


IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

*If you would like support for confirmed cases of COVID-19 call the DfE Coronavirus helpline on 0800 046 8687, they will work with you to assess the risk and advice what actions to take. Please do report confirmed cases to Devon County Council using this [smart survey link](#). You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school priority alert mailbox - [educate.schoolspriorityalerts-mailbox@devon.gov.uk](mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk)), someone in your setting has been admitted to hospital or you are getting significant media interest). Special schools, boarding schools, or special post 16 providers should call the PHE SW Health Protection Team straight away.*

	<b>Establishment/Department:</b> St Peter's RC Primary	<b>Establishment Risk Assessment</b>	<b>RA100 V2.4</b>
<b>Address:</b> Brentford Avenue, Whiteleigh, Plymouth, PL5 4HD			
<b>Person(s)/Group at Risk</b> <b>Staff, Pupils, Visitors and Contractors</b> <p><b>Return to school risk assessment – based on the principles and guidance contained within DfE Guidance. The following guidance to reflect the changes announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8 March:</b></p> <ul style="list-style-type: none"> <li>• <b>early years and childcare providers</b></li> <li>• <b>actions for schools during the coronavirus outbreak</b></li> <li>• <b>special schools, special post-16 providers and alternative provision</b></li> </ul> <p>It is a <b>legal requirement</b> that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.  <b>This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance and <u>must consult with their staff regarding the risks and control measures being implemented.</u></b></p> <p>General guidance on completing risk assessments is available at arrangements note HS47.          When conducting the risk assessment. it is important that the school adopts a considered collaborative approach in line with DfE Guidance.</p>		<b>Date assessment completed:</b> This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19. Reviewed 14/6/21 in light of Government announcement and CAST guidance <b>Most recent update: 03.09.21</b>	
<b>Version Control: RA 100 Version 2.1</b>			
<b>Update – 15/7/20, page 6. Premises related matters - Management of waste</b>			
<b>Update – 25/08/20, page 12,13,14. School Transport</b>			
<b>Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&amp;T Music Dance and Drama – link to new guidance and guidance for performing arts)</b>			
<b>Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff</b>			
<b>Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/ cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link</b>			

to action cards and updated guidance of 31/820	
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	
Update – 15/09/20, page 16. Educational Visits - updated link.	
Update – 29/10/20, page 5 – 6. Premises related matters, ventilation to reduce to spread and thermal comfort – Updated following HSE spot checks.	
Update – 29/10/20, page 15. Curriculum considerations, update on Music Dance and Drama	
Update – 14/12/2020, page 11 - Dealing with suspected and confirmed case/ cases and outbreak	
Update – 04/01/2021 – page 2 – new links to DfE school’s website for up to date guidance and consultation with staff	
Update – 04/01/2021 page 3 – definition of close contact	
Update – 04/01/2021 page 9 - Staff measures to reduce contact and transmission Covid-19.	
Update – 04/01/2021 page 14 – Lateral Flow Testing (Secondary Schools)	
Update – 08/03/2021 page 14 – Lateral Flow Testing (Secondary Schools)	
Update – 14/01/2021 page 14 - Lateral Flow Testing (primary staff home testing)	
<b>Update – 08/03/2021 first page PHE information</b>	
<b>Update – 08/03/2021 page 2 – return to school March 8<sup>th</sup> guidance</b>	
<b>Update – 08/03/2021 page 4 – definition of close contact</b>	
<b>Update – 08/03/2021 page 5 - Guidance for EYFS</b>	
<b>Update – 08/03/2021 page 5 - Wraparound provision</b>	
<b>Update – 08/03/2021 page 12 - Accessing testing arrangements are clear for all staff</b>	
<b>Update – 08/03/2021 page 13 - Assessment of all staff, including high risk staff</b>	
<b>Update – 08/03/2021 page 13 - face covering</b>	
<b>Update – 08/03/2021 page 14 - Dealing with suspected and confirmed case/ cases and outbreak</b>	
<b>Update – 08/03/2021 page 14 - Lateral Flow testing (Secondary Schools)</b>	
<b>Update – 08/03/2021 page 15 - Lateral Flow testing (Primary staff home testing)</b>	
<b>Update – 08/03/2021 page 16 - Vulnerable groups who are clinically, extremely vulnerable</b>	
<b>Update – 08/03/2021 page 21 - Educational visits</b>	

**March 2021 – Five bubbles**

Bubble 1	Reception/Year 1 – x25	Mrs Boraston, Mrs Solomon and Miss Thomas
Bubble 1	Year 1/2 – x27	Miss Harding and Mrs Watson
Bubble 2	Year 3 – x29	Mrs Balfour, Mrs Bishop and Mrs Zarchiw
Bubble 3	Year 4 – x16	Mr Bromhead and Miss Ribery
Bubble 4	Year 5 – x23	Mr Farr and Mrs Marshall
Bubble 5	Year 6 – x20	Mr Priscott and Mrs Stanton-Brown

**September 2021 - Bubbles no longer need to be maintained as part of usual practice**

**If necessary, bubbles to be reinstated as follows:**

Bubble 1	R / 1	Gill Boraston (Wed - Fri) and Claire Bishop (Mon-Wed)	Rachel Solomon (Not Friday pm) Sarah Owen (Fri pm)
Bubble 1	1 / 2	Victoria Harding	Kathy Watson (Monday – Thursday all day) Lianne Rubery (Fri)
Bubble 2	3 / 4	Debra Balfour (Mon- Wed) Claire Hindson (Thurs-Fri)	Linda Zackarkiw (Monday – Thursday all day) Sarah Owen (Fri am) *Sarah Owen interventions & RWI
Bubble 3	4 / 5	Aaron Farr	Maggie Marshall (Wed-Fri) Lianne Rubery 1:1 (Mon-Thurs)
Bubble 4	5 / 6	Sarah Rowe (Tues, Wed, Thurs Am, Fri) Claire Hindson (Mon) Lindsey (Thurs PM)	Lindsey Jones (Monday – Fri AM (plus PPA)

<b>Significant Hazard Section</b>	<p><b>Control measures in place</b></p> <p><i>Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document</i></p>	<p><b>Optional: School’s comments re. mitigations put in place</b></p>
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Social distancing and reducing risk of transmission		
<p><b>Definition of close contact</b></p>	<p>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact'. The following definition of 'close contact':</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means): The current definition of close contact in a school setting is shown below.</p> <ul style="list-style-type: none"> <li>○ face to face contact including being coughed on or having a face to face conversation within one metre (this will include times when you have been wearing a face covering or face mask)</li> <li>○ been within one metre for one minute or longer without face to face contact</li> <li>○ been within 2 metres of someone for more than 15 minutes (either as a one off contact, or added up together over one day)</li> <li>○ travelled in the same vehicle or a plane (this includes school transport)</li> </ul> <p>Focusing on obtaining mitigations to reduce close contact, will reduce staff and pupil absences when there are cases within the school. Note that the use of face masks and other forms of PPE does not exclude somebody from being considered a close contact (unless they are providing direct care with patients or residents in a health and care setting. <a href="#">NHS Test and Trace: how it works – GOV.UK (www.gov.uk)</a></p> <p>Close contacts will be identified by NHS Contact and Trace; education settings will no longer be expected to undertake contact tracing.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case</p>	<p>Staff to maintain 2m+ distance from one another. Staff who have been a close contact to be mindful of social distancing</p> <p>Staff not working across bubbles where possible. Staff not crossing bubbles to cover PPA. Staffroom will not be used as a communal area. Most staff remain in designated areas or go for a walk outside. The staffroom can be accessed, but only to use the facilities (only one person at a time near the microwave, utensils etc. One person at a time using the photocopier/laminator). No more than four people in the staffroom at one given time. Chairs are not to be used.</p> <p>Procedures above to be reviewed and consideration given to reinstating some or all protocols in the case of an outbreak(s) in school. ESM to be notified of outbreaks and consulted regarding reinstating protocols above.</p> <p>Staff reminded to support from a height whilst standing behind pupils and to move around avoiding extended periods of time where they are with a pupil. No staff to car share.</p> <p>One person to work in the headteacher's office at a time. If someone visits, the windows must be open, face mask worn, at least 2m away and for no longer than 15mins.</p> <p>Ensure ventilation in any room where meetings are held in person.</p> <p>Zoom meetings to be the preferred meeting style. Conference room to be used for (meetings involving more than two people) essential visitors/meetings and windows open.</p> <p>No more than five people to meet in the conference room and these visits will be kept to a minimum. Again, windows open to allow ventilation and face masks to be</p>

specifically identifies the individual as being a close contact. This is likely to be a small number of individuals.

In exceptional cases schools may be asked to assist in contact tracing as with other infectious diseases - schools should cooperate with this.

Children under the age of 18 years will no longer need to isolate if contacted by NHS Contact and Trace as a close contact. They should take a PCR test, *and should return to school once a negative test result is received.*

*If an individual receives a positive PCR test result, he/she should isolate for a period of 10 full days in line with [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) - [GOV.UK \(www.gov.uk\)](#)*

18 year olds are treated in the same way as children until 6 months after their 18th birthday, after that, the adult rules will apply: if identified as a close contact by NHS Test and Trace they will have to isolate if they have not been fully vaccinated.

In summary:

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated

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Staff should wear face-coverings in communal areas, unless exempt. - CAST update 02.09.21

Staff are welcome to wear face-coverings in class if they wish.

These updates will be shared with staff during INSET on 06.09.21

	<ul style="list-style-type: none"> <li>● they are below the age of 18 years and 6 months</li> <li>● they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>● they are not able to get vaccinated for medical reasons</li> </ul>	
<p>Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.</p>	<p><i>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. If possible, only one parent to attend. Use alternative drop-off locations where possible. Schools should also have a process for safely removing and disposing of/storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Guidance for Full Opening</a>. Pupils must be instructed to wash their hands, on arrival.</i></p> <p>Parents no longer need to stagger the drop-off or collection times.</p>	<p><i>Staggered start/end times and a range of entrance being used to ensure that one bubble enters at a time. Parents have been reminded that punctuality is essential. Letter sent out on 4/3/21.</i></p> <p><u>Newcastle Gardens entrance</u>  ———— Drop off ———— Collection  YR/1: 8.50 ———— 15.10  Y1/2: 8.50 ———— 15.10</p> <p><i>All children to be met by Teachers/TA with expectation that children sanitise their hands on entry/exit to the school grounds.</i></p> <p>Y3: 8.40 ———— 15.00  <i>Children walk straight to their classroom — sanitise before entering.</i>  Y4: 8.40 ———— 15.00  <i>Children walk straight to their classroom through the KS2 playground and enter the side entrance of the building</i></p> <p><u>Brentford Avenue (front) entrance</u>  Y5: 8.40 ———— 15.00  Y6: 8.50 ———— 15.10  <i>Both classes walk through the gate (sanitiser on entry) and then go straight to their classroom. Parents wait outside the school gate and follow the markings on the fence.</i></p> <p><u>Drop off</u></p>

