

COVID 19 RISK ASSESSMENT

BOURN PRIMARY ACADEMY



Educational Setting	Bourn Primary Academy
Activity/Task	COVID-19 Risk Management Assessment
Completed by & Date	Laura Latham, Headteacher Last updated: 15 July 2020
Review Date	End of Autumn 1 October 2020
Approved by Full Governing Body - date	16 July 2020
Consultation with Staff	July 2020

This document outlines all the measures already in place and those to be put in place by 7 September 2020 for the start of the 2020/21 Academic Year when all children will return to school, to reduce the risk of transmission of Coronavirus COVIS19.

What are the hazards: the transmission of Coronavirus COVID19 through infected surfaces, airborne droplets, poor hygiene, physical contact

Who might be harmed: all members of the school community (children, staff, parents, visitors)

How might they be harmed: contraction of coronavirus COVID19 which can lead to serious illness and death

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
<p>1 MUST: 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</p>	<ul style="list-style-type: none"> • Staff do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. • Reminder to staff on sign in sheet, in staff handbook and posters in school. 	<p>Expectations of Staff</p> <ul style="list-style-type: none"> • Continue existing measures • Reminders of these measures to be in place for September 2020 • 20/21 Staff handbook to include details. • Staff to sign to say they have read and understand requirements in this document
	<ul style="list-style-type: none"> • Anyone developing those symptoms during the school day is sent home. • Additional thermometers bought to test temperature, any child feeling unwell has temperature checked • medical room equipped with PPE, posters of how to use PPE up, first aid trained staff trained in how to don and doff PPE. • Protocol included in staff handbook for how to look after a child who becomes ill. 	<p>If someone becomes ill during the day</p> <ul style="list-style-type: none"> • Continue existing measures • If anyone in the school becomes ill with a new, continuous cough or a high temperature, or a loss of, or change in their normal sense of taste or smell, they must be sent home and advised to follow ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID19) infection’ which sets out that they must self isolate for 7 days and should arrange to have a test to see if they have coronavirus. Other members of the household should self isolate for 14 days from when the symptomatic person first had symptoms. • Staff to follow protocol in staff handbook for looking after a child who shows symptoms. • Staff reminded of PPE protocol
	<ul style="list-style-type: none"> • Parents must not send their child into school if they have signs of any illness. Communicated through Home School Agreement 	<p>Expectations of Parents</p> <ul style="list-style-type: none"> • Continue existing measures • Include in Home School Agreement 20/21 • Parents to confirm they understand and agree (DP to monitor returns) • Regular reminder to parents of expectations of them at drop off and pick up

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
	<ul style="list-style-type: none"> • Reduce to a minimum the number of people coming into school building. • All visitors to wash hands before entering main building. • Meetings are held outside wherever possible. • All other essential meetings are held with 2m social distancing. 	<p>Reducing Visitors to the Building</p> <ul style="list-style-type: none"> • Continue existing measures • Home School Agreement 20/21 to explain to parents that they should only enter the school building by prior agreement for a meeting which cannot take place through a phone or video call. • Essential visitors to be asked to confirm that neither they, nor members of their family have any symptoms of COVID19 and that they will wash their hands and have read Risk Reduction leaflet. (LL to write) • Box set up outside school building for parents to drop off forms etc
2	<ul style="list-style-type: none"> • All staff and other visitors wash hands on entry to the building 	<p>Handwashing -adults</p> <ul style="list-style-type: none"> • Continue existing measures • Larger sink to be installed in staff toilet near entrance hall to enable easier handwashing
	<ul style="list-style-type: none"> • All children wash hands on entry to the building, in classroom 	<p>Handwashing - children</p> <ul style="list-style-type: none"> • Continue existing measures • Classroom protocols for 20/21 to ensure that every child washes their hands effectively on entry to the classroom (will need to allow time for this)
	<ul style="list-style-type: none"> • All staff and children wash hands at break time, before eating, on entering the classroom after breaktime and lunchtime and on leaving the building at the end of the day 	<p>Handwashing – classroom routines</p> <ul style="list-style-type: none"> • Continue existing measures • Classroom protocols ensure this continues and is introduced for children who have not already been in school • Timetables in class adjusted to allow time for this as this will take 10-15 minutes

