



Re-Opening School for all Children – SEPTEMBER 2020

DFE GUIDANCE UPDATED 1st October 2020

This document has been added to in purple on the 12.10.20 to address the increased positive COVID-19 cases in the local area.

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

Current DFE Guidance States:

“It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.”

As a school we are continually assessing the risk and placing risk sensible measures in place to minimise the risk of COVID-19 in the school environment. However, despite all control measures there could potentially be cases within our school and local community. Again, all that will be factored into the weekly review of our school risk assessment.

Overarching Guidance for all staff: **Continues to be in place and is stated on p5/42 current guidance**

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges (i.e. following isolation rules)

12/10/20 – reinforced in guidance page (1/10/20) 35/51 Given that there are increased cases locally staff have been reminded that they should minimise contact across the school. Staff must be doing everything possible to minimise mixing.

- 2) cleaning hands much more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered

- 3) ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach
- 4) cleaning frequently touched surfaces, often using standard products, such as detergents (and bleach where appropriate- when children are off site) – See cleaning procedures and end of day procedures.

5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Staff Principles- Keep yourself, your pupils and your/their families safe

Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing member of SLT) and access a test as soon as possible. (We will receive a small amount of test kits for school – however, these should be for people that can not get to a testing location)

Staff to manage their own health conditions and aim to stay fit and healthy – as outlined in current government campaigns linked to a healthy body is more able to fight the coronavirus.

Medical Evidence to support the re-opening of schools was published on 23rd August 2020 can be found at the link below. **This is reinforced in 1/10/20** To summarise it states,

Children are at low risk

Only a small % of children with severe underlying health conditions are at high risk.

Transmission between children is low. Transmission from child to teacher is low.

Children over the age of 12 seem to transmit the virus just like adults.

The higher risk is adults to adult transmission.

<https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-schools-and-childcare-reopening>

Therefore, in line with this guidance we expect staff to be adhering to the following control measures

- Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Adhere to social distancing rules between adults. – Be vigilant and when liaising with staff across different bubbles in confined spaces ensure you remain at a safe distance, minimise your contact to less than 15 minutes of direct contact.
- Utilise the walkie talkie system in order to limit movement around the school building.
- Ensure you follow the room capacity numbers.
- Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often using standard products.

Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms' displays with posters.

Prevent your class from sharing equipment and resources (like stationery).

Keep your classroom door and windows open if possible, for air flow whilst remaining vigilant of intruders, absconders and the risks to having doors and windows open.

Limit the number of children from your class using the toilet at any one time.

Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.

Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

Staff received updated information on the 1st June 2020 and this will be updated and discussed with staff on the 2nd September 2020.

Staff updated 12.10.20

Risks to pupil and staff health and safety have been identified.

Appropriate control measures have been developed to reduce the risk.

A Risk Assessment Grading has been applied to the situation assuming the control measures are in place. This Risk Assessment Grading has been based on professional, educational judgement on the likelihood of transmission. The grading system as follows has been used:

Risk Grading Assessment of Transmission					
No Risk (no transmission)	Minimal Risk (very unlikely risk of transmission)	Low Risk (unlikely risk of transmission)	Moderate Risk (potential risk of transmission)	High Risk (likely risk of transmission)	Severe Risk (very likely risk of transmission)
0	1	2	3	4	5

Where there is a severe risk identified, further control measures would need to be introduced to make the risk more manageable before extending the opening of the school could be carried out.

