



Mrs Janice Thomas, Executive Head Teacher/Head of School Gregory Logan

## School Re-Opening Guidance document: Health and safety

| Issue                                     | Risk Reduction:<br>Actions Taken  | Central Team Responsibility<br>(This will be Senior Leadership Team / School Business Manager or Premises Manager)   | School Staff Responsibility  |
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| Risk Assessment                           | <ul style="list-style-type: none"> <li>Every school should amend their COVID-19 risk assessment before opening to all year groups. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings</li> </ul>  | <ul style="list-style-type: none"> <li>HoS, &amp; SLT</li> </ul>   | <ul style="list-style-type: none"> <li>All staff</li> </ul>  |
| Allocating children in Pods / groups      | <ul style="list-style-type: none"> <li>A 'Pod' is a group of children no larger than 90 (this is comprised of all classes in a year group). All pupils returning to school will be allocated a learning pod, which will be their class and year group, and they will stay with this pod throughout the school day where possible. Staff members are allocated to each pod and where possible will only work with the pupils in these pods. This infection control measure is designed to reduce any potential transmission of COVID-19</li> <li>Pods should remain together and not interact with others where possible, reducing potential contact with others and to minimise the risk of transmission of COVID-19</li> <li>Children will be allocated to a Pod (their class within the year group) with their class teacher – but this cannot be guaranteed due to the possibility of staff absence</li> </ul> | <ul style="list-style-type: none"> <li>HoS to share guidance with staff</li> </ul>   | <ul style="list-style-type: none"> <li>All staff to follow guidance and training</li> </ul>  |
| Social Distancing                         | <ul style="list-style-type: none"> <li>Government guidance acknowledges that it is not possible for primary children to maintain 1m+ social distancing whilst in a school setting, although staff will encourage pupils to social distance where possible</li> <li>Staff will maintain 1m+ distance where possible</li> <li>School to put range of measures into place to socially distance pupils and staff where possible and to mitigate the risk of transmission – see risk assessment in full</li> <li>Signage displayed throughout school to support social distancing</li> </ul>   | <ul style="list-style-type: none"> <li>SLT / Site Team</li> </ul>  | <ul style="list-style-type: none"> <li>All staff</li> </ul>  |
| Fire Safety / Evacuation in an Emergency  | <ul style="list-style-type: none"> <li>Reinstate normal school evacuation procedures and ensure these are shared with staff at INSET training</li> <li>Review Assembly Points – All pupils and staff to assemble at a social distance of 1m+</li> <li>Staff will stay with the pod they are allocated to avoid mixing of pods</li> <li>All Fire Marshals are responsible to check their areas, including toilets to ensure everyone has evacuated safely</li> <li>Carry out a fire drill as soon as possible to ensure everyone has practiced new procedures – W/C 14.9.20</li> <li>Individual Risk Assessment for Emergency Evacuation to be completed (currently no pupils need one, but to be revised if needed)</li> </ul>  | <ul style="list-style-type: none"> <li>HoS &amp; Site manager</li> <li>School to hold a fire drill as soon as all returning pupils are in school (week beginning 14<sup>th</sup> September)</li> <li>HoS to share procedure with staff at training</li> <li>Member of SLT to complete Individual Risk Assessment for Emergency Evacuation if required</li> </ul> | <ul style="list-style-type: none"> <li>All staff responsible for following procedures and for safe evacuation of pupils and staff</li> </ul> |
| Staff or Pupils showing Covid-19 Symptoms | <ul style="list-style-type: none"> <li>If a member of staff shows symptoms of Covid-19 they immediately inform SLT and will be advised to get tested and inform the school of the results so that appropriate action can be taken, As per <a href="#">Stay at home: guidance for households, Main Messages</a></li> </ul>   | <ul style="list-style-type: none"> <li>HoS to explain procedures to staff during training</li> </ul>   | <ul style="list-style-type: none"> <li>All staff to ensure they know procedures</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• If a child shows symptoms of Covid-19 a member of SLT wearing appropriate PPE will collect them and take them to the isolation area and parents/carers will be asked to collect immediately. They will be instructed to get tested and inform us of results immediately. As per <a href="https://www.gov.uk/guidance/coronavirus-covid19-getting-tested">Stay at home: guidance for households, Main Messages www.gov.uk/guidance/coronavirus-covid19-getting-tested</a></li> <li>• Where it will be difficult for parents to take their child for a test, the school will provide a test and the parents to administer the test upon collection of their child</li> <li>• Admin team will contact the child / family the next day to find out how they are</li> <li>• If someone tests negative, if they feel well and no longer have symptoms, they can stop isolating. They could have another virus, such as a cold or flu – in which case it is best to avoid contact with other people until they are better.