

## **COVID19: Updated 14.12.20**

**SCHOOL NAME: St Stephen's C.E Primary**

### **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of schools to ensure the school continues to operate as safely as possible during government announced lockdowns. Plans and measures in place should be reviewed on a regular basis.

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school's circumstances. Your risk assessments and plans need to be confirmed with your governing bodies and shared with the local authority.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

**The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:**

[Guidance for full opening of schools September 2020](#)

[NHS test and trace for people who develop symptoms of coronavirus](#)

[Safe working in education, childcare and children's social care settings, including the use PPE guidance.](#)

[Covid19 cleaning in non-healthcare settings](#)

[NHS test and trace](#)

**Appendix 1 – Trade Unions' checklist**

## **The following principles underpin all planning and actions:**

- Children's needs are paramount
- Staff physical and emotional well-being must be considered at all stages of planning and implementation
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

## **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'

### **Prevention:**

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

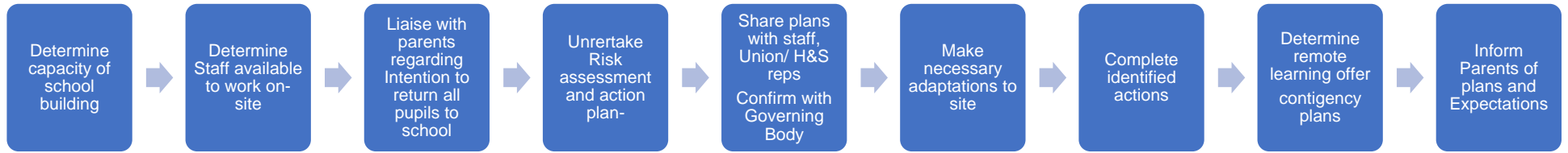
Number 6 applies in specific circumstances.

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

1. engage with the NHS Test and Trace process
2. manage confirmed cases of coronavirus (COVID-19) amongst the school community
3. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

