



Risk Assessment for the reopening of schools to all pupils September 2020

[GOV: Staying alert and safe guidance](#)

This risk assessment has been produced 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 review this document 4 weeks into the autumn term or sooner dependent on the circumstances.

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

| Overall | Key Issue | Government Guidance if available | Summary of control | Accountability |
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| Prevention of transmission 1 | System of controls: 1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus | How to minimise contact with someone who is unwell <ul style="list-style-type: none"> • GOV: Stay at home guidance | <ul style="list-style-type: none"> • Families, children, staff and other adults must not come into school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. • If anyone in the school becomes unwell with a new, continuous cough, a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the 'stay at home'.guidance (see sections 12 & 13). | Whole school community |

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| | (COVID-19) symptoms, or who have someone in their household who does, do not attend school | | <ul style="list-style-type: none"> • If an adult or child is awaiting collection, they should be moved to the isolation room in Old Marigold Class. • The adult/child must self-isolate for at least 10 days and must arrange to have a test to see if they have coronavirus (COVID-19). • Other members of their household (including any siblings) must self-isolate for 14 days from when the symptomatic person first had symptoms. • If a child becomes unwell with a different symptom, such as stomach ache or sore throat, they should be taken immediately to first aid where their symptoms will be checked - temperature taken, asked if they have a cough and a loss of taste or smell. If there are no COVID-19 symptoms, they will be treated as per normal first aid procedures. If there are COVID-19 symptoms, they will be treated as a suspected COVID case and the school will follow the guidance (see sections 12 & 13). • As is usual practice in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. | |
| <p>Prevention of transmission</p> <p>2</p> | <p>System of controls: 2</p> <p>Regular hand washing and access to appropriate facilities</p> | Cleaning hands thoroughly and more regularly than usual | <ul style="list-style-type: none"> • All staff and children are aware of good hand washing practices. Posters are displayed around the school to promote and remind this. • Handwashing facilities are available in all classrooms. Children are timetabled to wash their hands with soap and water throughout the day. Hand sanitiser units and spray are available in all classrooms to be used when soap and water is not feasible or time is limited. • Younger children's hand washing routines are monitored, where possible, by an additional adult to ensure that they wash their hands thoroughly (singing of a hand washing song). • Hand sanitiser units are available in the front entrance and dining hall. There is access to sanitiser sprays in each classroom in the first aid boxes. These are taken with the children when they go to other parts of the school and outside in the school grounds. | All members of staff & pupils |
| <p>Prevention of transmission</p> <p>3</p> | <p>System of controls: 3</p> <p>Good respiratory hygiene</p> | Promotion of 'catch it, bin it, kill it' | <ul style="list-style-type: none"> • 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, nose & remind all 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'). • 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. | All staff |

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| <p style="text-align: center;">Prevention of transmission</p> <p style="text-align: center;">4</p> | <p style="text-align: center;">System of controls: 4</p> <p>Introduce enhanced cleaning, including cleaning of frequently touched surfaces often, using standard products such as detergents and bleach</p> | <p>GOV: UK guidance for cleaning non-healthcare settings</p> <p>Juniper Risk Assessment</p> | <ul style="list-style-type: none"> • 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 by school staff between 12-2pm daily to include priority areas and touchpoint cleaning. In addition, we will employ (on a temporary basis) an additional cleaner to clean staff rooms, staff and children’s toilets and classrooms used to eat lunch from 11.30am to 1.30pm 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. • Areas that are used throughout the day or by different groups of children will be cleaned more frequently: <ul style="list-style-type: none"> ○ 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 sanitising gel) 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 to be briefed during the staff training on the 1st September or during their induction meeting thereafter, about all cleaning protocols. | <p style="text-align: center;">Juniper, Premises Manager & LT</p> |
| <p style="text-align: center;">Prevention of transmission</p> <p style="text-align: center;">5</p> | <p style="text-align: center;">System of controls: 5</p> <p>Minimise contact between individuals -Wherever possible maintain social distancing within the school</p> | <p style="text-align: center;">Grouping children</p> | <ul style="list-style-type: none"> • Children will be separated into class size groups of a maximum of 30 children. This group will remain together for the vast majority of time to minimise contact with other children and adults from other groups or bubbles. • Class groups of a maximum of thirty children have been put in place to ensure that all classes are taught by a class teacher. Or a bubble cover teacher. Dividing the children into smaller groups is not possible due to staffing restrictions. • In Nursery, children will remain in their morning or afternoon groups, of no more than 26 children, for the | <p style="text-align: center;">LT & Class teachers</p> |