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
	<ul style="list-style-type: none"> • All staff and children to wash hands effectively after coughing, sneezing and going to the toilet 	<p>Handwashing – after coughs or sneezing</p> <ul style="list-style-type: none"> • Continue existing measures • Classroom protocols ensure this continues
	<ul style="list-style-type: none"> • Handwashing posters in place 	<p>Handwashing expectations</p> <ul style="list-style-type: none"> • Continue existing measures • All classrooms, toilets and other handwashing areas have posters showing effective handwashing routine
	<ul style="list-style-type: none"> • Hand gel is available in every classroom, to supplement hand washing and for adult use. 	<p>Handwashing resources in teaching areas</p> <ul style="list-style-type: none"> • Continue existing measures • Ensure sufficient stock of hand gel, hand soap and other cleaning products are in every classroom, music room, group room, Art Room, office
3	<p>MUST: ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p>	<p>Teaching children respiratory hygiene</p> <ul style="list-style-type: none"> • Re-teach and continually remind children about respiratory hygiene
	<ul style="list-style-type: none"> • Children taught ‘catch it, bin it, kill it’ approach 	
	<ul style="list-style-type: none"> • Tissue bins in all classrooms 	<p>Tissue bins in classroom</p> <ul style="list-style-type: none"> • Continue existing measures • Ensure all rooms where children work have a tissue bin that is emptied at end of the day • Ensure tissues and tissue bins x 2 in the hall
4	<p>MUST: introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>Classroom cleaning during school day</p> <ul style="list-style-type: none"> • Additional cleaning put in place for lunchtimes (1 hour a day) to clean every classroom, doors, handles and toilet seats, doors & handles, taps; handrails on staircases etc • Tables and chairs to be cleaned after use at lunchtimes
	<ul style="list-style-type: none"> • Staff clean classroom tables, surfaces and toilets mid morning, lunchtime, • Cleaning caddies in each room to facilitate cleaning 	<ul style="list-style-type: none"> • No further need for early closing on Friday as daily lunchtime cleaning on place
	<ul style="list-style-type: none"> • School closes early on Friday afternoons to enable enhanced cleaning 	

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	<ul style="list-style-type: none"> The school has stock of cleaning products 	<p>Ensuring plentiful stock of cleaning produces</p> <ul style="list-style-type: none"> Closely monitor stock levels and ensure that stock is held in reserve (soap, paper towels, hand sanitiser, gloves, wipes, disinfectant spray) Proactively order supplies as above, ensuring stock is always in hand
	<ul style="list-style-type: none"> Classrooms have own cleaning caddy with supplies to ensure cleaning at set points in the day 	<p>Cleaning resources in teaching spaces</p> <ul style="list-style-type: none"> Classrooms and other teaching spaces to continue to have own cleaning caddy for spot cleaning as needed
	<ul style="list-style-type: none"> Deep clean undertaken in all areas of the school March/April 2020 Carpets in all areas of the school have been deep cleaned 	<p>Deep cleaning</p> <ul style="list-style-type: none"> Further deep clean to be undertaken Summer holiday 2020
	<ul style="list-style-type: none"> Offices – surfaces and equipment (telephones and computers) cleaned at the end of every day Photocopier wiped down after every use 	<p>Office equipment and photocopier</p> <ul style="list-style-type: none"> Continue existing measures Ensure clear signs to remind staff to wipe down photocopier after use All staff to wipe down photocopier panels after use PCs in staffroom to be wiped down after use
	<ul style="list-style-type: none"> Children do not bring anything other than the essential equipment to school Boxes provided for each child's belongings within classrooms to avoid use of cloakrooms No equipment to be taken home or brought in from home 	<p>Children's equipment and items from home</p> <ul style="list-style-type: none"> Children to bring in minimal items in to school. Lunchboxes are allowed, but no toys etc. Cloakrooms will be used, teaching staff to ensure that children from one bubble do not go into the cloakroom areas of other bubbles, wherever possible Items brought in by EYFS/KS1 children (transition or comfort items/show and tell) should be kept in their bag or on high shelf and staff should not handle

