



West Park CE Primary 2021-2022

Risk Assessment and Control Measures

March 2022 Inc updates (in blue)

See Separate

**Risk assessment for Lateral Flow testing of Staff
Contingency plan**

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Background

The Covid-19 pandemic presents a health risk to employees and pupils within the school environment and by extension the wider community. The Department for Education (DfE) have updated schools guidance in August 2021. This document details the key controls that will be in place.

Context

West Park School will have up to 840 pupils registered from September, over 100 employees support these children. There is a positive and purposeful relationship with parents and the wider community. During the earlier phases of the Covid 19 pandemic both parents and pupils demonstrated a willingness to comply with the arrangements and it is anticipated this will continue.

Key Principles

- To maximise safety / minimise risk for all pupils
- To maximise safety / minimise risk for all staff
- To maximise safety / minimise risk for all of the wider West Park Community – families of staff and pupils
- To maximise learning for all – especially the most vulnerable
- **This risk assessment will be routinely reviewed following Public Health England, DfE, West Sussex County Council and union guidance**

The rating given to Severity and Likelihood risks is shown in the table below.

Rating	Severity (S)	Likelihood (L)
1	No injury, impact or illness	Very Low
2	1 st Aid injury, some emotional impact or illness	Very Unlikely
3	Minor injury, minor emotional impact or illness	Unlikely
4	Over 3 day injury, significant and lasting emotional impact or illness	Likely
5	Major injury, critical emotional impact or illness	Very Likely
6	Fatality, disabling injury or emotional impact or illness	Almost Certain

School have been directed by government to “do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum”. We are therefore tasked with balancing risk and managing an effective school environment and learning programme. That balance will rely on professional judgements on organising and separating groups; and social distancing. These aspects will vary depending on local risks i.e. any confirmed cases. Our risk assessment process will be dynamic and will adjust on the basis of perceived risk. We will use a threshold guide to support our professional thinking and judgement in the coming months and until the virus has been eradicated.

Stage	Description	Example Actions
1	There are no cases in school or in the local area i.e. end of Pandemic	School life returns to pre-pandemic normal – all activities are fully open and sustained
2	There have been no positive cases within school in the previous 14 days. There may be a small number of children <5 requiring a COVID-19 test due to symptoms displayed. The prevalence in the local area remains low.	Core school business is undertaken. The organisation of the school allows for greater freedoms for children and staff e.g. class bubbles may combine at play and lunch time in the outdoor environment. Assemblies may be undertaken with class bubble distancing.
3	There has been a maximum of 2 positive cases of a child or member of staff attending West Park School within the past 14 days. The individual is required to isolate for at least 10 days and close contacts in school are required to undertake test.	A risk assessment review will be undertaken, control measures will be considered again whether they remain fit for purpose. Further advice will be sought from the local Public Health England team. Considerations for playground management, school assemblies, specialist teaching and cleaning rotas will be reviewed, amongst other things.
4	There have been multiple positive cases that result in one or more class bubbles or year groups closing for a period of time on the advice of Public Health England.	Strict class bubbles will be reinstated, other control measures in relation to separating and distancing will be undertaken under the guidance of Public Health England.
5	Public Health England or National Government direct the school to close due to cases at the school or within a local area 'lock-down'	The school may close entirely or return to limited opening for key workers and vulnerable children.

2. Core Risk Assessment

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who lead?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Maintaining whole school cleanliness and hygiene – reducing contamination and transmission							
<i>Prevention</i>	Passing on infection / contamination	All	Prevention: 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms and/or a positive test 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)	All families and staff	3	3	9
<i>Knowledge of and carrying out of general hygiene</i>	Passing on infection / contamination	All	General reminders for hygiene ●Hygiene Posters: Effective handwashing facilities and soap available. <ul style="list-style-type: none"> ○ Anti-bac hand gel available in offices ○ Parents can send in hand gel for their own child if allergic to school soap ○ Soap in every classroom. ○ Paper towels. Timetable for washing hands: <ul style="list-style-type: none"> ▪When entering the classroom. ▪Before and after break time. ▪Before and after eating. ▪Whenever using the toilet. ▪Following cough or sneeze. ▪After PE ▪Before leaving the classroom at the end of the day. Staff to monitor / remind children regularly. ●If a tissue is not available, sneeze into the crook of your elbow, not into your hand.	CT PS/BM/CT PS/BM/CT	3	3	9