**Steps of Re-opening Preparation:**



**Risk Matrix:**

Risk rating High (H), Medium (M), Low (L)	Likelihood of occurrence		
	Probable	Possible	Remote
<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<b>1. Engagement and communication- risk assessment and planning</b>							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders	Staff not informed	L	<p><b>Governors and staff agreed initial changes to the RA on 15.7.20 and governors by 17.17.20.</b>  <b>LA changes incorporated on 22.7.20</b>  <b>Sent out to staff at end of August ready for 2.9.20</b></p> <p><b>Reviewed and revised 5.11.20 in light of one month lockdown.</b>  <b>Reviewed and revised with Government changes made to self-isolating period from 14.12.20</b></p>	HT	<p><b>2.9.20</b></p> <p><b>5.11.20</b></p>	L
<b>2. Preparing Buildings and Facilities</b>							
2a	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<p>Water</p> <p>Food remains in the freezer over summer break</p>	<p>M</p> <p>M</p> <p>M</p>	<p>Carry out a formal / recorded full pre-opening premises inspection. Full statutory maintenance check undertaken to ensure compliance</p> <p>Water systems been operational during lockdown period. Constant flushing of toilets and running water.</p> <p>Determine with the catering staff / school meals service how left-over frozen food should be dealt with and action as appropriate.</p> <p>See Premises Risk Assessment No 009 Signed and Dated: 2.9.20</p>	<p>PO</p> <p>PO</p> <p>FH Chartwells</p>	<p>2.9.20</p> <p>ongoing</p> <p>2.9.20</p>	<p>L</p> <p>L</p> <p>L</p>
2b	Office spaces re-designed to allow office-based staff to work safely.	no windows for ventilation in main office	M	<p>Internal windows and external windows opened to allow free flow of air.</p> <p>See Office Risk Assessment No 008 Signed and Dated:2.9.20</p>	FH	2.9.20	L
2c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to	M	2-metre markers are present on floors.	PO	20/05/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
		school. Social distancing unlikely to be maintained.		<p>One-way system in place to enter and exit the school during the school day.</p> <ul style="list-style-type: none"> <li>• <b>Out</b> of packed lunch room exit,</li> <li>• <b>In</b> through Year 1 entrance, Year 1 enter last to enter after play.</li> <li>• Stairs to be used as normal as all pupils now exiting and entering building at same time at staggered points after play and at the end of the day.</li> </ul> <p>PARENTS NOT TO ENTER PLAYGROUND or school premises Only one adult to drop off and pick up.</p> <p>At the start of the day - ENTRY</p> <ul style="list-style-type: none"> <li>• Nursery to use Nursery entrance (to remain a closed unit)</li> <li>• Reception to use entrance from the street at the end of the building.</li> <li>• Year 1, Year 2, Year 3, Year 4 to use the fire gate. Staggered entry from 8.50am to 9.00am.</li> <li>• Year 5 and Year 6 to use fire exit at the front of the school. To enter school from 8.50 to avoid bottle neck.</li> <li>• Signage on doors.</li> </ul> <p>At end of day – EXIT</p> <ul style="list-style-type: none"> <li>• Year 5 and Year 6 go down stairs at different times. Pupils go straight home. If a pupil is waiting for a parent or younger pupil, they wait on the yellow lines at the front of the school. End 3.25 for Year 6 / 3.30 Year 5.</li> <li>• Year 1 and 2 to come out at 3.25pm and line up either side of the fire gate. Parents to wait on yellow lines outside school and pupil sent straight to the parent.</li> <li>• Years 3 and 4 to line up in large playground so they can see if a parent has arrived and leave immediately. End 3.30pm</li> </ul> <p>See Social Distancing Risk Assessment No 001</p>			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				Signed and Dated:2.9.20			
2d	<p>Necessary physical modifications completed</p> <ul style="list-style-type: none"> <li>Hand driers risk assessed- and roller (cloth) towels removed- paper towels and foot operated lidded bins to be used</li> <li>Lidded bins outside staff toilets</li> <li>Black sack bins in classrooms emptied regularly.</li> <li>Water fountains disconnected or isolated</li> <li>Air conditioning unit risk assessed as only in one room</li> <li>Spaces and classrooms set out to allow 1m+ social distancing where possible with older pupils. tables, chairs placed appropriately, markings and barriers in place</li> </ul>	Pupils not following rules	M	<p>All actions completed</p> <p>Instructions reiterated on daily basis.</p> <p>See Social Distancing Risk Assessment No 001 Signed and Dated:1.6.20</p> <p>See School Reopening Risk Assessment No 002 Signed and Dated: 1.6.20</p> <p>See bubble risk assessment</p> <p>See Statutory Maintenance Review</p>	PO	<p>2.9.20</p> <p>ongoing</p>	<p>L</p> <p>L</p>
2e	Consideration given to the arrangements for any deliveries.	Delivery person not following rules	M	Office staff to ensure hand sanitiser used on entry and staff to wash hands after signing Perspex shield in place	Office staff and PO	ongoing	L
<b>3. Emergency Evacuations</b>							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p>Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	Current evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.	<p>M</p> <p>M</p>	<p>Revised evacuation procedure and share with all staff and children. Any route used to ensure fastest exit from the building</p> <p>TM – Assigned Rec pupils EN - Assigned Rec pupils AM/M – Yr 1 pupil</p> <p>Fire drill booked in for first week back PEEP's updated by FH</p> <p>See School Opening Risk Assessment No 002 Signed and Dated : 2.9.20 See Premises Risk Assessment No 009 – which identifies the planned dates of the fire drills</p>	<p>FH / PO</p> <p>RC</p> <p>PO</p>	<p>2.9.20</p> <p>2.9.20</p> <p>2.9.20</p>	<p>L</p> <p>L</p> <p>L</p>

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		All in place – to reassign if staff absent		Signed and Dated: 2.9.20  See office Risk Assessment No 008 Signed and Dated: 2.9.20 See bubble risk assessment See bubble checklist PEEP's where required in place			
<b>4. Cleaning, waste disposal and hand washing</b>							
4a	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u>	Absence of PO	M	Consider who will be covering this role as needed for continual cleaning  Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.  Hand towels and hand wash are to be checked and replaced as needed by PO and cleaning staff  Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.  Review on daily basis – facilitate extra hours See School Opening Risk Assessment No 002 Signed and Dated: 2.9.20 See Infectious Diseases Risk Assessment No 003 Signed and Dated: 2.9.20 See bubble RA and checklist	PO	Ongoing	L
		Too much for normal cleaning hours.	M	See Cleaning / Sanitising Checklist (available in each classroom).	PO	Ongoing	L
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Cleaners absent	M	PO to organise other cleaners or extra time	PO	ongoing	L

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4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	Exposure to infectious disease due to lack of PPE and Waste procedures		See Infectious Diseases Risk Assessment No 003  Signed and Dated: 2.9.20 See Premises Risk Assessment No 009 Signed and Dated 2.9.20			
4d	Adequate cleaning supplies, tissues and facilities around the school are in place.  Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	Exposure to the virus to all users of the building due to insufficient cleaning products and sanitisers.  No tissues available in the classrooms and common areas to catch the virus.  Pupils access the chemicals – causing injury / illness	M	Hand sanitiser available at the school entrances  Lidded bins and black sack bins in classrooms and emptied regularly  Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach  See School Opening Risk Assessment No 002 Signed and Dated: 2.9.20  See Premises Risk Assessment (COSHH) No 009 Signed and Dated: 2.9.20 See bubble risk assessment and checklist  See cleaning checklist and timetable  COSHH safety data sheets available for all chemicals in classroom (attached to bubble checklist)  Lidded bins in classrooms, or black sack bins that can be closed Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach	PO	ongoing	L
4e	Arrangements for longer-term continual supplies are also in place.		M	Stock check and ordering schedule reviewed, and order made	PO	ongoing	L



