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| **Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools from the beginning of the Spring Term (Phase 2)**  **for The Linden Centre** | | |
| Assessment conducted by: Claire Bowen | Job title: Deputy headteacher | Covered by this assessment: **The Linden Centre** |
| Date of assessment:04/01/2021 | Date of next review: 01/06/2021 | This document was written on 01/01/2021 and you must ensure you are completing the newest format |

The sole purpose of this risk assessment is to support schools for all pupils in all year groups to return to school full time from the beginning of the autumn term, **while reducing the risk of coronavirus transmission**.

* For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
* Schools must ensure that this risk assessment reflects the local setting and context of the school.
* Staff and unions must be consulted regarding this risk assessment.
* This risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school**.
* This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
* For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11May 2020:
  + [Coronavirus (COVID-19): guidance for schools and other educational settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)
  + [Details on phased wider opening of schools, colleges and nurseries](https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries)
  + [Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)
  + [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020)
  + [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers)
  + Opening schools for more children and young people: initial planning framework for schools in England (updated 12 May )

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| **Key:** | |  | | | | | | |
| Level of risk prior to control | | Identifies the risk before any steps to reduce the risk have been taken | | | | | | |
| Risk Description: | | Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs. | | | | | | |
| Risk Controls: | | The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information> | | | | | | |
| Impact: | | Could be L/M/H or numeric, depending on what is used in the school setting. | | | | | | |
| Likelihood: | | Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOLD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE. | | | | | | |
| Responsible person: | | The identified staff member(s) responsible for implementing the risk controls  Head Teacher Sign: J. Weichlbauer Date 19.8.2020  Chair of Governors sign S. Williams. Date 19.8.2020 | | | | | | |
| Completion Date: | | The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place **before pupils return to the setting.** Individual schools can then personalise to their own setting. | | | | | | |
| Line Manager Check: | | Sign off to ensure that the risk has been minimised as far as possible. | | | | | | |
| **Risk Description/Area of Concern** | **Level of risk prior to control**  **<>** | | **Risk Controls** | **Level of risk is now**  **<>** | **Likelihood**  **<>** | **Responsible person** | **Planned completion Date** | **Line Manager Check** |
| The school lapses in following national guidelines and advice, putting everyone at risk | H | | To ensure that all relevant guidance is followed and communicated:   * The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly * Information on the school website is updated. * Staff/ pupils/ parents/ governors updated via classrooms/email/text, as necessary. * Any change in information to be shared with Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email   As a result, the school has the most recent information from the government, and this is distributed throughout the school community. | L | L | JW/ EG | Ongoing | NA |
| Poor communication with parents and other stakeholders | H | | * All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems * Head teacher to share risk assessment with all staff * Parents notified of risk assessment plan and shared with parents via website. * COVID poster displayed in school entrance and on website.   As a result, all pupils and all staff working with pupils are adhering to current advice. | L | L | JW/ EG to review risk assessment considering full opening in September 2020.  Risk assessment e-mailed to staff on 24.8.2020.  Training for staff in risk assessment on PD day 1.9.2020.  Risk assessment posted on school website by JP on 24.8.2020.  COVID poster up on website 1.9.2020 and displayed in school Reception area. | 1.9.2020. | Checkmark |
| Lack of awareness of policies and procedures | H | | * School leaders will ensure that all policies impacted on by coronavirus controls are updated * All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: * Health and Safety Policy * Infection Control Policy * First Aid Policy * Intimate care policy * Behaviour policy * Business Continuity/Resilience * All staff have regard to all relevant guidance and legislation including, but not limited to, the following: * The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 * The Health Protection (Notification) Regulations 2010 * Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ * DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ * The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. * A comprehensive and current list of key staff members available each day * Staff are made aware of the school’s infection control procedures in relation to coronavirus via email * Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus * Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 2nd September 2020. All are informed that they must tell a member of staff if they begin to feel unwell * Daily electronic briefing issued to staff as and when needed.   As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school. | L | L | EG/ JW to review Behaviour policy – 23.7.2020.  EG/ JW  EG/ JW to Review home school agreement – 23.7.2020.  E-mail to parents with Behaviour policy and home/ school agreement on 24.8.2020. New policies and agreement posted on the school website by JP.  Behaviour policy shared with staff/ governors on 24.8.2020. via e-mail. Recap with staff on 1.9.2020.  All policies listed to be resent to staff on 24.8.2020.  EG/ JW to create a folder for each class base with necessary information in it. Disseminated on PD day 1.9.2020. | 1.9.2020 | Checkmark |
| Extremely clinically vulnerable (High risk) individuals | H | | * Individual risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID – 19) GUIDANCE SET TO CHANGE ON 1ST AUGUST | L | L | Headteacher to review risk assessments for staff, as necessary. | 1.9.2020. | Checkmark |
| Clinically Vulnerable staff and pupils | H | | * Individual risk assessment to be completed for vulnerable staff and pupils * protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced | L | L | Head teacher to review risk assessments for high risk staff in week beginning 20.7.2020.  Risk assessments for children with medical conditions to be reviewed on 1.9.2020 by class-teacher using pre-agreed format e.g. children with epilepsy, asthma etc.  SEND children’s risk assessments to be completed by SENDCO week beginning 20.7.2020. | 1.9.2020 | Checkmark |
| Managing children with Asthma. | H | | * All children to have a risk assessment in place if they are asthmatic. * All parents to ensure that an in-date inhaler is supplied to school.   If the Emergency inhaler is to be used by a pupil, it is then to be allocated to that pupil and not used by anyone else. A new replacement is then to be ordered by the school business manager (SM) | L | L | Any staff to who use emergency inhalers to inform SM as soon as doing so that a new inhaler can be ordered. | 1.9.2020. | Checkmark |
| Poor hygiene practice in school - **General** | H | | * Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents, and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) * Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. * School to use the E-Bug material * Teachers to reiterate key messages in class-time (when directed) to pupils to:   + Cover coughs and sneezes with a tissue,   + To throw all tissues in a bin   + To avoid touching eyes, nose, and mouth with unwashed hands. * Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils, and visitors * Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance * Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas * Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas. Pupils are taught to operate push taps with their elbows, lever taps with their elbows and use a paper-towel to shut off hand operated taps. * Children to be allocated specific toilets blocks for Bubbles. * Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils * All utensils are thoroughly cleaned before and after use * Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and by school staff if the need arises and paper/hand towels are refilled regularly every morning. ST to clean toilets and touchpoints as additional cleaning from 10am-2pm daily. This will be a continuous cleaning schedule for 4 hours. A detailed schedule is in place for this. * Follow DfE cleaning in school guidance. * Updates to the cleaning staff from school as necessary. * Staff who enter each others Bubbles e..g SLT for behaviour purposes to sign in and out using the signing in sheet displayed on the classroom door. * As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission. | L | L | TH to produce posters for classrooms and toilet – 1.9.2020. based on e-mail that was sent to her by EG on 22.7.2020.  KH to check paper towels and soap dispensers daily.  Class teachers/ staff to inform SM if stocks of hand-sanitiser are running low. No cleaning equipment to be taken from one area to another.  Staff to inform SM if classroom stocks of cleaning materials are running low so they can be re-stocked.  PPE boxes and cleaning equipment boxes to be checked by class teachers and out of school staff and breakfast club staff ready for September. | 1.9.2020 | Checkmark |
