

# RISK ASSESSMENT

**A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.**

Form No.  
August  
2020

Service Area: Education

Work Activity

Working in the Schools during Covid19  
Pandemic

Workplace Crowmoor Primary  
School

Date of Assessment: 15<sup>th</sup> May, 20<sup>th</sup>  
My 2020, then 31<sup>st</sup> May, 30<sup>th</sup>  
August

Date for Re-assessment : Weekly

Name of Assessors: Alan Parkhurst  
Chair of Governors: Tim Wasdell

Signature:  
Signature:

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

**5 x 5 RISK ASSESSMENT MATRIX**

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

## PRIORITY OF ACTION

- High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.
- Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.
- Low 5 - 9** Adequate but look to improve by next review.
- Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injuries not requiring first aid treatment



## The Context

The UK like all nations is suffering the consequences of fighting a pandemic disease : COVID-19 , a virus previously unknown to science. Since its discovery facts about its spread, treatment and impact are constantly being discovered. Scientists acknowledge there are still a lot of unknowns.

This updated risk assessment has been shared with all governors and staff as all previous versions have been. This will continue to be reviewed weekly. The assessment has been shared with all staff , both in direct whole staff meetings and via email and time has been given for responses and for concerns to be raised. Staff are always encouraged to take concerns direct to the Head.

## Government Guidance

The Government has stated that the return of all pupils is a moral imperative and previously that :

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help **limit** the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (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.”

“Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include: Consideration of the pupils’ mental health and well being.”

With regard to advice to parents: “We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**” “Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families”. Government Ministers including Micheal Gove on Sunday 17<sup>th</sup> May have acknowledged that “ you can never eliminate risk”..... “ There is always, always, always, in any loosening of these restrictions, a risk of people catching the coronavirus,” ....” You can never eliminate risk,”

DFE Guidance on increasing pupil numbers:

**<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>**

The Prime Minister in his own words stated that for the measures to ease lockdown to be implemented ( Sunday May 10<sup>th</sup> and to the House of Commons on Monday 11<sup>th</sup> May) .. “there will be five key tests that we must satisfy before we can put that plan into action :

- We must be sure that we can continue to protect the NHS and its ability to cope
  - We must see a sustained fall in deaths
  - We must be sure that the infection rate is falling
  - We must overcome the operational and logistical challenges on testing and PPE
  - Fifth, and this is the most important, we must all make sure that the measures we take do not risk a second spike that would overwhelm the NHS .....
- And of course we will be monitoring our progress locally, regionally, and nationally, and if there are outbreaks, if there are problems, we will not hesitate to put on the brakes...We have been through the initial peak, but it is coming down the mountain that is often more dangerous.....And if we can't do it by those dates, and if the alert level won't allow it, we will simply wait and go on until we have got it right.

*So any Risk Assessment and Plan must be predicated by stating that a return to School for all pupils on 2<sup>nd</sup> September must be deemed safe for staff as the LA has a legal duty of care and thus are saying they feel it is safe for staff and pupils to be in fully open schools if the risk assessment produced is adequate and quality controlled by the employer to ensure the safety and well-beng of staff and pupils,ensuring that the employers obligations and legal responsibilities under Health and Safety legislation have been fully fulfilled and that this duty of care takes into account the needs and vulbnerabilities of all sections of the school community.*

**.See Appendix 1 Letter to Corporate Directors of Education and Appendix 2 Letters to Headteachers/Governors**

B. Use information from section B to identify level of risk for each hazard

All of this Risk assessment must be read in conjunction with the more detailed Return to School Plan Appendix 3

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/ Med/ High	What further actions are necessary	Residual Risk Level Low/Med/ High	Action	
						Who	When
1 <b>Catching or spreading Coronavirus due to the inability of children and their families to socially distance</b>	Staff, pupils Parents , guardians	<ul style="list-style-type: none"> <li>• minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms (the pressing issue here is that children are often asymptomatic carriers of virus not showing any symptoms) , or who have someone in their household who does, do not attend schools for fourteen days</li> <li>• a social distance of 2 metres to be kept. If not PPE is to be worn by staff to minimise risk of transmission. The Government states children do not need PPE despite countries such as France/South Korea imposing the wearing of masks by both staff and pupils. The Prime Minister himself has encouraged the wearing of masks in these circumstances in other activities indoors where social distancing cannot be maintained.</li> <li>• Staff will wear face coverings at all times when in common areas of school and where 2 m social distancing may not be possible.</li> <li>• We do have access to water in all classrooms. The pupils are cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or are using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.This to be a constant reminder</li> </ul>	High	<p>1. We may re-introduce using infra-red thermometers for contactless daily temperature checks before pupils can enter school if the local infection rate is seen to rise.</p> <p>2.Designated desks and resources to be allocated to each child. We have arranged each class to ensure no pupils face each other.</p> <p>3.We have staggered break times, lunch times and finish times and</p>	Medium	SBM Head Clean ers Pare nts Coun cil	All Immed iate and to be in place prior to partial re- admita nce of more pupils on 1 <sup>st</sup> June

from staff alongside every session of every day.Plus ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times and start and finish times) and minimising movement outside of the class.
- Social distancing cannot necessarily be carried out in the instance of a real fire as preserving life must take priority but exiting the building for the vast majority should enable them to stay in their bubbles and not have contact with others.
- As part of the national Test and Trace programme, it is said if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.
- Due to the Reception age groups lack of maturity,independence,reliance on adult support and contact and inability to effectively socially distance,their emotional,academic and physical needs cannot be safely or adequately met staff will need to be extra vilagalent in maintaining distances and hygiene regimes.They will start later for the first week to assist in getting them acclimatised to school.

distinct year group bubbles will be established with any mobile staff social;y distancing and wearing masks. 4. All staff to use the nearest fire exit. Following the existing procedures,as all classrooms have external doors contact with other bubbles should be minimal if this occurs.

5.We know that we cannot rely on local Public Health to inform us of any community outbreaks so control measures in school must be as tight as possible.Non-social distancing on the way to and from school wll lead to children not being offered place.

- DFE guidance is contradictory with itself and guidance given to the general public and other sectors .
- The Local Authority as the employer has distributed the guidance from the DFE to schools.
- The governments tests have been met and the necessary PPE and safeguards provided by the LA /Governors so the School intends to take back all pupils on Wednesday 2<sup>nd</sup> September .
- Staff's workload has to be manageable and PPA delivered within the requirements of safety and social distancing.
- For staff or pupils with specific needs individual risk assessments will be produced.eg pregnant women,staff with medical conditions who have so far self isolated will be supported in maintaining social distancing and hygiene procedures ,utilising the latest guidance.The 1<sup>st</sup> August saw the end to the majority of self-isolation.If it is still required doctor's evidence must be provided in writing.

6.The DFE guidance has been accepted by the Local Authority  
 7. To make it physically safe working with Reception children the staff would need to have access to adequate PPE at all times because Reception children require continuous reassurance and direct contact and this cannot occur safely without PPE.Any intimate care accidents will be dealt with by parents who will need to collect the child and then return them once changed back to school. The lack of appropriate modelling by some parents means that substantial modelling and training of some children of all ages will be

					<p>needed to ensure the safety of pupils and staff.</p> <p>8. The LA has provided quality assurance of this risk assessment. This means that staff and parents/carers can be confident in the safety of taking in all pupils.</p> <p>Asked whether it was “too early to conclude the science says that it’s safe to return to schools”, Professor Dame Angela MacLean, the government’s deputy chief scientific adviser said: “Scientists have been clear in our advice that changes to lockdown as we modelled them need a highly effective track, trace and isolate system to be in place.”</p> <p>The government has stated that</p>		
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					<p>this is now in place.          If the school has evidence of social distancing not being observed as required by families/parents we will report to the authorities any breaches we are made aware of. In order to ensure the safety of all staff ,pupils and their wider families.</p>			
2	<p><b>Maintaining Social Distancing whilst at School to minimise the transfer of the virus: Arrival, break times, lunch, deperature and movement around the school, work spaces</b></p>	<p>Staff including cleaning and catering staff, pupils, Visitors. contract ors</p>	<ul style="list-style-type: none"> <li>organise learning in class groups .</li> <li>organise classrooms and other learning environments, maintaining as much space between seats and desks. Adults to always be 2 metres away from pupils if possible.</li> <li>Office space : no hot desking – designate separate spaces where practicable. All PCs to be sanitized before they are used.</li> <li>The timetable will be as full as possible</li> <li>staggered break times (including lunch), so that all children are not moving around the school at the same time. Lunch to be eaten at the children’s desks, staff to take the dinner register to avoid contamination of choice cards.</li> <li>Staggered breaks and collection times. Children to be dropped off by adults on</li> </ul>	High	<p>1. We will use school phones to enable social distancing of staff doing welfare calls . For the staffs protection these calls must be witnessed.            2. Each bubble will be allocated a toilet cubicle and children are not to go into a toilet if another</p>	Low	<p>Staff, pupils ,parents, contractors</p>	immediate

the playground each morning and left with staff members. Adults to then leave the site immediately. If adults are unable to maintain social distancing of 2 m in doing this or linger on the school site, all pupils will then need to be dropped at the school gate with no parental access to the site.

