

JMAT Risk Assessment Preparation v3 (July 2020)

Document – Covid 19

September 2020 onwards



All schools must continue to produce and update a risk assessment identifying the risks to pupils and staff during the Covid-19 pandemic.

Under The Management of Health and Safety at Work Regulations schools have to carry out suitable and sufficient assessment of risks to:

- Identify what could cause injury or illness (hazards)

- Decide how likely it is someone could be harmed and how seriously (Likelihood)

- Take action to eliminate the hazard, or if this is not possible, control or minimise the risk to an acceptable level (risk)

Covid-19 clearly remains a hazard and continues to pose a significant risk of harm to some people – particularly in those people considered to be clinically vulnerable. Schools must continue to do what is reasonably practicable.

As the government guidance is revised, schools may need to apply revisions of this risk assessment(s) in light of potential changes.

As a Trust it is likely that we will need to be flexible in our delivery of education from September. We will seek to open for all children if national and local decision makers allow this to happen. However this position may change if and when local restrictions change.

As such the following risk assessment preparation will enable a full school opening under a class bubble scenario. Consideration at this stage must also be given to a partial lockdown, where schools will operate within a rota basis of half the children in for a block (week?) followed by the other half. The Trust will implement the plans should a full lockdown be instructed.

An Understanding of:

Transmission – At time of writing transmission rates for SARS-CoV-2 (Covid-19) are below 1 (UK) with transmission in children aged <18 = 2% of Global positive tests.

Reduced Mobility – Closure and Part Closure of schools during the pandemic has helped to reduce mobility in the UK supporting the success of non-pharmaceutical interventions in reducing the transmission levels.

Test and Trace – Anyone with symptoms of coronavirus, however mild can now be tested. The tracing of that individual's recent mobility (on a positive test) will identify those who need to isolate for 7 or 14 days. (see infection control policy)

Bubble Integrity – Maintaining minimised cross contamination of areas outside of a bubble for staff and pupils and providing individual pupil learning resources and increased hygiene measures.

Social Distancing Measures – The relaxing of social distancing measures – where it is not possible to stay two meters apart, guidance will allow people to keep a social distance of one metre + . This means staying 1m apart, plus use of other mitigations which reduce the risk of transmission.

Other Mitigations - Covid Secure Measures which were imposed into our setting from at least 1/06/2020 in readiness for wider opening of schools.

Partial Lockdown – 2nd Spike – If infection rate rises Partial Lockdown means reverting to a limited number of pupils in each bubble (15), following specific targeted Year Gp attendance as determined by the Government and limiting the mobility of staff and pupils in setting to protect bubble integrity.

Tried and Tested – Partial Lockdown has been operated in our setting(s) since 23/03/2020. We now know how this operates and will take lessons learned into any potential 2nd wave. This includes remaining in individual settings.

COVID SECURE MEASURES are:

The hierarchy of control measures in our Covid-19 defence remain:-

1. Hand Hygiene
2. Increased Hygiene Regime in setting (additional cleaning)
3. Bubble integrity and minimising access to communal areas
4. Adult deployment limited in setting to reduce cross contamination
5. Observing appropriate social distancing etiquette where necessary
6. Minimising additional visitors in setting.
7. Use of PPE.

While ever we are operating with a threat level from SARS-CoV-2 (Covid-19) we must continue to assess levels of risk of transmission in our schools and the impact thereof. This is the new hazard we are mitigating against. Measuring the success of limiting transmission in our settings cannot be achieved against monitoring positive cases. This is difficult due to the unquantifiable values and complexities involved.

