

Task / Activity:	Schools - Covid-19 FULL REOPENING RISK ASSESSMENT (FOR SEPT 2020)	Ref:	
------------------	---	------	--

This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=7%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_source=7%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

See also full reopening action plan July 2020 and the wider reopening risk assessment from May 2020

Directorate:	Schools	Date of Assessment:	July 2020
Business Unit:		Manager Responsible for Basic Activity:	Sharon Irwin (Headteacher)
Service / Function:	Primary Schools	Lead Risk Assessor for Basic Activity:	Sharon Irwin
Location:	Oxspring Primary	Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc.))	Employees / pupils / parents / visitors

The purpose of this whole assessment is to assist in the management of Covid 19 on schools premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid 19 and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for a safe re-opening in whichever form that takes.

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus Fire safety	<p>Due to the site being closed over the summer break inspect the site for :</p> <ul style="list-style-type: none"> • Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure • Damage to the building and fixtures and fittings • Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc... • Rodent activity and/or infestations - commissioning of pest control may be required • Operational checks (to ensure good working order) to be carried out on : <ul style="list-style-type: none"> • Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms. • Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function. • Emergency lighting • Gas supplies including kitchen • Kitchen equipment • Ventilation systems including LEV in kitchens, store rooms and classrooms • Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy • Water systems to look for leaks and ensure there is provision of hot water • Windows, doors and gates including electronic gates and doors • Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments. • Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements). <p>Ensure Statutory Inspections are up to date for : Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);</p> <ul style="list-style-type: none"> • Pressure systems (if the scheduled inspections have not taken place in the last 12 months); • LEV (if the scheduled inspections have not taken place in the last 14 months); • Gas Appliances (if the scheduled inspections have not taken place in the last 12 months); 	<ul style="list-style-type: none"> • Share control measures for school premises with caretaker and office staff • Ascertain priorities linked to statutory testing schedules – contact relevant parties as appropriate for testing • Ensure all tests / site inspection are completed by 1st September 2020 • ND / RL premises records kept up to date • Review arrangements to ensure good ventilation 	SI / ND / RL / JC by 1 st September

		<ul style="list-style-type: none"> • Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); • PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) • Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months); • Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); • Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); • Tree surveys (if the scheduled inspections have not taken place in the last 12 months); • Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer’s guidance on testing) <p>Cleaning of the premises</p> <ul style="list-style-type: none"> • Thorough cleaning is not required if no-one has been into the premises during the summer break. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces. • If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening. <p>Supplies</p> <ul style="list-style-type: none"> • Ensure adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of students and staff on site and the increased amounts of cleaning required. • Ensure adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs. • Identify if you have enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly and action where necessary. 	<p>JS / ND cleaning of all areas completed ready for 1.9.20 following staff summer classroom preparation work</p> <p>JC to complete end of term audit by 17.9.20 – new supplies ordered and delivered by 1.9.20</p> <p>Review handwashing facilities / procedures with staff for larger number of children – action and share with staff</p>	<p>JS / ND by 1st September</p> <p>JC by 1.9.20</p> <p>SI / HR by 1.9.20</p>
<p>Assessing staff and pupil numbers to assist in plans for opening</p>	<p>Staff and pupil safety</p>	<ul style="list-style-type: none"> • Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are from the beginning of the Autumn Term. • Allowing time to review plans and carrying out regular review means that schools can judge how all pupils and staff can safely return to school. • Consider starting with a manageable / sustainable plan and building from there rather than removing or having to revise provision and plans several times. This is particularly important as many pupils and staff have been out of school for several months and may be unfamiliar with new systems and plans. • Ensure adequate time is allowed for pupils and staff who are new starters (e.g. reception) as they may take longer to become familiar with the setting and procedures. • Contact parents / carers of pupils and staff to ascertain if there are any changes to / new medical or SEND needs so that rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made. • Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system 	<p>Share HSE booklet with staff: https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=working-safely-4&utm_content=digest-13-may-20</p> <p>Carry out individual staff risk assessments for vulnerable staff returning to work using BMBC HR templates</p> <p>2 week transition plan in place for reception pupils from 2.9.20</p> <p>RL / JC to contact all parents / staff on 1.9.20 Re: any updates to personal information</p> <p>See systems of control flowchart / Barnsley COVID schools resources pack for actions and contact details re: positive cases</p>	<p>SI / HR by 1.9.20</p> <p>SI individual RAs by 17.7.20</p>

