

Covid Outbreak Management Plan - Wyborne Primary School - Implementing Protective measures in education and childcare settings for the continuation of education provision for all staff and pupils returning to full time education for the period 26th January 2022 – 11th February 2022

This Covid Outbreak Management document has been carried out with reference to Government guidance and existing Health and Safety Guidance. The COMP will be regularly reviewed, monitored and updated to meet the needs of the school and physical, mental and emotional wellbeing of staff, pupils and all stakeholders. The aim of the document is to minimise the potential risks of Covid19 and ensure that the health, safety, social and educational needs of children, families and staff are met as far as possible during this next recovery phase.

The following principles underpin all planning and actions:

Children's needs are paramount

- Staff's physical, mental and emotional well-being must be considered at all stages of planning and implementation
- Ensuring effective infection protection and control and preventing the spread of coronavirus - e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
- Minimising contact with individuals who are unwell by ensuring that those who have covid19 symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- Ensuring robust respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and equally robust hand hygiene. Staff / children advised to wash their hands thoroughly when arriving at school, at the start and end of break /lunchtimes to further reduce the risk of transmission.
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- There will be active engagement with the NHS Test and Trace/ Public Health England.
- Maintaining social distancing and minimising contact and mixing by altering, as much as possible, the environment (**ZONES**) and timetables (such as staggered break times).
- This document will be reviewed and updated regularly. Staff/parents and governors will be notified of any changes.
- **Both parents and visitors to the site, will be kept to a minimum in order to minimise the potential for transmission or contamination where reasonably practicable – enquiries to the office/Head teacher can be made by email or telephone. All visitors will be required to leave contact details – Track and Trace.**
- **All amendments have been agreed with the Governing Body of Wyborne Primary School.**
- *It is the school's intention to remain cautious and continue to minimise contact between adults and children, wherever possible, reflecting advice received from DFE and Royal Borough Greenwich (RGB). These systems of controls create a safer environment for both pupils and staff and can substantially reduce the risk of transmission. A sensible and proportionate approach and will continue to be monitored regularly and this document amended. The Review carried out on 14.10.21, (which has now been superseded by the review on 21st October 2021) considered a range of viewpoints from all stakeholders and amendments can be seen highlighted in Yellow below. A summary of amendments will be communicated to stakeholder in a separate communication. Whilst the desire to return to 'normal' without restrictions is desirable we have deemed it necessary and important to continue with a cautious approach.*
- *DFE guidance states 'You must do everything possible to minimise contact and mixing, while delivering a broad and balanced curriculum. The over- arching principle is to reduce the number of contacts between pupils and staff wherever possible. This can be achieved through maintaining distance between*

individuals. These measures will help, but the balance between them depends on the pupil's ability to distance, the layout of the building and keeping them separate while offering a broad curriculum'.

- The school will be managed in Zones until the October half-term, when a review of this document will take place and /or more Government guidelines are announced. The Zones are – Zone 1 EYFS. Zone 2 Lower floor Years 1,2,3 and 4. Zone 3 Years 5 & 6.
- Testing positive for the Omicrom Variant – any person testing positive will need to self-isolate and follow NHS Track and Trace advice regardless of vaccination status.
- It is the school's intention to remain cautious and to maintain the practices of this document until 11th February 2022. However, should there be further changes announced by DFE, Public Health England or Royal Borough Greenwich this document will be reviewed and updated immediately.
- **Government announcements on 21st February means that this version of the COMP is no longer relevant or required at this moment in time. Revised procedures and COVID19 operational measures have been shared on 25.02.22 to come into effect on Monday 28th February – see Appendix 1. In the event of a further COVID19 outbreak, this COMP will be reviewed and amended according to PHE and Government Guidelines at the time.**

School Wyborne Primary School	Assessment Date 1 st September 2021 21 st October 2021 5 th November 2021 3 rd December 2021 5 th January 2022 11 th January 2022 17 th January 2022 26 th January 2022 25 th February 2022	Assessed by Sue Roy H&S Rep Sue Roy H&S Rep Sue Roy H&S Rep Sue Roy H&S Rep Sue Roy H&S Rep Sue Roy H&S Rep Sue Roy H&S Rep Sue Roy H&S Rep Steve Smith H&S	Approved by James Searjeant Head Teacher and Gillian Efford Deputy Head Teacher.
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	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
1. Planning and Organising						
Existing Health and Safety compliance and building considerations	<ul style="list-style-type: none"> • Review your current Health and Safety Plans and undertake any existing actions. • Ensure health and safety compliance checks have been undertaken in required timescales. This is 	All water test, fire alarms, gas supply and kitchen equipment have continued to be checked in line with the school's daily practice as the school has not been shut. School's cleaning contractors have been on site	Fire drills and whole school evacuations will resume on a regular half term basis. We will contain any outbreak by following local health protection team advice DFE guidance states - 'Pupils, adults and staff must not come into school if they are legally required to quarantine as a result	HT, DHT, H&S rep	As required	

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	<p>particularly important if the school premises have been closed to pupils and staff for any periods of time.</p> <ul style="list-style-type: none"> • Test all water systems, fire alarms, gas supply, kitchen equipment • Consider Deep Cleaning by professional cleaners • Conduct health and safety inspection with the union health and safety representatives 	<p>daily and have the capability for a deep clean.</p> <p><i>Government advice is that self-isolation for contacts of a positive case will end for everyone aged under 18 years and 6 months and for adults who have been fully vaccinated. Children and staff must self-isolate if they have covid 19 symptoms or a positive test result.</i></p> <p><i>. DFE advice – ‘Pupils , adults and staff (testing positive or with symptoms) must immediately cease to attend school and not attend for at least 5 days from the day after the start of their symptoms or the test date if they did not have any symptoms but have a positive LFT or PCR test. Those children or members of staff self-isolating are able to take an LFT test on day 5 and 6 of the isolation period. IF both tests are negative (24 hours apart), then they may return to school providing they no longer have a temperature on day 6. However, if</i></p>	<p>of having travelled to a country outside of the common travel area.’</p> <p>Following Public Health and Royal Greenwich advice, if Covid19 cases rise to 10% or above in the whole school cohort or 5 in one class, then school will contact Public Health England for advice and guidance and will act accordingly, which may impact on how we currently zone the school. It is now incumbent on Headteachers to contact DFE and Track and Trace to notify them of an ADULT positive case, to assist Track and Trace in identifying close contacts when the following applies:</p> <ul style="list-style-type: none"> • <i>When a staff member who was in close contact with the person testing positive has indicated they are not exempt from self-isolation, but the person testing positive was unable to provide that person’s details to NHS Test and Trace – OR</i> • <i>When it is particularly difficult for the person testing positive to identify or provide details of some members of staff they were in contact with, for example, temporary workers such as supply staff, peripatetic teachers, contractors or ancillary staff</i> <p>**NHS Self Isolation Hub (020 3743 6715)</p> <p>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. Testing will first focus on the person’s class, followed by their</p>	<p>H/T, DHT, Admin staff.</p>		