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		<p>these if possible. If they have to, staff should clean hands afterwards.</p> <ul style="list-style-type: none"> • Children in KS2 should not bring in toys or other items from home. If staff see these items, they will be removed and stored safely for the rest of the day, and returned at the end of the day. • Homework will be set in ways which do not require homework books to be transferred from school to home and back • Reading books (scheme books) and Reading Records will not be sent home for the first half term, to be reviewed at half term. High Frequency/Tricky Trol words to be laminated and sent home for home reading practice plus on- line books • Subscription for on-line books for KS1 bought • Children in KS2 will take home a reading book for home and have a reading book to keep in school. • No equipment should be taken home • Classroom based resources can be used and shared within the bubble and should be cleaned regularly • Resources that are shared between bubbles (sports, art, music science resources) should be cleaned after use meticulously and always between bubbles, or rotated to allow them to be left unused for 48 hours (72 hours for plastics) between use by different bubbles • Children have their own packs of resources (pencil case with stationery, maths resources) to reduce sharing as much as possible • Uniforms do not need to be cleaned more often than usual

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<p>5 PROPERLY CONSIDER MEASURES TO: minimise contact between individuals and maintain social distancing wherever possible</p>	<ul style="list-style-type: none"> • Arrival and departure times for each bubble are staggered • Parents are clear of drop off and pick up protocols • 2m marks painted on ground to aid social distancing • Parents not allowed in the school building • Visitors only by appointment • Parents required to wait with social distancing, in designated area, to leave site as soon as possible • Vehicle gates open at start and end of the day to avoid bottleneck of gates 	<p>Arrival and departure times and expectations to ensure social distancing between adults (parents)</p> <ul style="list-style-type: none"> • Expand staggered arrival and departure times for 7 full classes ensuring that bubbles do not mix • Share new protocols to ensure parents are very clear of drop off and pick up expectations (include in Home School Agreement, put on website, regular email reminders, video). • Only 1 parent per family to pick up/drop off • Y4,5,6 to be dropped off at gate • Parents to wait in designated zones for pick up • Teachers to accompany children to parent zone to ensure safe handover and supervise children waiting with parent and not mixing with children from other bubbles)except siblings) • Update markings on ground for waiting areas for each class • Signs to indicate 'Children Only' past specific points (at the bottom of ramp) • Cones on the drive to indicate 1 way system for arriving and leaving • Additional staff on duty and drop off and pick up time to ensure protocols are followed
	<ul style="list-style-type: none"> • Adults to remain 2 metres from each other 	<p>All adults to maintain social distancing of 2 metres from each other</p> <ul style="list-style-type: none"> • Adults should remain 2 metres from each other, even when outside/during Daily Mile • Adults must avoid close face to face contact and minimise the length of time spent within 1 metre of anyone.

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
		<ul style="list-style-type: none"> All staff to be continually mindful of social distancing requirements All adults to remind each other of the need to social distance if they see someone become too close
	<ul style="list-style-type: none"> Children to remain 2 metres from each other 	<p>Social distancing in the classroom</p> <ul style="list-style-type: none"> Adults to aim to remain 2 m from children, (however, it is acknowledged that this is not always possible, particularly with younger children and those with SEN) Staff moving between bubbles to aim to be 2 metres from children wherever possible (PPA) Children to be supported to maintain distance and not touch staff or their peers where possible. Staff must position themselves next to a child or other adult instead of face on Children must not be seated so they face anyone if there is any alternative All desks should be in rows
	<ul style="list-style-type: none"> 2metre distancing tape on the floor in corridors Children do not move around the school site and remain classroom based at all times when indoors No assembly 	<p>Moving through the school</p> <ul style="list-style-type: none"> Continue previous measures One way traffic through corridors at lunchtimes and arrival and departure times Children move around the school site as little as possible Assembly for a single year group at a time, if not held via Teams
	<ul style="list-style-type: none"> Staff have staggered lunch and break times to minimise contact between staff. Staff not to move from one bubble to another, staff in bubble to cover each other for break/lunch Staff room to allow maximum of 6 staff at one time 	<p>Staggered break and lunch times for staff</p> <ul style="list-style-type: none"> Continue previous measures Staff able to move between bubbles so supervision back to normal rotas, ensuring that class bubbles are kept separate

