



## Coronavirus risk assessment

Assessment conducted by: JR/SC/ESB/GJ/CT/SG	Covered by this assessment: staff, governors, parents, volunteers and visitors	
Date of assessment: 15 <sup>th</sup> November 2021	Review interval: Fortnightly	Date of next review: 29 <sup>th</sup> November 2021

### Related documents

**For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should not close unless advised to do so.**

Area for concern	Recommended controls
Awareness of policies and procedures	<ul style="list-style-type: none"> <li>• All staff, pupils, parents, trustees, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Administering Medicines policy</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'</li> <li>- [Early years settings] DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'</li> <li>- DfE (2021) 'Face coverings in education' Trust Covid-19 Risk assessment</li> <li>- Trust Covid risk assessment</li> <li>- DfE (2021) 'Use of PPE in education, childcare and children's social care'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- DfE – <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings</a></li> <li>- Public Health England</li> <li>- NHS</li> <li>- Department for Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and other measures in place such as continued social distancing arrangements via email and upon entering the building.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell.</li> <li>• GDPR and Data Protection guidelines are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>
Contact with potential or confirmed coronavirus cases	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults do not enter the school premises if:                             <ul style="list-style-type: none"> <li>- They have any symptoms of coronavirus.</li> <li>- They have tested positive for coronavirus in the last 10 days.</li> <li>- They are required to quarantine having recently visited countries outside the Common Travel Area.</li> </ul> </li> <li>• Parents are informed not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms.</li> <li>• Pupils and parents are made aware that pupils under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test.</li> <li>• Staff are made aware that fully vaccinated adults who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated.</li> <li>• Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose.</li> <li>• Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance.</li> <li>• Pupils and parents are made aware that staff should follow the same self-isolation rules as those under 18 until four months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible.</li> <li>• If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> <li>- Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days.</li> <li>- Advised to follow the guidance for households with possible or confirmed coronavirus infection.</li> <li>- Advised to arrange a PCR test as soon as possible.</li> </ul> </li> <li>• Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the Infection Control Policy.</li> <li>• If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care.</li> <li>• PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>• Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises.</li> <li>• Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves.</li> <li>• The school does not routinely take the temperature of pupils.</li> <li>• The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community.</li> </ul>
Face coverings	<ul style="list-style-type: none"> <li>• <b>Staff and visitors wear face coverings when having a significant interaction with other adults within the setting, except when:</b> <ul style="list-style-type: none"> <li>- outside on school premises</li> <li>- eating or drinking</li> <li>- someone is exempt from wearing face coverings</li> <li>- <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-oneand-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-oneand-how-to-make-your-own</a></li> </ul> </li> <li>• <b>Face coverings should be worn by staff in enclosed, unventilated and crowded places</b></li> <li>• Parents are encouraged to wear face coverings when on the school site</li> <li>• In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others.</li> <li>• Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings.</li> <li>• Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately.</li> <li>• Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> <li>- Clean hands before and after touching a face covering.</li> <li>- Store face coverings in individual, sealable plastic bags.</li> <li>- Avoid wearing damp face coverings.</li> </ul> </li> <li>• The school has a contingency supply of face coverings.</li> <li>• Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply.</li> </ul>
PPE	<ul style="list-style-type: none"> <li>• PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn.</li> <li>• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE.</li> <li>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> </ul>
Hand cleaning and respiratory hygiene	<ul style="list-style-type: none"> <li>• Staff, pupils, visitors and contractors are informed that enhanced hygiene practices are in place.</li> <li>• Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> <li>○ Arrival at school</li> <li>○ Return from breaks</li> <li>○ A change in rooms</li> <li>○ Before and after eating</li> </ul> </li> <li>• The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant.</li> <li>• There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser.</li> <li>• Adequate amounts of tissues and bins are available in the relevant areas.</li> <li>• Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate.</li> <li>• Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.</li> <li>• A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</li> <li>• Pupils wash their hands after they have coughed or sneezed.</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> <li>• Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• The <b>site manager</b> creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>- Frequently touched surfaces being cleaned more often than normal.</li> <li>- Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>• All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> <li>• All staff will clean key areas in their classroom or office space regularly – door handles, taps, cloakroom</li> <li>• Additional cleaning expectations are supported by a one page cleaning guide written to highlight key areas of cleaning.</li> </ul>
Social distancing	<ul style="list-style-type: none"> <li>• Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed.</li> <li>• Pupils are informed they no longer need to be separated into bubbles in school.</li> <li>• In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Individuals should limit the amount of equipment they bring but a single school bag is allowed containing hats, coats, writing equipment and books. In additional packed lunchboxes and water bottles are allowed.</li> <li>• Pupils can take reading books home</li> <li>• PE kits must go home to be washed if a child has a positive covid test</li> <li>• If it is absolutely necessary for a child to have a mobile phone, it will be handed in to the class box at the start of the day. Phones are brought in at their own risk. We will not spend time investigating missing phones.</li> <li>• Classroom resources, e.g. books and games, can be shared but should be cleaned regularly.</li> </ul>
Workforce	<ul style="list-style-type: none"> <li>• The <b>headteacher</b> and other relevant members of staff discuss how staffing deployment arrangements may need to be altered to allow for the return of all pupils.</li> <li>• Appropriate support for pupils with SEND remains in place.</li> <li>• Line managers discuss and agree any proposed changes in role or responsibility with members of staff.</li> <li>• The <b>headteacher</b> ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles.</li> <li>• If there are concerns about staffing capacity, the <b>headteacher</b> talks to the CEO</li> <li>• Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual.</li> <li>• The school continues its recruitment processes as normal.</li> </ul>
Heating and ventilation	<ul style="list-style-type: none"> <li>• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens.</li> <li>• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> <li>• The <b>site manager</b> checks that all ventilation systems, are in working order and that there are no blockages present in external or internal vents.</li> <li>• All ventilation systems remain energised in normal operating mode.</li> <li>• Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible.</li> <li>• Where possible, the windows of occupied rooms are open.</li> <li>• In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> <li>- Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>- High level windows are opened in preference to low level to reduce draughts – staff must close these at the end of the day</li> </ul> </li> <li>• Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> </ul>
Testing	<ul style="list-style-type: none"> <li>• Primary age pupils do not undergo testing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff in all education settings are encouraged to test twice weekly at home.</li> <li>• Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home.</li> <li>• Staff and pupils undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home.</li> <li>• Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone.</li> <li>• Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test.</li> <li>• Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test.</li> <li>• Staff, pupils and parents are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms.</li> <li>• Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</li> <li>• Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test.</li> <li>• Individuals are instructed to collect test kits from the designated collection point.</li> <li>• A test kit log is in use and kept up-to-date with the relevant information required.</li> <li>• A test result log is in use and kept up-to-date with the relevant information required.</li> <li>• The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times.</li> </ul>
<p>NHS Test and trace</p>	<ul style="list-style-type: none"> <li>• The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service.</li> <li>• The school makes staff aware that the NHS Test and Trace service will inform staff if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test.</li> <li>• The school continues to work with local HPTs in the event of a school or local outbreak.</li> <li>• Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>- Book a PCR test if they (or their child) display symptoms.</li> <li>- Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>- Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> <li>- Self-isolate if they display symptoms or produce a positive test.</li> </ul> </li> <li>• Anyone in school who displays symptoms is encouraged to get a PCR test.</li> <li>• If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test.</li> <li>• PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C).</li> <li>• The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.</li> <li>• PCR tests are delivered safely and with due regard for transmission risk.</li> <li>• If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> <li>- They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.</li> <li>- They feel well.</li> </ul> </li> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this.</li> <li>• Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.</li> <li>• Individuals who test positive are encouraged to report the result on the NHS Test and Trace app.</li> <li>• If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education.</li> <li>• Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> <li>- They are fully vaccinated.</li> <li>- They are below the age of 18 years and 6 months.</li> <li>- They have taken part in or are currently part of an approved vaccine trial.</li> <li>- They are not able to get vaccinated for medical reasons.</li> </ul> </li> </ul>
Confirmed cases of coronavirus	<ul style="list-style-type: none"> <li>• Parents are informed, of how the school responds to confirmed cases of coronavirus.</li> <li>• Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the <b>headteacher</b> contacts the DfE's dedicated advice service immediately.</li> <li>• The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps.</li> <li>• Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive.</li> <li>• Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• The school informs parents and pupils that attendance is mandatory for all pupils.</li> <li>• Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly.</li> <li>• The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy.</li> <li>• Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> <li>• Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals.</li> <li>• Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils.</li> <li>• The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> <li>• Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school.</li> <li>• The school works the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory.</li> </ul>
Protecting clinically vulnerable individuals	<ul style="list-style-type: none"> <li>• In line with the latest guidance, pupils under the age of 18 who were previously considered to be clinically extremely vulnerable (CEV) are no longer considered CEV.</li> <li>• Previously considered CEV pupils attend on-site school provision as normal unless they have been advised by their medical specialist to isolate due to their medical condition.</li> <li>• Pupils who live with someone who is CEV continue to attend school as normal.</li> <li>• The relevant staff liaise with the parents of pupils whose medical specialist has recommended they isolate to discuss their concerns and the infection control measures in place at the school.</li> <li>• Clinically vulnerable staff continue to attend school provided they follow the school's control measures to minimise the risks of transmission.</li> </ul>

