

# Safeguarding Children, staff and Parents during Coronavirus

## Forest Park Primary School Audit Tool to determine risk mitigation for extending on-site education provision to more children

### A. Why should Forest Park Primary School evaluate their ability to keep pupils, staff and parents safe whilst planning to reopen?

All educational establishments have a legal responsibility to safeguard and promote the welfare of children and young people. Education Act 2002, section 157 places a statutory duty upon governing bodies of Academies to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

### B. About this audit

The purpose of the audit toolkit is to provide our school with a robust, transparent tool to determine the safest way to extend our education provision to more children until all can access.

#### The audit toolkit includes the following parts:-

- Part 1: Guidance for completing the audit tool
- Part 2: Extending on-site educational provision audit tool
- Part 3: Extending on-site educational provision action plan

### C. How to use the safeguarding audit tool

Although the audit does not provide a comprehensive list of issues and evidence, it has been designed to help us think about what we have in place and what we may wish to put in place in the future in line with the DFE's latest medical, scientific and educational guidance.

### D. RAG rating and action planning

The traffic light system relates to how the educational establishment assesses itself against achieving a particular standard.

If your establishment assesses itself as red or amber, the areas for development must be recorded on the action plan, along with the person responsible for completing the action and a timescale in which to do so. **A template action plan is provided in Part 3.**

<b>RED</b>	Indicates that processes are lacking and need to be developed as a matter of urgency in order to meet minimum requirements for a specific standard.
<b>AMBER</b>	Indicates that processes are in place but they need to be reviewed or further improved for a specific standard.
<b>GREEN</b>	Indicates that the establishment meets the standard fully with all processes in place and up to date, at least to the required minimum.

Updated 13/01/21

Updated 04/01/2021

17/07/2020 for Academic year commencing September 2020

## Part 2: Extending on-site educational provision Audit Tool for Forest Park Primary School

<b>Name of school/college</b>	Forest Park Primary School			<b>Date of audit</b>	18/05/2020
<b>Person completing the audit</b>	<b>S L Irving</b>	<b>Job title</b>	Headteacher	<b>Signature</b>	
<b>Person completing the audit</b>	<b>H Sutton</b>	<b>Job title</b>	Deputy Headteacher	<b>Signature</b>	
<b>Person completing the audit</b>	<b>S Cox</b>	<b>Job title</b>	Assistant Headteacher	<b>Signature</b>	
<b>Person completing the audit</b>	<b>S Vorajee</b>	<b>Job title</b>	Assistant Headteacher	<b>Signature</b>	
<b>Person completing the audit</b>	<b>C Robinson</b>	<b>Job title</b>	School Business Manager	<b>Signature</b>	
<b>Person completing the audit</b>	<b>A Brookes</b>	<b>Job title</b>	Site Manager	<b>Signature</b>	
<b>CHAIR OF LOCAL GOVERNING BOARD</b>					
<b>Name</b>	J.Peterson Gill Howell	<b>Date</b>	4//01/21 17/07/2020	<b>Signature</b>	S L Irving

03/07/2020 - Government guidance released 02/07/2020 identifies key controls for full opening of schools from September 2020. This risk assessment has been reviewed and reflects the new guidance which:

*“provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively.”*

*Essential measures are still in operation and apply to all staff, visitors and pupils and these measures are included in more details in the risk assessment:*

- *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:*

- *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*

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

## **System of controls**

*This is the set of actions all schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the relevant risk assessment sections.*