		<p><i>Parents leave their child/children at the gate and do not enter the school premises (unless additional plans have been made due to personal circumstances). Signs are put up to remind the parents to socially distance and leave immediately. This is also monitored by a member of staff daily.</i></p> <p><i>When entering the school, children are directed to their relevant areas where they are supervised—each bubble has their own allocated entrance to the school building.</i></p> <p><u>Collection</u> <i>The playground is closely monitored by SLT/staff and social distancing rules reinforced.</i></p> <p><i>Y4-Y4 parents can wait in the playground for collection (supervised by SLT). This will ensure that no large groups gather by the front gate and teachers can then dismiss the children with the correct adult appropriately. Weekly reminders for parents to collect their child and leave the playground immediately.</i></p> <p><i>A member of staff to be on each gate and they will reinforce social distancing rules if necessary.</i></p> <p><i>Parents/carers do not need to stagger the drop-off or collection times. Can be reviewed during escalation, in consultation with ESM, should this be necessary. E.g. if 'Bubbles' are reinstated.</i></p> <p><i>All children will enter the school grounds from Newcastle Gardens. 8.30: Gates open (children can wait in the playground) 8.40: Whistle will be blown to indicate that the children can make their way to their classroom 8.50: Registration 3.15: End of the school day .</i></p> <p><i>Drop-off and collection to take place outside. Parents/carers are welcome to wear face coverings, but the school will not request this, unless community transmission becomes a significant concern. School will not mandate the wearing of face coverings without PHE</i></p>
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		<p><u>advice.</u></p> <p><u>Communication with parents/carers</u>  Parents/carers will be <del>told</del> <u>asked</u> to communicate with teachers through Class Dojo or to phone the office <u>as the preferred method of communication</u> - <del>no messages or handing-over equipment at the gate.</del> Parents informed of new arrangements through Dojo and text message. Expectations reinforced throughout and in addition to sharing it on Dojo and through text, we will put it on the school website.</p> <p><u>Letter sent WB 30.08.21 to outline arrangements as above. Newsletter at end of Week 1 to confirm and adjust if required.</u></p>
<p>Parents gathering at school gate not social distancing</p>	<p><i>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. 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).</i></p>	<p><i>Expectations clearly shared with all staff and parents. (Dojo, text and letter).</i></p> <p><i>This will be reinforced daily – start and end time supervised at all times.</i></p> <p><i>Arriving at the correct time and not too early is advised. If parents are waiting outside of the gate then they must adhere to the markers on the fence.</i></p> <p><i>If a parent is not adhering to the rules and is ignoring reminders from the member of staff, report to SP who will make a formal call to the parent outlining expectations.</i></p> <p><i>Expectations clearly outlined to parents in a letter dated 4/3/21.</i></p> <p><i>Different entrances – Year R to Y4 bottom gate and Y5-6 front gate.</i></p> <p><i>Staggered times (see above) will also assist with this.</i></p> <p><i>Encourage parents to walk their child to school rather than by car (or if too far park further away and then walk).</i></p>

<p>Overcrowding in classrooms and corridors.</p>	<p><i>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below). Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other groups. Removal of some furniture may be required to enable this. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups</i></p> <p><b>Children back to classes. Bubbles no longer need to be maintained as part of regular practice.</b></p> <p><b>Consistent groups/bubbles do not need to be maintained.</b></p> <p><b>Assemblies and liturgies can recommence.</b></p> <p><b>Lunchtime arrangements no longer need to ensure the maintenance of consistent groups/bubbles.</b></p> <p><b>No requirement to stagger the beginning and end of the school day.</b></p> <p><b>Risk assessments/control measures should include the contingency for quickly introducing bubbles for a short period of time in response to a local outbreak.</b></p> <p><b>Any decision to reintroduce bubbles must be made in consultation with a school's Education Standards Manager (ESM) and the DfE Coronavirus Helpline/local health protection team.</b></p>	<p><i>Staggered break times and lunches.</i></p> <p><i>Whole school assemblies will be virtual. Class liturgies to take place in classrooms and led by teachers. Father Jon to visit weekly and join one class each week in the hall. Social distancing followed.</i></p> <p><i>Tables all facing forward.</i></p> <p><i>Bubbles <b>Classes</b> will get fresh air as often as possible – windows and doors (when safe) will be left open. They will also have the opportunity to leave the classroom for brain breaks every hour.</i></p> <p><i>Each bubble has their own access to the outside space at the front of the school (sectioned off areas). This area will be used for brain breaks, outdoor learning and lunchtime. They also have their own designated toilet and cloak room. No corridors will be shared.</i></p> <p><i>The only exception to a shared area is the hall. Bubbles 1 and 2 will use the same stairs although this is staggered. There are arrows to signal the direction of flow. There will be a slight overlap in the hall but all bubbles have their own designated space. Areas will be cleaned prior to arrival and after departure (MTA's).</i></p> <p><b>Five bubbles</b></p> <p><b><u>B1: Classes R/1 and 1/2 (x51)</u></b></p> <p><i>The reason for this larger bubble is to allow for continuous provision for all Y1 children; this will aid the transition from R, especially as some of them have not been in school since December 2020. Both classes will also be allowed to use the designated Foundation Stage outdoor space. In addition to this, adults can be shared to ensure targeted support (phonics, emotional well being etc.) Each class will have their own cloakroom.</i></p> <p><i>This bubble will have their own designated boys and girls toilets. Both classes will have free access to the enclosed Foundation area. Breaks will take place in the KS1</i></p>
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		<p><i>playground (on their own).</i></p> <p><u><i>B2: Year 3 (x29)</i></u>  <i>This bubble will share the same corridor and stairs as bubble 1 – they will be using it at different times. They will have their own cloakroom. They will access the lower KS2 toilets during planned break times only as it is further away from the classroom. During lesson time, they will have one cubicle set aside in the KS1 toilets and it will be clearly labelled – they will only be encouraged to use this if desperate.</i></p> <p><i>Areas will be disinfected before the school day, during break time, lunchtime and at the end of the day. Pupils will be supervised at all times and areas wiped down immediately after use. This will also be the case for all bubbles.</i></p> <p><u><i>B3: Year 4 (x16)</i></u>  <i>Own corridor, stairs and cloakroom. They will enter the dinner hall through a different entrance than bubbles 1 and 2.</i></p> <p><u><i>B4: Year 5 (x20) and B5: Year 6 (x20)</i></u>  <i>Shared corridor when accessing the KS2 playground and toilets. Due to this, the children will be supervised and staggered.</i></p> <p><i>Each bubble has their own access to the outside space at the front of the school (sectioned off areas). This area will be used for brain breaks, outdoor learning and lunchtime. They will each have their own cloakroom although the Y6 one is outside the new library – they will be supervised. As this is close to the Y4 room, we have ensured that Y4 and Y6 arrive and leave at different times</i></p> <p><b>Potential bubbles (if required) as page 1</b></p>
<p>Risk of transmission within EYFS settings</p>	<p>Updated Guidance for EYFS (February 2021 <a href="#">early years and childcare providers</a> ) to be followed. removes keeping children in small consistent groups within settings, but still minimising mixing</p>	<p>Small consistent groups for all pupils YR.  Continuous <b>regular</b> hand wash and hand santising throughout the day.</p>

	<p>where possible taking into consideration increased risk factor to staff.</p> <p><b>Side effects of children taking a routine vaccination or teething</b></p> <p>Routine childhood vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Vaccination tips for parents - NHS (<a href="http://www.nhs.uk">www.nhs.uk</a>)</p> <p>Whilst teething can cause some known side effects such as flushed cheeks and sore gums, Baby teething symptoms - NHS (<a href="http://www.nhs.uk">www.nhs.uk</a>) state that fever is not a symptom of teething.</p> <p>Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP or NHS 111.</p> <p>If COVID-19 is suspected the child should start isolating and get tested.</p>	<p>There will be free access to outdoor learning throughout the day. <b>Daily</b> cleaning of large play equipment <b>is required, at least weekly.</b></p> <p>Although we have joined the two classes to make one bubble, the mixing of the two will be minimised and mainly used to facilitate continuous provision.</p> <p>Clean Force Agency will be carrying out the cleaning and will use approved solutions.</p> <p>Staff are welcome to wear face-coverings in class if they wish.</p>
<p>Groups mixing during breaks and lunchtime compromising social distancing.</p>	<p><i>Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible</i></p> <p><i>Staggered lunchtimes &amp; in set groups with handwashing – tables kept apart. Or lunches delivered to classrooms. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</i></p> <p><b>Lunchtime arrangements no longer need to ensure the maintenance of consistent groups/bubbles.</b></p>	<p><u>Break</u></p> <p><i>Staggered break times so each bubble can have their own area/playground.</i></p> <p><i>All to sanitise before leaving the classroom and wash hands before returning.</i></p> <p><i>Bubble 1: KS1 playground 10.15–10.30</i></p> <p><i>Bubble 2: KS2 playgrounds (far end) 10.15–10.30</i></p> <p><i>Bubble 3: KS2 playground (steps end) 10.15–10.30</i></p> <p><i>Bubble 4: KS1 playground 10.35–10.50</i></p> <p><i>Bubble 5: KS2 playground 10.35–10.50</i></p> <p><u>Lunch</u></p> <p><i>Staggered times to enter the dinner hall – this will ensure that the children are spaced out accordingly and that the appropriate supervision can be in place whilst the children are eating and in the playground.</i></p> <p><i>Each bubble has their own dedicated playground and times.</i></p>

		<p><i>Bubble 1: YR/1 11.40 Y1/2 11.50 Eat and then go to FS classroom once finished. KS1 playground at 12.18</i></p> <p><i>Bubble 2: KS1 playground at 11.50, eat 12.15 in hall and then the front of school after lunch—school end</i></p> <p><i>Bubble 3: 11.50 KS2 playground, 12.20 eat in hall and then the front of school after lunch—far end</i></p> <p><i>Bubble 4: 12.00 eat (school dinners in hall and packed lunches in classroom). 12.20 they can go to their half of KS2 playground</i></p> <p><i>Bubble 5: 12.00 eat (school dinners in hall and packed lunches in classroom). 12.20 they can go to their half of KS2 playground</i></p> <p><i>Each bubble will have their own designated area in the hall. Bubbles 4 and 5 have their own entrance and exit.</i></p> <p><i>All children wash hands with soap prior to eating.</i></p> <p><i>The children will order their school dinner at the start of the school day. To avoid queuing, the children will be served their lunch at the table. Class teachers to be present for this part.</i></p> <p><i>MTA's will clean all surfaces after each bubble has left paying particular attention to tables.</i></p> <p><i>Duty teacher will oversee the stairs (one class at a time will use the stairs).</i></p> <p><i>There will be an overlap of bubbles in the hall. This has been risk assessed and judged to not be a transmission risk—it is a large hall and the tables can be spaced/organised accordingly. There will only be one bubble moving around at a time. Thorough cleaning throughout.</i></p> <p><i>Lunchtimes will not need to be staggered as part of</i></p>
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		<p>normal practice. Enhanced cleaning of tables and chairs to be done by external lunchtime staff. This will be monitored by school lunchtime staff and extra cleaning provided by them, if required.</p> <p>Every Tuesday Plymouth Argyle coach to alternate (weekly) LKS2 and UKS2 Playground from 12.30 -1pm. Equipment will be wiped down and a face mask will be worn. TBC</p>
<p>Wraparound provision: Groups mixing during extra-curricular provision</p>	<p>Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Schools can consult the guidance produced for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a>, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued <a href="#">guidance for parents and carers</a>, which schools may want to circulate.</p>	<p>No wrap around care or breakfast club at St Peter's. Families use WASPS, an external agency which is situated 5mins from the school. This is not based at St Peter's RC.</p> <p>No after-school clubs during Spring 2.</p> <p>After school clubs to resume from June 2021 but only in class bubbles and same teachers.</p> <p>Plymouth Argyle coach to work with Year 3 after school – multi-sports. RA received.</p> <p>Clubs will be resumed as per pre-pandemic arrangements from September 2021. Children will wash their hands before and after each club (and during as required). Lists for children in each club and attendance taken to help with contact tracing and monitor contacts within the school.</p> <p>Clubs to take place outside where appropriate.</p>
<p>Spread of virus due to increased numbers of people within the building.</p>	<p><del>Inform parents that if their child needs to be accompanied to school only one parent should attend</del></p> <p>New rules communicated with parents in letter WB 30.08.21 and newsletter in Wk1.</p>	<p>Doors to remain open where possible to reduce the amount of contact, particularly for Bubbles 1 and 2.</p> <p>Ensure adequate ventilation throughout the school by opening windows and internal doors where possible. Use Carbon dioxide monitors when delivered to monitor ventilation (see below)</p> <p>Face covering (not just a visor) to be worn by all adults whilst in communal areas. Strongly advised if they can not maintain social distancing whilst teaching. A visor can be worn in addition to a visor.</p>