Pupils, classrooms and daily organisation

Area	Identified Risk	Risk prior to measures	Control Measures	Risk Grading After measures are in place	Further Concerns or Considerations
<p>Class Sizes – Classrooms</p>	<p>Currently ratio is 2 staff for up to 8 children</p> <p>3 staff for 8-10 children.</p> <p>Class sizes will continue to remain low in comparison to mainstream partners.</p> <p>Space in Elm Base is small – poor ventilation.</p> <p>Increased risk as higher number of children return.</p>	5	<ul style="list-style-type: none"> • All classes are currently under numbers for a PRU, however this will need reviewing in line with new admissions. • Currently only 22 children on roll across 4 classes. • Staff and children to remain within their established class / bases / teams to reduce contact across school. • Local data now indicates that we are currently in a high-risk area. Cases of COVID-19 are increasing AND ADDITIONAL MEASURE NEED TO BE ADHERED TO. • Elm Class numbers will continue to be low where possible. Shared area to be used to form their teaching space. E.g. 3 children in class and 3 in the shared area. • Elm class to utilise additional space in shared area. • Class teams will remain the same and we will minimise teams moving across school. • Class teams to have dedicated areas / dedicated toilets etc. • Regular cleaning as stated in the enhanced cleaning programme will be in place. • Where possible the children will be kept within their class bases / pods. • HT / SLT to keep up to date with local data and local school data re: COVID to inform risk assessments within our school. (E.g. sibling bubbles, cross districts etc.) 	3	<p>Concerns re: pupil behaviour, transition back to school</p> <p>Suggested Control Measure:</p> <p>High risk children will be phased into school following home visits taking place from 3rd September. Phased programmes to be in place for children to return. Each child will have an individual risk assessment in place which will be reviewed. A new admission procedure may have to be in place. Parent / carer support will be required in order to facilitate a safe transition back to school.</p>
<p>Classroom Organisation – Children</p>	<p>Viruses spread when in close proximity – Coughs, colds, sneezes.</p> <p>COVID-19 can spread from close distances in air bourn particles from</p>	5	<ul style="list-style-type: none"> • Maintain and ensure good hygiene practices are in place. All children reminded about hand hygiene week commencing 12.10.20 • Organise the classrooms to limit the furniture and spread children out as much as feasible (aim for 1m- 	3	<p>SLT to keep up to date with infections and information from other schools.</p>

<p>remaining at safe distance</p>	<p>coughs, sneezes an transfer of saliva e.g. spitting.</p> <p>Higher number of children returning to school from different households with siblings in other schools.</p>		<p>2m distance) However, current guidance states where possible and acknowledges that children will be working in closer proximity at times.</p> <ul style="list-style-type: none"> • Soft furnishings to be limited and use of disinfectant sprays regularly in areas. • Classrooms to still look welcoming and vibrant despite some reductions. • One child per table or groups which are desks apart. If carpet time or continuous provision time essential, reduce the number of children permitted at an area. With clean downs of areas. • Reduce the number of children mixing at close proximity e.g. split play times and use of outdoor times. • Staff to work at a safe distance from the children, where possible. Teacher to provide support from the front of the class or at a distance. Teachers and support staff to be mindful of the time of direct contact e.g. less than 15 min (where possible) Staff to work at the side of children rather than face to face direct. • Current data indicates a high rate of cases in the local area therefore extra vigilance is to be put in place. Reminder letter sent 9.10.20 • This data will be monitored in order to inform the risk rating. All staff and children still should take precautionary measures. <i>Awaiting further guidance 12.10.20</i> • Posters displaying the need for teachers and children to remain at a safe distance. • Regular hand washing and regimes to be in place. • High vigilance around illness and signs of infection. 		<p>School to be sending out regular information to parents in news letters highlighting local data, local information and procedures in place.</p> <p>The risk rating may be lower than 3 however it is very dependent on local data.</p>
<p>Equipment</p>	<p>Children bringing in more items of material (bags, coats/PE kits) that could aid transmission.</p>		<p>Reinforce message of no items that have not been agreed coming into school.</p> <p>Children to wear school uniform. E.g. Shorts, t shirt, joggers, all which are suitable to do outdoor provision daily.</p> <p>Only items needed: coat, water bottle and lunchbox if necessary. Parents instructed to use wipeable lunch boxes that can easily be cleaned at home each night.</p> <p>Water bottles to go home each night to be cleaned and refilled.</p>		<p>Back up bottled water purchased in school and snacks for children.</p> <p>Lunches delivered to class.</p> <p>Each child to have set area for their belongings.</p>