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		<ul style="list-style-type: none"> • Staggered lunch and break times to reduce mixing of bubbles • Staff to be reminded on the importance of continued social distancing from each other whilst on duty
	<ul style="list-style-type: none"> • Staff within the clinically extremely vulnerable group work from home • Staff within clinically vulnerable group work from home if they can from 1 June 2020. • Staff who are clinically vulnerable who can't work from home have a personal risk assessment which includes how social distancing will be maintained in Covid19 safe workplace 	<p>Clinically Vulnerable and Clinically Extremely Vulnerable Staff</p> <ul style="list-style-type: none"> • All staff are able to return to work from 1 August 2020 • Members of staff who are clinically extremely vulnerable will have individual risk assessment • Social distancing is between staff, not pupils, so members of staff clinically vulnerable/extremely clinically vulnerable are able to work with the children in their bubbles • Risk assessment for BAME staff to be undertaken • Reminder to whole school community to implement measures as a way of reducing risk especially to BAME children and families • Risk assessment to be undertaken for siblings of shielding children
	<ul style="list-style-type: none"> • No peripatetic music tuition on site 	<p>Music provision</p> <ul style="list-style-type: none"> • Peripatetic music lessons can continue as long as they maintain distance between staff. Distancing in the music room is possible with adaptations • See separate music lesson Risk Assessment which details measures to be put in place in relation to the use of the Music Room, peripatetic teachers. • Music teachers to have general and Music Risk Assessment to aid their decision as to whether to teach on site.

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		<ul style="list-style-type: none"> Orchestra and choir will not operate until bubbles are no longer required and singing is deemed safe
	<ul style="list-style-type: none"> No extra curricular clubs, external visits or visitors 	<p>Extra Curricular Activities</p> <ul style="list-style-type: none"> No clubs will run after school in Autumn term to avoid mixing of children from different bubbles Review after school provision with Cambridge Kids Club No external visits to venues will take place in Autumn term (local village walks allowed)
	<ul style="list-style-type: none"> Office staff seated 2m apart Windows open to ensure ventilation Signing in is done by office staff, not visitors Visitors are required to wash hands 	<p>Offices</p> <ul style="list-style-type: none"> No more than 3 people to be in the main office and this is communicated to all staff Forms etc that staff might need to be in the staffroom Desks in main office to be moved so that there is a clear 2 metres between where office staff sit Staff (other than Headteacher and School Business Manager) not to enter school office (beyond tape on floor) No parents able to call in at main office window, but communicate by phone/email instead Essential visitors will wash hands on entry Visitors to the Headteacher's office to observe 2metres spacing with windows open SLT/SBM offices maximum capacity is two adults, 2 metres apart, with windows open
<ul style="list-style-type: none"> All contractors provide suitable and sufficient risk assessment for the activities they carry out which must include Covid19 All planned/reactive maintenance to be carried out out of hours unless emergency 	<p>Contractors</p> <ul style="list-style-type: none"> Continue previous measures Contractors to be sent school Risk Assessments and requirements in relation to COVID19 before arrival on site 	

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
		<ul style="list-style-type: none"> Contractors are required to send through their company COVID19 Risk Assessments Contractors working indoors (unless in empty room) to wear face covering
	<ul style="list-style-type: none"> Playtimes are staggered and children are on different parts of the field/playground 	<p>Staggered playtimes and lunchtimes</p> <ul style="list-style-type: none"> Ensure that year groups do not access toilets and cloakrooms at the same time by staggering play/lunchtimes so R and Y1, Y3&4 and Y5&6 are not at the same time as each other. Markings on field to keep bubbles separate Resources used outside to be cleaned if used by different bubbles
	<ul style="list-style-type: none"> First aid delivered within the bubble Each bubble has its own first aid kit Electronic forehead thermometers purchased All first aiders currently certified 	<p>First aid</p> <ul style="list-style-type: none"> Continue previous measures All classrooms to have own First Aid kit, including single use ice packs Unless an incident is serious, first aid to be delivered to children by an adult who works within the same bubble, wherever possible First aid slips to clearly state which adult carried out first aid. All staff to wear gloves when carrying out first aid (to avoid skin to skin contact)
	<ul style="list-style-type: none"> School transport provided by LA for children in bubbles 	<p>School Transport</p> <ul style="list-style-type: none"> Develop seating plan for bus company, ensuring class bubbles are kept together Children to be taken to bus by teachers

