Carpenters
PRIMARY SCHOOL

Risk Assessment for returning to school in September 2021

GOV: Staying alert and safe guidance

Guidance for schools - Coronavirus-covid-19

This risk assessment has been produced following recent updates from the DfE. We want to ensure that school leaders, staff, children and parents/carers are fully aware of the risks that people face when attending the school setting. The measures detailed in this assessment demonstrate that everything that is reasonably practicable has been taken into account to minimise these risks, although it is imperative that everyone understands that the actions taken will not completely eliminate the risk of Coronavirus (COVID-19). The measures detailed below will be actioned by the school's staff team to ensure that, so far as is reasonably practicable, the school is COVID-secure.
This is a draft document and will be subject to change should guidance from the government be updated or if there are changes in the school's day-to-day running. Governors will regularly review the contents.

Section one - Public health advice to minimise coronavirus (COVID-19) risks

Area	Key Issue	Government Guidance if available	Summary of control	Accountability
Prevention of transmission **1**	**System of controls: 1** Ensure good hygiene for everyone	The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.	**Hand hygiene** • Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. **Respiratory hygiene** • The 'catch it, bin it, kill it' approach continues to be very	Whole school community

		The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.	important. • Staff remind children of good respiratory hygiene practices each morning and throughout the day as necessary: Signage in all public spaces supports this regime. • Staff and children are encouraged not to touch their mouth, eyes and nose & remind all members of the school community about the use of a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Lidded bins have been provided in each classroom specifically for tissues. In order to minimise risk, adults in the room will use the cleaning products to wipe down the bin lid each time a child uses it. Children and adults must wash or sanitise their hands following this regime. • The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene. **Use of personal protective equipment (PPE)** • Most staff in schools will not require PPE beyond what they would normally need for their work. • The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.	
Prevention of transmission **2**	**System of controls: 2** Maintain appropriate cleaning regimes	PHE has published guidance on the cleaning of non-healthcare settings. 2021 - Juniper risk assessment	An appropriate cleaning schedule is in place and will be maintained. This will include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. • The school employs a third party cleaning company called Juniper. The school is in receipt of Juniper's own specific risk assessment which adheres to the guidance set out in COVID-19: cleaning of non-healthcare settings guidance. • Usual cleaning of the whole school takes place daily between 2.30pm-5.30pm. • Additional cleaning will be undertaken between 11.30am-1.30pm daily to include priority areas and touchpoint cleaning. This will be carried out by 1 additional cleaner who will clean the staff rooms, staff and children's toilets and classrooms used daily. In addition, school staff will be responsible for regular touchpoint and surface cleaning throughout the day such as during and after lessons and as required. • A clear desk and surface policy is in place in all rooms to allow for quicker and easier cleaning.	Juniper, Premises Manager & LT

			• Areas that are used throughout the day or by different groups of children will be cleaned more frequently:
			  ○ Toilets used by children and staff
			  ○ Door handles
			  ○ Light switches
			  ○ Door release buttons
			  ○ Lunch halls
			The Premises Manager will ensure that there is sufficient stock of cleaning and janitorial materials (increase the amount of soap normally ordered plus sanitiser) and restock classrooms daily.
			• Equipment used by children will be kept to a minimum. They will be allocated individual stationery. Any resources that are shared will be left for 72 hours or cleaned before another child/group of children use them.
			• Specialist cleaning products are supplied for IT equipment and must be used before and after use of any shared IT device. The cleaning of devices will be the responsibility of the school's IT technician and, in his/her absence, the class teacher or support staff member.
			• Staff were briefed during the staff training on the 1st September or during their induction meeting thereafter, about all cleaning protocols.	