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		<p><i>they continue to test positive, they should remain in self-isolation until 2 consecutive tests (24 hours apart) indicate negative results</i></p> <p><i>Close contacts of a positive case, as determined by Public Health, will be alerted, however as a matter of caution, the school will inform known close contacts immediately to enable them to take the necessary action as soon as possible (as there will be delays with NHS Track and Trace making contact with cases).</i></p> <p><i>Parents and Carers have been, on the advice from PHE, recommended to inform school if there is a positive case of Covid 19 within their household regardless of whether the child is attending Wyborne, is positive or not.</i></p> <p><i>Unvaccinated, staff will be required to self-isolate if deemed a close contact of a child/ adult testing positive for Covid19. They will be able to return to work in line with current government guidelines.</i></p> <p>LFT's are available to all school staff, although it is not mandatory to use them</p>	<p>year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>Should the school be required to close either because of positive cases or because of a local/ national lockdown- it will be necessary to open for key worker children/vulnerable children/SEND. Children will receive remote home learning via Class teachers</p> <p>Public Health Advice - close contact is considered to be - one metre distance for one-minute face to face or 2 metres distance for 15+ minutes. Staff have been made aware of this advice received on and have been requested to adhere to this information wherever possible.</p> <p>Covid 19 symptoms – high temperature, continuous cough and change to or loss of taste/smell. NHS guidance suggests that sore throats, sickness are not covid symptoms. The Headteacher has advised First Aid staff to contact parents/carers where their child complains of any of the other symptoms as a matter of courtesy.</p> <p>Staff will be strongly encouraged to routinely take a test on a Sunday evening and a Wednesday evening. Any positive results reported are to be reported to H.T. or DHT. A member of staff testing positive with an LFT will be required to self-isolate</p>			

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		<p>Schools should ask parents and staff to inform them immediately of the results of a test: if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to work. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are well.</p> <p>If someone tests positive, they should follow current government guidelines regarding self- isolation.</p>	<p>– from 17th January 2022, staff testing positive will be able to leave self-isolation after 5 full days subject to having 2 negative LFT results which are 24 hours apart. The day that the symptoms begin or the test is positive is classed as day zero. The next day is day 1 of the isolation period. The first test can be taken on day 5 and if negative another test can be taken 24 hours later, if this is negative too, the member of staff can leave isolation and return to work.</p> <p>Vaccinated staff are strongly encouraged to continue using LFT kits, in order to further reduce the risk of transmission as they can still be infected.</p> <p>Staff who have previously contracted Covid19 within the last 90 days are strongly recommended to take LFTs.</p>	All Staff, Contractors, visitors		
Staff Wellbeing	<ul style="list-style-type: none"> Assess well-being of all staff including staff who are self-isolating, underlying health conditions, family considerations Assess transport arrangements for all staff and parking arrangements as required Availability of supply staff to cover any vacancies or long-term absences 	<p>Staff are aware of the Employee Assistance Programme and have also been contacted with details of an alternative support services -“FRONTLINE”, “Qwell”. Staff have been notified of contact details.</p> <p>The school also have trained staff – PSHE /Wellbeing Lead and Mental Health First Aider (I.N.) Pastoral Care Team who they can contact JC, SR . Members of the Pastoral Care Team have also</p>	<p>Cover can be provided by HLTA’s, Cover Supervisors, Temp Cover Supervisors or Trainee Teachers, across all Zoned classes.</p> <p>In the absence of a teacher there are several options available: Temporary supply teachers, cover supervisors, combining classes or remote learning will be considered in each case of a teacher Covid19 related absence.</p> <p>In each case of cover being required internally, staff will be consulted.</p> <p>If a Teaching assistant is absent and there is no alternative, then the teacher will take</p>			

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	<ul style="list-style-type: none"> Assess staff expectations and any anxiety and perceived inequalities 	<p>received training from PHE – Psychological First Aid (LG & SR). The school is confident that it can cover any vacancies or long- term absence should any staff member be unwell and unable to attend school. The Head and Deputy Headteacher have an open-door policy, which encourages staff to talk about the impact that they are experiencing. Staff are also supported by PSHE and Wellbeing Lead/ Mental Health First Aider and Pastoral Care Team. Information sharing taking place weekly through all- staff Whatsapp group with invitation to staff to share concerns directly with Head Teacher and Deputy Head Teacher or via PHSE and Wellbeing Lead/Pastoral Care Team – all concerns fed back to Senior Managers.</p> <p>In order to protect the leadership management of the school, each zone will have access to a member of the SLT – Zone 3 (upper level) – LB. Zone 2 (lower level) – JS & GE Zone 1 (EYFS) – MP Staff meetings will remain remote.</p>	<p>the class and break times will be facilitated. Agency staff may also be used to cover EHCP SEND children if no alternative with in -house arrangements can be made. Timetables have been designed to maintain staffing within each zone. Wherever possible, entering and working in more than one Zone will be avoided.</p> <p>BAME staff continue to be consulted and are aware that they will have access to personal risk assessments should they require one or if government guidance changes. Staff identified as needing a personal risk assessment have met with line managers and H&S rep in order to have an r/a completed for them. All r/a's have a short review time. Staff also know that they can request an r/a review ahead of review date or if circumstances change. Personal risk assessments remain under constant review.</p> <p>At the present time there are no staff that meet with the CEV criteria.</p> <p>LFT packs have been made available to school staff in order to test themselves twice a week. This is not mandatory but strongly encouraged. Positive test results should be shared with H/T or DHT.</p>			
Review Pupil well-being and	<ul style="list-style-type: none"> Review the circumstances of pupils who are likely to be returning – are there any 	All pupils have access to the Pastoral Care team and the member of staff appointed to	Pupils known to require a level of restraint or who will NOT follow instructions on social distancing outside of their own zone	HT DHT, Inclusion Manager		

