



## St Ethelbert's Catholic Primary School

### Return to School School Risk Assessment/Plan

**March 2021**

**Next review: Easter 2021**

The risk assessment has been written following the 'Guidance for full opening – schools' produced by Gov.uk and updated in February 2021  
The actions taken by the school follow the system of controls laid out by the Government:

1. Prevention
2. Response to any infection

| Risk   | Actions   | Staff   | Timeframe  |
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| <b>Effective infection protection and control</b> <ul style="list-style-type: none"> <li>• <i>Contact between individuals will be minimised at all times</i></li> <li>• <i>Pupils and staff who show coronavirus symptoms, or whose household members show coronavirus symptoms, will</i></li> </ul> | <ul style="list-style-type: none"> <li>• Parents are reminded about the need for self-isolation if their child or anyone in their household displays coronavirus symptoms</li> <li>• Appropriate signage about hygiene requirements is positioned on all entrances. All adults follow hygiene procedures at all times</li> <li>• Extensive signage is prepared and displayed at all entry points to the school and at all appropriate points around the school site</li> <li>• Information and risk assessment presented to all staff on Inset day 2.9.2020</li> <li>• Staff have had all DfE guidance shared electronically throughout the period from March 2020</li> <li>• Staff to be reminded of requirements for self-isolation if they or a member of their family is showing symptoms</li> <li>• No parents or non-essential visitors to enter the school site unless by invitation. The names and contact numbers of visitors are recorded on the Inventory signing in system</li> </ul> | <p>HT and school office to prepare all communication with parents.</p> <p>Signage is produced and displayed around school – SBM.</p> <p>Supervision of handwashing by all staff working with the classes</p> <p>Resources for classes ordered and available for LSAs to collect<br/>Soft toys have been removed</p> | <p>Ongoing</p> <p>In stock</p> <p>Information communicated with all staff on Friday 26 Feb 2021</p> <p>Communication re staggered start and finish times to be</p> |