| Hand Hygiene | H | | Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitizer. Schools must ensure that pupils clean their hands regularly, including:   * when they arrive at school, * when they return from breaks, * when they change rooms * before and after eating. * When they leave for the end of the school day.   Children are supervised while washing their hands.  Individual class Bubbles all have a sink which they can use for handwashing and sinks are available in washroom facilities.  Children attending breakfast club and after-school club wash their hands on entry to the club. In EYFS bubble, they will use the classroom sinks. In the KS1 Bubble they will use the KS1 toilets. In the lower KS2 Bubble they will use the lower KS2 toilets. In the Upper Ks2 Bubble they will use the demountable sinks.  We expect staff to wash their hands or use hand sanitising when entering school and before leaving for end of the school day. | L | L | Additional sinks to be fitted in the nurture room and Class base 7 over the Summer holidays – week beginning 29.7.2020.  Sink areas checked by KH daily for soap and paper towels.  Cleaners to check every morning that they are stocked and top us as necessary. | 1.9.2020 | Checkmark |
| Poor hygiene practice – **specific – school entrance** | H | | * Clear signage in place regarding social distancing.   Playground marked with 2m social distancing arrows on the floor where possible. Signage in place in windows 2m apart. Social distancing signs in place at the front of school and the entrance to the school playground.   * Office visitors window to remain closed when reception staff when dealing with parents/visitors/contractors. * Staff to sign into school suing the barcode system on their ID badges. Visitors to school to be signed in by a member of Reception staff. * Areas touched to be wiped down by office staff as needed (i.e. when all staff are onsite and when anyone new enters the premises). * Discourage parents from entering the school building – only reason parents are allowed on site is to collect an ill child or for a behaviour reason relating to their child or other exceptional circumstances. * Office closed – only way to access school site is via e-mail or telephone. * Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area. * No contractors to be booked in during the school day, unless on an emergency. | L | L | Office staff to check hand sanitizer daily and remind visitors to use it.  Office staff to wipe down entrance screen at 9am when all staff are onsite and at 1pm when staff have left or come in. | 1.9.2020. | Checkmark |
| Poor hygiene practice – **specific – office spaces.** | H | | * Ensure distancing is maintained between desks. * Facing desks put out of action. * SM to work in the SBM office. * Headteacher to work in an office alone. * Tissues/hand sanitiser to be available in office locations * Staff to wash hands on arrival at school * Each individual is responsible for wiping down their own work area e.g. desk, keyboards and telephone before and after use. Cloths will be disposed of in line with COVID cleaning guidelines. * Each individual responsible for wiping down equipment such as printers before and after use. * Gloves to be used by individuals when printing from printers/ photocopiers to minimise risk of infection. * Telephones to be wiped down after every use using disposable wipes.   As a result, office practice in office spaces limits the risk of the spread of any infection. | L | L | Completed. | 22.7.2020 | Checkmark |
| System of Controls - Prevention | H | | **1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.**  **2) clean hands thoroughly more often than usual**  **3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**  **4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**  5) minimise contact between individuals and maintain social distancing wherever possible  6) where necessary, wear appropriate personal protective equipment (PPE)  **Numbers 1 to 4 must be in place in all schools, all the time.**  **Number 5 must be properly considered and schools must put in place measures that suit their circumstances.**  **Number 6 applies in specific circumstances.** | L | L | Letter regarding symptoms sent to parents on Friday 17th July. This listed symptoms and what to do.  Children and staff to clean hands as outlined in the risk assessment.  Staff and children trained in good respiratory hygiene. 1.9.2020/ 2.9.2020  Cleaning regime in place by ST.  Staff and children adhering to pre-determined bubbles.  PPE used to administer First aid or deal with symptomatic individuals or as individual risk assessment indicate. | 1.9.2020 | Checkmark |
| System of Control - Responsive | H | | 7) engage with the NHS Test and Trace process  8) manage confirmed cases of coronavirus (COVID-19) amongst the school community  9) contain any outbreak by following local health protection team advice  **Numbers 7 to 9 must be followed in every case where they are relevant** | M | M | School leadership team to follow the flow charts and guidance sent out by the Local authority.  Headteacher to re-send this to the SLTin-case it is needed. 24.7.2020.  School leadership team to work with Public Health, as necessary. |  |  |
| Poor hygiene practice – **specific -** **spread of potential infection at the start of the school day.** | H | | In line with government advice:   * Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus * Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. Staggered start times in place for specific year groups:   Nursery: 8.30 -11.30/ 2.30  Reception 8.30-2.45  Year 1 and 2: 8.40-2.55  Year 3 and 4: 8.50-3.05  Year 5 and 6: 9.00-3.15   * No parents to enter the building. One parent per child to drop off and collect children. * Siblings can be dropped off at the earliest drop-off time and collected at the latest pick up time. * Inform each year group and their parents of their allocated times for the beginning and end of their school day via letter – sent out 17.7.2020 * One-way system in operation for dropping off children. All parents/ carers to use the main school playground entrance. Social distancing markings in place. * Nursery children to enter and exit via the main nursery entrance and exit. * Reception classes and class bases 1,2 and 3: Parents to follow the one-way system around school and drop off at classroom doors. * Class bases 4, 5 and 6 to enter and exit via the doors on the KS1 corridor. * Class base 7 children to enter and exit the classroom via the playground fire door. * Class bases 8,9,10, and 11 to enter via the doors at the back of the classrooms. Parents exit the gate at the bottom of this path and walk across carpark to the front exit point of school. * Class 12, children to enter and exit the building by the doors on the playground. * Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupil’s queue while maintaining social distancing as they wait for facilities * All staff to wash hands on arrival in school * Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day * The areas as the front of school that have previously been used for parental parking will be coned off. This is to make the front of school as safe as possible for parents and children as well as residents. No vehicles, other than emergency services, blue badge holders and staff cars (to success school site) are allowed in this area. * One-way systems in operation around school. KS1 corridor to operate as a one-way system. One-way arrows in place. Lower KS2 one-way system in place. Walk down corridor and exit via the doors at the end – arrow in operation. One-way system in place in staff corridor – exit via the fire door in the staff room. * Issue information to pupils in relation to restrictions on their movement around the site:   Staff to walk children around the one-way system so that they can use the toilets.   * Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. * Assess the school’s ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority   As a result, the risk of infection is reduced as pupils and staff arrive at school. | L | L | Letter sent to parents 17.7.2020. | 17.7.2020 | Checkmark |
| Poor hygiene practice **– specific – toilet/changing facilities.** | H | | * Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools) * All changing surfaces to be cleaned before and after each use * Nappies/soiled items to be disposed of in yellow bags * Staff to follow specific intimate care procedures – see insert to the school Intimate Care Policy. * Any soiled clothes are put into a plastic bag (double bagged) and sent home. * Restrict numbers of children using the toilets to ensure 2m social distancing is maintained: staff to check that the toilets are empty before use and then send children in. Staff to check they have washed their hands when they leave the toilet. * Provide paper towels instead of blow dryers (less risk of aerosol. All hand-dryers to be switched off.) * Prop doors open where possible to reduce hand contact surfaces * Assess the school’s ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority * Additional cleaning in place of toilet areas – carried out by ST daily from 10am – 2pm. Rotating around toilets to clean during this time.   As a result, safe practices are followed and the risk of infection is reduced for staff and pupils. | M | M | By staff supporting with intimate care as necessary.  KH to prop open daily when opening school. | 17.7.2020  As necessary. | Checkmark |
