

Rode and Norton School Federation

Risk Assessment for Full Opening of School September 2020 during COVID-19 pandemic

Version 6 -18th Sept

HAZARD: Spread of Covid-19 Coronavirus

Date of Risk Assessment: 25:8:20

Signed (Headteacher):

Signed (Chair of Governors):

This risk assessment (RA) is based on DfE [Guidance for Full Opening: Schools](#)

The System of Controls within this RA is grouped into 'prevention' and 'response to any infection' as set out in the DfE Guidance document:

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, stop 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 school, all the time.

Number 5 'must be properly considered and schools must put in place measures that suit their particular circumstances'. Within our Federation the expectation is that adults and children will maintain social distancing between bubbles **whenever possible**. Within bubbles adults will be encouraged to maintain a social distance from other adults but this expectation will not apply between children or between children and the adults in their bubble. Any adult moving between bubbles must remain socially distant from other adults and children

Number 6 applies in specific circumstances e.g. where a child becomes unwell and a distance of 2m cannot be maintained between them and the adult caring for them. .

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 by calling **DfE Helpline on 0800 046 8687** and select option 1 for dedicated helpline advice.
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.

NB Updated DfE Guidance 28th August 2020 states “Primary school children will not need to wear a face covering. In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear or agree to them wearing face coverings in these circumstances.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

Further guidance on the use of face coverings can be found [here](#)

Part 1: minimising 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

Area of Risk	Controls to minimise risk	Who responsible	Done?
<p>1:1 A child, member of staff or other adult comes into school with coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days</p>	<p>Clear guidance is issued regularly to all staff, other adults coming into school, parents and children via newsletters that they must self-isolate if they have Covid-19 symptoms and must inform school of the reason for their absence. Posters around school give clear instructions. See Appendix 1: Management of Covid-19 in school-age children: Actions for parents & carers</p>	<p>CT Admin Staff</p>	<p>September 2020</p>
<p>1:2 Child or adult develops coronavirus (COVID-19) symptoms, during the day:</p> <p>Symptoms are:-</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. 	<p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they (and any siblings) must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Whilst awaiting collection they will be isolated from others in a well ventilated space e.g. Bandstands if possible. If Bandstand is not possible use Medical Room at Rode & Treehouse at NSP. The area used will be cordoned off , Busy Bees informed & area cleaned once child leaves site. If they need to go to the bathroom whilst awaiting collection a separate bathroom should be used (Treehouse toilet at NSP & Medical Room at Rode . This bathroom will be cordoned off and cleaned before use by anyone else. An adult will supervise at all times. PPE :</p> <ul style="list-style-type: none"> • A face mask should be worn If a 2m distance cannot be maintained, • if contact is needed a mask, gloves and an apron must be worn. • If the child is coughing or vomiting a mask, gloves, apron and eye shield must be worn <p>The member of staff will not need to self-isolate unless they develop Covid-19 symptoms. Everyone must wash hands thoroughly after contact with someone who is unwell.</p>	<p>Bubble Staff / SLT</p>	<p>June 2020</p>

Part 2: clean hands thoroughly more often than usual

Area of Risk	Controls to minimise risk	Who responsible	Done?
2.1 Covid-19 will be transmitted from hand to hand.	<p>A regime of hand cleaning will be implemented during the day and built into school culture for pupils and staff:-</p> <ul style="list-style-type: none"> At drop off time and pick up time hand sanitiser must be used at the entrance to both school and the minibus Children will wash their hands with soap and running water on entry to classroom, when they return from breaks, when they change rooms and before and after eating. <p>Posters will be displayed throughout both schools Supervision will be provided where necessary depending on the age of the children given the risk of ingestion of sanitiser. Skin friendly cleaning wipes can be used as an alternative if needed (Provided by parents or individual staff members) A member of staff will be on duty at drop off and pick up times to supervise where necessary.</p>	<p>Bubble Staff</p> <p>Admin Staff Bubble Staff</p> <p>Parents/staff SLT+</p>	<p>September 2020</p> <p>June 2020 September 2020</p>

Part 3: ensure good respiratory hygiene by promoting the ‘catch it, bin it, stop it’ approach

Area of Risk	Controls to minimise risk	Who responsible	Done?
3.1 Covid-19 will be transmitted through poor respiratory hygiene e.g. sneezing	<p>A regime of ‘catch it, bin it, stop it’ approach will be implemented during the day and built into school culture for pupils and staff:-</p> <ul style="list-style-type: none"> Tissues and bins will be available in all rooms Bins will be emptied daily <p>Children will be encouraged to understand that this is now part of how school operates – see The e-Bug coronavirus (COVID-19) website NB PHE does not recommend the use of face coverings in school based on current evidence (Aug20)</p>	<p>Admin Staff Busy Bees</p> <p>Bubble Staff</p>	<p>June 2020</p> <p>September 2020</p>