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| | | | <ul style="list-style-type: none"> majority of their session in school. Class groups will be part of a year group 'bubble' to allow for specialist, targeted additionality teaching to take place for smaller groups of children, wrap around care and specialist lessons such as phonics and interventions. Children will remain in their class groups for break and lunchtimes although there may be times when year group bubbles share outside spaces. If this is the case, then barriers will be used to separate the shared area to keep groups apart. It is to be noted that siblings will belong to different class groups and year group bubbles. | |
| <p>Prevention of transmission</p> <p>6</p> | <p>System of controls: 5</p> <p>Minimise contact between individuals -Wherever possible maintain social distancing within the school</p> | Children in the classroom | <ul style="list-style-type: none"> Children will, as much as possible, access classrooms directly from external doors to avoid corridors. Good ventilation will be in place at all times with windows and doors opened where possible. <p>Year 1 - 6 classrooms:</p> <ul style="list-style-type: none"> Tables will be arranged so that children are sitting side by side and facing forwards. Space of up to 2m, where possible, will be left at the front of the room for the class teacher to teach and, where required, 2m away from an additional adult supporting the class. Some space will be left between rows of children to allow adults and children to walk around the classroom. Furniture that is not required will be removed to allow for easier movement around the room. <p>The Early Years (EYs) classrooms:</p> <ul style="list-style-type: none"> Children in the EYs will not be permitted to move freely between classrooms in the Autumn term. They will remain in their own rooms when working indoors. Classrooms in the EYs will be organised to allow as much space between tables as is possible. Tables will be arranged to allow for small group work but children will be encouraged to sit or stand side by side or back to back rather than facing one another. It is understood that younger children will not be able to adhere to social distancing and they will be able to move more freely around their classroom to ensure that they can access all of the planned purposeful play activities to enable them to meet the Early Years goals. Class groups will be kept separate for the majority of time to minimise contact with other children and adults. However, there may be times when children may be allowed to play together in the outside area, creating a year group bubble. | LT & Class teachers |

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| <p style="text-align: center;">Prevention of transmission</p> <p style="text-align: center;">7</p> | <p style="text-align: center;">System of controls: 5</p> <p>Minimise contact between individuals -Wherever possible maintain social distancing within the school</p> | <p>Between staff members and other adults</p> | <ul style="list-style-type: none"> • Staff have been allocated to a year group which they will work within for the majority of time. • Specialist staff and HLTAs will be permitted to move between year group bubbles to ensure that normal school operations are fully functional and to provide additionality for children who require support to diminish the difference between them and their peers. Where staff are moving between year group bubbles, 2m social distancing will be in practice as much as possible. • The school will continue to use 2 staff rooms which will be used on a rota system, ensuring no more than 15 members of staff at any one time in each of the rooms. • Clear signposting is in place in corridors and entrances & exits: where possible a one way system will be used which may require adults leaving the building but the focus will be on children and adults 'stepping aside' to let someone pass in the corridor. | <p style="text-align: center;">All adults</p> |
| <p style="text-align: center;">Prevention of transmission</p> <p style="text-align: center;">8</p> | <p style="text-align: center;">System of controls: 5</p> <p>Minimise contact between individuals -Wherever possible maintain social distancing within the school</p> | <p>Minimising contact between groups</p> | <ul style="list-style-type: none"> • In the Autumn term, children will not attend assemblies or other gatherings together in the hall. • After school clubs will not run in the first half of the autumn term so that school leaders can establish routines across the school. Parents/Carers who require childcare will be directed to local childcare providers. • Breakfast club will be available initially for working parents and those children who are vulnerable. Children will be split into manageable small groups across the dining hall, school hall and Old Marigold Class. 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 distances, particularly in mixed groups. • Staggered entry, exit, 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. | <p style="text-align: center;">All adults</p> |

