



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 15.7.20
Review Dates	<p>To be updated/reviewed weekly and changes made as necessary</p> <p>Updated: 15.7.20: 29.8.20: 6.9.20: 15.9.20</p> <p>Reviewed 21.10.20 (Laura Latham and Vince Chaney)</p> <p>Updated: 1.11.20 Updated: 23.11.20</p> <p>Reviewed 31.12.20 (Cambridgeshire in Tier 4, case rate 275 per 100,000, new strain of virus identified which is more easily transmitted) To be read in conjunction with Guidance for 'Tier 4: Stay at Home'</p> <p>Reviewed 6.1.21, 15.1.21 (Schools required to close except for Critical Worker children and Vulnerable, which includes children with SEN/EHCPs)</p> <p>Reviewed 1.2.21 Testing for staff in school</p> <p>Reviewed 4.3.21 Re-opening of school after lockdown</p>
Approved by Full Governing Body - date	16 July 2020; 28 September 2020; 7 January 2021
Consultation with Staff	July 2020; January 2021
<p>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 COVID19. It is regularly updated as needed and fully reviewed half termly.</p> <p>What are the hazards: the transmission of Coronavirus COVID19 through infected surfaces, airborne droplets, poor hygiene, physical contact</p> <p>Who might be harmed: all members of the school community (children, staff, parents, visitors)</p> <p>How might they be harmed: contraction of coronavirus COVID19 which can lead to serious illness and death</p>	
<p>“Schools have a legal obligation to protect their employees, and others, including children, from harm and should continue to assess health and safety risks in the usual way. Following the steps in this guidance will mitigate the risks of coronavirus (COVID-19) to children and staff and help schools to meet their legal duties to protect employees and others from harm.” Guidance for full opening: Schools Updated 30 December 2020</p>	

Control: Prevention	What is already in Place for Phase 1 (June 2020)	What will be in Place for Phase 2 (September 2020)	Who	Commentary
Lateral Flow Testing has been introduced to primary schools.		<p>All staff are offered Lateral Flow Tests. These are not compulsory. See separate Risk Assessment for Lateral Flow tests which has been shared with staff 1.2.21.</p> <ul style="list-style-type: none"> - staff to take tests on Sunday and Wednesday evenings and report outcomes to NHS website and by email to absencereporting@bourn.cambs.sch.uk by 7pm. - positive tests to be notified to Laura Latham by phone by 7pm on Sunday/Wednesday evenings. <p>Update 4.3.21 Track and trace from a positive test now required 2 calendar days prior to the date of the positive test. Staff testing days will now be Monday evening and Thursday evening</p> <ul style="list-style-type: none"> - staff to be reminded that negative Lateral Flow Tests cannot be taken as guarantee that they are negative, and that all other measures outlined in this Risk Assessment continue to be followed stringently - staff reminded by email (1.2.21) that social distancing measures should still be carefully followed - if a member of staff tests positive via LFT, they should have remained 2m distance from all other adults, so no other adult should have to self isolate. Any member of staff testing positive will be asked to carefully consider whether they have been within 2m of any other adult - if a member of staff tests positive, all children within their bubble and any other children they have been in contact with (less than 2 metres) will be informed that they will need to self isolate until the positive result is confirmed by a PCR test - a member of staff testing positive with a LFT must isolate (as must those they live with) and immediately book a PCR test to confirm the LFT test result. 		