### **Prevention:**

- 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.*

### **Response to any infection**

- 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.*

Updated 13/01/21

Updated 04/01/2021

17/07/2020 for Academic year commencing September 2020

PREMISES	WHAT DO WE KNOW	Notes	RAG rating	Action (enter details of action to be taken to meet the standard and transfer to the Action Plan (Part 3))	
<b>1) Use latest DfE guidance</b>					
i.	<b>ARRIVAL AT SCHOOL PARENTS</b>	<p>Need to Social Distancing 2 metres (6ft) apart. (Some parents do not observe this)</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus-hse&amp;utm_term=sd-england&amp;utm_content=top-17-apr-20">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus-hse&amp;utm_term=sd-england&amp;utm_content=top-17-apr-20</a></p> <p>Playgrounds not large enough to hold large gatherings of parents/pupils whilst safe social distancing. Gates can be opened to limit external touch points. Parking inadequate for whole school attendance.</p> <p>Updated 29/06/2020 in line with new rules regarding social distancing – active from 04/07/2020 03/07/2020 Reviewed for whole school opening – no changes required Updated 08/09/2020 – Parents arrival amended Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates) Updated 13/01//2021 reference to new guidance Lockdown 3</p>	<p>mber until we try on Monday</p> <p>4 SLT outside at gate to guide and support pupils and parents</p>		<p>Parents – pupils in Nursery, Reception and Year 1 to enter gate on Waterloo Road and walk the children to their classes and then exit via Nursery gate.( If pupils of these groups have older siblings these should be dropped at the entrance to the main playground) Limit to 1 adult/parent per pupil on arrival at the gates. Discourage parents from car sharing and bringing other children to school. Staggered arrival of groups of parents/pupils Y6 + Y5 - 8.50am, Y4 + 3 - 9.00am, Y2, Y1 ,Rec - 9.15am Cloakroom access staggered according to Year Group. Markings on playground and signage to inform social distancing. Limit number of pupils on site to reduce number of parents/adults on the playground at any one time Staff on gate duty must wear face masks/ face shields available too. Staff to use radios for arrival and departure duty. <b>From 04/07/2020 Where 2m social distancing can be maintained this should be continued, if not mitigating measures are face shield/ masks</b> <b>From 08/09/2020 parents to wear face coverings when dropping off pupils at school and reminded of social distancing.</b> 09/11/2020 Reminder to parents regarding lockdown rules- no household mixing and being vigilant of older siblings who are self-isolating but coming onto the school yard. Advising parents regarding masks. All vulnerable and key worker children arrive at 8.50am. Parents leave at the gate, including</p>

				<p>early years. Staff to accompany younger children to their class doors.</p> <p>Staggered times for Y1-Y6 (8.50am), N &amp; R (9.00am)</p> <p>Socially distance guidance followed</p> <p>Parents – pupils in Nursery, Reception to enter gate on Waterloo Road and walk the children to their classes and then exit via Nursery gate.( If pupils of these groups have older siblings these should be dropped at the entrance to the main playground)</p> <p>Limit to 1 adult/parent per pupil on arrival at the gates.</p> <p>N&amp;R to have cones to mark 2m distance for when parents line up outside classrooms</p>
i.	<b>ARRIVAL AT SCHOOL PUPILS</b>	<p>Need to Social Distance 2 metres (6ft) apart</p> <p>Hand washing on arrival is essential and regularly throughout the day</p> <p>Clean clothes everyday</p> <p>Limited impact on pupils from Covid 19</p> <p>Some pupils may be late arriving</p> <p>Possible limited number of staff due to illness</p> <p>Soap and warm water for a least 20 seconds following government guidelines</p> <p>Pupils/parents congregate outside the school and on playground</p> <p>Updated 29/06/2020 in line with new rules regarding social distancing – active from 04/07/2020</p> <p>03/07/2020 Reviewed for whole school opening – staggered start times reviewed.</p> <p>Updated 09/11/20</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>		<p>Stagger arrival of groups of parents/pupils</p> <p>Y6 + Y5 - 8.50am,</p> <p>Y4 + 3 - 9.00am,</p> <p>Y2, Y1 ,Rec - 9.15am</p> <p>Nursery will be following an induction timetable. Cloakroom access staggered according to Year Group.</p> <p>Face coverings to be removed prior to entering the building and pupils should place them in a plastic bag to take home with them.</p> <p>Pupils to be in uniform each day.</p> <p>On days pupils have PE then PE kit to be worn to school.</p> <p>2 metre marks on playground, one way system, and social distancing signs.</p> <p>Greeted by member of staff and hand sanitised at the gate with supervised hand washing on arrival into school and throughout the day.</p> <p>Additional hand sanitiser stations purchased and positioned at relevant locations near entrance/exit doors of their classrooms.</p> <p>Pupils directed to classroom ready for days' activities</p> <p>Late arrivals, same staff member at entrance door and logs pupils in and then escorts them to their rooms. Inventory to be disinfected by the staff member before and after use.</p> <p>Staff on gate duty must wear face shields available.</p> <p>Staff to use radios for arrival and departure duty.</p>

				<p>From 04/07/2020 Staff - Where 2m social distancing can be maintained this should be continued, if not mitigating measures are face shield/ masks.</p> <p>09/11/2020 Y6/5- 8.50 Y4/5 8.55 Y1/2 9.00 R/N 9.05 Bubble closure siblings to wait at the gate and await staff instructions. Staff on duty to wear mask and visor and to have a mobile phone accessible.</p> <p>Updated door rota as issued to staff. Staff on the playground to escort children to their entrance and designated classrooms. Staff to wear masks and maintain 2m distance when escorting children. Daisies - green door (am &amp; pm ) Poppies - Nursery classroom door. Reception - Buttercups Y1 -Y6 8.50am N&amp;R 9.00am</p>
i.	<b>ARRIVAL AT SCHOOL STAFF</b>	<p>Need to Social Distancing 2 metres (6ft) apart. Pedestrian gates are open during arrival times and no touch access by parent/pupils is necessary at this point. Main access doors are fob access controlled. Inventory sign in system in use.</p> <p>Updated 29/06/2020 in line with new rules regarding social distancing – active from 04/07/2020</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p>		<p>Staff to observe social distancing rules - no car sharing Face coverings to be removed prior to entering the building and staff should place them in a plastic bag to take home with them. Staff drive into car park spaces and reverse out. Ensure staff only use fobs to sign in where possible limiting touching inventory screen. Ensure ID is cleaned with anti bac each day. From 04/07/2020 Where 2m social distancing can be maintained this should be continued, if not mitigating measures are face shield/ masks. All staff to adhere to this, particularly clinically vulnerable staff and pregnant staff.</p> <p>From 2/11/2020 staff advised to wear a mask in all communal areas unless exempt then a visor can be worn. LI to be informed of Exempt staff. Staff reminded about use of badge to sign in.</p>

