

Long Meadow School COVID-19 Risk Assessment Plan
Reflecting changes from Government guidance May17 2021

The following risk assessment is for the identification of risk and the subsequent planning to mitigate against these risks following the Government guidance effective from Monday 17th May 2021.

All pupils should now be attending school.

Schools have been asked to:

- review and where necessary, update our risk assessment to make sure we are following the system of controls to minimise the risk of infection, including engaging with the asymptomatic testing programme
- have a contingency plan in place for outbreaks in our school or changes in restrictions
- communicate any changes in our processes to parents

The UK Government has worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to develop their guidance. Based on the recent ONS data, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.

Working with PHE, they continually review the measures, which are informed by the latest scientific evidence and advice and update their guidance accordingly. We must comply with health and safety law and put in place proportionate control measures. To meet these obligations we must: review your health and safety risk assessments in light of this refreshed guidance and make any necessary changes to our control measures applying the system of controls.

This document reflects the latest guidance and changes

We will always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated. In specific circumstances:
8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing, where available.

Risk: Transmission Through Contact	Who	Measures taken:	Status/RAG Rating
<p>To create strategies for social distancing in school by considering:</p> <ul style="list-style-type: none"> ● a requirement that people who are ill stay at home ● robust hand and respiratory hygiene ● enhanced cleaning arrangements ● active engagement with NHS Test and Trace ● formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable <p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> ● grouping children together ● avoiding contact between groups ● arranging classrooms with forward facing desks ● staff maintaining distance from pupils and other staff as much as possible 	All staff	<ul style="list-style-type: none"> ● Each year group to remain a 'Consistent group' Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group ● Pupils are seated side by side and will be forward facing where possible ● Unnecessary furniture will not be returned to classrooms to make more space ● Pupils and staff will remain in their consistent group and interaction with staff from other groups should be minimal & avoided as far as possible ● There will still be no contact with other groups during play/lunch times (separate areas in playground/field and rota times to be strictly adhered to) ● Pupils use school provided pens/pencils and must not share these. Other equipment can be shared within a consistent group ● Sharing of whole school resources (i.e.maths resources, globes etc) between groups can occur during the day, but will be fully cleaned before doing so. This includes PE equipment which must either be cleaned thoroughly between groups, or rotated ● Pupils sit at the same desk for most of the time every day where possible ● Pupils will 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 ● Class books can be sent home but library to remain closed ● Preplanning lessons to ensure there is no need for the children to sit together i.e. crowding around a resource ● Continue regular talks to children on "social distancing" ● Continue to keep windows/door open for ventilation-smaller opening allowed in cooler weather but must be fully ventilated when empty at breaks and lunchtimes 	