		<p>of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child or young person. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.</p> <ul style="list-style-type: none"> • Consider that if there is a positive case in school that staff and pupil numbers may be affected. <p>Ongoing</p> <ul style="list-style-type: none"> • Review ratios, rotas, medical and first aid needs on an ongoing basis. 		<p>RL / JC by 1.9.20</p> <p>Attached</p>
Updating pupil and staff details	Staff and pupil safety	<ul style="list-style-type: none"> • Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible. • Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation. • Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epipens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use. • Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. 	<p>As above RL / JC</p> <p>Staff training and updates from School Nurse – RL / JC to source for start of September</p> <p>RL / JC liaise with cook re: updates</p>	<p>By 2.9.20 (Epipen training asap in September for annual staff training update)</p>
Pupils with education, health and care plans or on SEN support	Spread of infection (coronavirus)	<ul style="list-style-type: none"> • Pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve. • Teachers and special educational needs coordinators are to plan to meet these needs. • 	<p>SEND support/ care plans will continue to be followed and reviewed in the light of classroom arrangements. – access external agencies virtually and review face to face provision as guidance changes</p> <p>Interventions - review room allocations</p> <p>SENDCO to meet with staff to formulate adapted programmes of support if needed.</p>	<p>HR</p>
Assess activities / lessons which can take place	Infection of the coronavirus	<ul style="list-style-type: none"> • See activity / subject specific and shared resources guidance below. • It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, so that groups of pupils can move around safely. <p>Ongoing</p> <ul style="list-style-type: none"> • Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary. 	<p>Minimise contact between individuals and maintain social distancing wherever possible:</p> <ul style="list-style-type: none"> • Plan group sizes • Revise timetables to accommodate groups and minimise movement between classrooms, where possible • Wherever possible, stagger start, break, lunch and finish times – communicate with parents re: procedures for start and end of day • Cancel large gatherings, such as assemblies and staff meetings – agree alternative approaches • Revise extra-curricular offer to minimise mixing between groups • Plan ways to minimise contact around school grounds between groups - i.e. separate entrance/exit gates / one-way systems • Continue with playground zones to minimise mixing between groups • Plan arrangements for drop off/collection and communicate these to parents • Plan measures for lunchtimes, including: <ul style="list-style-type: none"> o Managing lunch queues o Reconfiguring dining spaces o Communicating new arrangements to catering suppliers and lunchtime supervisors 	<p>SI / HR by 1.9.20</p>
Information to pupils, staff, parents/care rs, visitors and contractors	Staff and pupil safety Infection control	<ul style="list-style-type: none"> • Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children. • All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self-isolating following Government Guidance for households with family members displaying symptoms. • This may be by newsletters, letters, emails, signs etc... • Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. 	<p>Ensure processes are in place to communicate clear and consistent expectations around school attendance to families throughout the summer ahead of the new school year (see below re: attendance under curriculum)</p> <p>Display of COVID related signs around school / reception area – shared with all families</p>	<p>SI / HR / RL By September 2020</p>

		<ul style="list-style-type: none"> The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g. deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self-isolating outside of the school is not being followed and this places other persons in the school at increased risk. 	Updates to behaviour addendum and staff code of conduct / staff handbook with procedures	
Public Health advice to minimise risks	Prevention and response to infection	<p>Essential measures MUST include:</p> <ul style="list-style-type: none"> a requirement that people who are ill stay at home robust hand and respiratory hygiene enhanced cleaning arrangements active engagement with NHS Test and Trace formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable How contacts are reduced will depend on the school's circumstances and will (as much as possible) include: <ul style="list-style-type: none"> grouping children together avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible System of controls - This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below. <p>Prevention:</p> <ul style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances. <p>Response to any infection</p> <ul style="list-style-type: none"> 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice Numbers 7 to 9 must be followed in every case where they are relevant 	<p>Clear and effective communication with staff, parents and governors linked to DFE guidance and expectations.</p> <p>Review and share the following:</p> <ul style="list-style-type: none"> Classroom / playground signage Routines and procedures Distancing measures in classrooms Room layout and furniture Provision for lunchtimes – catering / staffing / access to Hall Use of facilities – sinks / toilets / additional washing bowls Cleaning schedules Staggered start and finish times / break times/ lunchtimes <p>Access to office – continue with appointments only / recording of visitors for track and trace process – agree GDPR Privacy notice as necessary</p>	SI / HR By Sept 2020
Clinically extremely vulnerable and vulnerable staff and pupils	Staff and pupil safety	<p>Clinically Extremely Vulnerable persons. (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff.</p> <ul style="list-style-type: none"> Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that staff and pupils who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. It remains the case that wider government policy advises those who can work from home to do so. Government advice is that this will not be applicable to most school staff, but where a role may be conducive to home working e.g. some administrative roles, school leaders should consider what is feasible and appropriate. IPRAs and employee risk assessments must be carried out for all Category 1, 2 and 3 staff who are now returning to work before they return to ensure it is as safe as possible. OH can assist with medical advice for staff. Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. OH can assist with medical advice for staff. Schools should be as flexible as possible in how members of staff previously in these categories are deployed to enable them to work remotely where possible (for staff previously in category 1), in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE (for staff previously in categories 1,2 and 3). 	<p>Complete individual risk assessments of all vulnerable staff by 17.7.20 - referral to OHU as necessary</p> <p>Access to PPE as required</p> <p>Ongoing monitoring and support for vulnerable staff and pupils</p> <p>Follow DFE / PHE guidance for next steps as appropriate if needed</p> <p>in case of local incidents</p>	SI by 17.7.20 Ongoing SI