- 2m spots will be placed on the path up to school. Only one parent can come with a child and we would hope Key Stage 2 children come to school independently where possible. Parents and pupils would walk across the playground and leave their child at the correct space on the playground. No hanging around, parents if they attend must then leave straight away by the one-way system through the side entrance gate. Parents must not use the carpark for drop off unless they have provided evidence of disability.
- To ensure the cleanliness and the risk of infection the private nursery, will not have access to the main body of the building and can only swap rooms if necessary by using outside routes. We will ensure that their operations support and reinforce our safety protocols and that their operation does not compromise the safety of our pupils and staff. We will require a copy of their Risk assessment to approve.
- Play equipment and toys, shared resources and books etc can be used if cleaned or isolated appropriately.
- Children will be working in their own book which will be self marked under the direction of the adult. Adults cannot be close enough to children to mark books.
- Parents are not allowed in the school building being instructed to wait at the bottom of the entrance ramp and phone or email school.
- Meetings for SEN/LAC or CP pupils are held virtually wherever possible.
- Any visitors to school must be masked if coming into contact with staff or pupils.

child is in their cubicle.  
3. Designated cubicles or toilets will be allocated in line with their bubble.  
4. To enable staff to have safe breaks the staffroom has been relocated to the Dining Room. Staff to bring in and take home each day their own mug etc. Staff to be allocated a table space to keep personal items on, all other tables are to be kept clear of personal possessions. This will be in line with the working bubbles. If staff cannot maintain 2 metres distance they must wear a mask in communal areas.

			<ul style="list-style-type: none"> <li>Staff meetings can be held virtually if required but normally are to be held in the Hall or a mix of virtually and in the Hall.</li> </ul>					
3	<b>Reduce mixing within School -</b>	Staff, pupils,	<ul style="list-style-type: none"> <li>one-way circulation is not possible in all of our building and over the site, so minimising movement is vital as it is likely that children and adults will pass each other at less than two metres on a daily basis ,adults will have access to masks to prevent the spread of infection. Corridors will be marked and a keep left system will be used when one way systems cannot be in place.Children will mainly enter the buiding through the back of the school and through the use of individual classroom doors.The Cloakrooms will not be used,coats being placed on the back of chairs.</li> <li>We are staggering breaks and lunch times to try to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.</li> <li>Children and young people should clean their hands before lunch and will be having lunch in the classrooms at their allocated desks.Parents/carers should provide packed lunches in disposable materials.</li> <li>Toilets may not become crowded as we will be limiting access.Although this is delaying pupils right to have immediate toilet access.Teachers must have a class system to monitor at all times which children are in the toilet and when incase there is an infection to aid Track and Trace.</li> </ul>	Med	The year group bubbles will have designated cubicles and a one way system and waiting zones to avoid contact.A timetable of staggered lunch-times will be in operation .Movement by pupils internally around school will be limited to toilet visits .	Low	Staff/ pupils	From 8 <sup>th</sup> June

			<ul style="list-style-type: none"> <li>We will use designated class outside space for exercise and breaks and staff will endeavour to deliver work outside wherever possible, by using the outdoors as the learning context as well as the physical venue for activities. As the government states that outdoor education should be provided, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> <li>We will allow ST sports coaches to work with the children as long as they are able to maintain 2m distance. In order to broaden the curriculum delivered.</li> <li>There will be a minimisation of shared rooms apart from toilets which will be cleaned half-hourly. If rooms are shared surfaces will need to be cleaned before a new class's pupils use that space.</li> <li>The staff room has been re-located to the Dining Room to allow greater access to staff. The facilities eg chairs, fridge, microwave are all relocated.</li> </ul>					
4	<b>Managing Contractors and visitors</b>	Staff including cleaning and catering staff, pupils, Visitors. contractors	<b>Contractors</b> <ul style="list-style-type: none"> <li>Encouraging visits via remote connection/working where this is an option.</li> <li>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors before arrival ( see appendix 4) and must be agreed to in advance by them. No visits into the school will be allowed without prior agreement to that visit. They are to have phone contact only with staff whilst on site. Any contractors who are attending without a pre-booked appointment and a written RA to maintain social distancing and site security with regards to contamination</li> </ul>	<b>High</b>	The school will only allow contractors on site if social distancing is possible so non-contact with pupils and staff can be maintained and a clean of the areas to DFE standards is carried out prior	<b>Low</b>	PSG SBM Head Contractors	From May

			<p>will not be allowed access. Any contractor/professional breaching the agreed safety measures will be required to leave the site immediately.</p> <ul style="list-style-type: none"> <li>• No visitors to come past the sign that states they must ring the school office, until invited in by a member of school staff.</li> <li>• The schedules for essential services and contractor visits will be revised to reduce interaction and overlap between people, for example, carrying out services at weekends or when pupils are not in the building.</li> <li>• Maintaining a record of all visitors, for Track and Trace. Visitors will sign in by phoning on their arrival.</li> <li>•</li> </ul>		<p>to be handed back to the school. No access to school staff toilets is allowed and the visitors reception area toilet must be used (this toilet is only for official visits to school and not for occasional use), unless at weekends where a staff toilet can be used on the condition a deep clean is carried out after use.</p>			
5	<b>Workplace contamination</b>	Staff including cleaning and catering staff, pupils, Visitors, contractors	<p><b>Hygiene: handwashing, sanitation facilities and toilets</b></p> <ul style="list-style-type: none"> <li>• The SBM is responsible for ensuring that these cleaning/hygiene measures are delivered successfully.</li> <li>• Using signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique, the need to increase handwashing frequency</li> <li>• Pupils and staff will frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li> <li>• clean their hands on arrival at the setting, before and after break, before and after eating, and after sneezing or coughing and prior to leaving.</li> <li>• All are encouraged not to touch their mouth, eyes and nose</li> </ul>	High	<p>1. The Cleaner in charge has been employed to work full time to frequently clean surfaces and toilets that are in use. Additional cleaning capacity has been secured by the SBM as all pupils return. The SBM and Cleaner have drawn up a written list of tasks to exemplify the</p>	Low	Cleaning Staff, TAs, SBM	From 8 <sup>th</sup> June

- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Detol spray cans will be left next to each staff toilet and staff must spray down their toilet area after use.
- Providing more waste facilities and more frequent rubbish collection.
- providing paper towels as an alternatives to hand dryers in handwashing facilities.
- follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- clean surfaces that staff, children and young people are touching, such as desks, chairs, doors, taps, handles, sinks, toilets, light switches, coriddor and locker surfaces, more regularly than normal
- the guidance states that staff need to ensure that help is available for children and young people who have trouble cleaning their hands independently, they must have full PPE to do this if required. If children are not capable of maintaining basic hygiene it is likely that their parents will need to assist the school in modelling appropriate behaviour.
- try to encourage young children to learn and practice these habits through games and repetition
- The Admin Team have obtained new lidded bins for tissues for each class area and will ensure that bins for tissues are emptied throughout the day.
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- Use your local suppliers such as home Bargins/the Council etc for proportionate supplies of soap, anti-bacterial gel and cleaning products if needed there is no need for anything other than normal personal

increased dail cleaning and the extra cleaning to be done on Wednesdays and Fridays which will be more of a deep clean. The extra cost of their hours might be able to be claimed back.

hygiene and washing of clothes following a day in an educational or childcare setting.

- More enhanced cleaning on a daily basis and there will be a more intensive clean on a Wednesday. Chairs to be cleaned daily with soapy water, table top surfaces, side surfaces and under the edges need to be cleaned everyday as well as doors. Chairs that are not to be used are to be stacked. Toilets to be cleaned every half hour and touchable surfaces by TAs throughout the day and doors and handles by the cleaners throughout the day.
- Less crucial cleaning can be completed on a Wednesday e.g. hoovering
- **Handling goods, merchandise and other materials, and onsite vehicles if appropriate.** Post, parcels are not to be touched for 72 hours. We will also not sign for deliveries.
- If a case/suspected case is noticed in a bubble the person concerned will be removed to a quarantine room and the rest of the bubble moved to the Hall to allow cleaning to occur.
- Cleaning staff and TAs to wear disposal aprons and gloves alongside masks when cleaning and dispose of used items in a designated and sealed dustbin bag.
- SBM and Cleaner in Charge to ensure COSHH regulations are complied with and to organise any training for new staff.

