough space for social distancing.</li> <li>• Staff are instructed to administer their tests at home, and not on site.</li> <li>• Staff are instructed to collect self-test kits from the designated collection point.</li> <li>• A test kit log is in use and kept up to date with the relevant information required.</li> <li>• A test result log is in use and kept up-to-date with the relevant information required.</li> <li>• The appointed COVID-19 coordinator is responsible for risk management and overseeing the staff self-testing scheme.</li> <li>• Only the appointed COVID-19 coordinator or registration assistant distributes staff kits and inputs data into test kit log or the test result log.</li> <li>• Staff are informed that they must report the results of their tests to the NHS either online, or by phone, every time they take a test, even if the result is negative or void.</li> <li>• Staff are informed that they must communicate their results with the school's designated COVID-19 coordinator every time they take a test, even if the result is negative or void.</li> <li>• Staff who test positive following a rapid test are informed they must self-isolate until they secure a confirmatory PCR test. If the PCR test result is positive, they self-isolate for 10 days from the date of the original LFD test.</li> <li>• Staff are told to contact the COVID-19 coordinator if they have an incident while testing at home.</li> <li>• Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</li> </ul>	
<p><b>Containing any outbreaks</b></p>	<p>Leadership team.</p>	<ul style="list-style-type: none"> <li>• If the school has two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated).</li> <li>• The pupil or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia.</li> <li>• Any confirmed cases are reported as soon as possible, through the usual notification channels.</li> <li>• If two or more cases are confirmed within 10 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> </ul>	<p>Ongoing and added to throughout.</p>

		<ul style="list-style-type: none"> <li>● Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>● In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> <li>● Remote education plan in place</li> <li>● Additional measures may be necessary to help mitigate an outbreak, extremely high prevalence in the local community, or when responding to variants of concern. The risk assessment will be reviewed to reflect government guidance government's <u>COVID-19 Contingency Framework</u> and the <u>Surrey County Council local outbreak control plan</u></li> </ul>	
<p><b>Protecting the Clinically Vulnerable</b></p>		<ul style="list-style-type: none"> <li>· Shielding advice was paused nationally on 31 March. From 1 April, clinically extremely vulnerable individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions.</li> <li>● Staff in schools who are clinically extremely vulnerable will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace. <ul style="list-style-type: none"> <li>· Pupils and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable still attend school, where home working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</li> <li>· A separate risk assessment is carried out for pregnant staff. Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and will be supported by a separate risk assessment.</li> <li>· Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach.</li> <li>· The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.</li> <li>· The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>· Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> <li>· The Leadership team considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>· If required, staff can adjust their working hours, as agreed by the Leadership team</li> </ul> </li> </ul> <p>The Headteacher ensures that the school can be adequately and safely staffed.</p> <ul style="list-style-type: none"> <li>· The Headteacher and other relevant members of staff discuss how staffing deployment arrangements may need to be altered to allow for the return of all pupils.</li> <li>· Appropriate support for pupils with SEND remains in place.</li> <li>· Line managers discuss and agree any proposed changes in role or responsibility with</li> </ul>	

