



**HAVERSHAM  
VILLAGE SCHOOL**

### **Planning and Risk Assessment for the full return of pupils 8<sup>th</sup> March 2021**

This risk assessment has been completed in line with the current government guidance 'Schools coronavirus (COVID-19) operational guidance' February 2021.

We will continuously follow all the guidance for maintaining as safe an environment as possible. However, we know that you will understand that we cannot 100% guarantee complete safety.

'The risk to children themselves of becoming severely ill from coronavirus (COVID-19) remains very low. For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19) and schools can take action to reduce risks still further.

In relation to working in schools, while it is not possible to ensure a totally risk-free environment, there is no evidence that children transmit the disease any more than adults, and no evidence that staff in education settings are at any greater risk of fatal outcomes than many other occupations.' Guidance – School and childcare settings: return in January 2021





<p><b>Prevention in school</b></p>	<ul style="list-style-type: none"> <li>• Parents will line up at 2m intervals to collect their child/children. Walkie-talkies will be used to communicate which parent is at the front of the queue, so that their child leaves the classroom and meets their parent. One adult, will be outside to oversee this transition (DL for KS1 and MH for KS2). KS1 will be on channel 1 and KS2 will be on channel 2 of the walkie-talkies.</li> <li>• Children will use hand sanitiser to sanitise their hands in the classroom first thing.</li> <li>• Children to only bring a coat, (hat &amp; scarf) to school, their water bottle, and a lunch in a plastic, disposable bag, unless they are having a packed lunch from Radcliffe School. No packed lunch boxes will be allowed into school, to avoid the spread of contamination. For the spring term – there will be packed lunches only. Children will be allowed to bring their book bag to school on the understanding it will be cleaned once a week. There must be no extra decorations attached to the bags as these could pick up and carry germs, so to avoid the spread of contamination.</li> <li>• Class ‘bubbles’ of pupils remain in the same classrooms and don’t mix with other bubbles.</li> <li>• We have reduced contact as much as possible between different classes and adults. This is being amended in KS2, so that there is a TA for Yr 3 only, and a TA for Yr 4, with Yr 5 having a TA each am. The SEN TA for KS2 will take children out to the Orange Intervention Room to work with children rather than going into classes. In KS1 the SEN TA will take children out of class to work with them in the Blue KS2 Intervention Room. The KS1 children have to use the KS1 toilets, to avoid cross-contamination.</li> <li>• Shared spaces such as the hall will be limited. The Hall is used for Breakfast Club from 7.30am to 9.00am, and After School Club at the end of each day. The breakfast and after school club staff will ensure that equipment used is cleaned properly</li> <li>• Rabbits Class (Foundation) have their lunch in the Hall.</li> <li>• In class the children sit in rows and face forward in nearly all cases. They are <b>at least 2m away from the teacher at the front of the class where possible.</b></li> <li>• Where possible we will limit the movement of pupils within classrooms.</li> <li>• Movement around the school building is limited and carefully managed. The DT/Art Room can be used, particularly for DT for safety reasons, but only by one class bubble at a time. The room will be <b>well ventilated</b> and has to <b>be well-cleaned</b> after each group has been in there. Only one bubble per day will use this room to ensure there is sufficient time for cleaning.</li> <li>• The home economics room is currently used as a photocopier room currently, or an extra space for staff to eat lunch if needed.</li> <li>• The photocopier needs to be cleaned after each use with antibacterial wipes.</li> <li>• We have reviewed teaching activities to take social distancing into account and to avoid contact – for example in subjects such as PE. With the weather improving PE should be timetabled to take place outside (HG &amp; MKSSP – will continue to provide guidance on PE lessons).</li> <li>• Assemblies will continue to take place in each classroom.</li> <li>• Pupils and staff access rooms directly from outside, wherever possible.</li> </ul>	<p style="text-align: center;">DP</p> <p style="text-align: center;">DL/MH</p>
------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