<p>The DfE has published guidance on operating during closure - Restricting attendance during the national lockdown: schools (publishing.service.gov.uk).</p> <p><u>1.Closing School to all children except those of Critical</u></p>		<ul style="list-style-type: none"> - if the PCR test is positive, the staff member will need to continue self-isolation as required by Test and Trace. They must immediately inform Laura Latham/Debs Paul. - If the PCR test is negative, the member of staff must immediately inform Laura Latham/Debs Paul. They will be able to return to work the next working day (or the same working day depending on the time the result is reported). - If a PCR is negative after a LFT positive, Laura Latham will write to those who had been asked to self isolate to inform them that they can return to school/work. - Letters relating to the above circumstances are provided by the LA and will be used. <p>From 1 March 2021, testing kits are available for parents of children at school and families of those who work in education and childcare settings. Email explaining this to parents and staff sent 2 March 2021.</p> <p>School is acting as umbrella organisation for supplying testing to Little Hands Pre-School, Cambridge Kids Club staff and local childminders.</p> <p><u>1.Closing School to all children except those of Critical Workers, and Vulnerable children</u></p> <ul style="list-style-type: none"> • Survey parents and carers to identify who needs to go to school, if needed, ask for simple evidence that the parent is a critical worker. • Guidance states that '<i>Parents and carers who are critical workers should keep their children at home if they can</i>', which we will apply in to reduce the number of people on site and 	
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<p><u>Workers, and Vulnerable children</u> Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors. Children with at least one parent or carer who is a critical worker can go to school if required. This includes parents who may be working from home.</p>		<p>therefore interactions which increase the likelihood of Covid infections’</p> <ul style="list-style-type: none"> • School will encourage all parents who can keep their children at home to do so, to reduce the number of people on site and therefore interactions. We must aim to keep numbers in school as low as possible – this will help to reduce transmission in the whole community. <p>School will use the following priority list as advised by the LA:</p> <p><u>1. Vulnerable Pupils</u> – children with EHCPs, other SEN needs (external involvement), child engaged with social care or on the edge of social care.</p> <p>b. Health and social care (drawn from the vaccination guidance) –</p> <ol style="list-style-type: none"> staff working on the vaccination programme staff who have frequent face-to-face contact with patients and who are directly involved in patient care in either secondary or primary care, mental health, urgent and emergency care and community settings. those working in independent, voluntary and non-standard healthcare settings such as hospices, and community-based mental health or addiction service laboratory, pathology and mortuary staff those working for a sub-contracted provider of facilities services such as portering or cleaning temporary, locum or ‘bank’ staff, including those working in the COVID-19 vaccination programme, students, trainees and volunteers who are working with patients frontline social care workers directly working with vulnerable people who need care and support irrespective of where they work (for example in hospital, 	
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		<p>people’s own homes, day centres, or supported housing); or who they are employed by (for example local government, NHS, independent sector or third sector).</p> <p>viii. Those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.</p> <p>c. Education and childcare – childcare, support and teaching staff, social workers, specialist education professionals who must remain active during the coronavirus (COVID-19) response to deliver this approach. This category is staff who work in pre-school, primary and secondary schools, wraparound care and childminders.</p> <p>d. Public safety and national security - This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the coronavirus (COVID-19) outbreak and EU transition), fire and rescue service employees (including support staff), National Crime Agency staff and those maintaining border security, prison and probation staff and other national security roles, including those overseas.</p> <p>e. If schools have capacity, in line with their risk assessment, above this, you should consider you the remaining categories to offer places. The school needs to consider operational delivery capacity in light of the risk assessment – this risk assessment should consider staff availability, the need to deliver remote learning to pupils at home and the need to ensure as much social distancing as possible including avoiding overcrowding of the school and integrity of the</p>		
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bubble structures which have protected our children and staff to date.

From a public health perspective, at this very difficult phase of the pandemic, the number of children attending school should be as low as possible in order to replicate the effect of the first national lockdown on transmission.

- Encourage part time attendance and regularly review attendance ensuring days in school are necessary
- Aim to keep class numbers to bubble sizes of 10 – 12 as previous lockdown. Where numbers are higher, keep under review and check with parents whether circumstances have changed or whether they can keep their child at home for any days
- Children in school to be kept in class bubbles, wherever possible. If numbers in adjacent classes are low, then bubbles may be merged

Staff to work at home wherever possible

- Keep under review; Finance Assistant to work from home 2-3 days per week; teachers to undertake planning at home one day a week for f/t and ½ day a week for p/t; AHT and HT to work at home as needed; it is not possible for other staff to carry out their role from home.

Update Individual Risk Assessments

- These have been updated. Clinically Extremely Vulnerable staff to stay at home until further notice from the NHS.

Staff deployment

- School staff should remain in class bubbles wherever possible and rotas changed to facilitate this