Prevention of transmission **3**	**System of controls: 3** Keep occupied spaces well ventilated	The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information. Government announcement on Carbon Dioxide monitors	**Keep occupied spaces well ventilated** • When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. • Any poorly ventilated spaces will be identified as part of a risk assessment and steps will be taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents/carers are on site, for example, class assemblies. • Mechanical ventilation will be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. • Where mechanical ventilation systems exist, these will be maintained in accordance with the manufacturers' recommendations. • Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). • The need for increased ventilation while maintaining a comfortable temperature will be well balanced.	All staff

			• CO2 monitors will also be provided to all state-funded education settings from September onwards, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.	
Prevention of transmission **4**	**System of controls: 4** Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19	**GOV: when to self-isolate and what to do** **GOV:** COVID-19 symptoms **GOV: use of PPE in education, childcare and children's social care settings** **GOV:** stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection	**When an individual develops COVID-19 symptoms or has a positive test:** • Children, staff and other adults must follow public health advice on when to self-isolate and what to do. • They must not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • If anyone in school develops COVID-19 symptoms, however mild, they must be sent home and they must follow public health advice. • For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. • If a child is awaiting collection, they should be placed in the welfare room, on their own, with an adult nearby, if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms the child used should be cleaned after they have left. • The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. **Asymptomatic testing** • Testing remains important in reducing the risk of transmission of infection within schools. • Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. **Confirmatory PCR tests** • Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus	Whole school community

			(COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. • Whilst awaiting the PCR result, the individual should continue to self-isolate. • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test allowing a return to school, as long as the individual doesn't have COVID-19 symptoms.	
Prevention of transmission **5**	Minimise contact between individuals	Minimising contact between groups	• Most assemblies, including the achievement assembly will continue to be virtual. We will be looking at organising weekly year group/cohort assemblies. This will be reviewed towards the end of autumn 1. • After school clubs will resume in week 3. • Breakfast club will be available initially for working parents/carers and those children who are vulnerable. Children will be split into manageable small groups across the dining hall and school hall. Parents/Carers will be instructed to pre-book their child's place to ensure there is sufficient staff and that they are fully prepared for the expected numbers each day. Outdoor spaces will be used as much as possible to maximise social distancing, particularly in mixed groups. • Staggered entry, break and lunchtimes are all in place to reduce the amount of children and adults moving around the school site at one time. Additional gates will be used to reduce the flow of traffic at the beginning and end of the day.	All adults

Prevention of transmission **6**	Minimise contact between individuals -Wherever possible maintain social distancing within the school	Visitors to the school	**All visitors, including parents/carers:** • Must not enter the premises if displaying symptoms of COVID-19, are self-isolating or in quarantine following a visit to a country on the quarantine list. • Will be expected to maintain social distancing of 2m+ with other adults, where possible. • Will be signposted to and use hand sanitiser on arrival and exit from the school. • Will not shake hands. • Will not share stationery or other items unless wiped with a disinfected cloth or wipe before and after use. • Will be asked to wear a face mask at all times whilst in the school building. • Will be provided with guidance to read on arrival at the school, which they must agree and adhere to when on site. • Will be signed in, details of the people they will be having contact with and a telephone number taken in the event of the need to track & trace them. • Will meet with staff in a well-ventilated room. **External agencies:** • Where possible, meetings with external agencies should happen via Zoom or Google Meet. However, there may be times when this is not possible. An appointment must be made in advance, office space which will guarantee seating with 2m+ social distancing and good ventilation should be organised. **Contractors:** • All contractors will be controlled by the Premises Manager. These will only be organised where it is not possible to delay the work. Visits outside of school hours will be encouraged where available. If this is not possible, the Premises Manager will arrange to be on site to oversee the work and movement. Contractors will be briefed on the school expectations relevant to their visit. **Volunteers:** • No volunteers will be allowed in school. This will be reviewed in Autumn 1.	Office staff