| Poor hygiene practice – **specific - end of the school day.** | H | | * Issue information to parents about departure procedures, including safe pick-up via letter –17.7.2020   Inform pupils and parents of their allocated times for the end of their school day.   * Inform pupils and their parents of the allocated exit points and pick up points. Pupils will be collected from the classroom they have been taught in for the day and the door which they were dropped off at. * Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. Staggered end times in place for specific year groups:   Nursery: 8.30 -11.30/ 2.30  Reception 8.30-2.45  Year 1 and 2: 8.40-2.55  Year 3 and 4: 8.50-3.05  Year 5 and 6: 9.00-3.15  No parents to enter the building. One parent per child to drop off and collect children.   * One-way system in operation for dropping off children. All parents/ carers to use the main school playground entrance. Social distancing markings in place. * See above for arrangements for collecting children. * All benches to be put out of use. * The areas as the front of school that have previously been used for parental parking will be coned off. This is to make the front of school as safe as possible for parents and children as well as local residents. No vehicles, other than emergency services, blue badge holders and staff cars (to success school site) are allowed in this area. * Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely * Assess the school’s ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority * Sprayer purchased for school to spray gates and touch points and padlocks at the beginning and end of every day – carried out by the caretaker KH.   As a result, the risk of infection is reduced as pupils and staff leave school. | L | L | All completed. | 17.7.2020 | Checkmark |
| Ill health in school. | H | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Staff are informed of the symptoms of possible coronavirus infection,   * A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature * A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) * A change to their normal sense of taste or smell (anosmia) * Stomach upsets (sickness and diarrhoea) can also be a symptom of COVID 19 in children.   They must be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.   * Complete the school notification form and send to [HealthProtectionHub@telford.gov.uk](mailto:HealthProtectionHub@telford.gov.uk) * Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools). This is outlined in the Ladygrove Protocols to follow if someone becomes ill with symptoms of COVID 19. * All staff are informed/ reminded of the procedure in school relating a pupil becoming unwell in school via e-mail dated 24.8.2020. * Any pupil who displays signs of being unwell is immediately referred to the first aider within their room. The lead first aiders Emma Barrow and Charlotte Evans are informed. The headteacher is immediately informed via TEAMS as is the school admin team. * Any staff member who displays signs of being unwell they immediately tell the other member of staff in their bubble and then they are sent home. The other member of staff in the bubble informs the lead first aiders head teacher/ deputy head teacher and school business manager (See guidance from the Local authority) * Staff ensure that any unwell pupils are moved to the isolation room (entrance room which was the old school entrance) whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. * If a pupil needs to use the bathroom, they should use a separate bathroom (Men’s toilet in the lower KS2 corridor) which will be cleaned after use. * Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. PPE should be used for this: visor, facemask, apron and gloves. * If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection (visors) should also be worn. * The relevant member of staff calls for emergency assistance immediately if the pupil’s symptoms worsen * Unwell pupils who are waiting to go home are supervised in the old entrance area to school where they can be at least two metres away from others. The outside door to this area should be pinned open and the member of staff sit in the area outside the door, whilst also supervising the child. * Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. * Following a suspected case head teacher should follow the guidance on accessing testing and working with Public Health England. * Assess the school’s ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. * If more than one person becomes unwell at the same time, one child will need to be put into an area in the new hall and the same protocols invoked. * When children have become unwell, there desk space/ chair is to be COVID sprayed and the area not to be used by any other children. All children in the Bubble and staff to thoroughly wash their hands. | M | M | Send e-mail to staff 24.8.20202 | 24.8.2020 | Checkmark |
| Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing. | H | | * Parents know when their children should be attending school and staggered start times – letter dated 17.7.2020. * Class numbers in school are as follows: * Reception 1: 30 children * Reception 2: 30 children * Class 1: 25 children * Class 2: 25 children * Class 3: 25 children * Class 4: 30 children * Class 5: 30 children * Class 6: 30 children * Class 7: 30 children * Class 8: 25 children * Class 9: 25 children * Class 10: 25 children * Class 11: 25 children * Class 12: 25 children * Nursery: 26 children * Nurture room: Up to 6 children   These are in line with Government guidelines of expecting school to return to normal capacities. Class sizes do not exceed 30 and are based on the school PAN.  Classes will be kept in distinct bubbles for teaching times, lunchtimes and playtimes.  Desks in KS1 and KS2 will be organised for children in rows. They will be forwards facing towards the teacher. Children will be as spaced out as possible within these rooms.  In Nursery and Reception, we have taken the decision not to sit children in rows as this is not feasible.  We are adhering to the policies of measures identified by the Government in that:   * Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work through the hierarchy of measures set out; * Avoiding contact with anyone with symptoms * Frequent hand cleaning and good respiratory hygiene practices * Regular cleaning of settings * Minimising contact and mixing   HLTAs/ Level 3s allocated to phases to teach to allow class teacher PPA release.  As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering. | L | L | 17.7.2020 Letter sent to parents.  Classes organised 20/21.7.2020 | 1.9.2020 | Checkmark |
| Mental Health and Wellbeing for pupils | H | | * School is delivering a PSHE rich curriculum for the first two weeks focusing on the book ‘After the Fall’. This will be used to develop children’s resilience and enable them to reflect on loss and trauma. * Our Inclusion and Wellbeing Manager will be supporting children in the Nurture room. She will also deliver sessions via TEAMs for children who are finding the transition back to school difficult. * SEND children have been risk assessed by the school SENDCO and class teacher to ensure that their needs are met. * Transition meetings have taken place between members of staff to ensure that children are well supported. * As much as possible staff are taking their classes onto the next year to ensure continuity of leaning, this is however not for all classes due to staffing constraints. * Virtual ‘Getting to know your teacher sessions’ for parents early in the Autumn Term. | L | L | 23.7.2020 | 23.7.2020 | Checkmark |
| A pupil is tested and has a confirmed case of coronavirus. | H | | In line with government advice:   * Follow guidance from the Test and Trace team in the Health Protection Hub | L | L | Ongoing | As necessary. | Checkmark |
| Insufficient staff to run face-to-face sessions for pupils.  Supply teachers and temporary staff | H | | * We have set up a Bubble within a Bubble approach for PPA, which means staff have limited contact with bubbles. HLTAs and Level 3 staff have been allocated to phases within school: * EYFS: TG * KS1: GD * Lower KS2: CA * Upper KS2: DH/ ZW/ JH   This is to minimise contact with staff and pupils. They will be used for staff cover as appropriate. Staff covering in other classes will be asked to wear appropriate PPE.   * Staff are asked to maintain social distancing with children. Teachers have a dedicated teaching space at the front of the classroom. All staff have appropriate PPE available to them. | L | L | SM has ordered full visors for all staff. These will be delivered to school by 1.9.2020. | 1.9.2020 | Checkmark |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | H | | * Staggered starts to be put in place for break time and lunchtime – see attached timetable for details of this. * All pupils to eat lunch in their classrooms. Hot lunches to be delivered to the classrooms by the Teaching Assistants. * One-way routes to be put in place for pupils arriving and leaving toilet areas. * Allocated outdoor areas for each year group to be identified for break time and lunchtime – see attached zone plan. * Lunchtime to be staggered for different year groups – see attached for details. * Pupils advised not to play contact games at break time or lunchtime. * Equipment kept to own bubbles, where it is needed to be shared between Bubbles, it is to be cleaned prior to being returned to resource areas and left for a minimum of 72 hours. Resources to be labelled with the date when they were returned to store cupboards so that staff know when they are safe to use. * Pupils to be supervised in washing hands before and after lunch. * All pupils to bring in a packed lunch unless they have a school meal. Pupils to bring in a named lunchbox. If pupils require snack this is also to be named. * Tables to be cleaned prior to use and at the end of session. This will be done by the members of each bubble. * Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. Our school lunch provider is Telford and Wrekin Council, so they are adhering to the same hygiene protocols as school. * Catering staff will provide hot lunch (reduced menu) or sandwiches. Hot meals are to be pre-ordered. Class teachers will take children’s order after taking the register and a copy will be sent to the kitchen. and will be packaged in a carboard container. Containers will be taken to classrooms for the children. No metal cutlery to be used as the kitchen is providing disposable cutlery. * Tables must be cleaned prior to lunch. * Clear outside PE timetables in place. * Forest School timetable in place. * Assess the school’s ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority   As a result, the risk of infection during unstructured time is reduced. | L | L | Training for staff on PD day in lunch ordering arrangements.    PE timetables updated by 1.9.2020. | 1.9.2020 | Checkmark |
