



All decisions will be based on the following principles and in this order of priority:

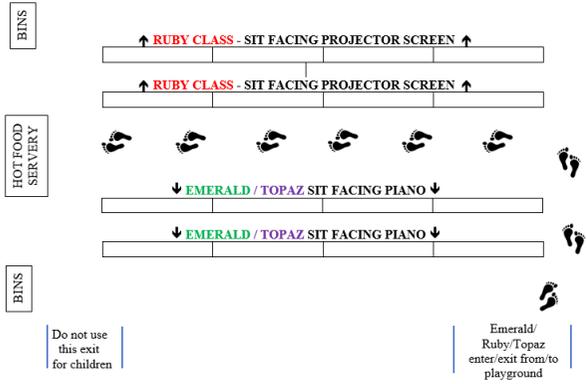
1. SAFETY/ SAFEGUARDING: Safety and protection of our pupils, staff and community
2. HAPPINESS/ WELLBEING: Mental health and wellbeing of our pupils, staff and community
3. LEARNING: Quality of education for all pupils

Area or Procedure	Suggested Strategies	Infection Risk Level after mitigation 1-5 (1=low, 5=high)
<b>Structure</b>	<ul style="list-style-type: none"><li>• Following Government guidance (22/2/2021), we are following the ‘bubble’ concept to organise the school. This is where one bubble of staff and children, wherever possible does not interact with any other bubble during their school day; no shared spaces and no shared resources. If you imagine four schools running in the same building/grounds but at no point interacting, that is the aim.</li><li>• All children should be in school full time and all staff will return to working their ‘normal’ days and times.</li><li>• If needed, e.g. Breakfast Club, After Fun and Lunchtime staff can work across bubbles but should attempt to maintain at least a 1 metre distance as a protective measure.</li><li>• If a member of staff is unwell (not Covid 19 symptoms) then another member of the class bubble staff will cover their commitments. Staff from other bubbles should not cover across bubbles.</li><li>• If a member of staff/child is unwell (proven Covid 19) then the class bubble will be closed for 10 days – see First Aid section.</li></ul>	N/A
<b>Beginning of the school day</b>	<ul style="list-style-type: none"><li>• Staff and parents to wear a face mask at drop off and collection times.</li><li>• Parents to respect social distancing at all times.</li><li>• Yr6 pupils are welcome to travel to school unsupervised - parents should email the office to give permission - only do this if you can trust your child to maintain Covid 19 safety rules.</li><li>• Children have to be willing to leave their parents at the gate.</li><li>• There is a drop off window from 8:45am to 9am for Years 1 to 6.<ul style="list-style-type: none"><li>• Reception children should please arrive between 8.55am and 9am.</li></ul></li><li>• <b>Years 1 to 6:</b><ul style="list-style-type: none"><li>• Please leave your child at the gates.</li><li>• Topaz and Emerald pupils should enter via the middle staff car park gate / Ruby and Diamond pupils via the bottom gate.</li><li>• Pupils with siblings should enter via the youngest sibling’s gate and make their way outside to their classroom.</li></ul></li></ul>	2

	<ul style="list-style-type: none"> <li>● <b>Year Reception ONLY:</b> Parents should please bring their child to the Reception class outside area to be met by class staff.</li> <li>● When entering the building, children and staff should wash hands before touching tables, doors, etc.</li> <li>● Pupils are to wear school uniform; parents are requested to ensure that items of clothing are washed regularly.</li> <li>● Please do not touch or sit on school equipment/benches.</li> <li>● No parents are to enter the school buildings without a pre-arranged appointment and please do not cut through past Emerald Class to get to Sticky Fingers.</li> <li>● The gates will be closed at 9am so if you arrive after that time, your child will need to enter via the school office and will be coded as late in the register.</li> <li>● Please limit changes to your collection arrangements during the school day to limit office staff having to go between bubbles.</li> <li>● Messages should be given to the office not the staff on the gate. Ideally parents should communicate with the school by phone or email, but if you must speak in person, staff will use the porch window to communicate with parents. Parents are asked to stand on the footprints marked on the floor when the hatch is being opened. Any items to pass on should be left in the entrance area. Only one person should be in this area at a time and parents are asked to stay back from the entrance door to allow people to leave the building without compromising social distancing.</li> </ul>	
<b>Ventilation</b>	<p>Classrooms to be kept well ventilated whilst maintaining a comfortable teaching/learning environment and increasing the ventilation while spaces are unoccupied (ie. between classes, during break and lunch, when a room is unused) through use of natural ventilation:</p> <ul style="list-style-type: none"> <li>● Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and open more fully during breaks to purge the air in the space). Opening high level windows in preference to low level to reduce draughts</li> <li>● Opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so).</li> <li>● Rearranging furniture where possible to avoid draughts</li> <li>● Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</li> </ul> <p>Classroom doors and windows will be open to allow airflow so even on hot days we recommend children have a school jumper with them.</p>	
<b>End of the school day</b>	<ul style="list-style-type: none"> <li>● All parents can come onto the school site to collect their children at 3.30pm. Please be aware that whilst this increases the risk of transmission of the Covid virus, it vastly decreases the risk of a traffic related injury. Staff and parents to wear a face mask at drop off and collection times.</li> <li>● Once gates are opened (around 3.25pm) please make your way to within sight of the classroom exit door of your youngest child. For Emerald class this is the classroom door near the hall (not the corridor door nearer to Diamonds) so please wait in front of the playground shelter to avoid blocking the access between Emerald and Sapphire classrooms.</li> </ul>	2