		<ul style="list-style-type: none"> ● Marking of work may happen where necessary, but to always be done beside a child rather than in front to minimise danger from unexpected coughs and sneezes ● Keep internal doors open to the corridor to avoid touching handles (when all leaving room doors should be closed for fire safety) and external doors open to the playground during playtimes/lunchtimes (site secured by gates at this time) ● Lunches to be packed lunches, delivered to the classroom and or hot dinners. EYFS-2 staggered in hall, year 3-6 in classrooms ● Field continued to be used where possible through the day ● Pupils to wash hands thoroughly before going out for break/lunch and on return, as well as 6 other key points as a minimum ● No face to face contact activities to be undertaken and regular reminders to children to move away from each other. Pupils will be encouraged to stand 2 meters away from each other and from staff including in their own group. Lunch to be eaten in classrooms ● Long hair to be tied up to reduce need to touch face ● No air conditioning units to be used ● Children to be reminded of social distancing expectations before break and lunch ● Staff room to be used minimally and with clear social distancing guidelines. 5 chairs available, 2m + apart. Clear signage available about moving furniture and windows open. All staff made aware of the rules of usage. All staff to take responsibility for ensuring communal areas remain clean e.g. by ensuring dirty crockery is placed in dishwasher ● Parents and pupils informed and encouraged to not use public transport. Parents/pupils encouraged to walk/cycle to school. Each year is allocated a time of arrival and collection ● One-way system. No parent to come into classrooms. ● The timetable adapted to take into account additional time for handwashing. Any PE will not involve contact sports and will be taught socially distanced by the 	
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		<p>Head of Sport and PE. Pupils will be asked to wash their hands after all physical activity</p> <ul style="list-style-type: none"> • All staff to use their own unique laptop at all times. • All events and lettings have been suspended - we will continue to review their viability from 7th June onwards • Educational trip and visits can take place, but must have a full COVID secure Risk assessment as part of the planning process • Avoid formal meetings with parents for all but serious issues and maintain social distancing if meeting parents outside (for example, on collection of child). If face-to-face meeting cannot be avoided, use of Google Meets for meetings to prevent face to face contact whenever possible 	
<p>To reduce risk of exposure to COVID-19 by considering:</p> <ul style="list-style-type: none"> • PPE provision for SEMH, behaviour issues etc. where restraint is required. • interacting with pupils with personal care needs 	<p>SLT All staff</p>	<ul style="list-style-type: none"> • Supplies are stored centrally (Medical room) and can be accessed by all staff members as and where required in exceptional circumstances Individual RA completed for all SEND children. Those identified as having high risk of virus transmission - 1:1 staff will be offered PPE (visor, gloves and apron) due to spit, drool, or more intimate needs • Addendum to behaviour policy to include added verbal warning (particularly with hygiene and social distancing) nThis in now to be used only on an individual basis with e vast majority of children falling under our normal Positive Behaviour policy • PPE is available for staff who may need to remove a child from a classroom, if the cannot socially distance 	
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes</p>	<p>SLT All staff</p>	<ul style="list-style-type: none"> • Supplies are stored centrally (Medical room) and can be accessed by all staff members as and where required in exceptional circumstances • Members of staff dealing with ill pupils or staff should wear PPE (plastic face shield, mask, gloves and apron),if cannot socially distance or isolate the child 	

<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>staff and children</p>	<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more COVID-19 symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms • they are legally required to quarantine, having recently visited countries outside the Common Travel Area • they have had a positive test • they have been in close contact with someone who tests positive for COVID-19 <p>They must immediately cease to attend and not attend for at least 10 days from the day after: the start of their symptoms the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school)</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape the risk of harm. More information can be found on NHS Test and Trace: how it works.</p>	
<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)</p>	<p>staff and children</p>	<p>we must:</p> <ul style="list-style-type: none"> • send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the guidance for households with possible or confirmed COVID-19 infection • advise them to arrange to have a test as soon as possible to see if they have COVID-19 <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain</p>	

		<p>Reaction (PCR) test), and the next 10 full days. It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.</p>	
<p>If a pupil is awaiting collection, due to becoming 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)</p>	<p>children</p>	<ul style="list-style-type: none"> ● they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required ● a window should be opened for fresh air ventilation if it is safe to do so ● if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people 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 ● personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as 9 for a very young child or a child with complex needs) <p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, as long as it is age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school.</p>	
<p>Positive identified case of Coronavirus of a member of staff or pupil at school.</p>	<p>staff and children</p>	<p>Swift action must be taken when someone tests positive for COVID-19. If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts.</p>	

