

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.**

RED	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.
AMBER	Indicates that processes are in place but they need to be reviewed or further improved for a specific standard.
GREEN	Indicates that the establishment meets the standard fully with all processes in place and up to date, at least to the required minimum.

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

Name of school/college	Forest Park Primary School			Date of audit	18/05/2020
Person completing the audit	S L Irving	Job title	Headteacher	Signature	
Person completing the audit	H Sutton	Job title	Deputy Headteacher	Signature	
Person completing the audit	S Cox	Job title	Assistant Headteacher	Signature	
Person completing the audit	S Vorajee	Job title	Assistant Headteacher	Signature	
Person completing the audit	C Barber	Job title	Early Years Lead	Signature	
Person completing the audit	C Robinson	Job title	School Business Manager	Signature	
Person completing the audit	A Brookes	Job title	Site Manager	Signature	
CHAIR OF LOCAL GOVERNING BOARD					
Name	J.Peterson	Date	Updated 4/1/22 Updated 21.10.21 01.09.2021 updated 07/10/21	Signature	S L Irving

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01/09/2021 - Government guidance updated 27/08/2021 identifies key controls for full opening of schools from September 2021. This risk assessment has been reviewed and reflects the new guidance which:

“The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health

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

https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=4%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Control Measures

1. *Ensure good hygiene for everyone.*
2. *Maintain appropriate cleaning regimes.*
3. *Keep occupied spaces well ventilated.*
4. *Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.*
5. *Promote vaccinations in both staff and parents.*

Remember – HANDS, FACE, SPACE, FRESH AIR

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))
1) Use latest DfE guidance				
i.	<p>ARRIVAL AT SCHOOL PARENTS</p>	<p>Gates can be opened to limit external touch points.</p> <p>Parents have adapted well to following advice and guidance, and we will continue to have a one way system for the parents of our youngest children (N – Y1). Older children will continue to be left at the gate and to walk into school independently. Staff monitoring the gate will continue to support any vulnerable children.</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)</p> <p>Staggered arrival of groups of parents/pupils Y1 – Y6 – 8:40am Early Years – 8.45am</p> <p>Cloakroom continue to be assigned to specific year groups – see start and end day rota.</p> <p>Staff on gate duty may wear face masks/ face shields if preferred.</p>
ii.	<p>ARRIVAL AT SCHOOL PUPILS</p>	<p>Hand sanitiser on arrival is essential and regularly done throughout the day Possible limited number of staff due to illness Soap and warm water for a least 20 seconds following government guidelines Pupils/parents congregate outside the school and on playground</p> <p>Pupils are very capable of coming into school independently, and this will continue to be a requirement when arriving to school. Staff will continue to support vulnerable children, either by escorting them to their door or providing a peer buddy to walk with them.</p>		<p>Staff will encourage parents not to congregate on the school grounds or outside the school gates.</p> <p>Stagger arrival of groups of parents/pupils Y1 – Y6 – 8:40am Early Years – 8.45am</p> <p>Pupils to be in uniform each day. On days pupils have PE then PE kit to be worn to school.</p> <p>One way system in place for Early Years and Year one arrival. Pupils greeted by member of staff and hand sanitised at the door with supervised hand washing on arrival into school and throughout the day. Pupils directed to classroom by support staff. Late arrivals to be taken to Reception, and the late arrival procedure followed.</p>

				Staff on duty must wear face masks or face shields if preferred.
i.	ARRIVAL AT SCHOOL STAFF	<p>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>Face coverings must be worn on arrival to school.</p> <p>Ensure staff only use fobs to sign in where possible limiting touching inventory screen.</p> <p>Ensure ID is cleaned with anti bac each day.</p>
v.	CLASSROOMS	<p>Central classroom resources (Pencil/Books etc) are shared. Soap available in all classrooms Use of classroom taps and sinks Tissues available in every classroom.</p> <p>Seating arrangements are at the teachers discretion.</p>		<p>Any child displaying any of the three main symptoms of being unwell (high temperature, new or persistent cough, loss of taste or smell) to be taken to the front of office isolation area immediately</p> <p>First aid kit 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.</p> <p>Adequate cleaning products available to clean sinks, taps, door handles and other touch points.</p> <p>SPRAY INTO CLOTH NOT ON THE SURFACE.</p> <p>Classroom doors and windows to be left open All 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)</p> <p>AVOID SHARING EQUIPMENT.</p> <p>Milton to be available in each classroom. Lidded bins available Malleable and intricate resources must be disinfected regularly. 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. Continue to maintain ventilation in classrooms, allowing children to wear additional layers.</p>
v.	PUPIL TOILETS	<p>Touch points, door handles/locks, soap dispensers and paper towel dispensers in toilets Close proximity of toilets</p>		<p>Pupils should be supervised when attending the toilet according to their age. Staggered toilet breaks</p>