		<ul style="list-style-type: none"> • Temporary staff may be used via agencies to cover TA/teacher vacancies as needed • Peripatetic music staff will not come in to school to deliver individual lessons <p><u>Free School Meals</u></p> <ul style="list-style-type: none"> • These will be provided via Wonde vouchers. All parents in receipt of FSM will be offered vouchers <p><u>Access to devices</u></p> <ul style="list-style-type: none"> • School to survey parents to establish which households do not have access to devices; school to lend devices to ensure that there is one per household. <p><u>Safeguarding/Well Being</u></p> <ul style="list-style-type: none"> • Front page of website to have information for parents as to how to act on a safeguarding concern • Teachers to monitor engagement of children with remote learning and Zoom meetings. Teachers to phone families where they are not getting interaction from children and/or where parents have asked for further support • Teachers to signpost parents/families to additional support where needed • Google Classroom pack for parents included information about how to keep children safe online • Privacy Notice for Google Classroom available on the website. 			
1	MUST: minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19)	<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. 	<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. 	LL All staff	

symptoms, or who have someone in their household who does, do not attend school	<ul style="list-style-type: none"> Reminder to staff on sign in sheet, in staff handbook and posters in school. 	<ul style="list-style-type: none"> 20/21 Staff handbook to include details. Staff to sign to say they have read and understand requirements in this document Code of Conduct for all Adults includes relevant reference to Covid19 measures (sent to all staff and governors and to be recorded on SCR) Reminder to all staff of the importance of strictly following all the expectations in section 1 of this Risk Assessment 4.3.21 Reminder to staff prior to re-opening of the importance of following all the expectations in this Risk Assessment, specifically: social distancing, hand washing, wearing face coverings in common areas. 		
	<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 10 days from when the symptomatic person first had symptoms. Staff to follow protocol for looking after a child who shows symptoms. Staff reminded of PPE protocol Provide staff with FFP3 face masks when dealing with a possibly infected person. 	LL/DP	SW

		<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 These will be re-sent to parents prior to re-opening 8 March 2021 Include in Home School Agreement 20/21 Parents to sign to say they understand and agree (DP to monitor returns) Regular reminder to parents of expectations of them at drop off and pick up Continue to send out information to parents about what to do if their child is ill. Send out LA flowchart, put this on website, share with staff Establish internal system for monitoring absence, reason for absence, including reporting to DfE and LA if Covid related Give parents one of school stock of tests if they are unable to access a test Establish dedicated absence reporting mail address for parents which can be accessed by all SLT/office staff over weekend so immediate action can be taken if a positive case is reported Reminder to parents at the start of term of the expectations if their child, or a member of their household shows symptoms of Covid19. 	<p>LL Parents DP LL/DP</p>	
		<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. Only those who are essential to the running of the school are permitted in the building. This may be for educational purposes (inc SEN assessments) 	<p>LL</p>	

			<p>which cannot be done remotely), governance and buildings and site maintenance).</p> <ul style="list-style-type: none"> 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. System set up so parents can drop off forms etc Continue to only allow visitors to school that are essential to the running of the school. Meetings to continue to be on line wherever possible. Staff meetings are held using Teams, governors meetings are held on Teams 	<p>DP</p> <p>LL DP/LC</p>	
2	MUST: clean hands thoroughly more often than usual	<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 All adults have a small bottle of sanitiser to attach to lanyard which they will have at all times Expectation that all staff sanitise hands on entry to a new room Larger sink now installed to enable handwashing to be more effective 	TG	
		<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) Adapted to reduce the number of handwashing times, sanitising replacing handwashing on entry to classroom during school day (reduces lost learning time) Classroom protocols shared at Inset 4.9.20 Teachers to re-establish handwashing and other Covid related rules at the start of term. Re-teach 	SW	

			expectations thoroughly to reduce the possibility that children might become lax about handwashing and respiratory hygiene.		
	<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 	Handwashing – classroom routines <ul style="list-style-type: none"> Continue existing measures and use sanitiser at certain points of day 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 All children to be reminded of rules and routines for handwashing on return to school on 8.3.21 	All staff SW All teachers		
	<ul style="list-style-type: none"> All staff and children to wash hands effectively after coughing, sneezing and going to the toilet 	Handwashing – after coughs or sneezing <ul style="list-style-type: none"> Continue existing measures Classroom protocols ensure this continues Included in Class Covid Rules All staff to enforce this rigorously All children to be reminded of protocols on 8.3.21 	All teachers		
	<ul style="list-style-type: none"> Handwashing posters in place 	Handwashing posters <ul style="list-style-type: none"> Continue existing measures All classrooms, toilets and other handwashing areas have posters showing effective handwashing routine All staff to ensure that handwashing posters are still up in their classroom and in the toilets their class uses. Posters to be checked and replaced prior to re-opening on 8.3.21 	ES		