- We have limited the number of pupils who use toilet facilities at one time – the end toilets will be used, in KS1 to maximise the distance between children.
- In KS2 the children will be trained to put the lid down on the toilet before flushing the toilet. Toilets will be cleaned regularly. Each bubble has the use of a separate toilet in KS2.
- Adequate PPE (gloves, visors, sanitiser, masks, aprons)\* are available in case of a child or member of staff being ill or in case staff feel more comfortable to wear them.
- Cleaning hands more often than usual (20 second rule)
  - on arrival
  - before break
  - after break
  - before lunch
  - after lunch
  - before going home
- Children should be advised to wash their hands after coughing
- Hand Sanitisers will be available in the entrance, and in every classroom. Supervision of handwashing is preferred, and children are allowed to bring in some special cream or soap from home due to the harsh effects frequent use of sanitizer has on some children's skin. The parents need to request this in writing via email or letter.
- Tape is used throughout the school in strategic areas to encourage social distancing i.e. office, corridors.
- Ensuring good respiratory hygiene by promoting the '**catch it, bin it, kill it**' approach (posters) (teaching & learning)
- Limit children/staff taking things to and from home
- **There is plenty of PPE** available in school, but some staff do wear their own masks, which is fine. Staff should wear a face covering in communal areas of the school where social distancing is not possible.
- The layout and equipment in all rooms has been reviewed and unnecessary equipment has been removed.
- We have limited the number of shared resources and resources that are taken home by staff and pupils.
- Children will be able to change their reading books. Reading books will be quarantined for 72 hours in school before being re-released.
- Any shared materials and surfaces are to be cleaned and disinfected before they are re-used.
- Pupils have their own water bottles, which they must take home at the end of each day for washing.
- Soft toys, soft furnishings and toys that are hard to clean have been removed.
- Malleable resources such as play dough have been removed or they are made daily.
- Teachers wash their hands and surfaces before and after handling pupils' books.
- Painting, sticking, cutting and small world toys are washed after use.

<p><b>Organisation of the school day</b></p>	<p><b>To Limit contacts playtimes have been staggered:</b></p> <p><b>KS1 – 10.20 – 10.40am</b></p> <ul style="list-style-type: none"> <li>• F – Using the KS1 Playground</li> <li>• Y1 – Using the KS1 Playground, Part 2</li> <li>• Y2 – Using the Blue MUGA</li> <li>• Pupils do not mix with pupils outside of their normal teaching groups on the playground and/or while eating their lunch</li> </ul> <p><b>Assembly 10:20-10:40 (in class or via zoom)</b></p> <p><b>KS2 – 10.40 – 11.00am</b></p> <ul style="list-style-type: none"> <li>• Y3 – Using the Blue MUGA</li> <li>• Y4 - Using the KS2 Playground</li> <li>• Y5 - Using the green MUGA</li> </ul> <p><b>During Play and Lunchtimes</b></p> <ul style="list-style-type: none"> <li>• Lunch time arrangements have been adjusted to ensure that different groups of pupils do not mix during social times.</li> <li>• Contact games are not permitted.</li> <li>• Any outdoor equipment is cleaned between uses by different class groups of pupils by the MDS at the end of lunch.</li> </ul> <p><b>During PE Lessons:</b></p> <ul style="list-style-type: none"> <li>• <b>PE Bags</b> – PE bags will not be kept in school; when PE lessons take place, children will come to school in their PE clothes. However, if they forget these, they wear their normal school uniform.</li> <li>• <b>First aid kits will be kept by each teacher, so if any child gets injured during PE it can be dealt with by teacher.</b> If injury is of serious nature, the office will be contacted via the walkie-talkie, and appropriate action will take place.</li> <li>• No equipment will be shared. Children will be given their own equipment if required and this will be cleaned afterwards.</li> <li>• Children will wash hands after PE lessons.</li> <li>• No whistles will be used.</li> </ul>	
<p><b>Minimising contact and sharing of equipment</b></p>	<ul style="list-style-type: none"> <li>• Each child in KS1 &amp; 2 will have their own stationary, which will be sanitised at the end of the school day.</li> <li>• No pencil cases, or PPE will be brought into school to avoid contamination. Water bottles will be wiped at the beginning of the day and kept on each child’s table. Book bags will be allowed but with no attachments.</li> </ul>	<p><b>All staff</b></p>