PRACTICAL APPLICATION	WHOLE CLASS BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2 nd SPIKE
<p>How will you ensure a safe arrival and exit for children, staff and parents?</p>	<p><i>Schools must consider where possible operating a one way system for access and egress to site.</i></p> <p><i>Schools should consider</i></p> <ul style="list-style-type: none"> • <i>Number of gates in use to open or close</i> • <i>Staffing the gates to safeguard children</i> • <i>Limiting the time parents/carers are on site</i> • <i>Controlling bottle necks by implementing staggered arrival and departure times – reducing in day breaks to minimise need to extend school day</i> • <i>flexible approach to Late Mark</i> • <i>Siblings in differing Yr Gp arriving at one specific time.</i> <p>Arrival of staff: All teaching and support staff should enter school via front foyer. Should more than one staff member arrive at the same time, please ensure that you maintain social distance. Others should wait until they can access the school building. Once in the entrance, hands must be sanitised, using the dispenser on the wall on your left. Staff can once again use the electronic signing in system on arrival. Please ensure that your name badge is regularly wiped with antibacterial solution or wipe.</p> <p>Once in the main school building, staff must wash their hands for at least 20 seconds. When in shared/communal areas (hall, toilets, photocopier, staffroom) all staff should keep a distance of 2 metres and if anyone is distracted and forgets, remind them. When using shared equipment such as a phone or photocopier, the equipment must be wiped using sanitising wipes before use which will be at the location. Should any equipment need replenishing, staff will alert the School Business Manager to this.</p> <p>Arrival of children WCP has two points of access, one on Festival Road and the main entrance on Fitzwilliam Street. The Festival Road entrance has been re opened and will be used by parents of children in Y1, Y3, Y4, Y5 and Y6 – all of which have an extended arrival time to avoid overcrowding.</p>	<p><i>Schools must consider where possible operating a one way system for access and egress to site.</i></p> <p><i>Schools should consider</i></p> <ul style="list-style-type: none"> • <i>Number of gates in use to open or close</i> • <i>Staffing the gates to safeguard children</i> • <i>Limiting the time parents/carers are on site</i> • <i>Controlling bottle necks by implementing</i> • <i>Staggered arrival and departure times</i> • <i>1M – 2M observations in the arrival zones</i> • <i>Communicating rota information</i> <p>The same arrangements will apply although we will revert back to a window of arrival as well as a staggered start.</p>

The Fitzwilliam Street entrance will be used by FS1, FS2 and Y2 parents. Y2 families will need to wait on the grassed area or adjacent hard standing at the front of school. FS2 parents can proceed to the wooden gate near the office and outdoor provision and FS1 should use their individual entrance as usual. All families should ensure that they wait at a social distance and there will be a member of staff within this area to direct families if necessary. Visual reminders will be posted.

Both entrances will be open at 8:40am.

The waiting area within the school grounds outside the old entrance will be marked with lanes so that Y6 children can independently feed into the central lane to access school, Y1 children can filter left and Y3 – 5 children can filter right. Parents are encouraged to wait on the hard standing unless they need to take their child to their classroom. Family members should wait at a social distance allowing space for clear walk ways. Should there be more families – a member of staff will guide them to the grassed area, overspill waiting area. Staff member within the hard standing area will be encouraging drop off at the gate.

At drop off, parent/carers will either drop off at the gate or wait within the waiting area, standing with their child in a space.

If necessary, a family where there are more than one sibling should drop off the younger sibling at their allocated time and the older sibling can enter school through their entrance at the same time or wait outside their classroom if old enough to do so.

At the end of the day, this procedure will happen in reverse. Children will exit via classroom doors where possible and parents will wait on the grassed areas or hard standing outside the classrooms.

It will be imperative that parents adhere to these procedures, as not doing so may cause us to have to remove the offer of a place, in order to ensure that the safety of others can be maintained. Where possible and certainly during the first few days of each bubble group starting, this procedure will be overseen by the SLT to ensure that staff, children and parents are confident and any teething problems can be quickly identified and overcome through further planning or resourcing.

How will you ensure there is effective communication about these systems so they are adhered to?

To ensure that this is clearly communicated all stakeholders will have a copy of this procedure sent out the week before we start.