			Children to wear PE kit on PE days to reduce the need for changing in the class.		
	Apparatus and equipment used at break times increases the touchable surfaces.		<p>Each Pod to have a play equipment box to keep the dedicated play resources to the pods. Each play box to be disinfected daily.</p> <p>Avoid lining up situations where the children would be close unless putting a distance between them.</p> <p>Plan equipment needed from stores and book out, clean as you go procedures. Some equipment may need quarantine for up to 72 hours</p>		
Children returning to school following a long period of time out of school	<p>A high number of children have not been in 'school' as they know it since March 2020 therefore are highly likely to be out of routine and not learning. Concerns over behaviour</p> <p>Some of these children require additional support and therefore 1:1 direct work.</p>	5	<ul style="list-style-type: none"> • Each child and family have been provided with information on school provision for September 2020. • Home visits are in place for a number of children and families with a phased programme of integration back to school in place. • Close home school liaison to be fully in place • All children will have a risk assessment in place which teachers will need to review weekly. • Integration and extent of the provision offer will be based on pupil risk presented to others and their needs. • Work with the families of the most vulnerable to encourage those children to attend including home visits and online support. (Weekly online sessions that parents can opt into – to be developed) Enabling home school to be working closely together. Key messages to be reinforced by parents. • Pre-visits and telephone conversations to go through the provision and discuss how it will work have taken place and will continue to be in place in the autumn term. This also includes parents completing and agreeing to all new paperwork. • Revised curriculum and timetable to ensure shorter lessons in place with wide range of activities to engage children in learning. • TAs to be deployed to support children including on behaviour targets and to support them in returning to school building confidence, understanding rules, routines. • As stated above – Teachers to split groups and deploy TAs to support teaching and learning and to 	3	<p>Communication to parents to take place daily via Class Dojo and not home school diaries.</p> <p>Phased programmes will be under constant review to ensure a safe school environment.</p>

			<p>ensure children and working on short focussed tasks.</p> <ul style="list-style-type: none"> • School timetable has changed and reviewed. • Slightly shorter school day in place. 		
<p>Close Proximity – Staff</p>	<p>Staff in school require breaks, comfort breaks and lunch – too many adults congregating together in one room.</p>		<p>Arrange tea and coffee facilities in shared area / library and staff room. Each team to have an allocated area to use for their breaks to reduce the need to move around school and reduce staff in different areas.</p> <p>All staff reminded about additional measures in place. 6 additional dispensing hand sanitising stations put in place at key points around school. With visible posters for staff and children to be adhering to.</p> <p>Staff may prefer to bring their own flask to use. Staff to bring their own water bottle etc. Staff to ensure dishwasher is used to clean on a high temperature on an evening. Dishwasher and washing machine - Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.</p> <p>School garden can be used as an outdoor staffroom, weather permitting and with the understanding that children are adequately supervised whilst staff are on a 'break'.</p> <p>Adults should be trusted to adhere social distancing rules and to dynamically assess risks in the various daily scenarios that will occur.</p> <p>October 2020 = regular reminders regarding increasing rate and to be more precautionary.</p> <p>Care to be taken at mornings and after school to minimise staff congregation.</p> <p>Divide adults into 'bubble' groups that teach with a specific group of children. A rota in place to cover breaks and designated areas of the school to use rather than the staffroom.</p>		

			<p>Additional – Staff to wipe down areas after lunch and breaks. E.g. Sanitisation packs to be in all staff areas.</p>		
Room Occupancy	<p>Space within some rooms is very confined. Use of confined spaces around school e.g. reprographics room, store rooms, Elm Class, Intervention office etc. that have no ventilation.</p>		<p>3 class bases with sufficient space and access to good ventilation.</p> <p>Limit rooms to having only staff allocated to that room. Room Occupancy stated on doors and to be adhered to.</p> <p>Staff to be reminded that they should wait at office doors and try to speak to the staff members there or via teams. Only entering rooms if needed. Only going to areas required and ensuring touch points are cleaned.</p> <p>Resources should be collected from areas at the beginning and end of the day to limit movement around school. Additional information around Photocopier to be put in place. E.g. moving location in order to stop traffic into Bubble 2 additional room.</p> <p>Rooms to have doors wedged open to increase air flow and reduce potential contact points. Reminders to clean down protocols. E.g. photocopier, touch points</p>		
Staff rest areas and Staff spaces	<p>Staff visiting the areas around school e.g. entry to the staff room for staff across different bubbles e.g. food prep</p> <p>Staff visiting office areas / crossing the bubbles</p>	5	<ul style="list-style-type: none"> • Wall mounted hand sanitising points to be installed at key areas week commencing 12.10.20 e.g. outside staff rooms – Staff to following the hygiene rules of hands • Staff who are food prepping to only have access to staff room when unoccupied i.e. must have all their stuff out ready for service by 12pm. Plates and pots to be stacked on a trolley and housekeeper to enter staffroom from 12:40 onwards. • Staff on breaks in all areas allocated to them and their pods to sit socially distanced and ensure they clean their area on leaving. E.g. Anti- bac wipe down and spray. Including touch points e.g. fridge handles, dishwasher handle etc. 	3	