<b>Designated areas and groups</b>	<ul style="list-style-type: none"> <li>• Groups limited to 25 pupils per class.</li> <li>• Adults are recommended to use outdoor spaces wherever possible for their breaks. There are 3 areas that can be used for staff breaks inside school, but please remember we should ideally be keeping within class bubbles. They are the Staffroom – (max. 5 – 2m apart), the Small Intervention Room – KS1 – max 3 – although there is no ventilation here so be aware, and the Home Economics Room – (max. 2). All must remember to observe social distancing, and risk disciplinary action if this is not respected.</li> </ul>	
<b>Minimise adult contact</b>	<ul style="list-style-type: none"> <li>• Remind parents of 2-meter rule – place markings at the front the school.</li> <li>• Parents should not gather at entrance gates or enter the school.</li> <li>• The school office is closed to parents, unless they wear masks. Communications continue through the school email, telephone and website.</li> </ul>	<b>DL/DP/RG</b>
<b>Outside and Lunch time supervision</b>	<p>Radcliffe Meals Service will deliver packed lunches, for children either from parental orders or UIFSM.</p> <p><b>Lunch hall:</b> Hall will be used by one class –Foundation after they have settled. Tables and chairs wiped down before and after the class has left the hall.</p> <p>Lunch tables set in advance with 2m spacing</p> <p><b>TAs, MDS and DP to clean.</b></p> <p>Lunchtime</p> <p>12:00-12:30 ALL TAs have their lunch apart from KP and BH who have planning time.</p> <p>12:00-12:30 T's in KS1 stay with their class whilst they eat</p> <p>12:00-12:15 KS2 Teaching 12:15-12:30 T's in KS2 stay with their class whilst they eat.</p> <p>12:30-1:00 All TAs return to their classrooms to take children outside. MC will go to Y5. Midday supervisors oversee children finishing their lunch and thoroughly clean rooms and toilets. (2 in KS1) (2 in KS2)</p> <p>KS1 Playground – First 1/3 – Foundation LD</p> <p>Second 1/3 of the playground – Y1 RP</p> <p>Blue MUGA – 2<sup>nd</sup> Half – Year 2 AW</p> <p>Blue MUGA – 1st ½ - Year 3 BD</p> <p>KS2 Playground – Y4 CS</p> <p>Green MUGA – Y5 am BH; lunchtime – MC</p>	<b>Teaching staff</b>

	<p><b>Use of outside areas:</b> Each class will have their own First Aid kit and PPE equipment</p> <ul style="list-style-type: none"> <li>• The system will be reviewed daily and adjusted as required. If it is wet, children will return to their classroom.</li> <li>• Keep to a minimum the times that children are moving around the school at the same time. This is a big change, and movement in our school will be massively reduced.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Any visitors to the school during the school day are limited.</li> <li>• Parents who come into the school do so only when strictly necessary and by appointment, meeting in the Year 6 Room</li> <li>• Contractors and suppliers adhere to the school's COVID-19 procedures.</li> <li>• Any essential visitors follow the school's hygiene and social distancing measures.</li> </ul> <p>Parents, and visitors know that they are not to enter the premises if they have COVID-19 symptoms Contractors will be informed not to enter the premises if they have COVID-19 symptoms.</p> <p><b>Personal, Protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>• Used PPE and any disposable face coverings that staff or pupils arrive wearing are placed in a refuse bag and disposed of appropriately *</li> <li>• Any homemade, non-disposable face coverings that staff or pupils are wearing when they arrive at school are worn by the wearer or placed in a plastic bag to be taken home. (The wearer must then wash their hands*).</li> <li>• PPE is available for staff and worn where pupils' care routinely involves the use of PPE due to their intimate care needs.</li> <li>• PPE, including a mask, and/or visor is worn by staff if a distance of at least 2 meters cannot be maintained from any pupil who is displaying symptoms of coronavirus while the pupil is awaiting collection by their parent.</li> <li>• Staff have received instruction in the correct use and disposal of PPE, and instructions are attached to the plastic zipped bags containing PPE.</li> <li>• Staff to wear masks when hearing a child read or if they have concerns that distance cannot be maintained.</li> </ul>	<p><b>First Aid equipment checked</b></p> <p><b>More will be ordered as needed RG</b></p> <p><b>DL/MH/RG</b></p> <p><b>DL/MH</b> (Please check instructions are on every PPE zipped bag)</p> <p><b>All Staff</b></p>
<b>RESOURCES AND EQUIPMENT</b>		
<p><b>Organise classrooms and other learning environments</b></p>	<ul style="list-style-type: none"> <li>• Unnecessary items in classrooms have been removed, and stored elsewhere in the school. (Completed – July 2020 and still stored)</li> <li>• Specified toys and play/PE equipment should not be used by other classes, and need to be washed after use.</li> <li>• Desks and seating for each class in KS2 have been arranged so that they face forward, and at least 2m from the teacher or TA.</li> <li>• Desks and seating in KS1 have been arranged into small table groups. Staff are advised to keep a 2m distance where possible.</li> </ul>	<p><b>Teaching staff</b></p>