</li> <li>• If the test result is negative – other members of the household can stop isolating</li> <li>• Isolation Area to be cleaned after any child or adult has used it</li> <li>• SLT staff who aid the pupil (or member of staff) and all members of the pod should follow government guidance and thoroughly wash their hands after being in contact with the pupil (or member of staff)</li> <li>• Any child or adult needing the toilet while waiting in the Isolation Area should use a separate toilet (located in first aid room)</li> <li>• First Aid room toilet to be cleaned immediately after use</li> <li>• Non-Contact Thermometers are available for checking for fever/high temperature (37.8C or greater)</li> <li>• A member of staff might be required to wait in the isolation area with a pupil. If this is required, they should wear PPE</li> </ul>  | <ul style="list-style-type: none"> <li>• SLT to identify Isolation Area</li> <li>• Cleaning Team to clean isolation Area and First Aid toilet after each use and end of day</li> </ul>   | <ul style="list-style-type: none"> <li>• All staff to ensure they know location of Isolation Area</li> <li>• All staff to ensure they wear PPE when working in the Isolation Area</li> <li>• All staff to report any use of the First Aid room toilet and ensure it has been cleaned after use</li> </ul> |
| Staff or Pupils with a confirmed case of COVID-19 | <ul style="list-style-type: none"> <li>• If a member of staff or pupils tests positive for COVID-19 they should follow Stay at home: guidance for households, Main Messages and must continue to self-isolate for at least 7 days from the onset of symptoms and then return to school ONLY if they do not have symptoms (other than a cough or loss of taste/smell). This is because a cough or anosmia can last for several weeks once the infection has gone. This 7-day period starts from when they first became ill. If they still have a high temperature, they must keep self-isolating and seek further medical guidance until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> <li>• If a staff or pupil tests positive schools must take swift action and contact the local health protection team – see details in Heads' office and admin office</li> <li>• The local health protection team will also contact the schools directly if they become aware someone who has tested positive has attended the school – as identified by NHS Test and Trace</li> <li>• Health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the time they were infectious, and ensure they are asked to self-isolate</li> <li>• Health protection Team will guide schools through the actions they need to take</li> <li>• Based on the advice of the Health Protection Team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days. Close contact is defined as:</li> <li>• Direct close contact – face to face contact with an infected individual for any length of time, within one metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to skin)</li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• Travelling in a small vehicle, like a car, with an infected person</li> <li>• The Health Protection Team will provide definitive advice on who must be sent home</li> <li>• A template letter will be sent to schools, on the advice of the health protection team, to send to parents and staff if needed</li> <li>• Schools must not share the names or details of people with coronavirus unless essential to protect other people</li> <li>• If schools have two or more confirmed cases within 14 days, they may have an outbreak and must work with their local health protection team who will advise them if additional action is required</li> </ul> | <ul style="list-style-type: none"> <li>• HoS to explain procedures to staff during training</li> <li>• HoS or SLT to liaise with local health protection team</li> <li>• SLT to ensure parents are informed as quickly and clearly as possible</li> </ul>  | <ul style="list-style-type: none"> <li>• All staff to ensure they know procedures</li> <li>• All staff to follow the guidance and procedures</li> </ul>   |