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| <p style="text-align: center;">Prevention of transmission</p> <p style="text-align: center;">9</p> | <p style="text-align: center;">System of controls: 5</p> <p style="text-align: center;">Minimise contact between individuals -Wherever possible maintain social distancing within the school</p> | <p style="text-align: center;">Visitors to the school</p> | <p>All visitors, including parents/carers:</p> <ul style="list-style-type: none"> • 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. • Where required, visitors 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 their visit, 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. <p>External agencies:</p> <ul style="list-style-type: none"> • 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 should be organised. On arrival, visitors should be briefed on the school's expectations relevant to their visit. <p>Contractors:</p> <ul style="list-style-type: none"> • 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. <p>Volunteers:</p> <ul style="list-style-type: none"> • No volunteers will be allowed in school for the first half of term. This will be reviewed before the half term break. <p>Trainee Teachers:</p> <ul style="list-style-type: none"> • Trainee teachers will be encouraged. A thorough induction will include ensuring they know and understand their role in this risk assessment to keep themselves and others safe. | <p style="text-align: center;">Office staff</p> |
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| <p style="text-align: center;">Prevention of transmission</p> <p style="text-align: center;">10</p> | <p style="text-align: center;">System of controls: 5</p> <p>Minimise contact between individuals - Wherever possible maintain social distancing within the school</p> | <p>Equipment use</p> | <p>Classroom:</p> <ul style="list-style-type: none"> • 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 cleaned by a member of support staff upon their return to school and quarantined if necessary. • Staff must wash their hands after handling a class set of books. <p>Playground:</p> <ul style="list-style-type: none"> • Groups will be allocated their own playground equipment which will be cleaned after each use. <p>PE Lessons:</p> <ul style="list-style-type: none"> • 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 4, 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. • In Years 5 & 6, children will bring their PE kit to change into. They will be required to change their clothes at a designated time, boys and girls being separated, and expected to keep their clothes in their own plastic bag when not being worn. PE kits must be taken home at the end of each day in order to be washed. | <p>All adults</p> |
| <p style="text-align: center;">Prevention of transmission</p> <p style="text-align: center;">11</p> | <p style="text-align: center;">System of controls: 6</p> <p>Where necessary where personal protective equipment (PPE)</p> | <p>When PPE may be needed:</p> <p>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:</p> <ul style="list-style-type: none"> • 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. | <p>PPE in school:</p> <ul style="list-style-type: none"> • 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. <p>Face Coverings & Gloves:</p> <ul style="list-style-type: none"> • Staff will & 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 | <p>LT, SENCO, SLT</p> |

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| | | | <p>bag they must take home with them.</p> <ul style="list-style-type: none"> • 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. <p>SEND children:</p> <ul style="list-style-type: none"> • 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. <p>First Aid</p> <ul style="list-style-type: none"> • 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. • 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/mask will be worn by staff. • Staff should also wear disposable gloves and aprons, if a child is vomiting or spitting - an eye visor may also be necessary. • If a child becomes unwell, they will be taken immediately to the Leadership Room/Library. • 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 bubble 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. | |
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| <p>Response to any infection</p> <p>12</p> | <p>System of controls: 7</p> <p>Engage with the NHS 'Track and trace' process</p> | <p>NHS: Covid-19 symptoms checklist</p> <p>Government guidance for booking a test</p> | <p>Child displays symptoms at school:</p> <ul style="list-style-type: none"> • HT to be informed immediately. In the HT's absence, the DHT must be informed. • Child to be moved to Old Marigold Class. 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 with the child and sit 2 metres apart until the child is collected by a parent/carer: 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. • 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 toilet in the classroom. If this is used, it should also be cleaned by the on-site cleaners before anyone else enters • The parents/carers of the child with symptoms must book a test at their earliest possible convenience and make the school aware of the result as soon as they receive it. | <p>All adults</p> |
| <p>Response to any infection</p> <p>13</p> | <p>System of controls: 7</p> <p>Engage with the NHS 'Track and trace' process</p> | <p>NHS: Covid-19 symptoms checklist</p> <p>Government guidance for booking a test</p> <p>Essential workers apply for a coronavirus test - GOV.UK</p> | <p>Member of staff displays symptoms at school</p> <ul style="list-style-type: none"> • HT to be informed immediately. In the HT's absence, the DHT should be informed. • Adult to be moved to Old Marigold Class. 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 with the adult and sit 2 metres apart from them 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. • 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 toilet in the classroom. 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 at their earliest possible convenience and make the Headteacher aware of the result as soon as they receive it. | <p>All adults</p> |

