



Hanley St Luke's C of E Aided Primary School

Learning, Laughing, Loving at Family St Luke's

Risk Assessment and Control Measures for Possible Reopening of School Once Declared Safe from 1st June 2020 Onwards

This plan follows on from the previous closure plan and info re home learning/ safeguarding etc can be found in original.

(Dynamic document so any changes from training day onwards updated in green or blue)

1st June or first suitable date afterwards would be a staff training day to familiarise staff with school and risk assessment.

Wider opening would be staggered as follows:

Day 1 of school opening (date not established) Nursery/ Reception (**2nd June**)

On assessment of risk and success of plan we would then consider:

Day 2 or subsequent day afterwards Nursery/ Reception/Y1 (**3rd June**)

On assessment of risk and success of plan we would then consider:

Day 3 or subsequent day afterwards Nursery/ Reception/ Y1 and Y6

22nd June opened 3 new bubbles of between 10 & 12 pupils.

This staggered entry may take longer than the 3 days indicated above.

Risk:

Spread of infection through close contact with others or surfaces touched

Relevant guidance:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

A school updated Behaviour Policy and staff guidance document also underpins this risk assessment		
Control Measure Hygiene related	Notes/ Action	Who
All staff and pupils to wash hands on arrival to school and after being outside, before lunch, after PE and before going home and at other times as deemed necessary	Use hand sanitiser if hand washing impractical. Staff to remind children how to wash and to supervise process wherever possible and practical to do so. Hand sanitiser and soap in each classroom and in dining room	All SP/GC to check daily supplies
Keep awareness of need for hygiene high	Staff to issue regular reminders to pupils. All pupils to be given specific teaching on first day on BE SAFE rules adopted for this period Songs and chants which may encourage normalisation of routines to be taught and practised. Additional signage around school to remind	All LW
Clothes worn to school whether as pupil or adult should be clean on daily. No changing for PE	Pupils should wear uniform but where a child has outgrown it and parent cannot access a larger size, then own clothes may be worn but these should be casual/ sports type clothes suitable for outdoor lessons etc that can be easily washed. On PE days pupils will be asked to come to school wearing outdoor PE kit so no support by an adult in school to change required.	Parents All
Tissues in class and advised to place in bin after use not in pocket or sleeve. Wash hands or use hand sanitiser after use	Staff to monitor pupils and staff for compliance Lidded swing bins to be used in each class	All

Bins to be emptied midday and end of day		SP/GC to check supplies & empty bins
Advise to sneeze into tissue or crook of arm	Be alert to anyone not doing this and ask them to wash hands and clean with disinfectant any area around them.	All
All visitors to be asked if they are symptom free before entering building and asked to use hand sanitisers where available. If unavailable for any reason they should be asked to use the downstairs toilet immediately to wash their hands.	Any non-compliance will mean visitor asked to leave and not allowed entry. Visitors limited to those required for core business purposes e.g. engineers, essential support services for pupils. Parents not allowed on site. Enquiries by telephone only or by appointment if face to face meeting essential. SEE DROP OFF AND COLLECTION ARRANGEMENTS BELOW	Office staff Parents
Be alert to any pupil or staff member displaying any symptoms e.g. continuous cough and / or high temp. Remove from class area and sit in reception area.	<ul style="list-style-type: none"> • Refer to this relevant guidance linked at start of RA • Ensure 2m distance between person displaying symptoms and anyone else where possible. • Ventilate room • PPE to be worn by adult attending to child if 2m distance cannot be maintained • Any tissues used to be put in bag and sealed. • (Digital forehead thermometer ordered for use only if child seems to be displaying fever to confirm temperature before leaving premises) • Clean area where person been sitting • If they need to go to the toilet while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 	All

	<ul style="list-style-type: none"> • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. <p>All those pupils who have been in contact with staff member or pupils displaying symptoms should remain within 'Bubble' as normal unless subsequent test proves positive then they should self isolate for 14 days.</p> <p>Pupil with symptoms on collection: parents advised how to access test.</p> <p>Staff member to be sent home immediately and advised how to access test</p>	
<p>Internal doors propped open to avoid contact with handles where this does not pose a fire or security risk</p>	<ul style="list-style-type: none"> • Classroom door to be propped open • Office doors to be propped open • Windows open for ventilation where possible 	<p>ALL</p>
<p>Remove soft furnishings and soft toys and where practical any toys with intricate parts that cannot be cleaned. Do not use sand tray.</p>	<ul style="list-style-type: none"> • Store as many items as possible for EYFS on stage or in unused classrooms so that a reduced number of resources are available for children to touch in the classroom. • Wipe clean the toys and disinfect the table if another group of children will be using the same resources. • Wash / disinfect toys and resources as practical to do so at end of each day. • Remove as many items on display as practical and possible to aid surface cleaning 	<p>Classroom staff</p>