| Reading Books – cross contamination between home and school and between Bubbles. | H | | * Bubbles to be allocated their own reading books. * Children can take reading books home but these need to be left for a period of 72 hours before being distributed to another child. Class teacher need to set up a box system for this in their room. This means that children will probably only have their reading books changed once a week in the Autumn Term. * Books can be shared between Bubbles but there needs to be a period of 72 hours before they are swapped. * Reading records to be kept by class teachers/ TAs to ensure minimum contact with reading diaries which are used at home. Stickers to be used to show when children have read. | L | L | 23.7.2020  Early Reading Leader (CT) to distribute Read Write Inc books between Bubbles. | 23.7.2020 | Checkmark |
| Science, Maths,  Art and D & T resources. | H | | * Staff to adhere to the guidance written by the Science coordinator using the CLEAPS guidance distributed. * Practical science lessons where able, to be conducted outside. * Once Science equipment has been used by a Bubble, it is to be thoroughly cleaned using COVID spray in class cleaning boxes and returned to the Science cupboard. A label should be added to the front of the tray showing the date of when it was returned. * Other bubbles will not be allowed to use it for 72 hours from the date marked. * Any consumable equipment will need to be disposed of in the Covid lidded bins in classrooms and double bagged. * All classes to use their own supply of Art/ Maths equipment in their class bubbles. * Any resources from central store to be thoroughly cleaned and left for 48-72 hours before use by another Bubble. Stickers to be used to show when it was returned to the central store. | L | L | Science coordinator to write guidance for staff on Science equipment.  E-mailed to staff July 2020. To be presented to staff on PD day 1.9.2020 | 1.9.2020 | Checkmark |
| EYFS – increased infection of children due to inability to social distance. | H | | As a school we recognise that children in EYFS find it hard to social distance and therefore we have taken the following measure to reduce the danger of infection:   * No sand or playdough to be used by children. * No home corner, dressing up, dolls or cooking. * No singing. * Bubbles – not to be blown, just wafted! * I-pads to be wiped after every use. * Individual water trays to be used by children and supervised by staff. Trays and equipment to be cleaned and Covid sprayed after use by staff. * Aprons these are only to be worn once by individuals then double bagged and put in washing machine. * The Grove – To be used by both classes on alternate weeks, adult to select trays that can be accessed, toys to be cleaned at the end of the day and then replaced in the units. * Outdoor area to be rota and each class to take own equipment into the area. JJ class to leave classroom from the door in the class. Adults to ensure EB class are not in the outdoor area when leaving the room. * Field – JJ class to use the field in front of Reception, EB to use the field at the side of class * Carpet spots to be marked for children. Children to sit in a consistent place on the carpet. | L | M | EYFS coordinator to monitor as needed. Staff to wipe down equipment as needed. | 17.7.2020 | Checkmark |
| Spread of infection in classrooms/shared areas. | H | | * Classes now form bubbles. These Bubbles are consistent. Each Bubble is given their own start and finish times which are staggered. Playtimes and Lunchtimes are also staggered for Bubbles. * Pupils in KS1 and KS2 are seated in rows. Children to sit in the same consistent seat. Due to the layout of rooms and the space in them, some of these rows may be diagonal. * Class teachers to be allocated a teaching space at the front of the classroom 2m from the nearest row where possible. * Each child to be given an individual supply of stationary (e.g. pen, pencil ruler etc – this will be either in a pencil case or in a plastic wallet) * Each class to have its own resources. Where these must be shared between bubbles, e.g. specialist maths equipment, science equipment, this to be cleaned and left for a minimum of 48 hours before being used by another Bubble. * Each Bubble to be allocated PE equipment on a half-termly basis based on the topic being taught. Once they have finished using this equipment, it is to be returned to the central store with a label saying when it is safe to use. | L | L | Classroom to be organised 17.7.2020.  PD day 1.9.2020 EG/ JW to check the layout of classrooms. | 1.9.2020 | Checkmark |
| Music Lessons | H | | * Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. * No singing in school. * As a school, we have taken the decision to have no music lessons in school other than via TEAMs during the Autumn Term. This is due to the size of the Music room which would not allow for social distancing, poor ventilation in the Music Room and being unable to maintain a stringent hygiene regime within the room. In addition to this our music teachers attend other settings. * Our music curriculum in the autumn term will be focused on percussion instruments, listening and responding to music. * When music resources are used, they are to be cleaned before being taken back to the music room and stickered to let others know when they are safe to use (48-72 hours prior to last being used) | L | L | Risk assessment shared with staff – 24.8.2020. | 24.8.2020 | Checkmark |
| Physical Activities/ PE lessons | H | | * As a school have taken the decision not to offer internal PE lessons during the Autumn Term. Our gymnastics and Dance curriculum offer will be delivered during the Spring and Summer Terms. * We have also asked for our Swimming slot, which was due to take place during the autumn term, to be re-organized to the Spring and summer terms. This is because of the stringent guidelines needed to ensure safe practices while swimming. * On PE days, children will come to school dressed in their PE kit to reduce the need for changing. * PE equipment will be allocated to Bubbles on a half-termly basis so to allow for the PE that they are delivering. * PE equipment should be cleaned after use and stored in the classroom. Once it has finished being used for a half-term block, it will be out in the PE cupboard over the half-term break so it is ready to be used by the next group. * No contact sports will be allowed. * On Forrest School days children to come dressed in their PE kit/ Forrest school kit.   Schools should refer to the following advice:   * [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grass root sport * advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools) | L | L | 23.7.2020 VT to review long term PE plans considering equipment distribution. Send amended planning to teachers by 30.7.2020. | 1.9.2020 | Checkmark |
| Breakfast club | H | | **Breakfast Club organisation:**   * Breakfast club will run from 8am every day. School has provided 5 Breakfast clubs. * These clubs are consistent and have been allocated first to key workers and then to the wider school community. * There is a maximum of 15 children allowed in each breakfast club. Food is not being provided to the children. * They can bring a packed breakfast should they wish. * Resources will be allocated to each breakfast club bubble. These will be wiped down at the end of the session. * Stationary packs to be allocated to each child for use in the club. * Book allocated to children to put their colouring sheets and additional worksheets in. * Children seated on lunch tables in rows. Children to be allocated a space on a consistent table. * These are allocated and staffed on the following basis:   **Reception 1 Breakfast Club:** **8-8.30**   * Located in the Reception classroom and staffed by TJ daily. * Toilets in classroom to be used by the children. * Children will enter via the classroom doors for this club. Children will wash their hands in the toilets in the classroom on entry.   **Reception 2 Breakfast Cub: 8-8.30**   * Located in the Reception 2 classroom. Staffed by JN daily. * Toilets in classroom to be used by the children. * Children will enter via the classroom doors for this club. Children will wash their hands in the toilets in the classroom on entry.   **Key Stage 1 Breakfast Cub: 8.00-8.40**   * Located in the Old Hall areas of school. Staffed by SM and GD daily. Class bubbles to be sat on different tables and split up from each other (hall split into 4 areas). * Toilets in the KS1 corridor to be used by this club. * Children will enter via the main school entrance for this club. Children will wash their hands in the toilets in the KS1 corridor on entry.   **Lower Key Stage 2 Breakfast Cub: 8.00-8.50**   * Located in the New Hall area of school. Staffed by TH and KP daily. Class bubbles to be sat on different tables and split up from each other (hall split into 4 areas). * Toilets in the lower KS2 corridor to be used by this club. * Children will enter via the main school entrance for this club. Children will wash their hands in the toilets in the lower KS2 corridor on entry.   **Upper Key Stage 2 Breakfast Cub: 8.00-9.00**   * Located in the demountable in school. Staffed by DH and ZW daily. Year 5 to use the area with the toilet in and Year 6 to use the area with the kitchen in. Class bubbles to be sat on different tables and split up from each other (split into 2 areas). * The Year 5 breakfast club will use the sink in the room to wash their hands. Their allocated toilet will be the one in the classroom. * The Year 6 breakfast club will use the sink area in this classroom to wash their hands. Their allocated toilet will be the one in the Reception area of the demountable. * Children will enter via playground for this club. Children will wash their hands in the toilets in the lower KS2 corridor on entry.   After the children have left the clubs for KS1, Lower Key Stage 2 and Upper KS2 all tables and chairs will be wiped down, so they are ready for use by the after-school club. | **L** | **L** | 16.7.2020 Letter sent to parents outlining proposals for breakfast club provision. Parents asked to return booking form and proof of key worker status.  25.7.2020 SM finalising lists for breakfast club.  1.9.2020 SM to finalise allocation of places to non-key worker parents.  2.9.2020  JW/ EG to run training for breakfast club and after-school club staff and set up rooms ready for the sessions. | 2.9.2020 |  |