		<p>Schools receive support on this through the dedicated advice service introduced by PHE, which can be reached through the DfE helpline on 0800 046 8687, or their PHE local health protection team if escalated. Based on their advice, people who have been in close contact with the person who has tested positive must be sent home and advised to self-isolate immediately and for at least the next 10 full days counting 24 from the day after contact with the individual who tested positive. It is a legal requirement for an individual to self-isolate if they have been told to do so by NHS Test and Trace.</p> <p>A risk assessment may be undertaken to determine this, but a close contact can be anyone who:</p> <ul style="list-style-type: none"> • lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 • has had any of the following types of contact with someone who has tested positive for COVID-19 with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) • travelled in the same vehicle or a plane <p>Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate. If someone who uses transport tests positive, the assessment is likely to take account of factors such as:</p> <ul style="list-style-type: none"> • vehicle size • degree of face-to-face contact • length of time in close proximity • whether a Perspex screen is in place • 	
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		<p>The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home and asked to self-isolate. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups. This will be a proportionate recording process.</p> <p>Where individuals are self-isolating and are within our definition of vulnerable, school has systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p> <p>We will use template letters that have been provided for us to send to parents of children asked to selfisolate. This can also be used for staff if needed. This letter will be shared promptly with all parents of children that have been asked to self-isolate as this letter allows parents who are on a low income and unable to work from home to apply to their local authority for financial support under the Test and Trace Support Payment scheme</p> <p>We will not share the names or details of people with COVID-19 unless essential to protect others</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms. This is unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate; this is a legal obligation. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they should remain in isolation for the remainder of the 10-day isolation period - this is because they could still develop COVID-19 within the remaining days 	
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		<ul style="list-style-type: none"> if the test result is positive, they should inform their school immediately, and must isolate from the day of onset of their symptoms and at least the following 10 full days - their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed COVID-19 infection <p>The school will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>	
Contain any outbreak by following local health protection team advice	all community	<ul style="list-style-type: none"> If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if additional action is required school to call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group. If you are implementing the system of controls, addressing any issues you have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. We will not close the school except on the advice of health protection teams 	
Parents refusing to keep pupils off school when requested to self-isolate and test. Thus the spread of virus to the rest of the school population resulting in illness/death.	Staff and children	<ul style="list-style-type: none"> Obtain advice from NHS 111 online based on the information provided by them and referring to Public Health and DFE Guidance for Schools Call DFE Helpline 0800 046 8687 or email Dfe.coronavirushelpline@education.gov.uk 	
Pupils and families who are anxious about return to school following the latest government guidelines 17th May 2021	children and families SLT	<ul style="list-style-type: none"> All pupils must attend school School to be aware of potential concerns of pupils, parents and households who may be reluctant or 	

		<p>anxious about returning and put the right support in place to address this</p> <ul style="list-style-type: none"> ● If parents of pupils with significant risk factors are concerned, school to discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school ● Schools to be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc) ● School to identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This to include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic 	
<p>To establish procedures to ensure regular hand washing in accordance with guidelines</p>	<p>children and staff</p>	<ul style="list-style-type: none"> ● Staff assigned to refill soap dispensers throughout the day. Site staff to refill overnight ● Site staff to spray toilets (flush, handles, taps) every hour ● Children wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food. Plus a plan for 6 regulated times also created. ● Flexible day timings to continue to allow teachers as much time as needed to carry out safe procedures and practices in classrooms. ● Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff. ● Outside wash trough to ensure 2 way class entry allows all to wash hands before entering building ● Request any e visitors wash their hands ● Educate pupils and staff on the importance of destination handwashing through letters <ul style="list-style-type: none"> ○ before leaving home ○ on arrival at school (wash or wipes) 	

		<ul style="list-style-type: none"> ○ after using the toilet ○ after breaks and sporting activities ○ before eating any food, including snacks ○ before leaving school ● Sinks in the toilets are for use after going to the toilet, not for routine hand washing, to minimise traffic in the toilets. ● Supervision by staff of toilets at breaks etc to ensure pupils are washing their hands thoroughly. Sufficient supplies and maintained supplies of liquid soap and disposable hand towels ● Only single use paper towels and hand dryers (after using the toilet) to be used. Bins emptied overnight. ● Regular checks of toilets throughout the day to ensure they are clean(sprayed), stocked with liquid soap and hand towels by AD/MB 	
<p>To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19</p>	<p>children and staff</p>	<ul style="list-style-type: none"> ● Waterfall to be used as before. Bins for PPE disposal (if used) in place ● Monitoring of illness must be rigorous and have a 'caution first' approach at all times. ● Communication sent to all staff and pupils informing them they should remain at home if they are displaying any symptoms. ● School to ensure it understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. School ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 	

		<ul style="list-style-type: none"> ○ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) ● Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing ● All schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested ● School to ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> ○ if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. ○ if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their 	
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		temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days	
LFT testing to be completed by all school staff	staff	<ul style="list-style-type: none"> • Staff in school will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. • Primary age pupils will not be tested with LFDs. PHE have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. • Primary age pupils may find the LFD testing process unpleasant and are unable to self swab. This will be reviewed this approach in light of any emerging evidence. • Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at home guidance. • They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. • Those with a negative LFD test result can also continue to attend school and use protective measures. 	
Risk- Other risks identified			
Poor ventilation	children and staff	<p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.</p> <p>When our school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures.</p> <ul style="list-style-type: none"> • Mechanical ventilation systems 	

		<ul style="list-style-type: none"> ○ These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. Systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. ● Natural ventilation <ul style="list-style-type: none"> ○ Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) and opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). ○ To balance the need for increased ventilation while maintaining a comfortable temperature we will consider opening high-level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing rearranging furniture where possible to avoid direct draughts ○ Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	
Risk: Staff and Pupil Attendance			
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	HT/DHT	<ul style="list-style-type: none"> ● All communications are shared with staff ● Regular meetings timetabled to allow staff opportunities to express concerns ● Access to well-being and mental health support communicated and shared with staff. 	