<p>Additional cleaning of frequent touch points including resources and toys</p>	<ul style="list-style-type: none"> • For children not in EYFS encourage children to stay sat in same seat and desk and wipe clean if any resources placed on it for use before end of day thorough clean by contractors • Allocate individual resources for each pupil where practical to do so to be only used by that pupils Where shared resources are necessary for a lesson, each staff member responsible for room should wipe clean with disinfectant any shared resources as soon as reasonably practical to do so after each use. • In EYFS where resources are available throughout the day, these should be limited to easily washable items which should be washed at the end of the day. Contract cleaners supported by site staff where necessary to clean frequent touch points such as handrails, door handles and buzzers midday • Disinfectant wipes to be used before using photocopier which will be placed by each machine.. • Additional cleaning of toilets and touch points by contractors at end of day. 	<p>Staff assigned to room</p> <p>SP/GC Cleaner</p>
<p>Do not allow use of outdoor apparatus if to be used by more than one group (fixed apparatus out of action for first week of opening on 3 main playgrounds and then to be reviewed as to whether can implement rota- allowed staff to get used to system without additional control to monitor in first week) 4/06/20 Apparatus closed until further notice.</p>	<ul style="list-style-type: none"> • Rota use of apparatus so that one group only per day is using it. • Nursery pupils may access area in front of nursery and to the side on alternate days with assigned equipment so that only 1 group use outdoor area within setting on any one day unless numbers less than 15 in whole setting. • Site staff to ensure apparatus is cleaned down at end of each day- support from staff as necessary. • Apparatus areas: 1. Nursery outdoors 	<p>SP/GC + assigned staff</p>

	<ol style="list-style-type: none"> 2. Reception outdoors 3. KS1 yard play trail 4. Activity yard- climbing wall 5. KS2 yard play trail 6. KS2 large board games on pavilion 	
<p>No toys, sandwiches boxes or water bottles etc to be brought in from home. No school bags</p> <p>Service of meals adapted</p> <p>Where children arrive with sandwich boxes, plastic bags handed to parents off site to transfer contents.</p> <p>Where book bags or school bags brought to school, parents told to take home.</p>	<ul style="list-style-type: none"> • All pupils in Reception and Year 1 provided with a free meal • Parents not eligible for free school meal encouraged to buy school meal rather than send sandwiches • Children to order their meal in advance (Y6 day before and other pupils on the morning) to facilitate serving and minimise time needed in room. Bubble adults to serve pupils at table to minimise contact. • Pupils leave plates etc on table for assigned adult to clear. • Where children bring sandwiches these should be carried and wrapped in disposable materials such as paper or plastic bags. Disposable juice cartons only allowed- no glass or cans. No reusable bottles. • Juice will be provided free of charge for all children to minimise need for juice to be brought in from home • All sandwich waste including all wrappings, cartons and bottles will be binned after each meal and not returned home. • Access to drinking water via classroom taps and cups provided by school to be used only by named child and washed or disposed of and replaced as appropriate • Water fountains taped off/turned off to prevent cross contamination • No need to take anything to or from school in a school bag- no bags or book bags allowed. 	<p>All Parents</p>

	<ul style="list-style-type: none"> • Pupil coats only in cloak room • Staff coats within classroom in store cupboards/ underdesk/ on chair as practical 	
Requirement for first aid or intimate care	<p>Staff should wear usual first aid PPE for minor cuts and grazes but will have access to additional facemasks, gloves. Aprons and eye protection if required. These will be kept in usual First aid boxes but basic supply of first aid equipment and PPE to be in each classroom.</p> <p>Staff within bubble should attend to minor first aid such as cleaning cuts and grazes.</p> <p>Where a more serious incident occurs, such as child has difficulty breathing or falls badly with suspected break, then a trained first aider should attend to pupil or adult as normal.</p> <p>If dealing with any form of first aid or intimate care where there is a risk of spillage of bodily fluid then in addition to gloves, apron and facemask, eye protection should be worn (face visa ordered)</p> <p>Small first aid pack to be taken to yard to for ease of access rather than taking child with minor cuts and grazes into school</p>	ALL