	<ul style="list-style-type: none"> <li>• Please maintain your distance from other parents and leave space for pupils and parents to move through to the exits.</li> <li>• Please do not touch or sit on any school equipment as these won't have been cleaned before you arrive but will be after school for the next day. No parents are to enter the school buildings at any point.</li> <li>• Topaz and Emerald families should enter and leave via the middle staff car park gate / Ruby and Diamond families via the bottom gate.</li> <li>• Families with siblings should enter via the youngest sibling's gate. Older siblings in Ruby and Topaz classes will be sent to meet their younger sibling(s) and parents in the youngest child's area of the school grounds.</li> <li>• Yr6 pupils are welcome to travel home from school unsupervised - parents should email the office to give permission so that relevant class staff can be informed and a list maintained of permissions to release - only do this if you can trust your child to maintain Covid 19 safety rules.</li> <li>• Parents and pupils can go through the gap between Emerald and Sapphire classroom but should only do so if they really have to, as social distancing at this point will be greatly reduced. Once through, families should leave via the gate in that part of the school and not return through the 'pinch point' to exit the gate you first came through.</li> <li>• Children and staff should wash hands before leaving at the end of the school day.</li> </ul>	
<p><b>Break times</b></p>	<ul style="list-style-type: none"> <li>• Each bubble to have a dedicated playspace – all pupils from the class bubble will play in the same area: <ul style="list-style-type: none"> <li>• Diamond Class – Lower playground – 10.15am &amp; 11.15am / 2pm (if needed)</li> <li>• Emerald Class – Lower playground – 10.45am / 2.15pm (if needed)</li> <li>• Ruby Class – Upper playground – 10.30am / 2pm (if needed)</li> <li>• Topaz Class – Upper playground – 10.45am / 2.15pm (if needed)</li> </ul> </li> <li>• Fixed play equipment in Upper playground to be used on a weekly rota between Emerald, Ruby and Topaz class bubbles.</li> <li>• Play equipment in Lower playground only to be used by Diamond class children.</li> <li>• Children to be reminded about keeping sensible distance between each other.</li> <li>• Games such as football – no tackling, only passing and shooting, i.e. non-contact.</li> <li>• Encourage games such as 4-square, skipping, etc.</li> <li>• Children to have own snack/provided fruit – fruit to be given out using gloves, not put in a box for children to help themselves.</li> <li>• Children to wash hands before they go out and when they come back in.</li> <li>• Class teachers will sort 1 box of suitable equipment per bubble - – spray down at the end of play and leave to dry in the box.</li> <li>• At least 1 adult per bubble will supervise playtime (staff to arrange comfort breaks and cover in classes).</li> <li>• Children should line up in their bubble groups as normal but keeping a sensible space between each other in the line in order to move inside / to their designated playing area – do not allow children to move through another bubble of children</li> </ul>	<p>3</p>