			<ul style="list-style-type: none"> Staff to be mindful of entering other bubbles and office space. E.g. Standing at door ways not entering the room unless needed. If using phones to spray / wipe down phone. Same protocol for walkie talkies and any devise which has close direct contact to face / mouth. 		
Higher risk children – behavioural and additional learning needs.	All children attending have potential for displaying high risk behaviour e.g. hitting, spitting, hurting, scratching, biting.	5	<ul style="list-style-type: none"> All children to have individual risk assessment in place which will need reviewing with behaviour logs weekly. Home school liaison in place. – Higher risk children will be on a phased programme. Parents will be expected to collect children putting others at continued risk – review of risk assessment and restorative meetings to take place. In cases of increased infections in locality then further review of risk assessments will be required. New behaviour policy and practice to be in place. Advice and guidance from Team Teach training on 1st September to be in place. <p>Safe / Place and Rainbow room</p> <ul style="list-style-type: none"> Signage in place to remind everyone of cleaning down the areas after each child use. Chill zone, rainbow room, safe place. Staff reminded about protocols re: bubbles at safe zone. 	3	Have a new behaviour policy and practice in place. See Behaviour Policy Addendum May 2020 and updated September 2020. (Guidance from Team-Teach to be implemented following training on 1 st September 2020)
Daily Organisation	<p>Higher number of cleaning duties to be carried out throughout the day.</p> <p>Transitions through the school day – movement, entry, exit, toilet breaks, lunch and plays.</p> <p>Micromanaging children, new routines and structures.</p>	5	<ul style="list-style-type: none"> Split the school into two ‘Pods’ Reduce the children mixing across school. Splitting and having different times for play etc. Housekeeper appointed from 12.10.20 to carry out additional cleaning duties and established roles of cleaning down the school. Each class and area to have dedicated cleaning kits and information additional cleaning kits put in library and staff room - COSHH to ensure the enhanced cleaning schedule in place. Shared with all staff. Cleaning times for touch points and higher risk areas in place e.g. toilets. 	3	

	<p>Sharing resources across school.</p> <p>Movement between groups.</p> <p>Children in close proximity at break time – it is very difficult to adhere to social distancing rules.</p> <p>Staff absence and illness</p>		<ul style="list-style-type: none"> • Children to be micromanaged through the timetable. Dedicated breaks and toilet break for each class with wipe down of touch points and disinfecting regularly. • Registers – to be done via the Walkie Talkie system to avoid people going to each class and to minimise movement around school. • When sending children out or to line up. All doors will be open. A TA to be in the outdoor area allocated. Teacher to stagger the children out. i.e call them out one at a time to walk out into their play area • • Children to enter and exit via a walkie talkie and meet and greet system which will be in place at two gates. • Staggered playtimes and use of outdoor facilities to be timetabled to minimise contact with other children and provide the groups with more space. • Phased reintegration's will support the children back to school and back to their routines and structures. • Resources should be disinfected after use or placed in quarantine for 72 hours. • Resource booking system to be designed and in place to ensure all staff know which group are using specific resources. • Additional time after school 2:45 onwards for staff to collect resources that they require. Staff meeting 13.10.20 all staff reminded about enhanced cleaning procedures and roles and responsibilities. <p>FOR STAFF ABSENCE AND ILLNESS REFER TO SPECIFIC SECTION.</p>		
Pupil Transport	<p>Passenger Assistants and children in close proximity on arrival and dismissal times.</p> <p>Guidance states that social distancing does not need to be adhered to on LCC school transport.</p>		<p>See LA risk assessment for further detail.</p> <p>SS will promote children washing hands before getting on transport and prior to leaving school.</p> <p>Face coverings are not expected unless parent make the choice for their child to wear one. (If this is the case, refer to how to remove them, store them and dispose of them) staff reminded 13.10.20 re: bagging</p>		

