

**Whole school risk assessment – Keyworth Primary School (September 2020)**

Risk	Action	How this looks in practice
<b>To ensure staff are informed and consulted</b>	<ul style="list-style-type: none"> <li>➤ Risk assessment shared with all staff and feedback welcomed.</li> <li>➤ Staff to receive information on health and safety.</li> <li>➤ Creation of updated <i>Staff Guidelines</i> and individual school plans.</li> </ul>	<p align="center"><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Every staff member will be provided with a copy of this risk assessment and subsequent supporting documents.</li> <li>• It is each staff member’s individual duty to ensure that they have read this document and any subsequent documents provided by senior leaders.</li> <li>• If any staff member requires further support in understanding this document or others provided, they will speak to a senior leader immediately.</li> <li>• Training will be provided to staff through an INSET in small groups, detailing and discussing the risk assessment and guidelines.</li> <li>• Staff to be reminded of government guidance regarding keeping safe at this time and the expectation that they are following it. The following link and any other subsequent updates will be sent to staff via email and saved in the staff shared area: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• All elements of the risk assessment to be reviewed regularly by senior leaders in collaboration with staff.</li> </ul>
<b>To ensure social/physical distancing amongst the adults</b>	<ul style="list-style-type: none"> <li>➤ No more than 6 staff members in the staffroom ensuring they are 1 metre plus apart, where possible.</li> <li>➤ Staff to remain in their own year group classrooms/spaces.</li> <li>➤ Adults to be especially mindful of hygiene standards in adult shared areas.</li> <li>➤ The office is not to be used by any staff member other than office staff (or senior leaders/IT support, if necessary).</li> <li>➤ Staff do not need to sign in and out each day via the school office.</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered break and lunch times for staff (staff will be given a daily timetable). If a staffroom is full, staff must take personal responsibility for not entering. Staff can use their own year group classrooms/areas for lunch if they are free.</li> <li>• Staff who are based in a year group should remain in the areas designated to the year group and not move between classes/areas. Staff should adhere to the markings and one-way systems displayed throughout the school.</li> <li>• Staff to communicate any queries or concerns with senior leaders via email.</li> <li>• Staff do not need to sign in and out each day, but must enter the school site via either Gaza Street or Faunce Street gates. All staff must ensure that they have tapped in using their fob at one of these gates on arrival and when departing.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Adults to remain 1 metre plus apart, where possible.</li> <li>➤ Where possible, meetings to be conducted outside or in larger spaces.</li> <li>➤ Staff to email senior leaders with suggestions or concerns once school is operational.</li> </ul>	<ul style="list-style-type: none"> <li>● Any dishware or cutlery used by staff must be immediately put into the dishwasher to be washed.</li> <li>● Staff to ensure that any area that they use is left clean.</li> <li>● If staff need to contact the school office, this should be done so via email or by using the internal phone system.</li> <li>● Cleaning materials provided in classrooms and communal areas.</li> </ul>
<p><b>To ensure staff and pupil safety</b></p>	<ul style="list-style-type: none"> <li>➤ Staff to only wear PPE if it is regularly changed and in-line with government guidance, unless for some - self supplied (other than for some first aid and intimate care).</li> <li>➤ Government guidance only recommends use of PPE for staff who have physical contact with children.</li> <li>➤ PPE provided by school to carry out intimate care duties.</li> <li>➤ Staff and children to receive training on school procedures.</li> <li>➤ Vulnerable groups to be considered for adjusted roles or for additional protective measures.</li> </ul>	<ul style="list-style-type: none"> <li>● Normal procedures for intimate care to be followed – use of disposable gloves, masks and aprons.</li> <li>● All minor first aid (e.g. putting cold compress on a cut, using an ice pack) will be managed by the children with staff supervising from a 2-metre distance.</li> <li>● Disposable gloves to be used for any first aid that requires physical contact.</li> <li>● Wherever possible, application of eczema cream, sun cream and similar will be administered by the parent before the school day starts. Any necessary reapplication during the day will be done by the child under supervision if possible. If an adult needs to apply cream, gloves, a mask and an apron will be worn.</li> <li>● Staff must ensure that the office is informed immediately, or as immediately as possible, of all injuries or incidents of first aid being provided that would normally be recorded in the first aid book.</li> <li>● Asthma pumps and other medication that does not need to be refrigerated will be kept in the child’s classroom for easy access.</li> <li>● Children who display any symptoms of illness at home should not be sent to school. Any children displaying symptoms in school will be isolated and then sent home.</li> <li>● Pregnant women to be given roles which allow further social/physical distancing.</li> <li>● All high-risk groups, including BAME and those who are pregnant, can wear full PPE at all times if desired.</li> <li>● Staff to receive training through INSET in relation to the risk assessment and updated school procedures.</li> <li>● When children return to school, they will be shown the new school procedures and any changes made to school expectations.</li> </ul>