Part 4: introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

Area of Risk	Controls to minimise risk	Who responsible	Done?
<p>4.1 Covid-19 will be transmitted on surfaces in school</p>	<ul style="list-style-type: none"> • Enhanced cleaning schedule implement by Busy Bees. • Shared areas will be kept to a minimum. Classroom used exclusively by class bubble. • Frequently touched surfaces in shared areas will be wiped down at regular intervals by bubble staff. • At lunchtime at NSP – Elmer & Gruffalo Bubbles kept 2 meters apart at all times- barrier in place. • At lunchtime at Rode- cleaning will take place between sittings for hot lunches. Packed lunches will eat outside whenever possible or in classrooms when not possible. • Each class bubble will have dedicated toilets to use so no additional cleaning needed: <ul style="list-style-type: none"> ○ Gruffalo: classroom toilets & ? in main building at playtime ○ Elmer-Main building toilets ○ Paddington- Class toilets ○ Wild Things- Girls toilets in main building ○ BFG- Boys toilets in main building • Staff-Before & after using the Staff toilets, staff and visitors will sanitise hands & wipe down any frequently touched surfaces with disinfectant wipes . 	<p>SN</p> <p>Bubble Staff</p> <p>TL PR</p> <p>Bubble Staff</p> <p>All Staff & visitors</p>	<p>September 2020</p>
<p>4.2 Covid-19 will be transmitted on Mini-bus surfaces</p>	<ul style="list-style-type: none"> • Frequently touched surfaces will be wiped down with disinfectant wipes between journeys • Children and staff will use hand sanitiser before embarking on the minibus 	<p>Bus drivers & escorts</p>	<p>September 2020</p>
<p>4.3 Covid-19 will be transmitted on Uniform</p>	<ul style="list-style-type: none"> • As the risk of transmission of Coronavirus is now diminishing across the UK it is no longer a requirement for children to wear different clothes each day. • Children will be encouraged to wear uniform to school in September if at all possible. However this will remain optional until November 2nd in order to facilitate the purchase of uniform by parents. 	<p>SLT</p>	<p>November 2020</p>
<p>4.4 Covid-19 will be transmitted on Water bottles & Book bags</p>	<ul style="list-style-type: none"> • No water bottles for Gruffalo Class at NSP, who will have water jug and named cups for each child. These will be washed in our dishwashers on a daily basis. Water will be distributed within learning bubbles by bubble staff. Water will be provided at lunchtime by lunch staff. • Water bottles will be used by Elmer, Paddington, Wild Things & BFG children at Rode. These will be kept in the classroom and refilled by the child as necessary. • Children at Rode receiving packed lunches will be given water as normal via jugs and cups. Separate bubbles will have separate jugs. All will be washed in the dishwasher daily. 	<p>Bubble & Lunchtime Staff</p>	<p>September 2020</p>

Area of Risk	Controls to minimise risk	Who responsible	Done?
	<ul style="list-style-type: none"> • Book bags can be brought into school but must remain within classroom bubbles. • On PE days children should come into school wearing PE kit appropriate to weather and activity. Individual class teachers will notify parents directly. 		
4.5 Covid-19 will be transmitted on Resources	<ul style="list-style-type: none"> • Classroom based resources, such as books and games will be used and shared within bubbles. These will be cleaned whenever possible. These will not be shared between bubbles. • Resources that are shared between class bubbles, such as sports, art, science, laptops, iPads or maths equipment will be appropriately cleaned after use or left unused and out of reach for a period of 48 hours (72 for plastics) between use by different bubbles. • Outdoor playground equipment will be cleaned and rotated between groups on the above principles. • iPads and laptops stored in Turret Room and accessed by Bubble Staff from Wild Things & Paddington at the beginning & end of the day only. These must be wiped with wipes provided on return. 	Bubble Staff	September 2020

Part 5: minimise contact between individuals and maintain social distancing wherever possible

Area of Risk	Controls to minimise risk	Who responsible	Done?
5:1 Covid-19 transmitted due to close contact between individuals.	<p>Minimising contact and mixing between individuals reduces transmission of coronavirus. Our overarching principle is to reduce the number of contacts between children and staff. This will be achieved as follows:</p> <ul style="list-style-type: none"> • Consistent grouping of children & their teaching staff in class sized (max 30) Bubbles- see diagram 1. In appendix. This will help to reduce the number of people who could be asked to self-isolate should someone in the group become ill with coronavirus (Covid-19) • Class bubbles will not mix and shared area will be kept to a minimum • Adults will maintain social distancing from each other where possible and older children in Y3 & Y4 will be encouraged to maintain a social distance. • We recognise that younger children in YR-Y2 will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. • Some teachers and staff will operate across different classes in order to facilitate the delivery of the school timetable but will endeavour to maintain a social distance, ideally of 2m from other adults. DfE guidance recognises this is not likely to be possible with younger children and staff in primary schools can still work across groups if needed to enable a full educational offer.” P11 	SLT/ All staff	September 2020
	Drop off time AT NSP:	AC/GA ZM/SF/AP	September 2020