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who lead?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
			<ul style="list-style-type: none"> •Dispose of tissues into a disposable rubbish bag in a lidded bin and immediately clean your hands with soap and water •Replenish, as needed- Staff to inform PS/BM when re-stock required. <ul style="list-style-type: none"> • Anti bac wipes to be available for photocopier screens • Ensure dispensers are adequately full from the start of each day. • Ensure adequate stock levels (PS/BM). • All visitors and volunteers wait at main reception to be collected- usual sign in and safeguarding procedures in place. <ul style="list-style-type: none"> • Wash hands or use gel before entering building, re-iterate - avoid touching eyes, nose and mouth with unwashed hands 				
<i>Cleaning while school is open</i>	Infection control	Staff Pupils Others	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a regular basis, this will include: <ul style="list-style-type: none"> ▪ All door handles ▪ All tables and chairs used by staff and pupils inc after lunch. • Toilet flushes and regular cleaning of toilets (end of day and before or after lunch). • Shared phones, computer keyboard and mouse set up (1-2 x daily and by staff member after each use). • Anti-bac wipes to be stored near shared phones/computers. • Photocopiers (staff to use wipes to clean after use). • All year group areas to have spray disinfectant and disposable cloths. 	PS/BM	3	3	9
<i>Maintaining safety of cleaning staff</i>	Infection control	Cleaning staff	<ul style="list-style-type: none"> • Disposable gloves provided – change at least daily / heavy duty gloves washed daily. • Adhering to general COSHH regulations for all cleaning. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using anti-bacterial cleaning fluids. Use PPE if necessary. 	Cleaning/ School Staff First Aiders	3	3	9
<i>Maintaining supplies</i>	Maintaining stock	All	<ul style="list-style-type: none"> • Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed. 	PS/BM	3	3	9

Hazards / Activity	Risk	Persons likely to be exposed	Basic Control measures Agreed Control measures that must be used	Who Lead?	Residual risk with control measures		
					Severity of Harm (S)	Likelihood of harm (L)	Risk Rating
Keeping staff safe – full opening in school							
<i>Which essential staff are required to open the school?</i>	unsafe to open without these key people	All	<ul style="list-style-type: none"> At all open times, SLT will ensure there will be a member of SLT, first aider, DSL on site 	SLT			
<i>Which staff should attend?</i>	Risk to vulnerable individuals	All vulnerable	Update 10/5/21 Clinically Extremely Vulnerable adults: Government guidance to no longer shield and to return to work if cannot work at home	SLT Ind Staff	2	2	4
<i>Staff arriving to school</i>	Contamination of site	All	Enter through Main reception only Sanitise or wash hands on arrival	All staff	2	2	4
<i>Staff moving around school</i>	Maintaining social distancing	All	Ensure doors are kept open (doorstops) to minimise use of touch surfaces / cross-contamination – balanced against fire risk. Maintain maximum ventilation in classrooms/ school-shared areas such as the science lab and ICT suites / corridors.	All staff	2	2	4
<i>Staff leaving site (during school day)</i>	Contamination	All	Staff must sign out when leaving the site On return – follow guidance on entering school.	All Adults	2	2	4
<i>Use of PPE</i>	Reducing spread of infection	Staff	PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained The supervising adult should wear a facemask if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a 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. 	All Staff	3	3	9