| Lockdown Procedures<br>- Pod and/or Whole School  | <ul style="list-style-type: none"> <li>• If the school is notified of a local lockdown by Public Health England (PHE), we will communicate this to parents via our website, parentmail and text as soon as possible. This could include all schools in London or Hackney needing to close at short notice</li> <li>• Should Daubeney need to close (after discussion and direction with the local health protection team) then we will communicate to parents via our website, parentmail and text</li> <li>• Keyworker and vulnerable children provision to continue subject to confirmation</li> <li>• Should we need to close a pod we will notify the appropriate parents and staff directly</li> <li>• Remote Home learning will resume should either the whole school or a pod be closed down as directed by PHE (see Staff or Pupils with a confirmed case of COVID-19)</li> </ul>  | <ul style="list-style-type: none"> <li>• HoS and SBM to ensure parents are informed as quickly and clearly as possible</li> <li>• HoS to liaise with Public Health England's local health protection team and Hackney Learning Trust</li> <li>• SLT &amp; SMT to ensure remote learning is primed for use</li> <li>• School to contact key worker and vulnerable pupils group</li> </ul> | <ul style="list-style-type: none"> <li>• Teachers to have remote home learning resources primed for use in event of partial or whole school lockdown</li> </ul>   |
| First Aid and Pupils with Medical Conditions      | <ul style="list-style-type: none"> <li>• First aid room (adjacent to LM's) to be used as an isolation room; First Aid will relocate to outside the Admin office in this event</li> <li>• Review sufficient numbers for first Aiders as per pupil ratio (EYFS will continue to apply).</li> <li>• Sufficient staff with first aid training on site each day. List of current first aiders available.</li> <li>• Review Training needs to ensure staff understand their responsibility while carrying out first aid and maintaining social distancing with pupils and parents. Where social distancing cannot be maintained whilst administering first aid, face mask/face covering should be worn by staff.</li> <li>• Staff should also wear disposable gloves and aprons whilst administering first aid, if a child is vomiting or spitting an eye visor may be necessary</li> <li>• First aid delivered by a first-aider within that pod where possible to prevent cross contamination through mixing of pods</li> <li>• All pods to have first aid equipment / PPE and injury forms for staff to complete</li> </ul>  | <ul style="list-style-type: none"> <li>• SBM to order Face masks</li> <li>• First Aid room (adjacent to LM's) to be used as an Isolation room if needed</li> <li>• First aid to be checked and kept stocked by SBM and Site Team</li> <li>• HoS / DHT to provide training to staff</li> </ul>  | <ul style="list-style-type: none"> <li>• All pods to ensure they have first Aid stock</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Head Injuries to be treated in First Aid Room and Head injury form to be completed by Admin Team and parents contacted</li> <li>• A supply of PPE Provision is available in the office (disposable gloves, aprons, visors and face masks) All staff who administer First Aid to ensure they are using it effectively.</li> <li>• Non-Contact Thermometers are available for checking for fever/high temperature (37.8C or greater)</li> </ul>   |  |  |
| Pupils and staff medical information and care plans   | <ul style="list-style-type: none"> <li>• Prior to being admitted back to school, all children's medical records must be updated by the parents and family medical conditions included</li> <li>• All sensitive information will be collected securely</li> <li>• Ensure care plans are update where applicable</li> <li>• Use of ICE "in case of emergency" mobile numbers for parents and carers to be checked and updated</li> <li>• All staff risk assessments are reviewed and updated where applicable</li> <li>• Ensure staff with medical conditions that were not declared previously are recorded on SIMS and a risk assessment prepared on their return to school</li> </ul>   | <ul style="list-style-type: none"> <li>• Admin to send contact information to families for confirmation</li> <li>• Any identified changes to care plans will be completed by school Nurse</li> <li>• SENCo to check care plans</li> <li>• DHT to carry out individual staff Risk Assessments if new medical conditions are declared</li> </ul>   | <ul style="list-style-type: none"> <li>• All staff to report any undeclared medical conditions</li> </ul>  |