		<ul style="list-style-type: none"> ● Staff well-being continues to be a priority focus for the new academic year. 	
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HT and CoG	<ul style="list-style-type: none"> ● Parent information written continues to be shared with all parents ● Details provided of safeguarding measures in place to mitigate risk of infection ● Clear expectations for parents have been shared ● parents updated with information on all levels as it happens 	
Processes and procedures are established and shared with Parents for pick up and drop off arrangements	SLT	<ul style="list-style-type: none"> ● Staggered start and end times have been established ● Requirements continue to be shared with parents through letters and Teachers2Parents ● Limit visitors on site Reinforced information to parents In summary: <ul style="list-style-type: none"> ○ No parents allowed on site unless to drop and collect. ○ All parental communication with the office via phone or email. Any unexpected collection and drop off (i.e. medical appointments) to be arranged via phone. ○ No contractors during the school day – all contractors to be arranged after school closes/before school when minimal staff are present 	
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	SLT	<ul style="list-style-type: none"> ● Guidance for collection has been established and shared with parents through letters. Handover in foyer. 	
Travel and quarantine	Children and staff	<p>All pupils travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p> <p>Those arriving from a 'red list' country, or have transited through one in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home.</p>	

Pupils abroad who are unable to return	Children and staff	We will continue to work with the local authority to engage with families who are abroad to understand the child's circumstances and their plans to return. We will encourage families to return where they are able to, emphasising the benefits of regular school attendance and remind them that school attendance is mandatory.	
Encouraging regular school attendance	SLT	<p>We will continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate.</p> <p>We will identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them.</p> <p>We may want to put particular emphasis on:</p> <ul style="list-style-type: none"> ● disadvantaged and vulnerable children and young people ● pupils who were persistently absent prior to the pandemic ● pupils who have not engaged with school regularly during the pandemic <p>To support families who will need additional help to secure pupils' regular attendance, we may use the additional catch-up funding that has been provided, as well as our existing pastoral and support services, attendance staff and pupil premium funding. You should also work closely with other professionals across the education and health systems, where appropriate, to support school attendance. Continue to notify the pupil's social worker, if they have one, of non-attendance.</p>	
Staff who are clinically extremely vulnerable	All staff	<p>Some groups of people are at higher risk of severe illness from coronavirus. This group of people have been told directly by their GP or hospital clinician, or have received a letter, confirming that they are 'clinically extremely vulnerable'</p> <p>Since the 1 April, those who are clinically extremely vulnerable (CEV) are no longer advised to shield. Updated advice is for</p>	

		the group to continue taking extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV are advised to work from home where possible, but can attend their place of work if they cannot work from home. CEV individuals (over 18) were prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation	
Staff who are clinically vulnerable (CV)	staff	CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. 36 Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.	
Pregnancy	staff	<p>We will follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p> <p>We are aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch COVID-19. This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch COVID-19.</p>	
Staff deployment	SLT and staff	<p>We may need to alter the way in which you deploy our staff and use existing teaching and support staff more flexibly. We will ensure that we continue to have appropriate support in place for pupils with SEND. Any redeployments of staff will not be made at the expense of supporting pupils with SEND.</p> <p>We will make sure that for any interventions or care for pupils with complex needs:</p> <ul style="list-style-type: none"> ● safe ratios are met ● specific training is undertaken <p>Staff who are not teachers may be deployed to lead groups or cover lessons, under the direction and supervision of a</p>	