| **After- school Clubs.** | H | | * As a school we are offering no external provider after-school clubs during the Autumn Term. * We are only providing after-school club initially till 4pm. This is to allow for thorough cleaning of the school areas and to ensure appropriate levels of staffing. * Out of School Club will run till 4pm every day. * School has provided 5 out of school clubs. * These clubs are consistent and have been allocated first to key workers and then to the wider school community. There is a maximum of 15 children allowed in each out of school club. This adheres to government guidelines of smaller consistent groups and in Reception classes class bubbles. * No contact sport will be played in these clubs. * Resources will be allocated to each after-school club bubble. These will be wiped down at the end of the session. * Stationary packs to be allocated to each child for use in the club. * Book allocated to children to put their colouring sheets and additional worksheets in. * Children seated on lunch tables in rows. Children to be allocated a space on a consistent table. * These clubs are allocated and staffed on the following basis:   **Reception 1 After-school Club:** 2.45 -4pm   * Located in the Reception classroom and staffed by TJ daily. * Toilets in classroom to be used by the children. * Children will exit via the classroom doors for this club. Children will wash their hands before leaving at the end of the club, in the toilets in the classroom.   **Reception 2 After-school Cub:** 2.45 -4pm   * Located in the Reception 2 classroom. Staffed by JN daily. * Toilets in classroom to be used by the children. * Children will exit via the classroom doors for this club. Children will wash their hands before leaving at the end of the club, in the toilets in the classroom.   **Key Stage 1 After-school Club: 2.55-4.00**   * Located in the Old Hall areas of school. Staffed by SM and GD daily. Class bubbles to be sat on different tables and split up from each other (hall split into 4 areas). * Toilets in the KS1 corridor to be used by this club. * Children will exit via the main school entrance for this club. Children will wash their hands in the toilets in the KS1 corridor on entry.   **Lower Key Stage 2 After School Club: 3.05-4.00**   * Located in the New Hall area of school. Staffed by TH, SS and KP daily. Class bubbles to be sat on different tables and split up from each other (hall split into 4 areas). * Toilets in the lower KS2 corridor to be used by this club. * Children will exit via the main school entrance for this club. Children will wash their hands in the toilets in the lower KS2 corridor on entry.   **Upper Key Stage 2 After-school Club: 3.15-4.00**   * Located in the demountable in school. Staffed by DH and ZW daily. Year 5 to use the area with the toilet in and Year 6 to use the area with the kitchen in. Class bubbles to be sat on different tables and split up from each other (split into 2 areas). * The Year 5 After school club will use the sink in the room to wash their hands. Their allocated toilet will be the one in the classroom. * The Year 6 After-school club will use the sink area in this classroom to wash their hands. Their allocated toilet will be the one in the Reception area of the demountable. * Children will enter via playground for this club. Children will wash their hands in the toilets in the lower KS2 corridor on entry. * Food is not being provided to the children. They can bring a snack should they wish. * After the children have left the clubs for KS1, Lower Key Stage 2 and Upper KS2 all tables and chairs will be wiped down, so they are ready for use by the breakfast club. | L | L | 16.7.2020 Letter sent to parents outlining proposals for after-school club provision. Parents asked to return booking form and proof of key worker status.  25.7.2020 SM finalising lists for after-school club.  1.9.2020 SM to finalise allocation of places to non-key worker parents.  2.9.2020  JW/ EG to run training for after-school club and after-school club staff and set up rooms ready for the sessions. | 2.9.2020 |  |
| Poor pupil behaviour increases the risk of the spread of the infection. | H | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.   * Week beginning 2.9.2020 children revisit the SMART code and staff ensure that they understand the behaviour policy and consequences system. * Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy has been adjusted. * Behaviour policy agreed by Governors prior to school opening and shared with staff on PD day 1.9.2020. * Pupils’ individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary. * If staff are dealing with high risk behaviours, staff are required to use PPE appropriate to the individual child. * Children with emotional difficulties who may struggle with the integration back into full time school following the COVID 19 pandemic are to be supported by the Inclusion and Wellbeing Manager in the school nurture room for the first half-term. This will be discussed with parents and provision reviewed weekly.   As a result, pupils and staff understand the behaviour policy/individual plans in context. | L | L | 23.7.2020 EG and JW to review school Behaviour policy.  24.7.2020 Behaviour policy sent to governors for approval via e-mail.  1.9.2020  Behaviour policy discussed with staff od PD day.  1.9.2020  Individual Behaviour plans for children reviewed by class teachers. | 1.9.2020 | Checkmark |
| Nurture Room | H | | * Nurture room has small number of pupils (6) and two staff. * Appropriate PPE is available for staff. * Nurture room being fitted with a sink area to improve hygiene facilities within it (August 2020). * Leather sofa in the nurture room to be wiped down with COVID spray by cleaners at the end of the day and by staff when it has been used by children. * Nurture room to have cleaning packs and PPE in it. * All equipment in the nurture room to be wiped down according to the school cleaning regime. * When re-integrating back into the classroom children to only do so when they have been out of the nurture room for 48 hours. * Nurture room to operate as a separate Bubble in school with staggered playtimes and lunchtimes, separate play areas etc to the rest of school. * Timings of the nurture room changed for the Autumn Term to be altered to a full day rather than a half-day due to keeping Bubbles consistent. | L | L | Week beginning 13.7.2020 AA/ JW/ AS to hold conversations with individual parents and teachers regarding nurture room provision. | 1.9.2020 | Checkmark |
| Split provision with the Linden Centre | H | | * Children attending morning sessions at Linden Centre. * Group at the Linden Centre has a small number of children. * On return to school staff to supervise the removing of face mask which has been worn for the taxi journey. Child’s PPE to be disposed of according to school protocols – double bagged and dsposed of in a lidded bin. Member of staff to wear gloves while disposing of child’s face mask. * Child to following the procures for doffing PPE according to guidance and wash hands thoroughly. * Class placed in a Bubble of 25. This means Bubble with children in Linden Centre is below that of Government Guidelines of 30. * School risk assessment shared with Linden Centre headteacher. * Pupil to be provided with face mask by school for journey to Linden Centre the following day. * School to request that a face mask is provided by the Linden Centre for the return journey back to Ladygrove. * Re-integration back into school full time following 12-week placement. | L | L | School risk assessment to be shared with the headteacher of the Linden Centre – DL on 1.9.2020.  24.7.2020 - JW to request a copy of the Linden Centre risk assessment for reference. | 1.9.2020 |  |
| Split provision with the Speech and Language class at John Fletcher Primary School. | H | | * Children attending provision to attend full time for half a term rather than part to for a term to reduce the risk of infection between schools. * Children to be placed in a language class Bubble. * LB - School admin team to ring daily to check that the children are attending the setting and enter on school register accordingly. * Children to be covered by John Fletcher Primary School risk assessment. * AS to contact language class teacher fortnightly for an update of the children’s progress. * Return to class bubbles following half-term break. | L | L | 1.9.2020 - JW to request a copy of the John Fletcher risk assessment for reference. | 1.9.2020 |  |
| Children travelling via taxi to alternative settings. | H | | * Recommended taxi company to be used – Go Cars. * The following was checked with Go Carz educational team on Monday 24.8.2020. * All drivers who transport children have the necessary checks. * Windows open in vehicles. * Drivers to wear face masks unless they have a medical condition which prevents them from doing so/ are exempt. * Drivers asked by the company to clean cars between passengers. * Children over 11 to wear a mask for their journey. * On return to Ladygrove staff to supervise child taking off mask and washing hands. | M | M | Ongoing - Designated member of staff – BW to supervise child taking off mask and washing hands.  1.9.2020 SM to e-mail Go Cars to book necessary taxis and ensure there is an e-mail trail for compliance with the risk assessment. | As necessary. | Checkmark |