- Any PPE used must be disposed of safely and appropriately.

### Parents/Carers

<p><b>To ensure parents and carers are well-informed</b></p>	<ul style="list-style-type: none"> <li>➤ Information sheets shared with parents regarding pick up and drop off - to be updated.</li> <li>➤ Information shared on school-based actions so they can prepare their children – to be updated.</li> </ul>	<ul style="list-style-type: none"> <li>• A letter will be sent to parents/carers detailing the measures we are taking.</li> <li>• Parents/carers to be asked to adhere to government guidance e.g. social/physical distancing.</li> <li>• Copies of the parent information sheets will be emailed to all staff and posted at the main building staffroom so that every staff member is aware of what has been communicated to parents. A folder has been created on the staff shared network with all relevant documents saved for staff reference.</li> </ul>
<p><b>To limit large numbers of pupils/parents arriving/leaving school at the same time</b></p>	<ul style="list-style-type: none"> <li>➤ Year groups to have designated arrival and leaving slots:            Little Stars Nursery to arrive at 8:55 and leave at 11:55            Nursery to arrive at 8:45 and leave at 3:15            Reception to arrive at 9:00 and leave at 3:30            Year 1 to arrive at 8:45 and leave at 3:15            Year 2 to arrive at 9:00 and leave at 3:30            Year 3 to arrive at 9:00 and leave at 3:30            Year 4 to arrive at 8:45 and leave at 3:15            Year 5 to arrive at 8:45 and leave at 3:15            Year 6 to arrive at 8:30 and leave at 3:00.</li> <li>➤ Siblings should arrive to school via their designated gates and at their designated times.</li> <li>➤ Children to access school via different gates.</li> <li>➤ Breakfast Club will be made available.</li> <li>➤ ASC for Reception to Year 5 (subject to review).</li> <li>➤ Parents/carers encouraged to walk or cycle to school.</li> <li>➤ Parents/carers to be requested to queue 1 metre plus apart when dropping off and picking up their children. There should be no loitering near school.</li> </ul>	<ul style="list-style-type: none"> <li>• Senior leaders will be present at all school gates to coordinate arrivals and exits and supervise social/physical distancing amongst parents.</li> <li>• Support Staff will be in the playgrounds to direct children to their allocated routes to their classrooms.</li> <li>• Teachers will be based in their allocated classroom/area ready to greet children.</li> <li>• Support staff will supervise children washing their hands on arrival to school.</li> <li>• Staff supporting individual SEND children will collect child at an identified gate. Parents will not enter the school site. This will be coordinated by Kristin.</li> <li>• Parents/carers should drop-off and collect their children at the gates and times designated to each year group. This will mean that parents/carers will need to walk round to different gates. This is to avoid groups of children mixing when arriving to and departing from school. Only in exceptional circumstances will the school consider alternative arrangements.</li> <li>• Parents/carers will be informed of these arrangements.</li> <li>• Premises staff will ensure that any contractors who have to enter the school are provided with a code of conduct/risk assessment which is explained to them. Where possible, contractors will be asked to come after 3:30.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Encourage only 1 adult to drop children off and pick up.</li> </ul>	
<p><b>To allow no non staff onto the school premises unless essential</b></p>	<ul style="list-style-type: none"> <li>➤ Parents/carers to drop children at designated gates - see individual school plans.</li> <li>➤ No outside adults permitted onto school grounds unless necessary.</li> <li>➤ Markings on floor and posters displayed to tell parents/carers not to cross.</li> <li>➤ No face-to-face access for parents with any school staff including the office - except safeguarding concerns.</li> <li>➤ Contractors to be given clear instructions upon arrival - where possible arrive after 3:30. If this is not possible, visitors can only enter school by appointment.</li> </ul>	<ul style="list-style-type: none"> <li>• Senior leaders will be present at all school gates to coordinate arrivals and exits and supervise social/physical distancing amongst parents.</li> <li>• Staff supporting individual SEND children will collect child at an identified gate. Parents will not enter the school site. This will be coordinated by Kristin.</li> <li>• At home time, pods will be taken to their allocated gates. They will leave classrooms at staggered times to reduce numbers in corridors. They will be lined up as far apart as possible. A member of the senior leadership team will be on hand to support handover.</li> <li>• Parents will be directed to the office email address and/or the main school phone number to communicate with staff. Safeguarding concerns must still be reported immediately using normal procedures.</li> <li>• The school office will be responsible for ensuring that no parents or visitors enter the school site via Faunce Street gate during the day, without having an appointment.</li> <li>• A <i>risk assessment</i> will be given to visitors to the school site.</li> </ul>
<b>Children</b>		
<p><b>To facilitate children in year group pods to reduce mixing</b></p>	<ul style="list-style-type: none"> <li>➤ See individual school plans.</li> <li>➤ Furniture reconfigured in classrooms to ensure all children are facing the front in rows (except EYFS and Year 1).</li> <li>➤ All resources can be used, as necessary.</li> <li>➤ Children to remain only with their year group pods for learning, playing and eating.</li> <li>➤ Staff to remain within year group pods.</li> </ul>	<ul style="list-style-type: none"> <li>• Playgrounds are to be divided so that groups of children do not mix.</li> <li>• Fixed playground equipment can be used, but by one year group pod each day i.e. climbing apparatus. Equipment should be cleaned each day after use.</li> <li>• Lunchtimes and playtimes will be staggered.</li> <li>• Children in Years 2-6 will face the same way during lessons and teachers will be at a 1 metre plus distance when teaching. When circulating the classroom, teachers/support staff are to provide assistance by standing behind a child.</li> <li>• For individual and frequently used equipment, such as pens and pencils, staff and pupils should have their own items and not shared (this is not necessary for children in EYFS or Year 1).</li> <li>• Classroom based resources such as books and games can be shared across the year group pod, but these should be cleaned regularly, along with all frequently touched surfaces. Where possible and as appropriate so not to impact on learning, avoid using too many resources that make meeting the cleaning requirements difficult to maintain.</li> </ul>