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
	<ul style="list-style-type: none"> Physical activity held outdoors 	<ul style="list-style-type: none"> Children disembarking from school transport to use hand sanitiser (await further details from Local Authority Transport Service) <p>PE Lessons</p> <ul style="list-style-type: none"> PE lessons to be outdoor, non-contact sports wherever possible. Team games which involve close physical contact to be avoided Children to wash hands after any PE lessons which have involved touching equipment Plan to be in place for a PE lesson where the weather prevents outdoor PE lessons Swimming lessons to take place Autumn 1 if measures allow (changing rooms) Await further guidance Resuscitation training for teachers and TAs to take place 4 September 2020 Sports equipment thoroughly cleaned between each use between bubbles Cleaning kit for PE resources in place Children to wear PE kits on PE days to avoid the need to use changing rooms which would need to be cleaned down after each use
	<ul style="list-style-type: none"> Daily Mile in place, increased use of Nature Reserve, learning outdoors wherever possible, use of garden/allotment 	<p>Outdoor learning</p> <ul style="list-style-type: none"> Continue with Daily Mile, following Daily Mile protocol to ensure bubbles don't mix if two classes are outside at the same time Adults to maintain social distancing and ensure they do not walk within 2 metres of each other during Daily Mile New fence by main gate to ensure children do not walk on driveway/near gates

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
	<ul style="list-style-type: none"> <li data-bbox="589 424 1200 485">• School packed lunches served in paper bags for children to eat in classrooms 	<ul style="list-style-type: none"> <li data-bbox="1348 237 1935 336">• Lessons to be outside wherever possible/appropriate, including use of Nature Reserve weekly <li data-bbox="1348 347 1973 408">• Follow Nature Reserve Protocol, including taking first aid kit and walkie talkies <p data-bbox="1348 424 1532 448">School Lunches</p> <ul style="list-style-type: none"> <li data-bbox="1348 459 2011 555">• Children to eat in hall in bubbles (2 separate bubbles, with tables in 2 groups at opposite ends of the hall) <li data-bbox="1348 566 2011 662">• Lunch rota to allow set times for each class to eat in the hall. Kitchen staff to support with service and clearing away dishes to ensure efficient timings <li data-bbox="1348 673 1995 769">• To aid efficiency and enable children to have maximum eating time, kitchen to know in advance how many children they will be cooking for. <li data-bbox="1348 780 2002 876">• Menus to be shared (3 week rolling menu) in advance with parents who will be asked to commit to a set pattern at the start of term <li data-bbox="1348 887 2011 959">• The placing of each table to be marked with tape on floor to ensure consistent placing and spacing <li data-bbox="1348 970 1973 1031">• Use all tables with as few children as possible on each table (5 children at each table) <li data-bbox="1348 1042 2018 1102">• Eliminate queueing for lunch by serving school lunch in dishes on the table <li data-bbox="1348 1114 1928 1137">• Menu choices to aid with serving at the table <li data-bbox="1348 1149 2018 1244">• Supervision of lunchtime by SLT to ensure protective measures in place and social distancing is observed between bubbles <li data-bbox="1348 1256 2007 1316">• Small jugs, serving dishes, spoons to be ordered for each table

