

SEBERT WOOD PRIMARY SCHOOL
Preventing and managing sickness, virus/infectious disease outbreaks
Risk assessment and procedures – (updated March 2021)

- *All measures are subject to frequent ongoing review and adaptation according to government scientific advice or guidance.*
- *All staff are responsible for being proactive and making ongoing dynamic assessments of risk*
- *All staff are responsible for following the controls within this assessment*
- *Staff have been instructed on the nature of COVID-19 and its transmission and confirm they understand the reason for the control measures*
- *Staff receive appropriate instructions in relation to the specific measures that have been put in place by the school setting.*
- *Staff are involved in the practical implementation of the school risk assessments.*

KEY DOCUMENTS FOR PLANNING AND RISK MANAGEMENT – COVID 19

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

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Duties arise under the following legislation:-

- Sections 2 and 3 of the Health & Safety Act 1974
- Regulations 3 and 8 of the Management of Health & Safety at Work Regulations 1999
- Regulation 4 of the Personal Protective Equipment at Work Regulations 1992
- Regulation 4 of the Workplace (Health, Safety & Welfare) Regulations 1992
- Regulation 7 of the Control of Substances Hazardous to Health Regulations 2002.

PROGRESSION OF RESTRICTIONS / STAGED RESPONSE

At Sebert Wood we have 4 stages when dealing with medical incidents/outbreaks (developed from existing plan, Pre COVID 19)

UPDATED JANUARY 2021 DUE TO COVID NEW VARIANT/LOCKDOWN

REVIEWED AGAIN FEBRUARY 2021 IN PREPARATION FOR RETURN TO FULL OPENING ON 8 MARCH BASED ON UPDATED GOVERNMENT GUIDANCE

Response Stage	Trigger	Key Actions	Who
STAGE 1 - everyday hygiene and procedures	None	<ul style="list-style-type: none"> General reminders for hygiene – washing hands after toilet use, before eating, after playing etc. Effective handwashing facilities and soap available – children taught about effective hand washing Follow standard absence procedures for sickness. 	ALL
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u> Increased absence rates of pupils or staff Local increases in sickness e.g. flu, gastric, COVID-19 Public health alerts Suspected cases of specific illness in school or within the community</p>	<ul style="list-style-type: none"> Communicating information with all staff, pupils and families, users of the site e.g. email updates, signs/posters, tissues available, hand wash/sanitiser (available for frequent use) Each class area/'C -19 bubble' frequently wipes down high use surfaces using disinfectant based products – door handles, light switches etc Increased enforced use of handwashing and hand sanitiser on arrival at school, before and after eating food – and other times as per guidance Specific hygiene instructions and lessons in class – pupils aware of adjustments to behaviour policy for social distancing measures (<i>copy on website for parents</i>) Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. (for COVID – 19 = 10 day isolation) Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) – <i>GOVERNMENT GUIDANCE FEB 21 - NO TRIPS OUT</i> For COVID 19 – mini assemblies in 'C-19 Bubble' not in hall. Review <i>Core Control Measures and make changes as necessary</i> SLT and admin team - Daily review of the situation – MEMO's to staff 	<p>SLT</p> <p>Admin All Staff</p> <p>Email Updates To Parents</p>
STAGE 3 – Mitigate/Delay	<p><u>Where a significant risk is present</u> Staff self-isolating with symptoms Direct case or increased likelihood of cases Positive case of COVID identified in school - Public Health/Test & Trace advice</p>	<ul style="list-style-type: none"> Reducing/cancel contact situations: - Assemblies, carpet time, school events, Trips, FOSWS events, concerts/performances Consider: Limited lettings and building use (review Easter 2021) Limit visitors based on risk assessment and appropriate hygiene measures Majority of communication via email Increase time of exclusion from school for those with symptoms (beyond 48hrs) (COVID – 19 = 10 days isolation as advised by government) unless negative tests enable return *subject to test and trace advice Sending home any children with <u>any</u> COVID symptoms (<i>if a member of staff waits with child in separate area awaiting collection by parent then must USE PPE</i>) Additional enhanced disinfecting/cleaning – additional cleaning hours implemented and some teaching based staff to be asked to help out with some cleaning Identify staff and pupils at greater risk – complete separate risk assessments accordingly SLT and admin team – Twice daily review of the situation – Email updates to staff 	<p>PD/SLT weekly updates to staff, parents, governors (more frequent where necessary)</p>