| Signage and Markings  | <ul style="list-style-type: none"> <li>• School site plans have been reviewed and are still up to date</li> <li>• Classroom layout has been adjusted to accommodate 30 pupils</li> <li>• Outside Play Zones agreed with staff and used as timetabled</li> <li>• All relevant signage prepared and displayed throughout the school, including external fences</li> <li>• All relevant floor marking in place (lunch hall / playground)</li> <li>• Signs are displayed in Offices/staffroom/PPA areas - all staff have been advised to maintain appropriate social distancing and furniture setup supports this</li> <li>• Main Office &amp; Site Manager- inform visitors and contractors to maintain social distance and signpost location of handwashing facilities</li> <li>• Staff have been informed of disinfection procedures throughout the school e.g. staffroom and classrooms to ensure they are followed</li> <li>• If they require support/cleaning supplies they should contact site manager or office</li> <li>• Cleaning Stations located in each classroom / office / communal space</li> </ul>  | <ul style="list-style-type: none"> <li>• Site Team to set out the classrooms so that tables are separated (two chairs per table facing forward)</li> <li>• Site Team &amp; LSA's to display all signage throughout the school in line with guidance</li> </ul>   | <ul style="list-style-type: none"> <li>• All staff responsible for following guidance displayed on signage and ensuring pupils follow floor markings and classroom layout expectations</li> </ul>                                  |
| Prepare site to fully open in September (with Covid-Secure adjustments)   | <ul style="list-style-type: none"> <li>• Staggered return date for EYFS (Reception and Nursery returning on 14<sup>th</sup> September)</li> <li>• Stagger arrival and collection times</li> <li>• Cleaning of the school and Kitchen to take place over the summer</li> <li>• Toilets, bannisters, Pod Equipment, door handles to be cleaned frequently</li> <li>• Sufficient stock of cleaning and Janitorial materials, including soap and sanitiser are in place</li> <li>• Staggered lunch time rota created</li> <li>• Site team rota in place to ensure member of site team on site at all times</li> <li>• Policies and staff handbook have been updated and shared with staff at training</li> <li>• Training for all staff provided before the return of any pupils during inset days - ensure all staff are fully aware of changes that have been made</li> <li>• No breakfast club or extended day services available until further notice</li> <li>• Increased cleaning during the day to take place, any shared spaces should be cleaned by the individual staff member before and after use, i.e. offices and work station, kitchen appliances</li> <li>• Unnecessary furniture from classrooms and offices has been removed</li> <li>• All pods to use only equipment allocated to it</li> <li>• Ensure an appropriate number of staff is available to work with the number of pupils attending school to ensure sufficient supervision is in place depending on the age and needs of the pupils (EYFS ratio continue to apply)</li> <li>• Bins available in each pod and office space</li> </ul> | <ul style="list-style-type: none"> <li>• Site Team to ensure regular cleaning schedule throughout the day</li> <li>• HoS, SBM &amp; ExH and Site Team to walk the school prior to opening to confirm all measures are in place</li> <li>• Site Team and SBM to ensure that all cleaning resources / sanitiser are ordered and stock maintained</li> <li>• HoS to share return to school timetable and procedural letters with parents</li> </ul> | <ul style="list-style-type: none"> <li>• All staff are responsible for cleaning personal workspace during the day</li> <li>• All staff responsible for following measures detailed in staff training and staff handbook</li> </ul> |
| School grounds  | <ul style="list-style-type: none"> <li>• Only pupils or staff to be allowed on site to help keep site COVID – Secure</li> <li>• Visitors to the school will be by invite only</li> <li>• School site to be secure once all pupils are in school and gates locked</li> <li>• Signage displayed to support social distancing</li> <li>• Zones marked within playground</li> <li>• Markings for collection and drop off clearly identified</li> <li>• Contractors to be directed by site management to ensure school procedures are adhered to</li> </ul>   | <ul style="list-style-type: none"> <li>• HoS to walk the site with SBM and Site Manager prior to opening</li> <li>• Clear system in place for drop off and collection and rota of adults on school gates</li> </ul>  | <ul style="list-style-type: none"> <li>• Staff notified of changes to school grounds (Zones / Signage) at Inset training</li> </ul>  |