			<p>of reusable face masks where children are wearing them.</p> <p>Have staff in place at the access points. Walkie Talkie system.</p> <p>Have a set entrance/exit of the school for each 'group' of children e.g. Orchard class fire exit; and side gate then through garden to Maple Class.</p> <p>Passenger assistants to remain in the vehicles – staff to be on car park at distance to welcome the children and show them the way in.</p> <p>Hand sanitiser or wash stations on all entrances and instruct hand washing as children enter.</p>		
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Absences - Illness Prevention and Protection

Area	Identified Risk	Risk prior to measures	Control Measures	Risk Grading After measures are in place	Further Concerns or Considerations
Pupil Absence	Absence of children due to parents choosing not to send them or for children of households with a clinically extremely vulnerable person.	5	<p>School would continue to promote children to return to school and continue to work with parents.</p> <p>Advice and guidance would be sought from attendance team.</p> <p>Continue to have regular contact and provide virtual support. Online teaching and learning packs.</p> <p>Ensure there is learning in place for remote learning for children and families that may consider that they are at higher risk and for potential local lock downs.</p>	2	Consider – further lockdowns and households with health concerns.
General Absences	<p>Increased Illness across school and higher absence rate which will affect staffing levels and impact on the provision.</p> <p>With more children (and adults) on the premises, there is an increased risk in illness</p>	5	<p>All staff and children in school given guidance on social distancing, good hygiene and how to safely work within the school. This will be reviewed regularly in line with DFE guidance and local information.</p> <p>As above – all staff to be involved in 'Clean as you go' ensuring areas are regularly wiped down, disinfected etc.</p> <p>All school members to be regularly washing hands etc.</p>	3	

	including spreads of common colds, flu, viral infections and COVID-19.		<p>Staff and children should be aware of the signs and symptoms of COVID-19 (high temp, cough, loss of taste) Parents / carers to be reminded not to send their child to school with signs of illness. Higher level of vigilance to be in place.</p> <p>Regular information sent home to parents re: absences.</p>		
	Reduced staff due to absence of the clinically extremely vulnerable		<p>Establish which staff members are unable to attend work – staff to provide evidence from GPs that they or a member of their household falls into the clinically extremely vulnerable category. To date no staff member has stated they are in this category.</p> <p>Staff attending hospital re: procedures. National NHS guidance to be adhered to re: isolating etc.</p> <p>If there is a shortage of teachers, teaching assistants are to lead groups under a teacher's direction.</p> <p>This will be reviewed weekly, as NHS algorithms and strategies change around the most vulnerable groups.</p> <p>Staffing back up plans to be in place in case of increased absence.</p>		
SUSPECTED COVID-19	Staff / Child suspects they may have COVID-19.	5	<p>Staff and children should not come to work if they are showing symptoms of COVID-19. They should inform a SLT member and get a test. Staff member should liaise with SLT e.g. AD, JEM, DD re: Priority testing and how to secure a priority test via the professional portal. They should not return to school until a negative test or post COVID symptoms if positive.</p> <p>Any positive tests will be communicated to parents anonymously via template letters from LCC / PHE.</p> <p>This will be communicated to parents via newsletters.</p>	3	

			<p>Follow PHE guidance and use the flow chart to make informed decisions on the provision. PHE help line to be contacted for all queries.</p> <p>Clear procedure to deal with any illness that is relayed to all staff – child sent home but a designated place for them to isolate until collected e.g. HT office with window open. A separate bathroom they can use (Disabled toilet with a notice on the door to display out of use until deep cleaned) Cleaning and use of PPE to be in place as outlined in guidance.</p> <p>Deep clean the office and foyer area / areas where the child/ adult has been</p> <p>COVID log now in place in line with the PHE re: contacts, locations etc.</p>		
First Aid	Child injured / staff injured and requiring first aid.		<p>Dedicated First Aiders in each class.</p> <p>In first instance – first person in area to give first aid – then call for assistance from the ‘class /pod’ dedicated first aider.</p> <p>Clear procedures for staffing administering first aid. Normal protective measures to be in place.</p> <p>If a child is displaying COVID-19 symptoms then additional PPE should be worn. (Key staff received updated First Aid Training 17th July 2020)</p> <p>PPE kits to be in place in classes and designated areas.</p> <p>Both pods to have dedicated first aid kits as well as office kit.</p>		
Staff Absence	The following areas could increase staff absence....		<ul style="list-style-type: none"> • Reinforce to staff the need to maintain a healthy lifestyle. • Outline to staff on INSET 2nd September sensible measures that they should be putting 		Need to seek advice re: if a staff member has to isolate due to track and trace contact.