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Risk assessments	<p>new circumstances that may pose a risk and identify individuals, deemed to require an individual risk assessment. These risk assessments will be shared with that individual's family so that they are clear about expectations, particularly of behaviour.</p> <ul style="list-style-type: none"> • Risk assess individual pupils who need specific care, which cannot be delivered whilst ensuring social distancing where possible. • Risk assess pupils with behaviour issues or who may be potentially violent especially those with a known risk of spitting and or requiring physical restraint • Assess pupils who may be worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not) (Pastoral Team) 	<p>supervise them. Those children who pose a greater risk because of behaviour or SEND will be identified. These pupils will have a personal risk assessment in place.</p> <p>A minority of the pupils are known to require some level of physical restraint and this will be included in their R/A.</p> <p>Physical restraint will always be as a last resort and will only be used to ensure the safety of children.</p> <p>Individual risk assessments, following contact with Parents / Carers can be developed according to which pupils will need support. PCT are aware of some pupils who are experiencing challenging times at home. All staff are aware that more concerns will be raised by pupils on their return.</p> <p>PHSE will continue to form an important element of the curriculum to enable children ample opportunity to express their feelings and where staff can identify any child displaying signs of requiring pastoral support. Teachers can refer children to our Pastoral team for support.</p>	<p>will also have a home school agreement as part of their R/A. The Behaviour Policy will be implemented. Every effort to engage with the pupil and family to resolve any issues.</p> <p>SLT and PCT acknowledge that there will be an increased demand for pastoral support for pupils as they return to full time education.</p> <p>The school accepts that there may be concerns raised by the parents of BAME pupils and will work with families to overcome them.</p> <p>PCT have updated their training in supporting bereaved children in light of Covid 19 and restrictions around bereavement/funerals etc. Training and online resources can be accessed via www.childbereavement.org.uk</p> <p>Bereavement Policy has been amended to reflect current situation and approved by governors.</p> <p>Behaviour Policy has been amended to reflect ongoing expectations around children returning to school. Both the Behaviour Policy and Safeguarding policy will remain under review in order to reflect any emotional changes demonstrated by the pupils on their return to full time education.</p>	<p>H/T</p>		

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Class group and size configuration	<ul style="list-style-type: none"> Primary school class configuration will be class bubbles groups and one teacher and a teaching assistant / another adult. Pre-school children in early years settings, the staff ratios within the early years foundation stage continue to apply and used to group these children Each group should be a consistent bubble and that group isolates as far as possible from other people and bubble classes. Vulnerable children and children of critical workers will return to their usual classes unless there is a subsequent lockdown or local closure whereby they are the only children eligible to attend the setting. 	<p>Children will return to school for the Spring Term from 5th January 2022. It is intended that from this date the school will maintain Zones. This decision is based on a number of factors – to provide a greater range of teaching. To enable the continued implementation of intervention groups. To refine the existing rota’s for staggered start and finish times, playtime, lunch and PE rotas. To give the children the opportunity to socialise with their peers. To enable a consistent approach to managing staff absence. Each class will retain their own class teacher and support staff however the staff will now be in a position to support the entire year group. There will be a staffroom and triage room in each phase. Timetables have been refined to take into account arrival times, play times, lunch times and departure times – in order to minimise movement around the school site.</p>	<p>With the return of all children from 5th January 2022, the school will maintain published staggered start and finish times of each Zone – reducing contact and maximising distancing is essential. All 4 gates will continue to be utilised. The Zones are – Zone 1 – EYFS Zone 2 – Lower floor classrooms – Years 1,2,3,4 Zone 3 – Upper floor classrooms – Years 5 & 6</p> <p>The school is carrying out building refurbishment and this will impact on playground use. The zoned playground rota’s will be able to accommodate this.</p> <p><i>These control measures are intended to strike a balance between relaxing restrictions and minimising further disruption to children’s education</i></p>	HT, DHT, SLT		
Timetable	<ul style="list-style-type: none"> Refresh the timetable which lessons or activities will be delivered consider which lessons or classroom activities could take place outdoors 	<p>Consideration of how to reduce contacts and maximise distancing between zoned classes remains paramount with any planning. However, passing in a corridor is considered low risk.</p>	<p>All activities within the school, including start/finish time, playtime and lunch time have been timetabled in order to reduce contact/transmission. Quarantining of equipment will no longer be necessary but pupil’s personal resources from home should be restricted.</p>	HT, DHT, class teacher S		

