

Jessie Younghusband School - Phased Re-opening Risk Assessment May 2020

Date undertaken : 26th May 2020 (Version 3 after consulting with staff and Governors) by Mandy Sadler Headteacher

Consultation with : Staff, parents, Governors

Risks: Transmission of the Covid-19 virus currently at pandemic level around the world. Schools are currently planning for phased fuller opening following National Lockdown since 23rd March 2020. School has been open throughout this time to eligible keyworker children and vulnerable children. School has operated with a limited staff during this period, with staff working at home as much as possible. Number of children in the keyworker group has increased recently following the lifting of the complete lockdown. Numbers have varied from 4 children at the start, to an average of 25+ daily in the current week.

Sources of information and Guidance: Government guidance and daily up-dates which have set out expectations and principles for schools and the wider community. WSCC Guidance, Public Health England (PHE), NGA, NAHT

Who might be affected: Staff, Children, parents, other visitors to the school site.

Potential Hazards:

- Transmission through social contact with an infected person;
- Transmission through contact with a surface where the virus is present;
- People with symptoms being present in the community;
- Shared use of equipment;
- Inadequate use of hygiene and cleaning procedures;
- Transfer of the virus between home and school on hands, clothes or other items.

Control Measures put in Place (These are described in far more detail in the Action Plan below.):

- Social distancing expectations – class groups (bubbles) no more than 15 children. Individual tables for children from Year 2 upwards. Phased return of year groups starting with Yr R and 1. Year 6 return to be considered after 2 weeks of following these procedures to evaluate if this will be possible from 22nd June or later.
- Adults to be allocated to specific groups.
- Staggered start and finish times with a one way system to enter and leave the school from the back gate (on the path coming in and to the right of the trees going out). Staff to be in position to manage this.
- Break and lunchtimes to be staggered and arrangements put in place to maintain social distancing during meal times – e.g. some children eating in classrooms.
- Outdoor play equipment to be out of bounds to everyone
- All soft furnishings, soft toys and things which cannot easily be cleaned to be removed from classrooms.
- Additional and moveable furniture to be removed from classrooms to create as much space for social distancing as possible.
- Only one parent to accompany children into school and to drop children at the outdoor to their classroom. Younger siblings to be in pushchairs or carried. Year 6 children in keyworker groups to be encouraged to come in on their own.
- Minimise the items being bought into school by children.
- Movement around school to be restricted to a minimum. Most movement to be through the outer doors.
- Groups to use their designated toilets and no more than 2 children to access these at any time (e.g. 1 per group in KS2).
- Children who are unwell for any reason to remain at home for 48 hours or until well again. Children or staff with CV-19 symptoms to self-isolate in accordance with the PHE guidance and arrange a test.
- More frequent cleaning of tables and touch areas e.g. door handles, light switches. Shared washable resources to be cleaned on Wednesdays and after school on Friday in Year R and 1. In keyworker groups this to be part of the on-going cleaning routines.
- These arrangements will be reviewed on an on-going basis and adjusted in response to issues identified and any new guidance received.

Action Plan and Guidance for Staff

Area	Actions Taken	Outcome and notes
Communications	11 th May 2020 Zoom meeting with Co-Chairs of Governors . On-going communication via email, telephone and zoom.	Agreement reached as to initial actions and arrangements
	Summary of possible arrangements sent out to parents, staff and governors in response to the PMs announcement on opening. Feedback and response invited	Feedback received from 3 parents No significant points which had not already been considered given.
	Weds 13 th May – Teacher staff meeting via Zoom to outline initial plans and review possible arrangements.	
	Consultation with Union Representatives – NEU and Unison – in respect of the school's Risk Assessment and wider opening arrangements. Copy of draft information shared to all members and every member of staff.	Some adjustments made to the arrangements especially in relation to the group organisation in response to feedback from staff members. Further consultation indicated agreement with what was proposed. (w/c 18 th May 2020 and 26 th May 2020 – with outcome of feedback)
	Future communications to parents via Parent Mail setting out more detailed plans for arrangements once Risk Assessment undertaken. Send 19 th May 2020 (cc all staff and Gvs).	Copy attached.
	Future communications to teachers and TAs – weekly Zoom meetings until all staff back in 1 st of June, then risk assess possibility of face-to-face meetings allowing for social distancing. Face-to-face meeting on 28 th May at 9.30 in school hall – chairs to be 2m apart all staff to be invited to attend. Other communications via email and 'WhatsApp'. Telephone calls to those social isolating or shielding. Office staff communications on a weekly and daily basis in school and via email or text. Governors – Zoom meetings, emails from HT and Clerk and telephone calls.	Teacher's zoom meetings started 11 th of May, TAs first meeting 21 st of May. Record to be made of attendance at meeting for H&S records. NB No Governor should visit school during this situation unless absolutely necessary and agreed by the HT and Chairs of Governors.
	Parents and community members communicating with school. This to be via email or telephone. No parents or	