			<ul style="list-style-type: none"> • When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. <p>Face masks must:</p> <ul style="list-style-type: none"> • Cover both nose and mouth. • Not be allowed to dangle around the neck. • Not be touched once put on, except when carefully removed before disposal. • Be changed when they become moist or damaged. • Be worn once and then discarded - hands must be cleaned after disposal. • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • PPE to be stored in accordance with guidance with easy access to the main users (first aid) • Disposal of PPE will be in accordance with guidance: double bagged and separated from general waste for 72 hours before being binned (PS/BM to organise safe storage of used PPE). 				
Staff mental health and wellbeing	Unable to perform roles	Staff	<ul style="list-style-type: none"> • Staff to approach their line manager or Emma Yates as Mental health First Aider for support and guidance. • WSCC Stress risk assessment to be undertaken when appropriate to help determine support required. WSCC counselling programme communicated to all staff – 0800 030 5182 • Members of staff (T/TA/Office, etc.) to ‘stress test’ this risk assessment to ensure that any issues are found and resolved – to support full compliance with all expectations set out. 	MA/CB	3	3	9
<i>Communication with staff. Ensuring awareness</i>	Inadequate information leading to contamination	Staff Pupils Others	<ul style="list-style-type: none"> • All staff on site must read the full risk-assessment and adhere to it • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids). • All staff have received the School specific Risk assessment and updated with changes by direct email 	All Staff	4	3	1 2
<i>Classroom set up</i>	Spread of infections due to close contact	Staff Children	<p>Where possible, all spaces should be well ventilated using natural ventilation</p> <ul style="list-style-type: none"> • Prop doors open, where safe to do so (bearing in mind fire safety fire doors must not be propped open and safeguarding procedures), to limit use of door handles and aid ventilation. 	CT LSA	3	3	9
<i>Classroom lessons</i>	Spread of infection due to	Staff Children	<ul style="list-style-type: none"> • Verbal feedback is the preferred form of feedback followed up with written comments as required to ensure progression 	CT LSA	3	3	9

			<ul style="list-style-type: none"> If instruments and equipment have to be shared, they should be regularly disinfected (including any packing cases, handles, props, chairs, microphones and music stands) and IT equipment, cleaned at the end of each lesson 				
Children requiring the toilet	Infection control	Children	<ul style="list-style-type: none"> Inform the child of the importance of washing their hands after using the toilet Individual toilet near First Aid room to be used for Covid Isolation Protocol 	CT LSA PS/ BM	6	2	1 2
<i>Medication</i>	First Aid procedures Spread of infection due to close contact	Staff Pupils	<ul style="list-style-type: none"> First Aiders must always wear gloves when administering treatment and medication. It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) Any dressings used to be double bagged. Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK). 	HM RP	6	2	1 2
<i>First Aid</i>	Spread of infection due to close contact	Staff Children	<ul style="list-style-type: none"> Staff on duty to radio for first aid support or to inform First Aid staff if sending a child to them at break and lunch In class, if first aid support is required, radio for support and then send children. Child can then be taken by a child to the First Aid room. Where minor first aid treatment is required First Aiders must ensure they wear gloves when dealing with injuries and wash hands after contact. All records of injury and treatment are recorded and who administered first aid treatment as per normal procedures Wear face covering and gloves when in close contact or dealing with bodily fluids. 	CT LSA HM RP	6	2	1 2
<i>Safeguarding concerns</i>	Child at risk if no action taken	Staff Pupils	<ul style="list-style-type: none"> Staff to follow school protocols for safeguarding disclosures and referrals. 	ALL Staff			
<i>Children with SEND</i>	Spread of infection due to close contact	Staff Pupils	<ul style="list-style-type: none"> SEND / vulnerable pupils have individual risk assessments If team teach techniques are required, it is advised face coverings and gloves are worn. Team teach will be used as a last resort – SLT should be present and will risk assess the situation. Staff who know each child will be supporting them to minimise likelihood. Rarely is intervention required and very rarely without warning signs, therefore, time should be available for a member of staff to get PPE equipment ready if needed. Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. 	MG SEN staff	6	2	1 2