		<p>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> <p>Resume gender toilets as opposed to bubble toilets.</p>		<p>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>
i.	STAFF TOILETS	<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 Soap, hot water and paper towels available</p>		<p>Staff toilets used according to gender. Disabled access toilet and toilets in the dining room area available if needed. Hand dryer use to be resumed.</p> <p>Follow good hygiene practice guidance Staff to wash hands regularly Touch point cleaning regularly carried out BY ADMIN STAFF Supplies of all toiletries maintained Staggered breaks in operation to limit over capacity in the toilets. Pupils or staff with Covid symptoms to use disabled toilet and then ensure disabled toilet is cleaned immediately after use.</p>
i.	OFFICE SPACE and ENTRANCE TO THE SCHOOL	<p>Office desks in fixed positions Offices can be very busy especially at the beginning and end of the school day Lots of touch points, door handles, telephones, computer equipment.</p>		<p>Restrict staff members in office – not to be used as a thoroughfare. Face shield / masks must be worn by adults. Staff sit facing away from each other at their allocated desk space– no staff to sit face to face From 9.00am any late arrival of pupils to be signed in by the office team – ensuring that Inventory is disinfected before and after use. Pupils are to be escorted to the classroom door if needed. Phone and stationery to be wiped after use. 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</p>

				<p>Ensure all touch points are cleaned regularly. Adequate supply of cleaning products. AB to use allocated desk. Sanitise hands before and after handling paperwork from external agencies (i.e. parents / post) Office to contact parents if required due to pupil illness etc. Office communication to staff by email in the first instance unless an emergency. School photocopier situated by school office to only be used by admin team and anti bac wipes used on keypad before and after use Ensure ventilation system is on when office is occupied and windows open where possible. Andy to be informed if there are no anti bac wipes by photocopiers.</p> <p>Staff who need to call parents can access the computer and phone at the rear of the office.</p>
i.	PLAYGROUNDS/ PLAY PROVISION	<p>Pupils line up at the end of breaks Fixed outdoor play equipment to be used as required.</p> <p>Limiting the number of groups outside to 2 year groups per session by staggering play times.</p>		<p>Stagger Playtimes Reading shelters can be used. Bikes and scooters can be used – need to be cleaned regularly Follow year group procedures for end of break. Each bubble provided with a bag of equipment. Follow updated timetable for break times and lunchtimes</p> <p>SLT to monitor equipment after school, directing children to stand with their parents and not run around.</p>
k.	CORRIDOR MOVEMENT	<p>Corridors too narrow and small for whole school population.</p> <p>Continue to follow the 'keep to the left' rule.</p>		<p>Keep left system in place around school. Two way system in operation for the rest of the corridors. No children should be in the corridors without adult supervision. Masks can be worn in corridors if preferred. MASKS MUST BE WORN IN COMMUNAL AREAS</p>
k.	LUNCH TIME PROVISION	<p>Hand washing facilities available Lunch time staff available to supervise pupils Adequate cleaning products available</p>		<p>Normal lunch time routines will resume. Continue with the good practice learned – sitting year groups together, enhanced cleaning of tables after each sitting.</p> <p>Children and staff to wash their hands before and after lunch.</p>

					<p>Lunch time supervisors/ catering staff to wash hands regularly. Ensure all surface areas to be cleaned before and after each sitting. Lunch boxes to be stored in the fridges during the day. Children to take their lunch box outside with them after lunch, and then return to the classroom with their lunch box.</p> <p>Masks can be worn in the dining room if preferred. MASKS MUST BE WORN IN THE DINING ROOM BY ALL ADULTS</p>
i.	END OF THE DAY ARRANGEMENTS - PUPILS	<p>Gates are opened to limit external touch points. Parents have adapted well to the use of cones to mark areas to line up – this system will remain in place. Children wait with their teacher and are handed over to the parent at the front of the line.</p> <p>Late collection of pupils</p> <p>Staff will continue to monitor the outdoor equipment, preventing children from using it at the end of the day.</p>		green	<p>Masks can be worn on the playground if preferred.</p> <p>End of the day times: Early Years – 2.50pm Year 1 – 6 – 2.55pm</p> <p>Refer to the start and end times rota for doors used.</p> <p>Late collections – children will be taken to the main office from 3.00pm. Late collections will be dealt with in accordance with the Late Collection Policy.</p>
i.	CONTRACTORS	Access to school sites throughout school day			<p>Only essential contractors on site – performing PPM and essential Health and Safety requirements and/or emergencies. Limit access to before and after school where possible. Sanitise hands when gaining access to school site Contractors to confirm no contact with Covid 19. Contractors must confirm that they have no symptoms before admittance. Contractors can wear face masks if preferred.</p>
i.	STAFF ROOM	<p>Hand washing facilities available Adequate cleaning products available</p>	Staff to follow guidance		<p>Staggered breaks Staff to use their own thermos mug, cutlery, crockery etc. and wash and return back to their room after use. Nothing to be left on the sides in the staff room</p>