Control measures	Notes/ Action	
<p>MOVEMENT AROUND SCHOOL RELATED</p> <p>Drop off and collection- timing to be staggered and separate entrances assigned.</p> <p>Parents and carers not allowed through the gates. Each gate to be staffed by an adult to ensure no parents enters the building unless by appointment/ arrangement</p>	<p>IT IS ESSENTIAL THAT PUPILS ARRIVE AT THEIR ALLOCATED TIME.</p> <p>ANY LATE ARRIVALS WILL HAVE TO AWAIT ACCESS TO THE BUILDING AT THE MAIN WELLINGTON RD GATE UNTIL A MEMBER OF STAFF CAN SAFELY ADMIT THE CHILD. OTHER GATES ARE UNLIKLEY TO BE MONITORED.</p> <p>Nursery 9:15-30 using main nursery entrance</p> <p>Nursery parents approach main nursery gate on St Luke's street. Parents must socially distance on pavement outside – 1 parent per family/ child Nursery staff on gate and also at door of nursery so parents can pass child over at gate and see safely received by nursery staff member</p> <p>Reception. 9:00-9:15 Parents hand over at existing Reception gate at top of Wellington Rd. Staff member at gate and staff member in sight to receive. Parents must socially distance on the pavement outside. 1 parent per child/family only.</p> <p>Year 1 8:45- 9:00</p>	<p>All staff as assigned to year group</p> <p>PARENTS</p>

Parents hand over at **main Wellington Rd gate**. Parents must socially distance on the pavement outside. 1 parent per child/family only.

Staff at gate and positioned all the way round to dining room doors when staff will escort pupils or guide upstairs as necessary.

Year 6

9:30- 10:00

Pupils to enter unaccompanied the main Wellington Road entrance. Any accompanying parents asked to socially distance down the road.

Where parents have pupils in more than one year group parents must be patient and under NO circumstances will children be allowed to enter through the wrong gate for their year group.

5/6/20 Amendment that only in exceptional circumstances at discretion of Headteacher will flexibility on timings and gates be made.

IF KEY WORKER CHILDREN ARE ACCESSING BREAKFAST CLUB THEY ENTER AS NOW. IF NOT USING BREAKFAST CLUB THEN THEY WILL BE ASKED TO ARRIVE VIA MAIN GATE WITH Y1 UNLESS THEY ARE IN NURSERY, RECEPTION OR YEAR 6 WHEN THEY SHOULD USE THE DESIGNATED YEAR GROUP GATE.

Any Key worker pupils of year groups eligible to attend school will be separated from rest of Breakfast Club group so that they can join their year group 'Bubble' for rest of day.

Where any children using kids and Co after school facility (not a school provision) are also attending breakfast club they must remain with the key worker group all day to comply with Kids & Co policy.

Any children not accessing Kids & Co or similar, known to school but using breakfast club must be separated out in mini bubble n breakfast club if they are to join their own year group for the rest of the day. Parents consulted as to which option is most suitable for their circumstances

NB 5/06/20 Kids & Co not operating in line with government guidance for settings not on school site.

22nd June: Y2/ mixed bubble arrive 9:00 Y4 gate and dismiss 3:00

Y5 bubble arrive 9:15 Wellington Rd lower gate and leave 3:15

**Other invited children join keyworker bubble
Where parents have siblings we accommodate earlier arrivals dismissal where it is safe to do so.**

ONLY EXISTING KEY WORKER PUPILS MAY ACCESS BREAKFAST CLUB

End of day arrangements

Same exit as entrance with same arrangements with staff manning the gates and paths along with exception of Y6 who have different exit to entrance with following timings

**Nursery:
2:30 – 2:45**

**Reception
2:45- 3:00**

**Year 1
3:00 – 3:15**

**Year 6
3:15 – 3:30**

**Y2 3:00
Y5: 3:15**

Leave via class doors and either through nursery gate or side gate leading to spare ground.
MUST staff both gates and ensure no cars are allowed on or off during this time.

Any uncollected children should be taken to dining room and socially distanced using staff on a rota to supervise them.

After school provision not part of our provision previously and therefore now no longer offered to Key worker pupils unless LA advises otherwise due to lack of provision in city. We will review this as necessary.