Area of Risk	Controls to minimise risk	Who responsible	Done?
	<ul style="list-style-type: none"> • Just one parent allowed on either site to drop off & pick up children. No babies, Toddlers, or older siblings wherever possible • All parents and children should use the hand sanitiser station on entry and exit from our site. • Arrows will indicate pathways • A member of staff will be on site to guide parents and children from the entrance gate to correct routes. • Parents will not be allowed to stay in the playground talking to other parents. • Wherever possible messages should be delivered to the school offices by telephone or email. • The office window in the porch will be open if verbal messages need to be delivered to the school office between 8.45-9.15am & 3.00pm-3.30pm. Any items to pass on should be left in box underneath the office window in the porch. • Only one person should be in the porch at a time. • No parents to be allowed in buildings. • When entering the building, children and staff will wash hands before touching tables or doors. <p>Paddington Bubble entrance</p> <ul style="list-style-type: none"> • Children enter through outside play space, leave lunch & coat (if needed) on veranda, enter classroom and wash hands immediately before touching any surface. <p>Wild Things Bubble entrance</p> <ul style="list-style-type: none"> • Children enter through main door from car park, leave lunchbox on lunchbox shelves, hang up coat (if needed) and wash hands in designated Wild Things Toilets(old girl's toilet), walk through main corridor & into class. <p>BFG Bubble entrance</p> <ul style="list-style-type: none"> • Children enter through fire exit door from car park into Turret Room, leave lunchbox in Turret room, put coat (if needed) under their chair without touching surfaces, wash hands in Turret Room & return to classroom 	Bubble Staff	September 2020
	<p>Pick up time at Rode & NSP</p> <ul style="list-style-type: none"> • Altered pick-up times at Rode to enable collection at both sites. Day ends at 3pm at Rode & 3.15pm at NSP • Children and staff should wash hands before the end of the school day. • Parents to wait, socially distanced at least 2m apart, in playground outside child's bubble space– children will be sent out when adult sees parent • Parents will be advised to follow social-distancing whilst on the school site. • Posters will be displayed 	Parents SLT Admin staff	September 2020 June 2020

Area of Risk	Controls to minimise risk	Who responsible	Done?
	<ul style="list-style-type: none"> Games such as football – no tackling, only passing i.e. non-contact. Each bubble to have own milk box and fruit box (see reference above) Milk & fruit distributed by learning bubble adult wearing gloves, not put in box for children to help themselves Where appropriate each bubble to have own milk box/fruit box. Milk & fruit distributed by learning bubble adult wearing gloves, not put in box for children to help themselves Children and adults to wash hands when they come back to class . 		
5:5 Covid-19 transmitted during Lunch- time	<p>Children to wash hands before eating, going outside and when returning to classroom.</p> <p>At Norton St Philip:</p> <ul style="list-style-type: none"> Children to eat in Hall with Gruffalo Bubble at one end and Elmer Bubble at the other. Barrier provided to ensure 2m distance between bubbles and to ensure bubbles don't mix. Children play outside in dedicated bubble areas with IG Sports supervision & TL Hall cleaned thoroughly after use by TL If raining children to eat & play in classrooms <p>At Rode:</p> <ul style="list-style-type: none"> Each bubble to have a dedicated play space. All children will eat in the Hall on a rota basis: 12pm Paddington, 12.20pm Wild Things, 12.40pm BFG). Chairs and tables will be thoroughly cleaned between sittings by PR. Children to use own water bottles IG Sports Staff will supervise bubble groups each based in a designated area which changes on a weekly basis. No mixing between bubbles. <p>Lunchbox & Water bottle Storage:</p> <ul style="list-style-type: none"> Gruffalo- outside classroom Elmer- trolley in outside play space Paddington- on veranda Wild Things- usual lunch box shelves BFG- Turret room 	<p>TL IG Sports</p> <p>PR IG Sports</p> <p>Bubble Staff</p>	<p>September 2020</p> <p>September 2020</p> <p>September 2020</p>
5:6 Covid-19 transmitted during School Day due to close contact between bubbles at assembly time, celebration time etc.	<p>Other measures within school time</p> <ul style="list-style-type: none"> Assemblies & Collective Worship will be limited to class sized groups in classrooms only Movement around the schools will be kept to a minimum. Classes will use their own dedicated entrance and exit routes. These will not be used by other classes. 	<p>Parish Partners Bubble Staff SLT</p>	<p>September 2020</p>

Area of Risk	Controls to minimise risk	Who responsible	Done?
	<ul style="list-style-type: none"> • Use of staffrooms must be minimised. Staff must retain a 2m distance at all times and wipe down frequently used surfaces with the wipes provided. The sharing of equipment, resources and provisions should be avoided except within bubbles. Water boilers are installed for speedy access to hot drinks on both sites. • Over & Above “Hot Choc Fridays” are postponed until further notice. • Smileys will take place within classrooms on a weekly basis and smileys distributed by class teachers. • One way system introduced at Rode for Wild Things & BFG. Entry at carpark door, move into corridor & then classrooms. Exit always via fire exit never corridor. Toilets accessed same way. 		
Covid-19 transmitted on toilet surfaces	<p>At NSP</p> <ul style="list-style-type: none"> • All entrance doors propped open • Bubble groups to use own designated toilets <ul style="list-style-type: none"> ○ Elmer Bubble use main building toilets ○ Gruffalo use own classroom toilets ○ If group needed upstairs Bubble group will use upstairs classroom ○ If outside Elmer bubble wash hands in outside sink before entering buildings. • If waiting for hand-washing only allow two at a time 	Bubble Staff	September 2020
	<p>At Rode</p> <ul style="list-style-type: none"> • All entrance doors propped open • Bubble groups to use own designated toilets all day, including lunchtime & playtime • Bubble BFG to use Boys toilets, • Bubble Wild Things to use Girls toilets and • Bubble Paddington to use classroom toilets. • Limit to two children in the toilets at a time. • If waiting for hand-washing, stagger queue outside at Rode in main building & up the ramp into the main playground for Paddington Classroom. • If outside BFG & Wild Things to wash hands in outside sink before entering buildings. • Paddington to wash hands in classroom toilets • Predetermined child to use accessible toilet when needed 	Bubble Staff	September 2020
	<p>Staff:</p> <ul style="list-style-type: none"> • Sanitise hands on entry and exit • Avoid direct contact with taps & toilets flush etc- use paper towels provided. • Wipe down after use with blue wipes (dispose of in bin!) 	All Staff	September 2020