		<p>members of staff.</p> <ul style="list-style-type: none"> <li>· The Headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles.</li> <li>· If there are concerns about staffing capacity, the <u>Headteacher talks to the LA.</u></li> <li>· Supply teachers, peripatetic teachers and other temporary staff members can attend the school site and move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.</li> <li>· Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual.</li> </ul> <p>The school continues its recruitment processes, but offers alternatives to face-to-face interviews where possible</p>	
<b>Mental Health and Wellbeing</b>	All staff	<ul style="list-style-type: none"> <li>● Staff are vigilant in discerning pupil mental health and report any concerns to the pastoral care lead.</li> <li>● The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. Pupil are given opportunities to talk about how they feel about being on the school site and staff to act on any concerns pupils and parents may have.</li> <li>● Staff surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have.</li> <li>● The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress.</li> <li>● The Headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>● Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine.</li> <li>● The Headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff; volunteers and pupils have access to psychological support.</li> <li>● The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>● Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy.</li> </ul>	
<b>Curriculum /Access to learning</b>	All Teaching staff	<ul style="list-style-type: none"> <li>● While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable.</li> <li>● The Headteacher ensures that pupils need to be taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. <ul style="list-style-type: none"> <li>· All pupils are given the support required to make good progress.</li> <li>· Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school.</li> <li>· The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>• The school only permits team sports on the list in the Department for Digital, Culture, Media &amp; Sport's (DCMS) return to recreational team sport <a href="#">framework</a>.</li> <li>• Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups.</li> <li>• Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups.</li> <li>• Outdoor sports are prioritised where possible.</li> <li>• Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.</li> <li>• Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene.</li> <li>• The Headteacher decides if it is safe to work with external coaches, clubs and organisations for curricular and extra-curricular activities and considers how such arrangements operate within the school's wider protective measures.</li> <li>• Competition between different schools does not take place.</li> <li>• Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</li> <li>• Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> <li>• Remote education plans are in place for pupils who are self-isolating or shielding.</li> <li>• The school has a Coronavirus (COVID-19): Contingency Plan that can be implemented if restrictions need to be implemented during a local outbreak of coronavirus.</li> </ul>	
<p><b>Additional Protective Measures for Early Years</b></p>		<ul style="list-style-type: none"> <li>• The setting is not required to arrange children and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible.</li> <li>• Parents are encouraged to limit the number of settings their child attends.</li> <li>• Social distancing between groups of children and staff is implemented as far as possible.</li> <li>• The use of communal spaces is managed to limit the level of mixing between groups.</li> <li>• The use of outdoor space is maximised to ensure social distancing measures can be adhered to.</li> <li>• Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively.</li> <li>• A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting.</li> <li>• An enhanced cleaning schedule is put in place.</li> <li>• Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant</li> <li>• Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed.</li> <li>• Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group.</li> </ul>	

		<ul style="list-style-type: none"> <li>Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.</li> </ul>	
<b>Uniform</b>		<p>Expectations of uniform are communicated to pupils and parents.</p> <p>To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents.</p>	
<b>Behaviour</b>		<ul style="list-style-type: none"> <li>The school's Behaviour Policy sets out behaviour expectations for pupils</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to re engage with school are supported appropriately.</li> </ul>	
<b>Sports and outdoor activities</b>		<p>Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups.</p> <ul style="list-style-type: none"> <li>Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups.</li> <li>School swimming and water safety lessons are conducted in line with Swim England's guidance.</li> <li>Outdoor sports are prioritised where possible.</li> <li>Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.</li> <li>Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene.</li> <li>The Headteacher decides if it is safe to work with external coaches, clubs and organisations for curricular and extra-curricular activities and considers how such arrangements operate within the school's wider protective measures.</li> <li>Schools in tier 4 areas only-PE, sport and physical activity provided by the school to its own pupils under its system of controls can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.</li> <li>Schools in tier 4 areas only-Competition between different schools does not take place.</li> </ul>	
<b>Catering</b>		<ul style="list-style-type: none"> <li>The school's kitchen is fully open and operates within usual legal requirements.</li> <li>The SBM liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with the DfE's '<a href="#">Guidance for food businesses on coronavirus (COVID-19)</a>'.</li> <li>Food vouchers are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> <li>Are self-isolating</li> <li>Have symptoms or a positive test result.</li> <li>Are a close contact of someone who has had coronavirus.</li> <li>Are not attending as a result of local restrictions advised by the government.</li> </ul> </li> </ul>	

<b>Extended Provision</b>		<ul style="list-style-type: none"><li>• The school works to resume all before- and after-school educational activities and wraparound childcare for all pupils, where this provision is necessary to support parents to work, attend education and access medical care, and to support pupils' wider education and training.</li><li>• Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate.</li><li>• Clubs are run in line with protective measures, e.g. keeping pupils in their bubbles where possible.</li></ul>	
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