<i>Managing parental concerns</i>	Anxieties and concerns learning	Parents/carers	<ul style="list-style-type: none"> Parents can use worries@westparksch.co.uk to communicate with pastoral lead 	Parents			
<i>Children arriving and leaving</i>	Spread of infection due to close contact	Staff Pupils Parents Others	<ul style="list-style-type: none"> Children of staff can arrive with the parent prior to and after normal school times. Children to wash hands before leaving home and on arrival at school Children to wash hands in the classroom at the end of the day. Staff on gates to provide support. 	Parents SLT	6	2	1 2
<i>Child mental health and wellbeing</i>	Dysregulation	pupils	<ul style="list-style-type: none"> Children encouraged to talk to member of staff to discuss their feelings and the pastoral team will be available each day. Key pupils have been identified for extra support throughout closure by staff and are being supported by our pastoral team. This support will continue Personal plans/risk assessments are made for vulnerable pupils by Pastoral Team 	CT EY			
<i>Child contact with others</i>			<ul style="list-style-type: none"> Parents are made aware of the school's risk assessment by letter and website 	Staff/ Parents	6	1	6
Testing	Lack of infection control	Staff	<p>From 21 February, the Government is removing the guidance for staff and students in most education and childcare settings to undertake twice weekly asymptomatic testing.</p> <p>From 1 April, the Government will no longer provide free universal symptomatic and asymptomatic testing for the general public in England.</p> <p>From 24 February, routine contact tracing will end. Contacts will no longer be required to self-isolate or advised to take daily tests. Instead, guidance will set out precautions that contacts can take to reduce risk to themselves and other people - and those testing positive for COVID-19 will be encouraged to inform their close contacts so that they can follow that guidance.</p> <p>From 24 February the Government has:</p> <ul style="list-style-type: none"> Removed the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days. No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate. End self-isolation support payments, national funding for practical support and the medicine delivery service will no longer be available. 	All	4	3	1 2

			<ul style="list-style-type: none"> • End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. 				
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Emergency Procedures

<i>Emergency Procedures</i>	Lack of social distancing and cross contamination during emergency	All	<ul style="list-style-type: none"> • WSCC regulations are to carry out a practice evacuation so that staff and children are familiar with what they need to do. • Practice evacuations will be a 'walk-through' with staff and children informed prior and each learning group to do this on their way to their first playtime. • Pupils and staff to exit building as quickly as possible to the normal assembly points 	ALL	6	1	6
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Contractors and suppliers

<i>Contractors bringing COVID 19 on site</i>	Cross contamination	All	<ul style="list-style-type: none"> • All areas in which contractors work or deliveries are left are cleaned in line with government guidance. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling. <ul style="list-style-type: none"> • Drivers to hand wash/sanitise hands before entering school buildings. • Any contractors who feel unwell on site to report to PS/BM/office and leave the site immediately. 	BM PS OFFI CE Contractors	6	2	12
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West Park CE Primary School- Coronavirus (COVID-19): Contingency Plan (outbreak management plan)

Date policy adopted:	Comes into effect 1st September and to be shared with all staff and FGB the week of the 30 th August. Updated following significant Gov Updates in February 2022	Planned review date: reviewed after each Gov/DfE Update	Live policy updated in line with DfE Guidance. Changes shared with Staff, FGB and Parents following updates. Recorded in Blue
Headteacher:	Caitriona Bull	Chair of Governors:	Juliette Webb
Principal authors:	Caitriona Bull	H&S Governor Safeguarding Governor	Karen Preston Juliette Webb

The aim of this plan

If our school or local area sees an extremely high prevalence of coronavirus (COVID-19) infection rates and existing measures in our community have failed to reduce this, the appropriate authorities will decide which additional measures to implement to help contain the spread.

This contingency plan, also known as an ‘outbreak management plan’, outlines how our school will operate if further restrictions are implemented. We will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the Caitriona Bull (Headteacher), in conjunction with other key stakeholders, as and when the situation develops.

Baseline measures

The operational guidance sets out the infection prevention and control measures that all education and childcare settings should have in place as good practice. These measures will help to manage COVID-19 risk.