					Maintain use of masks and visors at all times in communal areas. Staff to update LI if their medical status changes, providing proof of this via a letter.
y.	<b>CLASSROOMS</b>	<p>Need to Social Distancing 2 metres (6ft) apart  Limited space in classrooms  Desks/chairs close together  Central classroom resources (Pencil/Books etc.)  Opening and closing of classroom doors  Soap available in all classrooms  Use of classroom taps and sinks  Tissues available in every classroom  Possible limited number of staff due to illness</p> <p>Updated 29/06/2020 in line with new rules regarding social distancing – active from 04/07/2020 – no change for pupils at present and current regulations remain in place as can maintain 2m social distancing with current ‘bubbles’, further government guidance due by Friday 03/07/2020.</p> <p>03/07/2020 Reviewed for whole school opening – Amendments noted. Year group bubbles to be introduced.  Guidance notes –</p> <p>From 2/11/2020- new guidance reviewed for the whole school-ventilation</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>			<p>Pupils and staff to observe social distancing rules  Year group bubbles in place and no mixing between year groups.  Ensure each pupil has own resources  Any child displaying symptoms of being unwell to be taken to isolation immediately  First aid kit (with sick bags) with adequate First Aid PPE available in each class – need to be checked each day by staff working in that class and replenished after school.  Adequate cleaning products available to clean sinks, taps, door handles and other touch points.  Classroom doors and windows to be left open  Each child will have an A4 zipped wallet/bag for their resources for that day. This is to stay on their table and the bag wiped at the end of each day.by staff.  Inhalers and epi-pens to be placed in this bag for KS2.  Each child will have a tray underneath their desk for their equipment  KS1 and EYFS inhalers and epi-pens to be in red and white bag in class store room  Any other equipment used must be disinfected after use. (e.g. Paintbrushes – use Milton)  Milton to be available in each classroom.  Carpet spots for floor work for Nursery, Reception and Year 1.  Lidded bins available  Any soft furnishings or soft toys not be used and removed from the class.  Malleable and intricate resources must be disinfected each night after use  Children not to use the large interactive board with their hands - teachers to have a pen each.  Explicit teaching of hygiene rules to be given regularly  All equipment, including photocopiers to be wiped with anti- bac before and after use  Uniform to be worn every day.  Staff - no denim, professional but practical.</p>



				<p>From September 2020 Year group bubbles introduced. Desks to face forward and pupils to sit in rows</p> <p>From 20/10/2020 Following new guidance doors and windows to be left open. Years 2-6 children may take coats into classrooms to wear if cold. Desks to face forward and pupils to sit in rows where appropriate. Minimal amount of soft furnishings in EYFS to be cleaned at the end of the day. Adults need to limit the amount of close contact with children through peer marking and visualiser.</p> <p>Staff to wear a visor in the classroom. Masks are optional, depending on staff preference. This is in line with increased concerns regarding the new strain of the virus.</p> <p>Children to maintain 2m distance in the classroom while numbers are low. Early Years children to follow EY guidance. Continue to maintain ventilation in classrooms, allowing children to wear additional layers.</p> <p>Regular handwashing practice in place. Follow original guidance from 1st lockdown- ie notes as above. Staff to ensure all asthmatics have inhalers with them</p>
y.	<b>PUPIL TOILETS</b>	<p>Need to Social Distancing 2 metres (6ft) apart Touch points, door handles/locks, soap dispensers and paper towel dispensers in toilets Close proximity of toilets Pupils congregate in toilets Pupils forget to flush toilets Pupils don't wash hands correctly Pupils forget to wash hands Pupils may use toilet areas inappropriately Soap, hot water and paper towels available</p>	Staff to supervise	<p>Pupils should be supervised when attending the toilet maybe even on a one to one basis Staggered toilet breaks Hand washing signs Soap and paper towels regularly checked Pupils wash hands regularly Touch points regularly cleaned Adequate supply of cleaning products Adequate PPE for staff is in classrooms for use at this time if required. Follow personal care plan, including addendum produced at this time of crisis.</p>