<p>Classrooms</p> <p>Each classroom will need to operate as a class bubble</p>	<p><i>Schools will not have to apply social distancing within the classrooms. However the Covid Secure measures continue to apply.</i></p> <p><i>Schools should consider</i></p> <ul style="list-style-type: none"> • <i>How will you organise the day to ensure minimised movement around school</i> • <i>How to staff bubbles with stability</i> <p>Ensure a timetable is created for staff deployment – this will aid Health Protection Team to identify cases for isolation.</p> <ul style="list-style-type: none"> • <i>How will you facilitate regular cleaning routines for surfaces? - documented</i> • <i>How will you facilitate regular hygiene sessions e.g. hand washing</i> • <i>Refreshing Emergency Evacuation procedures</i> • <i>Review Accessibility Plan (ensure fit for purpose)</i> <p>Furniture Arrangements</p> <p>Tables will generally face forward to the teacher for pupils or be positioned in other suitable arrangement whereby the children are not sitting opposite each other. In FS2 and Y1, a compromise will be used to ensure that the arrangement encourages dialogue but avoids children sitting opposite to one another. Clear routes to exits and to the sink will be maintained in order to facilitate hand washing, fire procedures and bubble integrity. This includes a 2m space at entrance of each classroom.</p> <p>Excess furniture will be removed to allow more space for children and staff to move more freely in the classroom with access to the sink, toilets and outside space particularly important. Staff will have a designated space to deliver input to the class.</p> <p>Unnecessary soft furnishings and cushions are still removed at the moment. If used as an integral role in learning, for example in EYFS or Y1, materials should be cleaned with Dettol daily and washed once a week.</p> <p>The Organisation of the Day</p> <p>We have opened two entrances to school, both Fitzwilliam Street and Festival Road which, and this, along with staggered starts for each year groups and maintaining arrival windows, will avoid congestion and help with social distancing. The parents/ carers of the children of each class have been given a specific area to wait which will be well signposted. All parents/carers should wait at a social distance from other families. Staff will be on site in waiting areas to remind families of this.</p> <p>How to staff classes with stability</p>	<p>How many children can safely be housed in a room, whilst practicing social distancing?</p> <p>The numbers of children that can safely be housed within a room is dependent on the square footage and layout of the rooms themselves including in many rooms, the extent of fixed furniture which restricts space. There will be 12 children in our largest rooms but will be limited to 9 children in our smallest room.</p> <p>How many classroom spaces can you safely use given the requirements for moving around corridors and toilet accessibility?</p> <p>Because of the required access to toilets and to minimise the movement in communal areas, we can use 9 to 10 rooms dependent on demand. Our restricting factor here will be the communal toilets at Key Stage One and Two which will struggle with high demand. We will also allocate some children to a disabled toilet should this be necessary. We will be supervising this and operating a one in one out system.</p> <p>How will you organise the classrooms?</p> <p>Each room will be set up, taking account of the age and stage of the children with which it will be used. Spaces will be created for children to access as wide a range of equipment and activities as possible, with the outdoor space being utilised wherever possible. The classroom will be cleared of unnecessary furniture to allow each child to have a desk and unrestricted access to the door. If necessary, and at the teacher's discretion, there will be a one way system imposed.</p> <p>High contact surfaces will be cleared to facilitate cleaning and classroom doors will be propped open to avoid contact with handles. Pathways will be clear, particularly to the sink, external door and allocated space for teacher.</p>
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Each class has a core staff with one teacher, and at least one teaching assistant.

SMSAs will be allocated to certain bubbles and remain with this bubble throughout lunchtime.

In some cases, the TA is a cover supervisor and if necessary with appropriate planning support, will lead the class for the day should the teacher be ill.

School has two HLTAs who are not allocated to a class bubble as such in order to cover for illness and ensure that our teachers new to the profession still receive the necessary support and development needed.

Cleaning routines for surfaces

The cleaning team will wipe all high contact surfaces within their scheduled morning and afternoon cleans. A further reactive clean will take place shortly after lunch including an additional toilet clean and a further clean of high contact surfaces.

Class Bubble staff will continue existing routines regarding cleaning of high contact surfaces in classroom on a regular basis during the day at their discretion but at least once.

Ensuring regular hand washing

Each room has its own, well stocked handwashing facilities at a level appropriate for the age of the children. Regular handwashing will be timetabled approximately every hour into the routine of the bubble group, including a range of songs being used to make the process more engaging. Children will also be supervised in further handwashing if they move between activities or from outside to inside.

Additional hand sanitising stations are positioned through the school to aid with hand hygiene through the day.

Catch it, Bin it, Kill it protocol for sneezing and coughing will also be taught directly via demonstration and YouTube links shared previously. Tissues should be used and collected in plastic bags and disposed of in bins.

Refreshing emergency evacuation procedures

Staff will be briefed about emergency evacuation procedures on first day of term but there is no change from current practice.

Use of all other rooms

Children will use the same table and chair where possible and before returning to their chair, handwashing will be undertaken under the supervision of the adult at the handwashing station in the classroom.

Children will be given the same key resources and kept on desk. Should they require new, this will be labelled and kept with them. All natural, fabric or porous resources e.g erasers will not be used and put into storage.

All soft furnishings, containers (e.g baskets) and natural materials at hand height should go into storage. Hanging items can remain.

How will you facilitate regular cleaning routines for surfaces?

As already mentioned, we are hoping to have greater staff to child ratios than during the normal school day. For that reason, each of the staff will be able to participate in regular spot cleaning of surfaces and equipment. To that end, each of the bubble groups will be supplied with a stock of cleaning materials that will be able to be used during the day, but are also safe to use around the children.

Other cautionary measures will be taken such as propping open all doors to classrooms and external doors to toilet areas (not toilet doors themselves)

How will you facilitate regular hygiene sessions e.g. hand washing?