This includes:

1. Pupils, staff and other adults with COVID-19 symptoms, a positive test result, or who are a close contact of a case should follow the guidance for people with COVID-19 and their contacts.
2. Pupils and staff should return to school as soon as they can, in line with the guidance for people with COVID-19 and their contacts. Schools and colleges will need to be prepared to implement high-quality blended learning arrangements so that any child or student who is well enough to learn from home can do so.

3. All education and childcare settings should continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, and follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
4. Settings should continue to encourage coronavirus (COVID-19) vaccination uptake for eligible students and staff.

When Settings should consider extra action

The operational guidance sets out the measures that all education settings should have in place to manage COVID-19 risk day-to-day. For most settings, it will make sense to think about taking extra action if they face severe operational disruption to face-to-face education.

The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, these include:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

Close mixing

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

For schools, this could include:

- a class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

Actions to consider once a threshold is reached

At the point of reaching a threshold, following guidance from we will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

We will review

- and reinforce the testing, hygiene and ventilation measures we already have in place.
- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment

If we are concerned about transmission in our school we will seek additional public health advice, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. They might advise the setting to take some of the other measures described in this document.

People that are vulnerable to COVID-19

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again.

Additional action that could be advised by public health experts

If our school called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:

- Temporarily reinstating face coverings for staff. This should be for two weeks in the first instance, pending regular review.
- A DPH or HPT might advise rapid lateral flow device (LFD) testing by some staff. This may temporarily be advised for an individual setting or in areas of high prevalence by DsPH as part of their responsibilities in outbreak management. They will support our school in accessing tests kits if required.
- Pupils, staff and other adults with a positive test result should follow UKHSA guidance on whether to stay at home and avoid contact with other people.
- In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group (as they could in any workplace experiencing a serious infectious disease outbreak).

High-quality remote learning will be provided for all pupils well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers.

Where they have advised settings to take extra measures, DsPH and HPTs will work closely with their Regional Partnership Teams and keep the situation under regular review. They will inform settings when it is appropriate to stop additional measures, or if they should be extended.

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Restrictions to attendance

The government has advised that all schools should continue to operate as normal and that all pupils should attend school unless required to self-isolate.

The contingency framework is designed to act as a containment measure where:

- There is an extremely high prevalence of coronavirus.
- Other measures have already been implemented.
- There is a need to minimise the impact from a new coronavirus variant.

Restrictive attendance measures, of the kind set out in the contingency framework, must not be implemented by schools without the explicit agreement of the DfE. Restricting attendance in any form will only be used as a last resort, initiated following a ministerial decision. Where restrictions to attendance are implemented following government advice, they will be kept to a minimum, allowing for the maximum number of pupils to attend education; however, in all circumstances, priority will be given to vulnerable pupils and the children of critical workers to attend full time.

As part of their outbreak management responsibilities, LAs, Directors of Public Health, and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

Where LAs judge that wider containment action is needed and wish to limit attendance within an area, they will work with their Regional Partnership Team to escalate a proposal to the central Local Action Committee command structure.

Unless advised otherwise, the school will allow all pupils to attend. If the contingency framework is implemented, the school will only allow the following pupils to attend on-site provision:

- Vulnerable pupils
- Children of critical workers
- Pupils in Reception and Years 1 and 2, where advised by the DfE

High-quality remote education will be provided for all pupils not in attendance, in line with the Pupil Remote Learning Policy.

The school will lift restrictions as soon as it is advised by the Directors of Public Health, and HPTs, **Government that it is appropriate to do so.**

Infection prevention and control

Any member of the school community who displays symptoms of coronavirus will be required to self-isolate and encouraged to get a confirmatory polymerase chain reaction (PCR) test. Tests can be booked online or ordered by telephone via NHS 119.

If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The school will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. The pupil will be supervised while they await collection. If the supervising member of staff is unable to socially distance, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested with a confirmatory PCR test as soon as possible. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

Remote education

High-quality remote learning will be provided for all pupils if:

- they have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at their setting has been temporarily restricted

If a staff member develops symptoms while on site, they will be directed to go home immediately to self-isolate and to get a PCR test. Cover arrangements will be put in place.