		<ul style="list-style-type: none"> Hand gel is available in every classroom, to supplement hand washing and for adult use. 	Handwashing resources in teaching areas <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 Classroom staff to ensure that they immediately re-fill sanitiser if it runs out during the day 	LC	
3	MUST: ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<ul style="list-style-type: none"> Children taught 'catch it, bin it, kill it' approach 	Teaching children respiratory hygiene <ul style="list-style-type: none"> Re-teach and continually remind children about respiratory hygiene Re-teach at start of Spring term Re-teach on 8.3.21 	All teachers	
		<ul style="list-style-type: none"> Tissue bins in all classrooms 	Tissue bins in classroom <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 	ES JN/FN LC	
4	MUST: introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	<ul style="list-style-type: none"> Staff clean classroom tables, surfaces and toilets mid morning, lunchtime, Cleaning caddies in each room to facilitate cleaning 	Classroom cleaning during school day <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 Teachers and TAs to ensure that surfaces in classrooms (other than children's tables) including teacher's desks are kept clear of items that make it hard to clean them. The use of different sized storage boxes/trays to keep these items in will enable them to be easily moved and the surfaces cleaned. Staff must ensure that all surfaces can be easily cleaned daily Tables and chairs to be cleaned after use at lunchtimes This is done by staff working in the hall. 	JN/FN Midday/ kitchen staff	

			<p>Additional member of staff on duty in hall to facilitate this</p> <ul style="list-style-type: none"> • 4.3.21 Additional lunchtime cleaning to continue 		
		<ul style="list-style-type: none"> • School closes early on Friday afternoons to enable enhanced 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"> • 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 	TG LC	
		<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 	TG	
		<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 was undertaken Summer holiday 2020 	TG, FN, JN	
		<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 • Remind all staff to continue to wipe down photocopier and shared computers after use 	ES&SW All staff All staff	
		<ul style="list-style-type: none"> • Children do not bring anything other than the essential equipment to school 	<p>Children's equipment and items from home</p> <ul style="list-style-type: none"> • Children to bring in minimum items in to school. Lunchboxes are allowed, but no toys etc. 	Parents	

		<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Cloakrooms will be used, instead of boxes, 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 these if possible. If they have to, staff should clean hands afterwards. • 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. Remind parents not to allow children to bring in any toys/other items. Teachers and TAs to ensure that if children are seen with items, they are looked after until the end of the day, and children are reminded not to bring them in again. • Homework will be set in ways which do not require homework books to be transferred from school to home and back Homework and reading for KS1 & Year 3 where needed to be online. • Homework books are sent home at the start of each half terms for optional homework. Books returned before/after half term holiday to allow for quarantine. • 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 Troll words to be laminated and sent home for home reading practice plus on- line books 	<p>Teachers</p> <p>Teachers</p> <p>Teachers Parents</p> <p>Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>Teachers Teachers, TAs</p>	
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			<ul style="list-style-type: none"> • Reading books for Year 1 and 2 to be sent out and returned from half term on Mondays and Thursdays only. Books returned will be quarantined for 72 hours before being put back in circulation • Remind parents to strictly keep to book changing days in order to allow for books to be quarantined • Children in KS2 will take home a reading book for home and have a reading book to keep in school. • Reading records are to be brought in on a set day for teachers to view (books to be opened on children's desks for teachers to look at) • No equipment should be taken home • Classroom based resources can be used and shared within the bubble and should be cleaned regularly. • EYFS classroom resources necessary for play to be cleaned more 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 	Teachers, TAs TAs	
5	PROPERLY CONSIDER MEASURES TO: minimise contact between individuals and maintain social distancing wherever possible	<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 	<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 Gates are open from 8.30 – 8.55am and from 2.50pm in the afternoon – last class comes out 3.10pm 	SW/LL	

		<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Staggered start and finish shortened gates open in morning from 8.30 – 8.50 and afternoon 2.50 – 3.05pm • 4.3.21 Email to remind parents of timings for each class drop off and pick up • 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). • Social distancing posters put up on site. • 4.3.21 Replace social distancing posters outside • Only 1 parent per family to pick up/drop off Remind parents of this to ensure minimal numbers of adults on site • Y4,5,6 to be dropped off at end of drive • 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, one way system marked on drive Waiting areas marked with signs not markings on ground • 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 	<p>LL/HC/DP</p> <p>All parents</p> <p>teachers</p> <p>TG</p> <p>ES</p> <p>TG</p> <p>SLT</p>	
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			<ul style="list-style-type: none"> • Use of walkie talkies for staff to increase communication and reduce need for direct interaction. • Staff who have interaction with parents at the start and the end of the day will wear face coverings/visors from 2.11.20 • 4.3.21 Staff wear face coverings not visors in response to new guidance • Parents will be asked to wear face coverings when on site from 2.11.20 • 4.3.21 Parents to continue to wear face coverings on site 		
		<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. • 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 • Staff meetings held in classroom with all facing the front and well spread out • All staff to remind themselves of the actual distance of 2 metres as most estimates are less than this. • Staff room chairs are marked to show which ones can be used whilst maintaining a 2 m distance 	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	