	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4d	Sufficient time is available for the enhanced cleaning regime to take place.	Dependent on when cleaning staff in	M	All staff advised to leave the site by set time in order for cleaning to be undertaken. PO to arrange cleaning times and let staff know if any changes.	PO		L
4e	Process in place for the safe removal and/or disposal of face masks in line with PPE guidance.	Staff exposed to the virus due to exposure to waste and bodily fluids that have not been isolated for 72 hours	H	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). See Premises Risk Assessment No 009 (which includes all the schools waste procedures and arrangements) Signed and Dated: 2.9.20 See Bubble RA	PO	ongoing	M
4f	Clear hand washing procedures outlined and hot water and liquid soap readily available. Routine hand washing <ul style="list-style-type: none"> <li>on arrival and leaving school</li> <li>before entering and leaving class during the day</li> <li>before and after eating</li> </ul> Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary	Staff / pupils / visitors / contractors exposed to the virus due to insufficient hand washing arrangements  No hand sanitiser available when unable to hand wash	M	In place  All staff reiterated throughout the day. See School Opening Risk Assessment No 002 Signed and Dated:2,9.20  Premises staff to regularly check the presence of hand sanitiser at agreed locations	All staff	ongoing	L
<b>5. Classrooms and outdoor space</b>							
5a	The number of staff and pupils that can use each room in line with full opening guidance	Staff and pupils unable to social distance due to inadequate space	M	Measure classrooms and other available rooms to assess capacity for staff and pupils:  Desks side by side, facing front where age appropriate  Class bubbles of 30 or less Groups of 60 or less at playtime or in lunch hall	SLT	18.5.20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				See School Opening Risk Assessment No 002 Signed and Date: 2.9.20 See Bubble RA			
5b	Classrooms have been re/arranged to allow as much space between individuals as practical (1m+ where possible) <b>Each pupil has their own identified space</b> Arrangements for small group work facilitate social distancing for adults and children	Staff and pupils unable to social distance due to inadequate space	M	From Year 2 to year 6 classrooms have tables facing the front Pupils will sit side by side where space and furniture allows.  See Social Distancing Risk Assessment No 001 Signed and Dated: 2.9.20  See School Opening Risk Assessment No 002  Signed and Dated: 2.9.20	SLT	2.9.20	L
5c	Classroom entry and exit routes have been determined and appropriate signage in place.			In place – see section 1c  See Bubble RA			
5d	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> ].  Non-essential Resources which are not easily washable or wipeable have been removed (e.g. soft toys, dressing up clothes)	Pupils / Staff being exposed to the virus after coming into contact with on a surface / equipment which cannot be suitably sanitised.  Equipment and resources not	L  M	Tables set with individual named plastic wallets of pencils, rubber etc. (This is not practical in EYFS and Year 1)  See School Opening Risk Assessment No 002 Signed and Dated: 2.9.20 See Social Distancing Risk Assessment No 001 Signed and Dated:2.9.20 See Bubble RA  Guidelines sent to parents week beginning 13 <sup>th</sup> July and at the end of August	SLT  PO / Staff	2.9.20  2.9.20	L  L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc)- items to be wiped down if possible CYP informed not to bring in toys or other articles from home (other than water bottle)</p>	<p>age appropriate – causing injury / risk.</p> <p>Pupils not aware of the risks of the virus and how to prevent it spreading.</p> <p>Visitors and parents not aware of government guidance to maintain social distancing and hand washing requirements.</p>	<p>L</p> <p>M</p>	<p><u>e-Bug</u> posters displayed:</p> <ul style="list-style-type: none"> <li>• <u>Horrid hands</u></li> <li>• <u>Super sneezes</u></li> <li>• <u>Hand hygiene</u></li> <li>• <u>Respiratory hygiene</u></li> <li>• <u>Microbe mania</u></li> </ul>	<p>PO / Staff</p> <p>PO / Staff</p>	<p>2.9.20</p> <p>2.9.20</p>	<p>L</p> <p>L</p>
5e	<p>Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <u>COVID-19: cleaning of non-healthcare settings</u></p>	<p>Pupils / staff exposed to the virus due to the lack of social distancing, coming into contact with the virus and lack of ventilation.</p>	M	<p>See School Opening Risk Assessment No 002 Signed and Dated: 2.9.20 See Bubble RA</p> <p>Playground set out into 3 sections. 2 year groups in each section on a weekly rota Lidded wheelie bins provided for each play area. Bins have detergent in water inside. All equipment placed in the bin so cleaned at the end of each play time. Bins emptied and refilled at the start of each playtime.</p>	SLT PO	2.9.20	L
5f	<p>Ventilation measures identified in each room. (Air conditioning use assessed and used in line with HSE guidance) <a href="https://www.hse.gov.uk/coronavirus/equipment-">https://www.hse.gov.uk/coronavirus/equipment-</a></p>	<p>Poor ventilation Insufficient ventilation to reduce the risk</p>	H	<p>Any doors that are not dedicated fire doors will be held back to increase ventilation and avoid touching. ALL DOOR STOPS REMOVED IF FIRE ALARM SOUNDS and at the end of the day.</p>	PO	ongoing	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<a href="#">and-machinery/air-conditioning-and-ventilation.htm</a> (Fire doors should <b>not</b> be propped open- longer term, automatic close fire doors could be considered)	of the virus transmitting		Staff have been reminded that when they leave the room at the end of the day – they close the door.  Fire door closers are in process of being installed			
<b>6. Staffing</b>							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff.  PPA cover is organised to protect integrity of bubble	No first aid provision available if there is an accident / incident  <b>No premises staff available in the event of a fire emergency</b>	H  H	ALL staff available for September  See Bubble risk assessment which covers the first aid provision for the particular class  PPA cover restricted as far as possible (French teacher to social distance as working in KS2- specialist teacher)  See bubble risk assessment and checklist  See visitor to site guidance	SLT  SLT	2.9.20  2.9.20	M  L
6b	Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities Coronavirus- taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60. Assigned activities consider levels of social distancing and contact with as low a number of others as possible.		H	All staff identified if they feel they are at heightened risk.  All staff had returned to work before end of term (exception of one cleaner)  Individual risk assessment – contact made with staff before 1.6.20  Those individuals who are <u>clinically extremely vulnerable</u> are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to	FH  FH	2.9.20  5.11.20	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p>work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p>			
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified	Cleaner was shielding and will return to school		<p>Arrangements in place to work when no children in school and distance from other staff.</p> <p>No staff identified as working from home from 1<sup>st</sup> August 2020 once shielding measures lifted.</p> <p>No staff identified as <u>clinically extremely vulnerable</u> on 5.11.20</p>	PO	2.9.20  5.11.20	M
6c	Approach to staff absence reporting and recording in place. All staff aware.			To follow staff absence policy			
6d	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.		L	Daily checking			
6e	Assess transport arrangements for all staff and parking arrangements as required <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> shared with all staff		H	Staff who come in on public transport to follow guidance and wear a face mask. Face mask to be removed before entering school following correct procedure and put in a plastic bag.	SLT	2.9.20	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Consideration of arrival times to encourage walking and cycling to work			Free parking permits to be removed from end of July.			
6f	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).		H	All staff given social distancing procedures and washing of clothes etc before June 1 <sup>st</sup> opening.  Staff responsible for changing clothes when at home.	All staff	2.9.20	M
6g	Approaches for meetings and staff training in place. All meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.	Not able to social distance	H	Meetings via zoom or socially distanced in hall.  Meetings to resume on a weekly basis following social distancing and hygiene guidance  From 5.11.20 – all meetings to be held remotely. No visitors in school apart from practioners to support or teach pupils.	SLT	2.9.20  5.11.20	M
6h	Approach to support wellbeing, mental health and resilience in place, including bereavement support  How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff feel isolated or stressed	H	Staff are aware of available support within school and open culture where staff support each other. Advice for schools and pupils available from ECC, including the Educational Psychology service.  The Bereavement Policy to be implemented following SDBE guidance resources  Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support <a href="https://lewisham.gov.uk/information-for-staff/staff-support-hub/">https://lewisham.gov.uk/information-for-staff/staff-support-hub/</a> )	SLT  SM	1.6.20 ongoing  8.6.20	M
6i	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits		L	See Infectious Diseases Risk Assessment No 003 – which gives information of how to obtain a test Signed and Dated 2.9.20	SLT	2.9.20	