Teaching and learning

If restrictions to on-site education are required, we will offer immediate access to high-quality remote education for all pupils who are required to remain at home. All remote learning will be delivered in line with the school's Remote Learning Policy.

Where advised during a local outbreak, further restrictions may be enforced with regards to certain musical and drama activities, e.g. singing, for pupils attending on-site provision, to help reduce the risk of transmitting coronavirus via aerosols. Restrictions may also be reintroduced to contact and indoor sports. The school will follow the advice provided by the local HPT.

Returning to school

The headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed. The headteacher will inform staff, pupils and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed. After a period of self-isolation, or the relaxation of restrictions, the headteacher will inform parents when their child will return to school. The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Exams and assessments

The school will remain open for any exams and assessments planned in line with current government guidance.

Wherever necessary, the school will implement additional mitigations to ensure the safe delivery of exams and assessments, which may include:

Wearing face coverings in communal areas, where directed.

Two-metre spacing between all desks, where directed.

Additional controls for candidates who are classed as clinically extremely vulnerable. This may include measures such as seating them in a separate room to other candidates or, in exceptional circumstances, at the candidate's home.

Safeguarding

Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority. Our Child Protection and Safeguarding Policy has been updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

The best interests of pupils always come first.

If anyone in the school has a safeguarding concern about a pupil, they act immediately.

A DSL is always available.

Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.

Pupils who remain at home are protected when they are online.

A trained DSL or deputy will remain on-site where possible. Where this is not possible, e.g. they are required to self-isolate, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, are available to contact at all times.

Wraparound care

The school's wraparound care (both indoor and outdoor provision) will be provided to all pupils; however, where restrictions are required, wraparound care will only be provided on-site to pupils who are eligible to attend school full time.

Food provision

We will provide meal options for all pupils who are attending school.

We will provide FSM vouchers to parents of eligible pupils who are not attending school, where they:

- Are self-isolating.
- Have had symptoms or have tested positive.
- Are not attending due to the implementation of local restrictions advised by the government.

The school catering team will work with our food providers to prepare meals or food parcels, for collection or delivery, to eligible children during their time at home.

Visitors to school

Depending on the local situation and advice from PHE and / or the LA, school leaders may decide that it is appropriate to limit the access to the premises for periods of time. This may occur at short notice and will be kept under review. In these circumstances, the headteacher will make the final decision.

- Agencies involved with safeguarding will always be given priority and it is unlikely that restrictions on access to school would be put in place for such organisations.
- Agencies involved in pupil or staff development such as social care, CAHMS, SIT & staff mentors will also be given high priority.
- Effective communication with parents and carers is essential to the wellbeing of our pupils. For individual issues, face to face meetings may be the most effective way of dealing with situations but phone calls or online meetings may be the appropriate vehicle. However group meetings, such as parent workshops, could be limited. There may be times when access to the school ground will be restricted to parents & carers. The school recognises the importance of school visits for prospective parents and will endeavour to make arrangements.
- Governors and other significant stakeholders play an important role in the running of the school and visits are an essential part of this. Local situations may make it appropriate for the school to limit visits.
- Access to school for suppliers of goods and services (such as IT support, after school club provision) will be reviewed regularly and will reflect the local situation.
- Non-essential visitors may be limited.

Communication

The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of our risk assessments.
- The arrangements for remote working.
- All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the headteacher.

Other measures

If there is an outbreak in our establishment we will follow all guidance on limiting:

- residential educational visits
- open days
- transition or taster days
- parental attendance in settings
- live performances in settings

Local authorities, DsPH and HPTs may recommend these precautions in individual settings or across an entire area.

Vulnerable children and young people

Where vulnerable children and young people are absent, education settings should:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home and have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so

If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.

Monitoring and review

This plan will be reviewed continually, by the headteacher, in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders as soon as possible.