		<ul style="list-style-type: none"> Children to remain 2 metres from each other 	<p>Social distancing in the classroom</p> <p>Teaching, particularly younger children, does not enable 2 metres distance. Staff are having to get closer to children to hear them, help with their work etc</p> <ul style="list-style-type: none"> Adults to aim to remain 2 m from children, wherever possible, (however, it is acknowledged by DfE guidance that this is not always possible, particularly with younger children and those with SEN) Adults working 1-1 with children or in small groups to wear face visors from 2.11.20 Staff moving between bubbles to aim to be 2 metres from children wherever possible (PPA) <p>When teaching, particularly younger children, it is not possible to remain 2 metres from children and teach effectively</p> <ul style="list-style-type: none"> Children to be supported to maintain distance and not touch staff or their peers where possible. Children with SEN who find this difficult, to have social stories and more regular hand cleaning. Staff must position themselves next to a child or other adult instead of face on This is often not possible or practical and would interfere with effective teaching and emotional support or social interaction. Children must not be seated so they face anyone if there is any alternative All desks should be in rows Adults should avoid touching children unless this is necessary for comforting a distressed child, first aid/illness, or for safety reasons 	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	
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		<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 • Minimise the need for children to move through corridors • One way traffic through corridors at lunchtimes and arrival and departure times • Children move around the school site as little as possible. Children not to be sent to the office unless there is absolutely no alternative. • Assembly for a single year group at a time, if not held via Teams • Assemblies held outside will ensure that each bubble is 2 metres apart from the next one • 4.3.21 Staff wear face coverings whilst moving around school as it is not possible to maintain social distancing in corridors 	<p>SW/TG All staff</p> <p>All staff</p> <p>LL</p>	
		<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 5 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 • Staggered lunch and break times to reduce mixing of bubbles • Staff to be reminded of the importance of continued social distancing from each other • Staff on duty outside should continue to be 2 metres apart from each other. 	<p>SW</p> <p>SW</p> <p>LL</p>	
		<ul style="list-style-type: none"> • Staff within the clinically extremely vulnerable group work from home 	<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 	<p>All staff</p> <p>LL</p>	

		<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Members of staff who are clinically extremely vulnerable will have individual risk assessment • Further Risk Assessment for staff who are Clinically Extremely Vulnerable to take place once further guidance is issued (2.11.20) • Pregnant staff to have normal Risk Assessments, then follow specific guidance from 28 weeks • Further shielding measures put in place from 22 February have extended shielding for existing CEV adults and have brought new people into shielding measures. Staff affected will work from home wherever this is possible • 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. • New guidance for lockdown 2.11.20 – CEV staff should not work in school until notified by the NHS. • Risk assessment for BAME staff and children to be undertaken • Risk assessment to be undertaken for siblings of shielding children, where necessary after discussions with parents • Staff who are pregnant: As a general principle, pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the relevant guidance available, which applies to all staff in schools. Employers should conduct a risk assessment for clinically- vulnerable people in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). • School will follow The Royal College of Obstetrics and Gynaecology (RCOG) occupational health 	<p>All staff</p> <p>SW</p> <p>SW</p>	
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			<p>advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.</p> <ul style="list-style-type: none">• In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not 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, most recently in November 2020.• All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable• Clinically vulnerable staff can continue to attend school. While in school they should follow the measures in this document to minimise the risks of transmission.• This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.		
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			<ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. 		
		<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 room has been re-arranged to ensure that lessons follow advice (including full height Perspex screen for wind instruments) • Ensure that Music RA meets requirements issued by DfE 28.8.20 • Music teachers to have general and Music Risk Assessment to aid their decision as to whether to teach on site. • Orchestra and choir will not operate until bubbles are no longer required and singing is deemed safe • Year 2/3 recorder teaching will now include blowing the recorder with the following provisions: Pupils will need to sit at least one chair apart to give space either side and if possible leave a table free between each row (16 in each group) All pupils given a paper towel to place on the table in front of them, they will hold their recorder over the paper towel to play to catch any drips and to ensure the air is flowing downwards rather than outwards. Teacher to stand sideways to the class when blowing recorder directing the air away from the 	<p>Music teachers</p> <p>SA</p> <p>DP</p> <p>SA to review</p>	