		<ul style="list-style-type: none"> <li>• Premises staff will ensure physical spaces meet health and safety requirements.</li> <li>• Lawrence will review health and safety in-line with the appropriate government guidelines.</li> </ul>
<b>Where possible to implement social/physical distancing measures</b>	<ul style="list-style-type: none"> <li>➤ Parents/carers sent guidelines on social/physical distancing and hygiene (e-bug) to prepare their children.</li> <li>➤ Signs explaining social/physical distancing displayed around school building.</li> <li>➤ Interventions will take place within a year group pod.</li> <li>➤ Designated times throughout the day for each class to wash hands to avoid lots of children at facilities at same time - see individual school timetables.</li> <li>➤ School trips can only take place in the local area and without the use of public transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided to parents and children. These will be emailed to all staff and available in school.</li> <li>• Signs prepared prior to re-opening, and posted around school by site staff.</li> <li>• Corridors will have taped walkways to help people adhere to social distancing.</li> <li>• Hand washing timetable being created by senior leaders and given to all staff.</li> <li>• More than one child at a time can access the toilets, but staff should supervise to avoid over-crowding. Different year groups do not need to be allocated their own toilet block but regularly monitoring and cleaning of facilities needs to take place.</li> </ul>
<b>To ensure levels of social/physical distancing over lunchtime/playtimes</b>	<ul style="list-style-type: none"> <li>➤ Kitchen to prepare hot food for all children in the Early Years and KS1 each day. Two year groups in KS2 will be provided with hot food and two year groups in KS2 will be provided with cold food each day (to be reviewed).</li> <li>➤ Children to face the same direction when eating.</li> <li>➤ List of children with medical needs and food allergies given to adults in KS2 pods and lunchtime staff.</li> <li>➤ Year groups to play in designated play areas – see individual school plans.</li> <li>➤ Staggered playtimes and lunchtimes - see individual school plans.</li> <li>➤ No assemblies or gatherings where year group pods mix.</li> </ul>	<ul style="list-style-type: none"> <li>• Over a two-week period, children in KS2 will be served 5 hot lunches and 5 cold lunches. Cold lunches will be eaten in the children’s classrooms with meal supervisors being designated to particular year groups.</li> <li>• Senior leaders will support the catering team and meal supervisors in ensuring the hall layout and systems adhere to social/physical distancing and other governmental guidelines.</li> <li>• Staff will be provided with individual instructions on their designated group and daily timetable by their phase leaders.</li> <li>• If children bring their own packed lunch this will be stored on their peg and handled only by the child it belongs to. Parents have been informed that packed lunch containers must be thoroughly washed each day.</li> <li>• During lunch service, staff are to ensure that tables are cleaned between sittings. A cleaning station is to be set up and the office informed immediately if cleaning supplies are running low.</li> <li>• Year groups to have own box of equipment.</li> </ul>

