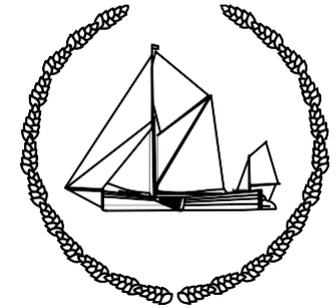


COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Rolph CofE Primary School and Nursery

OWNER: Headteacher and Diocese of Chelmsford Vine Schools Trust

DATE: 10/7/20, 16/7/20, 24/8/20, 31/8/20 27/10/20



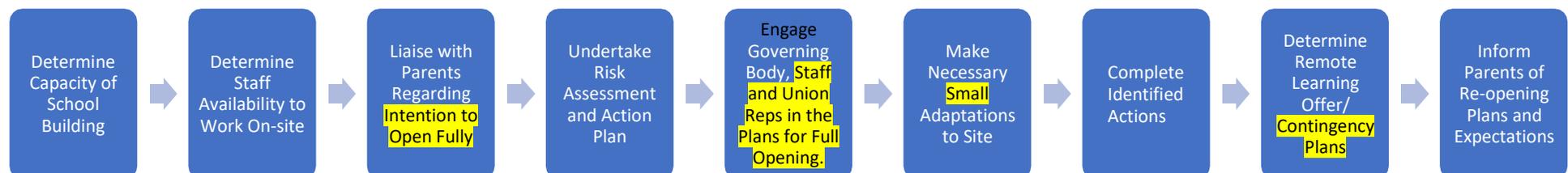
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the **full** opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Full Opening Preparation:



Risk Assessment/ Action Plan Sections:

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| Theme | Control Measures | Risk to Implementation | Risk Level Pre-Action | Action Required / Decision Made | Action Completed Date | Risk Level Post-Action |
|---|--|---|-----------------------|---|--|------------------------|
| Engagement in Risk Assessment and Planning | Risk assessment process fully engages staff, governing body and union representatives. | Staff, governors, union reps not being aware of expectations | L | Risk assessment and action plan to be shared and discussed with all staff and governors. Copy to be sent to all parents, and union representatives, if requested. Copy to be available on the school website | July 2020 and ongoing updates Updated: 10/7/20, 16/7/20, 24/8/20, 31/8/20 | L |
| Preparing Buildings and Facilities | <p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements | <p>Staff illness and absence</p> <p>Buildings closed for holiday period</p> | <p>M</p> <p>M</p> | <p>Vine Schools Trust Every System and the Government standard compliance requirements for schools will be implemented prior to opening. This will include:</p> <ul style="list-style-type: none"> • Site visits by Premises Manager • Monitoring of routine water hygiene checks (Legionella monitoring) • Fire alarm and Fire safety Equipment Checks by caretaker | <p>MO/RW by 2/9/20</p> | <p>L</p> <p>L</p> |

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| | | <p>Insurances not in place</p> <p>Food left in fridges and freezers</p> | <p>H</p> <p>M</p> | <ul style="list-style-type: none"> Autumn term health and safety checks <p>All health and safety policies and procedures continue to be implemented.</p> <p>Ensure appropriate insurances are in place.</p> <p>All food managed by Head of Kitchen in line with all appropriate policies and practices</p> | <p>MO/RW Ongoing</p> <p>LW/DA By 2/9/20</p> <p>FT Ongoing</p> | <p>L</p> <p>L</p> |
| | Office spaces re-designed to allow office-based staff to work safely. | Possible threat to social distancing | M | <p>'Outside office' to be set up to allow front of house staff to talk to visitors safely – visitors to use doorbell to attract office staff attention. All visitors beyond main entrance will be signed in, including contact details in case of Track and Trace needs.</p> <p>Maximum 3 members of staff at a time in office, with the 2 office staff maintaining social distancing as much as</p> | Office staff / DA | L |

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| | | | | possible, with no sharing of resources. Office windows to remain open as much as possible. | | |
| | Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place. | Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained. | M | Only those adults and children with no symptoms of coronavirus to enter the premises. For each family, only one adult per day to bring children into school / collect children from school, and leave premises as quickly as possible - no congregating permitted. Staggered arrival and departure times so that no more than two year groups, with parent/carer, are at each gate at any one time – see Action Plan for timings. Line markings and signage on floors and gates as reminders. | DA 2/9/20 | L |

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| | | | | <p>No parents/carers/visitors to enter school premises beyond the gates. Entry will only be permitted via main office, with appropriate protective measures being used when in school i.e. only entering 'bubbles' where absolutely necessary. All visitors beyond main entrance will be signed in, including contact details in case of Track and Trace need.</p> <p>Face coverings will be worn by visitors entering on to the school grounds, subject to individual exemptions on health grounds.</p> | | |
| | Consideration given to the arrangements for any deliveries. | Possible threat to social distancing | M | 'Outside office' in place to allow front of house staff to talk to visitors safely – visitors to use doorbell to attract office staff attention. | DA/Office staff 2/9/20 | L |

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| Emergency Evacuations | <p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> | <p>All classrooms have outside doors for evacuation, except one, where exit is via corridor.</p> <p>Fire marshals to be trained to aid evacuation</p> | <p>M</p> | <p>Children to be educated of what to do if the school needs evacuating, on first day back – leaving the room via the outside doors, in silence, and lining up on playground, in their classes and at an</p> | <p>All staff 3/9/20</p> | <p>L</p> |
| | <p>All staff and children reminded of expectations should the building need to be evacuated.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> | | | <p>appropriate distance apart (Drill practice to be completed on 3/9/20).</p> | | |