		<ul style="list-style-type: none"> • Class bubbles reinstated with staggered start, break, lunch and finish times in line with Autumn term 2020 plan. With some minor adjustments to alleviate pressure points at gates, based on review. • Minimise crossover working of staff between bubbles • ALL staff can return to normal duties – as per government guidance February 2021 • THERE ARE CURRENTLY <i>NO EXTREMELY CRITICALLY VULNERABLE STAFF OR PUPILS ATTENDING SCHOOL</i> but individual risk assessments reviewed for <i>critically vulnerable</i>. <p><u>See process for positive case - outlined below</u></p>	
<p>STAGE 4 – Containment</p>	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u> UPDATED JANUARY 2021 DUE TO COVID NEW VARIANT <u>LOCKDOWN</u></p> <p>High levels of sickness High rates of staff absence means insufficient staff to open safely Significant danger of disease or illness.</p>	<ul style="list-style-type: none"> • All measures for stages 1, 2 and 3 above continue. • PPE provided where social distancing is not possible • Critical worker and vulnerable pupils only attend • Part / full closure of site may be necessary where high rates of staff absence or as instructed by government Test and Trace • Seek Local Authority advice on closure of year groups/key stages/whole school where insufficient staff available to safely operate. • All hygiene and cleaning measures in line with guidance • Deep cleans where cases identified and bubble closes • Closure of lettings and building use • No visitors • No face to face contact between parents and staff, unless for emergency. • Remote communication between all staff • Staff teams ready to provide work for pupils and remote learning systems in place 	<p>HT / Chair of Governors/ SLT</p>

GOVERNMENT GUIDANCE – COVID 19

In making these plans, we note the advice from the Government that:

- the Scientific Advisory Group for Emergencies advising the Government has a high degree of confidence that the severity of the disease in children is lower than in adults and a moderately high degree of confidence that children aged up to 11 are less susceptible
- all staff and pupils are eligible for testing, if they display symptoms, as will any symptomatic member(s) of their household
- where a setting has a positive case, Public Health England/Test and Trace will advise on the appropriate course of action, and the relevant group of people with whom the individual has mixed closely, should be sent home and advised to begin isolation but have tests asap

The Government guidance includes

- wearing a face covering or face mask in primary schools is not compulsory but is at discretion of HT where social distancing indoors cannot easily be maintained
- the majority of staff in education settings will not require PPE beyond what they would normally need for their work
- PPE is only needed in a very small number of cases including a) children whose care routinely already involves the use of PPE due to their intimate care needs; b) if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home

The Government guidance explains that:

- education staff, who are clinically vulnerable can attend work – individual risk assessments in place based on medical advice

- if a child or a member of staff lives with someone who is clinically vulnerable, including those who are pregnant, they can attend school (HT can make discretionary decisions on risk according to individual needs balanced with the operational needs of the school)

The Government guidance recognises that early years and primary age children cannot be expected to remain 1 metre + or more apart from each other and staff, it advises that:

- it is important to reduce contact between people as much as possible and reduce transmission risk by ensuring children and staff where possible, only mix in consistent groups
- brief, transitory contact, such as passing in a corridor, is low risk
- rewrite the timetable to stagger break times, lunch, drop-off and collection times
- consider how play equipment is used, ensuring it is appropriately cleaned between groups of children, and that multiple groups do not use it simultaneously

The guidance sets out that schools:

- ensure that sufficient handwashing facilities are available - where a sink is not nearby, they should provide hand sanitiser
- clean surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
- ensure that all adults and children:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly
 - clean their hands on arrival at the setting, before eating and after sneezing or coughing
 - Clean their hands upon returning to the classroom after lunchtime
 - are encouraged not to touch their mouth, eyes and nose
 - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- ensure that help is available for children and young people who have trouble cleaning their hands independently
- consider how to encourage young children to learn and practice these habits through games, songs and repetition
- ensure that bins for tissues are emptied throughout the day
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting

The Government guidance advises reducing mixing within schools by:

- accessing rooms directly from outside where possible
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)
- using outside space for exercise and breaks, outdoor education
- limit large indoor gatherings and event such as assemblies, clubs, indoor PE and community events
- by seeking to prevent the sharing of stationery and other equipment where possible
- limiting the amount of resources to and from schools
- adjusting transport arrangements where necessary, including encouraging parents and children and young people to walk to school where possible

MANAGING A CONFIRMED CASE OF COVID-19 IN THE SCHOOL COMMUNITY

Schools take swift action when they become aware someone who attended tested positive for COVID