		<ul style="list-style-type: none"> <li>• Climbing frames can be used but only by one year group pod each day. Climbing equipment is to be cleaned daily.</li> <li>• Updated medical info, including allergy info, to be sent to all staff via email.</li> </ul>
<b>To ensure safe movement around the school</b>	<ul style="list-style-type: none"> <li>➤ See individual school plans.</li> <li>➤ Lanes created.</li> <li>➤ Designated entry and exit points to school building.</li> <li>➤ Staggered timings.</li> </ul>	<ul style="list-style-type: none"> <li>• See above sections on signage, staggered timings, individual timetables.</li> <li>• Walking lanes are to be used with all children and adults expected to stay in their lanes and adhere to 1 metre plus social/physical distancing, where possible. Arrows on the floor will support this.</li> <li>• Staggered timings throughout the day to reduce congestion.</li> </ul>
<b>To ensure individual risks are identified for children with EHCP</b>	<ul style="list-style-type: none"> <li>➤ Individual risk assessments and transition arrangements completed if necessary and shared with all relevant staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessments for EHCP children created by the Inclusion Manager, to be shared with relevant staff and families. If there are concerns in relation to the safety of a child or staff once a risk assessment has been completed, additional adaptations will need to be made, where possible, and/or the <i>Local Authority</i> will need to be contacted for additional guidance and support.</li> <li>• Students with medical needs – office staff to ensure that any child with expired medicine brings in new in-date medicine before they are allowed to return to school and are proactive in relation to contacting parents/carers about medicines expiring in the near future.</li> </ul>
<b>To ensure levels of social/physical distancing at Breakfast Club</b>	<ul style="list-style-type: none"> <li>➤ Children to arrive at Breakfast Club by no later than 8:30am via Faunce Street gate and not via the school office.</li> <li>➤ Children to wash their hands when arriving at Breakfast Club.</li> <li>➤ Individual year group tables.</li> <li>➤ Staff to manage the children safely collecting their breakfast items and clearing away utensils.</li> <li>➤ Hand sanitiser provided and a cleaning station created.</li> <li>➤ See Breakfast Club plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Senior leaders will support Breakfast Club staff in ensuring that systems adhere to social/physical distancing and other government guidelines.</li> <li>• Queries about Breakfast Club operations are to be directed to senior leaders.</li> <li>• Children are to sit in year group tables and face the same direction, where possible.</li> <li>• Individual year group trays should be provided with pens/paper/activities for the children to complete.</li> <li>• Staff to ensure that there is hand sanitiser and cleaning products available. The school office should be contacted immediately when supplies are low.</li> <li>• Staff to ensure that a daily register is in place and this communicated with the school office.</li> </ul>
<b>To ensure levels of social/physical distancing at ASC</b>	<ul style="list-style-type: none"> <li>➤ Selected year groups able to attend – Reception to Year 5 (at Keyworth – Crampton is different).</li> <li>➤ ASC to be split over two school sites to ensure there is no mixing of children across schools.</li> </ul>	<ul style="list-style-type: none"> <li>• ASC staff to adhere to the health and safety guidelines as listed in this document and individual school plans.</li> <li>• Queries about ASC to be directed to the ASC Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ ASC staff are to collect children in Reception only. School staff are to ensure that children arrive safely and promptly to ASC at the end of each day.</li> <li>➤ Children to remain in year group pods, where possible, with one member of staff designated to each group.</li> <li>➤ Parents/carers to be encouraged to collect their child/children at an allotted time, where possible.</li> <li>➤ Children to wash their hands when arriving at ASC.</li> <li>➤ Hand sanitiser provided and a cleaning station created.</li> <li>➤ See ASC plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Senior leaders will support the ASC Manager in ensuring that systems adhere to social/physical distancing and other governmental guidelines.</li> <li>• Activities to be largely completed outside, if possible, and/or in larger spaces.</li> <li>• Staff to ensure that there is hand sanitiser and cleaning products available. The ASC Manager should be contacted immediately when supplies are low.</li> <li>• The ASC Manager will communicate with parents/carers the ASC systems and expectations.</li> <li>• Parents/carers are encouraged to collect the child/children after 5:30, where possible, and/or inform ASC staff of their expected time of arrival if not.</li> </ul>
<b>Limiting virus transmission</b>		
<p><b>To ensure hygiene standards are adhered to</b></p>	<ul style="list-style-type: none"> <li>➤ Hand sanitiser and antibacterial spray available in each classroom.</li> <li>➤ TAs/teachers to wear gloves to clean surfaces regularly.</li> <li>➤ Staff to wear gloves when marking.</li> <li>➤ Regular cleaning of surfaces/door handles/light switches throughout the day.</li> <li>➤ Toilets to be cleaned throughout the day.</li> <li>➤ Soft furnishings will be minimised.</li> <li>➤ Children regularly reminded of expectations around washing hands/coughing /tissues.</li> <li>➤ Staff will not be able to apply sunscreen – parents/carers need to do so before school.</li> </ul>	<ul style="list-style-type: none"> <li>• Office to order cleaning and sanitising supplies for each class.</li> <li>• Premises staff responsible for re-stocking, as necessary.</li> <li>• School staff responsible for immediately reporting to premises staff/school office where cleaning and sanitation products are not available/running low.</li> <li>• Handwashing timetable and staff expectations around maintaining hygiene in areas to be created.</li> <li>• When marking children’s books, staff should wear gloves. Children’s books should not be taken home to mark.</li> <li>• Premises staff to ensure that toilets are cleaned at regular intervals throughout the day and on top of any other daily cleaning arrangements.</li> <li>• When children return from being outside/PE, they should wash their hands before sitting at their tables.</li> <li>• Classroom and premises staff are to complete a daily risk assessment.</li> <li>• Premises Manager to conduct a health and safety audit in-line with appropriate guidelines.</li> </ul>

