

## Wharton Church of England Primary School

### Train up a child in the way they should go and when they are old they will not depart from it. Proverbs 22 v 6

#### Recovery Plan and Risk Assessment – Updated January 2021

##### Overarching Guidance for all staff:

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

1. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
2. cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
3. ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
4. cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
6. Children and staff to work exclusively in 'bubbles' where possible.
7. If there is a need for staff to work from home as a result of school, local or national lockdown, there is an expectation will provide home learning as per school policy.
8. Lockdown January 2021 - Year group bubbles will be at a maximum of 15 for Year 2-6 and 20 for EYFS and Year 1 to support provision for remote learning, to ensure minimal staff and children on site, to take account of those who are CEV, to maintain rigour with hygiene, cleaning and social distancing during lockdown. A&B rotation is to sustain capacity to stay open and support reduction in the R rate
9. It is at the discretion of the Head teacher and Governors to decide whether school can operate safely at any given time.
10. If teachers are in school when it is not their designated week should only be in to carry out welfare calls if appropriate and should not mix with other staff. Where possible attend mornings only.

##### Staff Principles:

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing senior leaders) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). Face visors are available if required.
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources by providing individual resources where possible. (Like stationary).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

Aspect	Measures to Implement	DfE Guidance	Notes	Risk
<b>Staffing including communication</b>	<ul style="list-style-type: none"> <li>▪ Staff to inform SLT if they feel their mental and physical health is at risk.</li> <li>▪ Welfare session with SLT if necessary to look at anxiety and stress levels to support staff in returning to school.</li> <li>▪ Staff to stay in class and/or year group bubbles where possible</li> <li>▪ PPA staff to maintain social distancing when working in classrooms. Visors available where necessary.</li> <li>▪ Lockdown January 2021 - All staff to wear face coverings/masks when moving around the school and in communal areas</li> <li>▪ Ventilation in staffrooms and offices to be facilitated for at least 5 mins every hour and internal doors remain open whenever possible.</li> <li>▪ Home working for PPA is acceptable.</li> <li>▪ Admin teams: Only 2 in the office at one time. Normal working in office. Limit contact with other adults.</li> <li>▪ Site maintenance not to interact with bubbles and maintain social distancing between themselves.</li> <li>▪ Cleaners not to interact with bubbles until class/working spaces are clear.</li> </ul>	<ul style="list-style-type: none"> <li>▪ talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times)</li> </ul>	<p>22.5.20 Zoom staff meeting  26.5.20 Email sent with information and update information sent out 17.07.20 and additional notes updated 27/08/20  Staff meeting updates on 02/09/20  Staff meeting updates on 06/01/21</p>	H
<b>Staffing Rotas</b>	<ul style="list-style-type: none"> <li>▪ Staff assigned to different cohorts of pupils to remain the same for the duration of the term/Lockdown or teaching timetable to adhere with most current guidance.</li> <li>▪ MDA's to support with cleaning where applicable alongside lunchtime supervision</li> <li>▪ Lockdown January 2021 - Most staff on a 2 weekly rota basis. Some full time/Part time staff in school each week with a break of at least 48hrs over the weekend before returning to school</li> <li>▪ Lockdown January 2021 -Those who need to come into work on their non-contact week must not interact with alternate staffing bubble</li> </ul>	<p>Keep cohorts together where possible and:</p> <ul style="list-style-type: none"> <li>▪ ensure that children and young people are in the same class/year groups at all times each day, and different groups are not mixed during the day, or on subsequent days</li> <li>▪ ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</li> </ul>	<p>Supervision during toilet/First aid needs- therefore TA in each class  Bubble playground rotas  Lunchtime rotas  Play rotas  PE rotas  Assembly and hall rotas</p>	M