1. Contact dedicated advice service Public Health England/NHS Business Services Authority.
DFE helpline - 0800 046 8687
PHE Mildenhall – 0300 303 8537 option 1
2. Schools talk to a team of advisers who inform them of actions based on latest health advice.
3. Advice team carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
4. If, following triage, further expert advice is required the adviser will escalate the school to PHE local health protection team
5. *Advice service will work with schools to guide them through the actions they need to take and provide definitive advice on who must be sent home.*
6. Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.
7. **Close contact means:**
 - **direct close contacts** - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
 - **proximity contacts** - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - **travelling in a small vehicle, like a car, with an infected person**
8. **We recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.** *This should be a proportionate recording process.* Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.
9. A template letter for parents & staff is provided on advice of health protection team.
10. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
11. **Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.**
12. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.
13. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

14. They should get a test, and:

- If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

15. *In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.*

16. The PHE local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.

17. If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.

18. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

19. In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive.

20. The PHE local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.

CORE CONTROL MEASURES

PREMISES/ HEALTH AND SAFETY			
	Risk	Countermeasure	By whom
2	Pupil or staff sent home with symptoms of COVID	<p>PPE for staff member supervising pupil/staff</p> <p>Designated suspected COVID isolation room, separate to normal first aid room.</p> <p>Deep clean of isolation rooms and areas staff member or pupil had contact with.</p> <p>Information provided about testing procedures</p> <p>Request to be informed of test outcome ASAP</p> <p>If a test is positive, follow guidance in conjunction with LA and PHE (test and trace)</p> <p>Call on spare non-teaching team to 'step up'</p>	<p>PD</p> <p>All staff</p>
3	Parents do not have confidence in the school being safe	<p>Frequent SIMS email updates – outlining all measures and logistics – links to govt guidance on website</p> <p>Clear expectations on arrangements and procedures if a child shows symptoms – home school agreement</p> <p>Front office closed to parents - no face to face meetings unless urgent safeguarding matter or emergency – parents can contact via email/phone/ZOOM/TEAMS</p> <p>Parents and staff wear face coverings (mask) on site (although not currently recommended in guidance for primary schools) Staff wear face covering if approached by a parent in more restricted spaces such as the class entrance doorways at the beginning or end of the school day.</p> <p>Classroom layouts follow govt. guidance – balance between minimising risk whilst meeting pastoral and emotional well-being needs of pupils.</p> <p>Regularly update FAQ's on website accordingly</p>	<p>SLT/TS via SIMS</p> <p>All staff</p>
4	Congestion at start and end of day	<p>Avoid congregating – reminders of 1m plus at all times</p> <p><i>It is not possible to mark the whole site</i> – parents to take responsibility for social distancing - home school agreement acknowledged via SIMS</p> <p>Multiple entry/exit gates and staggered start and end times assigned to bubbles – allow some time contingency if run over – these can be adjusted going forward where necessary</p> <p>Review daily routes and timings - adjust where necessary</p> <p>(NOVEMBER 2020) spike in cases in Moreton Hall area – all parents and visitors instructed to wear a face covering at all times on site. All staff to wear a face covering outside and inside in communal areas when not in their bubble and when moving around school – wear a mask on the rare occasion approached at classroom doorway by a parent (whilst maintaining 1m + distance)</p> <p>*MAINTAIN IN 2021 UNTIL ADVISED OTHERWISE</p>	<p>SLT</p> <p>All staff</p> <p>TS/CA markings</p>
5	Repeated touching of door handles increases risk of spreading infection	<p>Keep doors open with door stops (adjust fire plan accordingly – extra vigilance during day for signs of fire). Doors closed after school hours by site manager/cleaners.</p>	<p>CA + all staff</p>
6	Maintaining social distancing in the event of emergency evacuation	<p>Fire emergency point on field remains but line up in zone areas further apart.</p> <p>Fire drill practised as soon as is practicable at start of term.</p>	
7	Insufficient cleaning	<p>Discuss working hours of cleaners and draft in additional if necessary, to ensure sufficient capacity</p> <p>Expect site manager to tour school repeatedly to carry out routine cleaning</p> <p>Staff who carry out cleaning are familiar with cleaning & disinfecting processes required at this time.</p>	<p>PD/TS</p>