Prevention of transmission **7**	Minimise contact between individuals - Wherever possible maintain social distancing within the school	Equipment use	**Classroom:** • Children will be allocated their own whiteboard and pencil case which will contain all of their stationery and kept for individual use. • Shared equipment such as maths equipment will be cleaned regularly using a detergent wipe/cloth or a Milton wash. • Some equipment will be used on a rota system so that it can be kept apart from another group for 72 hours or cleaned between use by each group. • Children's books and reading books can be shared and taken home in order for staff to mark and assess children's work and effectively support children to make accelerated progress. • Books will be quarantined by a member of support staff upon their return to school and wiped clean if necessary. • Staff must wash their hands after handling a class set of books. **Playground:** • Groups will be allocated their own playground equipment which will be cleaned after each use. **PE Lessons:** • If equipment is used, then it will be thoroughly cleaned in between use or stored for up to 72 hours before another group can access it. • In Years R to 6, children will wear their PE kit for the whole day that their lesson falls on, so there is no need for additional clothing bags or time to change. **SEND Rooms:** <u>Cherry Blossom Room:</u> • This room may be used by two children, at any one time, with their adults (Rota posted on door). • Limited number of toys to be used and should be disinfected after use. • All areas touched, including the computer, must be disinfected (cleaning equipment provided). • The main door must be left ajar as there are no windows to the outside (adults to sit by the door if a child is a runner). • No more than 3 children may use this room at lunchtime - children to be spread out across the room on separate tables. • The ball pit may be used by children. This must be disinfected (after each use) using the aerosol disinfectant (on the sides and over the top of the ball pit). <u>Sensory Room:</u> • One child, with 1 adult, to use the sensory room at any given time (Rota on door). • Door to be left ajar as there are no windows. • All areas, touched or things used, must be disinfected by the adult before leaving the room, making it ready for the	All adults

			next child & adult to use (cleaning equipment provided).	
Prevention of transmission **8**	Where necessary wear personal protective equipment (PPE)	When PPE may be needed: The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained. • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.	**PPE in school:** • Sufficient supplies of PPE Provision, such as disposable gloves, aprons and face masks, are available in the First Aid room, hygiene rooms, isolation room and the Leadership Room. In addition, a mask and gloves are provided in the first aid box for each class in the event of an emergency, particularly when outside. • All staff are aware of the PPE available in school and when it is essential that it is worn. **Face Coverings & Gloves:** • Staff & children may wear face masks as they travel to and from school. There will be a clear process for removing face coverings when children and staff who use them arrive. Children must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all children), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they must take home with them. • If a staff member or child wishes to wear a face covering or mask in school, they must provide this for themselves. • We would encourage staff to discuss their concerns regarding the wearing of PPE with a member of the Leadership team. • The school will not take responsibility for ensuring that children wear their masks at all times nor will they attempt to put them back on again. • Gloves will not be allowed, except when serving food, administering first aid, using physical restraint or cleaning. **SEND children:** • We do not currently have any children who have an individual care plan which specifies the use of PPE. If a child joins the school and this is identified as a need, then the SENCo will work with the appropriate outside agencies and medical teams to put in a specific care plan and staff will be trained as necessary. **First Aid** • Basic first aid will be administered by support staff working in the class group or year group bubble. • 2 designated three day first-aiders will administer first aid to children and staff who are feeling unwell whilst in school. This will ensure consistency in decision making and give them the opportunity to ask for a second opinion as and when needed. 2 additional designated three day first-aiders will cover in the event of an	LT, SENCO, SLT