<p><b>Pupils</b></p>	<ul style="list-style-type: none"> <li>▪ All children to return to school from 02 September 2020, and reception from the 07 September 2020.</li> <li>▪ Lockdown January 2021 – only those children who are vulnerable or key worker to attend school to support reducing the R rate. Wherever possible keyworker children should stay at home,</li> <li>▪ Welfare calls will be made weekly to those children not in school during a lockdown. Staff to record bullet points of the conversation and where contact is not made, nature of the voicemail left. If no facility to leave a voicemail please record this too.</li> <li>▪ Welfare calls to be recorded on CPOMS under Lockdown 2021.</li> <li>▪ Some pupils may not attend school due to shielding</li> <li>▪ all concerns regarding safeguarding/welfare/contact with parents to be recorded on CPOMS and inform SLT directly if appropriate</li> <li>▪ School uniform will be expected from the start of the autumn term. There will be flexibility within this during the first half term to allow parents to purchase uniform</li> <li>▪ PE Kit – this will not need to come into school. Children will come into school dressed for PE, blue/black joggers/shorts, T shirt, school jumper or a plain hoodie, and trainers rather than pumps. Pumps can be brought into school for a quick change if necessary.</li> <li>▪ Due to drop in temperature in winter months and stained need for ventilation Children can wear extra layers in class as appropriate e.g. extra jumper. This will not be necessary throughout the day as the need to ventilate will be sporadic as per current guidance.</li> <li>▪</li> </ul>	<p>As part of the response to coronavirus (COVID-19), educational settings have been asked to open for all children from September 2020.</p> <ul style="list-style-type: none"> <li>▪ The government expects all children to attend educational settings unless they have underlying health conditions that put them at severe risk.</li> </ul> <p>Children and young people who are considered <a href="#">extremely clinically vulnerable and shielding</a> should continue to shield and should not be expected to attend.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <p>As from January 2021 the following applies again.</p> <p>Children and young people who are considered <a href="#">extremely clinically vulnerable and shielding</a> should continue to shield and should not be expected to attend.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p>		H
<p><b>Behaviour Policy</b></p>	<ul style="list-style-type: none"> <li>▪ Children who do not follow strict rules will be given two warnings. If they continue to disobey the strict rules on social distancing and/or hygiene routines, and put themselves and/or others at risk then the leadership team will ring parents and that pupil will be sent home.</li> </ul>	<p>In light of the need for children to behave differently when they return to school, and the new systems in place to support that, there is an additional behaviour expectation form to complete with the child and parents of children who present challenging behaviour in school. The following rules have been added to our</p>		M

	<ul style="list-style-type: none"> <li>▪ Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet.</li> <li>▪ Guidance states that face coverings are not necessary in a primary setting, however school will not refuse a child who wishes to wear a face covering. In the first instance parents will have a meeting with Julie Maloney, Alyson Thompson, Natalie Tomlinson to go through the specific guidance from the DFE and PHE, about the safe use and removal of a face covering.</li> </ul>	<p>Behaviour policy and will need to be communicated to pupils, parents and staff. We have considered :</p> <ul style="list-style-type: none"> <li>▪ following any altered routines for arrival or departure</li> <li>• following school instructions on hygiene, such as handwashing and sanitising</li> <li>• following instructions on who pupils can socialise with at school</li> <li>• moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)</li> <li>• expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands</li> <li>• tell an adult if you are experiencing symptoms of coronavirus</li> <li>• rules about sharing any equipment or other items including drinking bottles</li> <li>• amended expectations about breaks or play times, including where children may or may not play</li> <li>• use of toilets</li> <li>• clear rules about coughing or spitting at or towards any other person</li> <li>• clear rules for pupils at home about conduct in relation to remote education</li> <li>• rewards and sanction system where appropriate</li> </ul> <p>Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</p>		
<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>▪ <b>Requirement: Pupils to wear PE kit on PE day.</b></li> <li>▪ <b>Bring in water bottles and own lunch bags.</b></li> <li>▪ <b>All PE bags to go home and stay home until further notice</b></li> </ul>				
<p><b>PPE</b></p>	<ul style="list-style-type: none"> <li>▪ Teachers to wear a facial covering when in close contact with pupils for the purpose of intimate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wearing a face covering or face mask in schools or other education settings is not</li> </ul>	<p>Doctor explained that transmission</p>	<p><b>H</b></p>