	<ul style="list-style-type: none"> • High level of precautions re: normal colds, coughs etc. • Staff childcare due to personal children illness. • Staff becoming vulnerable or at higher risk. (If local lockdowns take place) • Track and Trace – having contact with someone who has had positive COVID result. • Suspected COVID • Positive COVID – and any staff that have to isolate from direct contact with Positive COVID case. 		<p>in place to keep themselves safe outside of school. E.g. Risk sensible.</p> <ul style="list-style-type: none"> • Set up a system in school to promote healthy living, healthy lifestyles and wellbeing. Sharing information on health regularly. • Back up staff team – potentially we can manage 3 staff absences at one time using SLT and pastoral staff – however over this number would mean possible partial closure, joining of groups and possible full closure. • Discuss with LA – need for additional staffing for cover if closures – high staff absence occurs. • In case of positive COVID – then all advice and guidance must be taken from PHE and the LA. 		(This could also impact on Outreach team – need to look at this further)
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Curriculum and Home Learning					
Area	Identified Risk	Risk prior to measures	Control Measures	Risk Grading After measures are in place	Further Concerns or Considerations
Curriculum with children returning to school	<p>Children have been out of school for a considerable amount of time with some limited interaction with home learning activities.</p> <p>All of which can impact on the child's academic, social, emotional and mental health.</p>	4	<p>Phased integrations and assessments of needs.</p> <p>School to adopt their own curriculum based on three principles: Pupil mental health, wellbeing and relationships – building positive relationships, socialising and off-loading own experiences.</p> <p>Key mathematical skills that can be applied to other subject areas and daily life.</p> <p>Key skills to support learning next year. Key literacy skills that can be applied to other subject areas and daily life. Key skills to support learning next year.</p> <p>OUTDOOR LEARNING Where lessons and weather permit, learning is to take place outside, teachers should use outdoor education wherever possible.</p>	2	<p>There is a bank of Outdoor Learning tasks and activities to support planning for staff leading Bubbles I.e. to reduce level of planning required. They will need minimal adjustments for age groups/abilities etc.</p>

			Continual review and adaptation of personalised learning programmes and IEP's.		
Marking and Feedback	There will be an increase demand for marking/feedback and assessment.	4	<p>Marking/feedback to the absolute essential. Reporting on what child can do. Consider use of a sticker that the teacher can write on and add to the book rather than excessive handling of work books.</p> <p>On the spot marking and feedback verbally.</p> <p>Books to remain in school.</p> <p>Staff to leave books and handled paperwork at school – no items from school to be taken home. (unless sensible risk measures have been put in place)</p>	2	
Inputting a Home Learning Curriculum if class / pod / school closure or if a child is not returning to school due to risk assessment / health condition.	<p>Increased work load managing children on site and children learning off side with possible reduction in staffing.</p> <p>Risk to quality of children's education and impact further on social, emotional, mental health and academic development.</p> <p>Risk to staff mental health and well-being to plan and deliver in class and home learning.</p>	4	<p>SLT to have a robust home learning programme in place which includes video teaching sessions direct to children. (SLT to allocate key staff to this if the need arises)</p> <p>Programme from Summer term to be adapted and used with higher input via video / online live teaching sessions.</p> <p>This to be communicated to parents and expectations outlined with support programme to be in place.</p> <p>Make home learning simplistic and based on the same themes taught in school.</p>	3	The risk remains higher as a high % of parents did not engage with the home learning activities or expect their child to be learning in the summer term, despite the high level of input from teachers.