Area of Risk	Controls to minimise risk	Who responsible	Done?
5:8 Covid-19 transmitted during School Day from individuals to Office bubbles	<ul style="list-style-type: none"> • Office staff to maintain own bubble. • All computer keyboards/mouse, desk and telephones to be cleaned daily. • No children to enter offices unless able to maintain 2m distance. • Registers (class & minibus) to be stored on file system on office door for easy return & pickup • Only one member of staff in office at any one time in addition to office team • Resources frequently accessed by others will be moved to other spaces e.g. shed keys & catalogues in staffroom at Rode or store cupboard at NSP. • At NSP only one person to use the photocopier at any time. • At NSP screen in place between office staff & others. • Adults to wipe photocopier keyboard between use with disinfectant wipes if used. • The photocopier at Rode to remain in Hall • Visitors log to be maintained by admin team. 	Admin Staff SLT Bubble Staff	September 2020
5:7 Covid-19 will be transmitted by visiting Supply teachers, Peripatetic teachers, Sports Coaches & Specialists, therapists, clinicians etc	<ul style="list-style-type: none"> • Supply teachers, Peripatetic teachers, Sports Coaches will:- <ul style="list-style-type: none"> ○ Maintain distancing requirements with each group they teach, where appropriate. ○ Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing. ○ Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made. • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual but will minimise contact wherever possible. 	All visitors	September 2020
5:8 Covid-19 will be transmitted by visitors, contractors , catering staff, deliveries, cleaning staff, immunisation staff	<ul style="list-style-type: none"> • Wherever possible visits will happen outside of school hours • Admin Staff will liaise with contractors, Busy Bees, Edwards & Wards to ensure access to school during school hours is kept to a minimum and in-line with this Risk Assessment. • Visitors log to be maintained by admin team. • Local immunisation providers will be welcomed on site and suitable control measures agreed prior to any visits. 	Admin Staff	September 2020
5:9 Covid-19 will be transmitted on shared Equipment & Resources including water bottles and book bags	<ul style="list-style-type: none"> • For frequently used equipment such as pencils and pens, staff and children in Y1-4 will have their own items that are not shared. These are clearly labelled. • Classroom based resources, such as books and games will be used and shared within bubbles. These will be cleaned whenever possible. These will not be shared between bubbles. 	Bubble Staff	September 2020

Area of Risk	Controls to minimise risk	Who responsible	Done?
	<ul style="list-style-type: none"> • Resources that are shared between class bubbles, such as sports, art, science, laptops, iPads or maths equipment will be appropriately cleaned after use or left unused and out of reach for a period of 48 hours (72 for plastics) between use by different bubbles. • Outdoor playground equipment will be cleaned and rotated between groups on the above principles. • For Gruffalo Class Water bottles should not be brought into school. • For Elmer, Paddington, Wild Things and BFG children water bottles can be brought into school & these will be stored in bubble classrooms. • Book bags and lunchboxes can be brought into school but must be stored within class bubbles. Other bags should not be brought into school • Shared Library Books will be quarantined for 3 days before being put back onto shelves. • Toys and other items must not be brought into school unless requested by class teachers. 		
<p>5:10 Covid-19 will be transmitted on our Minibus</p>	<p>Our approach to dedicated transport aligns as far as possible with the principles underpinning the system of controls set out in this document:</p> <ul style="list-style-type: none"> • Children will be allocated seats next to other children within their own bubble wherever possible. If this is not possible children will sit with the same consistent groups each day. DfE Guidance states “Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. “ p11 • Social distancing between bubbles within the minibus will be maximised. • hand sanitiser will be used upon boarding by children and adults. Escorts will supervise. • frequently touched surfaces e.g. yellow grab handles will be wiped down between each journey by the bus drivers • the minibus will be cleaned thoroughly each day- drivers will clean cab area & other areas e.g. seat belt connection points, window ledges and other areas the children are likely to touch. • organised queuing and boarding where possible: At Rode parents will drop their children at the courtyard where the bus escort will supervise them safely. Parents must not remain in the cross hatched zone on the pavement outside school & must remain socially distant from each other. At NSP children and parents will wait on the Green whilst maintaining a social distance at all times. • Parents will be encouraged to maintain a social distance from each other at drop off and collection times. • through ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents • Children should not need to wear face coverings whilst travelling on the bus. • Children must not board the bus if they show symptoms of Covid-19 	<p>SN/CT</p> <p>Drivers & escorts</p> <p>Parents</p> <p>Drivers</p> <p>Parents & escorts</p>	<p>September 2020</p> <p>September 2020</p> <p>September 2020</p>
<p>5:11 Covid-19 will be transmitted at Early Bird & Stay & Play</p>	<ul style="list-style-type: none"> • IG Sports will comply with principles set out in this document. • Bubbles will be maintained where possible and social distancing maximised 		