	visitors to be allowed into the school building other than in the case of a serious medical emergency and then strict social distancing rules to be followed.	
Identification of Children and the group arrangements	<p>All keyworker children currently accessing school and any others needing care provision if returning to work. More people are now returning to work so these numbers will increase from 1st June.</p> <p>Vulnerable children – families identified and spaces agreed.</p> <p>Years R and 1 Current liaison with parents indicates an up take of at least 2/3 of a class, so need to plan for full return for these classes.</p> <p>Year 6 – similar up-take to above.</p>	<p>Keyworker and vulnerable families - first priority numbers are averaging 25 + therefore at least two groups needed with separate teaching spaces. (Plan for 3 groups to allow structure for Yr 6 return if numbers stabilise) Yr R 30, Yr 1 30 Yr 6 – 29.</p> <p>If all children were in at once this would require a total of 8 teaching spaces large enough to accommodate 15 children</p> <p>School has only 7 full-sized classrooms needed to support social distancing.</p> <p>Current numbers indicate a good up-take from Year groups. 22nd May 2020 - There is also an increase in numbers of keyworker families requesting places and we are almost full in two groups on some days. In view of this school will open to Years R and 1 initially, and then consider Year 6 from the 22.6.20 if space and staffing levels permit.</p> <p>The keyworker children and year groups will be kept separate at all times to maintain the integrity of the 'Bubble' groups, but this does place a greater pressure on space.</p>
Pupil Attendance from 1st June 2020	<p>Pupils will be expected to attend on their allocated days. If they are not coming in, parents to inform school, otherwise Admin staff to follow this up.</p> <p>LAC pupil – remaining at home. HT in contact</p> <p>EHCP pupil is currently attending daily and to continue to do so.</p> <p>Any pupil who is unwell for any reason to remain at home for 48 hours or until well.</p> <p>Any pupil with CV -19 symptoms to follow the Government guidance on self-isolating – currently 7 days from start or until well. Other family members to self-isolate for 14 days.</p>	<p>Ensure parents know where to seek further advice for self-isolating and arranging a test. Office to have this information available.</p>

	<p>Family to arrange for a test. If negative, pupil may return to school.</p> <p>If a child's or member of staff's family member shows signs of CV-19, they should also self-isolate in accordance with the current guidelines.</p> <p>Identify any pupils who are clinically extremely vulnerable and who live with families where a family member is in this group.</p> <p>Full registers to be kept of those on site, including times of arrival and departure. SIMs registers to start again 1st June as well as WSCC return.</p>	<p>No children known to be in this group, but further communication needed to ask parents to highlight this to school before their child returns to ensure appropriate measures and procedures are in place.</p>
School Organisation and Planning	<p>Start and finish times to be staggered.</p> <p>Keyworkers and vulnerable – from 8.30 am – 3.15 as now. Children will be in school for the full day to avoid too much ad hoc movement of children and parents.</p> <p>Keyworker Group 1 (KW1 - in Yr 2 classroom) through the gate by the Yr 2 classroom into the Year R area.</p> <p>Keyworker Group 2 (KW2 – in Year 3 classroom) Entry and exit through the Year 3 classroom outer door from the playground.</p> <p>Keyworker Group 3 (KW3 – in Year 6 classroom) Entry and exit through the Year 6 classroom outer door from the playground.</p> <p>Year R Arrive at 9.15 am and leave at 2.45 pm. Parents to drop and collect children at gate into Yr R outdoor area.</p> <p>Year 1 arrive 9.00 am and leave at 3.00 pm. Parents to drop off and collect at the main front door.</p>	<p>This information to be included in letters to parents and this risk assessment document to be shared and discussed with all staff.</p> <p>Children in the same family in different groups -</p> <p>Parents will be asked to contact the office so that arrangements can be agreed for one drop off and collection time for all children and class staff to be consulted before agreement is reached so they are clear when to expect children.</p> <p>Parents to be informed in advance of their groups and entry / exit points. A member of staff to be on the playground each day over the first week with copies of the lists to help direct people.</p>