<p><b>To ensure there are safe practices around intimate care/first aid</b></p>	<ul style="list-style-type: none"> <li>➤ Normal procedures will be followed but staff will have option to wear further PPE (self-supplied).</li> <li>➤ Where possible, children encouraged to administer own first aid for minor injuries.</li> <li>➤ Adults to wear gloves when administering first aid that requires physical contact - provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Normal procedures for intimate care to be followed – use of disposable gloves, masks and aprons.</li> <li>• All minor first aid (e.g. putting cold compress on a cut, using an ice pack) will be managed by the children, where possible and appropriate, with staff supervising from a 1 metre plus distance.</li> <li>• Disposable gloves to be used for any first aid that requires physical contact. Staff may wear additional PPE for administering first aid if they choose to do so.</li> <li>• Staff must ensure that the office is informed immediately, or as immediately as possible, of all injuries or incidents of first aid being provided that would normally be recorded in the first aid book.</li> <li>• Any PPE used must be disposed of safely and appropriately.</li> </ul>
<p><b>To ensure that safe practices are adhered to if a child/adult is suspected of having COVID</b></p>	<ul style="list-style-type: none"> <li>➤ Staff all informed of symptoms of Covid-19, including newly recognised symptoms - loss of smell and taste.</li> <li>➤ Child/adult immediately removed from others and adult dealing with situation to wear PPE, if a distance of 2 metres cannot be maintained.</li> <li>➤ If diagnosis confirmed, all staff who have come into contact to be tested.</li> <li>➤ Wider community informed of confirmed case.</li> <li>➤ Parents/carers to be reminded not to send children who are displaying symptoms or if they have symptoms themselves.</li> <li>➤ Parents/carers and staff to be reminded that they need to be ready and willing to book a test, share details of others they have been in close proximity to and follow government self-isolation guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Symptoms to look out for shared with staff at INSET.</li> <li>• Child exhibiting symptoms will be removed from others to await collection. They will be isolated in a designated ‘isolation room’ where a window can be opened. Where possible, the staff member from their pod will supervise from outside the room. If the child is too young for this the staff member will maintain a safe distance and wear PPE. Only one child at a time will use the room and it will be cleaned between uses. If it is in use when needed by another child then an empty classroom will be used.</li> <li>• Thermometers will be provided in the sick bay.</li> <li>• Office to call parents/carers to arrange immediate collection and seek medical treatment. Parents/carers to be strongly encouraged to organise for their child to take a coronavirus test.</li> </ul> <p><u>Government guidelines in italics</u></p> <ul style="list-style-type: none"> <li>• <i>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test).</i></li> <li>• <i>If someone develops coronavirus symptoms, they should go for a test and follow the guidelines listed below. Schools should ask parents/carers and staff to inform them immediately of the results of a coronavirus test.</i></li> </ul>