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	<ul style="list-style-type: none"> use the timetable and selection of classroom or other learning environment to reduce movement around the school or building There will be no assemblies in school but will continue to be available on WEDUC stagger break times (including lunch), so that all children are not moving around the school at the same time 	<p>Any sharing of resources i.e. laptops & ipads, will need to be cleaned with anti-bac wipes when returning to their storage points. Outdoor activities to be high priority and encouraged.</p> <p>Assemblies will continue to be conducted remote.</p> <p>Playtimes and lunchtimes remain timetabled. Children will be able to mix within their own zone.</p>	<p>The dining centre will be re-organised and timetabled to receive classes from relevant Zones.</p> <p>Staff will continue to model and respect social distancing from others where possible. Children will be able to mix within their own zone but steps will be taken to reduce contact with other zones. The exception being when zones may cross when accessing Science garden, Museum classroom, Music classroom and PE lessons.</p>	DHT		
Curriculum & Transition	<ul style="list-style-type: none"> Balancing the need for remedial work and “catch up” with the social/emotional needs of the children & young people Addressing gaps in learning in a structured and appropriately paced way to maximise impact of teaching without overwhelming the pupils Maximising impact of additional adults matched to those identified pupils who need the support most Managing transition (at all stages) to best support the next stage of learning Maximising connectivity between school (Nursery/Primary, Primary/Secondary) to share 	<p>The school has carried out a assessments in order to further identify gaps in learning and proceed with a curriculum that will support all children. An additional member of staff has been appointed with the task of providing intervention (Government Catch-Up funding) in specific year groups.</p> <p>Extra Tuition Funding will be utilised to employ temporary additional staff to support identified children according to tuition funding criteria.</p> <p>Music will continue, within zones, from 1st November 2021 Lower Hall rota week on week off Year 1&2 then Year 3&4. Upper Hall weekly Years 5 & 6</p>	<p>Union workload guidelines will be taken into consideration at all times. Unions continue to be consulted with the development of this document.</p> <p>Four separate areas have been identified for PPA –</p> <p>Nursery and Reception teachers have been advised to discuss as a team whether it is viable to conduct PPA remotely.</p> <p>Years 1, 2,3 & 4 will use the Main staffroom</p> <p>Year 5 & 6 will use the Resources room.</p> <p>The above plans reflect the need for adults not to congregate in one area. Staff are encouraged to work from home during PPA.</p> <p>PPA cover will be provided by Teachers, Temporary Supply Teachers, Student Teachers, HLTA, Cover Supervisors, Temporary Cover Supervisors and Sports Coaches.</p>	HT, DHT, SLT		

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	<p>practice and utilise talent more widely</p> <ul style="list-style-type: none"> Stepping Up Programme for vulnerable learners 	<p>All PE and swimming lessons can resume from 6th September 2021. Pupils will continue to arrive at school in their PE kits on their PE days.</p> <p>All outdoor activities are timetabled.</p> <p>Supply teachers, peripatetic teachers including SM (Guitar) and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Guitar lessons will be taught with children from the same Zone. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>School trips, including school journeys, will recommence from the Autumn Term.</p> <p>After school Clubs will resume from the Autumn Term.</p>	<p>DFE guidance advises that teachers and other classroom staff can work across Zones in order to enable a full educational offer. Where possible, the school will try to minimise staff having to cross zones. This will be risk assessed as and when the need arises.</p> <p>DFE guidance advises supply teachers, peripatetic teachers and/or other temporary staff can move from school to school.</p> <p>Sports coaches will continue to work with pupils and staff.</p> <p>These trips will be individually risk assessed and contingency plans agreed</p>			

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Classroom and learning environment layout	<ul style="list-style-type: none"> Organise classrooms and other learning environments to minimise transmission Consider how play equipment is used ensuring it is appropriately cleaned between groups of children and that multiple groups do not use simultaneously. Remove unnecessary items from classrooms and other learning environments. Remove soft furnishings, soft toys and toys that are hard to clean. Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days accessing rooms directly from outside where possible considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through 	<p>Classroom staff will decide which learning environment provides the best learning opportunity for their pupils.</p> <p>Enhanced cleaning and cleaning materials will be provided for cleaning down of surfaces throughout the day as well as School's cleaning contractors cleaning down the school each day before children/staff on site. Reception, Year 1,3 children can access their classroom from their respective playgrounds without entering the main building. Reception & Nursery enter via the STC Ivor Grove Gate while Years 1, 2, 3, 4 & 5 will enter through the main gates on Ivor Grove. Years U4, & 6 will enter through gates on Footscray Rd.</p> <p>Children with additional physical needs and SEND children will be introduced to their new surroundings in a caring and sensitive way that is appropriate to that child.</p> <p>Face Coverings – DFE guidance February 2021 for primary schools states 'Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not</p>	<p>Staff will be expected to respect social distancing where possible and appropriate.</p> <p>All children will return to school in school uniform.</p> <p>Assemblies will continue to be delivered remotely.</p> <p>There will no longer be a need to control the use of toilets (engaged system) as children will be able to move freely within their own zone.</p> <p>All visitors to school will be asked to wear Face Coverings in communal areas unless they are exempt. The exception to this will be where a member of staff has been advised to wear a face covering as part of their personal risk assessment.</p> <p>Staff are strongly recommended to wear face coverings in communal areas and staff rooms unless seated and eating or drinking or if medically exempt from wearing a face covering.</p>	<p>Premises team.</p> <p>HT, DHT, Class teacher /T.A. / Premises team</p>		

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	<p>the setting where spaces are accessed by corridors</p> <ul style="list-style-type: none"> • 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 • identify the children and young people who may 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) 	<p>possible, i.e. –moving around corridors and communal areas. Primary school children do not need to wear face coverings’ Schools are to be mindful that some adults will be exempt from wearing face coverings. Face coverings are not to be worn in a primary school classroom setting.</p> <p>Face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</p>				