| Staff and pupils who are clinically <b>extremely</b> vulnerable (there is a distinction between this term and vulnerable pupils see link below under pupils attending school) | <ul style="list-style-type: none"> <li>• This <a href="#">guidance</a> provides a list of medical conditions that staff or pupils may have that will put them at greater risk of a serious symptoms of Covid-19, anyone with these conditions will have received a letter from the NHS telling them they are in this group they have been advised to be shielding until 1<sup>st</sup> August when those that are currently shielding will no longer be required to do so</li> <li>• Should staff or pupils feel they remain clinically extremely vulnerable they must seek medical advice from their G.P and conduct an individual RA with the school</li> </ul>  | <ul style="list-style-type: none"> <li>• SBM/ HoS to check those adults that are on the shielded list.</li> <li>• HoS and DHT to carry out individual risk assessments where required</li> </ul>   | <ul style="list-style-type: none"> <li>• All staff to provide shielding letters or up to date medical information to the school</li> </ul>   |

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| Non-Covid related medical issues                                    | <ul style="list-style-type: none"> <li>All staff to follow current sickness absence procedures</li> </ul>   | <ul style="list-style-type: none"> <li>SLT</li> </ul>   | <ul style="list-style-type: none"> <li>All staff to follow procedures</li> </ul>   |
| Pupils with Special Needs   | <ul style="list-style-type: none"> <li>A risk assessment will be updated for EHCP pupils</li> </ul>   | <ul style="list-style-type: none"> <li>Federation DHT &amp; SENCO to complete risk assessment for all EHCP pupils</li> <li>SENCO to share with staff and parents</li> </ul>   | <ul style="list-style-type: none"> <li>Relevant staff to ensure they have looked at Risk Assessment</li> </ul>   |
| Use of Public Transport by staff and pupils                         | <ul style="list-style-type: none"> <li>Those children or staff who travel on public transport must follow government advice on wearing face coverings whilst travelling on public transport</li> </ul>  | <ul style="list-style-type: none"> <li>SLT to conduct staff training prior to reopening</li> </ul>  | <ul style="list-style-type: none"> <li>All staff to follow guidance provided</li> </ul>  |
| Travelling into and out of schools (including guidance for parents) | <ul style="list-style-type: none"> <li>Stagger arrival (and finish) times to school by year groups</li> <li>Use different gates / doors to enable flow of pupils.</li> <li>Establish clear zones in the playground/entrance for parents to drop off &amp; collect.</li> <li>Mark out safe distances and inform parents to adhere to social distancing expectations while dropping children at the gates</li> <li>No parents in the school building at all. No face to face meetings with teachers or quick chats at drop off. One parent only to drop off/collect - parents need to be informed of this</li> <li>Identify entrances for staff and pupils to enter and leave school.</li> <li>Rota arrangement for staff on duty at entrance to supervise</li> <li>Briefing for staff on new arrangements – inset days</li> </ul>  | <ul style="list-style-type: none"> <li>SLT to conduct staff training prior to reopening</li> <li>HoS to share staff handbook</li> <li>HoS to share procedures with parents</li> <li>SENCO to create social story to share with pupils before returning to school (via website)</li> </ul> | <ul style="list-style-type: none"> <li>Staff to attend training and read staff handbook</li> <li>Parents to read procedural letter</li> </ul>  |
| Moving around school for staff and pupils                           | <ul style="list-style-type: none"> <li>Accessing rooms directly from playground for nursery, reception, y1 &amp; y2 classes – not possible for other year groups</li> <li>Staircases and corridors allocated for specific year groups</li> <li>Children to use toilet passes when needing the toilet</li> <li>Children must wash their hands after visiting the toilet and use sanitiser when entering the classroom</li> <li>Adults to take children in EYFS and Yr1 to the toilet where staffing makes this possible</li> <li>1 child allowed in the toilets at any one time</li> <li>Clear signage around the school to help pupil and staff movement</li> <li>Outdoor equipment will be provided for each pod and each pod responsible for cleaning equipment</li> <li>Keep groups of pupils together all day, avoid mixing with other groups where possible</li> <li>Keep the same staff with those groups where possible (specialist staff exempt; Spanish, P.E, Music, REU, SaLT, SLT, Cover teacher)</li> <li>Keep the same pupils and staff in the same classroom each day where possible</li> <li>Where possible ask pupils to use the same desk, laptop and stationery each day</li> <li>Minimise movement around the school with efficient timetabling</li> <li>Stagger breaks/lesson start and end times so that pupils are not congregating on corridors at same time.