<p><b>Lunch time</b></p>	<ul style="list-style-type: none"> <li>• Hot meals and packed lunches will continue to be provided by Piskula catering with a server following appropriate Covid 19 safer serving practices setting up and serving each day. Packed lunches are to be delivered to the front entrance area ready for lunchtime staff to bring to the eating areas – only lunchtime staff from that bubble should handle a group’s packed lunches.</li> <li>• One lunchtime supervisor will be allocated across the week to assist with serving lunches (serving assistant).</li> <li>• Only the lunchtime staff from a bubble or the serving assistant should handle a group’s food.</li> <li>• All children will eat in the hall (Diamonds in their shelter/classroom) with their class bubble, supervised by the allocated bubble lunchtime supervisor and bubble staff.</li> <li>• All children must wash their hands before they eat – Diamond, Ruby and Topaz classes to do this in their class’s toilet area, Emerald to do this in Sapphire toilet area and then make their way into the hall.</li> <li>• The serving assistant will spray and wipe down the tables in between classes eating at them, they will also change their gloves in between serving different classes.</li> <li>• Play time / eating times to be staggered: <ul style="list-style-type: none"> <li>• Diamond - Eat 11.50am (Diamond shelter) / Play 12.30pm (Lower School playground) / End 1.00pm</li> <li>• Emerald - Eat 12pm (Hall) / Play 12.30pm (Field/Upper School playground) / End 1.00pm</li> <li>• Ruby – Play 12pm / Eat 12.25pm (Hall) / Play 12.55pm / End 1.00pm (Play – Field/Upper School playground)</li> <li>• Topaz - Play 12pm / Eat 12.35pm / End 1.00pm (Play – Field/Upper School playground)</li> </ul> </li> <li>• All children must stay together whilst eating if there is space, those who have finished can play supervised by the bubble lunchtime staff.</li> <li>• At least 1 lunchtime supervisor per bubble – Senior Leader to be contacted if there is an issue.</li> <li>• Pupils to play in spaces away from other bubbles – there should be no cross over of areas or staff – if a child touches a piece of play equipment from another bubble, e.g. football this will need to be sterilised before use.</li> <li>• When playing decide whether the bubble is going on the field or playground – all pupils from the bubble will play in the same area – children must stay together at all times – toilet the children before they go out to reduce the need for pupils to come in unsupervised – pupils should only use their allocated toilet, no other group’s.</li> <li>• Fixed play equipment to be used on a weekly rota between Emerald, Ruby and Topaz class bubbles.</li> <li>• Children to be reminded about keeping a distance between each other – no touching.</li> <li>• Games such as football – no tackling, only passing and shooting, i.e. non-contact – this should only take up a small amount of the bubble’s space and if children begin to play contact, etc. then football will be banned.</li> <li>• Encourage individual games or games that allow for social distancing, such as 4-square, skipping, parachute games.</li> <li>• Each bubble to have a dedicated play space – playground/field split into zones.</li> <li>• Children to wash hands before they go out and when they come back.</li> <li>• Class teachers will sort 1 box of suitable equipment per bubble – spray down at the end of play and leave to dry in the box.</li> <li>• Children should line up in their bubble groups as normal but keeping a sensible space between each other in the</li> </ul>	<p style="text-align: center;">3</p>
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	<p>line in order to move inside / to their designated playing area – do not allow children to move through another bubble of children.</p> <ul style="list-style-type: none"> <li>• A Senior Leader will be available to support lunchtime staff.</li> <li>• If first aid is required injured children should be taken to their bubble staff first aider. MG can oversee treatment by non-first aid staff from a distance if necessary. Injuries needing further assistance/children with medical protocols, report to MG/SLT using walkie talkie system.</li> <li>• See MDSA Staff Duties timetable for deployment and MDSA Duties List for daily job allocation.</li> <li>• See image below for hall layout:</li> </ul>  <p>The diagram shows a hall layout with the following elements:</p> <ul style="list-style-type: none"> <li>Two rows of tables at the top, each labeled "↑ RUBY CLASS - SIT FACING PROJECTOR SCREEN ↑".</li> <li>A central area labeled "HOT FOOD SERVERY" with several hand icons representing staff positions.</li> <li>Two rows of tables at the bottom, each labeled "↓ EMERALD / TOPAZ SIT FACING PIANO ↓".</li> <li>Three "BINS" are located on the left side.</li> <li>Two signs at the bottom: "Do not use this exit for children" and "Emerald/ Ruby/Topaz enter/exit from/to playground".</li> </ul>	
<p><b>Wet Play</b></p>	<ul style="list-style-type: none"> <li>• Children to do activities in their classroom e.g. drawing, colouring, individual games. IWB could be used to show programmes.</li> <li>• Same staffing supervision as normal break/lunch.</li> <li>• Same eating timings as normal lunchtimes.</li> <li>• If it is not raining, children can stagger play on the playground.</li> </ul>	<p>2</p>
<p><b>Classrooms/lesson time</b></p>	<ul style="list-style-type: none"> <li>• Class walkie talkie should be switched on every morning.</li> <li>• Wherever possible staff should avoid close face to face contact and minimise time spent within 2 metres of anyone. Body contact is also to be avoided apart from when it is absolutely necessary.</li> <li>• Hard areas should be cleared of unused equipment / resources and stored away, e.g. pen pots, scissor blocks, paint brushes, electrical equipment, general bits etc.</li> <li>• Water bottles should be named, not stored in collective boxes and taken home to be washed properly every day. The water fountain will not be in use so filling will need to be from the cold taps in classrooms.</li> <li>• Pupils are not to bring any equipment/resources/toys etc. into school for any reason.</li> <li>• All classrooms to have a foot operated flip top bin.</li> <li>• It is not possible for work to be marked – where possible children should mark their own work or where not possible work viewed from a distance and immediate verbal feedback offered to the child.</li> <li>• If a child's laptop/work needs to be touched then the member of staff should wear protective gloves/sanitise their</li> </ul>	<p>2</p>

hands before and after touching the laptop/work. Gloves should be disposed of immediately and not worn to touch others' laptops/work.

- Parents should be informed what days children will need to wear PE kit to school - pupils should wear this to and from school and not bring in a change of clothes.
- Years 1 to 6 pupils should have individual packs/resources/trays containing their resources, such as pencils/pens/whiteboards/books/scissors/pencil sharpeners/etc. These resources are the responsibility of the child and are not to be used by any other children.
- Exiting – follow usual routes out of the building – emergency and non-emergency – prevent as much travel through the inside of school as possible.
- Coats and bags are to be placed on pegs but children encouraged to bring in a minimum amount of things from home, such as sun screen, water bottles, coat and sun hat.