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| <p><i>not attend school</i></p> <ul style="list-style-type: none"> <li><i>The Government guidelines for self-isolation will be followed</i></li> <li><i>Government guidelines for prevention as set out in the 'Guidance for full opening' February 2021 document inform school procedures</i></li> </ul> | <ul style="list-style-type: none"> <li>Any regular contractors (e.g. grounds maintenance contractors) are managed by the Site Manager and follow all necessary procedures detailed on the visitor risk assessment</li> <li>Children enter the school site in year groups at staggered times and enter allocated classrooms using the external doors to minimise numbers of gathering at the site entrance</li> <li>Both site entrances are used to minimise the flow of children and the number of parents gathering at the gates</li> <li>School staff are deployed to help supervise the arrival and departure of Year 4, 5 and 6 pupils through the Borderside housing estate. Sibling groups enter and leave via the front gate so parents have one drop off and pick up time</li> <li>Parents are informed of the new procedures in good time, materials to support children in the return to school are shared with parents electronically</li> <li>Year groups function in discrete 'bubbles' to minimise contact as far as possible</li> <li><b>Breakfast club will resume from Monday 8<sup>th</sup> March with pupils from Years 1-3 in the KS1 hall, and Years 4-6 in the KS2 hall. Pupils will be encouraged to distance as much as possible. All tables will be wipe down after use. Staff will wear face coverings as they are working with pupils from more than one bubble grouping</b></li> <li><b>After-school clubs will resume from after the Easter holiday</b></li> <li>Staff socially distance from one another, and from children where possible</li> <li>All adults and pupils are requested to wash their hands thoroughly on entry to the school. Pupils will use the bathrooms one at a time, supervised by an adult (ratios may be higher in Early Years depending on the number of children)</li> <li>Additional soap and paper towels have been purchased</li> <li>Hand sanitiser is available in every room</li> <li>The number of pupils and adults who can enter each room is limited. Maximum numbers are clearly signposted on doors, including the staffroom, office and PPA room</li> <li>Adults who are not directly involved in working with children work alone in their classroom or office to minimise contact with other staff</li> </ul> | <p>Additional cleaning duties by site staff and contract cleaners overseen by SBM and Site Manager</p> <p>Site manager to divide current school office into discreet areas to minimise contact</p> <p>Site team supervise cleaners</p> <p>Dedicated Corona medical set up</p> <p>First aid procedures clarified</p> <p><b>All staff to read and familiarise themselves with updated procedures for suspected and confirmed coronavirus by 8<sup>th</sup> March 2020</b></p> | <p>shared with parents by Friday 26 Feb 2021</p> |
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|  | <ul style="list-style-type: none"> <li>• Where possible, children are encouraged to keep their distance from one another</li> <li>• KS1 and KS2 children each have their own pack of stationery to work with (pencils and pens), although class resources can be shared by children if stringent handwashing is observed</li> <li>• Soft toys and items such as cushions are removed from classrooms. Any items that are deemed necessary will be cleaned by newly purchased 'fogger'</li> <li>• Bins are emptied regularly through the day by the site team</li> <li>• Site staff are tasked with additional cleaning duties through the day, paying particular attention to door handles, stair bannisters, light switches and other areas that are touched regularly</li> <li>• A three hour clean of the school is carried out at the end of each day by the cleaning contractors</li> <li>• Staff only enter the main office for essential work. Staff use telephones to contact office staff or stand outside the main entrance hatch to ensure safe distancing</li> <li>• A dedicated space is set up to deal with pupils who are showing suspected corona virus symptoms (temperature + cough or loss of taste/smell) – the meeting room opposite the office. Furniture has been replaced with wipe-clean chairs. A lidded bin collects any waste (tissues, paper towels) Any child who shows symptoms will be treated in here until they can be collected from school</li> <li>• The main medical room remains the hub for all other ill children e.g. bumped head, headache, tummy ache</li> <li>• Any minor bumps and scrapes will be treated at the site of injury by the first aider for that group</li> <li>• Pupils are taught in class with social distancing prioritised and promoted at all times. Staff work with regular groups to minimise cross-group mixing, <b>although certain staff may work across groups to ensure full curriculum provision is met</b></li> <li>• All visitors must wear face coverings and adhere to the hygiene procedures around hand washing/sanitation</li> </ul> |  |  |
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|  | <ul style="list-style-type: none"> <li>• Face coverings should be worn by staff and adult visitors where social distancing between adults is not possible</li> <li>• Face visors or shields should not be worn as an alternative to face coverings</li> <li>• All adults must follow the DfE guidance regarding appropriate storage of masks in sealed plastic bags when not being worn. If a mask becomes damp it should be replaced. Staff are asked to take masks home to dispose of rather than using school bins</li> <li>• Children are not required to wear masks</li> </ul> <p><b>DfE Guidance on what to do if a child or adult develops corona symptoms while in school:</b></p> <p><b><i>What happens if someone becomes unwell at an educational or childcare setting?</i></b></p> <p><i>If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</i></p> <p><i>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i></p> <p><i>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</i></p> |  |  |
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*In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.*

*If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).*

**What happens if there is a confirmed case of coronavirus in a setting?**

*When a child, young person or staff member develops symptoms compatible with If you have symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to testing to arrange. Do not go to a GP surgery, pharmacy or hospital.*

*If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.*

*After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.*

*If you live with others, all other household members must stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was*



taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 10-day isolation period. The ending isolation section below has more information.