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| <p>Response to any infection</p> <p>14</p> | <p>System of controls: 8</p> <p>Manage confirmed cases coronavirus cases in the school community</p> | <p>NHS: Self-isolation if you or someone you live with has coronavirus symptoms - Coronavirus (COVID-19)</p> <p>GOV: Stay at home guidance</p> | <p>An adult or child tests positive:</p> <ul style="list-style-type: none"> • The rest of the child or adult’s class, other bubbles and close contacts will be sent home or asked not to return to school and advised to self-isolate for 14 days. • The other household members of the wider class/group will be informed that they do not need to self-isolate unless the child or staff member they live with from that class subsequently develops symptoms. • Advice will be sought from NPW School Support, DfE and/or Newham Public Health as to whether any other adults or children need to self-isolate, if they have had any prolonged or close contact with the adult or child concerned. • If a member of staff’s isolation is longer than that of the class self-isolation period, the LT will assess if another staff member is available to teach the children. | <p>LT</p> |
| <p>Response to any infection</p> <p>15</p> | <p>System of controls: 9</p> <p>Contain any outbreak by following local health and safety advice</p> | | <ul style="list-style-type: none"> • If our school has two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may have an outbreak, and must continue to work with the local health protection team and DfE who will be able to advise if additional action is required. • In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If our school is implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered, except on the advice of health protection teams. • In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. | <p>LT</p> |

Section 2 - School operations

| Overall | Key Issue | Government Guidance if available | Summary of control | Accountability |
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| Safe Building 16 | 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 <ul style="list-style-type: none"> > hot and cold water systems > gas safety > fire safety > kitchen equipment > security including access control and intruder alarm systems > ventilation | Throughout lockdown, the school was open. All health & safety procedures continued as normal and any planned safety checks were carried out. | HT & Premises Manager |
| Attendance 17 | Start and end of the day procedures | Government guidance: safer travel guidance for passengers | <ul style="list-style-type: none"> • Families will be encouraged not to use public transport where possible through the school newsletter or text/email communication. The focus will be placed upon families walking or cycling to school. • 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 from different bubbles. • Exit times will be staggered to reduce contact between children, parents/carers and staff - these times and the reasoning for them will be shared with all staff and parents to ensure that there is clarity for all. • 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 bubbles. • Where a family has more than one child at the school, the siblings will enter/exit through the same gate as the eldest child. Members of staff will escort the younger children to/from their classrooms. • Children being brought to and from school by an after school provision, will be dropped off and collected from the school office. • After school provision, will inform the school office who they will be collecting on that day. <p>Start of the school day:</p> | LT, Parents |

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| | | | <ul style="list-style-type: none"> • 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/carers or staff will not be penalised for late arrival due to public transport/walking a distance, where agreed by the Headteacher. • 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. <p>End of the school day:</p> <ul style="list-style-type: none"> • Parents/Carers will line up in classes alongside the fence outside of the allocated school gates, parents will be encouraged to be socially distanced • Clear zones in the playground/entrance for parents/carers will show where children will line up and where the adult will collect their child/ren from. <p>Procedures for wet pick up:</p> <ul style="list-style-type: none"> • If there is heavy rain at the time of pick, then children will remain in their classrooms, • A member of the LT will be allocated to a particular class at pick up time • Younger siblings will be escorted to their eldest siblings class • A radio controlled Walkie Talkie will be given to the class teacher and the allocated LT • The child will then be called via the Walkie Talkie and then the children will walk out towards the gate • There will be a member of the Wellbeing team supervising the playground to ensure children walk towards the gate without interacting with other children from different bubbles • There will be a member of the LT allocated on the gate, who is not allocated to a class to ensure that all children are safely handed over to their parent | |
| <p>Attendance</p> <p>18</p> | <p>Pupils who are shielding or self-isolating</p> | <p>GOV: Children who should shield or self-isolate</p> | <ul style="list-style-type: none"> • SENCo & Inclusion Manager to familiarise themselves with the government's guidance for children who may need to shield regularly. • Parents/carers of children who may be required to shield will be contacted personally to discuss their child's return to school. • Individual risk assessments will be undertaken to ensure all | <p>LT, SEN Co & Inclusion Manager</p> |