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6j	The approach for inducting new starters has been reviewed and updated in line with current situation.	Child missing in education	M	All new starters provided with opportunity to meet with teacher or information has been provided.	SLT	17.7.20	
6kl	Return to school procedures are clear for all staff.		L	Staff briefings held on following dates to go through procedures and risk assessments 8.7.20 15..7.20 2.9.20 6.11.20 - revised risk assessment sent out to all staff and governors 14.12.20 – staff informed of new self-isolation time form 14 to 10 days	SLT	2.9.20  5.11.20	L
6l	Arrangements to return any furloughed staff in place.			N/A			
6m	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			To complete in week 13.7.20	SAO	17.7.20	
6n	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved or plan in place to resolve			Resolved			
6o	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Not following protocol.	H	Check with the visitor/contractor any requirements their employer has specified before visit. Share school protocols.  See Office Risk Assessment No 008 Signed and Dated:1.6.20  See Premises Risk Assessment No 009 Signed and Dated:1.6.20  See visitors to site guidance See contractors risk assessment	PO	2.9.20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				Head Teacher and Premises Officer to obtain all relevant health and safety information from permanent contractors – Cleaning / Catering / Extended Service Provisions			
6p	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.		L	<p>Music lessons via Zoom or Teams.</p> <p>Sports Coach – agreed Risk assessment with Progressive Sports</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p> <p>See bubble risk assessment See visitors to site guidance.</p> <p>Revised Music, dance and drama can be undertaken in school as long as safety precautions are undertaken</p>	SLT	2.9.20          5.11.20	
<b>7. Group Sizes</b>							
7a	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	More pupils in one group that permitted	M	Up to 30 pupils in any one bubble Up to 60 in one group.(socially distanced in hall and playground)	SLT	2.9.20	L
7b	Vulnerable and critical worker group sizes determined. NB: with peers where possible.	Cross over from bubbles or groups	M	This will only take place if the school is asked to close down by the Health Authority. Pupils to remain in bubble or group	SLT	2.9.20	L
7c	Staffing allocations to groups determined, minimising contact with multiple groups much as possible	Not enough staff to be in bubble group	M	<p>Consistency in staff allocated to a bubble or group</p> <ul style="list-style-type: none"> <li>• Same teacher and TA in each class.</li> <li>• PPA teachers in same classes each week</li> <li>• Meal supervisors with one bubble and will join with one other bubble to make a group at lunch time.</li> <li>• TAs will stay with their bubble at playtime and join with one other bubble and adult.</li> <li>• Cover will be undertaken by SLT</li> </ul>	SLT	2.9.20	L