	<ul style="list-style-type: none"> <li>• CEV staff follow the same guidance as their colleagues, but may follow additional precautions outlined by their medical specialist.</li> <li>• Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home.</li> <li>• Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school.</li> <li>• The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• The <b>headteacher</b> ensures that the school can be adequately and safely staffed.</li> <li>• A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees.</li> <li>• Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>• Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach.</li> <li>• The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.</li> <li>• The above principles on protecting pregnant staff also apply to pregnant pupils.</li> <li>• The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time.</li> <li>• The school encourages staff to get the booster vaccination (third jab) and enables these staff members to attend booked vaccination appointments, even during term time.</li> <li>• The school encourages staff to get the flu jab and will provide a pre paid voucher to enable them to do so at no cost.</li> </ul>
Catering	<ul style="list-style-type: none"> <li>• The school's kitchen is fully open and operates within usual legal requirements.</li> <li>• The <b>office manager</b> liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term.</li> <li>• <b>Senior MSA</b> will oversee lunchtime provision where: <ul style="list-style-type: none"> <li>- A normal menu will apply and regular cutlery and plates will be used</li> <li>- Pupils will be asked to wash hands before and after having lunch</li> <li>- Where possible pupils will eat in their class groups</li> <li>- Where possible packed lunches will eat outside</li> </ul> </li> <li>• The <b>SBO</b> liaises with catering providers to ensure the kitchens can remain fully open throughout the term and food is prepared and delivered in line with the DfE's '<a href="#">Guidance for food businesses on coronavirus (COVID-19)</a>'.</li> <li>• FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> <li>- Are self-isolating.</li> <li>- Have symptoms or a positive test result.</li> </ul> </li> <li>• Are not attending as a result of local restrictions advised by the government.</li> </ul>
Remote learning	<ul style="list-style-type: none"> <li>• While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable.</li> <li>• The <b>headteacher</b> ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day.</li> </ul>
Mental health and wellbeing	<ul style="list-style-type: none"> <li>• Staff are vigilant in discerning pupil mental health and report any concerns to the <b>pastoral care leader</b>.</li> <li>• The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</li> <li>• Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> <li>• The <b>headteacher</b> considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety, whilst maintaining the smooth running of the school.</li> <li>• The <b>SLT</b> discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to utilized the risk of stress.</li> </ul>