Topaz, Ruby and Emerald Classes:

- Children should sit side by side and facing forwards, rather than face to face or side on – room layout to facilitate this as much as possible, dependent on room size and layout.
- Try to restrict children's movement around the room as much as possible by keeping them in their seats and enabling resources to be brought to them or be within reach.
- Exit following usual routes out of the building – emergency and non-emergency – prevent as much travel through the inside of school as possible.
- Try to restrict children's movement around the room as much as possible by keeping them in their seats and enabling resources to be brought to them or be within reach.
- Children to be allocated their own pencil/pen, scissors etc. no pencil cases from home to be brought in. When not in use these resources should be in the pupil's tray.
- Children to have their own laptop / chromebook and headphones – these need to be charged in the classroom each night on 1 / 2 lunchbox trolleys (moved inside the room) and not stacked on top of each other – each machine should be labelled and when not in use / charging stored in the pupil's tray. The trolley should be wiped down after use. Machines should not be left charging on surfaces as this will prevent cleaning from taking place.
- Work to be completed in books and stored in their trays – verbal feedback should be given to children.

Children are to leave their bags containing sunscreen and hats on an allocated peg outside of the classroom they are using.

Diamond Class:

- Exit following usual routes out of the building – emergency and non-emergency – prevent as much travel through the inside of school as possible.
- Children are asked to leave their personal belongings on a peg in the Diamond Class cloakroom.
- Resources for class use – core subject resources needed for consecutive days will be soaked in a Milton solution at the end of the day and dried overnight. Freeflow resources are not used on consecutive days

	<p>(allowing for 72 hours quarantine between each use). These resources will be sprayed using a cleaning solution (separate cleaning product used for fabric or soft furnishings) being quarantined for 72 hours.</p> <ul style="list-style-type: none"> <li>• Carpet seating arrangements ensure children are sitting facing the same direction. The Year 1 working area will be set up in a more formally socially distanced set up, keeping the fire exit clear at all times.</li> <li>• During freeflow/whilst using classroom resources, staff are to ensure they limit numbers on each resource depending on table size (resources to be used side by side, not facing each other) and children to wash/sanitise hands between using different resources.</li> <li>• Year 1 children will have their own individual resources.</li> <li>• Shared Reception resources to be cleaned using a cleaning solution at the end of each day.</li> </ul> <p>MW to set up the sheltered outdoor classroom area for lunches/snacks/drinks in a more formal socially distanced set up. Pupils should be handed fruit snacks from a member of staff wearing gloves, not be allowed to take for themselves. Pupils' lunches will be collected from the hall by the duty staff and given to the children in their allocated seat outside.</p>	
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Curriculum offering needs to be full and balanced.</li> <li>• Teachers to follow class year groups objectives but be mindful of pupils starting points and ensure 'back filling' is put in place to ensure pupils are suitably secure with previous objectives before moving forward.</li> <li>• A focus should be put on reading opportunities across the curriculum.</li> <li>• Additional nurture / pastoral / wellbeing support needs to be accommodated at whole class, small group and 1to1 levels.</li> <li>• PSHE is compulsory from September 2020.</li> <li>• Online Learning resources should be maintained – ensuring that pupils can have access to these resources in the case of a local lockdown / self-isolation situation. Class staff will maintain these in the event of one of these circumstances. Online learning resources are also used for homework in Key Stage 2.</li> </ul>	
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• All pupils are expected to attend full time from Monday 8<sup>th</sup> March 2021.</li> <li>• 'Normal' school attendance rules are back in force.</li> </ul>	4
<b>Library</b>	<ul style="list-style-type: none"> <li>• Unneeded resources to be cleared and stored for future use if a future use is envisaged.</li> <li>• When children take a book from the library this must be taken from the shelf and returned books must be put in the daily quarantine box which will be put back on the shelves the corresponding day a week later.</li> <li>• Staff to liaise to arrange separate class times for visits/choosing books.</li> <li>• Diamond / Topaz children, not using the library, should use the in-class quarantine systems.</li> </ul>	4
<b>Office equipment</b>	<ul style="list-style-type: none"> <li>• Staff should use their own stationery equipment from their rooms not shared equipment, e.g. stapler.</li> <li>• If you are using a shared piece of equipment in a shared area, e.g. photocopy room, then this will need to be wiped down with blue cloth and cleaning spray before and after use.</li> </ul>	3
<b>Green Room</b>	<ul style="list-style-type: none"> <li>• If a child / adult displays symptoms of Covid 19 they will need to be isolated in this room, if outside is not viable.</li> <li>• See first aid section for full guidance on isolation.</li> </ul>	4