Area of Risk	Controls to minimise risk	Who responsible	Done?
	Details to follow based on DfE guidance: <i>“ If it is not possible or practical to maintain the same bubbles being used during the school day (for example, if the number of bubbles in place during the school day prove impractical to adopt within the wraparound provision) then providers should maintain small, consistent groups. We recognise that schools may need to respond flexibly and build this provision up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.</i>	IG	September 2020
5:12 Covid-19 will be transmitted during After school clubs	<ul style="list-style-type: none"> The SLT determines whether before- and after-school clubs can resume. Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus. A reduced number of pupils per session attend before- and after-school clubs once they resume. Clubs resume in line with protective measures, e.g. keeping pupils in their bubbles where possible. Parents are informed, via newsletter, of any before- and after-school clubs that are resuming. At NSP hall can accommodate & separate 2 bubbles safely. 	SLT Admin Team	September 2020

Part 6: where necessary, wear appropriate personal protective equipment

Area of Risk	Controls to minimise risk	Who responsible	Done?
6:1 Covid-19 is transmitted where an individual becomes ill with coronavirus (Covid-19) symptoms while in schools	<ul style="list-style-type: none"> Where an individual becomes ill with Covid-19 symptoms & where a distance of 2m cannot be maintained the adult caring for the individual must wear PPE : <ul style="list-style-type: none"> A face mask must be worn if a 2m distance cannot be maintained, if contact is needed a mask, gloves and an apron must be worn. If the child is coughing or vomiting a mask, gloves, apron and eye shield must be worn <p>NB Follow this link for more information PPE</p>	All staff	September 2020

Part 7: Engagement with NHS Test & Trace Process

Area of Risk	Controls to minimise risk	Who responsible	Done?
7:1 Lack of communication results in parents and staff being unsure what action to take when they develop symptoms of Coronavirus (Covid-19). Risk: the virus may spread through our whole community.	<p>Parents and staff informed, via newsletter & via Team Meetings, that they will need to engage with the NHS Test and Trace programme, and be ready and willing to:</p> <ul style="list-style-type: none"> book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit (these may be available from school in the Autumn Term). 	Admin Staff SLT	September 2020

	<ul style="list-style-type: none"> provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) <p>Parents and staff must inform school immediately of the results of a test:</p> <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ 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 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. 	Parents & staff	September 2020
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8 Manage confirmed cases of coronavirus (Covid-119) amongst the school community

Area of Risk	Controls to minimise risk	Who responsible	Done?
<p>8.1 Swift action is not taken to contain an outbreak within our community, so transmitting virus to others. .</p>	<p>Parents and staff informed, via newsletter and Teams Meetings of how we will respond to confirmed cases of coronavirus.</p> <ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, CT/GM (Head teachers) will contact the dedicated advice service by calling DfE Helpline on 0800 046 8687 and select option 1 for advice. School will work with the local HPT to manage the response if escalation is required. Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. If required, all parents are informed of the confirmed case; however, the name of the individual is not shared. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. 	Admin Staff SLT CT/GM	September 2020

9: Contain outbreak by following local health protection team advice

Area of Risk	Controls to minimise risk	Who responsible	Done?
9:1 An outbreak occurs	If the school has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions In some cases HPT may recommend a larger number of other pupils self-isolate at home as a precautionary measure- perhaps the whole site.	CT/GM	September 2020

10: School Operations

Area of Risk	Controls to minimise risk	Who responsible	Done?
10:1 Sites not safe to reopen	All DfE Health & Safety requirements of reopening schools will be met	SN/CT	September 2020
10.2 Minibus- dedicated school transport Risk: Coronavirus will be transmitted between individuals when travelling on or waiting for our minibus.	Our approach to dedicated transport aligns as far as possible with the principles underpinning the system of controls set out in this document: Children will be allocated seats next to other children within their own bubble wherever possible. DfE Guidance Our approach to dedicated transport aligns as far as possible with the principles underpinning the system of controls set out in this document: <ul style="list-style-type: none"> Children will be allocated seats next to other children within their own bubble wherever possible. If this is not possible children will sit with the same consistent groups each day. DfE Guidance states “Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. “ p11 Social distancing between bubbles within the minibus will be maximised. hand sanitiser will be used upon boarding by children and adults. Escorts will supervise. frequently touched surfaces e.g. yellow grab handles will be wiped down between each journey by the bus drivers the minibus will be cleaned thoroughly each day- drivers will clean cab area & other areas e.g. seat belt connection points, window ledges and other areas the children are likely to touch. organised queuing and boarding where possible: At Rode parents will drop their children at the courtyard where the bus escort will supervise them safely. Parents must not remain in the cross hatched zone on the 	SN/CT Drivers & escorts Parents	September 2020 September 2020 September 2020