Control: Prevention		What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
			<ul style="list-style-type: none"> • Children to bring coats in to all if they have not been outside before their lunch slot • Children not to walk through the school to collect belongings after eating
		<ul style="list-style-type: none"> • Kitchen staff working shifts to minimise contact in small area, • produce cold packed lunch style meals left in hall for TAs to collect 	Kitchen <ul style="list-style-type: none"> • Face coverings/visors to be worn to add protection to kitchen staff working in confined area • Ensure plentiful stock of face coverings
		<ul style="list-style-type: none"> • Fire drill completed with muster point at bottom of front field, bubbles spaced • Lockdown drill completed 	Fire Safety <ul style="list-style-type: none"> • Continue fire evacuation drills • Establish new muster points for each class to ensure social distancing between bubbles and share these with all staff • Spray paint crosses on grass for each class, with Acorn furthest to the left • New fence to ensure that children waiting on field are separated from cars/vehicles/fire engines
6	IN SPECIFIC CIRCUMSTANCES: where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> • 5 sets of PPE in stock, kept in the Medical Room, with instructions for use • All first aid trained staff have watched instructional video on donning and doffing PPE • Cleaning kit kept in Medical Room 	PPE stocks <ul style="list-style-type: none"> • Further PPE to be ordered to ensure plentiful stock (face coverings, aprons, gloves) for if a child becomes ill • All staff to be reminded of when and how to use the Medical Room if a child shows symptoms
Control: Response to any infection IN EVERY CASE WHERE RELEVANT			
7	engage with the NHS Test and Trace process		Test and Trace <ul style="list-style-type: none"> • If staff show symptoms, they must not come in to school and if they become ill with symptoms, they will be sent home.

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
		<ul style="list-style-type: none"> • Staff, children and parents showing symptoms must book a test (all children can be tested) • Staff and parents must provide details of anyone they have been in close contact with if they were to test positive for COVID19 or if asked by NHS Test and Trace • Share with staff and parents the definition of close contact which will be used in the Test and Trace process to support decisions making by Public Health England around the closure of bubbles. It is people who: <ul style="list-style-type: none"> - had face-to-face contact of any duration (less than 1 metre away) with the case or - were coughed or sneezed on by the case or - had unprotected physical contact (skin to skin) with case or - Spent more than 1 minute within 1 metre of the case or - spent more than 15 minutes within 2 metres of the case or - travelled in a car or other small vehicle (even on a short journey) • Staff to confirm they understand their responsibility to avoid being in the above situations in the school setting, wherever possible • By Autumn term, schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms or to staff who develop symptoms at school, if it is thought that they would not get tested otherwise

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
		<ul style="list-style-type: none"> • If someone tests negative and no longer feels ill, they can stop self isolating • If someone tests positive they should follow guidance and must continue to self isolate for at least 7 days from the onset of symptoms. Other members of the household should continue self isolating for the full 14 days
8	manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>Confirmed Cases - Protocol</p> <ul style="list-style-type: none"> • If someone who has attended school tests positive, the school will contact the local health protection team, who will carry out a rapid risk assessment to confirm who has been in close contact with the person in the period in which they were infectious and ensure they are asked to self isolate • The Health protection team will work closely with the school to guide us through the actions we need to take. • Schools will be advised to 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 since they were last in close contact with that person when they were infectious. (see definition of close contact in section 7) • The health protection team will provide definitive advice on who should be sent home. This is likely to be the bubble that have worked with the infected person. • A template letter will be provided to schools by the health protection team. • Household members of those self isolating do not need to self isolate themselves unless the person self isolating develops symptoms.

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		<ul style="list-style-type: none"> Office should ask to see evidence of negative test results before a member of staff or child returns (but cannot prevent the return if this is not provided)
9	contain any outbreak by following local health protection team advice	Containing any Outbreak <ul style="list-style-type: none"> If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will contact, or continue to work with the health protection team.
10	Continue to provide education for individual children or bubbles who may be required to self isolate	Contingency lesson planning for isolation or future lockdown <ul style="list-style-type: none"> Planning for two weeks of lessons across the full curriculum for each year group is available for each year group Subscription to online books website for EYFS/KS2
Respond to the increased risk from COVID19 for staff, parents and children from Black, Asian and Minority Ethnic (BAME) communities		
<p>Currently there are 6 % of staff and 27% of pupils who are BAME.</p> <p>Outcomes for BAME people who contract Covid 19 can be significantly more severe with disproportionately more deaths for this group.</p>	<ul style="list-style-type: none"> PPE is available for cleaning staff. People who have been in the category for shielding and able to work from home, have been working from home. Implementation of bubbles of groups of pupils, with designated staff members not allowed to cross bubbles. Handwashing upon arrival and frequently throughout the day. Adopting ‘catch it, kill it, bin it’ approach to respiratory hygiene. Pupils space far apart, and encouraged to maintain social distancing from each other. Staff members following social distancing guidance in classrooms, corridors, and staffroom. 	Measures to protect BAME staff, pupils and families <ul style="list-style-type: none"> Continue previous measures Individualised risk assessments carried out in order to improve measures for BAME staff members by identifying specific physical and mental health concerns. Risk assessment to be reviewed regularly. Health and wellbeing support in place for BAME members of staff that is bespoke throughout the crisis Ensure protocols above are stringently followed to protect pupils and staff. Prioritise BAME staff and their families for testing.