		<ul style="list-style-type: none"> <li>- <i>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. Other members of their household can stop self-isolating.</i></li> <li>- <i>If someone tests positive, they should follow the guidelines below and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</i> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>• Senior leaders to communicate with staff re: diagnosis. If there is a confirmed case of coronavirus in a year group pod, staff will be instructed to take a test and should not return to work as detailed in the following government guidance: <ul style="list-style-type: none"> <li>- <i>If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus withing the remaining days.</i></li> <li>- <i>If the test result is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Staff should follow the above 'stay at home' guidance.</i></li> </ul> </li> </ul>
<p><b>To reduce transmission rates</b></p>	<ul style="list-style-type: none"> <li>➤ Where possible, undertake learning outside.</li> <li>➤ Soft furnishings can be used but minimised.</li> <li>➤ Climbing frames to be used by one year group pod per day.</li> <li>➤ Playground boxes per year group.</li> <li>➤ The use of book corners is to be monitored by adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Where possible, undertake learning outside or in a large space.</li> <li>• Some internal doors will be propped open to reduce the use of door handles. Fire evacuation procedures to be amended accordingly.</li> <li>• Where possible, teachers should control IWBs from their laptops while teaching. If they need to touch the IWB they should spray and wipe it before the lesson.</li> </ul>

- Staggered movement around the school.
- Children in years 2-6 will be expected to sit in rows. Children to remain at their desk space as much as possible.
- Singing can take place, but preferably in an outside/large space with children facing the same way.
- Windows and doors left open where possible.
- Children in years 2-6 to have individual packs – tray/pencil/pen etc.
- Marking by adults will be undertaken and staff will wear gloves.
- Water fountains can now be used to fill up bottles as they have been altered.
- When circulating the classroom to provide learning feedback, staff should do so by standing behind a child (years 2-6).
- All adults to wear gloves when cleaning.
- Children are allowed to bring a limited number of items to school.
- On PE days, children should wear their PE kits.
- Laptops/iPads to be used within a year group pod.
- Meetings will be less frequently and done virtually, where possible.