		<p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>			<p>Each bubble will have a designated toilet for them</p> <p>Wash hands and use paper towels in the classroom to minimise blockages</p> <p>09/11/20</p> <p>Continue to discuss the correct hand washing procedure with the children for at least 20 seconds.</p> <p>Children to use assigned toilets according to their year group bubble.</p> <p>Staff to ensure familiar with new toilet allocation from January 21</p>
i.	<b>STAFF TOILETS</b>	<p>Need to Social Distancing 2 metres (6ft) apart</p> <p>Touch points, door handles/locks, soap dispensers and paper towel dispensers in toilets</p> <p>Close proximity of toilets</p> <p>Soap, hot water and paper towels available</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>			<p>Ensure social distancing is observed</p> <p>Female staff to use male and female staff toilets.</p> <p>Male staff to use disabled/visitor toilet only.</p> <p>Follow good hygiene practice guidance</p> <p>Staff to wash hands regularly</p> <p>Touch point cleaning regularly carried out</p> <p>Supplies of all toiletries maintained</p> <p>Staggered breaks in operation to limit over capacity in the toilets.</p> <p>External doors to be kept open</p> <p>Pupils or staff with Covid symptoms to use disabled toilet and then ensure disabled toilet is cleaned immediately after use.</p> <p>Male staff to use dining hall adult toilets if disabled toilet is out of use.</p> <p>Hand dryers are not to be used.</p> <p>From 09/09/2020 all staff to wear face coverings (masks or visors) when in toilet areas within school.</p> <p>09/11/20</p> <p>Male toilets in the dining hall.</p> <p>Office staff to wipe door handles at 11.15 and 1.15.</p> <p>Continue with existing practice</p> <p>Continue with existing practice</p>
i.	<b>OFFICE SPACE and ENTRANCE TO THE SCHOOL</b>	<p>Need to Social Distancing 2 metres (6ft) apart</p> <p>Office desks in fixed positions</p> <p>Close proximity of office desks/limited space</p> <p>Limited protection from privacy glass</p> <p>Offices can be very busy especially at the beginning and end of the school day</p> <p>Lots of touch points, door handles, telephones, computer equipment.</p> <p>Possible limited number of staff due to illness</p>			<p>Ensure social distancing is observed</p> <p>Restrict staff members in office to enable social distancing</p> <p>Main doors to inside the school Reception area to be set to permanently open during occupied hours to minimise hand contact with touch points – unless extreme weather prevents this.</p> <p>From 04/07/2020, social distancing eased and 1m+ mitigating measures are:</p>

		<p>Updated 29/06/2020 in line with new rules regarding social distancing – active from 04/07/2020  Updated 08/09/2020 – Reception/circulation areas amended</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>		<p>Staff to be minimum 1m apart  Face shield/ masks are available and can be worn  Staff sit facing away from each other – no staff to sit face to face  From September – to move to cashless office to ensure less risk from cash transactions – preparation for Sum Up card payments required (MC, AJD to action)  From 9.15am any late arrival of pupils to be signed in by the office team – ensuring that Inventory is disinfected before and after use. Pupils are then to be escorted to the classroom door.  Allocated desk, phone and stationery per person – no sharing of resources or using another person's phone.  Front external window to be used at all times unless school staff – who can use the side window. Staff to ensure fully behind fixed part of front reception window.  No entrance to non-essential visitors to school – essential visitors for meeting to follow Community Room guidance.  No admittance through rear office door for non admin staff unless SLT and family support team- School staff to use the reception hatch to seek office assistance for enquiries  Advise parents to telephone or email the office with all enquiries  Ensure all touch points are cleaned regularly.  Adequate supply of cleaning products.  AB to use allocated desk.  Tray for paperwork correspondence from parents or external contacts, placed in tray and then actioned the next day.  Post – in tray and passed to Lou.  Office to contact parents if required due to pupil illness etc.  Office communication to staff by email in the first instance unless an emergency.  Radios to be used – Office, SLT, AB and Year 1 for communication.  School photocopier situated by school office to only be used by admin team and anti bac wipes used on keypad before and after use</p>
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					<p>Ensure ventilation system is on when office is occupied and windows open where possible.  From 09/09/2020 all staff to wear face coverings (masks or visors) when in circulation areas within school.  09/11/20  Andy to be informed if there are no anti bac wipes by photocopiers.</p> <p>New door sensor installed to exit via main entrance to reduce contact with door handles. Continue to keep open windows and doors to increase ventilation.  Reduced staff numbers from January '21 to allow from working from home</p>
i.	<b>PLAYGROUNDS/ PLAY PROVISION</b>	<p>Need to Social Distancing 2 metres (6ft) apart  Pupils forget to maintain social distancing  Pupils line up at the end of breaks  Fixed outdoor play equipment  Possible limited number of staff due to illness</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>	1-7 ratio		<p>Stagger Playtimes  Not use fixed play equipment e.g. climbing, trim trails, Reception climbing apparatus etc. – AB taping off.  Play is allowed within their group – no contact play.  Reading shelters can be used.  Bikes and scooters can be used – need to be cleaned regularly  Follow year group procedures for end of break. Spray and wipe benches after use.  09/11/20  Climbing frame used in EYFS. Staff to clean after use.</p> <p>Playground accessed in small bubbles.  Equipment cleaned as above.  Jan 21 - Each bubble provided with a bag of equipment. Follow updated timetable for breaktimes and lunchtimes</p>
k.	<b>CORRIDOR MOVEMENT</b>	<p>Need to Social Distancing 2 metres (6ft) apart  Pupils forget to maintain social distancing  Corridors too narrow and small for whole school population  From 09/09/2020 updated re face coverings.  Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p>	Should be no unsupervised movement		<p>Mark out 2 metres on floor  Staff to remind pupils of social distancing at all times  Reduce pupil/staff numbers  Mark 2 metres on corridors  Keep left system in place around library area.  Two way system in operation for the rest of the corridors.</p>