Persons who are already displaying Coronavirus symptoms	Infection of coronavirus Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)	<ul style="list-style-type: none"> All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating including test and trace. Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace. . 	See DFE guidance – section 5 contingency planning https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks Track and trace system guidance and BMBC guidance to be followed Engage with the NHS Test and Trace process <ul style="list-style-type: none"> Put in place a procedure regarding the NHS Test and Trace process and how to contact your local Public Health England health protection team - see attached flowchart for contacts 	SI / HR ongoing
Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	Infection of coronavirus Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)	<p>All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 7 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. It is anticipated settings will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and an IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. "Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation. " Where the child, young person or staff member tests positive, contact PHE for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert. "If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice." If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member 	See DFE guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks Communicate with all staff, parents and governors Follow procedures in line with statutory guidance and inform LA / PHE – see flowchart	SI / HR by 1.9.20

		<p>subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> • Clean core areas those staff or pupils have been in with standard cleaners / disinfectants. • A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in. • Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area. • Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). • Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple flowchart for cases • Useful information on self-isolating • https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 		
Controlling access into the school for staff, pupils and members of the public.	<p>Infection control</p> <p>Personal / Community Safety</p>	<ul style="list-style-type: none"> • Travel patterns differ greatly between settings. If those patterns allow, settings should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time. • Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for larger numbers of pupils. • Where possible have separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas. Rooms / work areas should be accessed directly from outside where possible. • Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. • Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help. • Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school. • Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible. • Staff should access and exit through the closest entrance to the area they will be based in. • Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed. • Building plans can be utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers. • Ensure that staff working in the reception area / office are protected from face to face contact e.g. via the use of screens. Staff in open reception areas may require face coverings or face shields if screens cannot be provided. 	<p>As above re: staggered drop off / pick up – review whole school timetable – communicate to staff and families</p> <p>Review movement around the site – update signage / markings appropriately – communicate updated procedures with all stakeholders – photographs for children too</p>	SI / HR by 1.9.20
Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.		<ul style="list-style-type: none"> • Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry. • Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may need more opportunities to wash their hands than children and young people who do not. • If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided. • All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas. • Tissues should be available in all group areas and should be single use only and binned after use. 	<p>Review current procedures re: Handwashing and hand sanitisers</p> <ul style="list-style-type: none"> • Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. • Paper towels should be available for drying hands – ND to check stock daily • If sinks are not available close to or in classrooms / work areas then handwashing bowls and / or hand sanitiser can be provided. Sanitisers in each classroom – ND update daily 	SI / HR / HD / RL / JC ongoing