		<p><i>Virtual staff briefing on 5/3/21 to explain strict protocols and expectations. Shared with SLT on 2/3/21 and they will meet with their teams every Monday morning at 8.30am to reinforce this.</i></p> <p><i>One parent to drop-off.</i></p> <p><i>SLT on both gates to meet and greet.</i></p> <p><i>Communicate clear expectations to everyone when they first arrive at St Peter's — A4 sheet as we do for safeguarding. This sheet to be updated to reflect new rules and risk assessment.</i></p> <p><i>Staff should wear face-coverings in communal areas, unless exempt. - CAST update 02.09.21</i></p> <p><i>Staff are welcome to wear face-coverings in class if they wish.</i></p> <p><i>These updates will be shared with staff during INSET on 06.09.21</i></p>
Staff	<p><i>Staff should maintain Public Health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils. <a href="https://www.gov.uk/government/publications/schools-coronavirus-covid-19-operational-guidance">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a></i></p> <p><i>All staff should attend the workplace. Clinically extremely vulnerable (CEV) members of staff are no longer required to shield and should attend the workplace</i></p> <p><i>School leaders should meet with CEV members of staff to discuss the COVID-19 risk assessment and the control measures in place to support their safety.</i></p> <p><i>19 July guidance on protecting people who are</i></p>	<p><i>All staff will remain in their bubble (this included MTA's).</i></p> <p><i>2 metre guidance wherever possible.</i></p> <p><i>PPE available (if they are within 2m of the person) for staff whilst administering first aid and during a suspected case</i></p> <p><i>Good hand washing and hygiene.</i></p> <p><i>Some external visitors will be allowed in as the school feel they are essential. The majority of these visitors will be linked to physical/mental health, well-being/pastoral support, SEND and safeguarding.</i></p> <p><i>These include:</i></p> <ul style="list-style-type: none"> <li><i>— Plymouth School Sports Partnership (PSSP)</i></li> <li><i>— Plymouth Argyle sports coaches</i></li> <li><i>— Father Jon</i></li> <li><i>— *Multi Agency Support Team (EP, Family Support Worker etc.)</i></li> <li><i>— *Speech and language therapists</i></li> </ul>

	<p>clinically extremely vulnerable from COVID-19 -  <a href="http://www.gov.uk">GOV.UK (www.gov.uk)</a></p>	<p>—*Social workers  —*EWO  *these will be delivered virtually if possible but we are aware that sometimes a visit in person is necessary.  Additional risk assessments have been produced by Plymouth Argyle and PSSP.  Father Jon to visit one class per week on a Friday for 10-15 min liturgy. He will remain at least 2 meters from any child/ adult and wear a face covering. This will take place in the school hall to reduce the risk of transmission.  Where contractors need to attend, they will be encouraged to do so outside of the usual school hours. These will be supervised by the caretaker.  Essential visitors only—a risk assessment will be sent to them prior to the visit and procedures explained by SP/LP on arrival.  Staff will follow new guidance regarding close contacts and isolating, social distancing, face coverings and testing.  Email update for all staff sent WB 23.08.21, new covid procedures to be shared during INSET 06.09.21. When approved, updated RA to be shared with all staff.  As per DFE guidance, procedures to be followed:  1. Ensure good hygiene for everyone.  2. Maintain appropriate cleaning regimes.  3. Keep occupied spaces well ventilated.  4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.  TM to be notified (request sent) of any members of staff who are CEV, or who have not received both vaccines.  Staff who are in contact with a positive case will:  Fully vaccinated - request a PCR. Not attend until a negative test is received. Not attend if symptomatic. Not</p>
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		<p>attend if a positive result is returned. In those cases, they will isolate for 10 days from day of contact.</p> <p>Partially/not vaccinated - Isolate for 10 days from day of contact.</p> <p>Any staff member who is a close contact of someone who receives a positive test will notify TM. If that staff member can continue to come to work (see above) they will be mindful of social distancing, and moving between classes. They may choose to wear a face-covering in communal areas, but this will not be mandated.</p> <p>Staff should wear face-coverings in communal areas, unless exempt. - CAST update 02.09.21</p> <p>Staff are welcome to wear face-coverings in class if they wish.</p> <p>These updates will be shared with staff during INSET on 06.09.21</p>
Premises related matters		
<p>Changes to building use being safe for pupils &amp; staff – e.g. storage, one-way systems, floor tape.</p>	<p>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.</p> <p>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p>	<p>On stairs going up to the hall, direction of travel arrows will be marked. Although unlikely, there is a slight possibility during lunchtime that some children from bubbles 1 and 2 use them at the same time, particularly if using the toilet.</p> <p>Briefing given to children about the need to frequently wash hands and steps such as, not touching items, furniture, walls, etc, while moving around the school. This briefing to be done by teachers on the 1st day. Where doors can't be propped open, staff to open doors where possible (and then sanitise their hands) to reduce frequency of touching surfaces. E.g. A whole class needs to walk through a door - staff member will go first and hold the door for the entire class, to avoid each child touching the same surface.</p>

		<p><i>Children reminded by teachers (as above) to avoid touching their face and mouth - wash hands after blowing their nose, using the toilet, coughing / sneezing, etc.</i></p> <p><i>No direction of travel arrows needed throughout the school, as there is no time throughout the day when children will be crossing paths. This also includes the scenario of a fire evacuation.</i></p> <p><i>Hand sanitiser and soap/water in every classroom and the hall.</i></p> <p><i>Hand santiser on the walls throughout the building, especially near entrance doors.</i></p> <p><i>Hand sanitiser on external wall for visitors' entrance.</i></p> <p><i>Gloves needed for first aid and intimate care.</i></p> <p><i>Cleaning products in every classroom – TA to wipe tables and sink, water bottle areas before school, at break, during lunch and at the end of the day. Wash hands thoroughly each time.</i></p> <p><i>Anti-bacterial wipes for cleaning surfaces such as Chrome books etc.</i></p> <p><i>Enhanced cleaning to continue, as above.</i></p> <p><i><del>Cleaners to carry out their usual deep clean once the rooms are vacated. This includes teachers from classrooms – they will be encouraged to leave early and work from home.</del></i></p> <p><i>Teachers are welcome to leave and work from home out of hours, but this is no longer encouraged. Teachers should cooperate with cleaners to ensure that their desks and equipment can be cleaned and wiped down.</i></p> <p><i>Nurturing room is the designated isolation space for bubbles 1-2.</i></p> <p><i>PSA room is the designated isolation space for Bubbles 3-5.</i></p>
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First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p><i>Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies</i></p>	<p><i>4 paediatric first aiders</i></p> <p><i>19 emergency first aid at work trained</i></p> <p><i>PPE available near all First Aid boxes which are strategically placed around the school.</i></p>
Fire Procedures	<p><i>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</i></p> <p><i>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</i></p>	<p><i>Fire evacuation plan (as before): Evacuation and designated areas/meeting points allow bubbles to be apart. Social distancing guidelines are in place/followed by each bubble.</i></p> <p><i>Fire evacuation and incident management plans to be reviewed in the first 2 weeks of term.</i></p> <p><i>The fire monitoring and detection systems are checked weekly (JC) and recorded on the compliance checklist.</i></p> <p><i>Practice week beginning 8/3/21. The last fire drill was successful and no alterations needed but we will do this again to make sure the children/staff remember the procedures.</i></p> <p><i>Brief staff of procedures 3/3/21 and 8/3/21.</i></p> <p><i>Update to plans (see above in green) will be confirmed via email and during teacher staff meeting in Wk2.</i></p>
Water hygiene – management of legionella	<p><i>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been</i></p>	<p><i>Clear signage is in place around the school.</i></p>

	<p><i>maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing School Premises during the Covid-19 outbreak</a>.</i></p>	<p><i>Caretaker (JC) has a list of weekly and monthly checks to carry out. He will also run the taps during the summer holiday. Please note, since November 20, we now have a caretaker for 11 hours rather than the original 35.</i></p> <p><i>WEMCO carries out water safety and temperature checks every month - recorded on a compliance checklist.</i></p>
<p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<p><i>Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</i></p>	<p><del><i>Once the Risk Assessment is approved by NM, it will be emailed and uploaded to Google Drive. The procedures and content were verbally shared with staff on 3/3/21 and will be reinforced in the morning briefing on 8/3/21 – this will be in small groups to avoid overcrowding.</i></del></p> <p><del><i>A live version will be easily accessible on the shared Google Drive for staff to see – SP will amend this as often as it is needed.</i></del></p> <p><b>Copy of risk assessment to be made available for all staff, once approved by NM. Overview given during INSET and chance to ask questions. Email sent.</b></p> <p><b>Updated</b> A4 overview given to all visitors.</p> <p><del><i>They will be asked to email SP if they have any queries. Teams to go through procedures/expectations with staff on 8/3/21</i></del></p> <p><del><i>Pupil training to take place on 07/08/21 8/3/21 and to be revisited on a daily basis.</i></del></p> <p><i>Social distancing added to the behaviour policy appendix. Safety plans communicated with parents through a letter/Dojo prior to their return (4/3/21). PSA to phone anxious families or families who we know will not access this electronically.</i></p> <p><b>Behaviour policy to be reviewed and updated during teacher staff meeting at the end of the first half term.</b></p> <p><del><i>To parents: –be punctual –communicate through Dojo, e-mail or phone</i></del></p>