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	<ul style="list-style-type: none"> • Regular cleaning of equipment, desks, chairs etc to minimise transmission. • Staff maintaining reasonable social distancing measures as appropriate with their group of pupils. 	
Respond to Identified Well-being and mental health needs		
11	Ensure Staff Well-being	<ul style="list-style-type: none"> • Staff well-being meetings with governors • Social events (virtual) and competitions between staff to continue sense of team spirit • Individual Risk Assessments for clinically vulnerable staff returning to work after 1 June 2020 • Discussions about returning to school with staff who are currently working at home because they are Clinically Vulnerable or Clinically Extremely Vulnerable to identify any ongoing needs
	Ensure child and family well-being needs are identified and acted upon	<ul style="list-style-type: none"> • Weekly calls to children to ensure well-being and support for parents re home learning • Continued weekly calls to identified children/families • Email and telephone contact to give advice and support to parents finding home education challenging • Referrals made to external services where a need is identified
		<ul style="list-style-type: none"> • Continue offer of staff well-being meetings with governors • Access to counselling and support available funded through school – posters in staffroom • Individual Risk Assessments for staff who are in the Clinically Extremely Vulnerable group and will return to school in September 2020 • 1-1 meetings with Headteacher in first few weeks of term and on request • Staff to raise issues of concern with their line manager/Headteacher • Induction for 3 new members of staff to include clear guidance and support on risk control measures and protocols in place • Staff have access to Education Support Partnership which provides a free helpline for school staff and targeted support for mental health and wellbeing (www.educationsupport.org.uk)
		<ul style="list-style-type: none"> • Post lockdown questionnaires used to identify needs of particular children and to be read by teacher and relevant TA, being mindful of confidentiality • Activities planned in first few weeks designed to give children an opportunity to reflect on lockdown and how they responded to it, their feelings and thoughts on how they had developed and what they had learned (academic and non academic)

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)
	<ul style="list-style-type: none"> • 1-1 contact with children with EHCPs • Vulnerable children (as identified using criteria in Safeguarding Policy Annex June 2020) invited in to school to be part of Key Worker/Vulnerable bubbles • Close contact from SLT with families where needed • Post Lockdown Questionnaire sent out for parents to share information about how their child has coped during lockdown and home education and identify parents who are anxious about their child returning to school • Provide support and advice for parents who are anxious about sending their children back to school • Transition information to be sent out for children and parents in the last two weeks of term, including Who's Who in the Classroom and Welcome to your new class video • More detailed transition plans for children with EHCP are being developed. 	<ul style="list-style-type: none"> • Activities planned to restore the school community (in bubbles) and to re-establish the sense of community in children • Teachers' plans recognise that children will need to build up stamina in writing, sitting still, listening, respectful communication in a large group, patience, perseverance, problem solving, resilience • Staff will carefully observe children as they return and be aware that they may not share their worries. Staff to give children a range of opportunities to express any worries (work on feelings, art, poetry, • Teachers to ensure that identified children have time to talk to a trusted adult • Post Lockdown questionnaires will give indications of children who have similar needs/concerns, so these could be addressed in small group activities • Identify children who are struggling with work and who may need additional support, either through interventions or specialist teaching team/speech therapist, make referrals where necessary • All staff to be particularly aware of the need to listen carefully to children as they talk about their time away from school. All concerns must be logged and shared with Designated Safeguarding Lead/Deputy • Governors to agree new Safeguarding Policy Autumn 2020 which reflects the COVID19 situation • Continue to provide support and advice for parents who are anxious about sending their child back to school.