Area of Risk	Controls to minimise risk	Who responsible	Done?
	<p>pavement outside school & must remain socially distant from each other. At NSP children and parents will wait on the Green whilst maintaining a social distance at all times.</p> <ul style="list-style-type: none"> • Parents will be encouraged to maintain a social distance from each other at drop off and collection times. • through ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents • Children should not need to wear face coverings whilst travelling on the bus. • Children must not board the bus if they show symptoms of Covid-19 	<p>Drivers</p> <p>Parents & escorts</p>	
<p>10.3 Attendance Risk: Poor attendance will impact on children's well-being and wider development.</p>	<ul style="list-style-type: none"> • Parents will be informed, via newsletter that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly. • The attendance register will be taken as normal and absences are followed up • In line with the most recent shielding advice, pupils that have been shielding can attend the school site. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they will be offered access to remote education immediately. • Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance will not be penalised. • Any concerns from parents and pupils about being on school site will be discussed between appropriate individuals. • Pupils who are reluctant or anxious to return to school will be identified and relevant staff members develop plans to reengage these pupils. 	<p>CT/GM</p> <p>Bubble Staff & Admin Team</p> <p>SLT</p>	<p>September 2020</p> <p>September 2020</p>
<p>10.4 Communication</p>	<ul style="list-style-type: none"> • We will keep pupils, staff and parents updated about any changes to school procedures as necessary. • Our Federation communicates with parents via newsletter regarding any changes to school procedures that are affected by the coronavirus pandemic, whether their child will be able to attend school, and what protective measures the school is implementing to keep their child safe. • Pupils attending school are given age-appropriate guidance on social distancing rules and how to maintain good levels of personal hygiene. • The SLT will be actively present around the school to provide additional support, advice and reassurance. 	<p>SLT Admin Team</p> <p>Bubble staff</p> <p>SLT</p>	<p>September 2020</p>
<p>10.5 Mental Health & Safeguarding</p>	<ul style="list-style-type: none"> • We will provide age appropriate opportunities for pupils to talk about their mental health and experiences during the pandemic. • Surveys will be sent out in September to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. • The relevant staff will liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Staff will be vigilant in discerning pupil mental health and report any concerns to the SLT. 	<p>Bubble Staff</p> <p>SLT</p>	

Area of Risk	Controls to minimise risk	Who responsible	Done?
	<ul style="list-style-type: none"> • Staff will be sensitive to pupils’ needs and worries. • Pupils who are new to the school are provided with the appropriate support by their class teacher. • The Headteacher and the DSL will liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school. • The Headteacher and the SENCO identify pupils with additional needs and put provisions in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Safeguarding issues are managed in line with our Federation Child Protection and Safeguarding Policy. • The Headteacher and DSL will ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens via Care First, ELSAs or through LA. • The DSL will liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening • The DSL will ensure that adequate pastoral care is in place to support pupils and staff who require it. • The DSL will ensure the relevant staff have the appropriate training to support pupils and staff who require pastoral care. • Bereavement is managed in line with the LA Guidance. • Where needed, the school carries out a Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils. 	<p style="text-align: center;">CT GM/KS</p> <p style="text-align: center;">PR</p> <p style="text-align: center;">CT</p> <p style="text-align: center;">DSL</p> <p style="text-align: center;">CT</p>	September 2020
10.6 Access to Learning	<ul style="list-style-type: none"> • The headteacher and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. • The headteacher and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. • The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. • Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. • Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side. • PE lessons take place outside where possible and pupils are kept in consistent groups. • Learning will be adapted to consider whether it can take place outside wherever possible/weather permitting? 	<p style="text-align: center;">Teaching staff</p> <p style="text-align: center;">CT/GM</p> <p style="text-align: center;">SEND Staff</p>	September 2020
10.7: Music, dance and drama in school	<ul style="list-style-type: none"> • Children will be taught within class bubbles. There will be no mixing between bubbles. • The PA teachers will maintain a 2m social distance between herself and children whenever possible and between herself and other adults at all times. • Background and accompanying music levels will be minimized to encourage performers and teachers not to raise their voices. • Quiet singing will be encouraged! 	ZM	September 20