			absence. • All support staff and first aiders have received training on 'First Aid during COVID-19' using the PHE Newham Powerpoint, with details of how to don and doff PPE, their responsibility while carrying out first aid and maintaining 2m social distancing with children, staff and parents/carers. Where 2m social distancing cannot be maintained, face covering/visor, gloves and an apron will be worn by staff. • Staff must wear disposable gloves and aprons, if a child is vomiting or spitting - an eye visor will also be necessary. • If a child becomes unwell, they will be taken immediately to the Welfare Room. • If children or adults require additional first aid, PPE will be available in the first aid room - Welfare room. • Children's medical equipment such as inhalers must be kept in individual plastic bags in the first aid box in their class. • When any equipment is used, staff will replenish stock from the first Aid room and inform the STAs who will ensure that it is reordered. • Each class will have a first aid box which also contains emergency PPE equipment to be used in the event of a first aid situation out in the playground, classroom or when needing to use physical restraint.	
Response to any infection **9**	Engage with the NHS 'Track and trace' process	NHS: Covid-19 symptoms checklist Government guidance for booking a test	**Child displays symptoms at school:** • HT to be informed immediately. In the HT's absence, the DHT must be informed. • Child to be given a mask and moved to the welfare room immediately. As they are being moved to the room, an adult will go ahead to remove any adults or children in the room and clean a suitable space. • Office staff will make contact with a family member to collect the child. • A member of staff will remain near the welfare room until they are collected by a parent/carer: the staff member must wear PPE from the emergency first aid box in the room if they are unable to remain 2 metres apart or if they feel it is appropriate. • As soon as is reasonably possible, the site supervisor will use the 'mist-er' through the classroom whilst the rest of the class are out in the playground. • School staff or onsite cleaners will be informed when the person with symptoms has left the building:They will clean the affected area with normal household disinfectant to reduce the risk of passing the infection on to other people. • If the person displaying symptoms needs to use the bathroom, they will use the facilities in Cedar room. If this is used, it should also be cleaned by the on-site	All adults

			cleaners before anyone else enters. • The parents/carers of the child with symptoms must book a test immediately and make the school aware of the result as soon as they receive it.	
Response to any infection **10**	Engage with the NHS 'Track and trace' process	NHS: Covid-19 symptoms checklist Government guidance for booking a test Essential workers apply for a coronavirus text - GOV.UK	**Member of staff displays symptoms at school:** • HT to be informed immediately. In the HT's absence, the DHT, or and AHT should be informed. • Adult to be given a mask and moved to the Welfare room. • As they are being moved to the room, another adult will go ahead to remove any adults or children in the room and clean a suitable space. • Staff member or office to make contact with next of kin if required. • A member of staff will remain near the welfare room until they are ready to go home or are being collected by a family member: Staff member must wear PPE from the emergency first aid box in the room if they are unable to remain 2 metres apart or if they feel it is appropriate. • As soon as is reasonably possible, the site supervisor will use the 'mist-er' through the classroom whilst the rest of the class are out in the playground. • School staff or onsite cleaners to be informed when the person with symptoms has left the building:They will clean the affected area with normal household disinfectant to reduce the risk of passing the infection on to other people. • If the person displaying symptoms needs to use the bathroom, they will use the facilities in Cedar room. If this is used, it must also be cleaned by the on-site cleaners before anyone else enters. • The staff member must book a test immediately and make the Headteacher aware of the result as soon as they receive it. • Staff must not attend work if they have symptoms, are awaiting a test due to having symptoms, or have tested positive. **Member of staff displays no symptoms at school:** • Newham staff are welcome to have regular lateral flow tests self-administered. • Getting tested bi-weekly, will help pick up a Covid-19 infection early and reduce the risk to others. • School staff are encouraged to take up this offer. • Self-administered LFD test kits are available from the school Covid coordinators. • Rapid Community Testing Information and Locations	All adults

			Symptoms in the household: ● Staff and other adults who live with someone with Covid symptoms are classified as a close contact. ● As a close contact, you must immediately book a PCR test. ● If you have not received two doses of the Covid-19 vaccine, you must stay away from the school whilst awaiting your PCR test results. **You are not required to self-isolate if:** ● You're fully vaccinated – this means 14 days have passed since your second dose of a COVID-19 vaccine given by the NHS. ● You're under 18 years & 6 months old. ● You're taking part or have taken part in a COVID-19 vaccine trial. ● You're not able to get vaccinated for medical reasons.	