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| | | | <ul style="list-style-type: none"> of the children's needs can be met. Medical professionals will be consulted to request additional guidance and, if necessary, medical care plans to support the reintegration of children into the school. | |
| <p>Attendance</p> <p>19</p> | Children and families who may feel anxious about returning to school | GOV: Extra mental health support for children and adults | <ul style="list-style-type: none"> Class teachers have surveyed their parents/carers and children during w/c 13th July to ascertain their own and the child's views/feelings about returning to school. Class surveys will be analysed by the Wellbeing Lead and families will be allocated to a member of the Safeguarding & Wellbeing teams as appropriate. Contact will be made with the families w/c 31st August to discuss the return, provide support where appropriate and organise communication as the child/ren return. The school's safety measures and hygiene routines will be shared with all parents/carers before the summer holiday and again in September (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. Parents/carers will be reminded that it is mandatory for their child/ren to return to school. Where necessary, a phased return may be arranged for a child if this is deemed as being appropriate. All children allocated to a member of the wellbeing team for a back to school check-in. All children will complete a pupil survey about their feelings upon returning to school. 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 |
| <p>Attendance</p> <p>20</p> | Staff who may be anxious, have underlying health conditions and those that have been shielding | GOV: Extra mental health support for children and adults | <ul style="list-style-type: none"> It is expected that all members of staff will return to their usual contractual hours in September. Those members of staff that have been shielding since March will receive individual risk assessments as appropriate. Continued support for those members of staff who may be anxious about returning to work after shielding for a long period of time will be put in place by the Headteacher. 1:1 risk assessments will be reviewed for all staff w/c 31st August to ensure information is up to date in the event of a further lockdown. | LT |

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| | | | <p>Wellbeing:</p> <ul style="list-style-type: none"> • The school's wellbeing officer is detailed on the website and in the staff handbook. • Wellbeing Lead sending regular advice to staff via email reminding them of agencies/services from which to get support. | |
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| <u>Section 3 - Curriculum, behaviour and pastoral support</u> | | | | |
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| Overall | Key Issue | Government Guidance if available | Summary of control | Accountability |
| <p>Curriculum expectations</p> <p style="text-align: center;">21</p> | <p>Additionality/ Intervention</p> | <p>How we plan to 'diminish the gap'</p> | <ul style="list-style-type: none"> • Children will remain in their class groups for the majority of time but will be permitted to mix in wider groups for focused teaching. This will be kept to year groups where possible to minimise additional risk. In phonics lessons children will only mix within their year group bubbles. Tables and chairs will be cleaned in between phonics lessons. Additional handwashing procedures will be put in place. • When mixing children for small, specialist intervention groups, children will always be taken from the same year group. Adults working with this group are recommended to wear a facemask. • Intervention groups will focus on: SEND support, Speech & language therapy, Phonics and Maths. | <p>LT</p> |
| <p>Curriculum expectations</p> <p style="text-align: center;">22</p> | <p>Specific points for the Early years</p> | <p>Adaptations that will be made to normal practice</p> | <p>Nursery</p> <ul style="list-style-type: none"> • Children will remain in their class groups which will be less than 26 children at one time • They will work in extended bubbles of morning and afternoon groups to access the nursery outside area (8 children who have 30 hours funding will be split between the two bubbles) • 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. <p>All Early years</p> <ul style="list-style-type: none"> • Any resources that are used will be thoroughly cleaned | <p>LT, Class Teachers</p> |