</li> <li>Clear signposting on corridors of social distancing guidance</li> </ul> <p><b>Pupil Briefings</b></p> <p>After staff induction, staff in charge of their pods should make sure pupils are familiar with all the new procedures and the importance of maintaining personal space and hygiene around the school e.g. show them location of sinks and toilets they should use, fire evacuation route, assembly points, how to walk in and out of school and how to walk through corridors etc. Ensure pupils are reminded of behaviour policy and expectations of their behaviour whilst they are at school.</p> | <ul style="list-style-type: none"> <li>HoS to share information with staff at training and through staff handbook</li> <li>HoS to share procedures with parents</li> <li>Site team to ensure signage is up</li> </ul>   | <ul style="list-style-type: none"> <li>All staff to follow the guidance provided by SLT</li> <li>Staff in pods to ensure children follow the expectations</li> </ul>   |
| When using toilet facilities  | <ul style="list-style-type: none"> <li>Allow pupils to have access to toilets at all times during the day to prevent queues developing</li> <li>Toilet passes to be used to ensure one pupil at a time in the toilet</li> <li>Additional cleaning of toilets to take place each day for both staff and pupil toilets</li> <li>Adults to take children in EYFS and Yr1 to the toilet where staffing numbers make this possible</li> <li>Hand washing guidance given to all pupils upon return to school</li> <li>Hand washing signage to be displayed in all toilets</li> <li>Signage on toilets doors indicating one child only</li> <li>Staff toilets available on each floor</li> <li>Cleaning equipment to be available in staff toilets</li> </ul>  | <ul style="list-style-type: none"> <li>HoS to share guidance in handbook and training</li> <li>Site Team to ensure signage is correct around the school</li> </ul>  | <ul style="list-style-type: none"> <li>All staff to monitor use of the toilet</li> <li>All staff to follow guidance</li> <li>All staff to report any cleaning requirements immediately to admin office</li> <li>Staff in Year group pods to organise monitor toilet use</li> </ul> |



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| <p>Playtimes and Lunchtimes</p>  | <ul style="list-style-type: none"> <li>Stagger the timing of lunch and break times to ensure the separation of pods where possible</li> <li>Clear signage and markings will denote how the playground has been divided to allow multiple pods into the space at the same time</li> <li>These playground zones will minimise pupil proximity and reduce the risk of potential transmission</li> <li><b>Fixed playground equipment will remain closed until further notice</b></li> <li>Additional training for children around safe and appropriate play within their zones will be provided</li> <li><b>Communal Water fountains remain out of use until further notice</b></li> <li>Pupils to drink water in class before entering playground and upon re-entering classroom (labelled bottles)</li> </ul> <p><b>Break times</b></p> <ul style="list-style-type: none"> <li>Break times have been staggered and playground zoned to minimise opportunities for numbers of pupils to be in close proximity</li> <li>Each pod will have their own equipment to be used within their Zone</li> </ul> <p><b>Lunch times</b></p> <ul style="list-style-type: none"> <li>Lunches will be provided in the school Hall</li> <li>Staggered lunchtimes</li> <li>Markings/signage displayed where queues form</li> <li>All tables to be hygienically cleaned after each sitting</li> <li>All pupils to stay in lunch hall until the whole pod have completed lunch – they will then move into playground together</li> <li>Ensure that there is only one-year group (pod) accessing the dinner hall at any one time</li> <li>Those pupils who have packed lunches can continue with parents reminded that all lunchboxes should be cleaned thoroughly each day</li> </ul> <p><b>EYs Snack Times</b></p> <ul style="list-style-type: none"> <li>Staff to serve pupils</li> <li>Where possible have snack time outside</li> <li>Staff to wipe, wash and clean surface areas and utensils</li> </ul> | <ul style="list-style-type: none"> <li>HoS to share guidance in handbook and training</li> <li>Site Team to ensure signage / floor markings are correct around the school</li> </ul>  | <ul style="list-style-type: none"> <li>All staff to follow guidance</li> </ul>   |