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| <p>Cleaning and waste disposal</p> | <p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u></p> | <p>Lack of cleaning staff or materials</p> | <p>M</p> | <p>Enhanced cleaning schedule implemented throughout the site, and documented through tick sheets, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. All bins to be lidded, and emptied twice daily.</p> <p>Hand towels and handwash are to be checked and replaced as needed by caretaker / office staff and cleaning staff – new materials to be ordered well in advance of running out</p> <p>Enhanced cleaning regime for toilet facilities</p> | <p>LW/RW/MO Cleaners Ongoing</p> | |
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| | | | | <p>particularly door handles, locks and toilet flush.</p> <p>Games equipment to thoroughly cleaned between different class bubbles using it</p> | All staff Ongoing | |
| | Cleaning staff capacity is adequate to enable enhanced cleaning regime. | Agency Staffing | L | Agency to supply any absent cleaning staff | LW Ongoing | L |
| | <p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p> | No soap / hand sanitiser / tissues available throughout school. | H | <p>All soap / sanitizer / hand towel dispensers to be checked by cleaning staff every lunchtime and after school.</p> <p>Lidded bins to be emptied twice daily</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p> | RW/LW/Cleaning staff Ongoing | L |

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| | Sufficient time is available for the enhanced cleaning regime to take place. | Agency availability | M | All staff advised to leave the site by 5pm in order for cleaning to be undertaken. Deep clean on Fridays after school (from 3.30pm) and Saturday mornings | DA/RW/LW Ongoing | L |
| | Waste disposal process in place for potentially contaminated waste. | Waste not disposed of properly | M | Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). | RW to review with cleaning staff 2/9/20 | L |
| | Process in place for safe removal and/or disposal of face masks. | Possible contamination from incorrect removal | M | All Staff and visitors to be reminded of how to remove masks and dispose of or store them properly, as issued through government guidance | All staff By 2/9/20 and ongoing reminders | L |

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| Classrooms | Classrooms to be re-arranged to allow as much space between individuals as practical. | Social distancing difficult to maintain. | M | Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front. | All staff By 2/9/20 | L (M for Nursery and Reception as they do not have desks) |
| | | | | Reception/Nursery activities to be set up with distance between them | | |
| | | | | Class teachers to have a seating plan for their class | | |
| | | | | Soft furnishings and toys to be removed from nursery and reception classrooms, and other classes, and stored away in the hall / nursery shed. | All staff By 2/9/20 | |
| | | | | Posters displayed around school: <u>e-Bug</u> posters displayed: <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> <u>Microbe mania</u> | | |

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| | Classroom entry and exit routes have been determined and appropriate signage in place. | Bottlenecks in doorways and corridors, giving a threat to social distancing. Site and building restrictions | M | Whenever possible, the outside doors will be used as the main entry and exit points. During poor weather, the internal doors will be used, but corridors will be checked for children from other bubbles (with children waiting if not clear). Confirmed that corridors are not wide enough for dual walkways, and one-way systems not appropriate due to layout of school. Therefore, actions to reduce possibility of different groups meeting within corridors, will include: 1. Staggered break and lunchtimes (Nursery to remain in their building and not enter main school building throughout) | All staff Ongoing | L |

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| | | | | <p>2. Designated toilet facilities for each year group. Staff to ensure only one group use toilet facilities at the same time. Where possible, when one child needs to go to the toilet only two children at a time to enter the toilet room , with any other pupils waiting outside socially distanced apart. When possible, if a second adult within a classroom is available they will take the child to the toilet room and ensure no other children from other bubbles are present.</p> <p>3. Adults accompany children when they need to go to other parts of the school i.e. to the office for first aid etc, and</p> | | |
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| | | | | ensure social distancing maintained from staff and children from other bubbles. | | |
| Classrooms (cont.) | | Social distancing difficult to maintain. | | <p>Staff to have staggered use of the staff room and other facilities.</p> <p>Intervention groups to be taught with no mixing of pupils across class bubbles.</p> <p>Layout of seating for pupil activities to avoid face to face seating plans.</p> <p>Signage in communal meeting rooms indicates maximum number of people to use room and this must be adhered to.</p> | New signage up 19.10.20 | |

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| Staffing | Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member | Staff illness / absence | H | DA to deploy staff as pupil need, space and staff availability allow. This will be reviewed daily. If staffing cannot be in place to secure the safety of some or all children and staff, then the Vine Schools Trust will be contacted to arrange deployment of staff from other schools, or provision will be reduced in line with advice received. | DA Daily | L |
| | Approach to staff absence reporting and recording in place. | Staff illness / absence procedure not followed, leaving an unknown shortfall | M | All staff to be reminded of procedures and expectations on 2/9/20 and ongoing | CB Ongoing | L |
| | Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified. | Returning staff feeling vulnerable | H | Risk assessment to written by LW/DA with those staff members directly affected | LW/DA By 2/9/20 | L |
| | Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and | Limited staff availability. Lack of agency staff available | M | CB/LW/SM to arrange internal cover – as is | CB/LW/SM | L |

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| | <p>safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p> <p>Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p> | | M | <p>usual – in the first instance.</p> <p>CB/SM to arrange external agency cover if deemed necessary.</p> <p>If staffing cannot be in place to secure the safety of some or all children and staff, then the Vine Schools Trust will be contacted to arrange deployment of staff from other schools, or provision will be reduced in line with advice received. Any seconded staff to be notified of controls and processes.</p> | | |
| | <p>Consideration given to staff clothing expectations and information shared with staff.</p> | <p>Government guidance not understood</p> | L | <p>DA to communicate with staff the expectations for a return to normal clothing expectations, in line with those of the children, in advance of 3/9/20. Government guidance states normal hygiene expectations have returned.</p> | <p>DA By 3/9/20</p> | L |