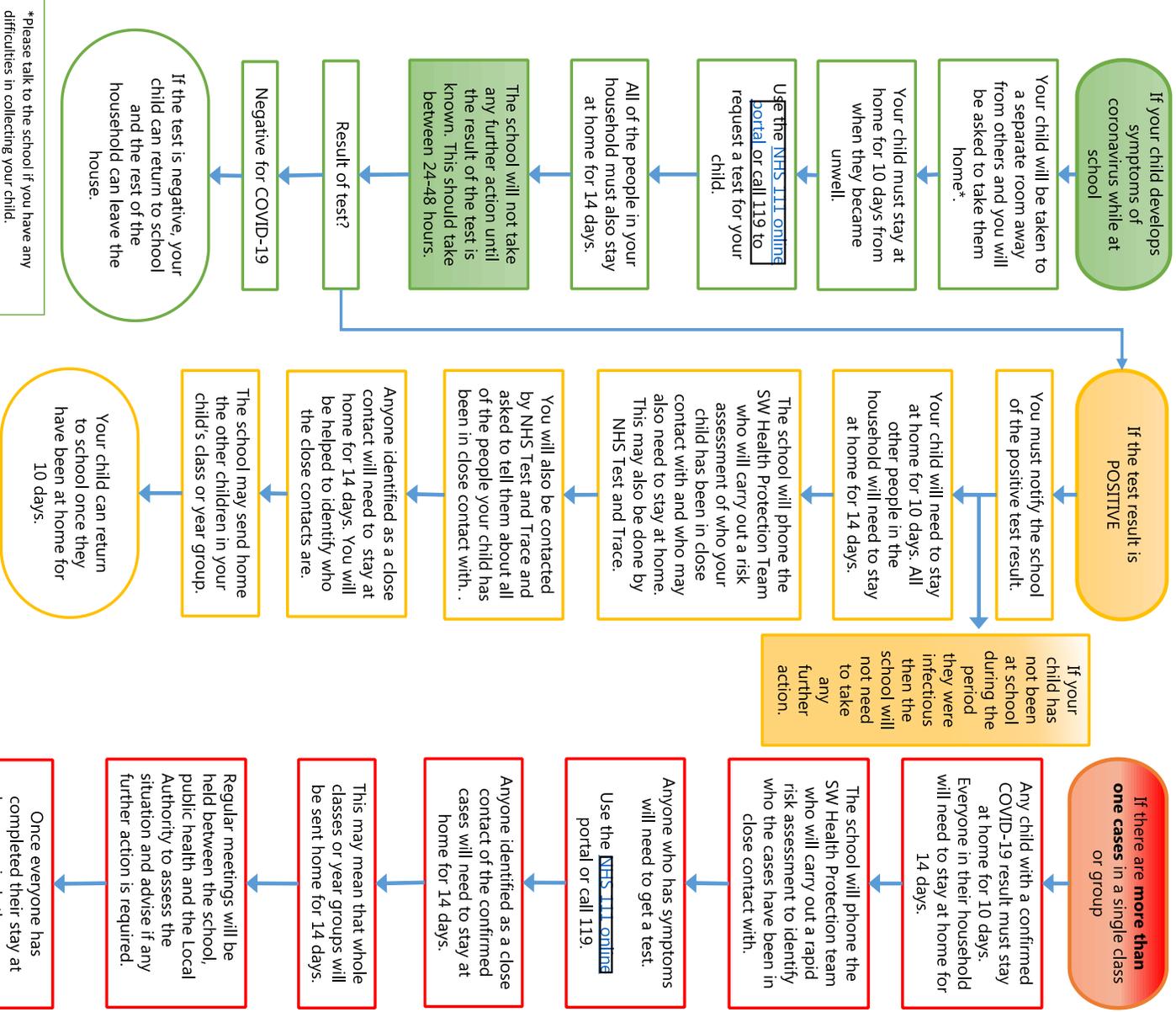
Area of Risk	Controls to minimise risk	Who responsible	Done?
	<ul style="list-style-type: none"> • Microphones will be used whenever needed by the PA teachers. Microphones will be wiped clean after use by the teachers. • Any performances to live audience either inside or out will be fully risk assessed in line with DCMS performing arts guidance and outdoor events guidance. • Peripatetic teachers will: - <ul style="list-style-type: none"> - Maintain distancing requirements with each group they teach, where appropriate. - Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing. - Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made. • Playing instruments and singing will take place outside whenever possible. When this is not possible smaller will be taught together, depending on space available • Singing, wind or brass instrument lessons will be limited to larger spaces indoor spaces e.g. Halls. Windows & doors will be opened to maximise ventilation. • In smaller groups strict social distancing will be maintained between players and singers and others. Current guidance is that if the activity is face-to face and without other mitigating actions, 2m is appropriate. • Children will be positioned back to back or side to side (as opposed to face to face) when playing or singing whenever possible. <p>Handling musical equipment and instruments</p> <ul style="list-style-type: none"> • Regular handwashing will be maintained • Equipment & instruments will be named-tagged & not be shared whenever possible. • If equipment & instruments are shared these will be wiped with disinfectant wipes, by children if possible, before sharing or storage. • Children will not share scores, parts or scripts. <p>Individual lessons and performance in groups:-</p> <ul style="list-style-type: none"> • Social distance should be maintained between child and teacher. Current guidance is that if the activity is face-to face and without other mitigating actions, 2m is appropriate. • Equipment & instruments will be named-tagged & not be shared whenever possible. • If equipment & instruments are shared these will be wiped with disinfectant wipes, by children if possible, before sharing or storage. • Children will not share scores, parts or scripts. 		
10.8 Physical Activity in school	<ul style="list-style-type: none"> • Children will be taught in class bubbles. There will be no mixing between bubbles. 		