<p>Implement one way system around school</p> <p>Caretakers on open up and lock up are an exception to one way. Cleaners are exception to one way.</p> <p>One way system to be reviewed and may be relaxed once all children left premises.</p>	<p>Main stair well only to be used to ASCEND ONLY (more chance of office staff needing to go up the stairs during the day and easier to enter Year 1 see below)</p> <p>To enter the dining room this should be via the external doors having exited the building either by Stan Hub doors / Noah's Ark door or Y6 classroom or main entrance door.</p> <p>The internal ramp should be for exit only leading to stairs (For access to IT SUITE outside of lunchtime it will acceptable to walk pupils down the internal ramp if coming from lower ground floor but it must be accessed via the external route down by those on upper floor as stairs are for ascending only).</p> <p>One way system in place around the hall: Turn right out of Year 1 side and round to front of hall and then left past Reception to exit the school building. HOWEVER TO ACCESS THE GIRLS' TOILETS THIS WOULD BE NONSENSICAL as will have to go against flow at top of hall having walked all the way round so girls from 1S & 1L may turn left out of classroom for toilet access only during lessons time only. Y3 pupils should walk through their rear corridor and join the one way route past Reception and across the top to both access toilet and exit the building.</p>	<p>ALL</p>
<p>Staff signing into school</p>	<p>The signing in book has been moved to the lectern in the foyer. If staff enter through the main reception sign in. They should sanitise, sign in and then wash their hands. Staff choosing to enter school via top entrance must descend via the external route on Wellington Road or via the outside of the building and sanitise, sign in and then wash hands.</p>	<p>ALL</p>

<p>Use of photocopier</p>	<p>Two people may access the photocopier room providing using the machines at opposite end of room only. Access only via school office and leave via internal corridor door</p>	<p>ALL</p>
<p>Stagger break times to both minimise numbers on yard but also to avoid passing on steps and in hall at cross over</p>	<p>Note each group of 30 is made up of 2 groups of 15. Each group of 15 should be separated from the other group of 15 no matter which year group NOTE THIS SYSTEM IS FOR MAXIMUM NUMBERS OF 60 in each of the initially eligible year groups. See in red for system if we open on anticipated numbers.</p> <p>Reception group 1 (max 30 pupils): 10:00- 10:15 KS1 yard – each group to be assigned half of playground NB cannot use play trail unless their day.</p> <p>Reception group 2 (max 30 pupils) no access to playground but on rota all day for outdoor area Swap following day.</p> <p>Y1 group 1 (max 30 pupils) 10:25 – 10:40 on Infant yard assigned one half per 15 (cannot use playtrail unless their day)</p> <p>Y1 group 2 (max 30 pupils) 10:30 – 10:45 – activity yard in 2 groups as above</p> <p>Y6 Group 1 (30 pupils) 10: 50- 11:05 KS2 yard</p> <p>Y6 Group 2 (30 pupils) 10: 50- 11:05 Activity yard</p>	<p>ALL</p>

Key worker children:

11:15 – 11:30

Anticipated Numbers means one small group only per year
Apparatus out of action unless year group rota day

Nursery= 14- access outdoor area on rota throughout day.

Reception = 8 yard 10:00 – 10:15 and outdoor area

Year 1= 15 10:25 – 10:40 Ks1 yard

Year 6 = 24 spilt into 2 groups
10:50 – 11:05 KS2 yard one half each group

Key worker and vulnerable pupils outside of above year groups =14

11:10- 11:25

Note Y6 / key worker can swap playgrounds on alternate days

Apparatus rota days on anticipated numbers:

KS1 playtrail:

Reception : Monday & Tuesday

Year 1: Wednesday, Thursday, Friday

Activity Yard Climbing Wall and KS2 apparatus:

	<p>Access only on the day of rota but the larger anticipated group for Y6 requiring 2 bubbles would need to alternate days for playtrail as only one Y6 group on any one day can use unless cleaned in between.</p> <p>22nd June Additional bubble slotted in around the above times Y5 use area outside Y5 classroom windows and outside nursery area.</p>	
<p>Staggered Lunchtimes</p> <p>Lunchtime supervisors may need supporting with additional staff to ensure safe supervision across areas and to ensure groups don't mix.</p> <p>A rota to staff are accessing required breaks would need to be implemented.</p> <p>Timings may change depending on numbers and need</p>	<p>Half capacity has been advised therefore 60 maximum in dining room set out in 4 groups of 15 so that no matter which year group each 15 can stay together and not mix with the other groups. Initial planning suggest this but may need to be adapted:</p> <p>Nursery- in setting as now 11:30 onwards</p> <p>Reception (stay in class until each group called- adults to supervise may alter) Dining room 11:00 – 11:45 straight to yard/ outdoor area as morning until 12:15</p> <p>10 minute exit and clean down</p> <p>Year 1 (Stay in class until each group called- assigned staff to supervise)</p>	<p>All</p>