	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<b>8. Social Distancing</b>							
8a	<p>Arrangements for social distancing in place where possible 1m+:</p> <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times and locations (without reducing teaching time) with sufficient staff to monitor safe practices</li> <li>Parents/carers drop off at school gate- no entry</li> <li>Staggered or limited amounts of moving around the school/ corridors, one-way systems where possible</li> <li>Classroom design</li> <li>Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this.</li> <li>Markings in place for routes around school to minimise closer contact</li> <li>Toilet arrangements-, cleaning of surfaces in toilets after use by each bubble</li> <li>Hand driers risk assessed. paper towels and foot operated closed bin in place</li> </ul>	Non-adherence to social distancing	H	<p>See section 1c</p> <p>Markings in place outside classrooms</p> <p>Signage in place across the school</p> <p>SLT on street before and after school to ensure distancing in place</p> <p>See School Opening Risk Assessment No 002 Signed and Dated: 2.9.20</p> <p>See Social Distancing Risk Assessment No 001 Signed and Dated: 2.9.20</p> <p>See Bubble Checklist See Premises Risk Assessment No 009 Signed and Dated: 2.9.20</p> <p>See bubble risk assessment</p> <p>See dropping off / pick up procedure</p> <p>Signage and markings in place both inside and outside the school premises</p> <p>See parent / carers guidance</p> <p>See cleaning checklist</p> <p>Paper towels and lidded bins available</p>	SLT PO	2.9.20	M
8b	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		M	<p>On arrival, pupils come straight into school from 8.50am to avoid waiting outside or in the playground</p> <p>The class teacher or TA will be in the classromm and one supervising pupils entering school</p> <p>All wait in class bubble for class to begin at 9.00am</p>	SLT	1.6.20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				See School Opening Risk Assessment No 002 Signed and Dated 2.9.20  See <u>Social Distancing</u> Risk Assessment No 001 Signed and Dated:2.9.20 See parents measures for reopening  See <u>Parents Guidelines</u>  Head Teacher to update all staff of the new arrangements on 8.7.20 / 14.7.20 / 2.9.20			
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate)		M	Handwashing and cleaning (if needed)  Conversations with parents  Risks assessments and individualised approach in place for students who might struggle to follow expectations	SLT	2.9.20	L
8d	Approach to Collective Worship– if still occurring, plan in place to manage social distancing.	Unable to meet social distancing	M	HT to do by zoom with 1 class group in the hall and rest of pupils in classrooms. Pupils in hall on a rota for the week Visiting speakers zoom in. No singing permitted until further guidance comes out.	HT	2.9.20	L
8e	Social distancing plans communicated with parents, including approach to breaches.		L	See <u>Parent Guidelines</u> sent out 13.9.20 and in last week of August	SLT	2.9.20	L
8f	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.		H	See sections 4f, 6a,6c  See Bubble RA	All staff	2.9.20	M
8g	Social distancing arrangements for use of staff areas in place and shared spaces	Non-adherence – risk of spreading virus	H	Signage in staff room. See Social Distancing Risk Assessment No 001 Signed and Dated: 2.9.20	All staff	2.9.20	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				Signage displayed in Staff Room to remind staff about social distancing.  As breaks are on a rota – staff will be visiting staff room / toilets also on a staggered approach.			
<b>9. Transport</b>							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> to be shared with parents and CYP as age appropriate	Non-adherence – risk of spreading virus		To put in guidance for parents before returning to school in September			
9b	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Non-adherence – risk of spreading virus		<i>Emergency supply of masks</i> <i>Guidance for pupils on use of masks</i>			
<b>10. Catering</b>							
10a	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.	Catering to resume	M  H	Re-open kitchen to provide hot meals for children. Arrangements will be reviewed and changes made if systems do not work.  Groups of 60 in the hall – facing one way and only using one side of the tables. Two bubbles sitting separately.  (Unable to provide meals in classrooms as rooms over 3 floors and not safe to carry food upstairs. Classrooms carpeted and so food spillage will be an issue)	Chartwells	2.9.20  To provide hot meals then review depending on effectiveness	L  L
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that			<ul style="list-style-type: none"> <li>Reception to start lunch 11.45 – to move into hub room if necessary</li> <li>Year 1 and Year 2 – 12.00-12.20</li> </ul>		2.9.20	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	children do not mix with children from other groups.			<ul style="list-style-type: none"> <li>Year 3 and Year 4 – 12.20 – 12.40</li> <li>Year 5 and Year 6 12.40-1.00.</li> </ul> <p>All pupils to wash hands on entry and exit from the dining hall.</p> <p>Meal supervisors to stay with class bubble.</p> <p>Tables and chairs to be wiped down after use and before entry of next group.</p> <p>Each group to use specific area of the playground</p>			
10c	Arrangements for food deliveries in place			<p>See <u>Office Risk Assessment No 008</u> Signed and Dated 2.9.20</p> <p>See <u>Contractors Guidance</u></p>			
<b>11. PPE</b>							
11a	<p>PPE use understood and agreed with staff and Appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering first aid Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained</p> <p>FACE COVERINGS</p>	Staff lack of knowledge in when and how to use PPE	H	<p>Gov.UK guidance shared with all staff.</p> <p>See <u>Infectious Diseases Risk Assessment No 003</u> Signed and Dated:1.6.20</p> <p>See <u>Pupil Presenting with Corona Virus Symptoms Procedure</u></p> <p>See <u>PPE Guidance</u> document issued to staff</p> <p>Emergency PPE kit available in old medical room</p> <p>There is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend</p>	<p>SLT</p> <p>All staff</p>	<p>2.9.20</p> <p>5.11.20</p>	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				the use of face coverings for adults on site, for both staff and visitors.			