Prevention of Transmission **11**	Promote and engage in asymptomatic testing, where available	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks	• The school implements and follows the guidance in relation to testing: 'Asymptomatic testing for staff'. **Promote rapid testing with parents and carers:** **Members of households, childcare or support bubbles of school staff and pupils** From 1 March 2021, a member of a household, childcare bubble or support bubble of staff or a pupil can get a twice-weekly test: • Through their employer if they offer rapid lateral flow testing to employees. • At a local test site - Testing at these sites is assisted, which means you will swab yourself under the supervision of a trained operator. You may need to book an appointment. Find your nearest rapid lateral flow test site. • By collecting a home test kit from a test site - You can collect 2 packs of home test kits at a local collection point. Each pack contains 7 tests. Anyone 18 or over can collect. You can check online if the location is busy before you go. Find your nearest home test kit collection point. • By ordering a home test kit online - If you cannot get tested at your workplace, or are unable to go to a test site or collect test kits, you can order a home test kit online. Do not order online if you can get a test through other methods. This frees up home delivery for those who need it most. Order rapid lateral flow home test kits **What twice-weekly testing involves** You will be asked to: • take a test twice a week (every 3 or 4 days apart) • report every result to NHS Test and Trace on the same day you take the test • Report your test result online or by calling 119. **If anyone tests positive or gets coronavirus symptoms, they should tell the school and**: • self-isolate immediately • get a PCR test to confirm the result (within 24 hours) • follow the stay at home guidance for households with possible coronavirus infection A negative result means the test did not find signs of coronavirus. But this does not guarantee you do not have coronavirus, so you should keep following all coronavirus advice including: • regular handwashing • social distancing • wearing a face covering where recommended	Staff, parents and carers

Response to any infection **12**	Manage confirmed coronavirus cases in the school community	NHS: Self-isolation if you or someone you live with has coronavirus symptoms - Coronavirus (COVID-19) GOV: Stay at home guidance	**An adult or child tests positive:** • Tracing close contacts - This will be carried out by NHS Track and Trace. You will only be asked to self isolate by them if you have not received two doses of the Covid-19 vaccine. • The LT will support NHS Track and Trace to help identify who these close contacts may be. • If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. • All staff keep a timetable of their weekly routine, to ensure LT can quickly and efficiently track and trace close contacts of confirmed cases. This will be updated regularly and monitored by the LT.	LT
Response to any infection **13**	Contain any outbreak by following local health and safety advice	Threshold: • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. Who to seek advice from	• Local reporting to NPW/Public Health will continue in line with the Contingency Framework when the threshold is reached, so that advice and support can be given. • School will make contact with the team and follow up with an email to PublicHealthenquiries@newham.gov.uk where this threshold is reached. • Advice will be taken from the PHE health protection team and/or the Local Authority. • The school will follow the procedures identified in section 27 - contingency framework.	LT

Section 2 - School operations

Overall	Key Issue	Government Guidance if available	Summary of control	Accountability

Safe Building **14**	Safe Building	It is important that arrangements remain in place to ensure that children and staff are in safe buildings during reduced occupancy arrangements. Schools should review their arrangements for all building-related systems but in particular prior to re-opening ➢ hot and cold water systems ➢ gas safety ➢ fire safety ➢ kitchen equipment ➢ security including access control and intruder alarm systems ➢ ventilation	During this period, the school will remain open to all children. All health & safety procedures will continue as normal and any planned safety checks will be carried out.	HT & Premises Manager
Attendance **15**	Start and end of the day procedures	Government guidance: safer travel guidance for passengers	• There will be a soft start at the beginning of the day from 8:45am to ensure that children are not lining up or congregating together. • Each class/year group will enter and exit through different gates across the school, in order to reduce contact and interaction between children in different classes. • Where a family has more than one child at the school, the siblings will enter/exit through the same gate as the eldest child. • Children being brought to and from school by an after school provision, will be dropped off at the school gate and collected from the school office. • After school provision, will inform the school office who they will be collecting on that day. **Start of the school day (08:45 - 09:00):** • Only one adult per child to bring the child/ren to school (parent, older sibling, childminder). • Adults will not be permitted to enter the school site. • Inform parents/carers that gathering around the perimeter of the site after they have dropped their child off/collected their child will not be allowed. • Parents will be provided with regular updates to remind them about the school procedures to aid management of the entry & exit points via the school newsletter, email or text. • Parents will be informed that they will not have access to the school office and that all communication should be done via email or a phone call. • Contact between parents/carers and class teachers will be via email, phone or google classroom. **End of the school day (15:15):** • A one way system will be introduced. Parents/Carers will enter via the EYFS gate for EYFS and 1B, they will then exit through the KS2 playground and the big double gates	LT, Parents