11:55 – 12:40- then straight to KS1 & Activity Yard to 12:55

10 minute exit and clean down

Key worker and Vulnerable- Activity yard

11:55 Straight out to activity Yard return to class for lunch

12:30- 12:55

Y6

12:50 to dining room till finished. Access to KS2 / Activity yard from 1:10 if needed until end 1:50

Lunch on anticipated numbers:

Reception and Year 1 in separate bubbles from 11:30- 12:30

Using KS1 yard and Activity yard for play (MS will call Y1 when ready to receive after Rec finished)

Key workers and vulnerable:

Once cleared and cleaned approx

12:15 in dining room then out to Activity yard/ ks2 yard once Reception & Year 1 cleared to 1:15

Year 6 once key workers cleared approx. 1:00 then out to yards once finished eating and yard clear.

Continue to review timings and maintain flexibility to ensure social distancing between bubbles.

22nd June Reception eat in classrooms- sandwich offer only
Y5 eat in classroom sandwich offer only

	Y2 take Reception lunch slot in dining room	
Staff breaks to ensure social distancing	To be taken to coincide with lunchtimes for year group so that staff within bubble are supervising their group but other staff assigned to bubble are on a break. Staff to arrange best space for socially distanced break within year groups either in existing staff room, empty classroom/ / outside if weather suitable. (IT suite not suitable as reserved for keyworker bubble)	CC EF KZ JMc GJ LW
Use of toilet for pupils Toilets cleaned 5 times per day First thing Mid morning Pre lunch Post lunch End of day	Supervised at the end of each allocated break time. No more than 3 pupils in toilet at any one time to facilitate social distancing. In Reception small toilet only 2 children at a time. There will be children requiring the toilet at other points so an adult must accompany to ensure that the toilet is safe to use. Encourage to flush with seat down if toilet design has seat.	All staff assigned to year groups
Use of toilet for staff Toilets cleaned 5 times per day First thing Mid morning Pre lunch Post lunch End of day	Ensure only 1 member of staff in the multi cubicle toilet at any one time. Be alert when using downstairs toilet and do not attempt to cross in narrow corridor Flush with seat down	All staff

<p>Minimising contact within classrooms</p>		
<p>Restrict eligible groups to maximum classroom size of 15 per classroom.</p> <p>5/06/20 Capped at 10 in most rooms to allow safe movement between desks and for exit. To be reviewed on room by room basis.</p> <p>Note Nursery and Reception have a supplementary risk assessment</p> <p>22nd June additional bubble space created in 2 year 2 classrooms and Y5 and key worker group split into 2 to provide additional capacity</p>	<p>In the unlikely event of maximum numbers of 60 pupils (48 nursery) per eligible year group the following rooms would be utilised:</p> <p>Nursery: Maximum of 16 in any classroom in 2 small groups of 8. Preference given to keyworkers and vulnerable groups. Cap numbers to maximum of 30 but less if necessary.</p> <p>Reception: 15 in each classroom (30 total) 10 in Library 10 in Rainbow room 10 in Y3 classroom</p> <p>Year 1: 15 max in each classroom if Y1, Y2</p> <p>Y6 15 max in each of Y5 & Y6 classrooms Remove tables as necessary.</p> <p>Head teacher would visit each classroom periodically but only enter within 2m of nearest child and not move between children to keep integrity of bubbles.</p>	<p>LW / SLT</p>