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| | Approaches for meetings and staff training in place. | Social distancing not maintained | M | <p>Meetings and training to be held with appropriate social distancing taking place.</p> <p>Alternative methods (i.e. Zoom or Teams) to be used where appropriate to reduce staff to staff contact.</p> <p>Signage in communal meeting rooms indicates maximum number of people to use room and this must be adhered to.</p> | <p>All staff 2/9/20 and ongoing</p> <p>19/10/20</p> | L |
| | Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated. | Children unable to attend school will miss out on their entitled education | H | <p>Use of Oak Academy and BBC resources (as well as school resources such as MyMaths, MyOn etc) to be used for any children not in school</p> <p>Remote learning provision and expectations in place.</p> <p>Engagement with remote learning to be monitored by teachers.</p> <p>Remote learning provision to be in line</p> | <p>All teaching staff Ongoing</p> <p>(DA to communicate expectation on 22/7/20 and 2/9/20 INSET days)</p> <p>CB – remote learning plan expectations established and shared with staff and parents 16/10/20</p> <p>CB/LW/SENCo</p> | L |

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| | | | with government requirements. | | |
| <p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p> | Dependent on individuals | L | <p>School leaders to continue with supportive approach and colleagues to support each other and take responsibility of own well-being and that of others.</p> <p>Staff aware of SAS services (with reminder posters in key places) for advice / guidance / help, which is available for every member of staff.</p> <p>Staff are aware of further available support</p> | <p>CB/LW All staff Ongoing</p> | L |

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| | | | | <p>and advice for schools and pupils available from ECC, including the Educational Psychology service: https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> | | |
| | <p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p> | <p>National testing programme not understood</p> <p>Self testing kits not available</p> | H | <p>Government guidance regularly updated and forwarded to staff.</p> <p>Training of office staff to take place once self-testing kits available, and use of these to be managed by the office staff thereafter.</p> | <p>DA/LW/ office staff</p> <p>Once available</p> | L |
| | <p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p> | <p>New starters unaware of expectations</p> | H | <p>'New starter' and 'supply teacher' packs set up and to be shared with any new staff, (including up to date copy of this risk assessment and action plan). To be gone through with CB/SM or</p> | <p>CB/SM</p> | L |

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| | | | | other appropriate staff member before entering classroom. | | |
| | Return to school procedures are clear for all staff. | Absent for training / emails not accessed | M | All staff to be walked through risk assessment and action plan as part of INSET training, and any updates/changes to be emailed. Any staff absent from training to receive it on a 1-2-1 basis. | DA 22/7/20 and 2/9/20 | L |
| | Arrangements to return any furloughed staff in place. | Not applicable | | | | |
| | Any staff contracts that need to be issued, extended or amended considering the current situation have been. | Confidential | L | DA/LW/SM to review and action as necessary. | DA/LW/SM | L |
| | Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved. | Confidential | L | DA to liaise with HR | DA | L |
| | Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor. | Infection control | L | Check with the contractor any requirements their employer has specified before visit. Share school protocols. | MO/RW/LW/DA | L |

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| | Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. | Infection control | M | Procedures to be shared with these visitors, including locations for lessons and expectations for social distancing. Their risk assessments will be obtained in advance outlining their controls, e.g. only offering limited activities which maintain distancing. All equipment to be used exclusively by individuals/bubbles, where possible, and stringently cleaned (especially if shared between bubbles which should be avoided as much as is practical) | DA / Office Staff | L |
| | Risk to staff with protected characteristics | Infection control | H/M | An Equality Impact Assessment has been carried out and included in the RA unless all members of the BME community are classed as vulnerable and therefore allowed to work from home. | DA | L |
| Group Sizes | All children are included in distinct class 'bubbles' within their year group, that do not mix. The number of children in each bubble | Movement around the school may lead to bubbles meeting each other in corridors | M | Timetables staggered across the day to avoid as much contact between bubbles as | All staff Ongoing | L |

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| | is as small as possible (up to 32 children) | | | possible (see Action Plan in Appendix A). Measures taken to ensure shared toilets are used by one bubble at a time (see 'Classrooms' and 'social distancing' sections). | | |
| | Staffing allocations to groups determined, minimising contact with multiple groups as much as possible. | Some staff needed across different bubbles i.e. for PPA cover, intervention groups etc | M | Wherever possible, staff will reduce the number of classrooms they need to enter as much as possible, within the constraints of need for PPA cover, intervention groups etc, with different days allocated where possible. | All staff Ongoing | M |
| Social Distancing | <p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these | Social distancing difficult to maintain | M | <p>Arrival, break, lunch and departure times staggered for different year group bubbles to reduce frequency of bubbles meeting each other across the day – see Action Plan.</p> <p>Lunchtime procedures arranged and communicated to all staff and children to ensure appropriate</p> | All staff Ongoing | L |

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| | <p>times in place, such as when queuing for lunches and playing outside</p> <ul style="list-style-type: none"> • Toilet arrangements | | <p>timings are met – see Action Plan (Appendix A)</p> <p>Designated toilet facilities for each year group. Staff to ensure only one group use toilet facilities at the same time. Where possible, when one child needs to go to the toilet only two children at a time to enter the toilet room , with any other pupils waiting outside socially distanced apart. When possible, if a second adult within a classroom is available they will take the child to the toilet room and ensure no other children from other bubbles are present.</p> <p>Adults accompany children when they need to go to other parts of the school i.e. to the office for first aid etc, and ensure social distancing maintained from staff and children from other bubbles.</p> | | |
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| | Approach to avoiding children and young people entering school congregating and breaching social distancing is in place. | Children potentially mix with those in other bubbles | M | Children to enter their classrooms directly on arriving at school through the outside doors, to avoid mixing with other bubbles. Staff to remind children of this when not being met. | All staff Ongoing | L |
| | Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches. | Children choose to ignore guidance | M | Handwashing and cleaning (if needed) Conversations with parents in line with updated behaviour policy Risks assessments and individualised approach in place for students who struggle to follow expectations | Individual teachers, as needed, in liaison with SLT | L |
| | Approach to Worship (assemblies) | All whole school gatherings are currently cancelled as bringing all children together for assembly would breach bubble arrangements. | H | Daily worship will be completed within year group bubbles with at least one whole school worship being completed weekly via Zoom / Teams, or via a prepared worship to be delivered virtually, by SLT. Teachers will deliver a | Teachers and SLT From 7/9/20 Updated 23.10.20 | L |