		<ul style="list-style-type: none"> <li><del>–bring in own water bottles</del></li> <li><del>–own santiser is permitted</del></li> <li><del>–no masks</del></li> <li><del>–no other equipment should be brought to school including stationery.</del></li> <li><del>–reading books that are sent home will be returned to a box in each classroom (designated day only)—they will be left for 72 hours before returning to the shelf.</del></li> <li><del>–no other stationery to be brought in</del></li> <li><del>–children’s diaries will not be written in by the teacher—contact through Dojo only.</del></li> <li><del>–remind your children of expectations</del></li> <li><del>–if any symptoms/illness, inform school and stay home.</del></li> </ul> <p><del>SP and DB to monitor regularly and discuss in SLT. Update risk assessment if necessary.</del></p> <p><del>Ensure we have up to date details (including phone numbers) of all staff and visitors – Test and Trace.</del></p> <p><b>Request for updated contact information to be sent in Wk 1.</b></p> <p><b>Staff should wear face-coverings in communal areas, unless exempt. - CAST update 02.09.21</b></p> <p><b>Staff are welcome to wear face-coverings in class if they wish.</b></p> <p><b>These updates will be shared with staff during INSET on 06.09.21</b></p>
<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p><i>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</i></p>	<p>Caretaker to check grounds and buildings regularly.</p> <p>Fire alarms tested</p> <p>Taps and toilets flushed weekly (including during the holidays).</p> <p>WEMCO to check temperature monthly - last check was 7/1/21.</p> <p>Adequate supply of santiser/soap/cleaning products/PPE.</p>

		<p>Clean Force Agency have taken over the cleaning as of 23/11/21.</p>
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<p><del>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/97821/schools-coronavirus-covid-19-operational-guidance.pdf">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a>.</del></p> <p>Social distancing no longer required as part of usual practice, although this would be reviewed during an outbreak. Any steps would be discussed with ESM.</p>	<p><del>Staff to maintain 2m+ distance from one another. Staff not working across bubbles where possible. Staff not crossing bubbles to cover PPA. Staffroom will not be used as a communal area. Most staff remain in designated areas or go for a walk outside. The staffroom can be accessed, but only to use the facilities.</del></p> <p>Children seated 2m+ apart. Staff reminded to support from a height whilst standing behind pupils and to move around avoiding extended periods of time where they are with a pupil. No staff to car share.</p> <p>One person to work in the headteacher's office at a time. If someone visits, the windows must be open, face covering worn, at least 2m away and for no longer than 15mins.</p> <p>No more than five people to meet in the conference room and these visits will be kept to a minimum. Again, windows open to allow ventilation and face masks to be worn.</p> <p>LP and SC to work in a separate office.</p> <p>Signage for staffroom and toilets to remind staff/visitors of good practice.</p> <p>PSA room – maximum of two adults/two children and one adult</p> <p>Nurturing room – maximum of six children from the same bubble.</p> <p>Library – one bubble at a time (supervised and then cleaned at the end of each use).</p>

		<p><del>Hall— designated time for lunch.</del>  <del>— One bubble at a time for PE</del></p> <p><del>Signage on entrances to remind parents/children of social distancing.</del> SLT to be present and drop off and collection times.</p> <p><del>A maximum of three people to be in Headteacher’s room. Chairs are socially distanced and windows open. No longer than 15mins.</del></p> <p><del>No more than 4 people in the conference room and windows open as often as possible to allow air flow.</del></p> <p><del>Staff to minimise time in the staffroom to under 15 minutes at a time during lunch time and be seated at least 2 meters apart.</del></p> <p>Advice given to CEV staff (if any) and staff who have been in close contact with someone who has tested positive (if they are continuing to attend due to a negative PCR) to be cautious around use of staffroom and whole-school facilities.</p> <p>Staff should wear face-coverings in communal areas, unless exempt. - CAST update 02.09.21</p> <p>Staff are welcome to wear face-coverings in class if they wish.</p> <p>These updates will be shared with staff during INSET on 06.09.21</p>
Ventilation to reduce spread	<p>Schools need to balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> </ul>	<p>All windows will be open to ensure ventilation for all staff and children. A letter was sent home on 4/3/21 advising children to dress up warm (another layer along with school uniform) as all windows will be open regularly.</p> <p>Doors to be propped open where safe to do so (taking into account fire safety, security and safeguarding).</p>

	<ul style="list-style-type: none"> <li>• providing flexibility to allow additional, suitable indoor clothing. For more information see <a href="#">School uniform</a></li> <li>• rearranging furniture where possible to avoid direct drafts</li> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>• Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used Where schools believe that ventilation could be improved by leaving fire doors, either internal or external, open, this must only be done once the fire risk assessment has been reviewed and amended. Schools must ensure that systems are in place to close doors in the event of a fire alarm, during breaks if they cannot be monitored or at the end of the day. There is also the security risk of leaving external doors open and therefore there must be procedures in place to mitigate this such as ensuring that they are closed at times when they cannot be sufficiently monitored.</li> <li>• Ventilation to chemical stores should remain operational.</li> </ul> <p>It is advisable to use a thermometer to monitor temperatures where opening windows and doors is being used as a mechanism to aid ventilation. For more information on suitable workplace temperatures see HSE: <a href="#">Guidance on temperature in the workplace</a></p> <p><b>Carbon dioxide Monitors</b></p> <p>The DfE will be providing carbon dioxide monitors for every school.</p> <p>Once these are received please follow the DfE guidance for their use.</p> <p>All indoor spaces will need to be regularly tested, and where readings indicate that ventilation is weak/carbon dioxide levels are high, remedial action should be taken i.e opening more</p>	<p>No mechanical ventilation will be used, unless required following carbon dioxide monitors. This would be discussed with Paul Stewart.</p> <p>When delivered, carbon dioxide monitors will be installed and checked as advised. Any actions resulting from checking these monitors which require more than simple measures such as opening more windows, internal doors, etc. will be discussed with ESM and/or Paul Stewart.</p>
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	windows/doors etc. However, schools must balance the need for indoor spaces being well-ventilated with the need to keep pupils and staff warm. If despite the opening of available windows etc carbon dioxide monitors continue to indicate that ventilation is not good enough, please contact paul.stewart@plymouthcast.org.uk for advice and support	
Management of waste	Ensure bins for tissues are emptied throughout the day. Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) and <a href="#">Government guidance on disposal of waste</a> , including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins	Thorough cleaning in place (Clean Force 5 hours a day, own cleaner 3 hours a day and school staff to maintain areas).  Caretaker Mon, Wed and Fri mornings (x11 hours in total). JE (internal cleaner) to oversee and in the morning and Clean Force at the end of each day. - Cleaner at the end of each day - TA's to clean surfaces in classrooms regularly (as previously mentioned).  Clean Force Agency have taken over the cleaning as of 23/11/21.  Cleaners/caretaker to ensure bins are emptied every day and bag tied tightly before disposal. JE (internal cleaner) will be working 9-12 during Spring 2021.
Management of incoming goods	Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.	<del>Goods coming into the school to be dropped at the main entrance and left for 24 hours.</del>  Good coming into the kitchen to be washed and stored – containers to be recycled. Kitchen manager to follow CaterEd procedures and RA.
School owned outdoor play equipment	Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children's hands before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides,	Santiser to be used by all staff/children <b>or hands washed as part of normal classroom practice.</b>  Hand sanitiser arranged throughout the school and in each classroom.  <b>Children to wash / sanitise their hands before break and lunch.</b>

	<p>exercise equipment, gates, benches and picnic tables, refuse areas and bins. Encourage effective sanitation by users, parents etc. Consult guidance on <a href="#">Managing Outdoor Playgrounds</a> for equipment also used by the community.</p> <p>When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</p>	<p><del>Only bubble 1 to use the outside play equipment in foundation stage. They will also have their own bag of balls, hoops and beanbags to play with. Equipment cleaned after each use.</del></p> <p><del>Play equipment to be kept to each area of the playground. If a ball rolls into the next playground it is to be pushed down the bank and left for 72 hours. Hand washed and sanitised.</del></p> <p><del>Bubbles 2, 3, 4 and 5 to only use their designated benches. Bubbles 4 and 5 own designated picnic benches.</del></p>
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p> <p>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link.</p> <p>Follow government <a href="#">guidance for working in education and childcare</a> if a someone becomes ill with suspected COVID-19 at the</p>	<p>Santiser and cleaning products in each class.</p> <p>Anti-bacterial wipes for cleaning Chrome Books/sports equipment, art materials, instruments and science materials.</p> <p><del>Keep within a bubble and leave untouched for 72 hours before allowing another bubble to use it.</del></p> <p><b>Wash hands/sanitise before and after using whole school equipment.</b></p> <p>Cleaning products in every classroom – TA to wipe tables and sink, water bottle areas before school, at break, during lunch and at the end of the day. Wash hands thoroughly each time.</p> <p>Anti-bacterial wipes for cleaning surfaces such as Chrome books etc.</p> <p>Cleaners to carry out their usual deep clean once the rooms are vacated. This includes teachers from classrooms – they will be encouraged to leave early and work from home.</p> <p><b>Deep clean being done, prior to return on 5th September.</b></p> <p>Safe Zone is each class to be used in adherence with</p>

	<p>setting. Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a>.</p>	<p>COSHS advice and RA.</p> <p><del>Cleaning record to be in the toilets and classrooms – initial once complete.</del></p> <p>Clean Force Agency have taken over the cleaning as of 23/11/21. JE (internal cleaner) will be working 9-12 during Spring 2021.</p>
<p>Shared resources and equipment increasing spread</p>	<p>Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes.</p>	<p>Sanitise <b>regularly - before break, lunch, eating, after using the toilet, after sneezing, using whole school equipment, etc.</b> <del>as often as possible</del> – available throughout the school and in every room.</p> <p><u>Staff</u>  <del>Strict cleaning regime set for caretaker, cleaner and TA's – see notes in the section below.</del></p> <p><del>Before using the photocopier and laminator, sanitise hands.</del></p> <p><del>Wash hands with water before/after making a drink or using the microwave.</del></p> <p><del>Clean surfaces as an when they see fit.</del></p> <p><del>Minimum marking in books – limit written feedback. Oral feedback is recommended but not facing the child.</del></p> <p><u>Children</u>  <del>No sharing of stationery or books.</del></p> <p><del>Reading books that are sent home will be returned to a box in each classroom (designated day only) – they will be left for 72 hours before returning to the shelf.</del></p> <p><del>No soft toys</del></p> <p><del>No bags in school – children to just bring in a packed lunch box if necessary, hand santiser if desired and a water</del></p>

		<p>bottle.</p> <p>Children can bring in small bags but they must be left on their peg in the cloakroom area.</p>
<p>Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <a href="#">COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a>. Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.</p>	<p>Thorough cleaning in place (Clean Force 5 hours a day, own cleaner 3 hours a day and school staff to maintain areas).</p> <p>Regular cleaning of high contact area sat one hour intervals throughout the day:          Jo E 9.00-12.00 (internal cleaner)          TA's 13.00-15.00</p> <p>Empty and disinfect bins daily</p> <p>Clean Force Agency to carry out a deep clean Dec 20, April 21 and August 21.</p> <p>Teacher and pupil desks to be cleaned/disinfected before and after school (teachers to leave their classroom by 16.00) cooperate with cleaners to ensure their desk and working space can be cleaned.</p> <p>TA's to do this during break and lunch times.</p> <p>All products are available throughout the school (each classroom, hall, KS1 area, KS2 area, library, office, staff room. Offices have handsantiser and antibacterial wipes.</p> <p>Cleaning record to be in the toilets and classrooms – initial once complete.</p>
<p>Sufficient handwashing facilities for staff and pupils</p>	<p>Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible. Ensure enough handwash and sanitiser stations are available based on what you have learned from usage to date.</p>	<p>Hand santiser available in every classroom and throughout the school – it is positioned on the wall at the front of school and by other entrances..</p> <p>Sinks and soap available in every classroom.</p> <p>SP/LP to maintain stock levels across the school.</p>