	<p>care/first aid/illness and when serving lunches/breakfast</p> <ul style="list-style-type: none"> <li>▪ Teacher should not wear gloves unless directed to do so in medical emergencies for intimate care.</li> <li>▪ Staff to have training about safe removal and application of PPE masks and other equipment. Information given about how to store masks when not in use. PHE resource pack for schools shared with staff.</li> <li>▪ Lockdown January 2021 - All staff to wear face coverings/visors when moving around school.</li> <li>▪ Contenance issues and soiling should be dealt with by staff in accordance with PHE and DFE guidance. Parents may be rung to support/assist with intimate care.</li> <li>▪ Clinical waste from providing intimate care will be double bagged in a nappy sack and red bag and left for 72 hours before disposal with regular waste.</li> <li>▪ Kitchen will function as normal. All children will have staggered lunches and lunch will be in the classroom and or in the hall as appropriate.</li> <li>▪ Please see Flowchart for parents and flowchart for staff regarding Covid-19 symptoms</li> <li>▪ All staff including kitchen staff serving food to children need to adhere to the guidance for the hospitality sector. Kitchen staff will wear face coverings at all times when serving/delivering food to children.</li> <li>▪ School staff serving food need to wear a face covering even if it is the bubble in which where they work. If you are supporting lunchtime and serving food in a different bubble, a face covering is required also.</li> </ul>	<p>recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to primary schools. School should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> <li>▪ The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</li> <li>▪ Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</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 face mask/visor 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 gloves, an apron and a</li> </ul>	<p>rates for children under Year 5 were lower and therefore a facial covering was not needed. Also, that younger children do not have the discipline to comply. Reception pupils a third less likely to contract the virus and no evidence of primary pupils giving it to adults. The most recent clinical evidence states that staff in primary settings are more at risk from each other rather than children and the percentage of children contracting and becoming unwell with Covid-19 is less than seasonal flu. (PHE webinar 02/09/20)</p>	
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		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.		
<b>Actions</b>				
<ul style="list-style-type: none"> <li>Face masks have been ordered for staff. Staff can use their own if preferred as per the risk assessment for intimate care/first aid needs/Full lockdown</li> </ul>				
<b>Class Size and Groups</b>	<ul style="list-style-type: none"> <li>Lockdown January 2021 – week A/B rotation in place from 11/01/21 till 12/02/21</li> <li>No more than 2 classes within a cohort bubble</li> <li>Social distancing applies for staff where possible within classrooms and movement around the building at all times.</li> <li>Staff ratios for EYFS remain.</li> <li>Bubbles should remain apart from each other for the entire day.</li> </ul>	<ul style="list-style-type: none"> <li>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> </ul>		<b>M</b>
<b>Actions</b>				
<b>'Classroom Bubbles'</b>	<ul style="list-style-type: none"> <li>Children should not mix with other year groups.</li> <li>Teachers within reason should not mix with other year groups and should be timetabled to be together with a class as much as is possible.</li> <li>Staff delivering PPA cover can work across different year groups, unless in full lockdown, but should maintain social distancing where possible</li> <li>Playtimes and lunch times should be maintained within year group bubbles</li> <li>Seating plans to be provided from years 2-6 to ensure meeting protocols for Track and Trace</li> <li>Contact information if there is a confirmed case in school</li> </ul>	<p>Keep cohorts together where possible and:</p> <ul style="list-style-type: none"> <li>ensure that children and young people are in the same groups at all times each day, and different groups are not mixed during the day, or on subsequent days</li> <li>ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days</li> <li>Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</li> </ul>	<p>Collection and drop off points will be from external classroom doors</p> <p>Parent and carers are asked to adhere to the one way system and social distancing</p> <p>Designated staffroom spaces for year groups where applicable</p>	<b>M</b>
<b>Actions</b>				

<ul style="list-style-type: none"> <li>▪ Rotas for outdoor spaces and hall to be adhered to at all times to ensure cohorts don't mix.</li> <li>▪ Hall space to be used by Core fit personnel where applicable</li> <li>▪ Hall space to be cleaned after every use and equipment where applicable</li> </ul>			
<b>Physical Building</b>	<ul style="list-style-type: none"> <li>▪ 2 children per double desk, facing the front where possible – Years 3-6</li> <li>▪ Channels for the teacher to be created behind the desks for teachers to move</li> <li>▪ Designated adult space</li> <li>▪ Corridors to be set up as a one way system with appropriate child friendly signage.</li> <li>▪ All furniture not being used is to be stored and moved to another empty classroom or space, including soft furnishings which cannot be cleaned/disinfected.</li> <li>▪ Door closers to be removed and doors to be wedged open at all times including toilet entrance doors (exceptions staff and disabled doors, early years foundation stage setting where safeguarding would be compromised).</li> <li>▪ Corridor doors to be kept closed to maintain integrity of bubbles</li> <li>▪ Children discouraged from bringing anything from home that is unnecessary. A water bottle, coat, lunchbox and bookbag/small rucksack if needed.</li> <li>▪ Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> <li>▪ Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible.</li> <li>▪ One way circulation to be implemented for corridors.</li> <li>▪ Wedges to be used to keep doors open.</li> <li>▪ Lockdown January 2021 - Fan heaters and convector heaters continue to be used as normal, portable fans and heaters should be used with care to ensure that they do not blow air from one person or group to another person or group. Staff must not bring their own heaters into school.</li> <li>▪ To summarise windows still have to be opened intermittently in cold weather to ensure adequate ventilation in the workplace to minimise the risk of</li> </ul>	<ul style="list-style-type: none"> <li>▪ Desks should be spaced as far apart as possible.</li> <li>▪ Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</li> <li>▪ Fire exits to be kept clear at all times</li> </ul>	M