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person



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|   | <p><i>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</i></p> <p><i>All PHE guidelines around identifying and dealing with possible cases of coronavirus are adhered to<br/>A dedicated coronavirus member of the first aid team is named (Maggie Brennan) with staff who will assume the role in case of her absence (Maria Anderton)</i></p> <p><i>A record of any staff or pupil cases is kept and data reported to PHE when necessary</i></p> <p><i>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</i></p> |  |                |
| <p><b>Health and Safety</b></p> <p><b>The DfE states:</b></p> <p><i>‘...put in place and maintain an enhanced cleaning schedule.’</i></p> | <ul style="list-style-type: none"> <li>• All ongoing health and safety requirements continue</li> <li>• Additional surface spray and paper towels are available in each classroom for staff to wipe down tables, chairs and door handles at regular intervals during the day</li> <li>• All cleaning products will be kept out of reach of pupils</li> <li>• <b>All classrooms must be kept well-ventilated by keeping windows and doors open where practical</b></li> </ul>  | <p>SBM and Site Manager to oversee</p> | <p>ongoing</p> |



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| <p><i>'Good ventilation reduces the transmission of the virus in the air, which reduces the risk from airborne transmission.'</i></p> | <ul style="list-style-type: none"> <li>• Air-conditioning units may be used to keep classrooms cool in case of warm weather, but as these do not use outside fresh air, windows and doors must be kept open when in use</li> <li>• Necessary planned servicing and regular checks will go ahead (e.g. pest control)</li> <li>• Contractors coming on site will follow social distancing and make use of handwashing facilities and hand sanitiser as per all staff and children</li> <li>• Fire Drill procedure to be revised. Staff to familiarise themselves with any new routes out of building. Pupils to line up in existing class lines</li> <li>• Legionella, water and gas checks and maintenance continue as usual</li> <li>• No new works are planned; any scheduled works are postponed to avoid unnecessary contractors on site</li> <li>• Sufficient thermometers and ear caps have been purchased to be able to check temperatures</li> <li>• A child displaying any of the symptoms will be sent home and parents recommended to seek a test</li> <li>• Staff displaying symptoms will be asked to work from home and seek a test</li> <li>• Minimal people are on site at any time, the usual cleaning regime remains in place</li> <li>• Additional sanitiser pumps have been installed, spit screens have been purchased for staff who work 1:1 with pupils</li> <li>• Screens have been installed at the front office</li> </ul> |   |                |
| <p><b>The need for personal protective equipment (PPE)</b></p>  | <ul style="list-style-type: none"> <li>• The DfE guidance states that pupils under the age of 11 do not need to wear face coverings in class.</li> <li>• Staff should wear a face covering in communal areas. A clear face visor may be worn in the classroom if staff choose. However: <i>'They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.'</i></li> <li>• Gloves are available for all staff if they wish to use them e.g. when collecting packed lunches, wiping furniture etc</li> </ul>   | <p>Gloves, masks and eye protection ordered for lead first aider – SBM</p> <p>Site manager and SBM to monitor stock levels and replenish as necessary</p> <p>Finance assistant to be informed in good time if</p> | <p>ongoing</p> |