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing	Non-adherence	M	See Individual Pupil Risk Assessment and EHC Plans	RC	2.9.20	M
11c	PPE needs assessed and addressed for staff supervising entrances and exits- does distancing mean staff need masks to protect parents/ members of the public?		H	PPE needs risk assessed by Head Teacher and staff dealing with individual pupils with EHCPs or when medical assistance needed  Guidance states no wearing of face masks in school.	SLT	2.9.20	M
<b>12. Response to suspected/ confirmed case of COVID19 in school</b>							
12a	Frequently share information with pupils parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms	Non-adherence	H	<ul style="list-style-type: none"> <li>Parents/Carers are informed that they MUST inform the school as soon as possible if their child has displayed symptoms, or has had a positive test result. The child MUST begin a period of 10 days self isolation.</li> <li>Communication in weekly updates and guidance on website and posters around school</li> </ul>	PO	1.6.20	M
12b	Approach to adults/children displaying COVID19 symptoms cases in place: during school day <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action including staff</li> </ul>	Non-adherence	H	If anyone becomes unwell in school with a new, continuous cough or a high temperature their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u>	All staff	1.6.20	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>where risk assessments identify heightened vulnerability to COVID19</p> <ul style="list-style-type: none"> <li>• Consideration of any pupils with heightened COVID19 vulnerability</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> <li>• Emergency PPE available where 2m distance cannot be maintained</li> </ul>			<ul style="list-style-type: none"> <li>• Parents/Carers are informed to collect the child. The child needs to have a test for Covid-19 and the school informed of the results asap.</li> </ul> <p><b>Actions taken when after confirmed case or positive test result is reported.</b></p> <ul style="list-style-type: none"> <li>• Bubble is closed, and all parents of that bubble informed</li> <li>• Members of the bubble self-isolate for 10 days and follow the stay at home guidance</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <ul style="list-style-type: none"> <li>• Identify who is a 'proximity contact' as defined</li> <li>• Class moves to remote learning platform or packs of work collected.</li> <li>• Room is thoroughly cleaned. The room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on <a href="#">COVID-19: cleaning un non-healthcare settings</a>.</li> <li>• Bubble will re-open after 10 days to staff and pupils who have not displayed symptoms in that time.</li> <li>• The school has identified the <a href="#">Local Health Protection Team (HPT)</a> so they can be contacted immediately in the case of a positive result.</li> <li>• The school keeps informed of Government and Department for Education guidance and updates</li> </ul>			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<ul style="list-style-type: none"> <li>To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate</li> <li>A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils.</li> </ul> <p>See <u>Pupil or Staff Member Testing Positive for Corona Virus Procedure</u> which includes cleaning procedure and advice from PHE See Bubble RA</p> <p>See <u>Infectious Diseases Risk Assessment No 003</u> Signed and Dated:1.6.20</p>			
12c	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>Identified children/adults/bubbles/contacts advised on necessary action</li> <li>Staff with heightened vulnerability considered and advised of necessary action</li> <li>Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible</li> <li>Cleaning procedure in place</li> <li>Arrangements for informing parent community in place</li> </ul>			<p>Ensure track and trace in place. Take action as above if test is positive</p>			
12d	<p>Process in place to engage with the Test and Trace and contact tracing process. <i>Refer to Lewisham PH and public health guidance for more information</i></p>			Follow guidance from PH			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<b>13. Pupil- Reorientation – back into school after a period of closure/being at home</b>							
13a	Approach and expectations around school uniform determined and communicated with parents	Not communicated	L	<ul style="list-style-type: none"> <li>School uniform to be worn and washed as normal.</li> <li>Trainers can be worn to school to prevent extra bags brought into school. This will change when restrictions lifted.</li> <li>Parents communication through guidance on email and website</li> </ul>	HT	2.9.20	L
13b	Changes to the school day/timetables shared with parents.	Not communicated	L	Communicated through weekly updates and guidance on website.	HT	2.9.20	L
13c	All students instructed to bring a water bottle each day and/or arrangements for safe availability of drinking water confirmed and communicated to children and parents	Non compliance. Risk of spreading virus	H	Parents told that all pupils to bring a named water bottle full of water. To refill water bottles in school. Sanitising hands before filling. Water coolers to be cleaned regularly	.Staff PO	2.9.20	L
	<p>Approach to supporting pupils to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>	Not communicated	M	Meetings held with staff on 8.7.20 and 15.7.20 to talk about content of meet the pupil meetings and approach when returning to school.	SLT	2.9.2-	L
13d	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Not communicated	M	Teachers to spend first two weeks focusing on mental health and wellbeing then picking up issues to be monitored and dealt with. SLT and DSL informed of any issues	SLT		L
13e	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>Financial</li> <li>Increased FSM eligibility</li> <li>Referrals to social care and other support</li> </ul>	Not communicated	M	SLT and DSLs to get feedback for all class teachers at end of first day and continue to monitor.			