	<p>transition of the virus, which supersedes anyone's thermal comfort.</p> <ul style="list-style-type: none"> <li>▪ Staff informed of evacuation points in case of fire</li> <li>▪ Lockdown January 2021 – if possible windows on opposite sides of the room should be opened intermittently to facilitate cross flow ventilation.</li> </ul> <p><b>Classroom- Changes.</b></p> <ul style="list-style-type: none"> <li>▪ Remove all non-essential objects.</li> <li>▪ Redefine classroom spaces in line with DFE guidance</li> <li>▪ Ensure signage is up and visible and supports children in maintaining health and hygiene</li> <li>▪ Ensure that there is a breakout space to support mental health and well-being</li> <li>▪ Classrooms to be ventilated at least once an hour for 5 minutes and windows to be open where appropriate and comfortable temp for working. External classroom doors to be left open when children out at break and lunch to ventilate the space and internal classroom doors to be left open all the time to recycle air into a larger corridor space.</li> </ul> <p><b>Classroom Spaces</b></p> <ul style="list-style-type: none"> <li>▪ Hall to be used for lunches for R, Y1, and Year 6.</li> <li>▪ During a full lockdown classroom spaces to be used for lunchtimes.</li> <li>▪ PE and worship where only single class or single cohorts are in attendance</li> <li>▪ Library to be used for small group teaching</li> <li>▪ Isolation Room- Intervention Room next to SENDCO office</li> <li>▪ Remove all non-essential items in the isolation room. Ensure that cleaning, first aid and PPE equipment is available in the room</li> </ul> <p><b>Outdoor Space</b></p> <ul style="list-style-type: none"> <li>▪ <b>Allocate different areas for each cohort bubble (see rota)</b> this area will be coned as necessary. Where lessons and weather permit, learning could take place outside, teachers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>		
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	<p>should use outdoor education wherever appropriate.</p> <ul style="list-style-type: none"> <li>▪ PE/Play/Sports equipment, should have sufficient cleaning of the equipment after any activity.</li> <li>▪ Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside.</li> </ul> <p><b>Signage</b></p> <ul style="list-style-type: none"> <li>▪ signage for movement around external building for parents</li> <li>▪ Use arrows/signage to demarcate areas and walkways.</li> <li>▪ Create hand sanitiser station posters and ensure toilets have washing hands posters.</li> </ul>			
<p><b>Teaching, Learning and Curriculum</b></p>	<p>Teachers will endeavour to deliver a broad and balanced curriculum. Teachers will place high priority on monitoring the emotional health and wellbeing of all children. Teachers will ensure that they have a sound overview of the curriculum content that the children will have missed and adapt plans accordingly to address gaps. This may be through reorganising curriculum overviews, additional units of work, Pathways to Write, First4maths. Curriculum leaders will support teachers in how best to ensure skills and knowledge, teaching and learning is picked up at the most appropriate time. This may be this academic year or maybe another point in the key stage.</p> <p>Teachers will give Feedback during teaching time wherever possible according to age/stage.</p> <ul style="list-style-type: none"> <li>▪ Childs book to stay in their own tray with their other equipment.</li> <li>▪ Reading books and reading diaries will go home on a Monday and need to be returned on a Thursday in order to leave 3 days quarantine. Children can have a book longer than the 4 days, but the sending home of books and returning on a Monday and Thursday must be adhered to</li> <li>▪ There will be no extra-curricular activities in the first half term. We will review the logistics of delivering extra-curricular activities and will provide these where possible on a year group basis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refresh the timetable:</li> <li>• consider which lessons or classroom activities could take place outdoors</li> <li>• Use of tablets/computers will be timetabled within class bubbles on a weekly basis to ensure coverage of computing curriculum</li> <li>• No use of IWB by children. No use of touchscreen smart TV's at all.</li> <li>• ICT support to be delivered by Elaine Kavanagh when children not in classrooms. Elain to refer to timetables and use class bubble cleaning equipment to clean after being in the room.</li> </ul>	<p>Expectations on staff feedback should be minimal due to current situation.</p> <p>Online learning for children at home will continue and be in line with activities in school</p>	<p>L</p>