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<p>Shared Space</p>	<ul style="list-style-type: none"> • use of halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. • If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance • stagger the use of staff rooms and offices to limit occupancy 	<p>The school halls and dining centre will be timetabled for PE sessions. Any additional use of these spaces will be carefully timetabled.</p> <p>Play times and games have been timetabled to ensure that Zoned classes can play together. Three staff rooms have been identified. Each phase group will have its own staffroom to support staff ability to – social distance- reduce risk of transmission - movement. All Zoned classes have timetabled breaks to minimise staff interaction. The members of staff responsible for a Zoned class will support each other to have breaks at these times.</p> <p>Office staff have a specific rota/timetable, which reflects working from home. They have also been included in rota for the main staffroom. This remains under review.</p> <p>Pastoral Care, Admin staff and SLT will continue to work on a rota basis in order to minimise number of adults on site and reduce risk through sharing office space.</p>	<p>The dining centre will be used for hot school meals when timetabled. However, it may also be used for socially distanced extraordinary meetings with visitors when essential.</p> <p>Staffrooms are to remain zoned – Zone 1 EYFS Nursery extension. Zone 2 – Main Staffroom. Zone 3 – Upper resources room.</p> <p>The Headteacher has recommended that staff living close-by can go home for lunch in order to reduce contact/ transmission.</p> <p>The school halls are now in use for timetabled PE lessons.</p> <p>Members of staff who are required to work across Zones will follow the COMP, which encourages good practice to keep safe and reduce any possible transmission.</p> <p>Alpha Club Alpha club has its own risk assessments and protocols in place which will be shared with parents who require places. It has been agreed that both the school and Alpha Club will alert each other to any positive cases which may occur amongst the children. Both will access Public Health guidance to ensure that the correct protocols are implemented. A copy of Alpha Club’s risk assessment / information can be obtained directly from the club.</p>			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
Outdoor space	<ul style="list-style-type: none"> Maximise the use of outdoor space for outdoor education, exercise and breaks Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings 	<p>The use of all outdoor spaces have been timetabled.</p> <p>DFE guidance endorses the re-instatement of PE lessons. Each class bubble is timetabled for 2 x 1 hour per week. Nursery, Reception, Year 1 & Year 2 have Forest School sessions timetabled per week.</p>		<p>Class teacher or T.A.</p> <p>PE Lead</p>		
Start and end of day	<ul style="list-style-type: none"> stagger drop-off and collection times plan parents' drop-off and pick-up protocols that minimise adult to adult contact 	<p>Parent/ Carers will not be allowed on site unless there is an extremely exceptional circumstance.</p> <p>There are four entrances to the school site. Staff will be deployed at the entrances. Parents/carers of each year group will be informed to use a specific gate. They will be given specific times to drop off and collect their child/ren. Only one parent/carer to make journey to school.</p> <p>Those pupils using the Footscray Rd entrance, will line up in the allocated area on the playground. This is to reduce congestion on the pavement outside the entrance as well as improve road safety.</p>	<p>Children and adults not managing, for whatever reason, to adhere to their allocated times (lateness), will need to remain outside of the school site and telephone into the school to make arrangements for their children to either be collected or brought out of school by a school adult.</p> <p>Signage outside of the school gates will encourage respectful social distancing whilst waiting to drop off or collect.</p> <p>Parents/carers are not to loiter.</p>	<p>HT, DHT, Premises Team & additional</p>		
Travel arrangements	<ul style="list-style-type: none"> Assess the availability of transport and the 	<p>All staff have been contacted to assess their travel arrangements and use of public transport.</p>	<p>Whilst Staff and pupils will use vehicles to travel to school, the Local Authority has identified the area around the school as a</p>	<p>HT, DHT SLT,</p>		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>arrangements being made by transport providers</p> <ul style="list-style-type: none"> Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers 	<p>Where possible some staff are making alternative arrangements for returning to work, using members of their household to drive to them to school. Although there will be staggered start times for the year groups, it is recognised that some children will have to use public transport. The school will discuss any personal circumstances with those pupils/families on an individual case basis.</p>	<p>SCHOOL STREETS initiative. This will be in operation daily while the children are in attendance.</p>	<p>Governors.</p>		
2. Communicating your plans and supporting individuals						
Children, parents and carers	<ul style="list-style-type: none"> tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Parents to inform the school is anyone in the house is displaying symptoms tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend tell parents and young people their allocated drop off and collection times and the process for doing so, 	<p>The notification will explain that only one parent/carer should accompany the child to drop off and that a member of staff within their class will meet the child. Parents will not be able to enter school site. All communications with staff will be via telephone, email or Weduc. The letter to Parents will inform them that they MUST advise school staff if their child or any member of their household develops Covid19 symptoms – new continuous cough, sore throat, temperature or loss of taste/smell. The child will NOT be admitted on to the site if they have symptoms. If a child or adult presents with symptoms whilst in school they will be sent home to receive testing.</p>	<p>Children or young people should not attend school if they have Covid 19 symptoms. This also applies to staff.</p> <p>On arrival, children will be required to either travel immediately to their classes, line up outside their classrooms or be collected by a member of staff (age dependent). Parents will be encouraged to arrive at their designated times and not too early or late as this will impact on the number of people gathering. DFE guidance advises that all staff and children should remove their face coverings at the school gates and dispose of them in the lidded bin, which will be provided. Face coverings must be removed carefully and the wearer advised to wash their hands immediately. Those pupils/adults who wear re-useable face coverings will receive a sealable bag in which to store the covering for the homeward journey.</p>	<p>HT, DHT.</p> <p>HT, DHT</p> <p>Class teacher /T.A.</p>		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>including protocols for minimising adult to adult contact (for example, which entrance to use)</p> <ul style="list-style-type: none"> • make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • also think about engaging parents and children in education resources such as e-bug and PHE schools resources • ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers 	<p>A member of staff, who will be at the gate to receive children, will ask parents not to congregate at the entrance.</p> <p>Headteacher has notified parents of the summary of changes to the COMP Review on 17th January 2022</p> <p>All essential meetings /appointments will be controlled in order to reflect social distancing, transmission and movement.</p> <p>Where possible, children will be encouraged to walk or cycle to school – rather than use public transport.</p>	<p>DFE guidance advises that school attendance is mandatory.</p> <p>A remote learning policy will remain in place should there be any further need to implement it.</p>			
Children	<ul style="list-style-type: none"> • use age appropriate materials to explain and maintain social distancing between class bubbles • Support pupils who are worried about returning to school or who have been in challenging home circumstances or experienced bereavement 	<p>With a new term starting, teachers will continue to welcome the children back and discuss protocols to establish routines and rules for ensuring the safety of the Zoned classes. Initial class work with children will continue to focus on their well-being and provide opportunities for children to express their</p>	<p>Reception children will be supported at this time, as is normal practice, for their transition to KS1.</p> <p>Year 1 children will have a focus on phonics as this learning will have been interrupted. They will take the Phonic check in Year 2.</p> <p>Tuition funding will be directed to early reading, Phonics intervention for disadvantaged and identified individuals.</p>			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>during the pandemic (covid19 related or not)</p> <ul style="list-style-type: none"> Promote understanding of the different experiences for our children and young people during lockdown Consider how pupils with specific needs are reintegrated Deliver activities that focus on relationships – adult/pupil, pupil/pupil 	<p>feelings and emotions. Teachers will be aware of those children who may require more intense support via our PCTeam. The PCT have continued to identify and support children, who have experienced emotional upset for a variety of reasons. This work will continue.</p>	<p>Nursery provision will remain as normal for those returning and transitioning to Reception. As mentioned above, there will be a gradual re-integration of both Nursery and Reception entrants.</p> <p>SEND children will be re-integrated to school sensitively.</p>			
