

Safeguarding Children, staff and Parents during Coronavirus in NURSERY PROVISION

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.**

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| 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

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| Name of school/college | Forest Park Primary School | | | Date of audit | 13/01/2021 |
| 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 | R Dumigan | Job title | Early Years Lead | Signature | |
| Person completing the audit | C Robinson | Job title | School Business Manager | Signature | |
| CHAIR OF LOCAL GOVERNING BOARD | | | | | |
| Name | Jan Peterson Gill Howell | Date | 14/01/21 17/07/2020 | Signature | 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.

| 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)) | |
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| 1) Use latest DfE guidance | | | | | |
| i. | <p>ARRIVAL AT SCHOOL PARENTS</p> | <p>Need to Social Distancing 2 metres (6ft) apart. (Some parents do not observe this) 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&utm_medium=email&utm_campaign=coronavirus-hse&utm_term=sd-england&utm_content=top-17-apr-20 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)</p> <p>Updated 13/01/21 in line with new guidance in preparation for the reopening of Nursery.</p> | <p>Amber until we try on Monday . 4 SLT outside at gate to guide and support pupils and parents</p> | | <p>Parents – pupils in Nursery and 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) 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 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. From 04/07/2020 Where 2m social distancing can be maintained this should be continued, if not mitigating measures are face shield/ masks From 08/09/2020 parents to wear face coverings when dropping off pupils at school and reminded of social distancing. From 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 Reception. Staff to accompany these children to their class doors.</p> <p>From 13/01/21- A Brookes to set markers for Nursery parents for drop off and collection- Daisies to enter through the green door on the</p> |

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| | | | | | Reception playground and Poppies to enter via Nursery door on Nursery playground. |
| i. | ARRIVAL AT SCHOOL PUPILS | <p>Need to Social Distance 2 metres (6ft) apart Hand washing on arrival is essential and regularly throughout the day Clean clothes everyday Limited impact on pupils from Covid 19 Some pupils may be late arriving 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>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 13/01/21 in line with new guidance in preparation for the reopening of Nursery.</p> | | | <p>Pupils to be in uniform each day. On days pupils have PE then PE kit to be worn to school. 2 metre marks on playground, one way system, and social distancing signs. Greeted by member of staff and hand sanitised at the gate with supervised hand washing on arrival into school and throughout the day. Additional hand sanitiser stations purchased and positioned at relevant locations near entrance/exit doors of their classrooms. Pupils directed to classroom ready for days' activities 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. Staff on gate duty must wear face shields available. Staff to use radios for arrival and departure duty. 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>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.</p> <p>From 13/01/21- Nursery and Reception to start at 9am and finish at 2.50pm. Doors to be supervised by a member of Nursery staff in the morning and at hometime. Staff in the corridor to ensure swift entry into classrooms to minimise bubble crossover at coat pegs.</p> |

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| | | | | | Cloakroom access staggered for Nursery and Rec children. |
| i. | ARRIVAL AT SCHOOL STAFF | <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>Updated 13/01/21 in line with new guidance in preparation for the reopening of Nursery.</p> | | | <p>Staff to observe social distancing rules - no car sharing Face coverings to be put on before entering the building and staff should place them in a plastic bag to take home with them at the end of the day. 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> <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.</p> <p>13/01/21- guidance remains as above</p> |
| v. | CLASSROOMS | <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>Pupils and staff to observe social distancing rules Year group bubbles in place and no mixing between year groups. 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 EYFS inhalers and epi-pens to be in red and white bag in class store room and well labelled.</p> |

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| | | <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 13/01/21 in line with new guidance in preparation for the reopening of Nursery.</p> | | <p>Milton to be available in each classroom for regular use on equipment eg. paintbrushes and toys. Lidded bins available 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 except for PE day Staff - no denim, professional but practical. From September 2020 Year group bubbles introduced.</p> <p>From 20/10/2020 Following new guidance doors and windows to be left open. Minimal amount of soft furnishings in EYFS to be cleaned at the end of the day. 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. Continue to maintain ventilation in classrooms, allowing children to wear additional layers. Regular handwashing practice in place.</p> <p>From 13/ 01/21- Doors between classrooms to be closed to form 2 Nursery bubbles.</p> <p>Each bubble will have their own set of resources and these will not be used across bubbles. A 48 hours quarantine period will be given for resources before rotation between bubbles (72 hours for plastics unless washed)</p> <p>Malleable materials can be used but must be kept within the bubble and cleaned/ replaced as necessary. Milton to be used in sand and left to air dry. Water trays to be changed halfway through the day or more frequently if required. Sand and water trays to be in separate classrooms and rotated each week to ensure that there are equal provision opportunities for all children.</p> |
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| | | | | <p>Vulnerable staff or staff who wish to, are able to wear face masks in the classroom.</p> <p>A Brookes to set up barrier around the Nursery outdoor classroom door (Poppies) to ensure that Daisies can have access to the outdoor area- outdoor play will be on a rota for each bubble.</p> <p>Milton to be available in each classroom for regular use on frequently touched surfaces and resources.</p> <p>Staff to ensure that they have their own equipment for use such as post-it notes and pens to avoid crossover.</p> |
| y. | <p>PUPIL TOILETS</p> | <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> <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 13/01/21 in line with new guidance in preparation for the reopening of Nursery.</p> | <p>Staff to supervise</p> | <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. Each bubble will have a designated toilet for them Wash hands and use paper towels in the classroom to minimise blockages 09/11/20 Continue to discuss the correct hand washing procedure with the children for at least 20 seconds. Children to use assigned toilets according to their year group bubble.</p> <p>From 13/01/21- 3 toilets to be allocated to each Nursery bubble and 2 to the Reception bubble- marked with coloured circles. Staff continue to clean toilets after every use and make sure that strict hand washing routines are in place.</p> |