Each room has its own, well stocked handwashing facilities at a level appropriate for the age of the children. Regular handwashing will be timetabled approximately every hour into the routine of the bubble group, including a range of songs being used to make the process more engaging. Children will also be supervised in further

	<p>Rooms without ventilation will preferably not be used or if necessary only be used with the door open. Larger intervention groups within a class will work in areas such as Hall 1 and the computer suite (which is being cleared for use) which allow better spacing and ventilation.</p> <p>Agreed maximum occupancy numbers will continue to be displayed on communal and shared other rooms. First Aid provision in setting can revert to “usual” practice as contact is minimal and any medium or high level incident should involve parent/carer collection.</p>	<p>handwashing if they move between activities or from outside to inside.</p> <p>Catch it, Bin it, Kill it protocol for sneezing and coughing will also be taught directly via demonstration and YouTube links shared previously. Tissues should be used and collected in plastic bags and disposed of in bins.</p> <p>Refreshing emergency evacuation procedures Staff will be briefed about emergency evacuation procedures on first day of term and there will be a practice drill for at least staff during the first 24 hours of lockdown. Staff can then walk through the drill with their bubble within the first school day.</p> <p>Use of all other rooms Rooms without ventilation will not be used. Larger intervention groups within a class will work in areas such as Hall 1 and the computer suite (which is being cleared for use) which allow better spacing and ventilation.</p> <p>Agreed maximum occupancy numbers will continue to be displayed on communal and shared other rooms.</p>
<p><u>Toilets</u></p>	<p>Toilets are arranged in blocks so have to be shared between classes but toilet visits will be supervised so that only one bubble accesses at any one time – one bubble in, one bubble out. External toilet doors will be propped open to avoid touch. A waiting group of children from a class bubble will wait at a social distance from another bubble outside on spot marker. Supervising adult will ensure that all children have washed hands as necessary.</p> <p>Toilets will be cleaned at lunch time and before and after school.</p> <p>The disabled toilet on KS2 corridor opposite Y5 class will revert back to disabled access for use by specific, named children in Y5 and 6 who may find the waiting system and social distancing routines difficult to negotiate.</p> <p>The disabled toilet opposite Y2 will revert back to disabled access for use by specific, named children at Y1 and Y2 who may find the waiting system and social distancing routines difficult to negotiate.</p>	<p>How many toilet facilities do you have? How many of these can be safely used and how will you organise use and will this be supervised?</p> <p>Due to the arrangement of two blocks of toilets on both KS1 and KS2 corridors, toilets are a significant restricting factor for Wath Central. FS1, FS2 and Y1 will have access to their own blocks of toilets. However, at KS2 toileting will need to be keenly managed as these will have shared usage by all Bubbles from Y2 - 6. The Bubble size and number of Bubbles open must stay within the number outlined above as any more demand on the KS2 corridor will compromise this arrangement and not be manageable. All visits to the toilet areas through school will be closely supervised by</p>

	<p>The disabled toilet on the corridor approaching the dining room and FS2 will be available for a pupil in Y6.</p>	<p>a member of staff to ensure appropriate hygiene and social distancing at an age appropriate level. Staff will ensure that we operate a one child in and one child out system. External doors to toilet blocks (not individual toilets) will be kept open to avoid cross contamination on door handles.</p> <p>Will you need additional cleaning time to make these more regular (how regular do they need to be and will this need reviewing as you gradually increase the number of pupils in school?)</p> <p>Toilets will be cleaned before, after school and after lunchtime. The number of rooms that will be accessed and therefore require cleaning is being reduced. There will also be fewer children accessing the toilets than usual. This means that, overall there will be more time to be spent, on the cleaning the toilets at the end of each day than would otherwise be the case. In addition to this, additional staffing capacity within the bubble groups mean that regularly spot cleaning will be able to take place throughout the school day.</p>
<p><u>Room use and re-allocation</u></p>	<p>In order that as fewer rooms and shared areas are in use as possible, allowing for more time to be spent cleaning those that are in use, a number of rooms will remain closed for use and some will change in function:</p> <p>Intervention Rooms: All support rooms which do not have ventilation and enough space to allow for space between the adult and children will remain closed as learning spaces. Rooms could be used by adults if necessary with the door open.</p> <p>Offices: In order to maintain social distancing, whilst ensuring the continued function of school, the main office, SBM office and H/DH room will all remain functional. If necessary, the SBM's office and AH's office can be used by one person only under the condition that the space is well ventilated by an open window.</p> <p>The Community Room: this will return to original use as a meeting room as it allows for social distancing. Music lessons will also be taught in here as it is ventilated and spacious.</p>	<p>In order that as fewer rooms and shared areas are in use as possible, allowing for more time to be spent cleaning those that are in use, a number of rooms will be closed for use with immediate effect and some will change in function:</p> <p>Intervention Rooms: All support rooms except the one behind the screen on the infant corridor will be closed with immediate effect.</p> <p>Offices: In order to maintain social distancing, whilst ensuring the continued function of school, the main office, SBM office and AH room will all remain functional. As the main office SBM office and AH room are too small to maintain social distancing, they should only be accessed by one person at a time.</p> <p>Classrooms for bubble groups: classrooms with external doors to an outdoor learning space will be</p>