		Updated 13/01//2021 reference to new guidance Lockdown 3		<p>No children should be in the corridors without adult supervision  From 09/09/2020 all staff to wear face coverings (masks or visors) when in circulation areas within school.</p> <p>As above, including compulsory wearing of masks in communal areas.  Jan 21 -As above, including compulsory wearing of masks in communal areas.</p>
k.	<b>LUNCH TIME PROVISION</b>	<p>Need to Social Distancing 2 metres (6ft) apart  Kitchen staff social distancing  Limited seating space for pupils  Hand washing facilities available  Lunch time staff available to supervise pupils  Adequate cleaning products available  Possible limited number of staff due to illness  From 09/09/2020 updated re face coverings.</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>	Staff to supervise	<p>Year group lunch bubbles – dining hall and main hall – staff to oversee – separate guidance available from September.  Children and staff to wash their hands before and after lunch  Lunch time supervisors/ catering staff to wash hands regularly  Maintain social distancing  Stagger lunch times  Ensure all surface areas to be cleaned before and after each sitting.  Lunch boxes to be wiped with Milton when entering the classroom each morning and then placed in the year group fridge by an adult.  Lunch boxes should not be needed in R, Y1 and Y2 due to Universal FSM.  From 09/09/2020 all staff to wear face coverings (masks or visors) when in the dining areas within school.  09/11/20  All children now eating dinner in the dining hall. Bubbles eat together with a 2m distance between bubbles and a divider down the length of the room. Windows open in the hall.  Each bubble has a specified side of the hall, lunch time supervisor and their own equipment, cleaning station and pudding table.  All staff to wear masks.  Each side has a staggered start and a designated exit. Children from Y2-6 clean their own plates- staff to ensure no over-crowding at the cleaning station.</p> <p>Maintain staggered lunch times, social distancing and thorough cleaning after each sitting.</p>

					<p>Jan 21 - Nursery in hall at 11.15am  Reception stay in classroom and food delivered to them.  Y1 -11.45 am Other bubbles continue with existing timetable. Staff to ensure spaces between children.  Y1 to walk to hall via well are in order to not clash with Nursery on way back to classroom. Alternate seats to be marked with a red cross, ensuring that children are socially distanced during meal time.</p>
i.	<p><b>END OF THE DAY ARRANGEMENTS - PUPILS</b></p>	<p>Need to Social Distance 2 metres (6ft) apart. (Some parents do not observe this)  Gates are opened to limit external touch points.  Late collection of pupils  Updated 08/09/2020 – Parents arrival amended</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>	<p>AB to supervise</p>		<p>Limit to 1 adult/parent per pupil on arrival  Preferably no younger or older siblings  Staggered arrival of groups of parents/pupils  Markings on playground and signage to inform social distancing.  Staggered collections times to reduce number of parents/adults on playground at any one time – see separate timetable.  Staff on gate duty must wear face masks/ face shields available too.  Staff to use radios for arrival and departure.  Late collections – have to stay on playground until collected. Late collections will be dealt with in accordance with the Late Collection Policy.  From 08/09/2020 parents to wear face coverings when collecting pupils at school and reminded of social distancing.  09/11/20  Children who are late are taken to the office and supervised by NB.  2.45- N/r  2.50- Y1/2  2.55- Y3/4  3.05- Y5/6</p> <p>Staff on the yard to wear masks and visor</p> <p>Parents to continue to collect from the yard.  Staff to encourage parents to wear masks on the playground.  Parents to continue to use their designated collection points.  Jan 21 - Nursery to use green door.</p>