8	Cross contamination in shared spaces and resources	<p>Separate trays with resources for each pupil to use in bubbles and NOT TO SHARE</p> <p>Toilet management as above</p> <p>Protocol for pupils – hand sanitisation</p> <p>Regular cleaning of frequently touched surfaces</p> <p>Communicate with parents to reinforce expectations</p> <p>Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management</p> <p>All spaces should be well ventilated using natural ventilation (opening windows), prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. <i>In cold weather – open for 10 minute periods hourly and at break and lunchtimes.</i></p>	SLT – pupils/classroom staff cleaners/premises
10	Parents send children who are unwell to school	<p>Home school agreement makes clear that if anyone in household shows symptoms of COVID-19 not to send child to school, get tested IMMEDIATELY and inform the school as soon as possible, begin to self-isolate for 10 days as a family, until test results</p> <p>Phone parents accordingly where pupil has specific COVID symptoms – refer to guidance</p>	SLT/Office
11	Increased risk to vulnerable, pupils and parents	<p>Up to date information on staff and pupils in each of the vulnerable categories</p> <p>Risk assessment for staff with severe medical needs</p> <p>Follow government guidance.</p>	TS
12	Parents not aware of testing protocols	Communication planning and review protocols regularly.	SLT
13	Safety around facemasks and inability to maintain social distancing whilst carrying out first aid or intimate care	<p>Refer to DfE guidance about face masks – <i>guidance updated Feb 21 does not recommend the clear face shields.</i></p> <p>Full PPE for staff waiting with symptomatic pupil where 1m + distance cannot be applied</p> <p>Staff carrying out first aid remain in their bubble to reduce exposure. PPE available.</p> <p>Serious first aid emergency SLT/Office called via walkie-talkie or direct discussions (at 1m + distance).</p> <p>Staff complete first aid form and pass to SC who completes medical tracker and contacts parents directly.</p> <p>For intimate care matters where pupils need change of clothes from y1 upwards most children can change onto spare closed themselves. Where staff have to assist then gloves and mask should be worn.</p> <p>At lunchtimes MDSAs refer to staff in bubbles (they do not undertake intimate care)</p> <p>Where pupil borrows spare clothes these will have been kept in quarantine (72 hours) prior to any use. Once washed by parent they should be returned to the quarantine bin outside front office.</p>	
15	Unable to provide school meals to pupils safely	<p>Liaise with Vertas team as necessary</p> <p>Packed lunches for children in classroom to reduce movement around building</p> <p>Hot school lunch ‘grab n go’ delivered by separate staff to classes so lunch hall unused</p> <p>Disposable cutlery used</p> <p>Clear guidance to parents on minimal items in school and no sharing</p>	PD/TS
16	Necessary checks before opening	SLT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period.	KN/TS
17	Congestion at bike racks - lack of social distancing	Cycles and scooters now permitted – second gate access open to spread entry	PD
18	Travel to from school	Parents and staff are encouraged to only travel with members of the same household in each car	PD

19	Concerns raised about safety of official visitors or professionals and/or visiting contractors	Only emergency/essential works to take place inside school buildings e.g social workers undertaking urgent safeguarding investigations, police, NHS school vaccination teams (masks). Indoor repair work only when building vacated and appropriate cleaning undertaken. NB – photocopy repairs in UKS2 building only to take place when building vacated. Undertake Zoom calls for services such as Speech therapist etc. Contractors working outside only, within separated areas. Do not enter school building.	Office staff - All visitors follow protocol – see below
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STAFFING/HR AND CAPACITY			
	Risk	Countermeasure	By whom?
1	Staff absence due to sickness (Flu and cold season may increase absence) Insufficient staffing levels to safely open	In order of priority: For teacher cover: 1. HLTA/Sports Coaches cover 2. Supply cover from agency 3. SLT cover 4. TA cover in teams 5. TA cover only (during COVID may be an option where necessary to maintain school opening) 6. Remote learning where positive cases result in bubble closure or levels of staff absence extremely high (see Remote Learning Policy) It is not school policy to automatically cover support staff and is it not always possible to do so. Where specific needs of pupils (e.g.1:1 support) is required we may move TAs around or endeavour to cover the position if feasible.	PD/SLT
2	Unable to staff provision of breaks/lunch for teaching group leaders Inclement weather at breaks (PE)	Maintain bubbles for pupils outside – supervised by bubble staff only Use of specific zoned areas MDSAs assigned to specific bubbles ALL pupils have to wait until all eaten in class then all go out together (in part opening bubbles Jan 2021) Wet play = all indoors and remain in class Currently no indoor PE - identified PE zones on school field (use playground zone when field too wet/muddy)	Bubble staff
3	Staff not confident they will be safe – particularly in nursery settings	Clear guidance for staff on availability and use of PPE with sufficient PPE in stock to ensure compliance Specific instruction for site staff on infection control. Risk assessments to support these decisions Schools well-being line available via Jamie Winch (well-being lead)	SD
5	Infection enters the school site	Hand washing stations. Clear communications with parents and school signs reinforce social distancing measures Entrance to school site limited for key staff only No face to face conversations with parents unless prior appointment and distancing in place Protocols for visitors, peripatetic teachers and deliveries to school (see appendix) Protocols for staff bringing equipment into school	TS/CA