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| | | | <ul style="list-style-type: none"> at the end of each day. The EYFS play area will be timetabled to ensure nursery and reception bubbles do not mix - equipment will be cleaned between use Children will not be expected to adhere to social distancing guidance 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 wear face shields if having to support distressed children at any time in the school. See EYFS risk assessment | |
| <p>Curriculum expectations</p> <p>23</p> | Music | Adaptations that will be made to normal practice | <ul style="list-style-type: none"> Adaptations have been made to the curriculum so that children do not sing indoors as a class group in the Autumn term. There will be no singing assemblies held until further notice. No woodwind instruments will be used until further notice. All instruments will be cleaned and wiped down between bubbles 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 (children to be taught in bubbles) and to reduce risk of singing (virtual teaching within bubbles). All children within a bubble 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 possible, an adult will thoroughly clean the instruments using disinfectant between bubbles/children. | Music teachers |
| <p>Curriculum expectations</p> <p>24</p> | Physical education | GOV: Guidance on the phased return of recreational sport | <ul style="list-style-type: none"> 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 school is currently considering how the PE curriculum can be adapted for indoor PE/ when weather is bad. '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 | Sports Leader, All adults |

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| | | | <ul style="list-style-type: none"> 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 left for 72 hours or thoroughly cleaned before it is used by another class group | |
| <p>Curriculum expectations</p> <p>25</p> | 'Catch up' support | <p>EEF: Support guide for schools - intervention</p> <p>EEF: National tutoring programme</p> | <ul style="list-style-type: none"> Intervention for core subjects will be put in place for specified year groups based on our prerequisite skills assessments. Interventions will be reviewed termly Staff will deliver sessions as directed by the school's leadership team (after risk assessments). These will take place within year groups and in well ventilated spaces only where staff can social distance. 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 |
| <p>Curriculum expectations</p> <p>26</p> | Pupil wellbeing and support | <p>GOV: physical health and wellbeing at primary & secondary</p> | <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 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 children who were receiving support prior to lockdown, or those added to the register as a result of information shared during lockdown. 'Chill and Chat' and 'Friendship Friday' initiatives will continue - allowing children to self-select and initiate for themselves those times where they need support and input from an adult. All members of the wellbeing team will have "open | Wellbeing Team & All adults |

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| | | | 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 27 | Behaviour expectations | GOV: Behaviour and discipline in schools 2016 | <p>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 which have been adapted due to the need to maintain social distancing.</p> <p>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.</p> <p>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.</p> | All adults |
| Curriculum expectations 28 | Wrap around care | After school and breakfast clubs | <p>After school clubs will not run in Autumn 1 - the school is working with Carpenters and Docklands to offer risk assessed provision that meets the needs of our community.</p> <p>Breakfast club will be available from Monday 7th September for working parents/carers. A risk assessment has been completed for this provision.</p> | Office Manager, Breakfast Club Staff |
| <u>Section 4 - Assessment and accountability</u> | | | | |
| Overall | Key Issue | Government Guidance if available | Summary of control | |

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| Accountability 29 | Primary assessment | | <p>As far as we are aware, Statutory primary assessments will take place in summer 2021. The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. These include:</p> <ul style="list-style-type: none"> ● The phonics screening check ● Key stage 1 tests and teacher assessment ● The Year 4 multiplication tables check ● Key stage 2 tests and teacher assessment ● Statutory trialling <p>Phonics screening for children currently in Year 2 must take place before the start of the Winter break, 2020.</p> | School Staff |
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| <u>Section 5 - Contingency planning for outbreaks</u> | | | | |
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| Overall | Key Issue | Government Guidance if available | Summary of control | Accountability |
| Contingency plans for outbreaks 30 | In the event of a local outbreak | Who to seek advice from | <ul style="list-style-type: none"> ● 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 Group call. ● 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 |

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| | Remote education support in the event of a local outbreak | <p>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</p> <p>GOV: Quality assured online resources for home learning</p> <p>EEF: Educational resources for online learning</p> | <p>In the event of a local lockdown and possible school closure, the school will follow advice from the government regarding school closures.</p> <p>The school is in the process of organising 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.</p> <p>Teachers will check that their classes are completed work via Google classroom.</p> <p>Phase leaders will make contact with each family at least weekly - more when needed.</p> <p>For those families without a device, work will be provided in a homework book.</p> <p>The school has also arranged separate work for children who are either quarantining or isolating due to a sibling or family member having symptoms.</p> | LT |
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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.

Written by: Diane Barrick - Headteacher - July 2020

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