6	<b>Requirement of Personal protective equipment (PPE) in School settings to protect against infection by and of other people (COVID -19) Supply of PPE</b>	Staff including cleaning and catering staff, pupils, Visitors, contractors	<ul style="list-style-type: none"> <li>• face masks/coverings may be worn by all staff as Government advice states they should in enclosed spaces where social distancing can not be maintained. This practice has also been supported by a medical article in the Lancet.</li> <li>• Visors have been sourced as they protect both wearers and people they are with.</li> <li>• Government advice not backed by scientific evidence is that children should not wear face coverings which goes against procedures adopted by other European Countries.</li> <li>• With regards to SEND children, whose care involves the use of PPE due to their intimate care needs they will continue to receive their care in the same way but with enhanced PPE,so masks,gloves and apron</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• If any contact with this child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.PPE is to be supplied by the employer,the Local Authority.</li> <li>• Quarantine rooms will be the meeting rooms in the Admin area of the school.</li> <li>• SEND pupils whose behaviour means that they are unable to socially distance will have individual risk assessments before being allowed to return.If they did full PPE would be worn or they might need a part-time timetable.</li> </ul>	<b>High</b>	Our employer the Council and the DFE have both provided an"emergency pack of PPE". The Council kit has 200 masks ,100 gloves,100 aprons,3 x 60ml of sanitizer,2x goggles and 2x resus shields. The school has sourced additional supplies to supplement this pack.If sanitizer ,soap ,water or anything else was to become unavailable the school would need to consider closing.	<b>Low</b>	All staff	From 8 <sup>th</sup> June
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7	<b>Catering</b>		<ul style="list-style-type: none"> <li>Shire Services are the catering supplier. It has been stressed to staff that they must observe social distancing in their working practices. They will from September provide a full hot menu, served from outside the classrooms.</li> </ul>	Med	.Staff preparing the food to wear masks and gloves. Packed lunches should be in disposable bags.	Low	SBM to confirm with them	From 1 <sup>st</sup> Sept
8	<b>First Aid</b>		<ul style="list-style-type: none"> <li>First Aiders have received additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to Covid 19.</li> <li>Additional measures may be required/implemented in view of staff shortages. First Aiders are being given the option of whether they wish to put themselves at additional risk by continuing to offer first aid</li> <li><b>Full PPE to be worn when administering first aid or emotional direct contact !</b></li> </ul>	High	All First Aiders have been briefed on protocols. If First Aid cover is not available the school will shut.	Low	First Aiders LA	immediate
9	<b>Accidents\ incidents</b>		<ul style="list-style-type: none"> <li>Normal reporting to various parties e.g. Reporting to Governors / Local Authority.</li> <li>Reporting of COVID-19 cases to Health &amp; Safety Team. (RIDDOR 2013 requirements for HSE reporting)</li> </ul>	Low		Low	SBM	immediate
10	<b>Emotional distress of the staff - including anxiety Leading to staff absence</b>  <b>Emotional distress of the pupils-including disclosing safeguarding concerns and distress over lock-down and the pandemic</b>		<ul style="list-style-type: none"> <li>At least one SLT/DSL member of staff will aim to be on site or contactable by staff every day .to enable staff to share concerns with re themselves and safeguarding</li> <li>Staff to be including with the decision making, risk assessments.</li> <li>Review staff work and rest rooms to ensure social distancing can be adhered to and move to Dining Room</li> <li>Massive strain, stress and anxiety on all staff Details of counselling made available</li> <li>Governors to regularly ask about staff and contact them</li> <li>Pupils to be supported by staff utilising SUMO and RRSA and new RSHE Curriculum</li> <li>Look at ways of being able to support a child if in need of comfort. PPE needed</li> </ul>	High	Masks to be provided for staff use to both physically protect them and to reduce anxiety. Counselling and support sessions to be organised for staff by LA and staff have been reminded of their right to confidential counselling.	Low	All staff Governors LA	1 <sup>st</sup> June

			<ul style="list-style-type: none"> <li>• SEN pupils - review assessments to be able to further assist pupils who will not understand the changes</li> <li>• Use of SEAL PHSE materials every afternoon, Circle Time activities and two adults in every class to ensure one can give direct emotional support but need PPE. An emotional support and awareness Curriculum to be delivered by teaching staff.</li> </ul>		Staff to talk to the Head over any anxieties.			
11	<b>Transport arrangements</b> <b>Parents must be discouraged from giving lifts to people outside their household and from congregating around cars and at gates.</b>	All	<b>Staff, parents and children:</b> <ul style="list-style-type: none"> <li>• Parents must not use the car park</li> <li>• making sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel, this to be highlighted in the letter to parents regarding wider re-opening</li> <li>• ensuring that transport arrangements cater for any changes to start and finish times and contractors are informed by the Office</li> <li>• The LA making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</li> <li>• The LA making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</li> </ul>	Low	If parents are seen not socially distancing appropriately they will be reported.	Low	all	On-going
12	<b>Use of Car park for cars, and other forms of transport</b>	All	<ul style="list-style-type: none"> <li>• Car parking/spacing of cars for staff or waiting for colleagues to move away.</li> </ul>	High	Barrier has been now been replaced meaning that the car park is not open to all anymore and access to the site can be safely controlled.	Low	SBM/PSG	By 1 <sup>st</sup> June

13	<p><b>When schools are reopened for all pupils other areas will need consideration. e.g. building related hazards - e.g. fire safety management, building evacuation, equipment checks Legionella, etc. Staff Non-availability and vulnerability</b></p>	<p>The timetabled inspections and checks have continued since 20<sup>th</sup> March. The NASUWT issued checklist to support COVID-19 Risk Assessments has been complied with fully prior to extra pupils being admitted on 8<sup>th</sup> June. Fire Risk Assessment has been reviewed by the SBM in light of contractors having been on site prior to 1<sup>st</sup> June and their working permissions were given to take account of the procedures required. All staff on site were informed of the areas involved and alternative routes if necessary.</p> <p>An equality impact assessment has been undertaken and has identified four members of staff at higher risk due to their age, these staff will not be asked to be first point of call first aiders or to care for suspected COVID pupils. We have no registered disabled staff or staff who are BAME.</p> <p>Of staff in school a number have significant medical conditions that put them in the clinically vulnerable group at greater risk of harm and of catching the virus, eg obesity, asthma, three with Reynards, two with auto-immune diseases. Two with diabetics at home, one with an NHS letter due to surviving cancer. One staff member has survived a stroke and as above four staff are in the more vulnerable older age group.</p>	<p>Med</p> <p>High</p>	<p>If any of member of staff feels unsafe and they have anxieties they must discuss these with the Head. The staff have PPE so their risk of serious illness is reduced and their contact with suspected COVID pupils minimised if they have significant underlying health risks by not having first point of contact with people with symptoms and even then only if in full PPE as per the DFE guidance. All staff will be encouraged to deliver their activities outside, rather than working in an enclosed space which puts them at greater risk. If staff are indoors all windows and outside doors will be open.</p>	<p>Low</p> <p>Low</p>	SBM	By 4 <sup>th</sup> June
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					Staff can wear their own clothing to best make themselves comfortable with regards to under-lying conditions.			
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**Over-all Risk after suggested control measures are implemented :**

Low for the things the school can control .Medium for social distancing out in the community and its impact on school(that is the responsibility of other authorities : social services,police etc)

If the control measures are only partially able to be implemented ie social distancing and not enough or adequate PPE/cleaning,first aid etc the risk would be high and the Governors would have to close the school to all but Key Worker's Children and Vulnerable pupils.

**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol,if this is not possible they should consider if that task is essential.If it is they must wear a mask.
- Continual monitoring and review of risk assessments and other health and safety advice for children and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed –No higher risk activities e.g. work at height to be undertaken unless necessary.

- One cleaner to be available at all times, two if possible.

**Communication to all parties is essential:**

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- discuss with cleaning staff the additional cleaning requirements and agree additional hours to allow for this



## Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.:

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked And compliant	Comments / Defects / Damage
<b>Site:</b> <ul style="list-style-type: none"> <li>• Perimeter fencing, hedges, gates etc.</li> <li>• Trees</li> <li>• Waste storage areas and waste bins</li> <li>• Drains</li> </ul>	<ul style="list-style-type: none"> <li>• Boundary integrity</li> <li>• Risk assessments up-to-date; no damage</li> <li>• Secure – waste collection still occurring</li> <li>• Collapsed drain rebuilt and blocked drains cleared by contractors</li> </ul>	Yes	
<b>Building:</b> <ul style="list-style-type: none"> <li>• Roof (inc. chimneys)</li> <li>• Facias, gutters, downpipes</li> <li>• Walls</li> <li>• Windows</li> <li>• Exterior doors</li> <li>• Door canopies</li> <li>• Paths</li> <li>• Roads, car park, gates / barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Defects or damage</li> <li>• Doors opening properly with no restrictions</li> <li>• No defects or damage; in working order</li> <li>• Slip or trip hazards (uneven, holes etc.)</li> <li>•</li> </ul>	Yes	The barrier has now been replaced after the voriginal was destroyed in the Spring Storms. New windows and doors have been fitted during pupil absence.
<b>Interior:</b> <ul style="list-style-type: none"> <li>• Ceilings</li> <li>• Walls</li> <li>•</li> <li>• Doors – final exits open (fire, emergency)</li> </ul>	<ul style="list-style-type: none"> <li>• No defects or damage likely to affect building users</li> <li>• Fire Doors checked for fit and opening</li> </ul>	Yes	PSG have organised the wiring of all electronically operated doors to open in the case of a fire.