- If children are using IWBs, they should be regularly sprayed and wiped as with other resources.
- For individual and very frequently used items such as pens and pencils, staff and children are to have their own items.
- Classroom based resources such as books and games can be shared within a year group pod, but must be cleaned regularly. Where possible and as appropriate so not to impact on learning, avoid using too many resources that make meeting the cleaning requirements difficult to maintain.
- Resources that are shared between year group pods, such as sports, art and science equipment should be cleaned frequently and meticulously. If different year group pods are to use, they should be cleaned and left unused for a period of at least 48 hours (72 hours for plastic).
- Children are able to take reading books home but these should be put in a designated box for a period of at least 48 hours upon return and cleaned if possible.
- Children in years 2-6 will sit in rows facing the same way. They will remain seated at their desk space as much as possible throughout the day.
- Children who are in the Early Years or year 1 will not be expected to maintain social distancing, in-line with government guidelines.
- Children can sing, however staff need to ensure that appropriate social/physical distancing can take place as well as children facing in the same direction. Singing should take place outside or in a large, ventilated area e.g. a hall.
- All outside equipment in the Early Years and year 1 is to be cleaned regularly; bike handles sprayed after each use and sand pit sanitised etc.
- If using playdough/salt dough this should be provided in individual bags to be used by each child.
- Children should all bring in a labelled water bottle which will be kept on their table or in a designated place in the Early Years/year 1. If parents are unable to provide a water bottle a named cup or water bottle will be allocated to the child.
- Children should limit the amount of resources they bring into school from home each day and only bring in essential items e.g. packed lunches, coats,

		<p>and book bags. Mobile phones and scooters/bikes are allowed, but only if necessary and are to be discouraged. During days when children have PE, they can wear their PE kits to school. On other days they should wear their school uniform.</p> <ul style="list-style-type: none"> <li>• P.E. equipment such as balls, hockey sticks, bats etc will be submerged in a bucket of disinfectant after use.</li> <li>• No mixing of designated groups of children throughout the day.</li> <li>• Gloves to be worn by adults when collecting/tidying resources etc.</li> <li>• When marking children’s books, staff should wear gloves. Children’s books should not be taken home to mark.</li> <li>• Children will be able to fill their bottles using the water fountains. They are not allowed to drink directly from the fountains. Fountains and water bottles should be cleaned regularly.</li> <li>• Steam cleaners can be used to enable quick cleaning of resources during and after sessions.</li> <li>• Any lost property will be picked up by staff wearing gloves and returned to its owner if possible. If this is not possible it will be washed/cleaned before being placed in the lost property storage area.</li> <li>• Staff should try to maintain a 2-metre distance from other staff, where possible. They should also try to reduce the amount of time they spend in close contact with individual children or other staff members.</li> <li>• Laptops/iPads are to be used across a year group pod. If this is not possible, 48 hours should be left between uses and/or resources cleaned thoroughly prior to a different year group pod using them.</li> <li>• Briefings, staff and phase meetings will be completed online, where possible, through email and video streaming programmes.</li> </ul>
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**Wellbeing**

<p><b>To manage anxiety for both adults and children</b></p>	<ul style="list-style-type: none"> <li>➤ Regular PSHE sessions with children to share their worries.</li> <li>➤ Staff to ensure that they regularly check in with children in relation to any concerns.</li> <li>➤ Staff to be reminded of the language to use if children are not following guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• PSHE lead to provide guidance and resources for regular PSHE sessions.</li> <li>• School staff to use guidance provided (sent via email and attached to this document) to support children who express worries about Covid or the current school situation.</li> <li>• Staff to be aware that colleagues may be anxious and/or vulnerable so need to ensure that they follow guidelines shared by senior leaders.</li> </ul>
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	<ul style="list-style-type: none"> <li>➤ Staff to have training on understanding others' anxieties and vulnerabilities (INSET Day).</li> <li>➤ Adults reminded of safeguarding procedures if children make safeguarding disclosures.</li> <li>➤ Adults to have regular forums to share their concerns both formally and informally.</li> <li>➤ Continued monitoring of risk and, in particular, of vulnerable groups identified by the government guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Normal safeguarding procedures in place; staff to follow regular procedures.</li> <li>• Staff to communicate with senior leaders if they have worries or concerns to discuss, where possible via email.</li> <li>• Staff invited to email senior leaders with any suggestions regarding adaptations to practices.</li> <li>• Where staff are identified as being in a vulnerable group as identified by the government guidelines, they should ensure that senior leaders are aware of this so any additional risk assessments can be completed, as necessary.</li> <li>• Staff to be made aware of counselling/support services available.</li> </ul>
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