		<ul style="list-style-type: none"> Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance. In addition staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving. Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. Sanitising products should be non-alcohol based in areas where there may be sparks or naked flames e.g. science labs, kitchens and some D&T rooms. 	<ul style="list-style-type: none"> All persons should wash their hands before leaving the premises – RL / JC / SI / HR to inform visitors on arrival Hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry – ND stock check daily Tissues should be available in all group areas and should be single use only and binned after use bins with lids and tissues for all areas Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. (NB the virus cannot survive on a surface for more than 72 hours according to current guidance) - All staff to be updated. JC / RL purchase yellow bags and lidded bins. Separate bin for waste products where symptoms are shown – kept in bin compound clearly labelled In addition, staff MUST wash hands on entry to staff rooms, before and after preparing food and drinks, and before leaving. 	
Cleaning	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc. so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located. Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc. at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies). Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Shared materials and surfaces should be cleaned and disinfected more frequently. Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives. Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area. Rooms used for Isolating persons displaying symptoms Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken. <p>Clothing</p> <ul style="list-style-type: none"> There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. <p>Hygiene Suites / Intimate Care Facilities</p> <ul style="list-style-type: none"> Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See PPE guidance below. 	<p>Review current procedures since wider reopening and audit of current stock – ongoing monitoring and purchase as required</p> <p>Discuss additional cleaning requirements / cost implications with FGB</p> <p>Continue with daily / weekly cleaning schedules</p> <p>Access to PPE – stock check and updates as required, including intimate care facilities – review in light of new starters’ needs</p>	SI / ND / JS / RL Ongoing – regular reviews
Bubbles / Social Distancing	<p>Infection control</p> <p>Personal / Community Safety</p>	<p>"Government Guidance states that : Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <ul style="list-style-type: none"> The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum. We recognise that maintaining distance or forming bubbles could be particularly difficult in special settings, and it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on 	<ul style="list-style-type: none"> Review timetables and staggered times as stated above PPE to be used as required between bubbles Agree classroom layout expectations Social distancing expectations – communicate with all children - all staff at start of term Track and trace procedures Review movement around site procedures as above Review access to toilet facilities for bubbles Review PPA and minimise movement where possible 	SI / HR by 1.9.20

		<p>distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <ul style="list-style-type: none"> • The use of small groups restricts the normal operation of education settings and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as the playgrounds, dining halls, and toilets, and therapy rooms. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools, and special settings. • In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially." <p>Corridors and Circulation Spaces</p> <ul style="list-style-type: none"> • Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful. • A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g. use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson changeover will help minimise corridor occupancy. <p>Bubble sizes and Classrooms / Learning Areas</p> <ul style="list-style-type: none"> • Settings should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. This may be by class group, year group or phase depending on the age of the pupils, the school layout, and the nature of the curriculum and the logistics of breaks, lunchtimes and movement throughout the school. At primary school, and in KS 3 schools may be able to implement smaller groups the size of a full class. • Whatever the size of the group, they should be kept apart from other groups where possible and children and young people that are able should be encouraged to keep their distance within groups. Settings with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is recognised that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. • Classrooms desks (if in use) should be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side where possible. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. • Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities. • For older year groups consider locating staff members at designated points where possible. • If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible. Administration of emergency first aid is an exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene. • Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching. • As far as possible, ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need in some settings for staff to move between bubbles e.g. for subject specific teaching, targeted work etc. • Staff should ensure social distancing is observed as far as possible with pupils. In secondary settings this may mean a designated teaching space at the front of the class. • Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching. 	<ul style="list-style-type: none"> • Playground zones to continue • Walkie talkies for all bubbles • Communication of measures with all stakeholders 	
--	--	---	---	--

- All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. staff in secondary settings and support staff, will need to move around different areas and bubbles in the school.
- Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible.
- Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.
- Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.
- PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g. not working across multiple different bubbles every day unless they can maintain social distancing. Consider grouping staff to a smaller number of PPA bubbles, having PPA when outside areas / activities could be used, use of HLTAs and TAs that are already part of that bubble where appropriate, and the use of PPE if close contact is required.

Outdoor Areas

- Pupils should remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.

Breaks and Lunchtimes

- Breaks and lunchtimes could be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.
- If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. 'Bubbles' should not mix in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.

Toilets

- Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.
- Limit the number of children or young people who use the toilet facilities at one time.
- Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).
- Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.
- For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle. Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets you could use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.

Assemblies / Collective Worship

- Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.
- If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.

Staff areas

- Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas.
- Consider creating additional staff break areas to limit use and aid with social distancing.