			<p>children, across the front of the classroom. Children guided to blow gently and any that cannot or do not do so will have to put their recorders down. At the end of the session children wipe the top and bottom of their recorder with a fresh paper towel to dry it, before putting the recorder away. Paper towels would be put in a bin by each child which will be taken around the classroom by the adult. Children then to wash/sanitise hands. Tables will be sprayed and wiped before the second group starts their session.</p> <ul style="list-style-type: none"> • Singing in year 2/3 music lesson - as the groups are approx 16 in size they would be able to stand spread out and sing in the Art Room with the windows and door open - singing in a class bubble is perfectly acceptable with good air flow. They would be guided to sing quietly rather than shout. • During school closure, music lessons will not take place. Peripatetic music lessons will re-commence from 22 March 2021 		
		<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 Kids Club provision operating within their guidelines, which have been discussed and held by school. • No external visits to venues will take place in Autumn term (local village walks allowed) • No external visits to venues will take place in Spring 1 (local village walks allowed) • Educational visitors will not be permitted in Spring 1 		End Autumn term

			<ul style="list-style-type: none"> • Educational visitors will not be permitted on site in Spring 2. This will be reviewed when guidance changes. 		
	<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 have been 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, communicate by phone/email • Essential visitors will wash hands/sanitise on entry and may be asked to wear masks • 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 	<p>DP/LC</p> <p>ES</p> <p>DP/LL</p> <p>All staff</p> <p>Parents</p>		
	<ul style="list-style-type: none"> • Ensure all classroom doors and windows are open at all times to increase ventilation 	<p>Ventilation</p> <ul style="list-style-type: none"> • Windows should be open in all rooms, unless thermal comfort is compromised and it becomes too cold. • Doors in classrooms should be open wherever possible as long as it does not make the temperature in the room uncomfortable for some or all occupants • External doors to be kept open wherever possible (eg doors in the halls, corridors) 			

			<ul style="list-style-type: none"> • When children are not in the classroom, doors and windows should be opened to allow for an exchange of air. This should take place during playtime, lunchtime, during PE lessons and Daily Mile. • In cold temperatures, windows and doors can be kept closed but when the classroom is empty at break/lunch/PE lessons etc doors and windows should be fully open to allow change of air • Staff need to balance the need for fresh air with the need to be at a reasonable temperature for working/learning, and any other factors (eg noise from outside). • Parents regularly reminded to ensure their child wears appropriate clothing (layers) • Remind parents to ensure their child has layers of warm clothing under their uniform and that if they are wearing PE kit, it should include long trousers. • 4.3.21 During colder weather, minimum ventilation is that doors and windows should be opened during times when children are not in the classroom. Where temperatures allow, windows should be kept open as much as possible, and classroom doors 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 • Contractors are required to send through their company COVID19 Risk Assessments 	<p>SBM/LC/TG LC</p>	

			<ul style="list-style-type: none"> 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/zones on field/playground to keep bubbles separate Resources used outside to be cleaned if used by different bubbles Children go out to play in all weathers (except torrential rain and gales) and must ensure they are wearing appropriate clothing. Parents regularly reminded via weekly newsletter. 4.3.21 Parents to be reminded of need for suitable clothing and footwear prior to re-opening 	<p>SW</p> <p>TG All staff</p>		
	<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 have own First Aid kit, including single use ice packs and face coverings for close first aid (face etc) Remind all staff administering first aid that they MUST wear a face covering 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. Each first aid kit to have book of first aid slips 	<p>DP</p> <p>First aiders</p> <p>First aiders</p> <p>First aiders</p>		

			<ul style="list-style-type: none"> All staff to wear gloves when carrying out first aid (to avoid skin to skin contact) Remind all staff they MUST wear latex 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"> Share with transport provider seating plan based on class groups Children to be taken to bus by class teacher after other children have been collected Process updated so that Assistant Head takes all children to the bus, checks them off and ensures that each class is on before bus/taxi leaves Children disembarking from school transport wash hands on entry to school 	<p>DP</p> <p>TAs TAs</p>		
	<ul style="list-style-type: none"> Physical activity held outdoors 	<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 will not take place 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 	<p>CG</p> <p>CG, teachers CG</p> <p>CG</p> <p>All</p> <p>CG, teachers LC parents</p>		