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| | | | | | Refer to intimate care policy- PPE must be worn when changing nappies or when changing a child who is soiled, wet or unwell. |
| i. | PLAYGROUNDS/ PLAY PROVISION | <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 13/01/21 in line with new guidance in preparation for the reopening of Nursery.</p> | | | <p>Reading shelters can be used. Bikes and scooters can be used but 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. Playground accessed in small bubbles. Equipment cleaned as above.</p> <p>From 13/01/21- Outdoor equipment such as bikes and cars should be cleaned after use by each bubble, in preparation for the next bubble.</p> <p>Outdoor sandpit to be closed to avoid use across bubbles. Outdoor water trays can still be used but water must be replaced by each bubble before use.</p> <p>Any resources taken outside eg. balls/ plastic toys should be wiped after each use in preparation for use by the next bubble. Alternatively, each bubble is to have separate play equipment which can be taken outside and brought back in after use.</p> |
| i. | CORRIDOR MOVEMENT | <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> <p>Updated 13/01/21 in line with new guidance in preparation for the reopening of Nursery.</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. 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.</p> |

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| | | | | | <p>From 13/01/21- Nursery children will access the dining room at 11.15am via the main corridor with the supervision of their teachers. At this time they will not come into contact with other year groups.</p> |
| i. | <p>LUNCH TIME PROVISION</p> | <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 13/01/21 in line with new guidance in preparation for the reopening of Nursery.</p> | <p>Staff to supervise</p> | | <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.</p> <p>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. Maintain staggered lunch times, social distancing and thorough cleaning after each sitting.</p> <p>From 13/01/21-Nursery to have their dinner in the dining hall at 11.15am daily. Staff to leave a gap between taking each bubble down to the dining hall to avoid contact as much as possible. Each bubble to sit either side of the barrier. Children to be spaced out and sat with 6 children on a table of 12 (zigzag) Staff to serve dinners to children. Nursery to return to their classrooms via the main corridor (slightly</p> |

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| | | | | <p>staggered to avoid Nursery bubbles crossing over)</p> <p>Lunchtime supervision and staff dinners: KT and OS- Daisies KT-11.15-11.45am lunch while children in the hall OS- 11.45-12.15 KT to call for assistance if needed whilst OS in having lunch.</p> <p>Poppies- TC and DM/AS (DM 8.30-11.45am in classroom and AS remote learning- Cuckoos) TC 12.00-12.30pm lunch (DM and AS with children) DM 12.30-1pm lunch before starting remote learning in the cuckoos AS 11.15-11.45am lunch whilst children in the dining hall then in the classroom with TC- PM.</p> |
| k. | <p>END OF THE DAY ARRANGEMENTS - PUPILS</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</p> <p>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 13/01/21 in line with new guidance in preparation for the reopening of Nursery.</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 – 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> |

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| | | | | <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.</p> <p>From 13/01/21- Nursery parents will be asked to line up at their allocated door:- Poppies- Nursery classroom door Daisies- Green door on Reception playground. Social distancing must be observed. A Brookes to set up stations. Home time 2.50pm</p> |
| k. | | | | |
| i. | STAFF ROOM | <p>Need to Social Distancing 2 metres (6ft) apart Hand washing facilities available Adequate cleaning products available</p> <p>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 13/01/21 in line with new guidance in preparation for the reopening of Nursery.</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 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. 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</p> |

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| | | | | <p>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 Staff room- N Y2 Y3 Y5 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.</p> <p>From 13/01/21- Nursery staff to continue to have lunch in the Staffroom. Staffroom will also be used by staff in Y1, Y3 and Y5. Staff must continue to adhere to social distancing, cleaning and face covering guidance as outlined above.</p> |
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