		<ul style="list-style-type: none"> For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the “If You Use It – Wipe It” principle with anti-viral wipes. Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc. to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold). <p>Communication</p> <ul style="list-style-type: none"> It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing. In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school’s acceptable use policy regarding the use of their own phones. 		
First Aid	Pupil / staff safety Infection control	<ul style="list-style-type: none"> Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings. Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits. 	Update EYFS RA – NR Access to FAW / PFA training as required • Limit or cease activities more likely to result in injuries - discuss with staff	NR by 1.9.20 SI - ongoing
Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	Infection control Personal / Community Safety	<ul style="list-style-type: none"> If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non-contact system where possible e.g. entry points, registration, food and drink purchasing. Sanitisers could be used before touching biometrics if they cannot be cleaned between users. The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g. using hand sanitisers or anti-viral wipes. Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes. IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual. 	Review and update current procedures – limit contact / access to sanitisers	SI / HR by 1.9.20
General controls	Infection control	<p>Ventilation</p> <ul style="list-style-type: none"> Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. Where possible open windows to classrooms, offices, staff rooms etc. You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. <p>Learning Outside</p> <ul style="list-style-type: none"> Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve. <p>Medical Needs</p> <ul style="list-style-type: none"> Staff should be made aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the CYP is. Ensure staff are trained in their use. Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. <p>Water fountains</p> <ul style="list-style-type: none"> Water fountains in shared pupil areas should be taken out of use. Water bottles can be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required. 	Review and update current ventilation procedures – ensure appropriate warm clothing expectations shared with families Continue with outdoor learning opportunities – review and share access to resources Update medical needs information as above Water fountain still NOT in use.	SI / HR ongoing

Educational Visits	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Government guidance is currently that overnight domestic and international educational visits are ceased for the time being. Settings can resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic visits should complete the Day Visits risk assessment along with any venue specific assessments. Settings are also allowed to now make use of outdoor spaces in the local area to support delivery of the curriculum. As part of the visit risk assessment, settings will need to consider what Covid 19 control measures need to be used, familiarise themselves with the Covid 19 measures at any sites they are visiting and ensure they are aware of wider advice on visiting indoor and outdoor venues. 	Review Robinwood visit and change dates Share EVOLVE website resources as appropriate - encourage use of local visits - to continue	Hr / RL by September 2020 SI ongoing
PPE for staff and pupils	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Public Health England does not (based on current evidence) recommend the use of face coverings in education settings, except where they are already routinely used as part of close contact care. They are not generally required in education settings as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11). If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, face shields or Perspex screens may be appropriate. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves. FFP2 / 3 masks are not necessary in a school setting. Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis. If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school. Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted. 	See DFE Guidance Protective Measures for further details Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves. PPE for all intimate care needs in place – audit of resources. Ensure adequate supplies in changing area and cleaning equipment – RL / JC Intimate care policy in line with PPE use - shared PPE for cleaning staff in place – RL / JC PPE for first aid in place – RL / JC PPE for personal care of a child who becomes unwell with Coronavirus symptoms in place - If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn – RL / JC All used PPE must be disposed of in a suitable manner. Preferably PPE should be disposed of after use into the correct waste stream i.e. healthcare/clinical waste (this will require disposal via orange or yellow bag waste). However, where used in a private dwelling as a minimum used PPE must: i. Be bagged ii. This bag(s) should be placed into another bag, tied securely and kept separate from other waste. iii. This should be put aside for at least 72 hours before being put in the usual household waste bin – separate bin as above	SI / RL / JC ongoing
Staff Wellbeing	Staff safety and wellbeing	<ul style="list-style-type: none"> Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment. As staff may feel anxious about returning to school and the larger number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns. Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils. Where staff have been out of school for a considerable time this may take longer. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Leeds for Learning. It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing. Identify Mental Health First Aiders. Inform staff about support Guidance on Staff Wellbeing is available on DFE website and BMBC HR 	Access to all relevant resources for staff including BMBC HR support Individual risk assessments for vulnerable staff Staff wellbeing questionnaires to be completed early in autumn term	SI/ HR ongoing

Contractors visiting site	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Minimise visits to wherever possible to essential visits only e.g. to carry out statutory testing, repair work or building works. Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors should adhere to social distancing guidelines. Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site. If contractors need supervising this should be done following social distancing guidelines. Contractors to follow Government guidelines on self-isolating if they or their family members display any symptoms. If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used. If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle. School should still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days. 	Follow procedures as advised in control measures Record details for track and trace	SI / HR / RL / JC ongoing
Lettings / Meetings / Visitors	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Lettings, visitors and on site meetings can take place if they cannot be done remotely. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene and control measures are explained to visitors on or before arrival. Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle. School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days. . 	Follow procedures as advised in control measures Record details for track and trace	SI / HR / RL / JC ongoing
Safeguarding and pupil wellbeing	Pupil safety and wellbeing	<ul style="list-style-type: none"> Safeguarding policy to be updated in line with KCSIE September 2020 Schools should also consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance, keeping children safe in education and should refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school. Guidance is available on DfE website for pupil wellbeing Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school. DfE has also published the first of the relationship, sex and health education training modules for teachers to support them in preparation to deliver content on mental health and wellbeing. The training module on teaching about mental wellbeing, which has been developed with clinical experts and schools, will improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom. It was published early given the importance of supporting pupils' mental health and wellbeing at this time. Schools should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. Schools should also consider support needs of particular groups they are already aware need additional help (for example, children in need), and any 	Safeguarding policy updates in line with KCSIE September 2020 Follow up and monitor and new concerns – access to BCSP support Updates to staff, governor and volunteers' codes of conduct Updates to Safeguarding induction in light of new policy Pupil questionnaires / parent questionnaires – review and action next steps Oxspring Minds project to continue Focus on wellbeing and mental health as part of recovery curriculum Implement PSHE scheme JIGSAW Access to support from the school nurse and other relevant agencies Share recommended resources with staff – access appropriate training available (virtual) Regular monitoring and review of pupil wellbeing	EW / SI ongoing