			<ul style="list-style-type: none"> Parents to be reminded to ensure that when their child wears PE kit that it is warm enough for all day. 		
	<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 Lessons to be outside wherever possible/appropriate, including use of Nature Reserve weekly Follow Nature Reserve Protocol, including having 2 adults, taking first aid kit and walkie talkies When the ground condition is poor (muddy), Daily Mile cannot take place on the grass. Laps of the hard court/KS1 playground or shuttle runs on the hard court/KS1 playground are to be done instead. This activity is important to continue to allow airing of the classroom. 	<p>Teachers, TAs</p> <p>Teachers, TAs</p> <p>CG, TG</p> <p>All teachers</p> <p>ET</p>		
	<ul style="list-style-type: none"> School packed lunches served in paper bags for children to eat in classrooms 	<p>School Lunches</p> <ul style="list-style-type: none"> Children to eat in hall in bubbles (2 separate bubbles, with tables in 2 groups at opposite ends of the hall) 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 Additional member of staff on duty in hall at lunchtime to ensure tables served, cleared and cleaned before next bubble arrives 	<p>SW/HC</p> <p>SW</p>		

			<ul style="list-style-type: none"> • Numbers to be given to kitchen on the day. No need to order in advance of the day. • Menus to be shared (3 week rolling menu) in advance with parents • The placing of each table to be marked with tape to ensure consistent placing and spacing Tables consistently placed in two bubbles, tape not needed • Use all tables with as few children as possible on each table (eg 5 children at each table) • Eliminate queuing for lunch by serving school lunch in dishes on the table • Menu choices to aid with serving at the table • Supervision of lunchtime by SLT to ensure protective measures in place and social distancing is observed between bubbles • Small jugs, serving dishes, spoons on each table • Children to bring coats in to hall if they have not been outside before their lunch slot • Children not to walk through the school to collect belongings after eating • Staff working in the hall now work on one side of the hall only to ensure reduced number of bubbles they are in contact with. • New system of TAs bringing KS2 children into hall to reduce the contact of 1 TA with too many bubbles. 	<p>BD & DP</p> <p>SW/TG</p> <p>Kitchen staff BD</p> <p>SLT Midday staff</p> <p>BD & LC</p> <p>Teachers TAs</p>	
		<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 	<p>Kitchen</p> <ul style="list-style-type: none"> • Face coverings/visors to be worn to add protection to kitchen staff working in confined area • Any other member of staff entering the kitchen must wear a face mask 	<p>Kitchen staff</p> <p>LC</p>	

			<ul style="list-style-type: none"> 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 	<p>Fire Safety</p> <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 	LL LL TG TG/CG	
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 	<p>PPE stocks</p> <ul style="list-style-type: none"> Further PPE to be ordered regularly to ensure plentiful stock (face coverings, aprons, gloves) All staff to be reminded of when and how to use the Medical Room if a child shows symptoms Any staff dealing with a child with possible symptoms should wear FFP3 face mask 	LC SW	
Control: Response to any infection IN EVERY CASE WHERE RELEVANT					
7	engage with the NHS Test and Trace process		<p>Test and Trace</p> <ul style="list-style-type: none"> Guidance for Test and Trace changes regularly and the most recent versions to be printed and kept in the office. If staff show symptoms, they must not come in to school and if they become ill with symptoms, they will be sent home. Staff, children and parents showing symptoms must book a test (all children can be tested) New email address set up for parents to report absence. This account is monitored out of hours by the Headteacher and School Administrator to enable immediate action to be taken as necessary 	LL Staff, parents Staff, parents LL	

			<ul style="list-style-type: none"> • 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 • The school has 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 • 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 	All staff	
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			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"> • Guidance for action to take if there is a confirmed case is regularly updated. The most recent guidance will be printed out and kept in the office for reference. • Public Health England Education Action Card (4.9.20) will be kept in the office and placed on school website for parents to refer to • New guidance from LA relating to who to contact in positive cases. LA staff are on call evenings and weekends. • If someone who has attended school tests positive, the school will follow guidance from Public Health England. Current guidance states that the local health protection team, 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. • Names of children/adults in each bubble are kept in central file so that details can be shared with Public Health teams as needed (classes, bus, Kids Club) as well as staff working with each child (music lessons) and group (PE providers). • Key staff ensure they always take home the essential documents should notification of positive 		