	<ul style="list-style-type: none"> <li>• Doors propped-open, and rooms need to be well ventilated. Windows open.</li> <li>• Tables wiped down at the beginning and end of each session.</li> </ul>	
<b>Play equipment to be used on playground</b>	<p>Each class to have their own play equipment which will be kept in one of the outside sheds.</p> <p>The climbing frame and trim trail are taped off and out of use, as they can't be easily cleaned, in order to avoid cross-contamination.</p>	
<b>PE Equipment</b>	<p>Rotation system in place for PE equipment used by different classes. Equipment to be kept by same class, where possible but minimum equipment will be used during PE lessons. No bibs will be worn. When possible, and if necessary, children will have their own individual equipment.</p>	<b>All Staff</b>
<b>SEND Children</b>	<p>The two intervention rooms in KS2 are being used – one opp. Yr 6 classroom – KS2 used by BH am; other room – for KS1 SEN children only – but they MUST use the toilets in KS1. The government advice states the following:-</p> <p>“Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.”</p> <p>“Some pupils with SEND will need specific help and preparation for the changes in routine that this will involve, so teachers and SENCO’s should plan to meet these needs. eg using social stories)”</p> <p>Staff will identify what provision can be reasonably provided for, working with SEND children and families. Work will be planned carefully to identify what provision can be reasonably provided when classes are in ‘bubbles’, and we have two SEN TA’s across KS1 &amp; KS2. We need to avoid SEN TA’s going into class. Instead, they will work with small groups, pairs or individual children in the Blue Intervention Room.</p>	<b>All staff</b>
<b>ILLNESS</b>		
<b>Shielding</b>	<p><b>Pupils</b></p> <p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:</p> <ul style="list-style-type: none"> <li>• have symptoms or have had a positive test result</li> <li>• live with someone who has symptoms or has tested positive and are a household contact</li> <li>• are a close contact of someone who has coronavirus (COVID-19)</li> </ul> <p>We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician.</p> <p>Children who are designated Clinically Extremely Vulnerable should not attend school whilst shielding advice applies nationally. We will continue to provide online learning for these children.</p> <p><b>Staff</b></p>	<b>All staff</b>

	<p>Clinically Vulnerable staff can continue to attend school. While in school they must follow the risk assessment to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>Staff designated as CEV should not attend work. You should have received a shielding letter from the NHS outlining the next steps.</p> <p><b>Pregnancy</b></p> <ul style="list-style-type: none"> <li>You will need to follow the specific guidance for <a href="#">pregnant employees</a> because pregnant women are considered CV.</li> <li>If you are pregnant and you have other health conditions you should read <a href="#">COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</a></li> <li>You should notify the school you are pregnant and there will be a review of the risk assessment to see if new risks have arisen</li> <li>The risk assessment may be amended to mitigate any potential risks</li> </ul> <p>Further guidance is available at : <a href="#">Royal College of Gynaecologists.</a></p>	
<p><b>Intimate care needs/ working closely with children</b></p>	<ul style="list-style-type: none"> <li>Gloves, face masks, (and/or visors), as well as aprons should also be used by staff that are supervising children intimately or with children that are ill/showing symptoms in school while waiting for parents to collect.</li> </ul>	<p><b>TAs</b></p>
<p><b>Displaying Symptoms</b></p>	<p><b>When an individual develops coronavirus (COVID-19) symptoms or has a positive test</b></p> <p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>they have one or more coronavirus <a href="#">(COVID-19) symptoms</a></li> <li>a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms</li> <li>they are required to <u>quarantine having recently visited countries outside the Common Travel Area</u></li> <li>they have had a positive test</li> <li>they must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> <li>the start of their symptoms</li> <li>the test date if they did not have any symptoms but have had a positive test(whether this was a <u>Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</u>)</li> </ul> </li> </ul> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on <a href="#">NHS Test and Trace: how it works.</a></p>	<p><b>DP/JR</b></p> <p><b>All Staff</b></p>