			on Carpenters Road. For KS2, parents/carers can enter via the EYFS gate or the pond gate and exit through the big double gates on Carpenters Road. • Staff will be on duty to ensure parents/carers leave the school grounds as soon as they have collected their child/ren. • Parents/Carers will line up in classes at a designated space in the playground. • Clear zones in the playground/entrance for parents/carers will show where they must line up and where the adult will collect their child/ren from. **Procedures for wet pick up:** • There will be a member of the Wellbeing team supervising the playground to ensure parents are lined up in the correct place. • Alternative collection points will be allocated closer to the classroom door. • There will be a member of the LT allocated on the gate, who is not allocated to a class to ensure that all parents and children leave the school grounds safely.	
Attendance **16**	Children and families who may feel anxious about returning to school	GOV: Extra mental health support for children and adults	• The school's safety measures and hygiene routines will be shared with all parents/carers (inclusive of any adaptations should there be additional government guidance). • Parents/carers will be encouraged to make contact with the school if they are feeling anxious about sending their child back to school at any point through the school year. • Parents/carers will be reminded that it is mandatory for their child/ren to return to school. • All children will be allocated to a member of the wellbeing team for a back to school check-in. • Wellbeing team will identify key children who may need additional transition support due to their anxiety around covid/ being back at school after an extended time away. • Families receive regular signposting to relevant services/charities that can support them with issues that may arise as a result of covid through a weekly newsletter (wellbeing section), as well as other practical advice e.g. bedtime routines.	Safeguarding & Wellbeing teams, LT

Attendance **17**	Staff who may be anxious, have underlying health conditions and those that have been shielding	GOV: guidance on protecting people who are CEV from COVID-19 GOV: Extra mental health support for children and adults	**CEV** • Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. • Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. • The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. • We welcome your support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time. • It is expected that all members of staff will return to their usual contractual hours in September. • Those members of staff that are defined as CEV will have their individual risk assessments reviewed, to ensure information is up to date in the event of a further lockdown. • Continued support for those members of staff who may be anxious about returning to work will be put in place by the Headteacher. **Wellbeing:** • The Wellbeing Lead will send regular advice to staff via email reminding them of agencies/services from which to get support.	LT

Section 3 - Curriculum, behaviour and pastoral support				
Overall	**Key Issue**	**Government Guidance if available**	**Summary of control**	**Accountability**
Curriculum expectations **18**	Specific points for the Early years	Adaptations that will be made to normal practice	**Nursery** • Children will remain in their class groups which will be a maximum of 26 children at one time. • They will work in classes of morning and afternoon groups to access the nursery outside area (Children who have 30 hours funding will be split between the two classes). • Resources and the classroom will be cleaned at lunchtime, between am and pm bubbles. • Am and Pm bubbles will have their own equipment - such as pencils and paint brushes so that harder to clean equipment is not shared between bubbles. **All Early years** • Any resources that are used will be thoroughly cleaned at the end of each day. • Reception and Nursery will mix outside only: adults should remain with their own classes only (unless a health and safety issue) and children should not go indoors to other classes. • Children will not be expected to adhere to social distancing guidance (if it returns) but adults will, where possible, maintain a distance between themselves and a group of children. • Adults will remain with their class groups but specialist teachers and adults will be permitted to work with children across class groups. • Adults may wear face shields if having to support distressed children at any time in the school. • See EYFS risk assessment	LT, Class Teachers
Curriculum expectations **19**	Music	Adaptations that will be made to normal practice	• Singing outside or in large spaces will be allowed. • Singing classes will be kept to class/year groups for the short term and will be reviewed regularly. • All instruments will be cleaned and wiped down between classes using them. • Children in KS2 have their own instruments. • We are currently working with Newham Music Hub to look into how music will work in the current context. Arrangements have been agreed to reduce movement around school and to reduce risk of aerosol transmission, if singing. • All children will play the same instrument and these will be easy to clean. Where possible, children will have their own instrument but where this is not	Music teachers

			possible, an adult will thoroughly clean the instruments using disinfectant between children. Individual risk assessments have been written for visiting organisations, where the school feels it would not be beneficial to undertake the activity virtually.	