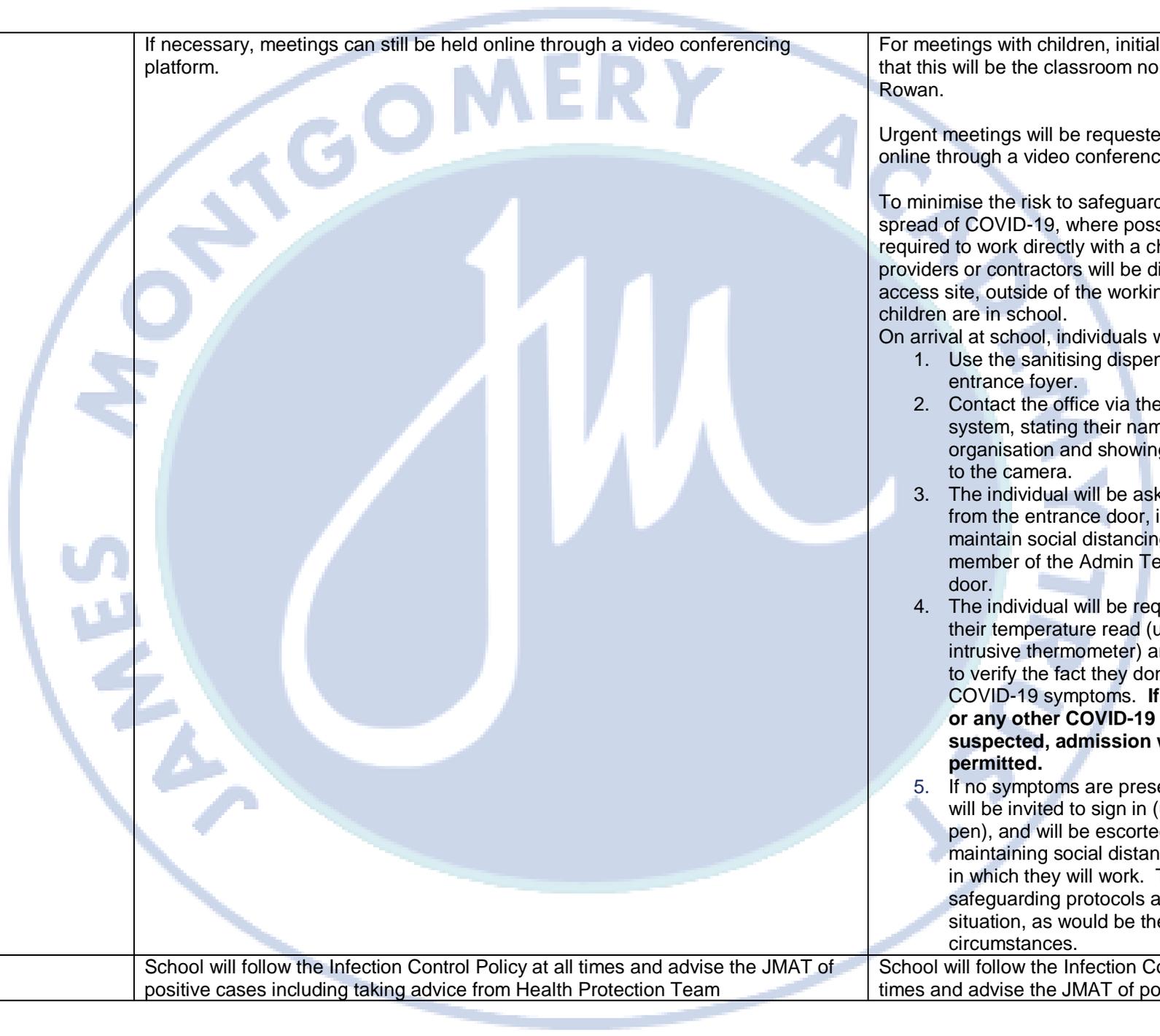
	<p>An isolation area will be designated should any staff or child become symptomatic, they should be taken here as a waiting room before leaving the site.</p> <p>The Den and Chillax areas: These will re open for calming and de escalation purposes during this stressful time however, for adults, social distancing rules must be adhered to and the integrity of bubbles must be maintained. Any groups will be formed within bubble arrangements.</p> <p>Intervention space behind the shutter on KS1 corridor: This will become an adult break out space. An additional kettle will be placed here for drinks. Fridge along infant corridor to be used.</p> <p>The Computer Suite – this room will be disbanded and have a change in purpose. It will become a work space for early reading and phonics groups and be timetabled for classes to use. Tables must be wiped before use as this space will be shared between KS1 and FS bubbles.</p> <p>Library sessions will only take place in the large space at the old entrance – not in the library itself.</p>	<p>used only. These rooms are: FS1, FS2, Y1, Y3, Y4, Y5 and Y6 will all be homes of Bubbles. The Y4 rooms will be used as the lowest priority due to the extent of fixed furniture and size of the room.</p> <p>The Community Room: this will become the isolation area where any staff or child who become symptomatic will be taken to, and where they will wait before leaving the site.</p> <p>The Den and Chillax areas: The Den will close due to the extent of soft furnishing and natural resources which cannot easily be put away. The organisation of the room is not conducive to lockdown routines.</p> <p>The Chillax Room will remain open but be emptied of soft furnishing and copious resources. There will be a maximum capacity in place.</p> <p>Intervention space behind the shutter on KS1 corridor: An additional kettle will be placed here for drinks. Fridge along infant corridor to be used.</p>
<p><u>Lunchtimes</u> There will be a need to minimise the number of children gathered in one location.</p>	<p>Lunchtimes have been carefully scheduled and micro managed so that every class bubble eats and plays separately to another.</p> <p>Meals will already be plated and children will sit at allocated tables for their bubble on socially spaced stools or within their classroom (unless the weather allows for an outdoor picnic).</p> <p>The children will be guided to stools only with a tick on its seat so prevent children sitting opposite one another.</p> <p>Lunchtimes will be staggered to allow for the procedures above (further details to follow). There will be scheduled cleaning between the sittings involving a wipe of high contact surfaces.</p> <p>Some children will eat within the dining room and Hall 1 as per normal routine but some older children will eat within their classroom and hot lunches will be brought to them on a trolley by lunchtime staff.</p> <p>SMSAs will be allocated to a class bubble and will stay with their allocated class throughout lunchtime.</p>	<p>Routines from the previous partial lockdown will be adopted as they were manageable and efficient. This is a reduced hot and cold lunchtime menu. E-vouchers will be re-instated depending on the situation at the time.</p> <p>We will be able to offer a full range of both cold and warm dinners. Children will be supervised when collecting their meal and supported to wait at a social distance.</p> <p>Meals will already be plated and children will either sit at allocated tables for their bubble on socially spaced stools. The children will be guided to stools only with a tick on it's base. These areas will be kept as theirs and signposted during this period. Lunchtimes will be staggered to allow for this (further details to follow). There will be scheduled cleaning between the sittings.</p>