	<ul style="list-style-type: none"> <li>▪ In exceptional circumstance there may be a collective agreement with parents, school and the LA to deliver education on a part time basis for a set period of time</li> <li>▪ This may therefore include the suspension of some subjects for some pupils in exceptional circumstances</li> <li>▪ Relationships and health education will be taught during the summer term 2021 at the latest</li> <li>▪ Contact sports avoided</li> </ul> <p><b>Remote learning</b></p> <ul style="list-style-type: none"> <li>▪ If a whole bubble is closed and the teacher is well, activities will be uploaded daily as well, activities will be uploaded daily as appropriate to the year group. This will be in line with current curriculum expectations and may be enhanced with activities from learning platforms used by school as well as appropriate learning from the Oak National Academy.</li> <li>▪ If a bubble closes and the teacher is unwell, learning will be uploaded weekly and in line with current curriculum expectations for the year group alongside Oak National Academy, either through school spider or in a pack.</li> <li>▪ If a child within a bubble has to isolate and the rest of the class are in school, learning linked to current class work will be made available, either through school spider log in or a pack.</li> <li>▪ If an individual child is isolating, class teacher or TA will respond to uploaded work within 48hrs.</li> <li>▪ In all the above scenarios, children are expected to upload work daily.</li> <li>▪ Full Lockdown January 2021 – activities planned will be uploaded daily and monitored daily by either class teacher/teaching assistant.</li> <li>▪ The DFE laptop allocation is available. Our current allocation (January 2021) is 7 laptops.</li> <li>▪ In the event of a lockdown there will be no live lessons in order to support families being able to access learning for their child/children convenient to</li> </ul>			
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	<p>their circumstances. Pre-recorded stories, input will be added at teacher discretion.</p>			
<b>ELSA/Emotional health and well-being</b>	<ul style="list-style-type: none"> <li>▪ Elsa will continue to be delivered to those children that require it even during lockdown, either in school or as a telephone call. The ELSA space will be accessed by Mrs Brown. ELSA room to have own cleaning equipment. Cleaning to take place before and after every child, equipment where necessary will be quarantined. Child to wash hands on entry and on leaving.</li> <li>▪ All staff to prioritise the rebuilding of friendships and social engagement. Support with approaches to improving physical and mental well-being, including but not exclusive to the use of well-being workers and designated chill out spaces. Staff to ensure that pupils are comfortable with, and can discuss openly, any issues linked to coronavirus.</li> </ul>			
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>▪ Physical contact such as handshakes and hugs should be avoided between educational staff</li> <li>▪ Staff, and adults on site should endeavour to stay 2m apart, particularly when not in their own work bubble.</li> <li>▪ Strict adherence to this policy will be monitored.</li> </ul>			M
<b>Timetable for Day</b>	<ul style="list-style-type: none"> <li>▪ Each 'class bubble' will have staggered end to the day, break times and lunch times.</li> <li>▪ Children must clean their hands regularly, including when they arrive, return from break, when they change room and before and after eating</li> </ul> <p><b>Timings</b></p> <ul style="list-style-type: none"> <li>▪ Rotas for play, hall, lunch, break, end of day, PE are all in place</li> </ul> <p><b><i>If a child is expected in school and does NOT arrive the normal attendance policy procedures will apply.</i></b></p> <p><b><i>Gates will be locked at 9.20am</i></b></p>	<p>Reduce mixing within education setting by:</p> <ul style="list-style-type: none"> <li>• staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>• Staggering lunch breaks - children and young people should clean their hands beforehand, groups should be kept apart as much as possible and tables should be cleaned before and after the children have eaten.</li> </ul>	<p>Lunch in KS2 will be delivered by kitchen staff.</p> <p>KS1/Early Years/Year 6 will be supported in the hall by staff from their bubble.</p> <p>Middays will be responsible for socially distanced child care on the playground and</p>	M

	<p><b><i>Gates will be opened at 2.45pm</i></b></p> <p><b><i>If a child arrives late they will be asked to wait with their accompanying adult (at a social distance at the front of school until all other children are in school, and where a member of the teaching team can escort them around the building with the parent. Office staff will not take responsibility for the children or escort them around the building</i></b></p>		<p>cleaning during lunchtime</p> <p>If school has to close again Tina will provide sandwiches for those children who are entitled to a free school meal, this does not include universal free school meals.</p>	
<p><b>Breakfast Club/Lunchtimes/snacktimes</b></p>	<ul style="list-style-type: none"> <li>▪ Breakfast club will be provided Tues, Wed, Thurs, in year group bubbles in classrooms/corridors. Staff will be responsible for providing breakfast. Breakfast, cereals and bowls will be provided for each bubble.</li> <li>▪ If lunch is eaten in the classroom it is to be eaten at the same desk as the child sits as per seating plan.</li> <li>▪ Children in the hall will sit next to each other and not facing each other, socially distancing as far as is possible</li> <li>▪ Children are not to access the building during lunch time unless for toileting and only then, if it can be assured, that they will be with children from their own bubble.</li> <li>▪ Children not to be sent inside for first aid incidents. First aid station to be set up in the outdoor classroom with appropriate PPE that may be required unless in the event of wet play, in which case this would need to be facilitated in the corridor.</li> </ul> <p>Snack time will be available for those children who want it but it must be pre-ordered and paid for. Money must be in a named sealed envelope. Snack order to be with Tina by 9.30am</p> <ul style="list-style-type: none"> <li>▪ In the event of a class bubble or whole school closure during term time, those children who are entitled to a free school meal (not UFSM) will receive either a sandwich grab bag if appropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staggering lunch breaks - Children in KS2 will be brought their lunch in their classrooms.</li> <li>▪ Children in KS1 and Early Years to eat lunch in the hall and or classroom</li> </ul>		<p>M</p>