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| | | | class worship to the whole school on a weekly rota basis from Aut 2, either via Zoom/Teams, or via a prepared worship to be delivered virtually. | | | |
| | Social distancing plans communicated with parents/carers, including approach to breaches. | Infection control | L | Action Plan forwarded to parents/carers via Class Dojo once finalised. Full Risk Assessment and Action Plan to be put on school website. Parents to be asked to share contents with children prior to returning to school. Where breaches occur, these will be discussed with parents/carers on an individual basis, in line with updated behaviour policy. | DA By 17/7/20 Updated and communicated as further guidance becomes available | L |
| | Arrangements in place for the use of the playground, including equipment. | Infection Control | M | Children only to use playground / field in their 'social bubbles' – timetabled and staggered break and lunchtimes. See Action Plan (Appendix A) | All staff Ongoing | L |

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| | | | <p>Each bubble to either use playground/field on their own or at the same time as up to TWO other bubbles, but no mixing permitted, and within specific zones which secures appropriate social distancing.</p> <p>Each bubble to have their own playground equipment which is cleaned every day and after each use – to be kept in classroom (not shed) when not being used.</p> <p>Fixed playground equipment (i.e. climbing frame, gym trail etc) will not be used until further notice.</p> | | | |
| | Securing good hand hygiene. | Infection Control | H | <p>Children and their parents/carers and staff to wash hands before leaving home.</p> <p>Children and staff to wash hands, for at least 20 seconds, each time they enter the school</p> | <p>All staff Parents/Carers</p> | L |

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| | | | <p>building.</p> <p>Children and staff to wash their hands, for at least 20 seconds, before and after eating.</p> <p>Children and staff to wash their hands, for at least 20 seconds, before and after sneezing and coughing.</p> <p>Children and staff to be encouraged not to touch their mouths, eyes and noses.</p> | | |
| | | | <p>Children to be encouraged to always keep their hands to themselves.</p> <p>Children and staff to wash their hands or use hand sanitiser before leaving school at the end of the day.</p> <p>Ensure that school always has enough cleaning products to enable above.</p> | | |
| Controlling infection possible through coughing and sneezing. | Infection Control | H | <p>Tissues to be available in all classrooms and to be disposed of within covered bins.</p> <p>Children reminded of</p> | <p>All staff</p> <p>Parents/carers</p> <p>Ongoing</p> | L |

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| | | | | <p>'Catch it, bin it, kill it'</p> <p>Classrooms to be kept well-ventilated.</p> <p>Windows to be opened before arrival of children in school, before lunchtimes and after school.</p> <p>Staff and parents advised to allow clothing that allows for the possibility that the additional ventilation in rooms might affect overall room temperature at times.</p> | | |
| Transport | Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. | No known families currently use public transport to or from school, but messages sent to parents/carer via ClassDojo to avoid public transport for school, if possible. | | | | |

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| Catering | Arrangements in place to provide food to children on site, including the requirement of universal free school meals. | Kitchen staff illness/absence | M | Full food service to be offered during staggered lunchbreaks for all families requiring it. Normal procedures in place for ordering school dinners | Kitchen staff 3/9/20 onwards | L |
| | Arrangements for when and where each bubble will take lunch are in place so that children do not mix with children from other groups. | Infection control | M | Staggered lunch times with hot dinners being served in the hall (KS1) and classrooms (KS2) – see Action Plan (Appendix A) | Kitchen Staff 3/9/20 onwards | L |
| | Summer Holiday Food vouchers for eligible CYP ordered. | FSM not available | M | All eligible families have had 7 weeks of vouchers ordered to cover from 20/7/20 – 4/9/20 (parents to be asked to provide packed lunches on 3/9 and 4/9 to avoid double FSM entitlement on those two school days) | SM/DA (Done) | L |

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| <p style="text-align: center;">PPE</p> | <p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p> | <p style="text-align: center;">Infection control Unavailability of PPE</p> | <p style="text-align: center;">M</p> | <p>Staff will use PPE in line with the latest advice of the PHE, SAGE etc. Presently, this means that staff will:</p> <ol style="list-style-type: none"> 1. Wear PPE when providing first aid. 2. Wear PPE when providing intimate care. | <p style="text-align: center;">All staff Ongoing</p> | <p style="text-align: center;">L</p> |
| | | | | <ol style="list-style-type: none"> 3. Wear PPE when responding to a child or member of staff that displays coronavirus symptoms 4. Not wear PPE at other times | | |
| <p style="text-align: center;">Up to date PPE guidance available at: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe and https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> | | | | | | |