	<ul style="list-style-type: none"> <li>• Staff should not use equipment from this room and the desk.</li> <li>• If a child / adult displays symptoms of Covid 19 they will need to be isolated in this room.</li> <li>• See first aid section for full guidance on isolation.</li> <li>• The arrangement of this room will be so that it can be wiped down following each use of the room.</li> <li>• In periods where there have been no positive cases and the room has not been used as an isolation room, the Green room can be used as an additional workspace. Staff will be advised if it has been used as an isolation room and there will be a sign on the door to confirm this.</li> <li>• Sheet for staff by the door to sign to say they used the room which AG can check each day to see if cleaning is required.</li> </ul>	
<b>Photocopy room</b>	<ul style="list-style-type: none"> <li>• Only one person to use this at a time.</li> <li>• Staff are to empty their trays on a daily basis and put any resources they need to keep in their classrooms.</li> </ul>	3
<b>SENCO/Finance Office</b>	<ul style="list-style-type: none"> <li>• This room is only to be used by Mrs Mewett and Mrs Brannan (on separate days as agreed).</li> </ul>	2
<b>Hall</b>	<ul style="list-style-type: none"> <li>• This should only be used if we really must apart from Before/After School Clubs and lunchtimes.</li> <li>• Any resources borrowed will need to be wiped down after usage and returned.</li> <li>• If any PE equipment is used, please spray and wipe down after use then put away.</li> <li>• Sheet for staff by light switch to sign to say they used the hall which AG can check each day to see if whole hall cleaning is required.</li> </ul>	2
<b>Resource room</b>	<ul style="list-style-type: none"> <li>• Staff only and only one at a time.</li> <li>• Resources will need to be wiped down after usage and returned.</li> <li>• Sheet for staff by light switch to sign to say they used the room which AG can check each day to see if cleaning is required.</li> </ul>	1
<b>Laptops</b>	<ul style="list-style-type: none"> <li>• Laptops / Chromebooks / Chrometables / Learnpads / headphones are not to be shared – pupils to use their allocated machines. These will be cleaned between storage and use or kept separately in own trays.</li> </ul>	1
<b>Playground / field</b>	<ul style="list-style-type: none"> <li>• Fixed play equipment to be used on a weekly rota between Emerald, Ruby and Topaz Class bubbles.</li> <li>• Trikes must be sprayed down with cleaning spray before children are allowed to use them – use bubble’s spray.</li> <li>• Tree House to remain shut.</li> <li>• Outside benches/picnic benches will be sprayed down nightly.</li> </ul>	3
<b>Forest School / Environmental Area</b>	<ul style="list-style-type: none"> <li>• Staff to agree when they are using these spaces.</li> <li>• Bubbles/Staff not to share the space.</li> <li>• Children to wash their hands before and after using the area / follow catch it – bin it – wash you procedure.</li> <li>• There is shared equipment / resources / structures in these spaces which cannot be adequately cleaned, therefore handwashing and not touching their faces is vital to prevent potential spread.</li> </ul>	4

<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Limit to one child in the toilet at a time.</li> <li>• General handwashing in class – toileting handwashing in the toilet area.</li> <li>• Toilets: <ul style="list-style-type: none"> <li>• Diamond class – Diamond toilets (Boys and Girls)</li> <li>• Emerald class – Sapphire toilets (Unisex)</li> <li>• Ruby class – Ruby toilets (Boys and Girls)</li> <li>• Topaz class – Topaz toilet (Unisex)</li> </ul> </li> </ul>	4
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>• Staff to use one mug and keep this in your own room – not left on a side.</li> <li>• If staff are concerned about shared tea / coffee they should bring their own supplies in and keep them in their room.</li> <li>• Individually wrapped tea/coffee/sugar is provided.</li> <li>• Only 2 people in the kitchen at any one time.</li> <li>• All washing up / drying up must be completed by the people using the items immediately after use and not left in the shared area / for others.</li> </ul>	3
<b>Office</b>	<ul style="list-style-type: none"> <li>• All computer keyboards/mouse, desk and telephones to be cleaned at start of each day.</li> <li>• No children to enter offices (wait at door). Stairgate is in place as a reminder not to enter unless invited to do so.</li> <li>• Staff to check before entering and only to enter offices if necessary, one at a time, keeping 2 meter distance.</li> <li>• Phones must be wiped before use if there is a possibility that others have used it since you – use office cloths and spray.</li> </ul>	3
<b>Cloakrooms</b>	<ul style="list-style-type: none"> <li>• Children should be sent to get coats / bags in small groups.</li> <li>• Coats and bags are to be placed on pegs but children encouraged to bring in a minimum amount of things from home, such as, sun screen, water bottles, coat and sun hat.</li> </ul>	2
<b>PE</b>	<ul style="list-style-type: none"> <li>• Hall and outside areas may be used for PE. The field should always be the preferred option when the weather is dry.</li> <li>• Any equipment used needs to be wiped down with blue cloths and cleaning spray before and after use, this includes mats – use bubble cloths and spray.</li> <li>• Children to wash their hands before and after the session.</li> <li>• Parents should be informed when PE days will be and pupils come to school in appropriate clothing for PE sessions – pupils should not bring a separate PE kit to school/changes of clothes.</li> <li>• The majority of activities should be non-contact – football can be played as contact but no ‘hands on’.</li> </ul>	2
<b>Visitors to school</b>	<ul style="list-style-type: none"> <li>• A poster detailing arrangements for all visitors to school is on the outside door to the office lobby.</li> <li>• Reading volunteers on site to be kept to a minimum.</li> <li>• Where possible, limit visitors to essential services contractors, education support staff, supply teachers and peripatetic teachers – these visitors can have visited other schools prior to attending our school.</li> <li>• All visitors to wear a mask and use hand sanitising gel in lobby before entry and to be briefed on safety guidelines.</li> </ul>	3