	<p>on the day of closure and then a food parcel weekly for the duration of closure, this will be provided from the school kitchen</p>			
<b>Movement- Children</b>	<ul style="list-style-type: none"> <li>▪ Channels and internal corridors around school using signage to show pupils movement and one way system</li> <li>▪ Classroom spaces to have adult only zones.</li> <li>▪ Classrooms to have channels for teachers to move around</li> </ul>	<ul style="list-style-type: none"> <li>▪ accessing rooms directly from outside where possible</li> <li>▪ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> </ul>		L
<b>Movement- Staff</b>	<ul style="list-style-type: none"> <li>▪ All staff to wear a face covering when welcoming and dismissing the children and when speaking to parents on the playground</li> <li>▪ Adults can sit together in designated staffroom/breakout spaces (Social distancing to be observed.) Adults should stay in their designated areas/bubble as much as possible. Unless in full lockdown where the alternate rules and regulations apply.</li> <li>▪ Use of staff rooms where possible should be minimised. Staff must ensure that they have a break of a reasonable length during the day as per DFE guidance</li> </ul>	<ul style="list-style-type: none"> <li>▪ stagger the use of staff rooms and offices to limit occupancy</li> </ul>		L
<b>Movement- Parents</b>	<ul style="list-style-type: none"> <li>▪ Parents/Carers to wear face coverings when dropping off and collecting children and if meeting with staff in the building</li> <li>▪ Parent/Carers should not enter the school building unless in exceptional circumstances.</li> <li>▪ Signage around the school for drop offs and pickups.</li> <li>▪ Only one parent should drop off and collect children.</li> <li>▪ Parents to observe social distancing and school staff available to support this where possible 2m apart.</li> <li>▪ No go zone for teachers to stand in and release pupils</li> <li>▪ Where parents have more than one child in school and therefore different pick up times, it is reasonable to expect the youngest sibling to be dismissed last, and eldest sibling to be dismissed first, in order to limit where possible waiting time.</li> </ul>	<ul style="list-style-type: none"> <li>▪ encouraging parents and children and young people to walk or cycle to their education setting where possible</li> <li>▪ Coned/Taped area to show handover space outside classroom doors at pickup.</li> </ul>		L

<b>Working Hours</b>	<ul style="list-style-type: none"> <li>▪ Staff should only enter the school site from 7.30am</li> <li>▪ Staff can work in the building to prepare for the following day, however surfaces need to be clear to allow the areas to be cleaned thoroughly</li> <li>▪ Staff and cleaners will need to socially distance at all times</li> <li>▪ Classroom cleaning will start at 4.00pm</li> <li>▪ Caretaker open up at 7am and prioritise class spaces first so that staff can access from 7.30am</li> </ul>			L
<b>Premises checks</b>	<p><b>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</b></p> <ul style="list-style-type: none"> <li>▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.</li> </ul> <p><b>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/basins/ showers</b></p> <ul style="list-style-type: none"> <li>▪ Hot water generation servicing to continue in line with manufacturers’ criteria.</li> <li>▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.</li> <li>▪ Regularly check hot water generation for functionality and if required, temperature recording</li> <li>▪ If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.</li> </ul> <p><b>Gas safety</b></p> <ul style="list-style-type: none"> <li>▪ Do not isolate gas supplies to boilers and hot water generation</li> <li>▪ To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation.</li> <li>▪ Continue planned gas safety checks including gas detection/interlocking Fire safety</li> </ul>	<ul style="list-style-type: none"> <li>▪ During partial or full closure, educational settings continue to be responsible for a range of health and safety measures and statutory compliance. See DfE Good Estate Management for Schools Health and Safety page - <a href="https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety">https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety</a></li> </ul> <p>For reference, use the Approved Code of Practice &amp; HSG 274 for hot water.</p>		M

	<ul style="list-style-type: none"> <li>▪ Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.</li> <li>▪ Carry out weekly checks of alarms systems, call points, and emergency lighting.</li> <li>▪ Carry out regular hazard spotting to identify escape route obstructions.</li> <li>▪ Check that all fire doors are operational. Fire drills should continue to be held as normal.</li> </ul> <p><b>Kitchen equipment that holds water, for example dishwashers and combination ovens</b></p> <ul style="list-style-type: none"> <li>▪ Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>▪ All areas of the school should be kept secure.</li> <li>▪ Access to certain closed areas should only be possible by relevant staff</li> <li>▪ Check that access control and lockdown systems are operational.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>▪ All systems to remain energised in normal operating mode.</li> <li>▪ Where mechanical ventilation is present, circulatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.</li> <li>▪ Where possible, occupied room windows should be opened intermittently to allow for cross flow ventilation.</li> <li>▪ Ventilation to chemical stores should remain operational.</li> </ul> <p><b>Other points to consider</b></p> <ul style="list-style-type: none"> <li>▪ Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode.</li> <li>▪ For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc.</li> </ul>			
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	<ul style="list-style-type: none"> <li>Update your keyholder information.</li> <li>Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers.</li> <li>Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></li> </ul>			
<b>Toilet facilities</b>	<ul style="list-style-type: none"> <li>Pupils should only enter one at a time into toilets where possible</li> <li>Children only use the toilets in their classroom corridors</li> <li>Where appropriate, i.e. the youngest children, 1 adult should support management of hand washing and ensure cross over to other bubbles does not occur.</li> <li>Door wedges to keep the doors semi open to ensure privacy but keep ventilation.</li> <li>Caretaker and cleaner to check soap supply/santiser/handtowels is adequate</li> </ul>	<ul style="list-style-type: none"> <li>ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> </ul>		H
<b>First Aid</b>	<ul style="list-style-type: none"> <li>PPE should be worn (gloves and face coverings/visor) when dealing with a first aid incident.</li> <li>Individual teachers/middays (with first aid online training) should administer basic first aid in the first instance.</li> <li>Serious injuries should be seen by a fully trained first aider.</li> <li>Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Where the need arises to dispose of waste related to first aid/intimate care this will be double bagged in a nappy sack and a red bag, removed by site maintenance, kept for 72 hours before being added to general waste</li> </ul>			H
<b>Cleaning</b>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Toilets will be thoroughly cleaned at the end of each day.</li> <li>Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent.</li> </ul>	<ul style="list-style-type: none"> <li>discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> <li>follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	<p>Maximum time staff can stay is 5.00pm</p> <p>COSHH rules regarding bleach</p>	H