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| <p style="text-align: center;">Response to suspected/ confirmed case of COVID19 in school</p> | <p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place | <p style="text-align: center;">Infection control</p> | <p style="text-align: center;">H</p> | <p>Child(ren) showing symptoms to be notified to the office and sent to the music room. Parents to be contacted to collect their child and advised to self-isolate, along with other family members, in line with government guidance (a copy of latest guidance will be given to parents upon collection).</p> <p>Child to be isolated in the music room whilst awaiting collection - with closed internal doors but outside door open, or</p> | <p>All staff to be reminded of procedures on regular basis</p> <p>RW/EJ to arrange for suitable cleaning materials to be stored in the sink cupboard and music room.</p> <p>MO/RW/LW to arrange for a supply of PPE to be kept stocked in the music room.</p> | <p style="text-align: center;">M</p> |
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| | | | <p>outside away from all other adults and children, other than the individual supervising them. PPE will be worn by staff supervising children in this situation (office staff). Walkie Talkies will be used to communicate between the music room and the office.</p> <p>If, whilst waiting, the child or staff member needs to go to the toilet then they will use the single adult toilet, near the staff room. The supervising member of staff will clean this toilet after any such use.</p> <p>Parents/carers to be asked to obtain a test for the child (which may be provided by school if stock held) and notify school of the result.</p> <p>Thorough cleaning of areas accessed by that child will be undertaken, including the music room, once collected.</p> | | |
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| | | | | <p>If the child or member of staff is seriously ill or their life is at risk, office staff will ring 999.</p> <p>Other parents/carers to be notified following guidance received from PHE, where positive test result is given.</p> | | |
| | <p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating children away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place | Infection Control | M | <p>Parents/carers must inform the school of any suspected or confirmed cases of COVID19. Latest guidance to be forwarded to parents, including details of how to get a test, and how to engage with Track & Trace.</p> <p>Other parents/carers to be notified following guidance received from PHE, where positive test result is given.</p> <p>Thorough cleaning of areas previously accessed by that child will be undertaken.</p> | <p>Parents/Carers</p> <p>All staff</p> | M |
| <p>Process in place to engage with the Test and Trace and contract tracing process: <i>Refer to ECC and public health guidance for more information.</i></p> | | | | | | |

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| <p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p> | Approach and expectations around school uniform determined and communicated with parents. | N/A | N/A | All children expected to wear full school uniform from 3/9/20, except that they will be asked to wear trainers and not school shoes – advised to parents via ClassDojo and Action Plan. | DA By 22/7/20 and reminded 2/9/20 | L |
| | Changes to the school day/timetables shared with parents. | N/A | N/A | Via ClassDojo messages, including Action Plan (Appendix A) | DA By 22/7/20 and reminded 2/9/20 | L |
| | All students instructed to bring a water bottle each day. | N/A | N/A | Via ClassDojo messages, including Action Plan (Appendix A) | DA By 22/7/20 and reminded 2/9/20 | L |
| | Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure. | N/A | N/A | Timetable of activities focus on wellbeing and re-orientating back into school, particularly on 3/9 and 4/9, including changes to policies and procedures to be shared with children. Work completed during lockdown to be shared and celebrated. | Teachers Parents/Carers 3/9/20 onwards | L |
| | Approach to supporting wellbeing, mental health and resilience, including bereavement and loss support, is in place. | N/A | N/A | Range of activities to be researched and resourced as part of INSET training day with staff on 21/7/20 in preparation for children returning on 3/9/20. | All staff 21/7/20 3/9/20 onwards | L |

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| | | | | Teacher planning shows mental health and wellbeing activities as well as other subjects from 3/9/20 | | |
| | <p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups | Parents/carers not aware of support available | M | <p>Parent/Carer communications to continue to offer support and signposting of resources and support available</p> <p>Parents/Carers encouraged to approach school (confidentially) if they feel they need help</p> | Safeguarding / SEN team Ongoing | L |
| Remote Education Contingency Plan | All children have access to technology and remote learning offer is available to be switched on as a contingency when needed. | Bubble needs to self-isolate because of a positive case of COVID19. | M | Remote learning contingency available and ready to be 'switched-on' when needed, including Oak Academy and BBC resources, plus inhouse resources i.e. MyMaths, MyOn etc | Teachers SLT/SENC O When / if needed | L |
| Safeguarding | Consideration given to any children who may need support with their return to school and consultation has been undertaken with the family and other agencies involved. | Child previously at home and family are anxious about returning to school. | M | Regular parent/carer contact has been undertaken with teachers, and potential children who may struggle to return to school have been | All staff / Parents/Carers Ongoing | L |

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| | | | | identified (including SEN One Plan reviews undertaken recently). Additional adult support to be available on school gates for first few days back in order to aid a smooth transition back to school. | | |
| | Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. | Children have safeguarding needs that need to be referred | H | Staff refresher training session on processes and procedures and the revised wellbeing material during INSET days on 21/7/20 and 2/9/20 | All staff led by DA 21/7/20 & 2/9/20 | L |
| | Updated Child Protection Policy in place. | Children have safeguarding needs that need to be referred | H | Adopted most recent Child Protection Policy in place, and referred to in staff refresher training | All staff to be reminded 21/7 and 2/9, led by DA | L |
| | Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable children return to school. | Children have additional needs that need to be referred | M | School to continue current approach and adapted if changing circumstance requires it, including referrals to other agencies if needed. | DA / Safeguarding leads / SENCo Ongoing | L |
| | Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. | Arrangements may be adjusted as a result of risk assessment | M | Staff refresher training session on procedures during INSET days on 21/7/20 and 2/9/20 | All staff led by DA 21/7/20 and 2/9/20 | L |

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| Curriculum / learning environment | Current learning plans, revised expectations and required adjustments have been considered. | Arrangements may be adjusted as a result of risk assessment, staff availability and availability of space. | M | To be planned by year group teachers, using Vine Trust documents as guides, and for checking by SLT. | Teachers / Phase Leaders / SLT Ongoing from 3/9/20 | L |
| | Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated: <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT • Music (no wind instruments / care when sharing resources) | Infection control | M | To be planned by year group teachers, with risk assessments referred to SLT. | Teachers / Phase Leaders / SLT Ongoing from 3/9/20 | L |
| | Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes | Arrangements may be adjusted as a result of risk assessment, staff availability and availability of space. | M | Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support. INSET training 20-21 July and 2 nd Sept. Children to be 'assessed' during first two full weeks back in September, with appropriate interventions arranged as needed thereafter, | All staff 20-21/7 and 2/9 onwards | L |