| <p>Using communal/shared spaces or resources</p>                         | <ul style="list-style-type: none"> <li>Equipment or classrooms can be shared by pupils if it can be cleaned thoroughly before the next group needs it</li> <li>Adults within each group will have access to cleaning equipment for use within each room for surfaces which are regularly touched</li> <li>Clean surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>Cleaning equipment provided to staff for regular wiping of surfaces throughout the day</li> <li>Staff room to have cleaning equipment in it and all staff reminded about the importance of maintaining social distance where possible. Posters displayed to support this</li> <li>Crockery and utensils should not be left on the side or sink and must be cleaned and put back in cupboards/rinsed and placed in the dishwasher</li> </ul>   | <ul style="list-style-type: none"> <li>Site Team to ensure signage up around the school</li> <li>HoS and Site Manager to walk the site before pupils return to ensure RA guidelines have been followed</li> <li>SBM to ensure stock levels for cleaning equipment</li> <li>HoS to share guidance at training and in staff handbook</li> </ul> | <ul style="list-style-type: none"> <li>All staff to follow guidance from training and handbook</li> </ul>  |
| <p>Classrooms<br/>(particular focus on classroom layout)</p>             | <ul style="list-style-type: none"> <li>All classrooms will be in use from September</li> <li>No more than 30 pupils in a classroom</li> <li>Use of large spaces to deliver some of the lessons- Hop Garden– when timetabled</li> <li>Clear signposting in classrooms of COVID secure expectations</li> <li>Each classroom to have cleaning station with spray / gloves / cloths / hand sanitiser</li> <li>Where possible desks should be front facing</li> </ul>  | <ul style="list-style-type: none"> <li>Site team to organise classrooms</li> <li>HoS to do a site walk before pupils return</li> <li>HoS to share guidance at training and in handbook</li> <li>Site team to set up cleaning station in each room</li> </ul>  | <ul style="list-style-type: none"> <li>Staff to report any concerns about layout of classroom</li> <li>Staff within pods to clean surfaces during the day</li> </ul>   |
| <p>Best practice around hygiene, particularly hand washing routines.</p> | <ul style="list-style-type: none"> <li>Ensure all staff and pupils are aware of <a href="#">good hand washing practices</a></li> <li>Staff training on hand hygiene / pupil lessons given in good hand hygiene</li> <li>All classrooms / offices / lunch hall to have hand sanitiser</li> <li>Soap dispensers checked regularly throughout the day</li> <li>Ensure all pupils and staff are aware of the location of hand sanitiser in each room and the nearest handwashing point to their room</li> <li>Everyone must use Hand sanitiser upon arrival at school building</li> <li>Handwashing after play / before lunch / after lunch</li> <li>Empty bins regularly</li> <li>Handwashing facilities are available with soap and water and hand sanitizer provided</li> <li>Timetable handwashing in place</li> </ul>  | <ul style="list-style-type: none"> <li>Site Manger to ensure stock levels for hand sanitiser and soap are maintained</li> <li>Site team / Staff groups to ensure hand sanitiser and soap levels are appropriate in each room</li> <li>HoS to share with staff during training and through handbook</li> </ul>                                 | <ul style="list-style-type: none"> <li>All staff within Pod groups to oversee handwashing and use of hand sanitiser</li> <li>All staff to ensure they are regularly reminding all pupils of good hand hygiene practices</li> </ul> |

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|---------------------------|---|--|---|
|                           | <ul style="list-style-type: none"> <li>• Arrange regular cleaning of settings and regular bin emptying</li> <li>• Minimise contact and mixing of staff and pupils</li> <li>• Hand wash or sanitise on arrival at the setting, before and after eating and playtime, and after sneezing or coughing</li> <li>• Ensure staff and pupils are encouraged not to touch their mouth, eyes and nose</li> <li>• Remind pupils and adults to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Help is available for children who have trouble cleaning their hands independently</li> <li>• Consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> <li>• Ensure that bins for tissues are emptied throughout the day</li> <li>• Open ventilation ducts and windows and doors to ensure good flow of air throughout school</li> <li>• <b>Parents are responsible for safely removing children's face coverings before the children enter the school grounds</b></li> <li>• Staff are responsible for the safe removal and disposal of their face coverings</li> <li>• Prop doors open, if you have a door guard installed on the door (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> </ul>    |  |   |