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|  | <ul style="list-style-type: none"> <li>• If a child displaying symptoms needs direct personal care, the adult should wear gloves, a mask, an apron and a visor</li> <li>• All masks and gloves must be disposed of in a covered bin. Reusable masks need to be kept in a plastic bag</li> <li>• Only named first aider will deal with pupils displaying symptoms</li> <li>• Pupils displaying symptoms will be administered to in the separate, designated medical room</li> <li>• All PPE worn will be bagged and binned in a lidded bin immediately after use, the room will be wiped down and ventilated</li> <li>• All other non-symptomatic ailments (cuts, scrapes, headaches etc) will be dealt with by year group first aider in or outside the classroom, in cases where a child needs to be sent home with non-Covid symptoms, they will wait in the medical room with the Welfare office</li> <li>•</li> <li>• <b>Note on face coverings</b></li> <li>•</li> </ul> <p><i>Some individuals are exempt from wearing face coverings. This applies to those who:</i></p> <ul style="list-style-type: none"> <li>• <i>cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</i></li> <li>• <i>speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</i></li> </ul> <p><i>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</i></p> <p><i>Visors, masks and aprons are available to all staff. Face coverings must be worn by staff at all times</i></p> <p><b>Note:</b></p> | <p>additional stock needs to be ordered</p> <p>Records of all illnesses and injuries and treatment to be kept in medical room book and added onto CPOMs</p> <p>All staff to be aware of the circumstances that a RIDDOR report must be filled and report any possible risks of exposure to the HT, DHT or SBM as soon as possible</p> |  |
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|  | <p>You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</p> <ul style="list-style-type: none"> <li>• an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>• a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</li> <li>• a worker dies as a result of occupational exposure to coronavirus.</li> </ul>   |   |         |
| <p><b>Protecting shielded and clinically vulnerable adults and young people</b></p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable individuals are advised to work from home</li> <li>• Parents must follow medical advice if their child is clinically vulnerable or clinically extremely vulnerable</li> </ul> | <ul style="list-style-type: none"> <li>• DfE guidance followed, and HR advice sought to clarify the position for staff who believe they are clinically vulnerable or are living with someone who is clinically extremely vulnerable</li> <li>• Individual risk assessments are drawn up for any member of staff or pupil who is deemed to be vulnerable</li> <li>• Children who are clinically vulnerable or clinically extremely vulnerable will have a thorough risk assessment carried out prior to attending school</li> <li>• Welfare staff will contact these parents to discuss in person</li> <li>• Risk assessments have been carried out. Staff who are critically extremely vulnerable have received shielding letters from the NHS and will work from home until 31<sup>st</sup> March 2021</li> <li>• Any children who have significant health conditions should provide a GP letter which states that they are not at any greater risk by being in school</li> </ul> | HT, SBM, Trust                            | Ongoing |
| <p><b>Grouping Pupils</b></p> <ul style="list-style-type: none"> <li>• DfE guidance states that 'Minimising</li> </ul>   | <ul style="list-style-type: none"> <li>• Pupils will work in their usual year group classes, the full year group will form the 'bubble'</li> <li>• Pupils will be timetabled for break and lunch break with their year group</li> </ul>  | DHT to draw up daily timetable for groups | ongoing |



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| <p><i>contacts and mixing between people reduces transmission of coronavirus.'</i></p> <ul style="list-style-type: none"> <li><i>'The overarching principle to apply is reducing the number of contacts between pupils and staff. This can be achieved through keeping groups separate and through maintaining distance between individuals.'</i></li> </ul> | <ul style="list-style-type: none"> <li>The adults assigned to each year group bubble will work across that year group, providing teaching, cover for teachers, lunch and break cover</li> <li>Groups will be timetabled for class work, break and lunchtimes and hall time, outdoor PE and playtime to avoid contact with other groups (see rota)</li> <li>Teachers will work with their class consistently</li> <li>Desks in KS1 and KS2 classrooms will be positioned to be front facing where possible</li> <li>EYFS pupils will not be expected to be able to socially distance in the same way as older children</li> <li>One child per time is allowed in the toilets.</li> <li>School meals provided will be packed lunches, a rota for lunchtimes has been shared with staff. Lunches can be eaten in classrooms or outside</li> <li>Lunches will be collected from the kitchen by support staff and delivered to classrooms</li> <li>Classes who are eating in the hall are seated in their year group bubbles, hall doors are kept open. Staff wear <b>face coverings</b> and tables are wiped down after use. Only one year group uses each set of tables</li> <li>A Perspex screen shields the food servery. All catering staff wear gloves and <b>face coverings</b></li> <li>All children work within their year group.</li> <li>Reception and Year 1 eat lunch separately in the KS1 hall</li> <li><b>Year 4 and Year 5 eat lunch separately in the KS2 hall</b></li> <li>Tables are wiped down after use</li> <li><b>Staff wear face coverings during indoor lunch service</b></li> <li>All break and playtimes are separate</li> <li>The PE coach works with each year group outside only with no contact with pupils</li> </ul> | <p>Signage on doors – SBM/Site<br/>Supervision by LSAs</p> <p>Lunch rota by DHT</p> |                |
| <p><b>Communication of plans</b></p>   | <ul style="list-style-type: none"> <li>Parents are sent weekly newsletter with updates</li> </ul>   | <p>HT sends weekly</p>  | <p>Ongoing</p> |



