

# 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.

## 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>M Colclough</b>	<b>Job title</b>	Head of Support Services	<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>	Gill Howell	<b>Date</b>	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.*

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)  <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>            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</p>	Amber until we try on Monday. 4 SLT outside at gate to guide and support pupils and parents		<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></p>
i.	<b>ARRIVAL AT SCHOOL PUPILS</b>	<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>Stagger arrival of groups of parents/pupils            Y6 + Y5 - 8.50am,            Y4 + 3 - 9.00am,            Y2, Y1 ,Rec - 9.15am            Nursery will be following an induction timetable.            Cloakroom access staggered according to Year Group.            Face coverings to be removed prior to entering the building and pupils should place them in a plastic bag to take home with them.            Pupils to be in uniform each day.            On days pupils have PE then PE kit to be worn to school.</p>

		03/07/2020 Reviewed for whole school opening – staggered start times reviewed.		<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><b>From 04/07/2020 Staff - Where 2m social distancing can be maintained this should be continued, if not mitigating measures are face shield/ masks.</b></p>
i.	<b>ARRIVAL AT SCHOOL STAFF</b>	<p>Need to Social Distancing 2 metres (6ft) apart.</p> <p>Pedestrian gates are open during arrival times and no touch access by parent/pupils is necessary at this point.</p> <p>Main access doors are fob access controlled.</p> <p>Inventory in system in use.</p> <p><b>Updated 29/06/2020 in line with new rules regarding social distancing – active from 04/07/2020</b></p>		<p>Staff to observe social distancing rules - no car sharing</p> <p>Face coverings to be removed prior to entering the building and staff should place them in a plastic bag to take home with them.</p> <p>Staff drive into car park spaces and reverse out.</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> <p><b>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.</b></p>
v.	<b>CLASSROOMS</b>	<p>Need to Social Distancing 2 metres (6ft) apart</p> <p>Limited space in classrooms</p> <p>Desks/chairs close together</p> <p>Central classroom resources (Pencil/Books etc.)</p> <p>Opening and closing of classroom doors</p> <p>Soap available in all classrooms</p> <p>Use of classroom taps and sinks</p> <p>Tissues available in every classroom</p> <p>Possible limited number of staff due to illness</p> <p><b>Updated 29/06/2020 in line with new rules regarding social distancing – active from 04/07/2020 – no change for pupils at</b></p>		<p>Pupils and staff to observe social distancing rules</p> <p>Year group bubbles in place and no mixing between year groups.</p> <p>Ensure each pupil has own resources</p> <p>Any child displaying symptoms of being unwell to be taken to isolation immediately</p> <p>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.</p>

		<p>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>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. From September 2020 Year group bubbles introduced. Desks to face forward and pupils to sit in rows</p>
/.	<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>Each bubble will have a designated toilet for them</p> <p>Wash hands and use paper towels in the classroom to minimise blockages</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>Ensure social distancing is observed</p> <p>Female staff to use male and female staff toilets. Male staff to use disabled/visitor toilet only. 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>
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>Updated 29/06/2020 in line with new rules regarding social distancing – active from 04/07/2020</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>Staff to be minimum 1m apart</p> <p>Face shield/ masks are available and can be worn</p> <p>Staff sit facing away from each other – no staff to sit face to face</p> <p>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)</p> <p>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.</p> <p>Allocated desk, phone and stationery per person – no sharing of resources or using another person's phone.</p>



					<p>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.</p> <p>No entrance to non-essential visitors to school – essential visitors for meeting to follow Community Room guidance.</p> <p>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</p> <p>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.</p> <p>AB to use allocated desk.</p> <p>Tray for paperwork correspondence from parents or external contacts, placed in tray and then actioned the next day.</p> <p>Post – in tray and passed to Lou.</p> <p>Office to contact parents if required due to pupil illness etc.</p> <p>Office communication to staff by email in the first instance unless an emergency.</p> <p>Radios to be used – Office, SLT, AB and Year 1 for communication.</p> <p>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> <p><b>Ensure ventilation system is on when office is occupied and windows open where possible.</b></p>
i.	<b>PLAYGROUNDS/ PLAY PROVISION</b>	<p>Need to Social Distancing 2 metres (6ft) apart</p> <p>Pupils forget to maintain social distancing</p> <p>Pupils line up at the end of breaks</p> <p>Fixed outdoor play equipment</p> <p>Possible limited number of staff due to illness</p>	1-7 ratio		<p>Stagger Playtimes</p> <p>Not use fixed play equipment e.g. climbing, trim trails, Reception climbing apparatus etc. – AB taping off.</p> <p>Play is allowed within their group – no contact play.</p> <p>Reading shelters can be used.</p> <p>Bikes and scooters can be used – need to be cleaned regularly</p> <p>Follow year group procedures for end of break.</p> <p>Spray and wipe benches after use.</p>
k.	<b>CORRIDOR MOVEMENT</b>	<p>Need to Social Distancing 2 metres (6ft) apart</p> <p>Pupils forget to maintain social distancing</p> <p>Corridors too narrow and small for whole school population</p>	Should be no unsupervised movement		<p>Mark out 2 metres on floor</p> <p>Staff to remind pupils of social distancing at all times</p> <p>Reduce pupil/staff numbers</p> <p>Mark 2 metres on corridors</p>