				<p>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.</p> <p>Microwave can still be used but must be wiped with antibacterial wipes before and after use – especially handle</p> <p>Ensure any surfaces you have touched are wiped with anti-bac after use</p> <p>Explicit reinforcement of hygiene rules</p> <p>Lockers can be used.</p> <p>Cuckoos / upstairs can be used as extra lunch time space.</p>
y.	COMMUNITY ROOM	<p>Hand washing facilities available</p> <p>Adequate cleaning products available</p> <p>Community room is in use for meetings including external agencies.</p> <p>Used for PPA on Wednesday PM.</p>		<p>All meetings with visitors to take place in the Community Room</p> <p>Ensure surface are wiped with anti-bac after use</p> <p>Visitors must confirm that they have no symptoms before admittance</p> <p>Masks can be worn in the community room if preferred</p>
y.	ISOLATION AREA	<p>People displaying symptoms to sit in the entrance area near the main door. This is well ventilated and can be cleaned easily.</p> <p>Staff will sit with children while waiting for parents to arrive – Staff to wear full PPE with children displaying symptoms.</p>		<p>PPE – face masks, gloves and shields available in box by inventory and MUST be worn at all times.</p> <p>Seating reduced to ensure social distancing is adhered to</p> <p>Staff member to stay with unwell pupils until parent/carer arrive. Try to keep 2m distance</p> <p>Ensure surface are wiped with anti-bac after use</p> <p>First aid supplies to be restocked after use by the staff member</p> <p>Thermometer stored in main office.</p>
	ILLNESS/ACCIDENTS/ABSENCE	<p>Accidents are recorded digitally, with guidance from staff handbook to be followed.</p> <p>Children who are ill need to be sent home, calls made from the office.</p> <p>Ice packs accessible in each class.</p>		<p>If an accident happens the treatment should be administered promptly and paperwork completed.</p> <p>Details of accidents to be entered onto the relevant weekly folder, on Office Shared in the health and safety procedures and policies file and AB will analyse each week.</p> <p>Teachers will send home an accident report slip from the classroom.</p> <p>Ice packs for minor injuries will be stored in the fridges to keep them cool.</p> <p>Single use ice packs to be used for more serious injuries.</p> <p>Children who need to be sent home will be escorted to the office by an adult from their bubble.</p>

					<p>While first aid is administered PP must be worn - this is available in every classroom.</p> <p>NB to monitor COVID cases, ensuring that the correct codes are used on the register, home learning is offered and FSM vouchers are issued.</p> <p>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. Refer to outbreak management plan and remote learning policy.</p>
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All staff and pupils

Pregnant women appear no more or less likely to contract Covid-19 than the general population, and more than two-thirds of identified pregnant women have no symptoms. The most common symptoms of COVID-19 in pregnant women are cough and fever.

- There is growing evidence that pregnant women may be at increased risk of severe illness from COVID-19 compared with non-pregnant women, particularly in the third trimester. The overall risk of death remains very low.

Across the UK restrictions have been eased following the move to Step 4 of the roadmap. There is different guidance on pregnancy for those living in England, Scotland, Wales and Northern Ireland.

Those who are pregnant, as a minimum, should follow the same guidance on COVID-19 as everyone else (for example about testing or self-isolation), though some pregnant women may wish to take extra precautions.

From 16 August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:

you are fully vaccinated

you are below the age of 18 years 6 months

you have taken part in or are currently part of an approved COVID-19 vaccine trial

you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you are not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt>

PLEASE NOTE NEW GUIDANCE FROM S-O-T CITY COUNCIL
FROM 11.10.21

Close contacts of a positive case to arrange a PCR test ASAP

Pregnant members of staff to seek guidance from their obs team and inform SLT of any changes that are required to their individual RA. Pregnant staff to follow the measures in place, including wearing masks (if preferred), social distancing, regular handwashing and good ventilation.

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#pregnancy>

Unvaccinated staff-

Any staff who live with / or are a close contact of a positive case must self-isolate for ten days. They are advised to get a PCR test. Staff are expected to work from home offering remote learning and support to their team as long as they are asymptomatic.

There is no change to the guidance for unvaccinated contacts of positive COVID-19 cases, who are still required to self-isolate for 10 full days after their date of exposure to the virus.

Vaccinated staff

Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the [guidance on how to stay safe and help prevent the spread](#). As well as getting a PCR test, you may also consider:

- limiting close contact with other people outside your household, especially in enclosed spaces wearing a face covering in enclosed spaces and where you are unable to maintain social distancing
- limiting contact with anyone who is clinically extremely vulnerable
- taking part in twice weekly LFD testing