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|   | <ul style="list-style-type: none"> <li>• Parents have been provided with information about start dates and drop off and pick up times <b>by Friday 26 February</b> to allow them to make arrangements for their children</li> <li>• Clear directions to be provided to parents to inform them of start dates, drop off/pick up times and safety information to be communicated in advance of school opening</li> <li>• Three times weekly staff briefings each morning so all staff aware of procedures and so that information can be shared</li> <li>• Risk assessment and procedures for reopening to be shared with staff <b>w/c 1 March 2021</b></li> <li>• Amendments to risk assessment to be shared as they are added</li> <li>• If the school is notified of a positive case, the DfE corona notification line is informed, details recorded and the template letters provided are sent out to parents</li> <li>• The local authority and Trust SEL are informed of any confirmed cases</li> </ul> | <p>Office manager</p> <p>HT and Office manager</p> <p>HT + leadership team</p> |                |
| <p><b>Cleaning and Hygiene</b></p> <ul style="list-style-type: none"> <li>• DfE guidance is followed</li> </ul> | <ul style="list-style-type: none"> <li>• All pupils and adults to wash their hands on entry to the site</li> <li>• Regular handwashing by everyone present in school to be carried out each day, and by all pupils at the start and end of each break time</li> <li>• Hand sanitiser to be available in every classroom</li> <li>• Frequently touched surfaces to be cleaned throughout the day by site team</li> <li>• Spray cleaners and paper towels available in each classroom for more frequent cleaning of desks, door handles etc</li> <li>• Soft toys to be removed where possible and appropriate. Minimum sharing of play equipment to be encouraged. KS1 and KS2 pupils to wash hands before and after use of any equipment such as a ball at playtime. Resources to be allocated to each year group</li> <li>• Bins to be emptied through the day</li> <li>• Windows and doors to be kept open <b>when pupils are in class</b> (internal fire doors to be kept closed)</li> </ul>              | <p>All</p> <p>Site team/ LSAs</p> <p>Staff to monitor</p>                      | <p>Ongoing</p> |



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|                          | <ul style="list-style-type: none"> <li>Shared play equipment, such as the trimtrail will be cleaned using spray disinfectant at the end of each day.</li> </ul>   |   |         |
| <b>Adequate Staffing</b> | <ul style="list-style-type: none"> <li>All staff will work on site from Monday 8<sup>th</sup> March</li> <li>Staff health concerns have been assessed and taken into account.</li> <li>Staff work within their own year group</li> <li>Timetables minimise mixing between groups at break and lunchtime</li> <li>All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision</li> <li>Assemblies are delivered remotely by leadership team, most collective worship is delivered in class</li> <li>Staff PPA covered by year group colleagues; staffing structure has built in capacity</li> <li>Individual risk assessments have been co-written with staff who are vulnerable due to underlying health risks, or who have requested additional reassurance. Trust document for risk assessment of BAME staff has been completed for individual members of staff</li> <li>Staffing has been planned so that if a year group is forced to self-isolate, those members of staff will then provide online learning for the period</li> <li>If individual members of staff are required to self-isolate, the staffing structure has enough capacity to support such absences</li> </ul> | <p>Regular communication with staff</p> <p>Rota allows for capacity to cover in case of staff absence</p> <p>Remote learning can be managed by all members of staff. In case of a significant level of absence by individual teachers, staffing will be adjusted as necessary</p> | Ongoing |
| <b>Safeguarding</b>      | <ul style="list-style-type: none"> <li>Staff are aware that new safeguarding concerns may present themselves and follow procedures as set out in the safeguarding policy</li> <li>Regular safeguarding updates are communicated with staff</li> <li>Pupil Wellbeing and Safeguarding Officer will monitor the attendance and engagement of vulnerable pupils on their return to school and act on any concerns raised by teachers or other staff</li> <li>All pupils expected to return to school on March 8<sup>th</sup> 2021. Safeguarding Officer will contact families of any pupils who do not return</li> <li>All class teachers will have a list of pupils with medical concerns and inhalers and epi pens will be in the correct medical boxes</li> </ul>   | <p>All staff record notes, concerns and actions on CPOMs. Every entry raising a concern <b>MUST</b> have an action. Simply recording on CPOMs is not an action</p>  |         |