		qualified, or nominated, teacher. This is covered under the: Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools the freedoms provided under the funding agreement for academies	
Supply staff and other temporary or peripatetic staff	outside staff	<ul style="list-style-type: none"> • We will continue to use supply teachers and staff. • Supply staff and peripatetic staff can move between schools. Such staff and visitors must follow our school's arrangements for managing and minimising risk based on the system of controls. • They will have access to information on the safety arrangements and be provided with this as soon as possible after the booking. • This also applies to other temporary staff and volunteers working in schools such as: support staff working on a supply basis peripatetic staff such as music tutors and sports coaches those working in before and after school clubs • Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place. 	
Other support including specialist staff	outside staff	<p>Specialists, therapists, clinicians and other support staff for pupils with special educational needs and disability (SEND) can attend school to provide interventions as usual where this is reasonably necessary, including where this requires them to move between settings.</p> <ul style="list-style-type: none"> • Volunteers may be used to support the work of the school, as would usually be the case. • Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place. 	
Recruitment	SLT	<p>We will continue recruiting members of staff.</p> <ul style="list-style-type: none"> • We will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible. • Where face-to-face meetings are necessary, we will share the school's control measures in advance and 	

		make it clear to candidates that they must follow the system of controls that you have in place.	
Deployment of ITT trainees and school engagement	Staff	ITT trainees can continue to go to our school on placement. Trainees who go to their placement are offered COVID-19 testing in the same way other school staff are. They are expected to follow all control measures put in place by our school.	
Remote education	children	<p>From 8 March, attendance is mandatory for all pupils of compulsory school age.</p> <p>If we are affected by the remote education temporary continuity direction we will provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>This includes, for example, where such guidance means that a class, group or a small number of pupils need to self-isolate. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.</p> <p>The remote education provided will be equivalent in length to the core teaching pupils would receive in school and should include recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently. As a minimum we will provide:</p> <ul style="list-style-type: none"> • Key Stage 1: 3 hours a day on average across the cohort, with less for younger children • Key Stage 2: 4 hours a day Key Stages 3 and 4: 5 hours a day 	
Delivering remote education safely	staff	Keeping children safe online is essential. The statutory guidance keeping children safe in education provides the information on what we should be doing to protect our pupils online.	
Special educational needs	children	If pupils with SEND are not able to be in school their teachers are best placed to know how the pupil's needs can be most effectively met to ensure they continue to make progress.	

		<p>The requirement for schools within the 2014 Children and Families Act to use their best endeavours to secure the special educational provision called for by the pupils' special educational needs remains in place.</p> <p>We will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education. In this situation, decisions on how provision can be delivered will be informed by relevant considerations including the types of services that the pupil can access remotely.</p>	
Fire safety	SLt + MB	<p>Our Fire safety management plan has been reviewed and checked in line with operational changes. We have checked:</p> <ul style="list-style-type: none"> • all fire doors are operational at all times • our fire alarm system and emergency lights have been tested and are fully operational <p>We will carry out emergency drills as normal (following social distancing as appropriate).</p>	
Educational visits	Staff and children	<p>Educational day visits</p> <p>In line with the roadmap, we were able to resume educational day visits from 12 April. Any educational day visits will be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. We will consult the health and safety guidance on educational visits when considering visits.</p>	
Transitional, taster and open days	Staff and children	<p>We will complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with our system of controls and align with the advice contained within this guidance and the roadmap out of lockdown.</p>	

Music, dance and drama in school		<p>We will continue teaching music, dance and drama as part of your school curriculum, especially as this builds pupils' confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.</p> <p>If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>We will take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.</p> <p>Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained.</p> <p>When planning music provision, you should consider additional specific safety measures. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. We will follow the government published advice on safer singing.</p>	
Physical activity	children	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. We may hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene.</p>	
Behaviour, discipline and wellbeing	SLT	Our policy sets clear, reasonable and proportionate expectations of pupil behaviour, sets out clearly the	

		<p>consequences for poor behaviour and deliberately breaking the rules. It also sets out how we will enforce those rules including any sanctions, especially for any restrictions on movement within school and new hygiene rules.</p> <p>We understand that lack of routine and classroom discipline may contribute to disengagement for some pupils returning to school. This could result in an increase in poor behaviour. Our sanctions or consequences are appropriate for poor behaviour and additional support is in place for these pupils including those who:</p>	
Risk: Maintaining Cleanliness			
<p>Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission</p>	<p>All staff</p>	<p>In line with the risk assessment and timetabling of the day, we have put in place and maintained an enhanced cleaning schedule.</p> <p>This includes:</p> <ul style="list-style-type: none"> • more frequent cleaning of rooms or shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • cleaning toilets regularly • encouraging pupils to wash their hands thoroughly after using the toilet • if your site allows it, allocating different groups their own toilet blocks PHE has published guidance on the cleaning of non-healthcare settings. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case. • Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> ○ Door handles ○ Desks, table tops ○ Toys ○ Teaching equipment/resources ○ Light switches ○ Books ○ Toilets ○ Sinks 	