<ul style="list-style-type: none"> <li>• Fire doors (close and fit as intended)</li> <li>• Stairs / steps / ramps</li> <li>• Handrails</li> <li>• Floors (floor coverings)</li> <li>• New Climbing frame</li> </ul>	<ul style="list-style-type: none"> <li>• No slip or trip hazards</li> </ul> <p>This still has to be fitted.</p>		<p>PSG have a contractor allocated to fit the new frame .It was planned for the week of 1<sup>st</sup> June.IF so the temporary staff accommodation will need to be moved to the Hall to allow it to proceed.</p>
<p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Gas (turned on, no leaks)</li> <li>• Electricity (CB / RCD checks, sockets)</li> <li>• Water system</li> <li>• Heating (boiler etc.)</li> <li>• Ventilation</li> <li>• Kitchens</li> <li>• Toilets / showers</li> </ul>	<ul style="list-style-type: none"> <li>• Gas supply confirmed; no smell of gas on entering building / room</li> <li>• Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload</li> <li>• Ensure supply; check for leaks; legionella controls (see below)</li> <li>• Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule</li> <li>• Check system operation; change filters</li> <li>• Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning</li> <li>• Enhanced cleaning; legionella controls</li> <li>• Cleaning regime</li> <li>• Follow <a href="#">PWTAG guidance</a></li> </ul>	<p>Yes</p>	<p>All of the statutory and recommended testing and maintenance has been maintained during lock-down, whilst the school was open for Key Workers children and vulnerable pupils</p>
<p><b>Systems:</b></p> <ul style="list-style-type: none"> <li>• Fire detection and alarm (see below)</li> <li>• Emergency lighting (see below)</li> </ul>	<ul style="list-style-type: none"> <li>• All detectors, call points and detectors operational; weekly testing performed</li> <li>• Battery test to check e-lighting operational</li> </ul>	<p>Yes</p>	<p>The Cleaner in Charge has maintained her schedule of recording tests.</p> <p>The electronic fob entry system has been extended to the new doors and further CCTV cameras covering corridors and the</p>

<ul style="list-style-type: none"> <li>• Security</li> <li>• Communications - telephony</li> <li>• IT – WiFi</li> <li>• Pressure systems</li> </ul>	<ul style="list-style-type: none"> <li>• Alarm system working</li> <li>• Phone lines operational</li> <li>• WiFi working</li> <li>• Statutory examination, maintenance and servicing undertaken according to schedules</li> </ul>		<p>playground are to be installed now that contractors are allowed back on site.</p>
<p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>• IT – computers, monitors etc.</li> <li>• OHP / Whiteboards</li> <li>• Fire extinguishers</li> <li>• Access equipment / ladders</li> <li>• Kitchen equipment – kettles, microwaves etc.</li> <li>• Lifts (see below) / lifting equipment</li> </ul>	<ul style="list-style-type: none"> <li>• All IT equipment operational and without faults</li> <li>• Equipment in good working order</li> <li>• Serviced annually</li> <li>• Visual inspections for damage / defects</li> <li>• Visual inspections; PAT tests if required</li> <li>• Statutory examination, maintenance and testing completed according to schedule</li> </ul>	<p>Yes</p>	<p>Fire equipment has recently been checked and all staff trained. All the electrical item testing has been completed last term.</p>
<p><b>Maintenance, testing and servicing:</b></p> <ul style="list-style-type: none"> <li>• Gas safe certificate</li> <li>• EIRC (Fixed wiring) and PAT (electricity)</li> <li>• Water (temperature, flushing, cleaning, disinfecting etc.) – see below</li> </ul>	<ul style="list-style-type: none"> <li>• Gas safe certificate within date</li> <li>• EIRC within date; PA tests completed according to schedule</li> <li>• Legionella controls undertaken according to schedule. NB. If controls have not been performed during lockdown a separate procedure must be followed before reopening/ reoccupation. Check with Tim Othen IN THIS CASE.</li> </ul>	<p>Yes</p>	
<p><b>Other Areas:</b></p> <ul style="list-style-type: none"> <li>• Grounds</li> </ul>	<ul style="list-style-type: none"> <li>• Grounds maintenance has continued and all debris/rubbish has been cleared from the rear of the site.</li> <li>• Storage sheds have been cleaned and re-organised.</li> </ul>	<p>Yes</p>	

Appendix 1

NASUWT  
The Teachers' Union  
To Headteachers in Local Authority Maintained Schools

Dear Headteacher

The NASUWT has asked our representative to draw to your attention a copy of the letter the Union has sent to the Director of Education/Childrens Services in your local authority.

The text of the letter is attached and its contents are, we hope, self-explanatory.

Headteachers are facing an extremely challenging task and the NASUWT is committed to working with employers and headteachers to seek to ensure that the outcome of the planning for the wider opening of schools, in which you have been asked to engage, is one which protects the health, safety and welfare of staff and pupils in a context where, if the wrong decisions are made, the result will be serious illness for some and, in some cases, death.

The NASUWT has produced a wide range of advice and guidance for its members which we are happy to share with headteachers and employers.

We hope that you find the information contained in the letter to Directors helpful, particularly the references to the statutory obligations on employers and the legal rights and entitlements of employees, which provide the context for any planning in which schools are to engage.

Yours sincerely

Dr Patrick Roach  
General Secretary

To Directors of Education/Childrens' Services  
COVID-19 – Government proposals for the wider opening of schools

Dear Colleague

As you will be aware, following the Prime Minister's statement on 10th May 2020, the Government published, on 11th May, its COVID-19 recovery strategy and the Department for Education (DfE) issued the first part of its guidance to prepare schools for wider opening.

The NASUWT has considered carefully the DfE guidance issued so far and, notwithstanding the fact that it is currently incomplete, the Union believes that there are fundamental concerns about the guidance, including that it is, in parts, inconsistent with wider Government guidance for other workplaces and lacks detail on a number of critical issues. The scope of the Government proposals for nursery and primary schools reopening are particularly concerning, and whilst the proposals for secondary schools appear more limited, in all circumstances we believe there are serious health, safety and welfare issues for staff and pupils which have not been addressed.

The NASUWT has raised our very serious concerns with DfE officials and with the Secretary of State for Education.

The NASUWT is also sure that you will share our view that, when dealing with a life-and-death situation as a result of the global pandemic, it is essential that the guidance on which local authorities and schools base their decisions is robust and accurate to enable the right decisions to be reached. Stringent guidance has been issued for the NHS, for care homes and for employers across the UK. It is unacceptable that this has not been the case for schools. The NASUWT believes that teachers and other school staff have the right to the same consideration and protections, and to be confident that their health and welfare, as well as that of pupils, is at the heart of any planning for wider opening. In the absence of the DfE setting out clearly for schools the legal basis in which its guidance is operating, the NASUWT is writing to employers to set out our position on this matter, which we are confident you will share and will emphasise to the maintained schools across the local authority. The Government's guidance for employers states that, 'this guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business or an employer you continue to comply with your existing obligations, including relating to those individuals with protected characteristics' (HM Government, Working safely during coronavirus (COVID-19)).

The NASUWT is clear that no teacher should be expected to go into a school that is not safe, and until it can be demonstrated that it is safe to do so, we will be continuing to support and advise members on that basis.

We have also advised our members that:

- there has been no change to the current COVID-19 restrictions for schools at this point in time.

There should be no increase in the number of pupils or staff going into schools or requirement for any teacher not currently in school to go into work at this time;

May 2020

- 1st June 2020 is the date from when schools may be able to extend their opening

arrangements. It is neither a fixed nor hard-and-fast date by which all schools must open and there is no requirement or obligation currently on any school to reopen to more pupils from that date;

- schools are not in a position to make any meaningful preparations or finalise any plans for opening schools at this time, as the DfE has not issued all the required guidance. Planning by schools can only take place when the full suite of information has been issued by the DfE;
- even when schools are in a position to plan, no final decision can be made by schools to open or extend the number of pupils in school. The Government guidance makes clear that: ‘We will only do this provided that the five key tests set by Government justify the changes at the time...’ and so there are no guarantees that there will be any change to the current circumstances after 1st June.

As a consequence of the DfE’s failure to advise schools and employers appropriately, increasing the likelihood that our members will be put at risk, the NASUWT has been left with no alternative but to put employers and the Government on notice, by reserving our members’ legal rights in the context of a tortious claim for breach of duty of care and personal injury due to foreseeable risk, and any other legal recourse available.

The Union will also consider an employer to be in breach of our members’ legal rights under Section 44 and 100 of the Employment Rights Act 1996, if they are subjected to detriment and/or dismissal in circumstances of danger which our members have reasonable belief to be serious and imminent. NASUWT members’ rights under sections 47B and 103A of the Employment Rights Act [protected disclosure for the purposes of whistleblowing], including their rights under the Equality Act, are also reserved.

The Government has been clear to employers that: ‘to help you decide which actions to take you need to carry out an appropriate COVID-19 risk assessment... This risk assessment must be done with unions or workers.’ The NASUWT looks forward to working with you to ensure that the health, safety and welfare of staff and pupils are protected in these unprecedented circumstances.

As a starting point, the Union has produced a health and safety checklist

(<https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-forreopening-of-schools.html>) to inform the planning for the wider opening, which we hope you will find helpful.

The NASUWT recognises that schools and employers have been placed in a situation where the wrong decision will result in people becoming seriously ill and dying, and will therefore appreciate that there can be no compromise on health and safety. If this means that schools are unable to open safely before September because they are unable to make arrangements to safeguard their staff and pupils, then that position must be accepted.

Yours sincerely

Dr Patrick Roach

General Secretary



**Crowmoor Primary School**  
**September 2020 Returning to School Protocol and Procedures**

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn term - Wednesday 2<sup>nd</sup> September 2020 (1<sup>st</sup> Sept/Staff CPD and to make final preparations for pupil's return).

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible"

Many of the protocols and procedures that were implemented during the Summer term will remain the same in the Autumn term with the expectation that they will further embed so that children who did not attend in the Summer term will themselves adopt the measures also. The staff have a massive role in ensuring the consistent enforcement of these expectations by both parents and pupils. Distancing is one of the most effective preventors, (2 metres massively lessens you're chances of coming into contact with the virus). Along with hygiene.