If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia):

- They must be sent home to begin isolation—the isolation period includes the day the symptoms started and the next 10 full days
- The child will be isolated in the Small Classroom, next to the hall. This room will be out of bounds, other than for unwell children or adults. There will be appropriate adult supervision (at least 2m away).
- If this child/adult needs to go to toilet before being collected, they should use the disabled toilet in the room. This will then be closed and the cleaner or caretaker will be informed so it can be thoroughly cleaned/disinfected afterwards before anyone else can use it.
- PPE should be worn by staff working with children displaying symptoms as follows:

Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

- [Arrange to have a test](#) as soon as possible to see if they have coronavirus (COVID-19)
- Households should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

If a pupil is awaiting collection:

- they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required
- a window should be opened for fresh air ventilation if it is safe to do so
- if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people
- if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else

- personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the safe working in education, childcare and children's social care settings guidance

**When an individual has had close contact with someone with coronavirus (COVID-19) symptoms**

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker programme
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.
- The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.
- See the guidance on the [cleaning of non-healthcare settings](#).
- If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so

**Managing a Confirmed Case:**

We have clear procedures in place following any confirmed cases of coronavirus. In summary, following a **confirmed** case, we will seek advice from Public Health England or the DfE:

**DfE coronavirus helpline**

Telephone: 0800 046 8687

Monday to Friday, 8am to 6pm

Saturday to Sunday, 10am to 6pm

- We will work with the contract tracers to identify close contacts of the positive case and contract tracers will inform contacts that they need to isolate for 10 days from the day after contact with the positive individual.
- The school will not share the names of staff or pupils who test positive with the school community unless it is essential to protect others.
- If other cases are then also confirmed at the school, then PHE/DfE will advise the HT/school on next steps/possible closure.
- If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will call the dedicated advice service who will escalate the



	<ul style="list-style-type: none"> <li>We have adequate supplies of tissues, cleaning products, plastic bags, disposable cloths, soap and hand sanitiser, PPE and aprons</li> <li><b>Caretaker/cleaning staff keep supplies topped up during the day.</b> We have a clear procedure in place which follows the DfE guidance on the principles of <a href="#">cleaning</a> as set out in relevant DfE guidance:</li> <li>All cleaning staff will have received guidance and instruction in implementing the school's new procedures. (DP – 3.6.20; 26.8.20, 23.2.21; JR –8.6.20 &amp; 9.20,23.2.21.) Repeated – January 2021</li> </ul>	<p><b>DP/RG – check and keep up-to-date</b></p> <p><b>DL</b></p>
<p><b>Helping pupils, parents and staff to understand the importance of good hygiene and how infection is transmitted</b></p>	<ul style="list-style-type: none"> <li>We have engaged with and informed the school community – parents - of our enhanced protective measures and hygiene routines.</li> <li>We have provided additional resources such as e-bug and PHE resources to help educate the school community about infection control and how to reduce and minimise risk.</li> <li>Posters and reminders about good hygiene are displayed prominently around the school, in toilets and classrooms and at each point of entry to the school (E-bug, horrid hands, super sneezes, hand hygiene etc.)</li> <li>Pupils are helped to remember the hygiene rules for example through songs and games and constant reminding. There was a lot of training for each class in September bearing in mind that so many children have not been at school and therefore are not used to the strict hygiene arrangements required.</li> </ul>	<p><b>(DL/MH)</b></p> <p><b>Behaviour Policy Annex</b></p>
<p><b>Ensuring appropriate staffing levels and staff work and social spaces</b></p>	<ul style="list-style-type: none"> <li>In planning staffing levels, we have considered those staff who are available, and their needs.</li> <li>We have appropriate levels of staffing throughout the day to ensure pupils' safety and well-being.</li> <li>We have appropriate numbers of first aiders including paediatric first aiders and staff with a 'first aid at work' certificate.</li> <li>A trained DSL is present while pupils are on site (and two deputies).</li> <li>Cleaning and caretaking staff are available during part of the school day.</li> <li>We have reduced the number of staff using each of the staff facilities such as the staff room, school offices and preparation rooms to take social distancing into account</li> </ul> <p><b>Year 6 – Classroom - Meeting Room</b></p> <p><b>Maximum number of staff in Staffroom – 5, but 4 preferable.</b></p> <p><b>Maximum number of people working in office – 1; 2 – with agreement of RG</b></p> <p><b>HT Room – too small for meetings – so Year 6 Room</b></p>	<p><b>DL/MH</b></p>
<p><b>Behaviour and safeguarding</b></p> <p><b>Conducting site safety checks prior to wider opening.</b></p>	<ul style="list-style-type: none"> <li>The school was thoroughly cleaned during half-term prior to return in February 2021.</li> <li>A second health and safety check of the building and school site has taken place. (9.2.21).</li> <li>Our fire evaluation procedures have been updated to reflect the new arrangements (planned fire drill practice is scheduled for Spring – Week 9 –, to ensure all children know exactly what to do).</li> <li>Statutory maintenance and compliance checks have been carried out. We have reviewed arrangements for building-related systems including hot and cold water, gas, fire safety, kitchen equipment, security and access control, intruder alarms, ventilation.</li> <li>Water systems are fully operational. It is essential that the water is run every morning.</li> <li>We have followed the guidance in <a href="#">Managing school premises during coronavirus outbreak</a></li> </ul>	<p><b>DP &amp; JR</b></p> <p><b>DL/DP</b></p> <p><b>Policies – website &amp; update with re-opening details</b></p> <p><b>DSL's</b></p>