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| | | | | utilising DfE catch-up funding. | | |
| | Behaviour policy reviewed to reflect the current circumstances. | Behaviour expectations not understood by all parties | M | Apply policy provided by Vine Schools Trust, and updated school policy with examples of actions and their consequences, updated and communicated to children, parents and staff | DA Done 31/8/20 and communicated to parents | L |
| Children with SEND | Approach to provision of the elements of the individual One Plans, including health/therapies. (No pupils at Rolph currently have EHCPs) | Arrangements may be adjusted as a result of risk assessment, staff availability and availability of space. | M | Apply current standards for SEND as set out by DfE and ECC. | All staff in liaison with TC Ongoing | L |
| | Requests for assessment. | Arrangements may be adjusted as a result of risk assessment, staff availability and availability of space. | M | Requests should be assessed in the usual manner and appropriate steps taken. | TC Ongoing | L |
| | Consider any children who may need support with their return to school and consult with the family and other agencies involved. | Children not understanding new rules or expectations i.e. social distancing. | M | Regular parent/carer contact has been undertaken with teachers, and potential children who may struggle to return to school have been identified (including SEN One Plan reviews undertaken in Summer 2 by SENCo). Additional adult support to be available on school gates | Teachers TC / DA / CB From 3/9/20 | L |

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| | | | | for first few days back in order to aid a smooth transition back to school. Support materials prepared for those families needing it, with reference to agencies if needed. | | |
| Attendance | <p>Approach to promoting and supporting attendance for all children determined, including those who may be anxious.</p> <p>Approach to support for parents where rates of persistent absence were high before closure.</p> | Children not attending when expected to do so, particularly on 3/9 and 4/9 for settling into new regime | H | Phone calls to be made to parents/carers of children not attending. Communications ahead of September to ensure all children are prepared to return on 3/9/20 (unless unable to do so for medical reasons) and to remind parents of government expectations for all pupils to return. | DA/SM From 3/9/20 | L |
| Communication | Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups. | Arrangements may be adjusted as a result of risk assessment, staff availability and availability of space. | L | Regular meetings with progress towards this Risk Assessment and Action Plan via staff 'huddles'. Full plan to be forwarded to all staff upon completion, and to be walked through during INSET training on 21 st July. | DA 21/7/20 (Resent with updates to both staff and parents – latest 31/8/20) | L |
| | Governors consulted on full opening plans. | Arrangements may be adjusted as a result of risk | L | Risk Assessment and Action Plan to be shared | DA / TIB 16/7/20 | L |

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| | | assessment, staff availability and availability of space. | | with Trust Interim Board via Zoom meeting on 16/7/20 (to be forwarded to members ahead of meeting) | | |
| | Union representatives consulted on full opening plans. | Arrangements may be adjusted as a result of risk assessment, staff availability and availability of space. | L | Risk Assessment and Action Plan to be shared with unions, as requested. | DA When requested | L |
| | <p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) | Parents/carers not aware of expectations or plans | H | Action Plan (Appendix A) outlines all these areas, and more. This will be sent to all parents/carers, following Trust approval, via ClassDojo, and will also be published on the school website, as part of this Risk Assessment. | DA By 22/7/20 and then ongoing (latest 31/8/20) | L |
| | <p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times | Children not aware of expectations or plans | H | Parents will be asked to share contents of Action Plan (Appendix A) with their children ahead of starting back at school on 3/9/20. Contents of | Parents/carers Before 3/9/20 Teachers 3/9/20 | L |

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| | <ul style="list-style-type: none"> • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely | | | the plan will then be shared with children by teachers on their return on 3/9/20 | | |
| | On-going regular communication plans determined to ensure parents are kept well-informed | Arrangements may be adjusted as a result of risk assessment, updated government guidance etc | L | ClassDojo messages, emails, letters and newsletters | DA/SM/EJ Ongoing | L |
| Governors/ Governance (Trust Interim Board) | <p>Meetings and decisions that need to be taken are prioritised.</p> <p>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p> <p>Governors prepared for start of school year (clerking, etc).</p> | N/A | L | <p>Trust Interim Board meeting 16/7/20 used to outline and agree plans for full re-opening</p> <p>Regular conversations between DA and Chair of TIB (and other members of the Board)</p> <p>Regular updates to TIB members of progress of full opening</p> <p>TIB meetings in Autumn term</p> | DA / SM / TIB members 16/7/20 | L |

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| <p>School events, including trips</p> | <p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p> | <p>Trips not able to place where social distancing requirements cannot be met (particularly where transport is needed)</p> | <p>L</p> | <p>Out of school trips and events will not take place until further notice and until social distancing requirements are reduced by the government guidance.</p> | <p>All staff</p> | <p>L</p> |
| | | | | <p>Teachers will arrange alternative 'trips' i.e. visitors to come in where it is safe to do so, or virtual trips.</p> <p>Spring term trips may be booked but cancellation policy of providers must be checked by phase leaders, and be approved by HT prior to deposits being paid.</p> <p>Year 6 residential trip in October 2020 to be postponed or cancelled – school currently in contact with provider, with possible options being discussed which will then be communicated to parents.</p> | | |

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| Finance | Additional costs incurred due to COVID19 are understood and clearly documented. | Potential negative impact on budget | M | Costs and impact to be calculated. | DA/ LW / TIB | L |
| | Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM | | | Assessment of impact and planning to try and mitigate any negative impact. | | |
| | Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. | | | Share with Trust and Trust Interim Board as necessary. | | |
| | Insurance claims, including visits/trips booked previously. | | | | | |
| | Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering | Unavailability of agency/contractor | L | Ongoing needs to be assessed and actions taken as needed. | DA/LW/MO | L |
| | Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc. | May need to be adjusted as a result of social distancing. | L | Ongoing via Vine Trust and other partner groups. | DA/LW | L |

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| <p>Before and after school clubs</p> | <p>Approach in place for before/after school clubs implements the necessary protective measures.</p> | <p>Infection control</p> | <p>M</p> | <p>Risk assessment to be completed for breakfast club, to ensure it can be run safely with appropriate social distancing and equipment use (i.e. limited mixing of bubbles, regular cleaning etc). Expectations to be communicated to those parents/carers accessing this provision, and further outlined to those children attending. No other clubs to be run until further notice, i.e. until social distancing requirements are reduced by the government guidance.</p> | <p>All staff DA/EJ/AE 3/9/20 in preparation for starting club from 7/9/20</p> | <p>L</p> |
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Appendix A - Action Plan – Full Opening – September 2020.