	<p>Head teacher radio contact as necessary during breaks and lunchtime to minimise need to access playgrounds and break into 'bubbles' etc</p> <p>If LW offsite due to self isolation then EF in charge supported by SLT. LW to keep contact via facetime/ phone and email regularly throughout the day and work from home.</p> <p>In absence of deputy, if at any point LW ill and not regularly contactable off site, this would be discussed with SLT to see if all still confident school can continue to operate safely with SLT members and EF in charge. This would be discussed with governors to approve decision of SLT.</p>	
<p>Style of teaching to adapt to be from front</p>	<p>Apart from EYFS where this would be impossible, staff should teach from the front and limit walking around and through children to support their work. Children will raise hand and be supported as far as possible from the front. EYFS should set up activities that require less adult intervention but it is recognised that children will need support and this should be offered by the adults in their bubble.</p> <p>Finished work should be put in child's tray wherever possible so if necessary the teacher can go to the work once the children have left to review/mark it to inform future planning without child's work touching another child's work. This will not be necessary for many lessons as the teacher will have gauged understanding etc through questioning. If impractical for individual classes or lessons depending on layout, collection of books by adult into a pile would be</p>	<p>All</p>

	<p>acceptable and books would be wiped before being returned to children. Teachers would wash hands after touching books/work.</p>	
<p>Pupils stay within assigned room each day and with assigned group of adults</p>	<p>Available adults assigned to groups with additional available lunchtime supervisors assigned only to one group during lunch. 2 staff assigned only for dining room cleaning between groups All breaks supervised with adults within the assigned group</p> <p>Staff shortages may mean a new adult has to be introduced to the bubble to maintain safe supervision. However, if staff shortages mean there are insufficient adults to supervise safely, then numbers of pupils would be capped and access to schooling for some year groups would have to be withdrawn.</p> <p>Parents would be given as much notice as possible but this may be on the day if unforeseeable staff illness/absence occurs.</p> <p>In exceptional circumstances, to keep a bubble open, where a staff member is struggling with childcare, they may be allowed to bring their own child to school to be with an assigned bubble but this would have to be approved by LW dependent on age of child and role of staff member concerned. Parents of the year group to be informed.</p>	<p>LW/SLT</p>
<p>Establish numbers of pupils expected to assign staff to bubbles</p>	<p>Parents will be asked to confirm if they will be sending their children once it has been declared safe to do so by government AND school is ready to receive them.</p> <p>If a child subsequently cannot attend for any reason, parents must phone school at the earliest opportunity and ideally by 8:30 a.m.</p>	<p>PARENTS</p>

	<p>If a parent initially declared they did not wish to send their child to school but changes their mind at a later point, the parent must telephone or email the office on office@hanleystlukes.com and school will make a note and contact the parents when a place becomes available. This may not be immediately and will depend upon availability of staff and appropriate rooms. (changed from 24 hour notice and removed DOJO as an accepted method of parent communication for the purposes of requesting a place only)</p>	
FIRE SAFETY	<p>Registers to be taken as normal for pupils and routine for exits for fire drill remain the same and this is the only occasion when the stairs can be used in either direction. Pupils line up in classes or as a key worker group if their class not in school, as far apart as possible (in the event of fire the risk to pupils deemed greater from danger of fire than being too close to a symptom free child or adult during a fire drill/ evacuation.</p> <p>Each class group would be taught the drill on first day back into school as part of reintegration.</p>	ALL LW
Safeguarding	<p>Systems as now with check ins for families where there may be some vulnerabilities.</p> <p>Cause for concerns recorded on CPOMS system for action by deputy designated safeguarding leads or LW</p> <p>Non attendance of identified children with social workers to be reported to as currently.</p>	VC/ LW/ office staff All staff re reporting and recording
Protecting Clinically Vulnerable and Extremely Clinically vulnerable groups	<p>School will follow advice from government regarding these groups as it has done up to this point.</p>	ALL

	<p>Individual conversations to be had with staff falling into clinically vulnerable but not extremely vulnerable to establish whether home working is possible. If not possible then discussion had with staff as to minimising of risk for on -site work which is mutually acceptable.</p> <p>Individual risk assessments completed for EHCP pupils or those with significant Sen without EHCP to assess whether school can safely accommodate them or whether they are best at home. This will be done in conjunction with parents.</p> <p>Where staff are being asked to work 1:1 with children, activities should be such that they minimise child stress and therefore the needs for direct contact but this will not always be possible with our youngest pupils. Staff will be provided with PPE as in previous section if they need to carry out frequent physical contact and intimate care. The risk assessment fro the child will be discussed with the staff member and the parent and reviewed as necessary.</p>	
<p>Further risks Emotional Trauma and anxiety levels increased</p>		
<p>Risk: Pupils returning to school with emotional trauma and increased anxieties:</p>	<ul style="list-style-type: none"> • School ethos and values supports child centred inclusive approach and school already offer nurture approach- reaffirm at staff INSET 1st June • Share Trauma aware training that HT accessed via diocese and strategies. • Trained counsellor on site to speak to children as needed and support staff in their approaches where necessary 	<p>All</p>