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|                         | <ul style="list-style-type: none"> <li>The Pupil Wellbeing and Safeguarding Officer will monitor all CPOMs entries on a weekly basis and support staff with actioning phone calls to parents. Any individual training needs for staff will be fed back to the Headteacher who will agree necessary action</li> </ul>  |   |   |
| <b>Remote Education</b> | <ul style="list-style-type: none"> <li>Homework will be set using the Seesaw platform by staff to ensure continued use. Pupils who have not previously engaged will be encouraged to do so. The capacity for online work to be set in case of a subsequent localised lockdown or the required self-isolation of a bubble remains</li> <li>Parents are informed that the school will respond to any lockdown or self-isolation by switching to an online provision for pupils</li> <li>Online safety is prioritised and regular reminders and links are sent by the staff managing the online system</li> <li>Microsoft Teams will be used for whole class remote teaching if a class or year group is required to isolate</li> <li>Teachers have laptops and have had training on how to use Teams and Microsoft Sway to provide effective remote learning</li> </ul> | <p>All staff</p> <p>Staff rota clearly states staff responsibility<br/>Lead for online learning established (AM)</p> <p>Safeguarding officer to suggest resources</p> | Ongoing   |
| <b>Inclusion</b>        | <ul style="list-style-type: none"> <li>Pupils with EHCPs will attend school</li> <li></li> <li>Annual reviews that have not yet been completed will do so from March 8<sup>th</sup> 2021</li> <li>Appropriate space and staffing will be used to ensure provision for pupils not able to understand the concept of social distancing. PPE equipment for staff working with these pupils will be available</li> <li>Pupils who do not have the cognitive ability to understand social distancing will not be disadvantaged, staff will have access to PPE if they require it</li> <li>In co-operation with parents and the local authority, an appropriately reduced timetable may be agreed</li> </ul>  | <p>Regular contact with parents, notes kept on CPOMs</p> <p>SENCO</p> <p>See staff and group rota</p>   | <p>Ongoing</p> <p>Ongoing</p> <p>From 8<sup>th</sup> June</p> |



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|                                     | <ul style="list-style-type: none"> <li>• Pupils who do not have the cognitive ability to socially distance will be accompanied into Resource Base by their parents who will assist with hand washing</li> <li>• PPE is available for Resource Base staff (gloves, masks, aprons, visors) to wear if requested</li> <li>• The outdoor space will be used as much as possible as per Government advice</li> <li>• After use, all PPE will be double bagged and placed in the lidded bin in the Covid medical room</li> <li>• PPE is readily available if any toileting accidents take place. In the case of soiling, parents will be called immediately to assist with their child</li> <li>• Soft toys, cushions and blankets will be removed from the Resource Base prior to any children attending</li> <li>• At the end of each session, the Resource Base will be thoroughly cleaned and all the toys cleaned in Milton fluid</li> </ul> | <p>See staff and group rota</p> <p>Site manager and SBM to assist with the supply of PPE</p> <p>Support staff and daily cleaning staff</p> | <p>From 8<sup>th</sup> June</p> |
| <p><b>Response to Infection</b></p> | <ul style="list-style-type: none"> <li>• Information about NHS Test and Trace process has been shared with staff</li> <li>• Staff understand the process and their responsibilities</li> <li>• The local health protection team will be contacted if the school is informed that there has been a confirmed coronavirus case. The health protection team will inform the school if someone who has attended school has tested positive for coronavirus. The health protection team will provide advice on who must be sent home</li> <li>• Gov.uk guidance on self-isolation will be followed to ensure that pupils and staff who should not be in school are not in attendance</li> </ul>  | <p>HT</p>  | <p>Feb 2021</p>                 |



*Learning, achieving and growing together with Jesus*