					all other bubbles to use designated year group collection points for parents
i.	<b>CONTRACTORS</b>	<p>Need to Social Distance 2 metres (6ft) apart  Access to school sites throughout school day  Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>			<p>Only essential contractors on site – performing PPM and essential Health and Safety requirements and/or emergencies.  Limit access to before and after school  Ensure social distancing takes place  Wash hand when gaining access to school site  Contractors to confirm no contact with Covid 19.  Contractors must confirm that they have no symptoms before admittance.  All contractors to wear face coverings.  Contractors to complete the contractors form before entering school.  Compulsory wearing of masks in communal areas.  Jan 21 - as initial guidance</p>
i.	<b>STAFF ROOM</b>	<p>Need to Social Distancing 2 metres (6ft) apart  Hand washing facilities available  Adequate cleaning products available  From 09/09/2020 updated re face coverings.  Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>	Staff to follow guidance		<p>Staggered breaks  Seating reduced to ensure social distancing is adhered to  Staff to use their own thermos mug, cutlery, crockery etc. and wash and return back to their room after use.  School provided utensils not to be used and school supplies cupboards will be taped off  Nothing to be left on the sides in the staff room  Staff to have supplies of tea/coffee etc. in their rooms  Community room can be used at lunch time and staff room but both only for staff bubbles and limited groups sizes – on a rota basis.  Year group staff refreshment facilities in the staff room  School provided utensils not to be used  Microwave can still be used but must be wiped with antibacterial wipes before and after use – especially handle  Any food prep for lunch must be done externally and not prepared on work surfaces in staff room  Ensure any surfaces you have touched are wiped with anti-bac after use  Explicit reinforcement of hygiene rules  Lockers can be used.</p>

				<p>From 09/09/2020 all staff to wear face coverings (masks or visors) when in staff room unless sitting and eating/drinking.</p> <p>09/11/20  AB to check the staff room to ensure the chairs are 2m apart. Tape off chairs that are not to be used  Rota for staff room- for breaks and dinner.  Year group flasks/coffee/tea jars and tea to be filled and taken to their designated room  Cuckoos- flasks to be kept in cupboard.  R 1  Staff room-  N 2 3 5  Community room-  4 6  Surfaces/tables/chairs to be cleaned after use.  Masks to be used when not eating.  Continue update from 09.11.2020. Office and site staff to use the community room.  Compulsory wearing of masks in communal areas.  Jan 21 - Changes to rota for breaks and lunchtimes  Staff room - N, 1, 3, 5  Community Room- Admin, Site staff, R, 2, 4, 6  Capacity for staffroom and community is 5 people.  Nest to be used as an overflow if other rooms are full.  Cuckoos is no longer to be used as staff break room.</p>
v.	<b>COMMUNITY ROOM</b>	<p>Need to Social Distancing 2 metres (6ft) apart  Hand washing facilities available  Adequate cleaning products available  From 09/09/2020 updated re face coverings.</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>		<p>Community room booked out daily for staff use 11.30am to 1.15pm.  All meetings with visitors to take place in the Community Room  Visitors are to be recorded by the staff member conducting the meeting  Seating reduced to ensure social distancing is adhered to  Drink making facilities not to be used  Nothing to be left on the sides in the community room  Door to be locked when not in use  Ensure surface are wiped with anti-bac after use</p>



				<p>Visitors must confirm that they have no symptoms before admittance  <b>2m still in operation in community room as meetings usually necessitate face to face discussions – if less than 2m then PPE to be worn.</b>  From 09/09/2020 all staff to wear face coverings (masks or visors) when in circulation areas within school.</p> <p>Where possible reduce the amount of meetings held in the community room. Encourage social care and SEN meetings to be conducted via teams.  Compulsory wearing of masks in communal areas.  Jan 21 - as previous guidance</p>
v.	<p><b>GLASS ROOM</b></p> <p><b>Isolation Room</b></p>	<p>Need to Social Distancing 2 metres (6ft) apart</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>		<p>To be used as an isolation room only  PPE – face masks, gloves and shields available in there and <b>MUST</b> be worn at all times.  Seating reduced to ensure social distancing is adhered to  Door to be locked when not in use  Staff member to stay with unwell pupils until parent/carer arrive  Ensure surface are wiped with anti-bac after use  First aid supplies to be restocked after use by the staff member  Soft furnishings removed.  Door signage to alert that the room is in use  Thermometer stored in this room.  09/11/20- Glass room to be used for social care if needed. Admin to clean after visitors. Visitors to be aware of use of room and may need to leave if room is needed.</p> <p>As above, only to be used in exceptional circumstances such as social care situations.  Compulsory wearing of masks in communal areas.  As above, including compulsory wearing of masks in communal areas.  Jan 21 - as previous guidance</p>