| Pupils with complex needs are not adequately prepared for a return to school or safely supported. | H | | * Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them remote education. This will be done via a mixture of online and paper working. School will endeavor to provide online face to face sessions via TEAMs/ Google Classroom where possible. Schools should monitor engagement with this activity. * Laptops available for individual children to borrow if they are working from home in a period of isolation. These are to be loaned for the period of the children’s isolation. * On return to school these are wiped with cleaning materials and are left for 72 hours prior to use by another pupil. * Manual handline lead TG and SENDCO AS to review individual pupils’ handling plans, including the use of PPE (see PPE guidance). * Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) * Plans should be understood, shared and followed consistently by all staff working with those pupils – PD day 1.9.2020 staff who are involved with manual handling should be given copies of the plans by AS and TG. * Follow T&W PPE guidance with involved in manual handling for identified children. * As a result, pupils with complex needs are well supported. | L | L | EG to investigate Google classroom set up with MK – Gold Technician. Week beginning 15.9.2020  15.9.2020 – additional laptops delivered to school. | 15.9.2020 |  |
| Vulnerable pupils and pupils with SEND do not receive appropriate support. | H | | * All SEND children to be risk assessed by the SENDCO and class teachers – 1.9.2020. * SENDCO to make phone contact with returning SEND children who have Emotional and behavioural needs and/ or physical needs prior to school return – starting on 13.7.2020. * School adopting a PSHE rich curriculum for the first two weeks of September. * Inclusion and Wellbeing Manager to support with 1:1 session via TEAMS as necessary for children. * Liaison with the Local Authority regarding split placement children. * Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.   As a result, pupils with SEND and those concerned about returning to school are well supported. | L | L | Email sent to LA on 23.7.2020 regarding clarification for split placement children. | 1.9.2020 |  |
| Increased number of safeguarding concerns reported after lockdown. | H | | * All staff to have a recap of existing Safeguarding policy and addendum on PD day 1.9.2020. * EG and JW to work as non-teaching to be on hand to coordinate responses to the DSL team. * Weekly DSL team meeting on Monday pm to discuss referrals and actions. * DSL team to follow up any referrals made by staff swiftly, while maintaining social distancing. * Where there is a need for professionals to visit the school site in relation to Safeguarding, health checks undertaken and social distancing to be maintained.   As a result, safeguarding remains of the highest priority and practice. | L | L | All staff to have a recap of existing Safeguarding policy and addendum – e-mail 1.9.2020 | 1.9.2020 | Checkmark |
| Emergency evacuation due to fire etc. | H | | **Fire procedures:**   * SENDCO – AS to review PEEPs for children with mobility issues. * Fire evacuation walk through with whole staff on 1.9.2020 outlining new muster points. * Fire escape practise for whole school on 4.9.2020. * Muster points as follows: * Nursery: Out through small Nursery playground. Over field. Assemble in front on N * Reception class 1: Exit through classroom door. Over field. Assemble in front of number 1 on the field * Reception class 2: Exit through classroom door. Over field. Assemble in front of number 2 on their field * Class 1: Exit through classroom door. Opposite way around one-way system. Assemble in front of number 3 on the field. * Class 2: Exit through classroom door. Opposite way around one-way system. Assemble in front of number 4 on the field * Class 3: Exit through classroom door. Opposite way around one-way system. Assemble in front of number 5 on the field. * Class 4: Exit through bottom corridor doors. Assemble in MUGA – first yellow line * Class 5: Exit through bottom corridor doors. Assemble in MUGA – second yellow line * Class 6: Exit through back of classroom doors. Assemble in MUGA – third yellow line * Class 7: Exit through classroom onto playground. Assemble on MUGA – fourth yellow line * Class 8: Exit through corridor doors. E on top playground * Class 9: Exit through back classroom door. O on top playground. * Class 10: Exit through back classroom door. G on top playground. * Class 11: Exit through corridor doors. D on top playground * Class 12: Exit through corridor doors. L on top playground   **Lockdown procedure:**  All rooms allocated to Bubbles is where those children go. If needed they can sit under their table. | L | L | 24.7.2020: JW to update fire procedures addendum.  1.9.2020: JW to lead staff walk through of muster points.  2.9.2020: Classes to walk to muster point.  4.9.2020:  Fire Drill whole school. | 4.9.2020 |  |
| Cleaning is not sufficiently comprehensive. | H | | * KH to ensure that health and safety compliance checks have been undertaken prior to opening * LR to check that all rooms have the necessary cleaning ,materials in them prior to open and inform SM if any cleaning materials are missing. * LR to check all First Aid bags prior to opening. * LR to check all PPE in rooms prior to opening. * EG to check all cleaning prior to opening. * EG/ SM monitors the standards of cleaning in school and identifies any additional cleaning measures. * Additional cleaning staff employed from September 1st, 2020. ST (additional cleaning member of staff) on site from 10am-2pm daily. * Cleaning timetable outlined for toilets and touchpoints during this time. Rota basis once completed starts again at the beginning of the rota. Expected that each set of toilets will be cleaned very hour. * ST to wear PPE whilst cleaning and any waste to be double bagged. * Whilst pupils are at break time/lunchtime, one person within each bubble to clean tables/door handles with a disinfectant spray. Gloves and aprons to be worn during this and hands washed afterwards. This will be the members of staff from each bubble. * Disposable gloves/wipes/sprays are next to phones/ photocopiers/printers etc * Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys, leather sofas and cubes in corridors and classrooms.). * Assess the school’s ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority   As a result, high standards of cleanliness are maintained in school. | L | L | 1.9.2020  Cleaning supervisor to train ST in protocols of cleaning.  2.9.2020 SM to give ST cleaning schedule rota. | 2.9.2020 |  |
| Contractors, deliveries and visitors increase the risk of infection. | H | | * All contractors to be checked to ensure that they are essential visitors prior to entry to the school * All contractors/ Visitors to complete the pre visit questionnaire form regarding COVID that was sent out from Telford and Wrekin Council. * Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils * All contractors/visitors to wash hands either prior to or on entry to the school site * Contractors and visitors are directed to specific/designated handwashing facilities * All areas in which contractors work are cleaned in line with government guidance * Contractors to bring own food, drink and utensils onto site. * Staff who receive deliveries to the school to wash hands in line with government guidance after handling * Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries * If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building * Surfaces to be cleaned after any deliveries have been made.   As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised. | M | M | SM to ensure questionnaires completed as necessary. | As necessary. | Checkmark |
| Professional Visitors | H | | * All visitors to be checked to ensure that they are essential visitors prior to entry to the school * Prequestionnaire completed by professional visitor * Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils * All professional visitors to wash hands on entry to the school site * Professional visitors are directed to specific/designated handwashing facilities * All areas in which Professional visitor work are cleaned in line with government guidance * Professional visitors to bring own food, drink and utensils onto site. * Professional visitors to be responsible for cleaning their own equipment and personal belongings   As a result, any professional visitors are kept safe and the risk to other members of the school is minimised. | M | M | SM to ensure questionnaires completed as necessary. | As necessary. | Checkmark |
| Transport | H | | As a school if we use transport, we will follow the transport guidance issued by the Government. Where queries occur, we will refer back to the Health and Safety Team. | M | M | Seek clarification as necessary. | Ongoing. | Checkmark |
| Educational Visits | H | | * School has postponed all residential visits and will undertake no overnight or overseas educational visits during the Autumn Term. * School has taken the decision to delay their swimming allocation from the Autumn Term. * School may consider non-overnight domestic educational visits. These will be risk assessed on an individual basis. If these go ahead, they will follow government guidelines. * Pupils attending educational visits to be kept to the school bubbles * School will check that any visit locations/ destinations should be COVID-secure | M | M | Risk assess any activities as appropriate. | Ongoing. | Checkmark |