All protocol and procedures are aligned to the original Risk Assessment document, which was drawn up from 20<sup>th</sup> March Lock-down. This will be revised as it is anyway every Thursday and take into account any new procedures required by the return of all staff and pupils. It is a legal requirement for the School to review and update the previous risk assessment and publish the new one on the website.

“The following plan outlines relevant detail from the government’s guidance with further detail about how Crowmoor Primary School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, working on the government’s premise for full return that we “can’t negate them entirely.”  
*All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.*

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Crowmoor Primary School has made them appropriate to our specific context and circumstance.

### **“System of controls**

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

#### ***Prevention:***

- 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. Getting closer than 1 metre to individual pupils for more than 15 minutes is to be avoided and 2 m distancing between adults should always be a priority.
- 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 particular circumstances.

Number 6 applies in specific circumstances.

#### ***Response to any infection:***

- 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.”

Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Schools have been issued with test kits to provide to pupils and their families suspected of having the virus.

## **Section 1: public health advice to minimise coronavirus (Covid-19) risks.**

<b>Systems of control</b>	<b>Action</b>
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## **Prevention**

### **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**

If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, **they are not to attend school.** The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again at the start of the Autumn term in a text from the Office.

If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.

If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned with Protect+ solution (or bleach) and the children/adults will wash their hands thoroughly for 20 seconds.

In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.

There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.

The designated isolation spaces/toilets are as follows;

- Meeting Rooms 1 and 2/Disabled Toilet (2 preferred as it has CCTV)

The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If

the test is positive, all children and adults within that group should self-isolate for 14 days (not including the day the child was sent home) and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.

Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result.

**Actual and suspected cases(pupils sent home with symptoms) of COVID-19 should be reported to the Shropshire Health Protection Team and Public Health England using the online reporting system . Or by telephone to 0344 225 3560 (opt 0 opt 2) or for out of hours advice 01384 679 031.**

***Prevention***

**2. Clean hands thoroughly more often than usual.**

Adults and children are to wash their hands/sanitize on the following occasions:

- Before leaving Home
- Entry to school
- Before/after break times
- Before lunch
- When they change rooms
- Before leaving school
- Anytime that they visit the toilet or cough/sneeze in to their hands.

Additional hand sanitisers pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and also now at the photocopying areas for increased hygiene as a 'pinch point' in the school.

Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands.If pupils are unable to maintain hand hygiene,an individual risk assessment will be produced by the teacher.the same applies to children who soil themselves and because of the higher risk of staff infection parents will be required to come in and change the child in the meeting room 1 or take them home.

Hand hygiene protocols are to be re-visited at the start of the year, when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.

***Prevention***

- 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.**

During September, children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. New posters from the PHE Resource pack will be produced and displayed around school by the Admin staff. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the bins in each classroom and their hands must be cleaned afterwards. These bins will be emptied at least hourly by the cleaning staff/TAs

Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.

***Prevention***

- 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as**

At various intervals (as per the cleaning schedule set up by the SBM and Cleaner-in-charge in March), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment. It will be stored appropriately within the classrooms.

Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly, preferably hourly. Each class bubble will have designated cubicles, apart from

detergents  
and bleach

Reception and Year 1 who will share. Admin are to produce signs for



every toilet : Close the Lid and Flush

If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.

Cleaning kits are to be located in each room used by outside professionals and monitored by the cleaning staff.

**Prevention**

**5. Minimise contact between individuals and maintain social distancing wherever possible.**

The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. Distancing by all including parents/carers is vital. Crowmoor Primary will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.

Parents and non-essential visitors will not be allowed access to the school. Parents will initially be allowed to use the site to drop off pupils but not to congregate or mix with other families outside the School entrance or on the site. If this occurs the school will implement a no parent/carers on school premises ruling with children coming in on their own.

Children will return to their new Class Teacher on the first school day in September.

**Grouping the Children**

There have been assertions from the DFE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.

The DfE guidance reads as follows:

*“In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”*

In order for school to offer a curriculum that is best-placed to support ‘catch-up’ we will use a phase approach i.e year groups working as 1/2, 3/4, 5/6, when planning for interventions outside the classrooms in the corridors . The reasons for this are as follows:

- All children will be able to be considered for catch-up interventions now that teaching support can work across phases. There would not be enough adults to support individual class bubbles.
- Our curriculum structure is based on phases planning together and the sharing of resources and equipment to facilitate this.
- We can deploy staff internally to cover PPA/management time within a phase bubble model. If we were in class bubbles.

Within the government guidance, it claims that younger children will not be able to maintain social distancing (which includes all primary pupils, this is inaccurate (certainly for Year 2 upwards) and we will be expecting all children to try to comply with 2 metres outside and in corridors, and the government has said that it is acceptable for them not to distance within their group, but the adults should remain 2 metres away. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum, however apart from interventions/PPA this is unlikely to happen.

### **Measures within the classroom**

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another, the “magic” number of 15 minutes is again quoted regarding contact between adults and pupils.

Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible. Individual risk assessments will be completed for these pupils and parents involved if necessary where additional measures are needed to keep staff and other pupils safe eg PPE.

Classrooms need to be adapted to support distancing where possible. If tables are used, they should face the front and children should sit side-by-side, not facing one another nor side on. Classrooms will be prepared as such ready for September. All the desks have been placed in rows as advised by the government.

Children will all need coats and sweatshirts as windows on both sides will be open every day as will the doors.

### **Measures elsewhere**

There will be no whole-school events where children and adults are required to congregate. Assemblies will be limited to three virtual assemblies through Teams (video conference software). with the Head delivering them on Monday and Friday and staff/classes taking it in turns for the rest of the time . Children are not to sing during assembly or at any other time. Specific risk assessments will be provided by other educational professionals or coaches on how their activity is to be made as safe as possible.

Use of the usual staff room should be very minimal and no more than 3 staff member to be in it at one time .

The temporary staff room will remain in the Dinning Room open to adults, however strict social distancing of 2 metres must be in place and where possible, it is advised that adults use outside and the picnic benches. If 2 metres is not possible masks must be worn. All windows will be open It is important for your own wellbeing that staff see colleagues and we encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk

of infection should anyone present with symptoms and the whole school risks closure. Sanitizer will always be available in the staff room and hand-washing facilities. 'Team' Meetings facilities for staff isolating or not in school will be available permanently from September.

The Admin team will source web cams with mic capability for all classrooms ,the Halls and meeting rooms.

The spare Interactive Board from Reception will be available for all staff meetings to allow access to the meeting by all staff.If Reception staff require it in their area ,it will need to be brought back to the hall for every staff meeting.

Governors will also be expected to maximise their use of 'Team' Meetings to carry out their roles ,as well as phone contact

### **Measures for arriving at and leaving school (inc break/lunch times)**

Parents and carers must ensure that the adults and children on site are distanced appropriately at 2 metres and not to allow the risk of children coming in to contact with children from other class bubbles. This will be difficult for some families of multiple children.

Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds. If children cycle or scooter to school, then they are to use the storage areas to lock their bike/scooter in securely near the playground entrance or KS2 Quad.

Senior staff will be available to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents mustn't congregate at the 'drop-off' point, they must instead arrive on time and then depart.

Parents must arrive on time for entry to school, they must not arrive early or late. Parents will be asked to drop off and leave, rather than remain on school grounds.

### **Leaving Procedures**

Again, parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. The playground will be opened to parents at 3.00 pm to briefly wait on

before their children are released to them. We ask that parents do not arrive more than 5 minutes before their children are let out. The times given are for guidance as pupils need to maximise their learning times and work to the end of the day. Whilst parents are waiting, social distancing of 2 metres must be adhered to.

- – Y5 and Y6 children exit the building by their external class doors (3:15pm),
- Y4 children to leave through the Boys' Corridor (3:15pm),
- Y2 (3:10pm) and Y3 (3:15pm) children to leave by the Girls' Corridor and R (3pm) and Y1 (3:10pm) leave through the EYFS entrance
- Parents to remain behind the coned line; allowing space for the children to see their parent and staff to remain behind the fence to excuse their classes
- Once parents receive their children they are expected to leave the school site promptly
- Parents must pick their children up on time; as there will be no provision to look after your child and no staff will be available after the advertised closing times.

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through Class email if they have queries about the day or they can call to make a phone appointment or leave a phone message with the Office.

The School Office is not to be accessed by parents unless through prior arrangement via a call or email. The Office will not be open for parents to drop- into. The DFE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email. Virtual Meetings will be arranged for some meetings if appropriate.

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

#### **Other considerations**

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them. A pamphlet of these will be provided by the Office alongside the normal safeguarding procedures.

Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.

A record of all visitors will be kept by Admin staff to support NHS Test and Trace.

School Uniform must be worn .

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the bubble but should be cleaned following use.

The School will provide each child with a plastic book bag .

Shared resources, like art/science equipment should be meticulously cleaned between use or rotated to allow 72 hours between use to ensure they are safe if they cannot be cleaned.

Games that encourage distancing and little touch need to be made available to the children. However, outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time and cleaned.

Pupils should not bring anything additional from home such as bags or pencil cases.. However, children can now take books home and return them as normal. Books are to be returned as normal but taken out of circulation for 48 hours or 72 hours for plastic covered books before being returned to the library.

Teachers can now take books home (and return them freely) to assess or use to support planning etc. This is also true of library books.