	<ul style="list-style-type: none"> <li>▪ Tables and contact points must be cleaned regularly, including backs of chairs in Early Years and year 1.</li> <li>▪ Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.</li> <li>▪ No toys to be brought from home. In exceptional circumstances, in particular children with particular needs, there may be an exception to this rule</li> <li>▪ Resources that cannot be cleaned according to the instructions must be packed away until after the COVID-19 epidemic is over.</li> <li>▪ Contact points should be cleaned at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used. <ul style="list-style-type: none"> <li>▪ Bins must be emptied before they are full and at least once daily.</li> <li>▪ Cleaner to only enter the class bubble areas when all pupils have exited.</li> <li>▪ Cleaning staff must socially distance from teaching staff.</li> <li>▪ Cleaner to wear long gloves.</li> <li>▪ Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink.</li> <li>▪ Regular handwashing and enhanced respiratory hygiene, e.g. Catch It, Kill It, Bin it! To be adhered to at all times.</li> <li>▪ PHE does not (based on current evidence) recommend the use of face coverings in schools</li> </ul> </li> </ul> <p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>▪ <b>Reception:</b> Malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances.</li> <li>▪ <b>Reception:</b> Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use (more detailed guidance on this will be included in the guide for early years providers) and</li> </ul>	<ul style="list-style-type: none"> <li>▪ ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>▪ clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>▪ if a child/staff member presents with symptoms then we will adopt the guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>		
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	<p>where possible, children should be discouraged from sharing these.</p> <ul style="list-style-type: none"> <li>▪ <b>Reception:</b> Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoors will help all children to socialise and resettle into familiar everyday classroom routines.</li> <li>▪ <b>Infants and Juniors:</b> Desks should be wiped regularly.</li> <li>▪ <b>Infants and Juniors:</b> Teachers should have a spray bottle and cloth (disposable)</li> <li>▪ Any shared objects/resources the children touch should be disinfected once use has finished.</li> </ul>			
<p><b>Actions</b></p> <ul style="list-style-type: none"> <li>▪ <b>Ensure supply chains for cleaning products</b></li> <li>▪ <b>Purchase door wedges</b></li> <li>▪ <b>Purchase Milton / Hand sanitiser</b></li> <li>▪ <b>Purchase additional kettles / Toasters</b></li> <li>▪ <b>Inform parents that children can bring own hand sanitiser/hand cream if required.</b></li> </ul>				
<p><b>Communication to children</b></p>	<ul style="list-style-type: none"> <li>▪ All staff to revisit attachment and trauma training</li> <li>▪ Class teachers to ensure children are aware of the emotional health and well-being resources</li> <li>▪ Break out space to be available in every corridor/classroom as appropriate</li> <li>▪ Time to talk prioritised, especially in the first half term.</li> <li>▪ Support the rebuilding of friendships and social engagement</li> <li>▪ Address and equip pupils to respond to issues linked to COVID-19</li> <li>▪ Support pupils with developing their physical and mental well-being</li> <li>▪ ELSA support will continue where issues are identified for particular children</li> <li>▪ CPOMS to be completed on the day in all circumstances</li> <li>▪ SLT and teachers to be sensitive to the anxieties of parents after such a long period away from school</li> </ul>	<ul style="list-style-type: none"> <li>▪ noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</li> <li>▪ 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 <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> </ul>		L