Staff	<ul style="list-style-type: none"> communicate frequently talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful Consider the support needs of staff and put in place interventions to support everybody's mental health 	<p>Communication is taking place with staff and governors on a regular basis via Whatsapp, staff meetings/staff briefings by recorded voice messages. Microsoft Teams meetings are taking place with Key staff members in order to agree plans for the future. Staff are encouraged to contact Senior Leaders via telephone, Whatsapp and email. Assemblies will take place remotely. Staff well-being is constantly under review. Staff have access to the school's Mental Health First Aider and PSHE & WELLBEING LEAD, Pastoral Care Team, Senior Management, Local Authority Well-being service and 'Frontline', another support network for staff.</p>	<p>Any staff presenting with individual needs, anxieties or concerns will be encouraged to speak openly with Senior Leaders to try to resolve any issue. These conversations will be sensitive to individuals and their situations. If a solution is not possible, advice from the local authority and HR may be required and will be sought. Staff will be free to consult unions at any point should they be concerned. Union representation within school has been positive and the relationship with leadership has been constructive to date.</p> <p>Member of the PCT have also taken part in Psychological First Aid Training provided by Public Health England.</p> <p>Safeguarding Leadership capacity, working remotely can be an option in order to reduce transmission levels. SLT meetings will remain remote.</p>	<p>JS,GE, Mental Health First Aider, PSHE & WELLBEING LEAD, PCT</p>		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
		Where a member of staff advises that they are pregnant, the school will follow RGB and government guidelines to support them.				
Contractors and suppliers	<ul style="list-style-type: none"> communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this if needed 	<p>Schools should consider how to manage other visitors to the site, such as contractors, and ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term. Schools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p>Visitors to wear a Face Coverings Premises Manager is in constant contact with the school's Cleaning contractor in order to continue the service that it is providing. Catering staff will receive direction from their employers as</p>	<p>Daily post will be collected via the main gate in Ivor Grove by a member of the office team.</p> <p>Any contractor required to come onto site to deal with an emergency repair, will be required to produce their risk assessment for COVID 19.</p> <p>In the main, contractors will come onto site after the children have left, in order to reflect social distancing.</p> <p>All and any contractors will be required to leave their name and contact details in line with Tracking and Tracing requirements.</p>	Premises team, RGB – Chartwell, Office staff.		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
		<p>to when they will return to the school site.</p> <p>Chartwell will produce their own risk assessment for catering staff.</p>				
3. Daily Arrangements when open						
Daily Arrangements - Keeping	<ul style="list-style-type: none"> ensure that children and young people are in the same small groups at all times each 	Where possible children will remain in their own Zones at all		DH, DHT SR		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
Cohorts Together	<p>day, and different groups are not mixed during the day, or on subsequent days</p> <ul style="list-style-type: none"> ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days 	<p>times. They will adhere to the timetables assigned to them.</p>		<p>Class teacher / T.A.</p>		
Cleaning and Hygiene	<ul style="list-style-type: none"> review the arrangements for routine maintenance of the premises - follow the COVID-19: cleaning of non-healthcare settings guidance ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand 	<p>Enhanced cleaning includes tables and surfaces wiped down throughout the day by staff and pupils Daily communal cleaning of surfaces and door handles/rails etc by Premises staff Cleaners daily</p>		<p>Premises Team</p>		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>sanitiser in classrooms and other learning environments</p> <ul style="list-style-type: none"> • clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal • ensure that all adults and children: <ul style="list-style-type: none"> ➤ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning ➤ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ➤ 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 practise these habits through games, songs and repetition 	<p>Staff rooms chairs and spaces used wiped after use by staff</p> <p>Where possible all routine maintenance will be carried out by the Premises team if they are qualified to do so.</p> <p>All classrooms have a sink. Additional resources such as hand sanitiser, anti -bac wipes anti-bac cleaning spray will be available to clean down surfaces at regular intervals.</p> <p>Both staff and children are reminded to wash their hands regularly. Notices around the school site promote hand hygiene.</p> <p>When arriving on school site children will be told to wash their hands or use anti-bac. This routine will be maintained throughout the day with particular attention paid to key parts of the day. Tissues will be supplied to each classroom for coughs or sneezes. Foot - operated pedal bins available and accessible –reducing contact and transmission.</p> <p>Classroom staff will be available to assist younger children with hand washing. Children will be</p>		<p>Classroom staff.</p> <p>Classroom</p>		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<ul style="list-style-type: none"> 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 get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting 	<p>encouraged to adopt these routines through a variety of age appropriate material</p> <p>Each classroom will have its own pedal/lidded bin. Tissues will be doubled- bagged for disposal.</p> <p>All spaces have adequate ventilation. Where possible, main entrance doors to the buildings will be left open.</p> <p>DFE guidance advises that windows should be left open at playtime/lunch times in order to further increase circulation.</p> <p>School currently uses KCS,YPO & IHS for supplies of this essential cleaning equipment.</p> <p>Staff, parents and children will be advised accordingly about the washing of clothes using their regular detergents</p>	<p>DFE supplied CO2 monitors have been delivered and deployed in strategic places around the school.</p> <p>Advice will be taken from RGB should readings from these monitors indicate less than effective air conditions according to government guidelines.</p>	staff. Premises team.		
Reduce Mixing of Groups	<ul style="list-style-type: none"> accessing rooms directly from outside where possible considering one-way circulation, or place a divider down the middle of the 	<p>Lower floor classrooms can be accessed from the outside – reducing movement in school halls – reducing contact and transmission. Year 6 will access</p>		Classroom staff		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	understanding how to follow rules)			T.A. LSA		
Use of Outdoor Space	<ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission. although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings 	<p>All breaks have been timetabled.</p> <p>Staff and children will be reminded of following guidelines when conducting outdoor education – minimise transmission between zones wherever possible.</p> <p>Specific equipment has been identified for use, that is easy to clean.</p>	See above	HT, DHT, H&S Rep		
Shared space	<ul style="list-style-type: none"> use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance stagger the use of staff rooms and offices to limit occupancy 	<p>School halls will be used for PE.</p> <p>The Science Outdoor classroom has a booking system, which will ensure that classroom bubbles do not mix.</p> <p>Any equipment used in this area will be cleaned before the pupils leave.</p> <p>Each Zoned Class group will have a nominated staffroom/PPA thus reducing movement, contact and transmission.</p> <p>Furniture within staffrooms has been greatly reduced.</p>	<p>Four separate areas have been identified for PPA –</p> <p>Nursery and Reception teachers have been advised to discuss as a team whether it is viable to conduct PPA remotely.</p> <p>Years 1, 2, 3 & 4 will use the Main Staffroom.</p> <p>Year 5 and 6 will use the conference room.</p> <p>The Headteacher has recommended that staff may carry out their PPA from home. The above plans reflect the need for adults not to congregate in one area.</p>	HT, DHT		
				HT, DHT		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
Shared resources	<ul style="list-style-type: none"> by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts 	<p>DFE guidance advises that resources can be taken home, however there is a need to limit pencil cases and other resources being brought into school.</p> <p>Staff and pupils will be reminded to frequently wash their hands in order to reduce transmission when sharing equipment.</p>		<p>Class Teacher/ T.A.</p> <p>HT, DHT, H&S Rep Class Teachers, T.A.</p>		
transport arrangements where necessary including:	<ul style="list-style-type: none"> encouraging parents and children and young people to walk or cycle to their education setting where possible making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel ensuring that transport arrangements cater for any 	<p>Parents and children are encouraged to walk to school, in line with School Travel plan and Healthy Schools Policy. Parents to be advised and encouraged.</p> <p>The school does not provide transport for children.</p> <p>As above</p>		HT, DHT		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>changes to start and finish times</p> <ul style="list-style-type: none"> • making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers • taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts • local authorities or transport providers could consider the following: <ul style="list-style-type: none"> • guidance or training for school transport colleagues • substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers 	<p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>				