Additional time for staff and pupils to carry out handwashing	<i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.</i>	As above and wipes in staff toilets to ensure everyone is responsible for cleaning areas after use.  All to wash hands/santise on entry. Sanitise/wash hands at break, lunch and before leaving (staggered). Build this into the school culture and add as an appendix to the behaviour policy.
Handwashing practice with children	<i>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at <a href="#">e Bug</a>. Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.</i>	<del>Daily review – use e Bug.</del>  When using soap, ensure they do so for 20 seconds. Display posters near the sinks to remind children of this.  Sanitise/wash <b>regularly</b> <del>at every opportunity</del> . Hand barrier cream to be used by the children if necessary.
Good respiratory hygiene	<i>Promote ‘catch it, bin it, kill it’ ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil’s individual risk assessment.</i>	<del>HT (SP) to ensure there is a</del> <b>Teachers to monitor (and request when needed)</b> a healthy supply of tissues and bins to promote good respiratory hygiene for ‘catch it, bin it, kill it’.  Additional support for pupils with additional needs.
Sufficient supplies of soap and cleaning products	<i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i>	SP to review COSHH assessments (RA05).  Audit supplies often to ensure there is enough in the school for every day. Take action as required.  Clean Force Agency have taken over the cleaning as of 23/11/21. They will have their own cleaning products which are COSHH safe.  There will be an internal cleaner working between 9-12 during the pandemic.  <b>All ongoing.</b>
Toilets being overcrowded	<i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if</i>	<b>The toilets will be supervised when being used and cleaned accordingly.</b>

	<p>necessary. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p>	<p><i>Bubbles will have their own toilets/cubicles/sinks to use and they will be clearly labelled. Boys and girls will be separate.</i></p> <p><i>March (Spring 2):</i></p> <p><u><i>Bubble 1</i></u>  <i>Maximum of three children at the same time. Three if they are washing hands. 2 cubicles for girls in KS1 area – maximum of 2 children at any one time. 1 cubicle for boys and urinals – maximum of 2 children</i></p> <p><u><i>Bubble 2</i></u>  <i>1 cubicle for boys and 1 cubicle for girls in KS1 area – only to be used if a child needs to go during lesson time. Maximum of two children in Year 3/4 toilets. One child (BT) will need to use the visitors toilets at all times due to a medical condition. A member of staff can wait outside the door and they must check to see it is clean after. This child may have to change his own nappy and he can do this successfully. If a mistake is made, the member of staff must wear PPE and follow the protocol – see RA appendix One child at a time.</i></p> <p><u><i>Bubble 3</i></u>  <i>Year 3/4 toilets 2 cubicles in girls toilets and 1 cubicle in boys toilets and urinals. One child at a time.</i></p> <p><u><i>Bubbles 4 and 5</i></u>  <i>Year 5/6 area Girls – 1 cubicle and sink will be allocated and labelled Boys – 1 urinals and 1 cubicle be allocated and labelled</i></p> <p><i>Do not send all the children to go during breaks. Children to use the toilet in groups, rather than all at once.</i></p> <p><i>Where possible, leave the doors open.</i></p>
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		Toilets to be cleaned by a TA from that class after use – anti bacterial wipe taps, levers, seat and doors.
Staff related issues		
<p>Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people who present as - asymptomatic.</p>	<p><i>When assessing the return to full opening the following section of the DfE guidance must be followed:</i>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a>  <b>Where this cannot be met, then the school must record why and what other control measures they will adopt.</b>  <i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</i>  <i>When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</i></p> <p><b>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</b></p> <p><i>PHE have identified issues that have arisen in their Incident Management Teams (IMT) test result in schools and some adjustments are being made by schools as a result. There may be difficult to implement due to disruption to learning or operational issues. But schools are also identifying that actually having positive cases and seeing the impact on numbers being sent home to self-isolate (staff and pupils) will also affect learning and</i></p>	<p><i>All staff will remain in their bubbles. The reasoning behind all staff being in was clearly communicated (meeting 7/1/21 and 3/3/21) and agreed by all. Staff were given the opportunity to raise concerns and as of 5/3/21, no one has mentioned anything. SP to check in with staff and review weekly.</i></p> <p><i>SP and DB to continue to carry out regular well-being checks and all staff are fine. We will continue to monitor this.</i></p> <p><i>As of 4/3/21, no staff are classed as ECV.</i></p> <p><i>All staff meetings are carried out virtually.</i></p> <p><i>Staff to maintain 2m+ distance from one another. Staff not working across bubbles where possible. Staff not crossing bubbles to cover PPA. Staffroom will not be used as a communal area. Most staff remain in designated areas or go for a walk outside. The staffroom can be accessed, but only to use the facilities.</i></p> <p><i>Children seated 2m+ apart. Staff reminded to support from a height whilst standing behind pupils and to move around avoiding extended periods of time where they are with a pupil. No staff to car-share.</i></p> <p><i>One person to work in the headteacher's office at a time. If someone visits, the windows must be open, face covering worn, at least 2m away and for no longer than 15mins.</i></p> <p><i>No more than five people to meet in the conference room and these visits will be kept to a minimum. Again, windows open to allow ventilation and face coverings to be worn.</i></p>

	<p><i>operational issues.</i></p> <p><i>Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> <li>● <i>Reducing bubble sizes,</i></li> <li>● <i>reducing face to face meetings (move to video-calling if appropriate),</i></li> <li>● <i>reducing or eliminating the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i></li> <li>● <i>reducing or eliminating the movement around the school of pupils and teaching staff,</i></li> <li>● <i>reducing or eliminating the movement across bubbles of pupils and teaching staff,</i></li> <li>● <i>no car sharing between staff to school</i></li> <li>● <i>keeping to the 2m distancing (for teachers especially) if at all possible</i></li> </ul> <p><i>Other measures that will reduce the spread of the virus in the school—face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></p>	<p><i>All TA's and teachers to remain with their bubbles with the exception of the following:</i></p> <p><i>LZ one afternoon for PPA cover in Y3.</i>  <i>LR one afternoon for PPA cover in Y4.</i>  <i>MM one afternoon for PPA cover in Y6.</i>  <i>TSB one afternoon for PPA cover in Y5.</i></p> <p><i>CB— one day in Y1/2 every week.</i>  <i>CB PPA cover and management—Week A x2 days in Y3.</i>  <i>Week B x 1 day in Y3 and Y6</i></p> <p><i>RWI delivery—the children will move around according to ability but this will be kept within bubble 1</i>  <i>If we have staff absence, this will be re-evaluated.</i></p> <p><i>Adults must aim to work 2m apart from children. If you have to go closer, never face to face—always talk to pupils alongside. If closer than 2m, minimise the time.</i></p> <p><i>Teachers/TAs advised to wear face masks at all times when in the classroom/teaching. They may choose to also wear a visor.</i></p> <p><i>Limited marking—predominantly oral feedback.</i></p> <p><i>SEND pupils—take additional care. SP (SENCO) will update all staff on 8/3/21.</i></p> <p><i>Returned books from home to be left 72 hours before being going back on the shelf.</i></p> <p><i>Supply—A4 sheet with protocols given on arrival. Regular supply/intervention teacher (CH) has been fully briefed by SP on 4/3/21 and will again in person on 8/3/21.</i></p>
<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p><i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for</i></p>	<p><i>Visitors will be allowed in school where appropriate. Other options such as meeting virtually / over the phone / will be considered first. Mitigations such as ventilation, handwashing / sanitising on arrival, the wearing of face</i></p>



	<p>pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</p>	<p><b>coverings (where required) and social distancing (where required) will be explained.</b></p> <p><i>Some external visitors will be allowed in as the school feel they are essential. The majority of these visitors will be linked to physical/mental health, well being/pastoral support, SEND and safeguarding.</i></p> <p><i>These include:</i></p> <ul style="list-style-type: none"> <li>— Plymouth School Sports Partnership (PSSP)</li> <li>— Plymouth Argyle sports coaches</li> <li>— Father Jon</li> <li>— *Multi Agency Support Team (EP, Family Support Worker etc.)</li> <li>— *Speech and language therapists</li> <li>— *Social workers</li> <li>— *EWO</li> </ul> <p><i>*these will be delivered virtually if possible but we are aware that sometimes a visit in person is necessary.</i></p> <p><i>Father Jon to visit one class per week on a Friday for 10-15 min liturgy. He will remain at least 2 meters from any child/adult and wear a face covering. This will take place in the school hall to reduce the risk of transmission.</i></p> <p><i>Additional risk assessments have been produced by Plymouth Argyle and PSSP.</i></p> <p><i>Where contractors need to attend, they will be encouraged to do so outside of the usual school hours. These will be supervised by the caretaker.</i></p> <p><i>Essential visitors only – a risk assessment will be sent to them prior to the visit and procedures explained by SP/LP on arrival.</i></p> <p><i>Marjon BEd 1 and BEd 2 students will be starting in Spring 2021. Ensure students/ student teachers who are due to attend the school are very well informed about protocols and procedures in the school – SP to oversee this.</i></p>
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		<p>Supply and visitors– A4 sheet with protocols given on arrival. Regular supply/intervention teacher (CH) has been fully briefed by SP on 4/3/21 and will again in person on 8/3/21.</p> <p>Record of all visitors (including phone numbers) to be securely stored at the office for Test and Trace purposes. Explain this on the A4 information sheet they receive on arrival. <del>Essential essential visitors only.</del></p> <p>SP/LP/TM/JC will speak to all visitors to outline our expectations - hand washing/sanitiser, face coverings, ventilated room and social distancing <b>where appropriate</b>. If working in close contact with a child this will be no longer than 15mins.</p>
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p>	<p>All staff are available as of 15/3/21. <del>Two staff are absent week beginning 8/3/21 but this is non-Covid related.</del></p> <p>TA's to assist with PPA cover.</p> <p><b>Staff absence to be monitored. Absences to be covered internally where possible and via supply agencies where this isn't possible. TAs / HLTAs to be used to cover if necessary.</b></p>
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. If appropriate, seek GP or occupational health advice. Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' - <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQyLLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a> Further advice is available from HR if required.</p>	<p><del>Protocols for reopening shared on 3/3/21 (virtually) and in person by fully briefed team leaders on 8/3/21.</del></p> <p><del>Staff and parents will be given the opportunity to discuss the RA – letter sent on 4/3/21.</del></p> <p><del>The updated/live RA is accessible on the St Peter's RC shared Google Drive.</del></p> <p><del>The above will also be reinforced weekly by team leaders (in-person). – SP to meet</del></p> <p><del>Anxieties about returning will be discussed using RA for all</del></p>