		groups they identify as newly vulnerable on their return to school. To support this, teachers may wish to access the free MindEdlearning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement		
Fire Safety	Personal injury Fire safety Infection control	<ul style="list-style-type: none"> Consider if the fire evacuation routes need to be altered to take into account the changed use of the site. Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed. Consider if you need to re-allocate fire marshal roles. Ensure staff know how to use fire extinguishers, where call points are etc. Practice new procedures as soon as possible after opening. Consider if staff and pupil PEEPs need to be amended. Update Fire Risk Assessment as required 	Review and update current procedures from the wider reopening – extend to full opening Use of individual class zones Share with all staff and children - more children back on site	SI / HR
Supervision at Lunchtimes	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks. 	Review SMSA deployment – source additional support – speak to FGB re: needs SMSA updates linked to full reopening expectations	SI / HR
Catering	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc. Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g. limiting meal choices (taking onto account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals. Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff. LCC catering can provide hot and cold grab bags which can be served to pupils in their classrooms for schools using their services and this may be possible for other catering teams to do. Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible. Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils. Catering staff should observe the rules of social distancing and hygiene whilst on site. 	Agree systems / rotas for lunch <ul style="list-style-type: none"> Communicate changes to entry / exit points, fire safety procedures, safeguarding to SMSAs / cooks Agree system for meals to be delivered to classrooms and discuss this with catering staff – review use of the Hall Roles of cooks / SMSAs to be agreed – bubbles / movement / zones 	SI / HR by 1.9.20
Staff Training	Infection control Personal / Community Safety	<ul style="list-style-type: none"> School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. 	Share RA before 17.7.20 – update following staff feedback as required 1.9.20 – INSET day re: updates and expectations	SI / HR By 2.9.20
Drop off of Essential Items Forgotten by Pupils	Infection control Personal / Community Safety	<ul style="list-style-type: none"> A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items. 	Agree system for lost property – maintain within own bubbles Communicate with families	SI / HR Ongoing from Sept 2020
Marking / Handling School Work	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Staff can take books and other shared resources home if they can be cleaned. If not or if work is to be marked it should be left for at least 48 hours (72 hours for plastic) before and after marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection or work and before handing work back to the pupils. Alternatively, staff can wash hands or sanitise before marking work, at regular intervals throughout and after completing marking. Suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic). 	Agree systems / procedures and communicate with all staff Review and update as required, in line with DFE guidance	SI / HR by 2.9.20 then ongoing review
Agency staff and volunteers	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. Settings can continue to engage supply teachers and other supply staff during this period. To minimise the numbers of temporary staff entering the setting consider using longer assignments with supply teachers. 	Induction for any agency staff and volunteers in line with updated guidance Deploy volunteers to support one bubble Agree procedures for use of sports coach / ukulele teacher and any other music teachers able to access school – PPE and social distancing to be used – monitor and review	SI / HR Sept 2020