Latest update: 31/8/20 (latest updates shown in orange, plus Appendix B – flowchart for COVID-19 cases, and Appendix C – amended behaviour policy, both added)

Previously updated: 16/7/20, 24/8/20, 28/10/20

The information contained in this plan has been completed following a full Health and Safety risk assessment having been completed, taking into account the guidance issued by the DfE, and in consultation with other appropriate stakeholders. It has then been agreed by the Vine Schools Trust. The full risk assessment has been published on the school website. This plan is included in Appendix A of the risk assessment. Updates will be made as guidance is changed.

This plan takes into account the government's expectation for all pupils to return to school full time in the Autumn Term i.e. 3rd September in the case of Rolph, following an INSET day on 2nd September 2020.

All safety measures have been considered and put in place where appropriate, in line with the government guidance. The safety of everyone at school is paramount and these plans will be constantly reviewed with any changes being communicated to all necessary parties.

Timetable:

In response to the government's expectations to minimise contact between individuals and maintain social distancing wherever possible, the school timetable has been amended as below. This will allow classes to become 'bubbles' and follow their own timetable in order to stagger arrival, break, lunch and departure times. The timetable has been created in order to ensure that there is no loss of learning time, but allow bubbles to be kept apart as much as possible, whilst maintaining processes and procedures across the school, including ensuring efficient food distribution, pupil supervision etc. The temporary timetable will continue until further notice.

| Year Group | Arrival Time and Gate | Registration | Break | Lunch Break (45 mins exc. nursery) | Eat Lunch / where | Departure Time and Gate |
|---|-----------------------|--------------|-------|------------------------------------|--------------------------|-------------------------|
| Nursery | 8.40 – 8.50 Left | 8.55 | N/A | 11.50 – 12.50 (1 hour) | 11.50 – 12.50 Nursery | 2.50 Left |
| Reception | 8.30 – 8.35 Left | 8.40 | 10.15 | 11.45 – 12.30 | 11.45 Hall | 2.40 Left |
| Please note that as part of the transition process, the above timetable for Reception will not come into effect until Monday 21 st September. Details of the transition times have been sent to individual families via the welcome letter. Drop off /collection times updated 22/10/20 for R to 6 | | | | | | |
| 1 | 8.35 – 8.40 Left | 8.45 | 10.45 | 12.05 – 12.50 | 12.05 Hall | 2.55 Left |
| 2 | 8.35 – 8.40 Right | 8.45 | 10.30 | 11.55 – 12.40 | 11.55 Hall | 2.50 Right |
| 3 | 8.30 – 8.35 Right | 8.40 | 10.15 | 12.10 – 12.55 | 12.10 Classroom | 2.45 Right |
| 4 | 8.35 – 8.40 Right | 8.45 | 10.45 | 12.40 – 1.25 | 12.40 Classroom | 2.50 Right |
| 5 | 8.30 – 8.35 Right | 8.40 | 10.15 | 12.10 – 12.55 | 12.10 Classroom | 2.45 Right |
| 6 | 8.40 – 8.45 Right | 8.50 | 10.30 | 12.40 – 1.25 | 12.40 Classroom | 2.55 Right |

Arrivals

- **Any child displaying symptoms of Covid-19 on arrival at school will be asked to return home and follow government guidance for next steps (see Appendix B)**
- Reference to the 'left' and 'right' gates are as you face the front of the school from the road, and include both the vehicle and pedestrian gates, as well as those leading into the main school ground

Parents/carers are respectfully asked to ensure they are only on the school site at the allotted timeslots, and have only one parent/carer bring their child onto the school grounds, in order to ensure a smooth start to the day.

- No parents/carers will be allowed beyond the second set of gates.
- An 'outside office' will be set up outside the main entrance – all visitors will be directed to use the doorbell and office staff will then come to them. All visitors beyond the main entrance will be required to leave their contact information should Track & Trace be needed.
- It is recommended that all public transport to arrive at school is avoided.
- All children will enter the school via their outside classroom doors, with the exception of Year 4, who will use the side door.

No parents/carers/visitors to enter school premises beyond the gates. Entry will only be permitted via main office, with appropriate protective measures being used when in school i.e. only entering 'bubbles' where absolutely necessary. All visitors beyond main entrance will be signed in, including contact details in case of Track and Trace need.

Face coverings will be worn by visitors entering on to the school grounds, subject to individual exemptions on health grounds.