	<ul style="list-style-type: none"> <li>Staff will be updated on guidance about behaviour and safeguarding, so that they are confident and knowledgeable about the procedures they should follow in the current situation, particularly for pupils with SEND, which was discussed – INSET Day – 4.1.21</li> </ul>	
<b>COMMUNICATION</b>		
<b>Opening of School in March 2021</b>	<ul style="list-style-type: none"> <li>Parents of children attending school will be advised of where they can access our current risk assessment.</li> </ul>	<b>DL/MH</b>
<b>Registers</b>	<ul style="list-style-type: none"> <li>Registers will be taken twice daily.</li> <li>In the event of the system not working, a paper copy should be completed and a photo taken and e-mailed to the office.</li> </ul>	
<b>Front Office</b>	<ul style="list-style-type: none"> <li>Outer door intercom and handles to be cleaned at least three times a day. Cleaning equipment and gloves to be provided to RG.</li> <li>Door will remain locked to avoid anybody entering.</li> </ul>	<b>DP/RG</b>
<b>Visitors Parents</b>	<ul style="list-style-type: none"> <li>Tell children, 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)</li> <li>Where possible limit all parent/visitor entering foyer by encouraging use of email, phone. Visitors should only attend if matter cannot be resolved through an email or phone call.</li> <li>All parent meetings need to be pre-arranged appointment to ensure that they are conducted safely <ul style="list-style-type: none"> <li>Office to sign in all parents to reduce paper and pen contamination – this is only in case of emergency, otherwise the current school communication remains in place: via phone calls or through email</li> <li>Keep to 2 meters apart</li> <li>Any written communication should be sent where possible by email – otherwise any paper communication will not be processed for 72 hours.</li> <li>Year 6 classroom has been set up as a Meeting Room for Management, staff and parents.</li> <li>Any hard seating or tables used should be cleaned after use.</li> </ul> </li> </ul>	<b>Parents Office staff</b>
<b>Other</b>	<ul style="list-style-type: none"> <li>Communicate early with contractors the need for extra precautions – contractors informed of procedures at sign in stage</li> <li>Postman to place post in box by front door.</li> <li>Any large deliveries (parcels, letters, boxes) to be placed in meeting room and, wherever possible, not to be removed for 72 hours. All items to be dated on arrival.</li> </ul>	<b>RG/KMcQ</b>
<b>FOOD</b>		
<b>Free Fruit/Milk Scheme</b>	<ul style="list-style-type: none"> <li>Fruit and milk delivered daily. Deliveries arrive before the staff and are normally collected by DP</li> </ul>	<b>DP</b>
<b>School Lunches</b>	<ul style="list-style-type: none"> <li>Radcliffe Hot Meals will provide packed lunches for FSM children and UIFSM, plus other families in KS2 that order them.</li> </ul>	<b>RG / KMcQ to confirm and order</b>