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<ul style="list-style-type: none"> • cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out • communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) 					
4. Individual care if anyone becomes unwell						
Confirmed case of coronavirus in a setting	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area, 	<p>Government and local authority guidance states that face coverings are not to be used in educational school settings unless a member of staff is dealing with a child suspected of displaying COVID- 19 symptoms.</p> <p>Face coverings do not protect you from getting the virus – they protect others from getting it. If you believe you have symptoms, you will not be in work.</p> <p>DFE guidance advises that all face coverings are to be disposed of on entry to the school site.</p> <p>Any child presenting with recognised symptoms will be taken to the isolation room and await collection. This isolation room is the small office in the</p>	<p>Guidance is available from gov.uk for all first aid staff. A copy will be kept in each Triage room. The isolation room is large enough to socially distance therefore a first aider in PPE – apron, face coverings and gloves – can observe younger children from a safe distance. The child will have initially assessed by the first aider, in a triage room, assigned to that year group. It is at the First Aiders discretion and experience whether they chose to wear PPE at this point however, should the temperature be above the government guidelines or other Covid 19 symptoms displayed, then PPE is advised to be used in order to continue with the child’s care whilst in close contact. The child will then be escorted via external route to the isolation room to await collection. Should there be more than one child who needs to be sent home, those children will be seated, 2 metres apart, outside the isolation room until collected by a parent/carer. Once the child</p>	Lead First Aider		
				First Aid &		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom 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. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone, who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case 	<p>main playground (previously Safeguarding Officer's Office)</p> <p>An adult will wait with the child and will be required to wear PPE where COVID-19 symptoms are suspected or social distancing cannot be maintained.</p> <p>First Aider to escort child to W.C. closest to either triage room or isolation room. Cubicle to be cleaned down as soon as possible by either first aider or premises staff.</p> <p>PPE is available for all first aid staff whilst assessing and assisting all children suspected of displaying COVID-19 symptoms.</p> <p>Lead First Aider to telephone 999 in the case of a seriously ill child. PPE to be worn whilst assessing the child. Advise parents accordingly.</p> <p>The first aider who has been in contact with the child is to follow guidance regarding hand hygiene. They will be advised to obtain a test should symptoms develop.</p>	<p>has been collected the room will be cleaned down. The first aider will then remove their PPE (if worn) and dispose in a lidded bin in the isolation room. The first aider will return to the triage room and clean down the equipment in this room and dispose of all PPE equipment in lidded pedal bin.</p> <p>PPE to be disposed of in double plastic sacks and taken to disposal point.</p> <p>In this eventuality and if possible, parents are to wait at school gate for arrival of ambulance. They should not enter site to reduce contact and transmission. Parents to advise school of diagnosis as soon as possible.</p> <p>In the event that the child should test positive the school will alert the families of children who we deem to be close contacts within the zone as well as staff, to advise of the case and recommend an LFT/PCR test be taken. The close contacts can remain in school during this period of time providing they remain well and do not develop symptoms themselves. The First Aider will remain in school unless notified otherwise.</p>	<p>premises steam</p> <p>DHT & office staff</p> <p>HT, DHT, First aider</p>		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>		<p>Unvaccinated staff deemed close contacts will need to self-isolate</p>			
Testing	<ul style="list-style-type: none"> When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child. Access to testing for teachers and other staff available to all essential 	<p>A child who has a temperature of 37.8 or above should be sent home immediately and parents/carers advised to secure a test. While awaiting collection, they need to be in the isolation room with an adult supervising, socially distanced.</p> <p>DFE guidance advises against regular taking of temperatures as this can provide inaccurate results.</p> <p>Staff have access to Lateral Flow Tests and whilst not mandatory,</p>	<p>See Above</p> <p>All visitors entering the site will be required to provide personal details such as telephone number and address. This will be logged on a record held by the office. The information will aid tracking and testing if necessary. The information will not be used for any other purpose. They will also be required to wear face a face covering.</p> <p>Daily testing of staff with LFTs are encouraged and recommended where a positive case has been identified in a class.</p>			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the full list of essential workers . Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.	they are strongly encouraged to use them twice a week in order to identify asymptomatic individuals and reduce the risk of transmission.				
PPE	<ul style="list-style-type: none"> Regularly check availability and supply of PPE. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way if a child, young person or other learner becomes unwell with symptoms of 	<p>Regular checks and the ordering of PPE is ongoing.</p> <p>Staff who will be required to work more closely with children – inside 2 metres – soiling, wetting accidents – will have access to a full range of PPE. All staff will receive guidance, as to when it will be appropriate to use PPE.</p> <p>Staff are made aware of any changes to guidance via daily/weekly whatsapp message on school staff group. The</p>	<p>First Aid staff have access to visors for those who find it difficult wearing goggles. However, a face covering must be worn in association with a visor when assisting children with suspected symptoms.</p> <p>Government guidelines direct that face coverings are not required (see above). However, staff are strongly encouraged may wear a face covering when moving</p>	<p>Premises Team SR</p> <p>Classroom staff</p> <p>HT, DHT & SLT.</p>		