	<p>If this leads to congestion at the back gate, parents to be allowed to wait at the top of the field to the right of the bike shed to avoid congestion on the pavement outside.</p> <p>No children should arrive at school early or wait around at the end of the day. It is important to manage this especially for the Year 6 children who may be unaccompanied.</p> <p>Yrs R and 1 will be in their own classrooms and will use their outside door. The corridor and inside door will only be used if access to the toilets or hall is needed at lunch time.</p> <p>All children should use only their designated toilet area. Only 2 children should be allowed in the toilets at any one time.</p> <p>The ICT suite, iPad trolley, hut and library will not be in use.</p> <p>The rainbow room may be used only for specifically agreed children and only one child and adult at any one time. The surfaces and any resources should be cleaned after use.</p>	
Travel to school (children)	<p>There will be no parking available on the school site and parents should not bring vehicles on to site to collect or drop off children.</p> <p>If parking on Norwich Road all parents should give full regard to the social distancing measures and keep 2 m away from other children or families.</p> <p>Bikes and scooters may be brought on to site and left in the bike shed but should not be used by anyone else to avoid virus transmission. No bikes or scooters will be allowed to be ridden on the site either by an adult or a child.</p>	<p>Staff parking to continue as normal.</p> <p>NB Road works in Norwich Road – SBM liaising with contractor for any up-dates. Parents kept informed.</p>

	In accordance with Government guidelines children should avoid travel by public transport.	
Dropping off and picking up children	<p>The back gate will be opened for access from 8.15 to 9.30 and from 2.40 to 3.30.</p> <p>The front gate will be operating as normal with a buzzer system. Any parent needing to access the site other than at dropping off and picking up times must enter through the front gate.</p> <p>The Premises Officer and Members of SLT will be positioned by the back gate to manage access both ways through the narrow gateway for parents. The members of staff will position themselves to maintain a distance of at least 2m from all adults and children entering or leaving the site.</p> <p>Path from gate on Norwich Road through to the school building one way system - on path into school to right of trees on way back.</p> <p>Yrs R, 1 and keyworker children to be accompanied by one parent only, if younger siblings are accompanying them, they should be in a pushchair or carried.</p> <p>KW Year 6 children to leave parents at the gate.</p> <p>No parents to pause to chat anywhere on the site or around the gateways.</p> <p>Staff will not be able to support with children reluctant to come in, and parents will need to drop younger children outside the outdoor area gates. If children are upset or</p>	<p>Social distancing to be followed at all times as far as practically possible.</p> <p>The aim is to reduce as much as possible people on the site</p> <p>Back gate to be locked at 3.30 – inform St Ants and put up temp' sign on the gate. (SBM/ Premises Officer)</p> <p>As this will be outside and the space allows for good levels of social distancing, a face mask will not be worn by the staff member so that parents and children who maybe anxious can see a reassuring face.</p> <p>There will be many more vehicles coming on to site for St Anthonys - parents to be encouraged if at all possible for them, to use the back gate.</p>

	unwilling to leave their parent they will need to try again another day.	
Break times am and pm	<p>Children - Areas of the playground will be allocated to different year groups. The groups should stay separate to all other groups at all times. Year R will have playtime in their outdoor area but will have other time to access the field or playground during teaching time daily.</p> <p>Field – KW3 should use the Year 6 area and the field to that side not going beyond the hut.</p> <p>Field Yr 1, KW 1 and 2 groups – staggered break times will allow designated areas to be used separately by different groups.</p> <p>Wet Breaks – children will remain in their classrooms.</p> <p>Staff breaks – Teachers and TAs allocated to groups will need to stagger and cover their breaks am and pm, between staff allocated to each group.</p>	<p>ALL Staff to closely supervise and be very rigorous to maintain the rules regarding social distancing behaviour - new Appendix to the Behaviour Policy to be drawn up (Appx 4) and shared with all children before the 1st June and then regular daily or more frequent reminders to all children from the 1st of June. Keyworker and vulnerable children to be made familiar with this beforehand as far as possible</p> <p>No more than 5 members of staff to be in the staffroom at any time. Staff discretion will be needed to enable all staff to access the staffroom to make drinks etc.</p>
Lunchtimes	<p>Similar areas (see above) will be designated to class groups to keep groups away from each other. These will be reviewed on an ongoing basis and adjusted if they are difficult.</p> <p>Year R will have a hot meal provided.</p> <p>KS2 Children entitled to FSM and those who have booked a meal will have a hot meal</p> <p>Keyworker groups 2 and 3 will eat hot meals and packed lunches in their classrooms. Staff should bring the hot meal to their room.</p> <p>Yr R, Yr 1 and KW 1 will eat hot meals in the hall (one group at a time) and if packed lunch, hall or their classroom this will depend on numbers. Hall tables to be arranged so that children sit one at each end. School staff to set up tables and put out cutlery. Staff to take meals to children who will be seated.</p>	<p>A system to explore pre-booking what meal a child will take during the morning will be explored.</p> <p>Need to liaise further with Chartwells.</p> <p>School to explore the possibility of 3 sittings one for each group in the hall.</p>