		<p><i>staff including vulnerable groups.</i></p> <p><i>SP to make pastoral calls to all staff over the summer to check their well being – CB and MM will be a priority.</i></p> <p><i>Email sent to staff WB 23rd August requesting TM be notified of any concerns. Letter to parents available to staff and sent WB 30th August. Opportunity to ask questions during INSET TM/SR available to discuss concerns as required.</i></p>
<p>Staff understanding of new changes – safe practice at work &amp; in classroom. Teaching in a safe environment</p>	<p><i>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</i></p>	<p><i>Following on from leadership and staff meetings, staff will be briefed again on 8/3/21 – health and safety, Safeguarding and Protocols for opening. Protocols and expectations will be reinforced weekly by SP and team leaders.</i></p> <p><i>This will also be sent in an email and uploaded to the Google Drive to give staff the opportunity to seek clarification.</i></p> <p><i>Safeguarding will be at the start of every teaching staff meeting. This will include a Covid update and the chance to ask questions. Regular emails sent to update all staff.</i></p>
<p>Accessing testing arrangements are clear for all staff</p>	<p><i>Guidance on the new asymptomatic testing programmes taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step 'how to guides.</i></p> <p><i>For secondary schools - <a href="#">Resources - Google Drive</a>.</i></p> <p><i>For primary schools - <a href="#">Primary Schools Document Sharing Platform - Google Drive</a></i></p> <p><i>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</i></p> <ul style="list-style-type: none"> <li><i>● they are fully vaccinated</i></li> </ul>	<p><i>Suspected or confirmed cases of COVID-19 must be reported to the local Public Health England (PHE) Health Protection team on 0300 303 8162 (press Option 9 then option 1). Local Health Protection Team/ NHS Contact and Trace phone number available at all times - (print out and place in the office by the phones).</i></p> <p><i>Report case to the ESM/ Kevin Butlin.</i></p> <p><i>Protocols</i></p> <p><i>Suspected case: staff or parents to call 111 and seek advice- preferably ask for a test to confirm whether the child has Covid 19.</i></p> <p><i>Staff member/Child/ children to stay off school until test results are returned.</i></p> <p><i>Staff/parents to inform school of results by Dojo/ email - if it is clear children can return to school if well enough to do so. If positive, contact PHE/Local Health Protection</i></p>

	<ul style="list-style-type: none"> <li>● they are below the age of 18 years and 6 months</li> <li>● they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>● they are not able to get vaccinated for medical reasons</li> </ul>	<p>Team/ESM and follow procedures for class lockdown.</p> <p>14-10 days isolation for Staff/pupils in contact with a positive case if they have not received both doses of the vaccine. Staff members who are not fully vaccinated will isolate as above.</p> <p>Staff who are fully vaccinated will isolate until a negative PCR is returned. If positive, then they will isolate as above.</p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>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 should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>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 Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<p>What to do if you have symptoms/ a child displays symptoms in school;</p> <p>If teachers suspect a child is ill, they need to isolate the child immediately in an isolation room (Bubbles 1 and 2 – pastoral room). (Bubbles 3, 4 and 5 PPA room).</p> <p>All staff dealing with that child will need to wear PPE- mask/visor/gloves and an apron and follow protocol.</p> <p>Call parents to pick up.</p> <p>Test and Trace will be enforced. SP/TM to contact PHE.</p>
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>Clinically Extremely Vulnerable staff (CEV) are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required) and there is guidance for this group. Employers should talk to their staff about how they will be supported, including to work from home. These new formal shielding measures will apply across the whole of England until at least 31 March. Staff who are Clinically Vulnerable (CV) can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission <a href="https://www.gov.uk/government/publications/schools-coronavirus-covid-19-operational-guidance">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) p37</a></p> <p>A risk assessment should be undertaken with clinically extremely</p>	<p>All staff are available as of 15/3/21.</p> <p>Two staff are absent week beginning 8/3/21 but this is non-Covid related.</p> <p>Prepare package of work for those staff who need to shield.</p> <p>TM has requested all staff to let him know if they are CEV. Email sent and reminder on the INSET day.</p>

	<p>vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment</p> <p><a href="https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5gBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5gBbtOSEkw?e=040Qiy</a></p>	
Staff use of PPE	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> Guidance on the appropriate selection and use of PPE from DCC can be found here: <a href="http://devon.cc/pppe">http://devon.cc/pppe</a></p>	<p>Face covering (not just a visor) to be worn by all adults whilst in communal areas. Strongly advised if they cannot maintain social distancing whilst teaching. A visor can be worn in addition to a visor.</p> <p>LZ bubble 1 TA will need to wear PPE if BT (Y2 child) has an accident whilst toileting – medical need.</p>
<p>Use of face coverings</p> <p>Lack of understanding</p>	<p><a href="#">Guidance on the use of face coverings for pupils in year 7 and above</a> should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a> and above guidance on use in education settings.</p>	<p>Safe disposal of PPE in a closed bin – tied bag and safely disposed of.</p> <p>Training 2/9/20.</p>
Dealing with suspected and confirmed case/ cases and outbreak.	<p><b>Dealing with suspected and confirmed case/ cases and outbreak.</b> If you would like advice, contact the DfE Coronavirus Helpline on 0800 046 8687. You may also call the PHE SW Health Protection Team for advice on 0300 303 8162 if the following applies; you have taken action but are still seeing more cases, you think you may need to close your setting (you should also email the school</p>	<p>Contact ESM/ Kevin Butlin/ Central team for advice following a confirmed case.</p> <p>Also SWHPT at Public Health England</p> <p>0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a></p>

priority alert mailbox - [educate.schoolspriorityalerts-mailbox@devon.gov.uk](mailto:educate.schoolspriorityalerts@mailbox@devon.gov.uk)), someone in your setting has been admitted to hospital or you are getting significant media interest. Special schools, boarding schools or special post 16 providers should call the PHE SW Health Protection Team straight away.

**Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):**

- The current definition of a close contact in a school setting is shown below.
- face-to-face contact including being coughed on or having a face-to-face conversation within one metre
- been within one metre for one minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane (this includes school transport)

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

If a child or staff member in your education setting becomes symptomatic, you should advise them to access a PCR test through the normal channels.

However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided PCR home test kits to improve the chances that the individual will get tested. See the [DfE guidance on test kits for schools](#).

If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162

For **ALL CONFIRMED CASE IN SCHOOL ALWAYS** inform the local authority by completing the smart survey form: [COVID 19 - Education Provision/School Notification of Positive COVID 19 Test](#)

	<p><a href="#">Results or who have been advised to isolate (smartsurvey.co.uk)</a></p> <p>Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <a href="https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a>. If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting. Schools should up-date the <b>Schools Emergency Plan</b> to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:</p> <p><a href="#">Educational settings Action cards</a></p> <p><a href="#">PHE SW HPT: Flowchart for childcare and Educational settings V 4</a></p> <p>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the <a href="#">Actions for Schools Guidance Section 5</a></p>	
<p>Lateral Flow testing (Secondary Schools) It is important to note that LFT/PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation actions.</p>	<p><b>Guidance on the coronavirus (COVID-19) testing programme for secondary schools and colleges With the start of mass testing by Lateral Flow Devices (LFD) in some schools, it is also important to remember that these are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place, but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</b></p> <p>DfE have created a <a href="#">schools and colleges document sharing platform</a> for asymptomatic testing. This area contains additional information to support schools and college staff in preparing and operating LFT.</p>	<p>N/A</p>
<p>Lateral Flow testing. It is important to note that LFD /PCR testing and vaccination and the wearing of face coverings is only part of the preventative measures in place and school must continue implement the mitigation. actions, particularly in</p>	<p><b>Guidance on the coronavirus (COVID-19) LFD testing programme for primary staff home.</b></p> <p><b>It is also important to remember that the LFD test are only one part of the process and although they are a way of identifying asymptomatic individuals quickly, they are not a replacement for all other fundamental mitigating measures previously in place</b></p>	<p>LFT Officer – LP (Senior Administrator) Staff reminded that any testing must be administered at home. Staff sign when they collect the test from LP – ensure you have at least two tests at home in case of a void result.</p> <p>Test to be taken every Wednesday and Sunday evening.</p>

<p>relation to contact between staff.</p>	<p>but should be used alongside. It is vitally important that schools who are using mass testing do not relax other fundamental measures.</p> <p><b>Key points</b></p> <ul style="list-style-type: none"> <li>• All staff working in primary, secondary and Colleges are encouraged to take part in the LFD testing programme</li> <li>• Secondary age pupils are recommended to undertake 3 tests in school at their Asymptomatic Test Site (ATS) BEFORE moving to use LFD home test kits</li> <li>• Recommended twice weekly before coming into school 3-4 days apart</li> <li>• Read guidance and watch video</li> <li>• This process is not for releasing people early from Self Isolation</li> <li>• It is not mandatory DfE have created the link below for asymptomatic testing for schools to follow. This area contains additional information to support primary schools and secondary staff in preparing and operating home testing LFD.</li> </ul> <p>Resources for testing:  <a href="#">youtube video</a>  <a href="#">Google Drive</a>  <a href="#">Primary Phase - Google Drive</a></p>	<p>LP to message every member of staff at 4pm on the day of the test to remind them and also to submit their result.</p> <p>This will continue to happen through September. All staff asked to test on Wednesday 1st and Sunday 5th September, prior to return. TM to be notified of any positive cases.</p> <p><u>Training</u>  All staff received two training sessions:  25/1/21 - video  27/1/21 - briefing from Headteacher</p> <p>LP will be keeping the logs and overseeing all the relevant paperwork</p> <p>Staff will be reminded of the protocols in weekly meetings. SP will train all regular visitors before their visit to school.</p> <p>Any staff who have tested positive via a PCR, will not complete an LFT for 90 days following their PCR.</p>
<p>Pupil related issues</p>		
<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<p><b>Clinically extremely vulnerable (CEV) adults and children.</b>  It has been confirmed by the DfE that all CEV (and those who have been newly identified by letter in recent days) that all these staff/pupils should continue to self-isolate until March 31<sup>st</sup>.</p> <p>The Department of Health and Social Care has added a <b>third</b> category to the <a href="#">definition of clinically extremely vulnerable (CEV)</a>. The definition has been expanded to include a new group of adults who have been identified through the <a href="#">COVID-19 population risk assessment</a> as potentially being at high risk of serious illness if they catch the virus.  Individuals identified as CEV through this risk assessment are</p>	<p>All return to school unless in a local lockdown situation</p> <p>All children in Years 1 - 6 return to school on 8/3/21.</p> <p>Medical advice for ML and ML re cystic fibrosis – see appendix.</p> <p>No children are CEV</p> <p>All children in school,  LP to check CEV children new to school in EYFS.</p>



	<p><i>advised to follow <a href="#">guidance for clinically extremely vulnerable people</a>, which has now been extended until 31 March. Anyone newly identified as part of this group will be notified.</i></p>	
<p>Children with EHCP and pupils who attend dual settings</p>	<p><i>A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</i></p>	<p><i>RA for pupil with an EHCP - particular attention to pupils with complex healthcare needs (ML and ML).</i></p> <p><i>AL in Y4 - 1:1 TA</i> <i>See appendix</i></p> <p><i>AL will need additional support due to her baby sister having complex needs. School to contact mum weekly through phone and her LR (1:1 TA) to keep in touch with AL daily.</i></p> <p><i>A range of outside agencies are involved at the moment, mainly due to the high complex needs of both children. SP is in contact with all the relevant agencies including the LA SEND team. A multi agency meeting will be scheduled asap. All notes/actions are recorded on CPOMS. Meeting was had with Kate Farrow (CIT) on 22/1/21 to discuss the way forward and her EHCP needs.</i></p> <p><i>3/3/21 the EWO (DC) and SEND support (Sharon P) was contacted reference our concerns about AL returning. Meeting with EWO will be help on 9/3/21 to discuss this. SP will propose a multi agency meeting.</i></p>
<p>Pupils unable to follow guidance</p>	<p><i>Some pupils will need additional support to follow these measures. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></i></p>	<p><i>Support and plans in place for pupils with particular needs – they are all able to follow guidance.</i></p> <p><i>SP to review SEND register and speak to relevant staff.</i></p> <p><b><i>SP to make BW aware of any children in this situation.</i></b></p>
<p>Pupils equipment</p>	<p><i>Pupils to limit the amount of equipment they bring into school each day, to essentials</i></p> <p><i>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</i></p>	<p><i>Items brought in from home, for example reading books, will be quarantined for 72 hours.</i></p> <p><i>No stationery to be brought to school. Each child will have their own pencil/pens.</i></p> <p><i>No bags brought to school – just a water bottle, hand</i></p>