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	<p>messages will be originated from members of SLT.</p> <p>Staff are aware that they have access to full PPE and face visors where there is a risk of splashing, vomiting or spitting.</p>	<p>through communal areas of the school or in staff rooms unless seated eating or drinking unless medically exempt from wearing a face covering.</p>			

Appendix 1

UPDATE ON COVID19

Legal requirements for COVID19 changed on 21st February 2022. The impact on the school and changes to procedures as a result are as follows starting from **Monday 28th February 2022:**

1. The school will no longer be zoned. Children and staff will be able to move freely around the school site and interact with any other child or member of staff.
2. Achievement Assemblies will be reinstated on Fridays in Phase Groups – Phase 1 Lower Hall – Phase 2 Upper Hall.
3. We will maintain an Upper and Lower main-school staffroom. However, staff will have the option of which staffroom they wish to use.
4. Staff Meetings will resume in person in either the lower or upper halls.
5. Staff Briefings will remain a recorded briefing as this is less disruptive for staff and can be listened to at a convenient time.
6. Children will continue to come to school in PE kits on PE days. However, this will be reviewed at Easter 2022.
7. Singing and music lessons including guitar resume to normal – zones not applied.
- 8. Staggered start times will remain as they are with the exception of Reception start and end times being amended to 0855 start and 1520 finish.**
9. Parents/carers will still be required to drop off and collect children from the same designated gates.
10. Parents/ carers from years 1-6 will not enter the playgrounds as School Streets work well, facilitating safe drop offs and collection of children. In addition, the reasoning behind this decision is that Senior Leaders are unable to monitor and manage the School Street and be in the playground at the same time. School Street and safeguarding takes precedence in this case. However, once the new School Office opens parents/ carers will have access to the school when required.
11. Face coverings will become optional for visitors or for staff to wear in communal areas.

Self isolation

Government advice has changed regarding self-isolation. In the Prime Ministers announcements on Living with Covid19 he said,

“The remaining domestic restrictions in England will be removed. The legal requirement to self-isolate ends. Until 1 April, we still advise people who test positive to stay at home. Adults and children who test positive are advised to stay at home and avoid contact with other people for at least five full days and then continue to follow the guidance until they have received two negative test results on consecutive days.”

Although there is now no legal requirement to self-isolate, the DFE “Schools COVID-19 operational guidance Feb 2022”

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf

states:

“In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend school, given the potential risk to others.

If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19”

Therefore:

12. If a child presents at school with either: **a new, continuous persistent cough (coughing for 1 hour constantly); a temperature of 37.8 degrees and above; or they lose/change their sense of taste or smell:**
 - The child will be escorted to the isolation room and accompanied and parents / carers will be contacted to collect the child.
 - The adult attending/accompanying the child will have the option to wear PPE and should maintain a 2-metre social distance from the child where possible.
 - The parents/ carers will be asked to get the child PCR tested to confirm or negate the suspected infection.
 - If the PCR is negative the child will be able to return to school.
 - If the PCR confirms a positive case of COVID-19, the child will be required to stay away from school and preferably self-isolate for 5 days starting from the day after symptoms started after which 2 consecutive negative LFT tests taken 24 hours apart will mean the child is able to return to school. If the child continues to test positive with LFTs (this could last for up to 10 days), they should stay away from school preferably in self-isolation and after day 10 they would be able to return to school regardless.
 - If parents/ carers of a child identified as symptomatic refuses to have their child PCR tested, the school will have no option but to assume the case to be positive and the child be required to stay away from school, preferably in self-isolation until either 10 days have passed from the day after symptoms appeared or if after 5 days from the day after symptoms started with 2 consecutive LFTs taken 24 hours apart indicate negative results.
13. If a member of staff presents with COVID-19 symptoms the same will apply as in bullet point 12.
14. Asymptomatic staff will no longer be asked to routinely take LFTs.
15. Unvaccinated staff will no longer be required to self-isolate if they have been deemed a close contact of a positive case of COVID-19.

Attendance

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is self-isolating (awaiting a test result) or in quarantine because of COVID19, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).

Continuation of existing control measures

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated where possible without compromising thermal comfort.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

These procedures will be reviewed at the end of March 2022 when the Government have said they will review their guidelines for living with covid19.