	<p>No self service areas e.g. for fruit or drinks to be available. Supervising staff to bring these round on trays.</p> <p>Staff to clear plates and then anti-bac' wash tables.</p> <p>Children to access the hall from Years R and 1 across the courtyard to reduce movement within the school. Liaison with Year 1 will be needed to make sure that the area is not used at the times access is needed.</p> <p>A member of staff will be allocated to supervise a group throughout lunchtime, allowing the teachers and TAs to take their breaks.</p> <p>TAs who normally have ½ hr lunchbreak will be asked to support their group for some of lunchtime. Working hours start / finish time maybe adjusted for some TAs to help cover lunchtime.</p> <p>PPE in the form of disposable apron and gloves should be worn by staff whilst serving food and clearing away in the hall or classroom.</p>	<p>Advice and training regarding the use of PPE to be given on the 28th May at staff meeting.</p>
Play equipment	<p>The fixed outdoor play equipment will be out of bounds because of the difficulty in cleaning the touch areas as would be needed.</p> <p>There will be no play equipment put out at break or lunch time.</p>	<p>Premise Officer to put up laminated signs to say 'STOP Do Not Use' at 4 points around the equipment area. Climbing wall by pond to be taped off.</p>
Circulation around the school building	<p>Children will enter and exit the classrooms by their outside door. This gives direct access to the playground and field.</p> <p>The ICT Suite and library will not be in use to reduce movement. The hall will be used at lunchtimes only so there will be no indoor PE.</p>	<p>Premises Officer - Cones to be placed across this area of the car park by Year R so that there is no vehicle movement during the school day.</p> <p>Year 1 will access their toilets and their outdoor space across the corridor.</p>

	<p>Year R should not need to move from their cloakroom area into any other part of the school. If a medical emergency arises the situation should be risk assessed at the time to see if it is practical to walk around the outside of the building or if more urgent attention is need.</p> <p>Other internal movement should be restricted to adults.</p> <p>Year 1 should use the ramp to access the playground from the courtyard door.</p> <p>Children in Year 2 (Keyworker group 1) will use their outer door to walk around to the playground. They must be accompanied by an adult as this is outside the gated playground.</p> <p>Children in KS2 (Keyworker groups 2 and 3) will access the playground via their outer classroom door. They should only access the corridor to use the toilets.</p> <p>Children moving between their classroom, the hall and the playground at lunchtime should use the courtyard hall doors and their classroom outer doors walking around the building via the ramp (Yr 1 to use the corridor door into the courtyard). They should be accompanied by an adult and walk as a group. It may be necessary to visit their year group toilets during this time – this will be through their designated outer door.</p> <p>Only 1 pupil from each group to use the toilets at any one time to ensure that there are no more than 2 pupils in total in there.</p>	<p>See later section for first aid and children becoming ill.</p> <p>KS2 toilets – cubicles and basins to be designated and signs put up for use by each class – one cubicle and 2 basins will be available for each class in the boys and girls toilets. (SBM and Premises Officer – signs)</p>
--	---	--

	<p>Adults should keep their movement between areas to the minimum necessary. Wherever possible, messages etc. should be passed on at the door.</p> <p>Adults should maintain social distancing at all times throughout the school corridors, offices and staff room. It is recognised that this will be extremely difficult with the younger children in particular in the classrooms and on the playground.</p> <p>An appendix to the Behaviour Policy has been written and shared with all children. This should be reinforced when children first come back into school and at regular times throughout the day on at least a daily basis and where they move from one space to another – e.g. going out to play.</p> <p>PE – each class will be allocated a time each day to use the field / playground for PE. Children will not change for PE and will not have any equipment.</p> <p>Other areas on the field or playground may be used for teaching by KW groups and Yr 6. Staff should book a 'slot' on the timetable on the staffroom notice board to avoid clashes.</p> <p>There will be no assemblies during this time.</p> <p>Emergency evacuation will be via the outside doors as normal. A drill will be held during the first week at the start and end of the week to practise where groups should line up to maintain social distancing. It will not be possible for the children to be 2 m apart in their lines as this will hinder communications during an emergency.</p>	<p>DHT to prepare timetables and schedule breaks in allocated spaces, etc.</p> <p>This appendix to be sent to parents in advance of return to school to share with children and so parents are aware of these additional expectations.</p> <p>Children who are not able to maintain social distancing expectations as expected in school after being given support over 2 days will be sent home to return the next day. If this happens again, or if it is clear that the child's level of understanding is a barrier to their ability to follow the social distancing arrangements, they will be sent home until the position can be reviewed – e.g. revised guidelines, further advice, etc. This is for the safety of the child and also all other children and staff in the group and the school.</p>
--	---	---

Commented [H1]:

	<p>Toilets during break and lunch – children should only use their designated toilets – staff will need to work together to manage this. One adult may supervise another adjacent group at playtime from their own area in order to facilitate this.</p>	
First Aid and Unwell children	<p>Each classroom should have their own first aid kit which can be taken out at break times and lunchtimes. The TA will be responsible for providing normal first aid from the allocated play area. TAs will be responsible for ensuring that they liaise with the office for first aid re-supplies. Aprons, gloves and a mask should be used if helping an injured child which involves closer physical contact.</p> <p>Any child becoming ill to be helped and then sit in the library. Parents should be called immediately – and the child should go home – whatever their symptoms. If there are concerns that this might be CV-19, if at all possible, the staff should support the child at a distance.</p> <p>Any child displaying CV -19 symptoms should self-isolate at home and their parents must arrange a test. The office will be able to provide further information on how to book tests. Staff supporting the child should wear an apron, gloves and a mask.</p> <p>Children who are unwell in any ways should not attend school for 48 hours or until they are well or have had a CV-19 negative test result.</p> <p>If a child or any member of staff tests positive for CV-19, the school must be informed immediately so that other contacts can be identified and areas disinfected and thoroughly deep cleaned. Children should test</p>	<p>Parents to have clear instructions about collecting children asap or not sending them to school if unwell in the morning.</p> <p>Classroom bases to have first aid kits (TAs to liaise with office staff) and PPE available to them in a pack to be kept in the classroom.</p> <p>PPE equipment – disposable aprons, gloves and masks to be available in each classroom and the office. SBM to ensure that a stock of suitable PPE is maintained – delays in delivery should be fully considered.</p> <p>SBM, Premise Officer Cleaning Company to liaise closely over cleaning requirements in the event of a case of CV-19 in school. HT to be kept informed.</p> <p>There will be a first aider and paediatric first aider on site at all times but in accordance with the First Aid Policy they will not be the first point of call for first aid. The main first aiders should only be called upon in the event of a more serious injury (e.g. suspected break) or illness (e.g. child faints or head injury) and then they should wear a mask, gloves and an apron.</p> <p>If a First Aider has concerns about the possibility of contamination by the virus due to a child's symptoms they will be enabled to go home to shower and change if they wish to.</p>

	<p>negative, or be medically confirmed as free from the virus, before returning to school.</p> <p>Parents or other adults with symptoms of CV-19 should not enter the school site and should isolate at home in accordance with PHE guidelines. All family members in the household should also self-isolate and not attend school or come on to the school site.</p> <p>If there is a positive test in school all members of the group should be sent home and arrange a test if they develop symptoms. Full up to date guidance is available on the link to the right. Thorough deep cleaning will be needed of the areas used by the affected person and any contacts who also test positive. (SBM to liaise with the cleaners and Premises Officer and refer to Government guidance on cleaning.)</p>	<p>If a case of CV-19 is confirmed in school immediate reference must be made to the current Public Health England guidelines in relation to the expectations for other staff or children to be isolated and the areas to be cleaned. This includes individual cases of the virus and a significant outbreak within school</p> <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 and further details here https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings cleaning information https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If there is a positive case or cases of CV-19 this will result in immediate partial or full closure of the school (in line with the above guidelines) until the appropriate cleaning and de-contamination can take place.</p>
Events and transition arrangements	<p>There will be no events planned in school until at least September 2020. The situation will then be kept closely under review.</p> <p>Year 6 will work in small groups to film a performance which will be shared with parents via the school's website.</p> <p>Year 6 leavers will be invited back to an assembly in the autumn when visitors can attend school – numbers will be limited to this event.</p>	<p>Teachers to arrange to undertake handover meetings for new children with regard to social distancing before the end of July.</p> <p>Year R teacher and team to record and prepare information for new parents.</p> <p>Transition plan for September all year groups and new Year R to be agreed – Headteacher.</p> <p>Bursar and class teachers (5 and 6) to consider residential arrangements.</p>