BUILDING / PREMISIES / Health and Safety

Area	Identified Risk	Risk prior to measures	Control Measures	Risk Grading After measures are in place	Further Concerns or Considerations
Opening access at different areas	By having more entrances open the school potentially could be vulnerable to intruders, absconders etc.	5	<p>Staff to be vigilant at all times.</p> <p>Increase the use of the walkie talkie system.</p> <p>Staff to be allocated to entry and exit times and allocated areas e.g. side gate, playground gate etc.</p> <p>Staff to be positioned near exits 'naturally' within the classroom.</p>	3	

			<p>Micromanage situation Gates only to be open during entry and exit. Staff on morning and afternoon duty for entry and exit should lock the gates – ensuring the side gate chain is pulled tightly in order to stop – small children escaping through the gap.</p>		
<p>Increasing ventilation by keeping doors and windows open.</p>	<p>Windows in new classrooms can open quite wide and children could climb out.</p> <p>Shared area window – ensure children are not climbing on the cupboard to go through the window.</p> <p>Children / adults becoming cold as we move into the winter months.</p> <p>Children running out of doors into outdoor space – possible cross contamination of the pods.</p>	5	<p>Positioning of adults within the class needs to be risk sensible. Near doors / windows etc.</p> <p>High level of vigilance to be in place.</p> <p>High expectations to be in place.</p> <p>Walkie Talkie system in place – office vigilance for playground and HT office to hear disturbance from side of the building.</p> <p>Window restrictors to be in place.</p> <p>Review this area in winter months with further guidance.</p> <p>Pupil risk assessments and behaviour plans to be shared to reduce this area of risk.</p>	4	<p>This area will require constant review and adapting as the children return etc.</p>
<p>Fire Evacuation</p>	<p>Children will evacuate the building under normal procedures but two areas to be allocated.</p> <p>Children not leaving the building.</p> <p>Children not staying in the correct areas.</p>	4	<p>Emergency procedures to be in place to deal with fire alarm, lock down, serious injury with still emphasising as much social distancing as possible.</p> <p>DD to do new fire evacuation plan for each bubble and the 'office / admin bubble'</p> <p>All children to practice the new procedures by the end of week 2. Review based on response. Teachers to drill expectations into the children and practice regularly.</p>	3	
<p>Lockdown</p>	<p>As above – higher risk of intruders due to opening times. Inc. Animals entering the site.</p>	5	<p>Measures as stated above to be fully in place. Higher vigilance. Practice lockdown procedure and shutting off classrooms / pods – How quick can staff lockdown the building and key areas. Staff to have access to emergency keys etc. – side gate, codes for padlocks. CODE for LOCKDOWN to be in place and agreed XXX</p>	3	<p>To review further once practiced.</p>

<p>Visitors and Contractors</p>	<p>With more people in the building, there is an increase possibility of visitors/contractors on site.</p> <p>Due to current COVID levels in the district we are increasing preventative measures for visitors.</p> <p>Passenger assistants using toilet facilities.</p>	<p>4</p>	<p>Reduce the visitors/contractors attending school to the essential only and attempt to direct them to out of school hours.</p> <p>Visitors/contractors not permitted entry if symptoms showing. Have A4 COVID 19 guidance and how we expect people to behave on site etc. Any visitors who are not critical to teaching individual bubbles or essential maintenance should not enter the school building.</p> <p>QR code in place on school door for visitors to track establishments.</p> <p>12.10.20 – as from this date any visitors are to wear a face mask. If staff are liaising direct the with the visitor e.g. conversation then the staff member should also wear a mask / visor.</p> <p>This will also include parent / teacher meetings. E.g. When meeting a family parent and staff members will be wearing a face covering in line with the Governments message Hands, face, space.</p> <p>Parents should not enter the school building under any circumstances. Unless invited to. Any communication should be done via email, telephone or conference call. Where possible</p> <p>Visitors/contractors are shown the hand sanitisation stations to use prior to entering the building.</p> <p>Toilet procedure for clean downs to be in place and displayed in the toilets.</p> <p>Social distancing between adults to be maintained at all times.</p> <p>Procedure for IT tech to be in place – e.g. set area to go to, discuss movement across school and maintaining distance, hygiene etc.</p>	<p>2</p>	
<p>Soiling</p>	<p>Key children have and daily soil in school.</p>	<p>5</p>	<p>Liaison between home and school.</p>	<p>3</p>	

	<p>Situation 1: refusing to clean / change and requires a high level of staff- sitting in soiled pants with spores in room of staff and other children.</p> <p>Situation 2: accidental wetting, soiling.</p>		<p>Pupil risk assessments</p> <p>LA guidance to be sought from H&S team, nursing team etc.</p> <p>Human waste bin to be in place. – Expectations and procedures in place</p>		<p>Seek further advice from Special school guidance and from PMLD / MLD settings.</p>
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Each child has an individual behaviour risk assessment and positive handling plan.