	<ul style="list-style-type: none"> <li>• Visiting professionals eg. Play Therapy, PFSA, County advisors to be offered participation in our lateral flow testing programme, read and adhere to our risk assessment, wear a mask/keep a distance of 2 meters/work outside where possible on a case by case basis, to be agreed with SLT.</li> <li>• PFSA not to cross class bubbles during lesson times and to access PFSA workspace when Diamond class are out of the room.</li> <li>• Parents to be informed that contact with school should be by telephone or email and not face to face.</li> <li>• Parent meetings only when necessary must be organised in advance and take place in a room where social distancing is possible/outside. Virtual meetings via Teams are the preferred option, especially for SEND meetings.</li> <li>• Any appointment interviews should take place remotely.</li> </ul>	
<b>SEND / Medical protocol pupils</b>	<ul style="list-style-type: none"> <li>• SEND children who normally receive support with their behaviour in school will be risk assessed separately and parents contacted to consult over appropriate measures / provision if required.</li> <li>• Children with medical protocols will have their support risk assessed separately to ensure that their needs can be met and parents contacted to consult over appropriate measures / provision if required.</li> </ul>	4
<b>Interventions</b>	<ul style="list-style-type: none"> <li>• Wherever possible interventions should carry on (EWaN, L2M, ILI, S&amp;L, Social Skills, etc.).</li> <li>• Visiting support staff, e.g. Play Therapist, must not 'cut through' classrooms – visitor fob to be issued.</li> <li>• When staff are working with pupils outside of their bubbles they will need to maintain social distancing and ideally not join children together from different bubbles.</li> <li>• Staff carrying out S&amp;L intervention need to wear a face shield.</li> </ul>	
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• The TA working with the group is responsible for first aid.</li> <li>• MG can support from a distance but it is for the bubble TA, whenever possible, to treat the child unless it is an emergency.</li> <li>• Each class bubble has an infra-red thermometer, a set of PPE and emergency first aid kit – first aid forms are to be completed as usual and given to MG to email home to parents.</li> <li>• Always wear gloves and if it involves being near the child's face, a protective mask.</li> <li>• If a child is suspected of having Covid 19: <ul style="list-style-type: none"> <li>• Child to be isolated outside (on a chair with the supervising staff member over 2 meters away – no need for staff full PPE) or in Green room if the weather is inclement (wearing full PPE).</li> <li>• If inside in the Green room, one member of class bubble staff to supervise in full PPE – do not leave the room.</li> <li>• If the child requires the toilet then they should use the female staff toilet which will then need to be shut until it has been fully cleaned.</li> <li>• Parent should be contacted to collect immediately.</li> <li>• When collecting the child, the parent should phone from outside school and the child will be brought out by the class bubble member of staff (if they have been waiting on the playground this will be via the top gate). Before returning into school, all disposable PPE should be carefully removed, double bagged and placed in the external wheelie bin. The face shield should be placed in the designated bin by the kitchen door ready for AG</li> </ul> </li> </ul>	4

	<p>to disinfect.</p> <ul style="list-style-type: none"> <li>• Wash your hands, arms, etc.</li> <li>• Spray and wipe down the Green room and then wash your hands, arms, etc. before having a break before returning to class.</li> <li>• 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. If the symptomatic person subsequently tests positive, follow guidance for positive tests.</li> <li>• If an adult is suspected of having Covid 19: <ul style="list-style-type: none"> <li>• If the adult is well enough to drive home they should leave the site immediately and drive straight home.</li> <li>• If the adult is not well enough they are to be isolated outside (on a chair) or in Green room if the weather is inclement.</li> <li>• They should keep their mobile phone on them to maintain contact but they should not be supervised by another member of staff unless it is an emergency and then full PPE should be worn.</li> <li>• An appropriate person / emergency services should be called and asked to collect immediately.</li> <li>• If the adult requires the toilet then they should use the female staff toilet which will then need to be shut until it has been fully cleaned.</li> <li>• Follow the same 'clean up' stages as with a child.</li> </ul> </li> <li>• When a child or staff member develops symptoms indicative of Covid 19, they should be sent home and advised to self-isolate. Their fellow household members should self-isolate as per the latest NHS111/Public Health England guidance.</li> <li>• Where the child or staff member tests positive, the rest of their class/group within their education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class/group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</li> <li>• Also when a school has positive test results the local Public Health England Health Protection Team should be contacted (PHE South West Centre HPT – Devon - 0300 303 8162 (option 1, then option 1) Out of hours advice 0300 303 8162 (option 1) / PHE South West Centre HPT – Bristol - 0300 303 8162 (option 1, then option 1) Out of hours 0300 303 8162 (option 1)) and the DfE Helpline on 0800 046 8687 Monday-Friday 8am to 6pm, Saturday-Sunday 10am to 4pm.</li> <li>• Where a child or staff member tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. If they cannot get a test but no longer have symptoms, they still need to self-isolate for the set period, if they have been advised a test is required.</li> </ul>	
<b>H&amp;S servicing</b>	<ul style="list-style-type: none"> <li>• All usual checks, e.g. water temperatures / fire alarm systems to continue taking place.</li> <li>• Pre-arranged servicing to take place.</li> <li>• Visitors will be briefed and the usual safeguarding measures taken.</li> </ul>	3