Curriculum expectations **20**	Physical education	GOV: Guidance on the phased return of recreational sport	• The PE curriculum has been adapted to limit and/or adapt the number of contact sports that are taught and played by children in the Autumn term. • Lessons will be taught outside - weather permitting. • The curriculum has been adapted for indoor PE/during bad weather so that lessons can continue. • 'Mile a day' to be introduced during the autumn term - to ensure that children receive their entitlement of 2 hours fitness each week and to support health and wellbeing • If lessons are relocated to the school hall, children will partake in fitness activities that allow for them to remain in one place. • All windows will be kept open in the school hall during PE lessons to support good ventilation • Any equipment used will be thoroughly cleaned before it is used by another class group	Sports Leader, All adults
Curriculum expectations **21**	'Catch up' support	EEF: Support guide for schools - intervention EEF: National tutoring programme	• Intervention for core subjects will be put in place for specified year groups based on our prerequisite skills assessments. • Interventions will be reviewed termly (efficacy evaluations). • Staff will deliver sessions as directed by the school's leadership team (after risk assessments). These will take place in well ventilated spaces only. • Year 6 catch up tutoring will be in place for identified pupils (Action Learning). This will be online for the next academic year, rather than face to face.	LT & All adults

Curriculum expectations
22
	Pupil wellbeing and support	GOV: physical health and wellbeing at primary & secondary
		
		GOV: promoting and supporting mental health and wellbeing in schools
			• All children will benefit from a 'soft start' approach on return to school. This will include daily, targeted wellbeing time to support each child with settling back into the school routine.
			• Subsequent weekly PSHCE/Thrive/P4C lessons will be timetabled. The focus in the Autumn term will be to:
			  ○ Rebuild routine
			  ○ Explore friendships
			  ○ Explore change.
			  ○ Deal with anxieties, grief and loss
			  ○ Address developmental needs inline with Thrive profiles.
			• Children will use the colour monster register each day
			• Each child will have a 1:1 "check-in" with the wellbeing
				Wellbeing Team & All adults

			team to assess their emotional wellbeing. • Children who are identified as needing more intensive support will be given either 1:1 or small group interventions to address the needs identified during the check-in process. • The wellbeing team will hold weekly "open groups", which all children will have an opportunity to sign-up to. • Children already on the Wellbeing register will continue to have 1:1 or small group interventions - this will be for children who were receiving support prior to lockdown, or those added to the register as a result of information shared during lockdown. • All members of the wellbeing team will have "open time" on their timetable where they can support children who would not usually have a session, but who become distressed during the day and may need input.	
Curriculum expectations **23**	Behaviour expectations	GOV: Behaviour and discipline in schools 2016	Carpenters recognise that, after such a lengthy time away from the normal routine of school, some children may find it difficult to meet the high expectations we have of all pupils as part of our behaviour policy. The school's behaviour policy has been adapted (by way of an appendix) to take these considerations into account, alongside the sanctions and rewards. Staff have been, and will continue to be, provided with high quality Thrive training, to support them in meeting children's needs, as well as managing behaviour in a way that is both positive and effective. The mental health and wellbeing lead will undertake observations to support teachers with managing children who require additional provision to settle into the new routine at school. Staff needs will be assessed through these observations, but also through a skills audit in which staff will be able to self-identify areas of need, for further training and CPD.	All adults
Curriculum expectations **24**	Wrap around care	After school and breakfast clubs	A small number of After school clubs will return in week 3. A risk assessment will be completed for each club, including measures taken to ensure good ventilation and good hygiene practice. Breakfast club will continue to be available for working parents/carers. A risk assessment has been completed for this provision.	Office Manager, Breakfast Club Staff