			<p>case come over the weekend, evening or school holiday.</p> <ul style="list-style-type: none"> 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. This will now be LA staff and PHE England process has changed. A template letter will be provided to schools by the health protection team. This will now be the LA Household members of those self isolating do not need to self isolate themselves unless the person self isolating develops symptoms. 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) Staff have been advised that they are not required to have the Track and Trace App on during their time in school, and to turn it off if they store their phones in lockers or other places where they are not. This is to reduce false contacts being identified. Follow protocols outlined in Track and Trace document provided by the LA. This is regularly updated to reflect changes in processes. 	DP, LL, HC, SW	
9	contain any outbreak by following local health protection team advice		<p>Containing any Outbreak</p> <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. 	LL	
10	Continue to provide education for individual children or bubbles who		<p>Contingency planning for isolation or future lockdown</p>	HC, HI, RN	

	<p>may be required to self isolate</p>		<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/KS and KS2 • Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. • Remote Education Support section of guidance issued 28.8.20 to be used to develop the school's contingency plan. • Teachers send work home on the first day of absence due to self isolation wherever possible, if not the following morning. • Children who are ill or being tested are ill and do not have work sent home • Plans to be in place for longer periods of self isolation, including the need for staff to self isolate. • Remote Education Policy 2020 outlines expectations in the case of school/bubble closure • Continue training of staff in the use of GoogleClassroom. • Google Classroom to be used to provide remote education in the case of a bubble closing, or individual children needing to self isolate. 	<p>JB</p>	
<p>Respond to the increased risk from COVID19 for staff, parents and children from Black, Asian and Minority Ethnic (BAME) communities</p>					
	<p>Currently there are 6 % of staff and 27% of pupils who are BAME.</p> <p>Outcomes for BAME people who contract</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. 	<p>Measures to protect BAME staff, pupils and families</p> <ul style="list-style-type: none"> • Continue previous measures • Individualised risk assessments carried out in order to improve measures for BAME staff members by 		

	<p>Covid 19 can be significantly more severe with disproportionately more deaths for this group.</p>	<ul style="list-style-type: none"> • 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. • Regular cleaning of equipment, desks, chairs etc to minimise transmission. • Staff maintaining reasonable social distancing measures as appropriate with their group of pupils. 	<p>identifying specific physical and mental health concerns.</p> <ul style="list-style-type: none"> • 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. • Communication to parents to include higher risk to BAME groups 		
Respond to Identified Well-being and mental health needs					
11	<p>Ensure Staff Well-being</p>	<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 	<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 • Staff who are over 60 have been added to those who should have an individual Risk Assessment 	<p>Governors</p> <p>LL</p> <p>All staff</p>	

		<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Follow guidance on staff who are Clinically Extremely Vulnerable to be issued November 2020. Those members of staff in the CEV group must work from home until restrictions are changed (current date for review 2.12.20). Supply staff needed to cover absence. Members of staff in CEV group to work from home/not attend work until 18.1.21 4.3.21 Members of staff in CEV group (including newly informed staff) to work from home/not attend the workplace until advised otherwise by NHS letter. 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) 	All staff LL	
	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 	<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 are 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) 	Teachers, TAs Teachers	

		<ul style="list-style-type: none"> • Referrals made to external services where a need is identified • 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. • Complete 1-1 Learning Conversations with children in October 2020 to identify key areas for support. 	<p>Teachers</p> <p>Teachers</p> <p>All staff</p> <p>Teachers</p> <p>Teachers, TAs</p> <p>All staff</p> <p>All staff, HC</p>	
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			<p>Discuss outcomes with parents at parent consultations October 2020.</p> <ul style="list-style-type: none"> • Continue to monitor children’s emotional and mental health as further lockdown measures are introduced in November 2020. • 4.3.21 Parent questionnaires sent out 3.3.21 for parents to share information with class teachers about how their child has managed during school closure. Teachers to use this information to identify needs of individual children and their class as a whole. • 4.3.21 Individual learning conversations to take place by Easter. • 4.3.21 Planning includes activities to ensure that children are able to reconnect and spend time with each other. • 4.3.21 Emotional Health and Well-being Practitioners are available by appointment to provide staff with advice o how to support children with well being difficulties. 	<p>LL, teachers</p> <p>Governors</p>	
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