**School-specific arrangements relating to risk assessment that may need additional detail:**

**Key Staff:**

Jo Weichlbauer – head teacher

Emily Guess – Deputy headteacher

Emma Barrow – EYFS leader/ DSL

Allison Skelton – SENDCO/ DSL

Angela Atkinson – Inclusion and Wellbeing Manager

Charlotte Evans – Lead First Aider

Selina Mahy – School Business Manager

Kevin Hutchings – site manager

**First Aiders:**

Deborah Dodds

Linda Reynolds

Tina Henderson

Emma Haggart

Liz Neat

Gemma Dunn

Victoria Tamplin

Louise Riddell

Charlotte Evans

Laura Evans

Kathy Penny

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**Capacity and organisation of teaching spaces**

As a school we are operating a classroom Bubble approach. For teacher PPA and cover reasons, HLTAs and Level 3 Cover supervisors will work across phase Bubbles. A HLTA is allocated to EYFS (3 classes), KS1 (4 classes), Lower KS2 (4 classes) and Upper KS2 (4 classes). These same phase Bubbles are used to organise breakfast clubs and after-school clubs. Phases are in distinct areas in school.

All classes have no more than 30 children in them.

In our KS1 and KS2 classes, children will be seated in rows as room organisation allows, without compromising fire exits.

In EYFS due to the age and maturity of the children, we have decided that children can use the areas as normal. The EYFS Grove area will be timetabled on a weekly basis and cleaned between its use by different classes.

**Arrival to and departure from school**

We are operating a staggered start and end time to the school day:

Nursery: 8.30 -11.30/ 2.30

Reception 8.30-2.45

Year 1 and 2: 8.40-2.55

Year 3 and 4: 8.50-3.05

Year 5 and 6: 9.00-3.15

We are only operating mornings or whole days in our Nursery provision to remove the need for a deep clean at lunchtime before allowing new children into the setting.

**Movement around the school**

The above plan details a one-way system which is in operation around school. This means all parents access school via the same main playground gate and leave via the main front school entrance.

Internal one-way systems have been put in place in corridors. This is due to narrow corridors in the oldest part of school, which are less than 2m wide. This means that staff and children will need to use the outside space to get to certain parts of the school building. Due to this, we have taken the decision that staff will take children to the toilet and wait for them to take them back to class. This means that all classes in school need to have at least two adults in them.

**Classroom allocations:**

All classrooms will have at least one teacher and a teaching assistant allocated to them. In classes where there are children with an additional need, additional Teaching Assistants will be deployed.