		<ul style="list-style-type: none"> ● Additional cleaning capacity in place through use of teaching and support staff. ● Cleans (by staff) to be completed at regular periods throughout the day ● Cleaning staff briefed and monitored by MB ● Social distancing in place for cleaning staff. All staff off site by 5.00pm daily ● Provide tissues for classrooms and antibacterial cleaning wipes/spray in every room ● Ensure robust cleaning of high contact surfaces throughout the day ● Obtain advice where required from, NHS 111 and DfE Helpline 0800 046 8687 or email: DfE.coronavirushelpline@education.gov.uk ● Door Handles (classroom doors will be kept open) Main entrance – hand sanitiser to be placed by main door and used after each entry. ● Resources - pupils have their own stationery packs. ● Staffroom - urn/fridge/dishwasher handle, cupboards, sink taps – to be cleaned regularly by staff using the staff room ● Identify how to manage these areas effectively ● Every classroom to be thoroughly cleaned at the end of each day with a high intensity solution. MB to oversee that cleaners remain in their own allocated parts of school ● Tables and resources only to be sprayed when pupils are not in danger of the spray blowing into them. ● Any cleaning solution clearly labelled and available in every area ● Any spray bottles or wipes must be kept out of reach of children ● All areas touched by children and staff must be cleaned regularly by the consistent group staff throughout the day ● As far as practical , soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed ● Play trails and outdoor apparatus to be cleaned more regularly 	
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Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> Outdoor equipment to be sprayed at the end of breaks and lunch. Equipment not to be touched before or after school. Staff to monitor this Each class to have own balls etc 	
Risk: Safeguarding			
COVID 19 is RIDDOR reportable and should be reviewed if anyone on site contracts this	All staff	<ul style="list-style-type: none"> The School Manager will initiate the process of reporting this to MKC and the Health and Safety Executive 	
Recommission all systems before re-opening	Site manager MB	<p>re Checks carried out on the following:</p> <ul style="list-style-type: none"> gas, heating, water supply, mechanical and electrical systems catering equipment MB to liaise with MK LA H &S Ensure usual maintenance and safety checks continue to take place Review Planned Preventive Maintenance schedule – what services are due between now and September and organise for these to be carried out outside of pupil hours Ensure statutory checks are up to date i.e. boiler servicing.https://www.hse.gov.uk/news/work-equipment-coronavirus.htm Legionella checks have continued during school closure Site staff checks weekly fire alarm checks have continued, as with other checks 	
Ensure water systems are safe and operational	Site Manager MB	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied	
Check your fire safety systems	Site Manager MB/ HT	<p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> all fire doors are operational fire alarm system and emergency lights are operational No social distancing expected during fire alarm 	

<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> ● At risk of exclusion ● In need of early help ● Have additional needs such as behaviour, sensory impairment etc. ● Exhibiting mental health and well-being issues ● In need of bereavement counselling ● Meeting the social care thresholds 	<p>DSLs HT SENCo</p>	<ul style="list-style-type: none"> ● Pupils have been identified and risk assessed ● LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support 	
<p>First aid and medication and delivering personal care done effectively, in not could have insufficient coverage for school and harm to pupils through malpractice</p>	<p>All staff</p>	<ul style="list-style-type: none"> ● Provide appropriate PPE for first aiders (mask, face shield, disposable gloves and disposable aprons) to be worn when there is a risk of virus transfer i.e. with coughing/sneezing/vomiting child. Inform first aiders what control measures are in place ● Any staff member, without valid first aid training, must alert a member of non-consistent group staff (with first aid training) to oversee first aid administration ● Office staff to ensure those pupils in school have up to date medication onsite and their allergen information is also up to date ● First aider and those administering medication to maintain social distancing where possible. Personal care. Staff providing personal care e.g. changing a child after they have wet themselves should wear appropriate PPE (mask, face shield, disposable gloves and disposable aprons) 	