		<p>Tables will be cleaned but the same tables and stools (attached) will be used by the same bubble each day. There will be no cross over.</p> <p>Staff lunch breaks will be staggered and will be taken within the classroom, staffroom or separate area on the KS1 corridor or within the FS unit. These areas are set up in such a way as to enable social distancing.</p>
<p>Outside Playtimes There will be a need to minimise the number of children gathered together. How will you organise this?</p> <p>Transmission rates are reduced outdoors</p>	<p>Transmission rates outdoors and from pupil to pupil are low and severity of condition remains low to non-vulnerable groups. Therefore, outdoor play and learning will continue to be encouraged and promoted.</p> <p>Zoning/Supervision/ Organisation Each class bubble Y1 – 6 has its own designated outdoor learning zone / break out space which is 2m away from the nearest bubble.</p> <p>Larger spaces for sport and play e.g playground and field are timetabled throughout the day.</p> <p>FS1 outdoor provision will operate as normal but with a daily clean of high contact areas. Children within the FS1 provision should remain at a 2m distance from those in FS2 area and this will be marked with a physical barrier.</p> <p>FS2 outdoor provision will operate as normal except that each class will use on a strict timetable and all resources will be cleaned daily or weekly (depending on usage) for specific high contact areas between each bubble use.</p> <p>The garden area and wilderness areas will be timetabled for each bubble through the week and any tools used will be disinfected before use.</p>	<p>Transmission rates outdoors and from pupil to pupil are low and severity of condition remains low to non-vulnerable groups. Therefore, outdoor play and learning will continue to be encouraged and promoted.</p> <p>Zoning/Supervision/ Organisation Each class bubble Y1 – 6 has its own designated outdoor learning zone / break out space which is 2m away from the nearest bubble.</p> <p>Larger spaces for sport and play e.g playground and field are timetabled throughout the day.</p> <p>FS1 outdoor provision will operate as normal but with a daily clean of high contact areas. Children within the FS1 provision should remain at a 2m distance from those in FS2 area and this will be marked with a physical barrier.</p> <p>FS2 outdoor provision will operate as normal except that each class will use on a strict timetable and all resources will be cleaned daily or specific high contact areas between each bubble use.</p> <p>The garden area and wilderness areas will be timetabled for each bubble through the week and any tools used will be disinfected before use.</p>
<p>First Aid There will be a need to minimise direct contact with children.</p>	<p>Typical response to First Aid requirements remain. PPE continues to be provided for staff to use when dealing with Intimate Care of a pupil. This includes, Mask, Apron, Gloves and Visor.</p> <p>School will ensure that</p>	<p>Typical response to First Aid requirements remain. PPE is provided for staff to use when dealing with Intimate Care of a pupil. This includes, Mask, Apron, Gloves and Visor.</p>