**Timetable arrangements:**

We have taken the decision to only have outside PE during the Autumn Term. The PE timetable is as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | | Wednesday | | Thursday | | Friday |
| Nursery | PM Spinney |  | | AM PE | PPA PM |  | |  |
| Rainbow Room |  | AM  PE MUGA/Field | |  | |  | |  |
| Reception EB | AM Spinney | PPA AM | |  | |  | | AM  PE MUGA/Field |
| Reception JJ | AM Spinney |  | | PPA PM | |  | | AM  PE MUGA/Field |
| Year 1 AS | PPA PM | PPA PM | |  | | AM  PE MUGA/Field | | AM Spinney |
| Year 1 BH |  | PPA PM | |  | | AM  PE MUGA/Field | | AM Spinney |
| Year 2 CT |  |  | | PM  PE MUGA/Field | | AM Spinney | PPA PM |  |
| Year 2 VT |  |  | | PM  PE MUGA/Field | | AM Spinney | PPA AM |  |
| Year 3 AH |  | AM Spinney | | PPA PM | |  | | PM  PE MUGA/Field |
| Year 3GC |  | AM Spinney | | PPA PM | |  | | PM  PE MUGA/Field |
| Year 4RW | PPA PM |  | | AM Spinney | | PM  PE MUGA/Field | |  |
| Year 4KH |  |  | | AM Spinney | PPA PM | PM  PE MUGA/Field | |  |
| Year 5 MT |  | PM  PE MUGA/Field | | PM Spinney | PPA PM |  | |  |
| Year 5 DD |  | PM  PE MUGA/Field | | PPA PM | | PM Spinney | |  |
| Year 6 CE | PM  PE MUGA/Field | PM Spinney | PPA PM |  | |  | |  |
| Year 6 EC | PM  PE MUGA/Field | PPA PM | |  | |  | | PM Spinney |

**Role of teaching assistants**

Teaching Assistants are deployed to support in classes. Teaching Assistants will also support with First Aid, as needed if they hold relevant qualifications and have passed risk assessment to do so. They will also support in maintaining hygiene standards within Bubbles and wipe down tables, supervise hand washing and ensure that touch points are wiped down within the classroom. They will also support over the lunchtime period and supervise children during breaks and lunchtimes.

**Break time plan**

The school children have staggered playtimes and play areas. Areas are rotated to allow all children some time on the school field. The school’s adventure park is out of use and has been sign posted as such.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group** | **Class** | **Break time** | **Playtimes and Location** |
| **Nursery** | Nursery |  |  |
| **Reception** | Reception 2 | When needed | Area outside reception classes |
| Reception 1 | When needed | Area outside reception classes |
| **Year 1** | 6 | 10.15-10.35 | Outside lower KS2 area. |
| 7 | 10.35 -10.50 | Outside Year 1 area |
| **Year 2** | 4 | 10.00 -10.20 | Bottom playground |
| 5 | 10.00-10.20 | On top playground |
| **Year 3** | 1 | 10.00-10.20 | Muga |
| 2 | 10.20-10.40 | On bottom playground |
| **Year 4** | 3 | 10.20-10.40 | On top playground |
| 9 | 10.20-10.40 | Muga |
| **Year 5** | 11 | 10.40-11.00 | On top playground |
| 10 | 10.40-11.00 | On bottom playground |
| **Year 6** | 12 | 11.00-11.20 | On top playground (snack break as and when in the classroom) |
| 8 | 11.00-11.20 | On bottom playground (snack break as and when in the classroom) |

**Lunchtime plan**

Children will eat in their classrooms at their desk places. These will be cleaned before and after eating by the class-teacher and teaching assistant. Children can bring a packed lunch from home or can purchase a school hot dinner/ cold option if they are not entitled to FSM or Universal FSM. Cold lunch options need to be ordered a week in advance. Hot food is ordered on the day. Class teachers will take an order for vegetarian or meat options from a reduced daily menu. Lunches will be made by the Telford and Wrekin catering Team in the school onsite kitchen. Hot lunches and cold lunches will be stored in the New School Hall. Teaching Assistant will collect them for their class Bubble. Hot lunch options will be pre-plated in a compostable tray. Children will use disposable knives and forks to eat their food. All food waste, boxes and cutlery will be double bagged and disposed of in line with waste protocols.

**Staffing re lunchtimes September 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group** | **Class** | **Lunchtimes**  **Eating** | **Lunchtime Playtimes and Location** |
| **Nursery** | Nursery |  |  |
| **Reception** | Reception 2 | 11.30 -12.00 | 12.00-12.30  Area outside reception classes |
| Reception 1 | 11.30 -12.00 | 12.00-12.30  Area outside reception classes |
| **Year 1** | 6 | 12.00.12.30 | 11.30 -12.00    Area outside lower KS2. |
| 7 | 12.00.12.30 | 11.30 -12.00  Outside classroom /outside after school club play area |
| **Year 2** | 4 | 12.00-12.30 | 11.30 -12.00  Muga |
| 5 | 12.00-12.30 | 11.30.-12.00  Bottom main playground. |
| **Year 3** | 1 | 12.00-12.30 | 11.30 -12.00  On top playground |
| 2 | 11.30 -12.00 | 12.00-12.30  On top playground |
| **Year 4** | 3 | 12.00-12.30 | 12.30-100  On top playground |
| 9 | 12.00 -12.30 | 12.30 -1.00  Lower playground |
| **Year 5** | 11 | 12.00.12.30 | 12.30 -1.00  Muga |
| 10 | * 1. -1.00 | 1.00-1.30  Lower playground |
| **Year 6** | 12 | 12.30 -1.00 | 1.00-1.30    Upper playground |
| 8 | 12.30-1.00 | 1.00 -1.30  Muga |

**Catering staff**

School uses the Telford and Wrekin catering team. School has been assured that the kitchen has been risk assessed and that the kitchen staff are wearing the appropriate PPE.

**Cleaning**

School is cleaned by Telford and Wrekin contractors daily from 7.00-8.30 am, between 10am-2pm and then from 3.30-6pm The 10am – 2pm clean is to clean all toilets and touch points in shared areas. The before and after-school clean is in line with Telford and Wrekin recommendations. The 10am – 2pm clean is carried out by a member of the school team who has received training from our Cleaning Supervisor.

**Toilets**

We have designated toilets for bubbles to use. Children are accompanied to the toilet as the one-way system means that children will need to go outside the school building to access them/ go back to the classroom.

Nursery staff – Nursery adult toilet

Reception staff and staff in the new build – disabled toilet situated in the new build.

Office staff – disabled toilet in the front entrance of school.

Key Stage 1 and upper KS2 female staff – main female staff toilet block. Middle toilet to be put out of use.

Key Stage 1 and upper KS2 male staff – main male staff toilet.

**Staffroom and offices**

We have allocated 2 staffrooms for staff to use. The EYFS classes and classrooms in the new build will use a sectioned off area of the school hall. They will use the breakfast club kitchen to prepare food and make a drink. The existing school staffroom can be used by staff in all other areas of school.

The headteacher has an office which is for their sole use. It has been socially distanced marking of 2m to allow for meetings to take place.

The deputy headteacher has an office for sole use.

The School Business Manager has an office for her sole use.

The main admin office has two members of staff working in it. Middle desks have been put out of use.

**Transport**

As a school we do not use buses to transport children. We do have children who attend alternative provision, these children are transported via taxi in line with the LA guidelines.

**Classroom expectations**

We have decided to offer a PSHE rich curriculum for children in the first instance when they return to school, based on the book ‘After the Fall’. We will focus on key safety messages for the children in as much as a possible and offer additional PSHE sessions where they are given the opportunity to talk about feelings that they may have. In terms of learning, we will focus on phonics, reading and maths to bridge gaps that children have missed in the curriculum.

**Pupil expectations**

We expect children to adhere to the principles set out in our behaviour policy which has been reviewed considering COVID 19 restrictions. Individual risk assessments are in place for children whose behaviour is challenging.

Useful links:

* Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
* Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
* Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
* Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
* Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
* Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
* Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
* Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
* SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
* Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
* Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
* Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
* Pupils’ mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
* Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
* Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
* Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
* Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
* Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
* Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
* PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
* Public health England <https://www.gov.uk/government/organisations/public-health-england>
* NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
* Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
* DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
* A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
* Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>