	<p>Year R – new starters – a presentation will be prepared to welcome new parents and introduce them to the school. This will be shared electronically.</p> <p>In September, there will be arrangements made to support all children in Year R – Year 5 to transition to their new class and teacher. Transition for new Year R children will also be organised to allow time for staff to meet children and for children to transition gradually into school. It is anticipated that this will involve a longer period transition into school and building up to full time attendance than normal.</p> <p>Year 5 camp will be deferred from September 2020 to summer 2021</p> <p>Year 6 Bowles – the company will be contacted for updates on this as payments have already been made and this will need to be negotiated so that money is not lost.</p>	<p>There is an SLA for school trips which may cover the current money paid to Bowles. The LA are currently in negotiation with the insurers to clarify whether this covers for cancellation by school or the provider.</p>
Staffing	<p>All staff have been contacted.</p> <p>The following numbers of staff are currently continuing to self-isolate - 1 KS2 teacher, 3 TAs, 2 MMS. 2 TAs are working around child care arrangements.</p> <p>Staff needed for Yrs R and 1, and the 3 keyworker groups, with additional staff to cover breaks and lunchtime as required. An additional adult to support PPA; First Aider including Paediatric, Office staff.</p> <p>Yrs R and 1 to be split to allow all children to attend for 2 days in their own classroom and with their own teacher. Monday and Tuesday or Thursday and Friday (keyworker and vulnerable children to attend each day as needed / agreed in their own keyworker group.)</p>	<p>See Additional page at the end of this plan for a more detailed analysis of the staff options and group/class organisation.</p> <p>Available – 1 – HT, 1 – DHT, 5.9fte teachers, 4 FTE TAs ; 1 ams only (1 to 1 – Yr 2 vulnerable child)</p> <p>PPA to be covered for all teachers by another teacher wherever possible and some in KW groups by TAs. See staffing plan at end for more detail.</p> <p>Capacity to cover staff absence to be included.</p> <p>This arrangement for split class attendance ensures the quality provision which parents would expect here and be more reassuring especially for younger children who</p>

	<p>Wednesday will allow the classrooms and resources to be thoroughly cleaned by the TAs between groups and for teachers to have PPA time and to prepare work for those not attending school.</p> <p>Office team to return to normal working hours as there is a lot of admin to undertake for new children and leavers in addition to additional work arising from following up attendance / registers/ payments etc.</p> <p>HT and DHT to be in school to provide DSL and leadership support address any new guidance and to have capacity for cover in the event a member of staff is unwell. If there is not enough staff on any day because the capacity to cover has been deployed already, children may need to stay at home. If this happens, Year 1 would be the first to close and then Year R.</p>	<p>otherwise would be taught in a KS2 classroom. It provides for staff health and well-being as well as allowing for PPA which would otherwise involve additional teachers working with all groups.</p> <p>This plan involves an additional teacher taking each KW group for PPA but not on the same day. KW groups change each day anyway. This teacher will not then work with another group unless absolutely necessary.</p> <p>½ day PPA time may be worked from home if preferred.</p>
Health and Safety	<p>School has been open and operating throughout Lockdown so all routine H&S checks are being undertaken.</p> <p>Staff well-being – SLT recognise that considerable anxieties exist. Risk assessment arrangements to be shared fully with all staff and reassurances given to explain the reasons for the decisions and arrangements.</p> <p>Staff to report concerns as soon as possible and these to be addressed as far as is possible, e.g. adjust procedures if these are not as effective as they could. Employee Support contact numbers to be available (H&S noticeboard and from the HT or SBM). All staff to support each other.</p>	<p>Daily checks on supplies by Premises Officer and to liaise with SBM if more stock is needed – remembering that there is limited availability so as much forward planning as possible is needed.</p> <p>Staff Stress Risk assessment on H&S noticeboard</p> <p>Signs to be displayed in prominent positions around school regarding handwashing and social distancing.</p> <p>Classroom tables to be cleaned at lunchtime daily by TAs. Cleaners to undertake cleaning of areas at the end of the day.</p> <p>Premises Officer to clean toilet areas and hand basins after lunch each day if possible (NB this means attending school in the middle of the day when not on shift so</p>

	<p>Burleys asked to cut the grass to prepare for return and to make the field safe.</p> <p>SBM and Premises Officer to liaise with cleaners</p> <p>All class areas in use and shared areas such as toilets, staff room to have supplies of handwash, paper towels and sanitizer gel.</p> <p>All children and staff to use hand sanitizer on entering the building and on leaving – gel to be available at all key entry / exit points.</p> <p>All children and staff entering the building to use hand sanitizer.</p> <p>Handwashing for 20 seconds frequently – after break, before and after lunch, after using the toilet – as a minimum.</p> <p>Children sharing “washable” resources to wash hands before and after use.</p> <p>PPE to be worn when supporting an injured or ill child, and when serving lunch, cleaning the hall or classroom tables and resources (see earlier sections).</p> <p>Additional furniture which is not required to be moved as far as practically possible – if other space is available. Soft furnishings, soft toys and any resources that are not easy to clean to be removed from accessible areas of the classroom. Teachers to plan to use resources that can be cleaned.</p> <p>All children to have their own table. Here they should have their own pencils pens and resources they will need – e.g.</p>	<p>availability tbc, if not available discuss the possibility of other staff supporting with this)</p> <p>If a child arrives wearing a face mask they will be asked to remove it before entering school and parent asked to take it home.</p> <p>Government guidelines say that other than the activities identified here which identify when PPE will be used, that facemasks are not needed in school because we are able to manage and reduce risks through careful planning and following this risk assessment procedure on social distancing and hygiene.</p>
--	---	--