<p>See First Aid Policy and Intimate Care Policy</p>	<ul style="list-style-type: none"> • Staff dealing with suspected Covid-19 cases wear full complement of PPE • Staff dealing with Intimate Care, First Aid involving bodily fluid wear a full complement of PPE • Staff have watched the 'how to don and doff PPE' video and have read the document dispose of it appropriately. • Isolation area is maintained and functioning. • Arrangements for isolation and collection if a child shows symptoms whilst in school is communicated to all staff and parents/carers. • All other non-topical First Aid requirements will continue in typical fashion. • Staff may chose not to wear PPE for this task at their will. <p>The following PPE is available for use at school and will replenished on a regular basis;</p> <p>Aprons Gloves Baby Wipes Liquid Soap Hand Sanitiser (+ pumps to be refilled in all classes) Disposable face masks Visors Instant ice packs USE HAND SANITISER signs None contact thermometers</p> <p>Although stocks will be checked at regular intervals by the Admin Team, staff using the PPE should make the SBM and or SLT aware if any items of PPE are running low.</p> <p>The following PPE must be worn when dealing with intimate care or bodily fluid.</p> <ul style="list-style-type: none"> • Face mask and Visor • Gloves • Apron <p>How will used resources be disposed of?</p> <p>Disposal of PPE must be done in one of two ways;</p> <ul style="list-style-type: none"> • Where access exists, hazardous waste (yellow) bags and bins should be used for the disposal of all PPE items, following use. • Where access doesn't exist, PPE items should be double-bagged and disposed of in the swing top bins provided in each room. These bins will NOT be used by the children. 	<p>School will ensure that</p> <ul style="list-style-type: none"> • Staff dealing with suspected Covid-19 cases wear full complement of PPE • Staff dealing with Intimate Care, First Aid involving bodily fluid wear a full complement of PPE • Staff have watched the 'how to don and doff PPE' video land have read the document dispose of it appropriately. • Isolation area is maintained and functioning. • Arrangements for isolation and collection if a child shows symptoms whilst in school is communicated to all staff and parents/carers. • All other non-topical First Aid requirements will continue in typical fashion. • Staff may chose not to wear PPE for this task at their will. <p>The following PPE is available for use at school and will replenished on a regular basis;</p> <p>Aprons Gloves Baby Wipes Liquid Soap Hand Sanitiser (+ pumps to be refilled in all classes) Disposable face masks Visors Instant ice packs USE HAND SANITISER signs None contact thermometers</p> <p>Although stocks will be checked at regular intervals by the Admin Team, staff using the PPE should make the SBM and or SLT aware if any items of PPE are running low.</p> <p>The following PPE must be worn when dealing with intimate care or bodily fluid.</p> <ul style="list-style-type: none"> • Face mask and Visor
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		<ul style="list-style-type: none"> • Gloves • Apron <p>How will used resources be disposed of? Disposal of PPE must be done in one of two ways;</p> <ul style="list-style-type: none"> • Where access exists, hazardous waste (yellow) bags and bins should be used for the disposal of all PPE items, following use. • Where access doesn't exist, PPE items should be double-bagged and disposed of in the swing top bins provided in each room. These bins will NOT be used by the children.
<p>Children or staff suspected of having COVID-19</p>	<p>In line with DfE guidance in the case of a suspected infection the school will:</p> <ul style="list-style-type: none"> • engage with the NHS Test and Trace process. <u>We ask that parents and staff inform the school immediately of the outcome of any test;</u> • manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people confirmed to have coronavirus. • Engage with, and follow the advice of the health protection team and definitive advice about who should or should not be sent home. In summary, Government advice states that we 'must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. 'Close contact' now means: <ul style="list-style-type: none"> • face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; • travelling in a small vehicle, like a car, with an infected person. • When a case is suspected in school, the child will be immediately isolated from other pupils and staff and parents/carers will be contacted to collect them. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and 	<p>As left.</p>