		<p><del>santiser if desired and a packed lunch box if required.</del></p> <p><del>Bags can be brought in to school – draw string preferable</del></p>
Member of a class becoming unwell with COVID-19	<p><i>If a child is awaiting collection, they will be moved 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 to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.</i></p>	<p><i>If teachers suspect a child is ill, they need to isolate the child immediately in the isolation area.</i></p> <p><i>All staff dealing with that child will need to wear PPE - mask/visor/gloves and an apron.</i></p>
School Uniform	<p><i>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</i></p>	<p><i>Uniforms to be worn – usual school uniform policy.</i></p> <p><i>PE clothes can be worn on PE days so pupils do not change in school</i></p> <p><i>Parents are reminded that clean uniforms are essential.</i></p> <p><i>Due to windows being open for good ventilation, children can wear extra layers either under or over their uniform as needed.</i></p> <p><i>Due to shops being closed and some parents experiencing financial difficulties, uniform will be relaxed if their existing uniform is too small/faulty. Parents and carers have been advised to contact the school if this is the case and we will do what we can to support.</i></p> <p><b>Reminder of uniform policy sent prior to Sept. return.</b></p>
<b>Transport</b>		
Travel to school and provision of safe school transport:	<p><i>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort</i></p>	<p><i>Children/parents encouraged to walk to school. If not possible, park in the next street and walk the final part.</i></p> <p><i>Cycle/Scooter</i></p>

	services.	
Dedicated school transport, including statutory provision	<p><a href="#">transport-to-school-and-other-places-of-education-autumn-term-2020</a></p> <p>Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle). Schools may even wish to draw up seating arrangements on vehicles.</p> <p>Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely.</p> <p>Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.</p> <p>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.</p> <p>Ensure organised queuing/boarding and distancing within vehicles if possible.</p> <p>It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, supported by PHE, <b>recommend</b> that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions:</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings">https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings</a></p> <p>Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although guidance indicates that PPE is not normally needed on home to school transport.</p> <p>Transport Co-ordination Service will work with operators, schools</p>	N/A
Face coverings & PPE		
Loading for vehicles above nine passenger seats		

<p>Good practice &amp; personal care</p>	<p>and parents to manage arrangements for organised queueing and boarding.</p> <p>Students should be asked to respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested). Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as "out of use" by the operator.</p>	
<p>Carriage of passengers with symptoms</p>	<p><b>ALL students will be expected to abide by the DCC Code of Conduct</b></p> <p>Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey. Coughs/sneezes – students/parents to be given guidance on good management of coughs and sneezes, in line with the "catch it, bin it, kill it" approach – this will be reinforced in schools. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival.</p>	
<p>Children with Special Educational Needs:</p>	<p>Parents must be advised that students <b>MUST NOT</b> board home to school transport, if they or a member of their household has symptoms of coronavirus. Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person's journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</p> <ul style="list-style-type: none"> <li>• they develop symptoms themselves (in which case, they should</li> </ul>	

	<p>arrange a test) or</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive (see below)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• if they have been requested to do so by NHS Test and Trace.</li> </ul> <p>When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.</p>	
Wider public transport	<p>It is the law that you <a href="#">must wear a face covering when travelling in England</a> on public transport. Some people <a href="#">don't have to wear a face covering</a> including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.</p>	N/A
School Transport arrangements support changes to school times	<p>Any alternative access arrangements for when students arrive at the school grounds should be communicated via the school to families/students.</p> <p>Liaising with the School Transport Team before change are made.</p> <p>Follow government guidance  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a></p>	N/A
<b>Curriculum considerations</b>		
Planned return to normal curriculum in all subjects by Summer Term 2021	<p>Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</p>	<p><del>From 8/3/21</del>  <del>First two days — meet and greet.</del>  <del>Outline/reinforce expectations and have fun!</del>  <del>Ensure all children understand that St Peter's is a happy and safe place to be.</del></p> <p><u>Proposed next 4 weeks (from 8/3/21) — review before the end of Spring 2</u>  A balance of emotional health, gap filling and knowledge</p>

		<p><i>building.</i></p> <p><i>Continue to follow the school's normal curriculum— curriculum skills, concepts and knowledge whilst addressing the following:</i></p> <ul style="list-style-type: none"> <li>● <i>Mental health and wellbeing— wellbeing Wednesday will continue during this period.</i></li> <li>● <i>Assessment of children— use these to formulate interventions.</i></li> <li>● <i>Gap filling for all pupils + additional focus for disadvantaged pupils and those with SEND.</i></li> <li>● <i>Continue to implement Rosenshine's teaching principles.</i></li> </ul> <p><i>New Mental Health leader has been appointed.</i></p> <p><i>Use the four posters created by PLP (Will Roberts) to support with this.</i></p> <p><i>Themes: catch up, whole school awareness and wellbeing, resilience and basic skills</i></p> <p style="text-align: center;">.....</p> <p><i>In case of a bubble closure or an individual needing to self-isolate, refer to the home learning contingency plan and communications with parents— this can be found via Class Dojo and the letters which are published on the school website.</i></p> <p><i>Both IXL and Google Classrooms are embedded and children who can not access home learning have been identified.</i></p> <p><i>Learning contingency plan/expectations has been sent home (3/11/20).</i></p> <p><b>Sept: time spent in classes in the first week 'checking in' with children, listening to and answering questions and reviewing new rules. Establishing class rules and routines. Opportunities for circletime and SEMH activities.</b></p>
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<p>Suspension of some subjects for some pupils in exceptional circumstances.</p>	<p><i>Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.</i></p>	<p><i>We will continue with the normal curriculum.</i></p>
<p>Music, dance and drama activities</p>	<p><i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities. As a result, schools must refer to the detailed <a href="#">Guidance for Music, Dance and Drama</a> as well as <a href="#">Guidance for the Performing Arts and</a> should take particular care to observe social distancing which may limit numbers taking part in group activity, and prevent physical correction by teachers, and contact between pupils in drama and dance.</i></p> <p><i>Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on <a href="#">handling equipment</a></i></p> <p><i>If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS <a href="#">performing arts</a> guidance, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular consideration to the guidance on delivering <a href="#">outdoor events</a>.</i></p> <p><i>Schools should consider risk reduction measure such as physical distancing and playing and singing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. The guidance should be consulted for further information relating to:</i></p> <ul style="list-style-type: none"> <li><i>- peripatetic music staff,</i></li> <li><i>- cleaning and handling of equipment,</i></li> <li><i>- singing and playing brass and woodwind instruments</i></li> <li><i>- Avoiding sharing of musical instruments</i></li> <li><i>- Handling scripts</i></li> </ul>	<p><del><i>No singing in the class at present until further notice</i></del></p> <p><del><i>Drumming and guitars can be taught in a well ventilated room</i></del></p> <p><del><i>No group is more than 5 for instrument tuition</i></del></p> <p><del><i>Small groups can sing outside</i></del></p> <p><del><i>No whole school assemblies – these will be virtual. Class worship every Friday.</i></del></p> <p><b><i>Collective worship and singing to resume. Hall to be ventilated. Classes to be spaced out in the hall. Each class to leave in turn.</i></b></p>

Physical activity in schools	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where it is possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>	<p><b>HEALTHY ME, PHYSICAL ME, SOCIAL ME</b></p> <p><del>Pupils will be kept in their classes for all PE lessons and playtimes.</del></p> <p><del>All PE sessions will take place outside. The hall will be used if it is raining and appropriate procedures followed. All windows and doors will be open throughout.</del></p> <p><del>Plymouth Argyle Coach and Howard Turner (PSSP) to assist with keeping children healthy and active – PE funding.</del></p> <p><del>Follow Cambridgeshire planning and the principles of REAL PE.</del></p> <p><del>HT to model/train MTA's on how to keep the children active whilst maintaining guidelines. Bubble 1 for the first six weeks.</del></p> <p><del>Thorough risk assessments have been provided from Plymouth Argyle and PSSP.</del></p> <p><del>All staff to ensure all equipment and areas are cleaned after use.</del></p> <p><del>Use of the daily mile, scooters etc. to get pupils out and about every day.</del></p> <p><b>PE to return as pre-pandemic.</b></p>
Practical science, art and D&T lessons	<p>Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the <a href="#">Guide to doing practical science work during Covid-19</a>, <a href="#">Guide to doing practical work in D&amp;T, food and art</a>, <a href="#">Carrying out practical science work in non-lab environments</a> and for primaries <a href="#">Practical activities in a bubble</a>. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</p>	
Educational visits	<p><del>The DfE advises against all educational visits at this time. This advice will be kept under review. <a href="#">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a></del></p>	<p>No overnight visits have been booked until further notice.</p> <p>No visits or local walks will be allowed – review in line with</p>



	<p>For additional information check with EVOLVE guidance on website.</p> <p><b>Educational Visits</b></p> <p>Domestic/UK educational visits, including residential visits can take place subject to local COVID-status of destination; thorough risk assessment, including COVID-19 control measures, and usual Educational Visit Coordinator approval. All reasonable efforts must be taken to eliminate the risk of financial loss due to the impact of COVID.</p> <p>All domestic residential visits must continue to be signed-off by your ESM.</p> <p>No new overseas educational visits should be booked due to the potential for changes to the travel status of destinations, and the likelihood of financial loss if trips had to be cancelled due to a COVID19 outbreak in the school prior to the visit; costs of isolation if outbreak occurs whilst overseas etc.</p> <p>No previously booked overseas educational visits are allowed to take place without the written permission of the Director of Education.</p>	<p>guidance</p> <p>Trips and visits to be managed as left. Evolve being used for risk assessing.</p> <p>Sportsday (written RA) near site in Wk1.</p>												
<p>Groups of children mixing resulting in risk of more widespread transmission</p>	<p>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</p> <p>Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is</p>	<p>Staggered start/end times and a range of entrance being used to ensure that one bubble enters at a time. Parents have been reminded that punctuality is essential. Letter sent out on 4/3/21.</p> <p><u>Newcastle Gardens entrance</u></p> <table border="0"> <tr> <td>—</td> <td>Drop off</td> <td>—</td> <td>Collection</td> </tr> <tr> <td>YR/1:</td> <td>8.50</td> <td>—</td> <td>15.10</td> </tr> <tr> <td>Y1/2:</td> <td>8.50</td> <td>—</td> <td>15.10</td> </tr> </table> <p>All children to be met by Teachers/TA with expectation that children sanitise their hands on entry/exit to the school grounds.</p>	—	Drop off	—	Collection	YR/1:	8.50	—	15.10	Y1/2:	8.50	—	15.10
—	Drop off	—	Collection											
YR/1:	8.50	—	15.10											
Y1/2:	8.50	—	15.10											