Area of Risk	Controls to minimise risk	Who responsible	Done?
	<ul style="list-style-type: none"> Sports equipment will be cleaned between use by different bubbles Outdoor spaces will be prioritized where possible, and our large Halls used where it is not, maximizing ventilation by opening doors and windows. External coaches, clubs and organisations must adhere to our social distancing guidelines & hygiene arrangements at all times. Activities such as daily mile and active break times and lessons active are encouraged. Social distancing should be in place wherever possible depending on age. 		
10.7 Extra-Curricular Activities	<ul style="list-style-type: none"> The SLT determines whether before- and after-school clubs can resume. Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus. A reduced number of pupils per session attend before- and after-school clubs once they resume. Clubs resume in line with protective measures, e.g. keeping pupils in their bubbles where possible. Parents are informed, via newsletter, of any before- and after-school clubs that are resuming. 	SLT Admin Staff	September 2020
10.8 Behaviour Expectations	<ul style="list-style-type: none"> The school's Relationships for Learning (Behaviour) Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to pupils and parents. Pupils who are struggling to reengage with school are supported appropriately by relevant staff. 	All staff	September 2020
10.9 Uniform	<ul style="list-style-type: none"> As the risk of transmission of Coronavirus is now diminishing across the UK it is no longer a requirement for children to wear different clothes each day. Children will be encouraged to wear uniform to school in September if at all possible. However this will remain optional until November 2nd in order to facilitate the purchase of uniform by parents. 	CT	September 2020
10.10 Emergencies	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as possible in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with the policy. The headteacher reviews whether adjustments need to be made to the fire drill – this is practised each time the number of pupils attending school changes significantly. 	Admin Staff SN CT/GM	September 2020
10.11 Recruitment	<ul style="list-style-type: none"> Recruitment will continue as usual but all those involved will comply with all school procedures as set out in this document. 	FGB	September 2020
10.12 Ventilation & circulation	<ul style="list-style-type: none"> Windows will be opened wherever possible and ensure good ventilation of all rooms. Leave doors open wherever possible to avoid touching surfaces. 	All staff	

Area of Risk	Controls to minimise risk	Who responsible	Done?
	<ul style="list-style-type: none"> • Alternative fire evacuation routes and assembly points identified and communicated to staff and children. • One way system in Rode. 		September 2020
10.13 Educational Visits	<ul style="list-style-type: none"> • We will resume non-overnight domestic educational visits from the Autumn Term. • Normal RA procedures will apply and our EVC will consult most up to date educational visits guidance. 	Bubble Staff SN	September 2020
10.15 INSET Day 3rd Staff Training on RA & Covid-19 Procedures.	<ul style="list-style-type: none"> • Bubble groups sit together (but at a distance!)- no sharing of tables or chairs. • Everyone will clean own space after use • Everyone will bring own refreshments e.g. flasks of coffee etc • All windows & doors & doors will remain open if possible • Rode Hall will be used as it is a larger space than NSP hall • Different toilet spaces. NSP will use Accessible toilet & Rode normal staff one. • Once training complete bubbles will return to own site/space. • Vulnerable staff can join via TEAMS if preferred. • No shouting or singing! 	Staff Team	3 rd September 2020
10.16 Performance Management & Appraisal	<ul style="list-style-type: none"> • Will be carried out as normal • Social distancing will apply 	CT/All staff	September 2020
10.17 Extra controls for children from vulnerable families	<ul style="list-style-type: none"> • Personalised controls will be in place for children from vulnerable families. E.g. <ul style="list-style-type: none"> ○ Location in classroom ○ Placement of drawers & resources ○ Individual handwashing routines ○ No shared equipment e.g in PE ○ Sanitiser on lanyard 	CT/Class teachers	September 2020
10.18 Contingency Planning	<ul style="list-style-type: none"> • There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. • The headteacher liaises with the LA about local lockdown arrangements. 	SN/CT/GM FGB	September 2020

Management of COVID-19 in school-age children Actions for parents/carers

If your child has any of the symptoms of coronavirus: a high temperature, a new, continuous cough, and a loss of or change to taste or smell, do not send them to school



*Please talk to the school if you have any difficulties in collecting your child.

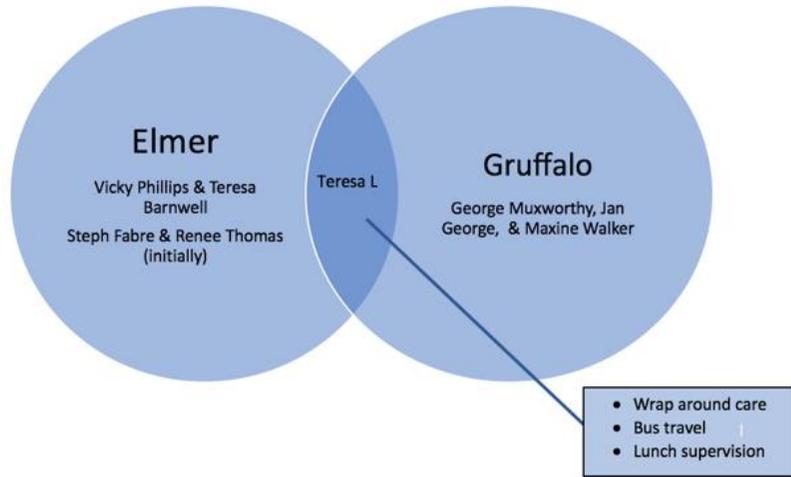
Further information:

Guidance: gov.uk/coronavirus

Testing: nhs.uk/ask-for-a-coronavirus-test

Somerset Children and Young People: <https://www.cypsomersethealth.org/>

COVID-19 Secure Class Bubbles at NSP



RNSF COVID-19 Bubbles September 2020



COVID-19 Secure Class Bubbles at Rode