	<p>work books and reading books - stored under their tables. Lunch boxes which should be small in size should also be kept here. This will be applied as far as practically possible in Years R and 1. It is not expected that children will sit at a table all day.</p> <p>All children will need their own water bottle. The water fountains will not be in use.</p> <p>Tissues to be in every classroom and the "catch it, bin it!" rule to be re-enforced. Bins to be emptied at lunchtime if needed by TA and in the evening every day by cleaners.</p> <p>Children should not bring in any other bags, clothes or toys from home. Year 6 may bring in small non-fluffy pencil cases containing essential items – these must not be shared with others.</p> <p>No reading books should be sent home, but children should read at school. Parents should be directed to on-line resources to support home reading.</p> <p>Worksheets - If parents do not have access to a printer and need paper copies to support home learning these will be provided but teachers should not ask for these to be returned to school.</p> <p>(Home learning may be reviewed through discussion and verbal feedback.)</p> <p>Clothing – children will be asked to wear comfortable clothing suitable for PE and trainers. No separate PE kit should be brought to school. Parents will be asked to send children in a clean set of clothes each day if possible.</p>	
--	---	--

	<p>In accordance with school's dress code, long hair should be tied back at all times.</p> <p>Parents of younger children will be asked to provide a carrier bag of spare clothes to be kept at school in case a child needs to change. This will keep the use of school spare clothing to a minimum.</p> <p>It is recommended that staff also shower, change and wash clothes on returning home at the end of the day.</p>	
Curriculum Provision	<p>First priority - PSHE pupil well-being and developing routines for staying safe through social distancing etc. will be included daily. Also mental well-being and addressing anxieties following lockdown and on-going impact of measures to be addressed in an age appropriate way.</p> <p>Literacy – reading and writing to be covered each day pupils attend as well as a maths lesson. Daily PE lesson with an activity where children can socially distance – e.g. athletics. No PE equipment to be used. Other activities may include art or work from a shared theme. Any equipment used should be cleaned before putting away by staff wearing gloves and an apron.</p> <p>If possible teachers of all groups should plan daily to teach one of their lessons outside. Timetable needed to keep groups separate.</p> <p>Support pupils with bereavement as needed. Resources available – see HT.</p> <p>Work for those not attending to continue to be available on website but may focus more on use of externally available resources e.g. BBC Bitesize.</p>	<p>DHT to co-ordinate curriculum provision and timetabling.</p> <p>MC to co-ordinate the provision of learning for year groups not in school. Yrs 2,3,4, 5 and 6 teachers to support with materials. There will be a much greater emphasis on using the on-line resources – etc. BBC Bitesize to make this manageable.</p> <p>RR and BH to cover PPA in KW 2 and 3 and other half day to be covered by TAs in the group. The additional release to be used for co-ordinating cleaning of resources and preparing work for those not in school. And maintaining contact with children not in school – those who are not coping so well to be the first priority.</p> <p>RP to co-ordinate support for EHCP and vulnerable learners in Yr 2 and elsewhere. ILPs to be reviewed for transition in Sept.</p>

Safeguarding	<p>Appendix to Policy written and shared with GPs. DSL always available on site (or readily contactable if off-site). Teachers to have regular contact with children who are not in school. Those with some vulnerabilities identified and support put in place if not eligible for a place in school.</p> <p>Absences to be followed up as normal by office team. Additional DSL to be trained to provide full coverage especially in view of SLT changes in September.</p> <p>Review the need for individual support once children are back and if possible provide some Learning mentor time or increase provision for this in September when more staff should be available.</p> <p>CLA pupil – HT has liaised with carer and SW</p>	All other safeguarding procedures are already in place and have continued to be used and up-dated as needed throughout.
Class / group arrangements	Advantages	Disadvantages
<p><u>Scenario 1</u></p> <p>Full class in every day for Year R, 1 and 6 Plus keyworker and vulnerable children not in Yr R 1 and 6</p>	<ul style="list-style-type: none"> • This was the Government's plan in their guidance for schools issued on 14th May 2020. • All children access 5 days at school. • Children will have more social interaction over the week supporting their development and well-being. • Groups can be more contained in the 'Bubble' reducing the social contact for all members of the group. • Children in the keyworker group in Yr R 1 and 6 would not need to be part of the keyworker groups. • Working parents will have more scope to return to work. 	<ul style="list-style-type: none"> • If all children came in to school from the 3 year groups and the current level of keyworker children (which is increasing as time goes on). 8 or 9 classrooms (depending on the number of other keyworker children) would be needed to allow the amount of space required for social distancing. School only has 7 classrooms. • This plan would involve all available staff – teachers and classroom support. This would not give any capacity to cover any staff absence or illness. • TAs would need to cover PPA which at such a difficult time and with very limited access to resources is not ideal. • There is no capacity to bring back other year groups should this be suggested.