		Limiting number of people entering school (no parents or visitors to enter the building during lockdown period/partial opening)	
6	Increased risk to vulnerable staff	Up to date information on staff and pupils in each of the vulnerable categories. Follow government guidance and individual risk assessments where required	PD/TS
7	Staff not aware of testing protocols	Reinforce support available for staff and their families Remind staff of self-referral testing process – flow chart Testing results to be communicated to school leadership	PD/TS All staff
8	Staff communal areas do not cater for social distancing	Clear protocols for staff breaks / times / rooms / refreshments / toilets - see timetable Each bubble given allocated space for break times, staff encouraged to use outdoor zoned spaces where practical, weather permitting Refreshments and catering equipment provided for each staff break room Max of 8 staff in main school staffroom (as of September 2020 – review) Use alternative staff meeting spaces in UKS2 and Early years block - max 4 staff in Nursery staff room and UKS2 group room/staff area – also use studio (refreshment facilities moved to studio) Max of 4 staff in main offices	SLT
9	Staff sharing equipment	Staff responsible for cleaning their own equipment with disinfectant wipes Rigorous cleaning of shared equipment Regular cleaning of equipment between home and school such as laptops Disinfectant wipes after every use of photocopier	SLT All staff
14	Unable to provide wrap around care	Limit before and after school care to zones on first come first served basis. Specific assigned staff throughout. SIMS cap set in booking system – review weekly Close before and after school clubs where necessary – give as much advance warning to parents as possible	TS
18	Anxious staff	Protocols reassure on how risks are being managed to protect staff –regular staff updates and memos. Weekly email briefing (or more frequent if necessary) Access to PPE and face coverings if needed. On site test kits available for exceptional reasons. Constant reminder of wellbeing scheme and other support available including occupational health. Jamie Winch to publish updates and speak to staff (1:1 socially distanced or by phone/email) Discuss opportunity of unpaid leave in exceptional cases.	SLT JW
19	Staff work at more than one setting/school	Discuss safety arrangements with member of staff to ensure both settings compliant and happy to proceed with joint working. Minimise contact and movement with the member of staff – only work part time hours in separate Nursery block in dedicated office (2 members of staff only). Minimise movement outside of Nursery block and around school - wear mask if having to enter main building – use phone and email where possible and limit use of external photocopier.	
20	Asymptomatic staff on premises	As of 27 January 2021, system of Lateral flow tests introduced by government. All staff on premises invited to test x2 weekly and report results to school and to test and trace. Distribution of tests to specific groups of staff at specific times/days to ensure social distancing. Levels of uptake monitored and recorded centrally.	