		<ul style="list-style-type: none"> You should also limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This would also apply to other temporary staff working in schools such as peripatetic teachers, sports coaches, and before and after school clubs staff. 	Track and trace systems to be followed	
Before and after school clubs	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Settings can extend before and after school provision to any breakfast and after-school provision from the start of the autumn term. Settings may need to respond flexibly and build this up over time. Settings should try to keep to the bubbles in use during the school day where possible. Where this is not possible smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g. the hall. Make parents / carers aware that government guidance is that they limit the number of different wraparound providers they access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. 	Resume OOSC Agree routines and expectations linked to full reopening guidelines Use of Hall and tables of bubbles spread out Track and trace systems Communicate with families Staff PPE and social distancing	SI / HR / RL Sept 2020
Music and Performing Arts	Infection control Personal / Community Safety	<ul style="list-style-type: none"> There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Settings should physically distance, play outside wherever possible, limit group sizes to no more than 15, position pupils back-to-back or side-to-side, avoid sharing instruments, and ensure good ventilation. Singing, wind and brass playing should not take place in choirs and ensembles, or assemblies. 	Review music provision from LA – liaise with music service Only facilitate access to provision in line with risk assessments	SI / HR Sept 2020
PE / Sports including dance.	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Pupils should be kept in consistent groups and outdoor sports should be prioritised where possible. Inside large indoor spaces should be used maximising distancing between pupils. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities. Contact sports should not take place. AfPE guidance is that many physical activities can be adapted so they are non-contact e.g. tag rugby instead of contact rugby, so that a broad curriculum can still be delivered. External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities. Settings can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Such providers should provide settings with their own Covid 19 control measures and follow any school based controls. To minimise close contact in changing rooms settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily. Swimming pools are now able to open so swimming will be allowed from 25/07/2020. The Covid 19 requirements laid down by the venues must be followed during visits and lessons. The Swimming Lessons risk assessment will be updated to reflect any controls needed and this will be available on Evolve. When available, the LA guidance for swimming lessons and Covid 19 measures will be published on Evolve. <p>"PE - there is additional advice available on Evolve for additional controls that may be needed for PE if these have not already been assessed. AfPE – Interpreting the government guidance in a PESSA context. https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-nesspa-context/</p>	Review and update current procedures in line with full reopening guidance - liaise with LS and Penistone 4Sports group Agree curriculum plans for PE in line with risk assessment control measures Swimming risk assessments for Year 4 from spring term 2021 in line with updated guidance Review offer of extra-curricular provision in line with risk assessment guidance.	SI / HR Sept 2020
Science and D&T	Infection control Personal / Community Safety	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls – Science http://science.cleapss.org.uk/ And DT http://dt.cleapss.org.uk/ Primary http://primary.cleapss.org.uk/	Review guidance and procedures in staff in line with guidance. Adjust curriculum planning accordingly	SI / HR Sept ongoing 2020
Shared Resources	Infection control	<ul style="list-style-type: none"> General - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles. General - Minimise, or remove altogether, soft toys, soft decorations e.g. hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff 	Request for Year 1 to Year 6 pupils to bring own equipment – collate list of requirements and write to parents Guidelines for cleaning shared resources to be agreed with staff	SI / HR July 2020 - Sept 2020

	<p>Personal / Community Safety</p>	<p>and pupils can be cleaned at the end of the day, but keep to a minimum. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.</p> <ul style="list-style-type: none"> • Staff Rooms - Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc. to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold). • Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times you could consider allocating specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible. • Classroom resources - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Reduce the use of shared resources e.g. stationary, books etc. . and allocate individual resources to pupils wherever possible. • It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • Early Years - Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives. Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities. • Pupils can take resources e.g. library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned. 	<p>Agree limited essential items needed in school and communicate with parents</p> <p>Ensure cleaning / hand sanitisation equipment is sufficient and regularly audited</p> <p>Review current staff room procedures and update in line with guidance</p> <p>Update EYFS risk assessment in line with further guidance</p> <p>Communicate systems with families</p>	
<p>Curriculum</p>	<p>Impact on pupil wellbeing and outcomes</p> <p>Longer term impact on life chances</p>	<p>The key principles that underpin our advice on curriculum planning are:</p> <ul style="list-style-type: none"> • education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. • the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. • remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed. • Informed by these principles, DfE asks that schools and other settings meet the following key expectations if considering revisions to their school curriculum for academic year 2020 to 2021: • Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content. • Up to and including key stage 3, prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. • In particular, schools may consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading • Aim to return to the school’s normal curriculum in all subjects by summer term 2021 • Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils’ knowledge with the aim of returning to the school’s normal curriculum content by no later than summer term 2021. • Plan on the basis of the educational needs of pupils • Curriculum planning should be informed by an assessment of pupils’ starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils’ work) while avoiding the introduction of unnecessary tracking systems. • Develop remote education so that it is integrated into school curriculum planning • Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure 	<p>Staff meetings / INSET to review approaches to the curriculum</p> <p>Complete curriculum deficit summaries and agree priority areas as part of transition meetings – use to inform autumn term planning</p> <p>Agree expectations and non-negotiables for teaching of:</p> <ul style="list-style-type: none"> • Reading • Writing • Maths • Times tables / number facts • Handwriting • Phonics (review teaching approaches due to restrictions of staffing) • Spellings • PSHE / WELLBEING / OXSPRING MINDS <p>Agree topic themes which build on the core skills and provide access to broad and balanced curriculum - clear and consistent long / medium term plans which identify priority areas in each class / year group</p> <p>Agree whole school STEM / DT weeks – see advice above</p> <p>Subject leader planning to continue in light of adaptations and changes to curriculum</p> <p>Agree systems for early identification of gaps</p>	<p>SI / HR July – Sept 2020</p>