<b>STAFF AREAS</b>		
<b>Ensure social distancing is maintained for staff.</b>	<ul style="list-style-type: none"> <li>• Teaching staff to remain with their teaching groups wherever possible.</li> <li>• Encourage all staff to take a flask into school. This will reduce the sharing of cups, touching of tea, coffee and milk containers as well as opening cupboards and fridges.</li> <li>• If staff use shared facilities within the staff room, they should ensure that they are washing / sanitising hands before and after using. Staff should use the same cups where possible throughout the day and ensure they are placed in the dishwasher at the end of the day</li> <li>• Allocated staff break areas and times.</li> <li>• Seating in these areas will be limited to encourage social distancing.</li> </ul>	<b>All staff</b>
<b>TEACHING &amp; PLANNING</b>		
<b>Use of school learning environments &amp; resources</b>	<ul style="list-style-type: none"> <li>• Teachers to organise their class timetable – liaise with MH. Consider which lessons or classroom activities could take place outdoors.</li> <li>• All keyboards, desktops, screens work surface and stools will need to be wiped down after use by staff.</li> <li>• IPADs will need to be wiped before and after use.</li> <li>• No assemblies will be held in the hall.</li> </ul>	<b>Teaching staff</b>  <b>DP</b>
<b>Curriculum planning and teaching</b>	<p><b>Planning – government guidance states that schools should:-</b></p> <ul style="list-style-type: none"> <li>• Teach an ambitious and broad curriculum in all subjects. Where appropriate, teaching time should be prioritised to address the most significant gaps in pupils’ knowledge. You should ensure that curriculum planning is informed both by an assessment of pupils’ starting points and gaps in their knowledge, and an understanding of what is the most critical content for progression. To achieve this, you may need to make substantial modifications to your curriculum and should make effective use of regular formative assessment while avoiding the introduction of unnecessary tracking systems. You can use existing flexibilities to create time to cover the most important content in which pupils are not yet secure.</li> <li>• You may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. Up to and including Key Stage 3, prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which may deprive pupils of the knowledge and cultural capital they need to succeed in life. If you choose to suspend some subjects for some pupils (where the subject is not one that is statutorily mandated) you should be able to show that this is in the best interests of these pupils and this should be subject to discussion with parents.</li> </ul>	<b>Teaching staff</b>



<p><b>Policies and procedures</b></p> <p>Communicate policy and procedures to staff and Governors</p>	<p>Update Staff/Governors with (but not limited to):</p> <ul style="list-style-type: none"> <li>• Covid-19 Policy and procedures and any risk assessments that have been written</li> <li>• Confidentiality Policy</li> <li>• Behaviour Policy Annex – school closure and reopening</li> <li>• Safeguarding and Child Protection/Internet safety/Social media</li> <li>• Data Protection Policy - GDPR</li> <li>• Updates from the DFE and guidance from the Public Health England 2021</li> </ul>	<p><b>DL</b></p>
<p><b>Uniform</b></p>	<p>Pupils to wear school uniform, but there <b>is not</b> a requirement for it to be washed daily to prevent the spread of the virus, as there was earlier in the pandemic, but it would be good practice for the uniform to be washed regularly. No PE bag will be needed in school, as one day a week designated for a PE lesson, the children will come to school wearing their PE clothes and stay in their PE clothes all day.</p>	<p><b>Parents</b></p>
<p><b>Behaviour</b></p>	<p>The Behaviour policy has been updated with a revised Annex, for September 2020, and will be checked for to reflect the new rules and routines necessary eg. i.e. if a child is disruptive the teacher should report to HT/AHT for assistance. Incident to be assessed, support provided and parents to be informed, if needed.</p>	<p><b>MH/DL</b></p>
<p><b>Safeguarding</b></p>	<p><b>Support for children judged vulnerable by HVS – will be reviewed in light of assessments made on the return of the children to school.</b> A support package for families who are vulnerable will be put in place in order to help them transition back to school, and to help them catch up after the school absence, if needed.</p>	<p><b>DSLs</b></p>
<p><b>Well Being</b></p>	<ul style="list-style-type: none"> <li>• Teacher to plan mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support) and to have resources ready – in case needed.</li> <li>• Plan and prepare a collection of signposting opportunities to share with families if needed e.g. Bereavement advice, financial advice etc.</li> <li>• Staff signposted to the well-being for staff information and contacts list shared with everyone</li> <li>• Staff can find further help at <a href="#">Education Support</a></li> </ul>	<p><b>All staff</b></p>
<p><b>Absence</b></p>	<ul style="list-style-type: none"> <li>• School attendance will be mandatory for all pupils from 8 March. The usual rules on school attendance apply, including: <ul style="list-style-type: none"> <li>- parents’ duty to secure their child’s regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)</li> <li>- the ability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct. As usual, you are responsible for recording attendance, following up absence and reporting children missing education to the local authority.</li> </ul> </li> </ul>	<p><b>RG/KMcQ</b></p> <p><b>DL/MH</b></p>
<p><b>CLEANING</b></p>		