	<ul style="list-style-type: none"> <li>• Pupils who are new to the school are provided with the appropriate support.</li> <li>• Staff and pupil bereavement is managed in line with specialist outside agencies</li> <li>• Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy.</li> </ul>
Extra-curricular activities and wraparound provision	<ul style="list-style-type: none"> <li>• The school works to resume all before- and after-school educational activities and wraparound childcare for all pupils, where this provision is necessary to support parents to work, attend education and access medical care, and to support pupils' wider education and training.</li> <li>• The <b>headteacher</b> makes sure external providers of wraparound care who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• The <b>DSL</b> liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying.</li> <li>• The <b>DSL and pastoral team</b> ensure that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>• The <b>DSL and pastoral team</b> ensure the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>• The DSL are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to pupils's social care and other agencies.</li> <li>• If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA.</li> </ul>
Behaviour expectations	<ul style="list-style-type: none"> <li>• The school's Behavioural Policy sets out behaviour expectations for pupils. Adhering to social distancing is critical and any pupils who commits serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the headteacher</li> <li>• Expectations are communicated clearly to staff, pupils and parents.</li> <li>• Pupils who are struggling to reengage with school are supported appropriately.</li> <li>• Individual risk assessments will be completed for specific pupils.</li> <li>• Hertfordshire Steps risk management plan will be updated to reflect current behaviour policy.</li> </ul>
Contingency planning	<ul style="list-style-type: none"> <li>• Remote education plans are in place for pupils who are self-isolating or shielding.</li> <li>• The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus.</li> </ul>
Letting the premises	<ul style="list-style-type: none"> <li>• School lettings can resume.</li> <li>• A full and thorough risk assessment is made in relation to all lettings to ensure they can be undertaken safely.</li> </ul>
Educational visits	<ul style="list-style-type: none"> <li>• Educational visits will be conducted in line with the government's system of controls.</li> </ul>
Uniform	<ul style="list-style-type: none"> <li>• The usual rules on school uniform apply -.All pupils will wear the full uniform.</li> <li>• As uniform supplies may be delayed, some discretion will be allowed during the first half-term</li> <li>• PE will be done in school PE kit.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements.</li> <li>• Parents are informed about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li> <li>• Parents and their pupils are encouraged, where possible, to walk or cycle to school.</li> <li>• Staff and volunteers are informed about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>• Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> <li>• All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>• The <b>headteacher</b> liaises with the <b>governing board and trust board</b> about possible arrangements for the school, where necessary.</li> </ul>



	<ul style="list-style-type: none"> <li>• The <b>office manager</b> communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services.</li> <li>• The <b>headteacher</b> informs staff, volunteers, <b>governing board and trust board</b> about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</li> </ul>
<p>Practical measures in early years settings</p>	<ul style="list-style-type: none"> <li>• The setting is not required to arrange pupils and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible.</li> <li>• Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively.</li> <li>• A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting.</li> <li>• An enhanced cleaning schedule is put in place.</li> <li>• Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, in line with the COSHH Policy.</li> <li>• Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed.</li> <li>• Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group.</li> <li>• All items that are laundered are washed in line with government guidance ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes.</li> <li>• Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings.</li> <li>• In line with PHE advice, supervised toothbrushing programmes are re-established using the dry brushing method.</li> <li>• If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care.</li> </ul>