	<p><i>accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time).</i></p> <p><i>Large gatherings such as assemblies and with more than one group should be avoided.</i></p>	<p><i>Y3: 8.40 — 15.00</i>  <i>Children walk straight to their classroom—sanitise before entering.</i></p> <p><i>Y4: 8.40 — 15.00</i>  <i>Children walk straight to their classroom through the KS2 playground and enter the side entrance of the building</i></p> <p><u><i>Brentford Avenue (front) entrance</i></u></p> <p><i>Y5: 8.40 — 15.00</i>  <i>Y6: 8.50 — 15.10</i>  <i>Both classes walk through the gate (sanitiser on entry) and then go straight to their classroom. Parents wait outside the school gate and follow the markings on the fence.</i></p> <p><u><i>Drop off</i></u>  <i>Parents leave their child/children at the gate and do not enter the school premises (unless additional plans have been made due to personal circumstances). Signs are put up to remind the parents to socially distance and leave immediately. This is also monitored by a member of staff daily.</i></p> <p><i>When entering the school, children are directed to their relevant areas where they are supervised—each bubble has their own allocated entrance to the school building.</i></p> <p><u><i>Collection</i></u>  <i>The playground is closely monitored by SLT/staff and social distancing rules reinforced.</i></p> <p><i>Y4-Y4 parents can wait in the playground for collection (supervised by SLT). This will ensure that no large groups gather by the front gate and teachers can then dismiss the children with the correct adult appropriately. Weekly reminders for parents to collect their child and leave the playground immediately.</i></p> <p><i>A member of staff to be on each gate and they will reinforce social distancing rules if necessary.</i></p>
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		<p><del>desperate.</del></p> <p><del>Areas will be disinfected regularly and pupils supervised at all time. This will also be the case for all bubbles.</del></p> <p><del><u>B3: Year 4 (x16)</u></del>  <del>Own corridor, stairs and cloakroom. They will enter the dinner hall through a different entrance than bubbles 1 and 2.</del></p> <p><del><u>B4: Year 5 (x20) and B5: Year 6 (x20)</u></del>  <del>Shared corridor when accessing the KS2 playground and toilets. Due to this, the children will be supervised and staggered.</del></p> <p><del>Each bubble has their own access to the outside space at the front of the school (sectioned off areas). This area will be used for brain breaks, outdoor learning and lunchtime.</del></p> <p><del>They will each have their own cloakroom although the Y6 one is outside the new library – they will be supervised. As this is close to the Y4 room, we have ensured that Y4 and Y6 arrive and leave at different times.</del></p>
<p>Use of live/recorded interactions to teach and engage with pupils/parents</p>	<p><i>Only if a bubble/child needs to self-isolate</i></p>	<p><b>Remote learning (where required) to be managed as 2020-21. Provision of remote learning and discussion of any improvements to be made will be held by SLT.</b></p>
<p>Lack of parental agreement with live interactions between pupils and teachers</p>	<p><i>Ensure that parents and pupils have given signed consent for pupils to take part and have agreed with an updated agreement policy.</i></p> <p><b><i>If a child/bubble needs to self-isolate, we will not deliver any live lessons. We will however, use Google Meet for wellbeing purposes.</i></b></p> <p><b><i>This will typically be a Friday afternoon.</i></b></p> <p><b><i>This will be revised weekly and risk assessment amended accordingly.</i></b></p>	<p>As we are not delivering the curriculum through this method, the Google Meet opportunity is optional. All class teachers will send the 'Acceptable use of Live Streamed Lessons/Meetings Agreement' to all families via Class Dojo. During the partial closure, the children who are working from home will be able to respond by messaging each class teacher privately.</p>

Parents do not comply with acceptable use agreement	<i>Provide parents with clear guidance on how and when live interaction will take place following the trust expectations; guidance for how parents and pupils will interact will be clearly stated. Parents to be regularly reminded of these expectations through school communications.</i>	<i>Parents will be alerted to the 'Acceptable use of live streaming' document through text, class dojo and individual phone calls to vulnerable families. Teachers will communicate with parents when a live meeting will take place. To ensure parents do comply we will refer them to the 'Safeguarding addendum V1 080120 Covid/19 document. They will be encouraged to speak to the SLT with any queries.</i>
Staff reluctant to deliver live or recorded interactions	<i>School leaders will brief staff and ensure full agreement for staff participation. Where there is not agreement, leaders will agree an alternative.</i>	<i>Staff have read the 'Acceptable use of live streaming' document. To ensure staff do comply, we will refer them to the 'Safeguarding addendum V1 080120 Covid/19 document. They will be encouraged to speak to the SLT with any queries. As of 15.1.21, all staff are happy to comply.</i>
Staff are not fully aware of the appropriate processes and protocols for live interactions	<i>Provide appropriate training to all staff. Where possible, interactions should only take place on school premises. Where this is not possible, for example staff are self-isolating, school leaders should have vetted and agreed an area within the staff members' home (through virtual interaction) that this can take place. Staff to be given clear guidance on processes and protocols on delivery of any live or recorded interactions.</i>	<i>Leaders will roll out training to teachers. Live sessions will be modelled by leaders initially. Teachers will be expected to stream from school only and this will be using school equipment.</i>
Staff use of own equipment or accounts to deliver live streaming	<i>Schools to have an agreed platform which will be the only form of delivery to pupils. School staff should only use school devices and accounts to access and deliver live or recorded interactions.</i>	<i>Google Class (Google Meet) and Class Dojo</i>
Sessions at risk from the sharing of inappropriate content, audio or unauthorised participants	<i>Schools should have a process for; having full control of live sessions to include cameras and mics, immediately ending a live session for all, removing any participant from a live session. Sessions will be locked by the adult leading the session to unauthorised participants at all times. Staff to record attendance of pupils at every session and log/report any breaches/concerns to senior leaders. Pupils will be regularly reminded of e-safety responsibilities such as not sharing passwords etc.</i>	<i>Teachers using Google Meet can remove or mute inappropriate content or audio. Only people who are invited by the host can join the meeting. Anyone removed from the meeting will not be able to rejoin that meeting again.  Attendance sheet on Google docs to be completed for each session when Google Classroom is used for single classes.</i>

		<p>Line managers to check in with key stage teachers after each Google Meet session.</p> <p>Any inappropriate content will be added to CPOMS where SLT will be alerted</p>
Unacceptable use of live streaming	<p>Sessions will only take place during school hours. Maximum length and number of sessions will be agreed and age appropriate, reflecting the needs of the staff and the pupils. Staff to discuss any concerns over excessive screen time with line manager in order for this to be adjusted if required. Parents and/or pupils to have the opportunity to discuss concerns over excessive screen time with school leaders.</p> <p>Staff to check pupils are adhering to policy, share ground rules at the beginning of each session and log/report any breaches/concerns to senior leaders. School leaders will review and revise the current behaviour policy to ensuring coverage of online interactions.</p> <p>Provide pupils with clear guidance on how and when live interaction will take place. Share code of practice for live lessons. Pupils will be made aware that behaviour and sanctions will apply to live lessons and will be in line with school behaviour policy.</p>	<p>One Google Meet session will take place each week (Friday pm) and this will be during school hours. Reference to be added to safe online behaviour in code of conduct policy.</p> <p>Expectations shared with all pupils to ensure pupils are fully aware of the school behaviour expectations with regard to live lessons/streaming.</p> <p>Class teachers to develop a 'class charter' of agreed conduct, these will be in line with the school behaviour policy.</p>
Pupils without parental agreement appear on camera whilst taking part in live interactions	<p>Staff to ensure that they are fully aware of parental consent agreements. Where pupils do not have parental consent for images to be shared, staff member will be the only person accessing camera. Parents to be given the option for child to access live interactions without video when at home.</p>	<p>As we are only using Google Meet, teachers will be able to only admit children who have consent. All teachers will be made aware of who does not have permission.</p>
Provision of food		
Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p>	<p>Kitchen already compliant with Covid 19 requirements (June 20)</p>
Catering staff are operating in a safe environment	<p>Catering staff to follow the relevant aspects of government guidance for food premises: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-">https://www.gov.uk/guidance/working-safely-during-coronavirus-</a></p>	<p>As above (June 20)</p>

	<a href="#"><u>covid-19/restaurants-offering-takeaway-or-delivery</u></a>	
Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.</i>	<p><del>Compliance checklist to be completed regularly by JC and LP.</del></p> <p><del>Letter to parents about accessing the school – recent letter sent out on 4/3/21.</del></p> <p><del>Main contact with parents will be through Class Dojo- 1 parent for drop off and pick up.</del></p> <p><del>Visitors to the site are kept at a minimum when pupils are in school. These visitors will only be essential ones and it will be through appointment. As of 2/11/20 this will be kept to essential visitors only and always by prior appointment.</del></p> <p><del>A4 overview sheet to be given to anyone who visits the school and this to be explained on arrival. A reminder to use hand sanitizer on arrival and face covering.</del></p> <p><b>See above for information about visitors</b></p>
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i>	<i>Deliveries to the kitchen during working hours – in the car park and no access to the rest of the school.</i>
Communications to parents and staff	<i>Regular communications</i>	<p><i>Letters and Class Dojo</i></p> <p><i>Teacher and Teaching assistant/ other staff emails</i></p> <p><i>Text messages to be sent to families signposting them to Dojo/website. Phonecalls made to the families who do not have access to the internet at home (a list is in the office).</i></p>
Pupils and families anxious about return	<i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</i>	<i>As before, families are encouraged to contact the school if they have any queries/worries and these are handled on an individual basis - either by the class teachers, PSA (SC), Assistant Head (DB) or Headteacher/SENCO (SP).</i>

		<p>Messages and reassurance updates to be posted regularly on Dojo and school website. These to be signposted through a text.</p> <p>MAST involvement (FSW) to support identified families.</p> <p>Clear messages and expectations re opening and procedures in place.</p> <p>Telephone calls have been made by PSA prior to the end of term.</p> <p>Class teachers will make contact with their new children on Dojo prior to them returning on 8/3/21.</p> <p>Zoom meetings, shared achievements through the pupils individual portfolios on Dojo. Achievements also celebrated on Facebook.</p>
Parent aggression due to anxiety and stress.	Tell parents 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) to reduce anxiety	<p>Letter to parents with full details was sent out on 4/3/21.</p> <p>SP to regularly remind parents to make an appointment if they have any queries. This is working well and consequently, concerns of parents have been addressed. SP and SC (PSA) will continue to monitor this and it will also be discussed during team meetings.</p> <p>Letter sent to parents 01.09.21 with HT email 1 for any questions or concerns. Will be available on the gate 1st day.</p>
Oversight of the governing body		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.	<p>Online meetings taking place every half term.</p> <p>Governors reports saved on Google Drive for ease of access.</p> <p>Reporting to Chair of Governors regularly about changes.</p>



	<i>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</i>	<i>Minutes stored and saved in Google Drive.</i>
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**Signed: Headteacher/Head of Department:**

Date: 01.09.21

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.