<p>Staff returning to school with emotional trauma and increased anxieties</p>	<ul style="list-style-type: none"> • Curriculum offer to be weighted towards health and wellbeing and worship assemblies to support this • Move towards fuller academic curriculum will be responsive to pupil need • Behaviour Policy adapted but already flexible to meet pupil individual needs • Existing check ins with our more vulnerable families to continue and sign post to other services and support as necessary • Staff to signpost concerns on Cpoms so checkin list is responsive to need. • Access any further training as required/ share existing staff knowledge via staff meetings etc as required. <ul style="list-style-type: none"> • Continue existing leadership ethos which prioritises staff wellbeing highly. • Continue regular communication with staff including offers of support and prayer • Continue open door policy • 1:1 conversations with staff where needed and flexibility of approach to practical issues such as childcare etc to reduce anxieties • Signpost to LA services for counselling and school's own staff insurance services and any diocesan support available online via LDBE website. http://www.ldbe.co.uk/ 	<p>LW /SLT</p>
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Additional Day to day guidance for staff To minimise risk of infection in addition to those specified above		
Area/ situation where increased risk of infection		
Clothes, Coats and belongings	Regular changing and washing of clothes. Store coats and bags in own bubbles or in a spare classroom. Place separately, avoid touching other's coats and property. Clean surfaces afterwards.	Staff/ Cleaners
Security tags and lanyards	Clean daily before and after school and as required.	Staff
Computers/ Mouse/ Hardware/ Pens and Equipment within bubble	Clean before and after use. Wash hands regularly.	Staff in bubbles
Staff lunches Coffee, Sugar and Tea Canisters Use of microwave and hot water dispenser	Bring own items of cutlery and crockery where possible. Clean teaspoons before and after use. Use paper towels not tea clothes Avoid bringing lunchboxes if need to be stored in fridge- use coolpacks instead. If essential to use fridge- see fridge instructions below Clean touch points and canisters before and after use. Ensure work surfaces are clear and clean. Wash hands regularly. Dry using paper towels	Staff
Fridges	Clean own items and shelf including milk before placing in Fridge. Avoid touching other items when placing. Remove items at the end of each day. Wipe shelves and handles with disposable wipes of paper towels and disinfectant spray. Wash hands regularly.	Staff
Break and Lunch spaces	Use of staffroom or unused classrooms. Stick to social distancing measures and avoid crossing bubbles. Clean before and after use of any spaces. Remove any personal items and litter before leaving. Wash hands regularly.	Staff

Dinner Registers	Do not send child to office with these or any message unless emergency. Office will determine best way of obtaining numbers – either via email or office staff member asking for verbal numbers at doorway.	staff
Parking	If using car park do not exit or enter car if there is anybody within 2m of your car.	Staff
Additional measures taken in first week since opening	<ul style="list-style-type: none"> • Staff room and chairs have been deep cleaning and arranged for social distancing. • Hand gel next to the photocopier in addition to wipes. • laminated sign for toilet door upstairs- vacant/ In use to let people know beforehand • Dinner staff to clean walkie talkies before and after use (not enough for all groups) 	staff
		All
This plan will be reviewed and amended in accordance with need to ensure the safest arrangements possible for all.		

Practicalities for Home Learning Once Wider School Opening Commences

- Where a year group has been given access to school but parents are not able to send their child into school for whatever reason, home learning will be via the BBC and Oak national Academy programmes, which parents should access undirected as they see fit. Where staff are available we will endeavour to assign a staff member to check in with the pupils' work but this would be on a much reduced basis to the existing system. If it transpires that we have available staff then more direction

would be given where possible. Where any parent or child is struggling, we would endeavour to help as much as possible and discuss your situation.

- Where a year group has not been given access to school, then school will assign a staff member to set work and check in on work wherever possible but will encourage use of BBC and Oak National Academy. The staff member setting and checking the work may not be your child's class teacher. Where any parent or child is struggling, we would endeavour to help as much as possible and discuss your situation.
- We will keep our plan under review and adapt where necessary to try to achieve the best learning opportunities for all under the constraints and demands of staffing a school in accordance with the risk assessment above. The situation is far removed from normal schooling and far removed from the situation we had during the first phase of lockdown. We are in uncharted waters attempting to do the best we can for all.