i.	<p><b>THE NEST</b></p>	<p>Need to Social Distancing 2 metres (6ft) apart  Hand washing facilities available  Adequate cleaning products available  Toilet and wash facilities are available  Drink making facilities are available  From 09/09/2020 updated re face coverings.</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>			<p>Booking system to be used for this room for allocated provision for pupil use – small group work – HS to manage  Seating ensuring social distancing in place  Staff to use their own thermos mug, cutlery, crockery etc, wash and take home after room use  School provided utensils not to be used and school supplies cupboards will be taped off  Any food prep for lunch must be done externally and not prepared on work surfaces in The Nest  Ensure any surfaces you have touched are wiped with anti-bac after use  Explicit reinforcement of hygiene rules  Microwave can still be used but must be wiped with antibacterial wipes before and after use – especially handle.  21 13.  From 09/09/2020 all staff to wear face coverings (masks or visors) when in circulation areas within school if not working directly with pupils.  Compulsory wearing of masks in communal areas. Ensure that all surfaces are wiped down thoroughly between groups.  Jan 21 - as previous guidance</p>
	<p><b>BAME and Vulnerable</b>  Updated 29/06/2020</p>	<p>Evidence outlines higher risk to staff in the BAME category.</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>			<p>Individual risk assessments to be completed by staff by Thursday 29/06/2020.  These are then to be reviewed by LI and MC.  BAME and Vulnerable Risk assessment - all staff – social distancing requirements to be followed where possible and if this cannot be achieved then we recommend the use of visors for Vulnerable and BAME staff and all staff to adhere to the full risk assessment for school.  Individual RA to be completed in September in relation to any possible new guidance.  09/11/20  Anyone who is ECV or received a letter to have made contact with Louise.  Repeat risk assessments of BAME and ECV staff.  Jan 21 - as previous guidance - fewer pupils to supervise.  reduced timetable in school</p>

				PPE advised and provided as above. updated guidance and RA
<b>ILLNESS/ACCIDENTS/ ABSENCE</b>	<p>Accidents need to be recorded in the accident book, stored in the school office. Children who are ill need to be sent home, calls made from the office. Ice packs need to be accessed in the event of an accident.</p> <p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates)</p> <p>Updated 13/01//2021 reference to new guidance Lockdown 3</p>	Systems in place		<p>If an accident happens the treatment should be within the vicinity of the bubble. Details of accidents to be entered onto the relevant weekly folder, Covid 19 provision documents – Accident forms, on Office Shared and AB will analyse each week. Teachers will send home an accident report slip from the classroom. Ice packs for minor injuries will be stored in the fridges to keep them cool. Single use ice packs to be used for more serious injuries. Children who need to be sent home will be escorted to the office by an adult from their bubble. While first aid is administered PP must be worn - this is available in every classroom. 09/11/20 NB is tracking any COVID cases within school. NB is ensuring that FSM and Home learning is being provided.</p> <p>Maintain records of attendance for all children, including access to remote learning. Vulnerable children to be kept under closer monitoring. Staff to discuss issues with attendance with parents, followed up by SLT where necessary. Staff to have daily contact with children, electronically and via telephone call when needed. NB to maintain contact with EWO and seek advice where necessary. Where children are not attending or accessing remote learning through parental choice then conversations will be had via SLT, and advice from EWO sought if no resolution is reached. SLT to make home visits where deemed necessary.</p> <p>Jan 21 - as previous guidance</p>
<b>Impact of Union Advice</b>	<p>Updated 04.01.2021 (provisionally until 18.01.2021 in line with advice given from union regarding the new strain and transmission rates). NEU members and some support staff have informed HT that due to the increase in transmission and infection currently, they do not feel that it is safe for them to return to teaching or supporting full classes. Additional advice has been issued from Unison, who</p>			<p>Staff shortage has led to school closure for all children apart from vulnerable or key workers. As school have acted on this via teaching union advice, Unison staff are in school. Therefore staff do not need to take this action at the moment.</p>