PERSONAL DEVELOPMENT INCLUDING SOCIAL/EMOTIONAL WELL-BEING, BEHAVIOUR INCLUDING ATTENDANCE/EXCLUSION, VULNERABLE CHILDREN (SEND/LAC)			
	Risk	Countermeasure	By whom?
1	Children aren't clear on school routines	Home school agreement prior to opening includes behaviour expectations. Staff videos (new academic year or new starts) intro to new school life - key focus on wellbeing – shared with parents prior to opening Clear system for any accepted movement around the building with clear signage	All staff
2	Children don't follow hygiene rules	Schools have regular and repeating notices/training using technology where possible for staff (one pre-recorded video to be used when needed?), children and parents on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment Home school agreement reinforces expectations	SLT/Class teachers
3	Unable to safely use play equipment	Outside play equipment closed/taped off	CA
4	Children require additional support to follow these measures	Discuss by phone with parents in advance where possible. Use of technology to model (video)	SD
6	Behaviour for learning takes time to establish and are challenged by some pupils	Adjust class compositions, if necessary (*September –new academic year) to create a better balance Re-establish expectations and the principles of learning that the school already has in place To support full return to school - adjusted curriculum with additional dedicated timetable slots for PSHE lessons during first week/fortnight back.	All staff
7	Attendance is poor or pupil arrives late Pupil attending doctor or dentists appointment during school day	Remind and work with parents/ carers to quickly re-establish good attendance habits. March 8 onwards – inform parents that compulsory attendance for all pupils (unless GP letter explicitly instructing child to continue shielding) – Where family chooses not to attend due to anxiety etc School to discuss with them to address concerns so child returns. Where concerns cannot be resolved, refer to DFE re-issued guidance on elective home education should parents withdraw child. Parent update includes statement that if you running late must phone the school office ahead of arriving. Gates unlocked = parent takes pupil to external bubble entrance. Gates locked = await member of bubble staff to come and let child through. For appointments parent must phone school in advance.	PD/Office team
8	Returning to an unfamiliar setting causes anxiety for pupils – particularly EYFS/reception	Send out photos, books, social stories in advance – possibly video from teacher/TA	SD/ Class teachers
9	High risk pupils with challenging behaviour require restraint posing additional risk to themselves and staff	Staff allocated according to relationships thereby reducing potential for risk Clear expectations on need for social distancing – work with families if pupil unable to comply Change to behaviour policy including section on having to send pupils home if they cannot follow rules – clear in home school agreement. Fixed term exclusions for unsafe behaviour may apply as per policy	SD/SLT
10	Higher than usual numbers of safeguarding disclosures	Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them via CPOMS	SD
11	Pupils return having been traumatised by their experience of the COVID-19 restrictions	Ensure staff are aware of sources of help and resources available Every PM review to start with dedicated to pastoral matters and circle time activities	SD
12	Children with SEND not having needs met	Risk assessment on meeting the needs of children with SEND	SD
13	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	Utilise ELSAs to support individual and small groups of children affected – socially distanced ELSAs maintain contact with vulnerable pupils trauma informed sessions for parents / carers so they can support their children at home	SD
14	Children have identified gaps in learning	Continue to adjust curriculum, undertake range of assessments and implement catch up/recovery plan (started in September 2020) <i>See separate plan</i>	

COVID VISITOR PROTOCOL – UPDATED MARCH 2021



Keeping Our Community Safe - Essential visitors (contractors completing emergency works and some visiting professionals) are permitted to attend by appointment only. *Parents not to enter the school building unless emergency.*

If you have an appointment to visit school, please make sure that you:

- Sanitise hands on arrival/departure and wash hands/sanitise as necessary during the visit.
- Sign in on arrival using electronic system which is frequently sanitised.
- Carry a mask and wear it when working inside the school building.
- Maintain a safe distance (at least 1m, ideally 2m) from other people at all times.

We have comprehensive processes in place to keep our community safe. Key points include:

- A clear protocol in the event of a member of staff or pupil presenting with COVID-19 symptoms whilst at school. This includes clearly defined safe area for isolation until an individual can safely travel home.
- We have put in place a comprehensive communications plan, through frequent staff and parent updates, various signs/posters and verbal reminders, to ensure adherence to government guidance, best practice for hygiene/cleaning measures and good hand and respiratory hygiene.
- We have enhanced cleaning provision throughout the building.
- Given the acceptance by government/scientific advisers that social distancing is hard to enforce in primary schools, pupils and staff from specific year groups are working in 'bubbles'. Pupils remain in their year group areas indoors and designated zones when outside. Pupils remain in their classroom bubble as much as possible. Lunches are served to bubbles – the hall is not currently used for lunches as it is used for breakfast and after school club.
- We have designated year group entry/exit gates and staggered start/end times to avoid excessive mixing at the beginning and end of each day.

How You Can Help Us:

Limiting the spread of infection is everyone's responsibility. You can help us by:

- Washing your hands frequently, with soap and water. (Use sanitiser where not available).
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- Wear a face mask when working inside the building.
- Stay at least 1m or more from other people, and encouraging children to do the same.
- **In line with Government guidance, DO NOT ATTEND SCHOOL if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case.**
- Please respect and support all of the safety measures that we have put in place.

It is the responsibility of adults and visitors to keep a safe distance and encourage children to do the same. If having read this protocol and upon commencing work you feel uncomfortable about the area you are working in please cease working and return to the school office to report your concerns. If you have any questions about health and safety, and especially if it relates to the controls we have put in place to minimise the risk from Covid-19, please contact a member of the school office team, or SLT as soon as possible.