	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	PPG/ vulnerable groups						
<b>14.Remote Education contingency plan</b>							
14a	Contingency plans for remote learning offer is in place. Pupils with technology/access issues identified. Offer takes this in to account.	Not available	L	<ul style="list-style-type: none"> <li>Survey sent out to ascertain access to internet and devices to work from if home learning. (17.7.20)</li> <li>To investigate learning platforms at Local Authority level.</li> <li>To use Zoom or Teams if necessary. CPD to be put in place in September.</li> <li>To continue to provide packs of work for those pupils who cannot gain access</li> </ul>	HT	2.9.20	L
<b>15. Transition</b>							
15b	Online/ website support for families and young people around transition.	Not in place	L	<p>Transition information sent out to parents of Year 5 pupils ready for Year 6 transition 16.7.20</p> <p>Reception information sent out to parents and face to face meetings took place in July.</p> <p>Online meetings with secondary schools for all pupils with SEND and Vulnerable pupils.</p>	HT	2.9.20	L
<b>16.Safeguarding</b>							
16a	Updated Safeguarding Policy in place	Latest guidance in place	L	Adopted COVID19 Child Protection Policy Safeguarding Policy Sept. 2020 <b>agreed by FGB 9.7.20</b>	DSL	9.7.20	L
	Consideration given to pupils who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<i>Pupils previously deemed to be safer at home and family are anxious about returning to school.</i>	M				
16bb	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	Not in place	L	<p>Completed with poster and power point for regular use in the classroom</p> <p>To introduce to pupils on return to school</p>	DSL	2.9.20	L
16c	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Not in place	M	<i>Staff refresher training session on processes and procedures.</i>	DSL	2.9.20	
16d	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Risk to adult	H	<i>Review individual issues to ensure they include protective measures.</i>	DSL	2.9.20	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and for pupils requiring physical care.						
<b>17. Pupils with SEND</b>							
17.a	Requests for assessment plan in place			In place and accepted	SENDCo	10.9.20	
17b	Risk assessments for ECHP children not in school complete and review plan in place	<i>Parents and pupils anxious about returning</i>	M	To review progress and risk assessment on return to school. Communication with parents at the end of term  Constant communication with parents during lockdown. Weekly visits into school or contact where possible	SENDCo	10.9.20	
<b>18. Attendance</b>							
18a	Approach to supporting attendance for specific pupils	Non compliance	L	SLT to follow up non-attendance on day 1 and week one		7.9.20	
18b	Approach to support for parents where rates of PA were high before lockdown.		L	To review in week beginning 7 <sup>th</sup> September			
<b>19. Communication</b>							
19a	Information and RAs shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	No communication	L	Emails sent to all staff with information and risk planning  Meetings held on 8 <sup>th</sup> and 15 <sup>th</sup> July and 2 <sup>nd</sup> September		ongoing	
19b	Re-opening plans shared with governors and staff Union Reps. Risk assessment shared with LA	No communication	L	Information shared 9.7.20 FGB meeting Updates week beginning 13 <sup>th</sup> July		As dated	
19c	Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home</li> <li>• Travelling to and from school safely</li> </ul>	No communication	L	Pupils informed on first day back at school		3.9.20	
<b>20. Governors/ Governance</b>							