***Prevention***

**6. Where necessary, wear appropriate personal protective equipment (PPE).**

PPE has to be used officially for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).

The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:

- Face masks
- Aprons
- Gloves of various sizes
- Face shields (limited quantities)

The latest Government provided evidence(August 2020) suggests that adults are more susceptible to both catching and spreading the virus .So staff visiting any classroom other than their own must wear a masks.

Staff outside the building where there is potential contact of closer than 2 metres or sustained contact with adults from numerous households must wear masks.Adults coming onto the school site should wear masks.

Any adults in common areas such as corridors or staff areas must wear masks if 2 metres distancing is not able to be observed.

Staff can at their own discretion wear masks whilst in their own class if that makes them feel more safe and secure.

Children need to know that some adults might be wearing PPE and that it is 'ok' as it helps keep everyone safe.The Government has said primary pupils are not to wear masks in schools.

<p><b><i>Response to any infection</i></b></p> <p><b>7. Engage with NHS Test and Trace.</b></p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.</p> <p>The school should have a supply of test kits for pupils that may have the virus and are sent home for emergency use only Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.</p> <p>If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term and they will be stored in the Meeting Room. Given the potential low numbers of kits, they will only be issued with the agreement of either the Head,Deputy or SBM.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances,ie if they are no longer unwell or with symptoms.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>
<p><b><i>Response to any infection</i></b></p> <p><b>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</b></p>	<p>School should contact the local health protection team:</p> <p>West Midlands West HPT Public Health England 2nd Floor, Kidderminster Library Market Street Kidderminster Worcestershire DY10 1AB Telephone0344 225 3560 (option 2) Out of hours advice01384 679 031</p>

Monday – Friday 0900 – 1700

Or online at

<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>

Out of Hours 01384 679031 Public Health England first on call via the Contact People

Or online at

<https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>

Please also contact the Shropshire Team

Contacts General enquiries regarding Covid-19 cases should directed to: e-mail: [Shropshirepublichealth@shropshire.gov.uk](mailto:Shropshirepublichealth@shropshire.gov.uk)  
Telephone 01743 251234 (9am-5pm 7 days a week)

School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.

The Admin team will prepare a report that shows the contact details of each member of the phase bubbles to support the contact tracers.

School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.

Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.

Crowmoor Primary will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation of 7 or 14 days.

<p><b>Response to any infection</b></p> <p>9. <b>Contain any outbreak by following local health protection team advice.</b></p>	<p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a year group bubble lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p>
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**Section 2: School operations**

Aspect of school	Action
<p><b>Transport</b>  <b>There is a distinction between dedicated school transport and wider public transport:</b></p> <ul style="list-style-type: none"> <li>• <b>by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where</b></li> </ul>	<p><b><i>Dedicated school transport</i></b></p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport. Therefore, school trips using coaches can still occur as long as the children travel in their consistent bubbles.</p> <p>If children are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.</p> <p>School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.</p> <p><b><i>Wider public transport</i></b></p>

- **they carry school pupils only by public transport services, we mean routes which are also used by the general public**

Children should not attend trips or visits if they are required to use public transport to get there. This seems like an unnecessary risk for Crowmoor Primary to instigate.

***Attendance***

**Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.**

***Attendance expectations***

School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support where parents find it difficult to get their children into school on time/regularly.

School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-Covid and any absence will be followed up. The fast-track system will certainly be used if lateness/absences are regular with no evidenced reasons.

Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the local authority's code of conduct).

**School attendance will therefore be mandatory again from the beginning of the Autumn term.**

***Pupils who are shielding or self-isolating***

If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Crowmoor Primary will support those parents through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded.

Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.

***Pupils and families who are anxious about return to school***

If parents of pupils with significant risk factors are concerned, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a Teams/Zoom meeting.

These pupils are to be identified by school. The FSW has called those parents who have children the school deems to need extra support or who are vulnerable. The SENDco has also maintained contact with her linked families and pupils. She has discussed arrangements for September if parents/pupils are anxious.

Class Teachers are going to place a photo of their September ready classes on the website, alongside anything they feel will support the children's return.

***School Workforce***

***Staff who are clinically vulnerable or extremely clinically vulnerable***

Crowmoor Primary School has planned to follow the full measures within the guidance, therefore most staff will return to the workplace as normal.

Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding comes to a close on 1<sup>st</sup> August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.

### ***Deploying support staff and accommodating visiting specialists***

As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the necessity of bringing in agency supply staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason.

### ***Supply teachers and other temporary or peripatetic teachers***

Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing.

Likewise, STFC Sports coaches and Shropshire music service tutors and intervention tutors will be permitted to teach various groups of children assuming that they are able to follow stringent distancing also. These will need to be consistent people, not changing week-to-week. With regards to music tuition wind instruments may need to be swapped for other instruments.

### ***Staff taking leave***

The government has set a requirement that people returning from some countries will be required to quarantine for 14 days.

Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave.

### **External Visitors**

- Parents and non-essential visitors not allowed in the building to maintain social distancing and to reduce risk of infection and to wear masks.
- Essential visitors (EHCP and CP Meetings etc) to be permitted into the building but the use of 'Teams' to be encouraged at all times

	<ul style="list-style-type: none"> <li>- All essential visitors to comply with internal school regulations and guidance as a condition of their entry</li> </ul>
<p><b>Safeguarding</b></p>	<p>All existing pre-covid safeguarding measures will return as normal, however teachers and DSL's will need to consider organising additional time to 'catch-up' with those children requiring additional pastoral support as a result of prolonged absence from school.</p>
<p><b>Catering</b></p>	<p>The expectation is that the school kitchen will be fully open in Autumn term. Meals will be eaten in the classrooms and served from the hot trolley point in the classroom corridor .the full menu with the exception of the deli bar will be on offer.</p> <p>The Dinner supervisors will need to be very clear about expectations regarding mess and eating appropriately.</p>
<p><b>Arrival and Collection</b></p>	<p><i>The maintenance of distancing is crucial with the drop off and collection of pupils. If parents do not comply or enforce distancing of 2 metres the school reserves the right to close access to the whole site.</i></p> <p><i>To make it easier for families with more than one child and to maximise the time for learning, we are not going initially to use staggered starts and finishes. This will help prevent parents congregating and staying on site .</i></p> <p><b>Arrival</b></p> <ul style="list-style-type: none"> <li>- All to enter school via the one-way system and in the first week line up with their classes at 8:40am.</li> <li>- Gates to open at 08:40am.</li> <li>- Parents to drop children off in their respective class lines then to immediately leave the site by the one-way system.</li> <li>- One parent per child only.</li> <li>- Reception only to come into school at 9am.</li> <li>- Teachers will be by their class label at 08:40am and then escort the children, who <b>MUST</b> be there by 8:50am into class. ( Late children</li> </ul>

- not in by 8.50 may be marked as absent and the Education Welfare Officer involved)
- We strongly recommend that children in Y4, 5 and 6 walk into school on their own and parents do not enter the school site to reduce congestion and help us to maintain social distancing.
- Rota of available staff (AP/JP and HC) to facilitate compliance with distancing during entry and exit to and from school
- Path to be constructed, if financially viable – path from near the back side gate to the paving at the back of the school. Mats required outside the classrooms.
- Nursery staff (external supplier) to use their own entrances and not to use the school corridors or lunch room.
- Plastic book bags will be supplied by the school and the children will be allowed to bring them in from home
- If the children have PE they can come to school and remain in PE kit (PE kit being black or blue joggers, white t-shirt, school jumper and trainers)
- After school clubs may continue – specific year groups each night to avoid potential cross contamination of bubbles

### **Communication**

- Parents must relay any messages to the class teacher via the office through an email or telephone call.
- Staff cannot engage in conversations to avoid too much direct contact with people.
- Staff will be wearing masks when collecting or handing over pupils.
- Staff will feed pupils out to parents at the end of the day who will be allowed access to the playground from 3.00p.m.
- Parents must socially distance.
- Parents will need to remain on the playground side of the one-way cones and staff will send children to them.
- Once you have your child you will need to leave the site by the one way system immediately.
- When children enter the class they are to sit down, put coats on the back of their chair, children to place lunches under their table and TA to circulate around class administering hand sanitiser
- No pencil cases, bags or lunch boxes (all lunches to be brought in bags that can be disposed of after use)
- Personal water bottles **required** as no access to drinking water in class

### **Collection**

- *Leaving Procedures – Y5 and Y6 children exit the building by their external class doors (3:15pm), Y4 children to leave through the Boys' Corridor (3:15pm), Y2 (3:10pm) and Y3 (3:15pm) children to leave by the Girls' Corridor and R (3pm) and Y1 (3:10pm) leave through the EYFS entrance*
- *Parents to remain behind the coned line; allowing space for the children to see their parent and staff to remain behind the fence to excuse their classes*
- *Once parents receive their children they are expected to leave the school site promptly*
- *Parents must pick their children up on time; as there will be no provision to look after your child and no staff will be available after the advertised closing times*

***Lunch and break times***

- Lunch service to be timetabled – some classes can go out for lunch break (15 mins) before or after service

**Timetable:**

<b>Class</b>	<b>Lunch Time</b>	<b>Play time and Area</b>	<b>Staffing</b>
<b>R (21)</b>	11:30	Own area	AMi*
<b>Y1 (30) \$</b>	11:45	Own area (outside class)	KA
<b>Y2 (19)</b>	12:00	Quad area	AMa
<b>Y3(30) \$, \$</b>	12:05	Outdoor Gym Quadrant	LN VH SC & GCL (TAs to be assigned to a class each)  Coach (Mon - Thurs)
<b>Y4 (30)</b>	12:10	Tennis Court Quadrant	
<b>Y5 (30)</b>	12:15	Table Tennis Quadrant	
<b>Y6 (28)</b>	12:20	Canopy Quadrant	

**12:00-12:45 KS1 and 2**

\*AMi to collect food, from kitchen then take it to R class

\$ 1:1 children – previous teacher to write a Risk Assessment (all day coverage)

\$ cover: Y1 child - CK, Y3 children - AP/JP/A N Other

- KS2 to rotate Quadrants (new area each day) – to be managed by Senior Lunchtime Supervisor

Midday supervisors will continue to support the supervision of lunchtimes but they will be allocated to bubbles.