	<ul style="list-style-type: none"> <li>Attendance issues to be addressed on a case by case basis</li> <li>Reminders to children/staff of importance of regular handwashing and respiratory hygiene, which is Catch It, Kill it, Bin it!</li> <li>Some pupils will struggle to maintain as good respiratory/hand hygiene as their peers. Staff will need to support these children as this is not a reason to deny them their education</li> </ul>			
<b>Communication to and from Parents</b>	<ul style="list-style-type: none"> <li>Essential correspondence sent out via letter on school spider and FACEBOOK LINK.</li> <li>Any forms or messages from parents should be emailed to the school office</li> <li>Communicate methods of entry and exit to the school grounds.</li> <li>Risk Assessment can be seen on request and Behaviour Expectations will be shared</li> </ul>	<ul style="list-style-type: none"> <li>tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>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)</li> <li>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)</li> <li>also think about engaging parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> </ul>		M
<b>Procedures for medical care, isolation and confirmed cases</b>	<ul style="list-style-type: none"> <li>Use of isolation room if symptoms are apparent.</li> <li>Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 14 days.</li> <li>All staff who display symptoms should access a test provided by the appropriate health care professional.</li> <li>If children or staff member test negative, they can return to their setting after symptoms have gone and end the self-isolation of their household.</li> <li>Please see Covid response attachment relating to actions for symptoms and actions</li> <li>If any children or staff test positive, the PHE response flowchart will be actioned</li> <li>Temperature checks will not be used at the school.</li> </ul>	<ul style="list-style-type: none"> <li>If anyone becomes unwell with a new, continuous cough or a high temperature, or loses their sense of taste and or smell, in an education or childcare setting, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>If a child 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 of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them</li> </ul>		H

	<ul style="list-style-type: none"> <li>Use the PPA room next to SENDCO office where necessary for the isolation of pupils.</li> <li>Lockdown January 2021 – The use of lateral flow testing is only helpful if it gives a positive result and the individual was unaware they were positive. A negative lateral flow result does not remove the need to isolate if you have been in contact with a positive case.</li> <li>The Flu jab is available for all staff under the age of 50, through school, who have not already received this as part of their own medical care. Please see school Bursar for further information.</li> </ul>	<p>to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> <li>School will expect active engagement from all stakeholders with the NHS Test and Trace service</li> <li>Parents and staff should inform school immediately of a test and the results of the test via the <a href="mailto:closed@wharton">closed@wharton</a> email account</li> <li>If school becomes aware that someone who has attended a test and tests positive, the school will contact the Health Protection Team.</li> <li>This account will be monitored by SLT between the hours of 7am-7pm, 7 days a week</li> </ul>		
<b>Guidance for quarantine when returning from abroad</b>	<ul style="list-style-type: none"> <li>If staff members take holidays abroad, it is their responsibility to ensure that they are available to work their contracted hours, taking into consideration any quarantine guidance when travelling</li> <li>If children/families take holidays abroad and as a result of quarantine restriction cannot attend school they will be expected to engage with remote education</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>		
<b>Shielding and clinically vulnerable children and adults.</b>	<ul style="list-style-type: none"> <li>Shielding advice for adults and children was paused on the 1<sup>st</sup> August. This means that all children even if shielding can return to school in September.</li> <li>From 6<sup>th</sup> January 2021, shielding for CEV staff and children resumed until the 15<sup>th</sup> February. Staff who are CEV should not attend work. Children who are CEV should not attend school. Staff who live with a child/adult who is CEV can still attend work.</li> <li>If the rates of the disease rise in local areas, children or family members from that area, may be advised to shield during the period where rates remain high, and therefore they may be temporarily absent and can access education remotely</li> <li>Where a pupil is unable to attend school because they are complying with clinical and/or PHE advice, school will offer access to remote education. We</li> </ul>			M

	<p>will monitor engagement with remote learning through school spider</p> <ul style="list-style-type: none"> <li>▪ November 2020 – Those colleagues and children who are considered CEV (Clinically extremely vulnerable) should work from home where possible and if not possible should NOT go to work.</li> <li>▪ Those who receive a letter should provide a copy for school records</li> <li>▪ Those who do not receive a letter but feel that they are CEV should seek medical advice and request a shielding notification. Where possible and practical duties may be altered to facilitate coming to work where it is not possible to work from home.</li> </ul>			
<b>Visitors</b>	<ul style="list-style-type: none"> <li>▪ Any visitors who are not critical to teaching individual class groups should not enter the school building, unless by prior arrangement.</li> <li>▪ All visitors who enter the building will be required to leave relevant contact information to enable Track and Trace if necessary. Office staff to facilitate.</li> <li>▪ Parents should not enter the school building unless in exceptional circumstances. Communication will be one via email, telephone or conference call or paper as appropriate.</li> </ul>			L

***Disclaimer: It remains the responsibility of all staff to ensure that they have read, understood and are comfortable with DFE guidance, and confident with the safe and appropriate use of PPE for the purpose of providing first aid and intimate care where appropriate in school.***

***It is the responsibility of all staff to inform senior leaders if they feel unfit or unwell, either physically or emotionally so that the appropriate steps can be taken to give support.***

***Staff will be asked to sign to say that they have read and understood the risk assessment.***