		<ul style="list-style-type: none"> It could take up to 2 hours to serve hot dinners to Year R and 1 in 4 separate groups of no more than 15 children.
<p><u>Scenario 2</u></p> <p>Half a class in for Yrs R, 1 and 6 plus keyworker and vulnerable children in all year groups. (possible 3 KW groups needed so plan for this)</p> <p><u>Compared to scenario 1 above</u></p>	<ul style="list-style-type: none"> PPA would be covered on the daychildren in Yrs R, 1 and 6 did not attend and by another teacher for the key worker groups. Children can be taught in their own classroom by their own teacher reducing levels of anxiety that could arise in an unfamiliar situation. There will be a day during the week when Yrs R, 1 and 6 classrooms can be thoroughly cleaned before the next group attend. There is room for Yrs R and 1 to have hot dinners in the hall (in their groups over the lunch time) – this would be take about an hour Teachers in Yrs R, 1 and 6 will be able to focus on the key learning during the two days especially PSHE, social distancing and well-being. This can be repeated for the second group and further work to complete at home or by those not in school developed from this. Fewer children in school compared to full classes coming in will make moving around school less risky and give more room outside during break times. There is more flexibility for staff breaks. 	<ul style="list-style-type: none"> This would involve some keyworker children being in 2 groups on different days as many attend on more days than their 2 days in (YrR, 1 and 6). Staff are very anxious about this and do not feel that it is a safe approach. Because of the above this will increase children's social contacts across the week (but not on individual days) and therefore mean some staff may have contact with more children (the measures put in place in this risk assessment are to reduce and manage these risks as much as possible) There is not enough staff to fully cover the different groups with capacity to cover absences if needed. This becomes even more challenging if keyworker children are split completely from their year group as well as 3 Year Group classes. The children do not spend as much time in school which will not close gaps as much as it could if they attended every day and will not support parents needing to return to work.
<p><u>Scenario 3</u></p> <p>Half a class in for Yrs R and 1 plus keyworker and vulnerable children in 3 separate groups to include children in all year groups.</p>	<ul style="list-style-type: none"> This arrangement gives capacity to increase the number of keyworker children into 3 groups. This is essential as this is the first priority for places. PPA would be covered on the daychildren in Yrs R and 1 do not attend, and by another teacher (designated to that group only) for the keyworker groups. There will be additional time for cleaning and also for preparing work for those not in school. It will be possible to sit 3 groups for hot dinners in the hall in 3 sittings. Teachers in Yrs R and 1 will be able to focus on the key learning during the two days especially 	<ul style="list-style-type: none"> The children do not spend as much time in school which will not close gaps as much as it could if they attended every day and will not support parents needing to return to work. Year 6 children do not return in the first phase of wider opening.

<p><u>Compared to scenario 1 and 2 above</u></p> <p>On balance Scenario 3 is the only workable solution initially. With the measures contained in this document implemented, and reviewed regularly, it is possible to manage and reduce the risks.</p>	<p>PSHE, social distancing and well-being. This can be repeated for the second group and further work to complete at home or by those not in school developed from this.</p> <ul style="list-style-type: none"> • This arrangement would require 5 classrooms which would leave room for storage of surplus furniture and equipment removed from classrooms. • Fewer children in school will make moving around school less risky and give more room outside during break times. • There is more flexibility for staff breaks. • If space and staff resources allow, once the demand for keyworker places is fully established after the first two weeks of working these arrangements and subject to a revised risk assessment being approved by governors Yr 6 children may be invited to return for 2 days a week in 2 groups (from the 22.6.20). 	
---	--	--

Staffing Arrangements from 1st June 2020 based on Scenario 3

Group	Classroom Staff	Lunch / toilets / PPA cover
Year R	Teacher – RA; TA - FL	MMS – JRa; Yr R toilets; PPA on Weds
Year 1	Teacher – SN; TA - HB	MMS – AR; Yr 1 toilets; PPA on Weds
Key Worker 1 (KW1)	Teacher - JS and BW (both 1.0 fte); TA – J Ri (2 days); YW – 1:1 ams	MMS – AMcG; Yr 2 classroom and toilets
Keyworker 2 (KW2)	Teacher – DV; TA - JC	MMS – JC (lunchbreak 30ms after lunchtime); Yr 3 classroom; share KS2 toilets
Keyworker 3 (KW3)	Teacher – SH; TA - SK	MMS – SK (lunchbreak 30ms after lunchtime); Year 6 classroom; share KS2 toilets