- Children to remain at their desks for lunch; lunches to be served from the serving point in the corridor (one social distanced class at a time as directed by lunchtime supervisors)
- TAs to clean tables after lunch in each class base
- Lunch break for teachers: 45 minutes
- TAs to have lunch from 1:00 until 1:30pm (move TAs start times back to enable cover?)

The playground will be split in to quadrant zones and allocated to bubbles to avoid any cross-contamination.

On some occasions, support/admin and senior staff will be required to help to supervise the children whilst they eat and then support in cleaning the room before children go out for their playtime.

Whilst children are outside, members of staff are to have their lunch. This can continue in to the afternoon lesson time to ensure all are well-rested i.e. the teacher will deliver the start of the afternoon without support staff (or the other way around) so that everyone can have sufficient time if there are not enough midday supervisors to support. Staff may go home for lunch assuming someone is supervising the children appropriately during that time.

A huge range of games can be found here: <https://en-gb.padlet.com/gazneedle/mry7d3wlpw313515>

- All TAs to cover morning breaks (comfort breaks negotiated with teacher)
- TAs to go out with their class
- Daily Mile in the afternoon – ‘staggered’ walks (approx. 15 mins)

Year Group	Time
Y1	Afternoon Break to be decided by staff
Y2	
Y3	1:45-2:00
Y4	
Y5	2:00-2:15
Y6	

**Premises /Environment**

The Head and SBM (assisted by the cleaner in Charge) will conduct the normal pre-term building checks as per the existing schedule of work.

Teachers need to ensure that classrooms have good ventilation (open windows and doors).

Parents and staff need to ensure no pupils use the permanent outdoor play equipment to avoid the possibility of cross contamination.

Class labels for toilets (Year Groups)and on playground to show children where to line up

One-way system outside for collection and drop off .

Corridors marked 'keep left', two metre distancing labels and corridor split in half with tape

Books, used in class, to be stored at the end of rows and monitor to collect at the end of each session.

- ICT suite to be sanitised prior and post usage (timetabled slots)
- PE equipment has to be left 48 hours after usage if it cannot be cleaned
- PE Co-ordinator will organise boxes of resources for playtime (empty/quiet quadrant) - one per KS2 class and she will liaise with coaches re yearly long term plans and equipment needed
- Staff should also be prepared to wear a facemask if social distancing isn't possible,especially in EYFS and Year1. Masks **should** be worn when contact is less than 2 metres
- Maintain social distancing of 2 metres (adults in school), where possible,if not 1 metre +
- Staff are advised to wear a mask or visor when in contact with adults that they don't usually mix with eg parents,contractors etc

	<ul style="list-style-type: none"> <li>- Fire alarm procedures remain the same as pre- COVID</li> <li>- Full PPE should be worn by staff when dealing with children displaying COVID symptoms</li> <li>- In the unlikely event, when dealing with parents, staff should wear face protection</li> <li>- If children put staff at risk by expelling bodily fluids and/or staff feel they are in danger they should use appropriate PPE – this includes First Aid situations also</li> </ul>
<p><b><i>Educational Visits</i></b></p>	<p>There will be no Kingswood Residential in the autumn term, as per DfE instructions regarding overnight school trips. We will attempt to re-organise for the Spring.</p> <p>School trips are permitted to resume however the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools, does not seem conducive with guidance.</p>
<p><b><i>Pre and Post School activities/Hazles' Farm Childcare.</i></b></p>	<p>After-School Activities are permitted to commence. Children attending will need to be kept in separate class bubbles, on different days or in separate groups. Details as usual will be sent out in the first week of term STFC will again be supplying the staff for the Clubs. Miss Nicholas will be specifically offering an opportunity for pupils to complete homework and use IT, details to follow. As of yet no details have been supplied about the government's promised catch up funding, which will go towards providing tutors for pupil premium pupils. This tuition will likely be with small groups and be after school. Children identified will be expected to attend.</p> <p>Hazle's Farm childcare are not on site currently, when they re-open to avoid cross-contamination their staff will not be allowed in the main school building, accessing their rooms externally only. This will also apply to their customers. No parents wanting to collect/drop off children from/too Hazles can enter our building and the school will not be in a position to pass on messages. Parents will need to contact them direct. However that might not be possible due to limited staff numbers and children attending therefore the children will need to remain in small consistent bubbles, observing very good hand hygiene. If Hazles re-open their Breakfast provision/after-school Care,</p>

a system will need to be put in place for their staff to feed pupils into the Classess on the playground ,as no pupils will be using corridors except to use the toilets.

### Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
<p><b>Curriculum expectations</b></p> <p><b>The key principles that underpin government advice on curriculum planning are: Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects,</b></p>	<p>Crowmoor Primary School will not have a ‘recovery curriculum’ as such. We will instead apply our curriculum model in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to ‘catch-up’ .Year 5 and 6 will likely need the most support prior to SATS. We will have a period of academic and pastoral assessment in September. Formative assessment will be used to a greater extent so that teachers can tailor the learning journeys. This will lead to targeted support and specialist intervention as required for classes,groups or individuals following discussions by the Senior staff.</p> <p>During this period, children will be reminded of all of their hard work during the previous year and we will ‘reset’ the expectations so that children know that we are expecting of them on their return to school i.e. great learning behaviours.</p> <p>Our September 2020 curriculum will be as planned, however more time needs to be given to planning the non-core elements so that our curriculum offer is aligned to our improvement plan.</p> <p>We will return to the normal teaching of all subjects in the Autumn term.All staff especially in EYFS and Year 1 and 2 will seek to work outside as much as possible, including KS2.</p> <p>Remote education will become a focus in the sense that it will become integrated in to the school curriculum. Class-teachers will retain the use of Class emails to maintain contact and links with parents.</p>

**maintaining their choices for further study and employment. Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.**

All teachers will have knowledge of the relevant Oak National Academy/BBC Bite-size lessons that fit in with their termly planned learning .Some of these lessons will be used periodically in school as appropriate throughout the curriculum so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed. In the case of a bubble or school lockdown ,children will be sent home as previousy with hard copy resources that can be used initially, then further tasks will be put up on the website each week by the teachers whose bubble has been sent home. These tasks will also be sent by text if possible. Parents/carers do not need a physical copy of these tasks for the children to complete them. Reference in these weekly tasks will be made to the Oak Academy and /or BBC Bite-size resources.

The Admin staff will be organising a IT provision survey in the first two weeks to gauge how many families actually have home computers and broadband access,we believe it is less than 30% - 40% from our experience last term.Please respond.

Parents and carers will need to ensure that their children complete at least two hours of work per day plus reading,spellings and tables. The school can assist via the class emails.By the end of September a Lock-down Teaching and Learning Policy will be placed on the website.

The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents shortly after the Summer holiday. There is now leeway to defer the implementation of that curriculum content until the Summer term 2021.

***Specific points for each Key Stage.***

For children in nursery settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development, this will be relevant as the new Reception pupils may well be operating at Nursery levels.For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary. Settings should follow updates to the EYFS disapplication guidance. For nursery settings and Reception, staff will consider how all groups of children can be given equal opportunities for outdoor learning.

For pupils in Key Stages 1 and 2, school staff will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.

***Music***

Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen. This has implications for our music curriculum and adjustments will need to be made dependent on the latest specialist advice available.

***Physical activity in schools***

PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors. We will risk assess how we can get pupils to swimming lessons following the guidance on dedicated transport, now pools can re-open. This will only occur if the measures the pool and transport provider have implemented are judged adequate.

The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.

Contact sports are to be avoided.

External coaches can still be used to deliver PE sessions as long as they also follow the protective measures. They will seek to use outside as often as possible so all pupils need to have joggers and a sweat-shirt and on PE days come to school wearing their PE kit.