	<p>care particularly young children will need. Enhanced PPE is available for these staff.</p> <ul style="list-style-type: none"> We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says '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. <p>If no test is undertaken then we expect children to self isolate according to the Public Health England guidance here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance regarding isolation and should keep their school informed about their planned date of return following isolation.</p> <p>In the event of a local authority wide lockdown <u>similar to that in place in Leicester</u> from Saturday 4th July. The school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.</p>	
<p><u>Visitors in school</u></p>	<p>Which external providers will be ceased when schools take more children? The work of all contracted external providers (those working via SLAs) will resume but work will take place under supervision and in a well ventilated, open space or one of the Halls. This has to be planned in advance in order to ensure that suitable areas are available</p> <p>If other agencies (Social Care, Early Help, the Police etc) are required to work with children within school or contractors need to attend to building/maintenance issues, an appropriate appointment time must be organised via the SLT (child related) or the SBM (buildings related) through a phone call or email, at least a day ahead of time (unless Child Protection regulations override this). This will enable school to make the arrangements and ensure a suitable space is found to ensure social distancing for adults and infection control measures are in place.</p> <p>The Community Room or the Chillax Room will be used for such purposes.</p>	<p>Which external providers will be ceased when schools take more children? The work of all contracted external providers (those working via SLAs) will be postponed.</p> <p>If other agencies (Social Care, Early Help, the Police etc) are required to work with children within school or contractors need to attend to building/maintenance issues, an appropriate appointment time must be organised via the SLT (child related) or the SBM (buildings related) through a phone call or email, at least a day ahead of time (unless Child Protection regulations override this). This will enable school to make the arrangements needed to create a safe space in which to work or conduct a meeting with a child.</p>



		including taking advice from Health Protection Team
<u>Educational Visits</u>	To limit the control of spread of transmission and transport arrangements – Trips will be delayed until Spring Term	All Educational Visits will cease and visitors into school will be postponed.
<u>Pupils</u>	Welfare and Wellbeing are the first priority in Autumn term. Safeguarding concerns will be monitored in the usual manner	Welfare and wellbeing will be the main priority with wellbeing checks applied to those not in setting.
<u>Behaviour and Expectations</u>	A DSL and First Aider will be on site at all times – usual practice will resume. Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&S of staff.	A DSL and First Aider to be on site at all times included in each rota basis - Autumn 2+ FRI PM – DSL and First Aider (to be on site – enrichment) Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&S of staff.
COMMUNICATION	WHOLE CLASS BUBBLE – Sept onwards	PARTIAL LOCKDOWN – 2nd SPIKE
SLT – Trust	TRUST - Half termly HT meetings will be determined	Fortnightly virtual HT meetings will be determined Updates will be disseminated to school from one point of contact and limited to weekly where possible.
<u>SLT School</u>	Regular SLT and staff meetings and briefings will commence if appropriate but may take alternative formats with research driven projects.	SLT meetings will be held virtually regularly and staff meetings will be conducted periodically (monthly) virtually
<u>Staff</u>	Policies and Procedures including Risk Assessments are communicated using Safeguard as must reads and or paper copies circulated to those without access Drills will take place at regular intervals to ensure that all changes in routines are factored in.	Policies and Procedures including Risk Assessments should be communicated using Safeguard as must reads and or paper copies circulated to those without access <ul style="list-style-type: none">• Changes to rotas should be shared with all staff regularly and reminders issued• Contact with staff not on site should be maintained by HT or other nominated personnel
<u>Parents/pupils</u>	Information will be shared with parents/carers in sufficient time to make necessary childcare arrangements Communication will continue via Class Dojo – key information will only be shared on Mondays and Fridays where possible from September and be colour coded to denote significance. Any key notifications will be signposted in red and a link shared to the website where all key documents will be accessed from September.	Information should be shared with parents/carers in sufficient time to make necessary childcare arrangements <ul style="list-style-type: none">• Communication will continue by Class Dojo as the main vehicle for communication. A review of home learning is taking place and a plan will be shared shortly.

<p><u>Governance</u></p>	<p>Governors will be communicated with regularly. Chairs of governors are involved in key decisions on reopening with LA and DfE informed of all plans at Trust level</p> <p>Schools must ensure Governors are kept up to date – Chair of Governor should disseminate information to whole LGB</p> <p>Autumn term 1 meetings will be delayed to late October but held in person where possible.</p>	<p>Governors will be communicated with regularly. Chairs of governors are involved in key decisions on partial opening/closure with LA and DfE informed of all plan at Trust level</p> <p>School will ensure Governors are kept up to date – Chair of Governor should disseminate information to whole LGB</p> <p>Governing body meetings will revert to remote with circulation of documentation Zoom where 1 item agendas are needed</p>
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