<p><b>Cleaning</b></p>	<p>Cleaner:</p> <ul style="list-style-type: none"> <li>• AG/AV to use chemical cleaning to wipe down desks and frequently touched surfaces, e.g. door handles, daily. AG cannot clean surfaces if they are cluttered.</li> <li>• AG/AV to use chemical misting to spray chairs and outside benches daily – used chairs should be lined up in the corridor outside Diamond/Emerald/Ruby classrooms, Topaz chairs to be brought to the hall for spray cleaning every evening – class arrangements agreed by SLT.</li> <li>• All toilets to be cleaned daily.</li> <li>• AG/AV to follow published guidance on effective chemicals, areas of most need and PPE.</li> <li>• AG/AV to ensure that classroom bins have a binbag in them and this is then placed inside a further binbag to be disposed of – no binbags should be reused.</li> </ul> <p>Staff:</p> <ul style="list-style-type: none"> <li>• All unused chairs and tables to be moved to the side of the room and left unused.</li> <li>• Used pupil chairs to be placed separately on a hard surface / hall corridor so AG can spray them. Topaz class to bring their chairs to the hall each evening and collect them in the morning.</li> <li>• Pupil resources – each child to have their own tray of resources used only by them, including headphones. Pupil laptops and headphones must not be shared.</li> <li>• Shared play resources are to be sprayed down with cleaning spray daily/soaked in sterilising solution daily – all resources where this is not possible are to be out of use for pupils.</li> <li>• Each teaching space to have a stock of blue cloths and a premixed cleaning solution so staff can wipe any surfaces / equipment as required. If pupils work in the same space with the same equipment this shouldn't be required through the day.</li> <li>• Staff to Hoover the floors to give AG/AV maximum time for chemical cleaning.</li> <li>• If using a shared computer staff should wipe to clean the power buttons and keyboard before use.</li> <li>• If using the interactive boards buttons should be wiped down with a blue cloth and cleaning spray (on the cloth) before use – do not touch the interactive screen on the board unless you know it has not been used for longer than 7 days – there is no way of cleaning the screens on our interactive boards without ruining them. Do not allow children to use the boards under any circumstances.</li> <li>• Pupil trays are to be wiped down by class bubble staff and placed under the tables after the floors have been hoovered.</li> <li>• No staff should bring in their own cleaning products, etc. Please remember that AG/AV are using strong cleaning substances that will interact negatively with other cleaning products.</li> <li>• Use blue cloths for cleaning/mopping up spills as they are more effective than paper towels.</li> <li>• Blue cloths: <ul style="list-style-type: none"> <li>• Because these are covered in anti-viral and anti-bacterial spray they can be used multiple times, please do not under any circumstances wash them out and reuse them.</li> </ul> </li> </ul>	<p style="text-align: center;">3</p>
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	<ul style="list-style-type: none"> <li>• At the end of each day any used blue cloths should be thrown away.</li> <li>• Cleaning spray: <ul style="list-style-type: none"> <li>• AG will mix batches of cleaning solution into spray bottles which will be in each classroom (this uses LA recommended anti-viral and anti-bacterial elements).</li> <li>• These <b>must</b> be stored out of site and reach of children.</li> <li>• Ensure that others are not in the immediate vicinity when spraying and the solution has dried / been wiped before children touch this surface.</li> </ul> </li> <li>• Sterilising solution: <ul style="list-style-type: none"> <li>• Staff should be aware that this is a bleach based product so is not safe to use to wipe down just before children use items.</li> <li>• This product must be stored out of reach of the children in its original box – only remove the amount of tablets required for that use.</li> <li>• To fight against the coronavirus, more concentrated dilutions must be used based on WHO latest guidelines - place one tablet in 1 litre of cold water (this solution leaves surfaces germ free after a minimum of 10 mins).</li> </ul> </li> </ul>	
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• There will be no gatherings of children until further notice.</li> <li>• Collective worship will need to take place in class.</li> <li>• SLT to run a Monday and Friday Collective Worship to introduce the stories and reflections. Wednesdays will be a sharing assembly showing work that has displayed or is linked to our school values.</li> <li>• Singing in groups and playing instruments should take place outdoors wherever possible. If playing instruments indoors, use a room with as much space as possible eg. larger rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing/singing indoors, limit the numbers to account for ventilation of the space and ability to social distance. It is important to ensure good ventilation. Singing, wind and brass playing should not take place in larger groups. In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigations, 2 metres is appropriate. Pupils should use seating where practicable to help maintain social distancing. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. Also use microphones where possible or encourage singing quietly.</li> </ul>	1
<b>Clubs</b>	<ul style="list-style-type: none"> <li>• We will be offering Breakfast and After Fun clubs to assist parents with work commitments.</li> <li>• Although guidance encourages schools to maintain a bubble approach it does say that schools, using additional proactive factors (small group / social distancing) can begin meeting again.</li> <li>• Breakfast club 8am to 8.45am: <ul style="list-style-type: none"> <li>• Maximum of 15 places.</li> <li>• Club to use the Hall – drop off is the outside hall fire escape doo</li> </ul> </li> </ul>	1