					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
k.	<b>LUNCH TIME PROVISION</b>	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	Staff to supervise		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.
i.	<b>END OF THE DAY ARRANGEMENTS - PUPILS</b>	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	AB to supervise		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.
i.	<b>CONTRACTORS</b>	Need to Social Distance 2 metres (6ft) apart Access to school sites throughout school day			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.

i.	<b>STAFF ROOM</b>	Need to Social Distancing 2 metres (6ft) apart Hand washing facilities available Adequate cleaning products available	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>
v.	<b>COMMUNITY ROOM</b>	Need to Social Distancing 2 metres (6ft) apart Hand washing facilities available Adequate cleaning products available			<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 Visitors must confirm that they have no symptoms before admittance 2m still in operation in community room as meetings usually necessitate face to face discussions – if less than 2m then PPE to be worn.</p>
v.	<b>GLASS ROOM</b>	Need to Social Distancing 2 metres (6ft) apart			To be used as an isolation room only

	<b>Isolation Room</b>				<p>PPE – face masks, gloves and shields to be available in there</p> <p>Seating reduced to ensure social distancing is adhered to</p> <p>Door to be locked when not in use</p> <p>Staff member to stay with unwell pupils until parent/carer arrive</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>Soft furnishings removed.</p> <p>Door signage to alert that the room is in use</p> <p>Thermometer stored in this room.</p>
i.	<b>THE NEST</b>	<p>Need to Social Distancing 2 metres (6ft) apart</p> <p>Hand washing facilities available</p> <p>Adequate cleaning products available</p> <p>Toilet and wash facilities are available</p> <p>Drink making facilities are available</p>			<p>Booking system to be used for this room for allocated provision for pupil use – small group work – HS to manage</p> <p>Seating ensuring social distancing in place</p> <p>Staff to use their own thermos mug, cutlery, crockery etc, wash and take home after room use</p> <p>School provided utensils not to be used and school supplies cupboards will be taped off</p> <p>Any food prep for lunch must be done externally and not prepared on work surfaces in The Nest</p> <p>Ensure any surfaces you have touched are wiped with anti-bac after use</p> <p>Explicit reinforcement of hygiene rules</p> <p>Microwave can still be used but must be wiped with antibacterial wipes before and after use – especially handle.</p> <p>21 13.</p>
	<b>BAME and Vulnerable Updated 29/06/2020</b>	Evidence outlines higher risk to staff in the BAME category.			<p>Individual risk assessments to be completed by staff by Thursday 29/06/2020.</p> <p>These are then to be reviewed by LI and MC.</p> <p>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.</p> <p>Individual RA to be completed in September in relation to any possible new guidance.</p>
	<b>ILLNESS/ACCIDENTS</b>	<p>Accidents need to be recorded in the accident book, stored in the school office.</p> <p>Children who are ill need to be sent home, calls made from the office.</p>	Systems in place		<p>If an accident happens the treatment should be within the vicinity of the bubble.</p> <p>Details of accidents to be entered onto the relevant weekly folder, Covid 19 provision</p>

		Ice packs need to be accessed in the event of an accident.			<p>documents – Accident forms, on Office Shared 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>
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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			<p>Support children when needed within the year group bubble you are placed.</p> <p>Maintain regular hand washing and sanitising</p> <p>Adult to use own equipment, not touching children's individual equipment.</p> <p>Where possible adult to sit at the edge of the room/table to allow stepping back when needed.</p> <p>Adult may wear face shield if needed.</p>
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.			<p>Adults must only take children from the same year group bubble – no mixing of year groups.</p> <p>Table / learning area used must be thoroughly cleaned before and after each group session</p> <p>Groups must only be taken to designated intervention areas for that year group</p> <p>Intervention groups must be collected by the adult, who will stand outside the classroom and lead them to the intervention table.</p> <p>Children must bring their own equipment for the intervention group</p> <p>Only take groups that can sit comfortably around the table in use – no overcrowding.</p> <p>Adult may wear face shield if needed.</p> <p>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.</p>

c.	Supporting children with SEMH needs	<p>Some children cannot sustain sitting still for an extended period of time.</p> <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>Where ever possible encourage children to remain in the classroom by providing a 'calm 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 a 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	Some children may not be fully toilet trained, Some children may have become dependent on adult support in the bathroom during lock down.			Encourage as much independence as possible through verbal support, positive instruction and praise. 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.