<p><b>Pastoral support</b></p>	<p>The staff will ensure that appropriate materials are on hand to support children’s wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p> <p>Where issues arise, the FSW and Deputy Head will be informed so that specific resources can be offered and services sign-posted. The Schools Mental health nurse may also be involved or Early Help support requested.</p>
<p><b>Behaviour expectations</b></p>	<ul style="list-style-type: none"> <li>- The current approved behaviour policy coronavirus amendment will still apply. The Updated Home/School agreement is on the website. Parents/careers are agreeing to it’s contents by choosing to send their child/children to Crowmoor.</li> <li>- During September expectations of behaviour will be revisited and the school’s values will be widely discussed so that the ethos of the school does not change. The usual drawing up and revising of class and school rules will occur. The climate and culture will remain one of high expectations and respect for one another based on UNICEF’s RRSA and or position as a gold standard school.</li> </ul>

#### Section 4: Assessment and accountability

Aspect of school	Action
<p><b>Primary Assessment</b></p>	<p>All statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows:</p> <ul style="list-style-type: none"> <li>• the phonics screening check</li> <li>• key stage 1 tests and teacher assessment</li> <li>• the year 4 multiplication tables check</li> <li>• key stage 2 tests and teacher assessment</li> <li>• statutory trialling</li> </ul> <p>Crowmoor Primary will prepare for these tests in the same manner as has been done in previous years.</p>

## Section 5: Contingency planning for outbreaks

Aspect of school	Action
<b><i>A local outbreak</i></b>	<p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>
<b><i>Remote education support</i></b>	<p>Crowmoor Primary School will be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none"><li>➤ Children are to take home their individual stationery packs and exercise books</li><li>➤ Adults will share lessons weekly via the website, often in reference to Oak National Academy/Bite Size lessons that are tailored for every objective in the primary curriculum (EYFS coming soon).</li><li>➤ Teachers will contact children weekly via email.</li><li>➤ Children will be able to take photos of their learning and send via email to the class email address so that teachers can monitor progress and offer supportive feedback if appropriate.</li></ul> <p>Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. More detail on Oak National Academy can be found here (<a href="https://www.thenational.academy/information-for-teachers">https://www.thenational.academy/information-for-teachers</a>). <a href="https://www.bbc.co.uk/bitesize/levels/zbr9wmn">https://www.bbc.co.uk/bitesize/levels/zbr9wmn</a></p> <p>Where children can't access the internet, children will receive home-learning instructions via the website or text ,if paper resources are needed at the direction of the school ,a paper copy may be printed out but if this is not collected no further copies will be provided to that family,during the initial lockdown the majority of copies requested had to be binned. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by the lack of appropriate technology in the household.</p>

The principles for delivery will be as follows:

- Children will receive learning opportunities for a range of subjects each day
- Learning will be sequenced as per our current curriculum model
- High quality explanations will be made by the teacher using video links from school or through curriculum resources such as Oak National Academy/BBC Bite Size or other sites
- Work will be checked through uploads via email/Teams
- Lessons will be of the equivalent length of a normal school day.
- Parents/carers will be responsible for ensuring that pupils complete work set
- Oak National content that specialises in SEND will be offered accordingly, alongside any packages made available through the LA Inclusion Team.

This procedural plan will be reviewed alongside the Risk Assessment every week and the website version updated as necessary.

Latest review 1<sup>st</sup> September 2020.



#### Appendix 4 : Track and Trace Documents and Visitor Protocol

### COVID-19 Visitor Declaration Form – Crowmoor Primary School

Welcome to Crowmoor School. As you know, we are currently trying to manage the risk of COVID-19 within our School. To ensure that you can carry out your visit safely and do not put others at risk, you are asked to read the information below and agree to the necessary actions that are being asked of you. Please answer each question and sign the document at the bottom.

<b>Name:</b>	
<b>Organisation:</b>	
<b>Visiting:</b>	

1.	Are you deemed as a 'vulnerable person'?	Yes/No
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2.	Have you any symptoms of COVID-19 within the last 14 days? – especially a cough, breathlessness, tiredness, a temperature, loss of taste or smell or vomiting or diarrhoea?	Yes/No
3.	Have you been in contact with any person who is suspected of having or is confirmed as having COVID-19 within the last 14 days?	Yes/No
4.	Have you been contacted by Track and Trace regarding contact with any person who is suspected of having or is confirmed as having COVID-19 within the last 14 days?	

If the answer to question 2,3or 4 is yes, **DO NOT PERMIT ENTRY** to the school.

Please supply your contact details below. These may be used by Public Health as part of the ‘Test and Trace’ strategy, should there be a necessity following your visit. I confirm that the information given above is correct and that I will comply with the control measures implemented by the Trust/School.

***Please ensure that you sanitise your hands on entry to and exit from the school.***

<b>Signed by Visitor, accepting that all the information given above is true and accurate and that they have read our COVID-19 Risk assessment on the website.</b>	
<b>Dated:</b>	

<b>Signed on behalf of the School if entry is permitted:</b>	
<b>Dated:</b>	

## Visitors to be allowed entry to Crowmoor School

**All visitors to Crowmoor School must have a prior appointment before they are allowed entry into School.**

To help reduce the transmission of COVID-19 within the School, any visitor presenting themselves at Reception without an appointment, will not be allowed entry into the School. The person that they wish to visit should be contacted with the reason for their visit. The visitor must wait in the reception area if social distancing guidelines can be adhered to, or outside the School Reception area until the host attends Reception.

Visitors are not allowed to walk around the School unaccompanied at any time.

Below is a list of essential visitors/contractors who are allowed entry to the School once they have completed the Visitors Proforma and have been collected by their host staff member.

- Contractors – completing essential work or maintenance visits – arranged through the responsible Department
- Contractors carrying out any Health and Safety Testing – Legionella etc.- arranged through the responsible Department
- Trainers for Health and Safety training where certificates need renewing – first aid etc. as the Government/HSE has now suspended extending certificates during the pandemic, - arranged through the responsible Department
- HSE Inspectors – we are always allowed entry
- Ofsted officers
- Emergency personnel
- Interviewees – for essential vacant roles
- Parents –Telephone calls are the preferred method of contact if are not deemed appropriate by the school Virtual meetings may be held but only if it is deemed absolutely necessary for a serious problem with the pupil. Parents of pupils who are ill can pick the student up from outside the building where they will be handed over by a member of staff after they have phoned to alert the Office that they are waiting on the entrance ramp.
- Others:Music,perpetectic staff,educational psychologists etc., only if it is deemed absolutely necessary and it is not appropriate to hold a meeting/training session virtually.

The preferred room for meetings will be Meeting Room 2 or the Main School Hall

## *Visitor Protocol for Crowmoor Primary School*

- All visits must be pre booked with a member of the school Administrative staff so that they can be authorised as essential by the Head/Deputy/SBM and contact details given including a telephone number/email.As we have a secure gate entry system visitors will only be allowed onto the site with a pre-booked appointment.
- All visits will be booked from 9.15 am onwards, once the last class of pupils has arrived in school.

- Please do not arrive more than 5 minutes early for your appointment, as you will not be allowed entry to the building until your appointment time.
- When you arrive please phone the Office.
- A member of staff will come to the door to ask you into the building ,please do not go beyond the green line and sign on the ramp until invited in .If the weather is poor wait in your car and phone the school on arrival, the Office will ring to tell you when you can enter the building.
- By entering the building, you are agreeing to completely comply with the Track and Trace system and if it is identified that when requested for information formally it was not given your invitation to visit the school in the future will be withdrawn.
- If you will be in the building or with a child without direct supervision by a staff member you will not be allowed to bring in a camera enabled mobile phone.The exception to this rule is members of professional organisations who hold and are able to provide their DBS number.
- The school does not agree to or allow any recording of meetings between it's staff and outside visitors under any circumstances.

**Please DO NOT come into or attempt to enter our school if you or any of your immediate family are feeling unwell and are showing any of the COVID symptoms**

- a **new, continuous cough**,
- a **high temperature** or
- a **loss or change to their sense of smell or taste**.

**Upon being allowed physical entry into our school you must follow these instructions to keep both you and our children and staff and their families safe.If you fail to do so your invitation to enter onto our premises will be deemed withdrawn immediately:**

- Enter the building wearing a face mask.
- Use the hand sanitiser provided in the Reception area on arrival and exit.
- Sign in with the office staff - Mrs Preston and Miss Cave. You will be given a VISITOR sticker provided by the Office not a lanyard.
- Limit the number of personal belongings you bring with you to a minimum.
- Bring no accompanying children or visitors unless previously agreed with the school when booking the appointment.
- You must maintain social distancing whilst in the front entrance area.
- When using the visitor's toilet (not the staff toilets) please ensure that you leave the facilities as you would expect to find them using the sanitiser and wash your hands thoroughly.
- If you are seeing a series of children on your visit, please ensure that there is time for you to clean the desks/chairs between children. the School will provide materials.
- Please maintain (if possible) a 2m distance between you and the child you are working with.

- A member of school staff will collect the child that you are visiting, please follow the one-way system of the school whilst in the school. The child will be sent out to you by the class teacher/TA.
- Any necessary classroom observations will be conducted following social distance guidelines or from the classroom doorway. If you enter a classroom you must wear a mask and sanitize your hands on entry and exit.
- Please ensure adequate ventilation in the room when you are working with children. Windows and doors should be open as much as possible whilst still maintaining confidentiality.
- Tradesmen or other professionals not dealing directly with pupils must wear masks whilst inside the building and maintain 2 metres distance from pupils and school staff. If access to classrooms is required it should normally occur when the classroom is empty. If work will continue over more than one day in a week, the original contact details need not be given again but visitors are required to identify if they have suffered any COVID-19 symptoms or been in contact with a COVID patient or been contacted by Track and Trace since their last visit.

Upon leaving the school, please let a member of the office staff know so that they can sign you out and then please sanitise your hands. You must let us know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID19 or test positive in the next 10 days.

Thank you for your co-operation and we hope that your visit is productive.

*Crowmoor Primary School.*