	<p>have said that unless schools have reduced numbers to vulnerable and key worker families only then staff should not be in school. A shortage of staff has resulted in insufficient numbers for safe supervision/teaching therefore increasing risks related to safety and supervision of pupils. This will also place an additional burden on support staff who are asked to cover classes. Support Staff expectation to cover a whole class is for 3 days emergency cover only, which is exceeded by the union advice of 2 weeks closure (initially)Due to the high numbers of teaching staff absence it would not be possible to provide supply for each class.</p>			<p>All teachers are available to teach via remote learning and teachers in other unions are in school working with the vulnerable and key worker children.</p> <p>Jan 21- Continue to monitor union advice and discuss RA with staff if numbers increase</p>
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SEN PROVISION		WHAT DO WE KNOW	Notes	RAG rating	Action (enter details of action to be taken to meet the standard and transfer to the Action Plan (Part 3))
<b>1) Use latest DfE guidance</b>					
a.	Supporting children within the classroom	Children will need additional 1:1 support during lessons. Adults will not be able to maintain a 2m distance			Support children when needed within the year group bubble you are placed. Maintain regular hand washing and sanitising Adult to use own equipment, not touching children's individual equipment. Where possible adult to sit at the edge of the room/table to allow stepping back when needed. Adult may wear face shield if needed.
b.	Supporting children in intervention groups	Children will need targeted support to enable them to close the attainment gap Identified areas of development will need precise teaching, that cannot always be achieved within the classroom Some children are not able to access the whole class teaching, and would gain more benefit from removal from the class in a small group.			Adults must only take children from the same year group bubble – no mixing of year groups. Table / learning area used must be thoroughly cleaned before and after each group session Groups must only be taken to designated intervention areas for that year group Intervention groups must be collected by the adult, who will stand outside the classroom and lead them to the intervention table. Children must bring their own equipment for the intervention group Only take groups that can sit comfortably around the table in use – no overcrowding. Adult may wear face shield if needed. Once the intervention is finished the adult must lead the group back to the classroom. The adult will then return to the intervention table and clean this area before any other children access the area.
c.	Supporting children with SEMH needs	Some children cannot sustain sitting still for an extended period of time.			Where ever possible encourage children to remain in the classroom by providing a 'calm

		<p>Some children will need to have 'calm down' time away from the main group.</p> <p>Some children may leave the room spontaneously (through frustration or lack of concentration) and move around the school.</p>			<p>down space' within the room. This could be a quiet area, book area etc.</p> <p>Where children do leave the room, follow at a distance. Alert a member of SLT if you are concerned that the child is becoming distressed. If a walk outside the room is needed, and the child is co-operating, then an adult can take the child outside to get some fresh air and to calm down.</p> <p>If a child becomes physically aggressive, step back and alert a member of SLT. Avoid physical contact wherever possible. If some contact is needed (i.e. holding hands, hand on shoulder etc) ensure hands are washed and sanitised immediately afterwards. Where close physical contact has been made with a child, shower and wash own clothes as soon as arriving home.</p>
d.	Children with sensory seeking behaviours	<p>Some children will have sensory needs and will use equipment inappropriately (i.e. mouthing)</p> <p>Some children will find the classroom over stimulating after a long period of isolation</p>			<p>Provide children who are known to mouth equipment with a selection of their own objects to use. These need to be kept separate from the rest of the class equipment and need to be sanitised every night.</p> <p>Try to maintain and calm and predictable atmosphere, especially during the first half term. Avoid over excitement and unpredictable changes to routine or activities.</p> <p>Use the visual timetable to ensure that children are aware of the events of the day.</p> <p>Give timely reminders that activities are about to change or end.</p>
e.	Children displaying anxiety or stress related to school environment	<p>Some children will be especially aware of the current pandemic and will have overheard many adult conversations.</p> <p>Some children and their parents will be wearing face masks/shields outside of school and will be worried that they are not wearing them in school.</p> <p>Some children will not have spent time with people outside of their family for 6 months and will need time to reintegrate.</p>			<p>COVID social stories are prepared and can be used to support children – speak to H Sutton if this is needed</p> <p>Share concerns via telephone calls with parents – some may not be aware that their child is taking in the conversations around them.</p> <p>Offer general reassurance to the whole class regarding routines and systems in place</p> <p>Carefully select children to sit near each other, considering transition information regarding friendships and clashes of personality.</p> <p>Make use of 'calm box' resources – Speak to L Futter or J Davies for ideas.</p>
f.	Supporting children with toileting needs	<p>Some children may not be fully toilet trained,</p> <p>Some children may have become dependent on adult support in the bathroom during lock down.</p>			<p>Encourage as much independence as possible through verbal support, positive instruction and praise.</p>

Updated 13/01/21

Updated 04/01/2021

17/07/2020 for Academic year commencing September 2020

				Where physical support is needed staff should wear a face shield, gloves and an apron. Ensure any toileting accidents are double bagged and disposed of in the nappy bin situated in the Nursery toilets. PPE to be worn when supporting toileting needs.
g.	Supporting children with physical needs where close proximity is necessary	Some children may need physical support, where the adult needs to have direct contact through holding and supporting the child. Sometimes this level of care needs to be shared between more than one adult.		Follow handling advice as provided. Ensure regular hand washing and sanitising for both adult and child. Wash all clothes each night, and advise parents to do the same where close proximity has happened. Where care is needed from more than one adult, ensure that only adults within the child's bubble are delivering care.
h	Supporting children who are clinically vulnerable	Some children will be in the clinically vulnerable category and will still be attending school.		Where possible, maintain a safe distance from children known to suffer a chronic illness. Where appropriate, wear a face shield to prevent infection. Closely monitor the child, making sure that they only use their own equipment and are not sharing resources. Communicate with parents about any concerns regarding the child's health.