<b>Breakfast, After School Clubs – Wrap Around Care &amp; Curriculum Clubs</b>	<ul style="list-style-type: none"> <li>All classrooms will have a deep clean prior to reopening in January, and thorough clean at Feb half-term.</li> <li>All communally used door handles, surfaces will be wiped in morning, after lunch and in the evening (entry corridor, staff room).</li> <li>Assigned person to clean children’s toilets and sinks and DP will empty bins at lunchtime.</li> <li>Every teaching area to be provided with cleaning tools i.e. cloths and disinfectant for door handles, doors, desks and surfaces so that desks and surfaces can be cleaned at lunchtime and as appropriate.</li> <li>Caretaker and cleaner to be extra vigilant in evening cleaning – teachers to report any concerns over cleaning promptly.</li> </ul>	<p><b>DP/JR</b></p> <p><b>TA’s</b></p> <p><b>DP</b></p> <p><b>DP &amp; JR</b></p>
--------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

**EXTENDED SCHOOLS**

	<p>From the 8<sup>th</sup> of March HVS will run full wrap around childcare at the start and end of the day. Parents should only use the breakfast and after school club where:</p> <ul style="list-style-type: none"> <li>the provision is being offered as part of the school’s educational activities (including catch-up provision)</li> <li>the provision is as part of their child’s efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul> <p>Within breakfast and after school club children will be separated by a space of at least two meters.</p> <p>The staff will ensure that all of the resources are thoroughly cleaned after use.</p>	<p><b>FY &amp; WG</b></p> <p><b>JB/DP</b></p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------

**REVIEWS AND REVISIONS**

Date of Risk Assessment	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Headteacher	Date of next review
8.06.20	AM	no	Return of some Foundation & Year 1 children	<i>Alison Mears</i>	16.7.20
16.07.20	AM/MH	no	Special arrangements for the well-being of children in Yrs 2, 3 & 4	<i>Alison Mears</i>	01.09.20

01.09/20	AM/MH	no	Adjusting to all children returning	<i>Alison Mears</i>	Aut. 1 <sup>st</sup> Half
4.11.20	AM/MH	no	Some adjustments due to Yr 1 & 2 closing down because of a positive case of COVID-19 amongst a member of staff	<i>Alison Mears</i>	Aut.2 <sup>nd</sup> Half
2/1/21	DL/MH	no	Adjustments to take into account changes in guidance: Guidance - 'Guidance for full opening of schools' Updated 30 <sup>th</sup> December 2020 / ' Guidance: School and childcare settings: return in January 2021' updated 30 <sup>th</sup> December 2020/ ' Contingency framework – implementation guidance' 30 <sup>th</sup> December 2020 / What to do if a pupil is displaying symptoms	<i>David Ley</i>	Spring 1 2021
23/2/21	DL/MH	yes	Adjustments to take into account changes in guidance: 'Schools coronavirus (COVID-19) operational guidance' February 2021.  'Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19'  'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' updated 15th February 2021  'COVID-19: cleaning in non-healthcare settings outside the home' updated October 2020	<i>David Ley</i>	23/2/21

**Signed: I have read and understood the document and take required action within the document**