		<p>any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.</p> <ul style="list-style-type: none"> • Schools may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. • Schools should be able to show that this is in the best interests of these pupils and be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021. • Relationships and health education (RHE) for primary aged pupil schools and relationships, sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2020, and schools are expected to start teaching by at least the start of the summer term 2021. <p>Specific points for early years foundation stage (EYFS) to key stage 3:</p> <ul style="list-style-type: none"> • For pupils in Reception Year, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary. Settings should follow updates to the EYFS disapplication guidance. • For nursery settings and Reception, consider how all groups of children can be given equal opportunities for outdoor learning. • For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. • The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/sport, RE and RHE. <p>Behaviour expectations</p> <ul style="list-style-type: none"> • Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at Behaviour and discipline in schools. • Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. • Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system. • It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. • Schools should work with those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life. <p>Attendance expectations</p> <ul style="list-style-type: none"> • In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child’s non-attendance at school. • Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development. • Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. • This means from that point, the usual rules on school attendance will apply, including: <ul style="list-style-type: none"> ➢ parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; ➢ schools’ responsibilities to record attendance and follow up absence ➢ the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct 	<p>Agree interventions / support - use of DFE funding when known – clear plan for monitoring progress and reviewing impact – access to EEF resources and case studies to inform tuition / group support</p> <p>Agree systems for remote learning as required (see below)</p> <p>Update behaviour policy (addendum already completed in June 2020) in line with DFE behaviour checklist Communicate with staff, children and parents</p> <p>Review expectations, systems and routines – communicate these with all stakeholders</p> <p>Communicate attendance expectations with parents</p> <p>Review attendance recording systems in light of updated codes / guidance</p> <p>Liaise with EWO as required – provide support to families as required</p>	
Remote learning	Infection control	<p>Process in the event of local outbreaks</p> <ul style="list-style-type: none"> • If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved 	<p>Finalise remote education support contingency plan by September 2020 - access to all relevant national and Local resources Consider impact on staff workload and wellbeing</p>	SI / HR all subject leaders by

	Personal / Community Safety	<p>in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>Contingency plans for outbreaks</p> <ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see section on remote education support). In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. <p>Remote education support</p> <ul style="list-style-type: none"> Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. 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. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home. <p>In developing these contingency plans, we expect schools to:</p> <ul style="list-style-type: none"> use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations give access to high quality remote education resources select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum. <p>When teaching pupils remotely, we expect schools to:</p> <ul style="list-style-type: none"> set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers <p>We expect schools to consider these expectations in relation to the pupils' age, stage of development and/or special educational needs, for example where this would place significant demands on parents' help or support.</p> <ul style="list-style-type: none"> We expect schools to avoid an over-reliance on long-term projects or internet research activities. The government will also explore making a temporary continuity direction in the autumn term, to give additional clarity to schools, pupils and parents as to what remote education should be provided. DfE will engage with the sector before a final decision is made on this. 	Ensure plan addresses curriculum, priorities / needs identified	end of Sept 2020
Record Keeping	Infection control Personal / Community Safety	<ul style="list-style-type: none"> Good record keeping is key to managing any potential positive cases and / or outbreaks. Records should be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc., and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g. class / lesson registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. 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. If your existing systems do not record times when pupils, staff and others are working together e.g. small group intervention work, PPA cover, use a simple signing in / out system for the class / area or a simple activity / register record. It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. 	Review and update current procedures and systems in line with guidance - office staff to maintain as required compliance with track and trace systems	SI / HR / RL / JC By Set 2020

	<ul style="list-style-type: none"> • Use of simple spreadsheet for staff and pupils for this purpose • A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple spreadsheet if used. 		
--	---	--	--

Manager's Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.	
Manager's Signature	S.Irwin
Date	14.7.20
Date of planned review (not to exceed 12 months)	13.7.21
Date of planned full re-assessment (not to exceed 24 months)	14.7.22