| Medical Room/Hygiene Room | <ul style="list-style-type: none"> <li>• Isolation Area identified for children / adults who display COVID19 symptoms/ become ill during the day to be isolated from each other and from the rest of the school</li> <li>• First Aid room located adjacent to the LM's to be used as an isolation room to allow toilet in first aid room to be used for those with COVID-19 symptoms</li> <li>• Provide PPE for staff dealing with pupils in close proximity with masks, visors, gloves and aprons while treating first aid and for intimate care (less than 2m)</li> <li>• Ensure first aid staff are fully supported emotionally as they may be anxious dealing with pupils and parents in close proximity</li> </ul>   | <ul style="list-style-type: none"> <li>• SBM to ensure PPE stock ordered</li> <li>• Office team / SLT to oversee any pupil or staff member sent to isolation area</li> </ul>   | <ul style="list-style-type: none"> <li>• All staff to follow guidance provided</li> </ul>   |
| Use of school equipment   | <ul style="list-style-type: none"> <li>• All equipment used to stay within allocated pods / groups</li> <li>• Pencil cases not allowed in school</li> <li>• P.E kits can be brought to school and should be taken home each day and washed</li> <li>• P.E and musical equipment cleaned after each pod use</li> <li>• Where equipment is shared (lpads etc) across multiple pods they must be cleaned before and after use</li> <li>• Resources for year groups shared before pupils return and then stay with that Pod (Laptops / lpads, Art equipment)</li> <li>• Site team to remove furniture and equipment not needed in rooms</li> <li>• Tables cleaned daily as only used for one group (except lunch hall)</li> <li>• Cleaning equipment available for each pod / group</li> <li>• Review and remove all the equipment not needed/difficult to keep clean in the classrooms especially in nursery and reception</li> <li>• Chairs and Tables to be cleaned daily if used by the same group, twice if used by a second group.</li> </ul>   | <ul style="list-style-type: none"> <li>• Cleaning team responsible for daily clean after / before school</li> <li>•</li> </ul>   | <ul style="list-style-type: none"> <li>• Adults in each pod / group responsible for cleaning during day</li> <li>• All staff responsible for following guidance</li> </ul>                      |
| Attire / clothing         | <ul style="list-style-type: none"> <li>• Pupils are to wear school uniform</li> <li>• Parents to be advised that where possible children should come to school in freshly washed clothes</li> <li>• Staff also advised to come to school in freshly washed work clothes</li> </ul>  | <ul style="list-style-type: none"> <li>• HoS to send procedure letter to parents</li> <li>• HoS to provide guidance to staff at training and within handbook</li> </ul>  | <ul style="list-style-type: none"> <li>• Staff to report any concerns to SLT</li> </ul>   |
| Induction/Training        | <ul style="list-style-type: none"> <li>• Staff training scheduled for September 3<sup>rd</sup> / 4<sup>th</sup> – all staff to attend training</li> <li>• Procedural letter to be sent to parents before the end of Summer Term / parents to share guidance with pupils</li> <li>• Training for staff/children/parents on procedures /times for arrival at school and departure from school</li> <li>• Teachers to provide guidance to pupils on Day 1 on routines and expectations around the school. These need to be revisited regularly</li> <li>• Social Stories about returning to school and the changes to school life to be made available to pupils – website and through teachers during first few days back – revisit as required</li> <li>• Staff to go through social distancing expectations with pupils whilst understanding that government guidance acknowledges that maintaining social distancing is not always possible for primary school children</li> <li>• Ensure pupils and parents are informed of the updated behaviour policy and expectations of their behaviour to follow rules while they are at school</li> <li>• Social Stories about returning to School have been provided during transition week</li> <li>• Mental Health Team to email staff with support / training, resources and guidance for both pupils and staff</li> </ul> | <ul style="list-style-type: none"> <li>• AL to share mental health guidance and resources to staff</li> <li>• SLT to lead training to all staff</li> <li>• HoS to share updated appendix to behaviour policy with staff</li> <li>• HoS to write procedural letter to parents – including information on behaviour</li> <li>• SENCo to create social stories</li> </ul> | <ul style="list-style-type: none"> <li>• All staff to follow guidance and training</li> <li>• All staff to report any concerns about wellbeing or mental health to phase lead of HoS</li> </ul> |

- SLT – Senior Leadership Team
- HoS – Head of School
- DHT – Deputy Head
- SENCo – Special Educational Needs coordinator
- SBM – School Business Manager
- PPE – Personal Protective Equipment
- PHE – Public Health England
- RA – Risk Assessment
- REU – Re-engagement Unit
- SaLT – Speech and Language Team
- LM's – Learning Mentors