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
20a	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.		L	Informed as and when necessary of all decisions made. Risk assessments received and agreed. 16.7.20 To be reviewed and agreed for 2.9.20		13.9.20	
<b>21. School events, including trips</b>							
21a	School trips are allowed but not residential trips	Risk of infection	L	All potential events and trips risk assessed before going ahead. Risk assessments to take account of travelling on public transport.		2.9.20	
<b>22. Finances</b>							
22a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Loss of finances	L	Decision not to put in claim for loss of funds due to carry forward and in year surplus for this year. Followed LA finance guidance.			
<b>23. After School clubs</b>							
23a	Approach in place for before/after school clubs implements the necessary protective measures.	Risk of spreading infection across bubble groups		After school club part of wrap around provision to continue where possible (if staffing available ) Group to operate as one bubble and parents informed of this.		5.11.20	

### SUMMARY OF REVISIONS FOR LOCKDOWN (NOVEMBER 2020) - implemented 5.11.20

<b>Clinically extremely vulnerable staff</b>	Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.  All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.
<b>Clinically extremely vulnerable children</b>	More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.

	<p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p>
<b>Clinically vulnerable staff and children</b>	Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.
<b>Face coverings</b>	<p>In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs.</p>
<b>Music, dance and drama</b>	Music, dance and drama can be undertaken in school so long as safety precautions are undertaken. Advice is provided in the <a href="#">full opening guidance for schools</a>
<b>Early years visitors to settings</b>	Settings should restrict all visits to the setting to those that are absolutely necessary. This means suspending parent and carer visits for new admissions, settling-in children new to the setting, attending organised performances.
<b>Transport</b>	<p>Travel in or out of local areas should be avoided, and parents, carers and staff should look to reduce the number of journeys they make - but travelling to deliver and access education is still permitted.</p> <p>Staff, children and their parents and carers are encouraged to walk or cycle when travelling to and from school where this is possible, and to plan ahead and avoid busy times and routes on public transport. This will allow social distancing to be practised.</p>
<b>Sport and physical education</b>	<p>It is important that children continue to remain fit and active and, wherever possible, have the 60 active minutes of daily physical activity recommended by the Chief Medical Officers.</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports listed on the <a href="#">return to recreational team sport framework</a>. Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.</p> <p>Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.</p>

	<p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), 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.</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so. Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care. 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 to enable pupils to be physically active while encouraging physical distancing.</p>
<p><b>Children’s social care, vulnerable &amp; disadvantaged children and young people</b></p>	<p>As set out in the <a href="#">guidance for full schools opening</a> schools should continue to take steps to ensure vulnerable children and young people who can’t attend their school are able to access their remote education. Contact should be maintained to ensure they are doing so. Vulnerable children include those with an education, health and care (EHC) plan, children with a social worker and children who are ‘otherwise vulnerable’.</p>

**SUMMARY OF REVISIONS FOR SELF- ISOLATION (Mondy 14<sup>th</sup> December 2020) - implemented 14.12.20**

**Self- Isolation is now 10 days rather than 14 days**

## **Appendix 1 – Trade Unions’ planning guide and checklists (for information)**

NEU/GMB/UNISON/Unite commentary and checklist  
[NEU/GMB/UNISON/Unite commentary and checklist](#)