Curriculum expectations **25**	Educational Visits		• Educational visits will take place within walking distance or when using private public transport - to be reviewed autumn 2. • Ensure that any new bookings have adequate financial protection in place. • Staff will undertake a full and thorough risk assessment in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.	School Staff
Section 4 - Assessment and accountability				
Overall	Key Issue	Government Guidance if available	Summary of control	
Accountability **26**	Primary assessment	https://www.gov.uk/guidance/primary-assessments-future-dates	**2021/22 academic year** Reception baseline assessments must be completed for each child in the first six weeks after they enter reception. Key Stage 1 The Key Stage 1 tests are timetabled from May 2022. Phonics screening check week commences Monday 6 June 2022. Key Stage 2 The Key Stage 2 tests are timetabled from Monday 9 May to Thursday 12 May 2022. Multiplication tables check Schools must administer the multiplication tables check within the 3-week period from Monday 6 June 2022.	School Staff

Section 5 - Contingency planning for outbreaks				
Overall	**Key Issue**	**Government Guidance if available**	**Summary of control**	**Accountability**
Contingency plans for outbreaks **27**	In the event of a local outbreak - **changes to procedures**	Threshold: • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. Who to seek advice from	• Local reporting to NPW/Public Health Newham will continue in line with the Contingency Framework when the threshold is reached, so that advice and support can be given. • School will make contact with the team and follow up with an email to PublicHealthenquiries@newham.gov.uk where this threshold is reached. • Advice will be taken from the PHE health protection team and/or the Local Authority • The school may be advised to reduce risk of transmission further by reintroducing previous control measures such as; social distancing, use of face coverings and PPE. • The school will use the relevant sections in the previous risk assessment introduced in March 2021, dependent on the recommendation from NPW/Public Health Newham or Public Health England.	LT
	In the event of a local outbreak - **school closure**	Threshold: • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. Who to seek advice from Contingency Framework: Education and Childcare Settings	• Local reporting to NPW/Public Health will continue in line with the Contingency Framework when the threshold is reached, so that advice and support can be given. • School will make contact with the team and follow up with an email to PublicHealthenquiries@newham.gov.uk where this threshold is reached. • Advice will be taken from the PHE health protection team and/or the Local Authority • If advised to do so, the school will close temporarily to control transmission. • Parents/carers and staff will be kept fully informed of any decisions made to close the school through email or Groupcall. • A rota will be put in place to run a vulnerable children & critical worker group, which will minimise the number of staff in the building at one time.	LT
	Remote education support in the event of a local outbreak	What we will do if a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home GOV: Quality assured online resources for home learning	In the event of a local lockdown and possible school closure, the school will follow advice from the government regarding school closures. The school will organise 2 weeks worth of work for remote/home learning: in the event that a 'bubble' bursts. When required, this will be emailed to parents and posted on Google classroom. Teachers will check that their classes have completed work via	LT

		EEF: Educational resources for online learning	Google classroom. Phase leaders will make contact with each family at least weekly - more when needed. For those families without a device, this will be provided for them where possible, otherwise a homework book will be given. Governors agreed the Remote Learning Policy at their meeting on the 16th December 2020	

Carpenters criteria for school closure during Covid-19:

1) As a result of a local or national directive to close for most pupils;
2) As a result of a number of confirmed cases of Covid-19 in the same school and directed by Public Health;
3) If there is an insufficient number of staff to ensure the safe running of the school;
4) Environmental factors that would make it unsafe to keep the school open such as; no water.

Timeline:

Written by: Diane Barrick - Headteacher - July 2020

First reviewed by Governors - 8th July 2020

Updated by Leadership Team: 23rd September 2020

Reviewed by Governors - 1st October 2020

Updated by Leadership Team: 11th November 2020

Reviewed by Governors - Autumn 2 2020

Updated by Leadership Team: 17th December 2020

Updated by Leadership Team: 4th January 2021

Updated by Leadership Team: 26th January 2021

Updated by Leadership Team: 3rd March 2021

Updated by Leadership Team: 14th May 2021

Updated by Leadership Team: 29th August 2021