	<ul style="list-style-type: none"> <li>• Staffed by KB / MT / SW / EJ.</li> <li>• Places will be offered on a first come first offered basis.</li> <li>• Pupils should use their class bubble’s toilets.</li> <li>• After Fun club 3.30pm to 4.30pm, Monday to Friday. <ul style="list-style-type: none"> <li>• Maximum of 15 places a day.</li> <li>• Club to use the hall / outdoor space – collection is from the outside hall fire escape door.</li> <li>• Staffed by SS / MS / MF / SR.</li> <li>• Places will be offered on a first come, first offered basis.</li> <li>• Resources will be used on a weekly rotation basis.</li> <li>• Pupils should use their class bubble’s toilets.</li> <li>• Snacks will be served in individual bowls – staff to ensure hands are washed before preparing the snacks.</li> </ul> </li> </ul>	
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• A member of SLT will be on-site at all times.</li> <li>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating as a minimum.</li> <li>• When lining children up they should be distanced apart from each other and should remain so when walking.</li> <li>• All staff to leave site by 4.30pm.</li> <li>• Windows and doors to be opened wherever possible and ensure good ventilation of all rooms (refer to Beginning of School Day section above). Please ensure all doors and windows are closed by class bubble staff and that walkie talkies are switched off and returned to their class bubble’s recharging base before leaving at the end of the day. Air conditioning to be off whilst children are in the room.</li> <li>• Do not pass groups in the corridor, 1 group / person should wait for the other at a suitable distance.</li> <li>• Staff to wear masks in communal areas where 2 meter social distancing is not possible.</li> <li>• If someone sneezes/coughs, they should be sent to wash their hands straight away - please reinforce the Catch it, Bin it, Kill it message</li> <li>• Children should regularly be positively reminded about keeping their spaces.</li> <li>• We will all forget at times to appropriately social distance / not have contact but if a child repeatedly refuses to follow these rules, they should be warned, and parents informed. If this does not improve, they will be restricted from going out at break/lunchtimes and should be separated from peers during lesson time. As a final resort parents will be informed that the child cannot be accommodated in school at this time.</li> <li>• Children will need sessions focusing on their wellbeing and understanding the reasons behind our school changes so they do not become upset, too anxious or worried.</li> <li>• Staff to arrange a temporary alternative reward system – not one that involves physical items – e.g. building time for a whole class golden time session each day (10 seconds at a time).</li> <li>• Pupil bikes or scooters can bought on site by children only – they should be stored in the bike rack area. Public Health England does not recommend the use of face coverings in schools (only for medical reasons).</li> </ul>	<p>3</p>

<b>Health Issues / developing symptoms</b>	<ul style="list-style-type: none"> <li>• Participating staff to test twice weekly with lateral flow tests provided by the government and to report results immediately to the government/school office.</li> <li>• If a member of staff has a pre-existing medical condition that makes them more vulnerable or a person in their household is categorised as vulnerable, then they should notify SLT to discuss safer working practises.</li> <li>• Staff should liaise with SLT over mental health concerns as well as physical – they will support wherever possible.</li> <li>• Staff workload will be monitored closely due to the demands of new ways of working.</li> <li>• At the first sign of any Covid 19 related symptoms (a new continuous cough, a high temperature or a loss of, or change in, your normal sense of smell or taste) staff / pupils should not attend school and access guidance: <ul style="list-style-type: none"> <li>• Staff - <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test-if-youre-an-essential-worker">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test-if-youre-an-essential-worker</a></li> <li>• Pupils - <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/">https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/</a></li> </ul> </li> </ul>	4
<b>Fire / Critical Incident</b>	<ul style="list-style-type: none"> <li>• In the event of a fire / critical incident the ‘Fire and Emergency Evacuation Policy and Procedure’ should be followed.</li> <li>• Fire drills to be held as normal.</li> </ul>	
<b>Educational visits / residentials</b>	<ul style="list-style-type: none"> <li>• There will be no whole class / school visits offsite prior to the 21<sup>st</sup> June 2021 as per Government guidelines at the date of preparation of this Risk Assessment.</li> </ul>	3