Social distancing of at least 2m will be maintained between visitors and staff when dropping and collecting children at school

Breaktimes

- Staggered, in order to ensure no more than 2 'bubbles' are on the playground at any one time.
- It is hoped that the field will also be available for as many breaktimes as possible, but this will be weather dependent.
- During poor weather, bubbles will remain in their classrooms with their teacher and/or support staff.
- Playtime equipment will be held by each specific bubble within their classroom, will be thoroughly cleaned after use and not shared with other bubbles.
- **It is anticipated that the government's free fruit incentive will recommence, but this has not yet been confirmed. It is recommended that for the first few days back after the summer holidays, that children bring in a healthy snack for breaktime.**

Lunchtimes

- Staggered, in order to reduce contact between bubbles as much as possible.
- KS1 children will eat their lunches in the hall, with tables and chairs being thoroughly cleaned **before, between and after sittings**. KS2 children will eat their lunches in their classrooms (which will be delivered by kitchen staff)
- All classrooms will be cleaned at lunchtimes, after the children have eaten, including the emptying of bins and wiping of tables and other regularly touched surfaces.
- School dinners will be provided to all those ordering them as usual (via SchoolMoney) – the eating of school dinners across the school is encouraged. Free School Meals (to those entitled across the school) and Universal Free School Meals (all KS1 children) will continue.
- Menus will be available weekly via the school newsletter and will always be on the school website.
- Children may bring their lunch in plastic lunchboxes, **which will be kept in classrooms**, although disposable bags are recommended in order to reduce potential for spread of COVID-19 between school and home.

Departures:

- Children will be brought to their respective gate at their allotted time. Lime paint, chalk and posters will be used to show correct gate usage and to show waiting zones.
- One parent/carer only to be asked to collect their child, leaving the premises immediately after doing so.
- Parent/carers should not enter the school premises until their allotted time.
- Parents/carers should wait in the allotted zones in the car park, maintaining social distancing with others, [during their timeslot](#).

Attendance

- The government expects that all children will return to school full time from 3rd September 2020 (unless specific medical evidence has been received).
- Parents/carers will be required to notify school of any illness absence in the usual manner – telephone call before 9.10am. If this is related to COVID-19 this must be communicated.
- It is anticipated that there will be a number of children who will be nervous about returning to school – additional adult support will be available on the gates during the first few mornings in order to help support children into their classrooms. [A government recommended e-book is available to help parents/carers discuss returning to school with their children – the link for this book has been sent via clasdojo.](#)
- Should there be a need for children to remain at home due to government or local guidance, remote education will be provided by class teachers.

Teaching & Learning

- The first two days back will be used to settle children back into school, including a review of new safety expectations, review of what they have been doing during lockdown / summer holidays and celebrating home learning, and a range of mental health and wellbeing activities.
- Parents/carers asked to please contact the class teachers via ClassDojo where their child has suffered a bereavement or loss, in order that appropriate support can be made available.
- The first two full weeks back will be used to assess where the children are in Reading (phonics), Writing and Maths, using a range of activities, to identify any 'gaps' that will need to be made up via interventions.
- Mental Health awareness and wellbeing activities will continue, as well as an increase in 'outdoor learning'.
- Some lessons, such as Music and PE, will need to be adjusted to ensure social distancing / sharing of equipment expectations are met (i.e. no contact sports, no wind instruments, where resources are shared these will be thoroughly cleaned before and after each use, etc).
- SEND children to have One Plans reviewed in first half term.
- Colchester United will return to provide some lessons for some year groups. Appropriate safety measures for social distancing will be risk assessed.

Classroom organisation

- Classrooms will have forward facing tables in rows.
- All children will have their own stationery kept in a pencil case (all to be supplied – no pencil cases should be brought in from home) and should not be shared with others.
- Handwashing stations, available in classrooms, will be used regularly by children and staff.
- All soft toys and furnishings will be removed from classrooms.
- Where ‘hard’ toys and equipment / directed workstations are used, these will be cleaned thoroughly after each use.
- Classrooms to be well ventilated at all times (open doors and/or windows). **Windows are opened before school, lunch and after school to improve ventilation/increase dilution of any build of anything in the air that is unwanted. For this reason, please be aware that it may be necessary to dress appropriately to allow for any changes in room temperature caused by this.**
- In order to further reduce the possibility of the spread of the virus between home and school, children are asked not to bring any other items into school, including stationery, show and tell items etc.
- Library / reading books will be taken home daily and where possible, children will complete their own reading records, in order to reduce adults in school coming in to contact with the record books. When library / reading books are completed their covers will be cleaned and they will be quarantined for 24 hours before being returned to the library / phonics shelves.

Hygiene / cleaning.

- Hygiene stations will be available in all classrooms, including a constant supply of soap, hand sanitiser, paper towels and tissues.
- Families to be asked to wash their hands before leaving home.
- Children to be reminded to wash their hands regularly, and particularly after sneezing or coughing.
- Hand sanitiser available at key areas throughout the school.
- Covered bins in all classrooms, which will be emptied at lunchtime and after school, and double bagged.
- Cleaning of equipment, desks, door handles, toilets, sinks etc will be undertaken throughout the day and after school. ‘Deep clean’ completed on Fridays.
- Any equipment used by groups will be kept by that group throughout and will be thoroughly cleaned at the end of each day.
- Children to be reminded of ‘catch it, bin it, kill it’ regularly.
- Reminder posters to be displayed around the school.
- Allocated toilets / times to use where possible – wholeclass to go to avoid any mixing in corridors.
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Uniform / PE Kit

- Children should wear their full school uniform, except that trainers should be worn instead of school shoes, until further notice, in order to facilitate increased outdoor lessons. **There is no specific requirement for these to be of a certain colour.**

- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- Full PE kit should be worn to school on PE days. This kit should include T-shirts that are either in the child's house team colour, or white. **The expected PE days are:**
 - Mon – Years 2 and 4.
 - Tue – Years 1 and 3.
 - Wed – All year groups (with Colchester United).
 - Thu – Year 5.
 - Fri – Reception and Year 6.
- Children to bring in their own water bottle each day.
- Windows are opened before school, lunch and after school to improve ventilation/increase dilution of any build of anything in the air that is unwanted. For this reason, please be aware that it may be necessary to dress appropriately to allow for any changes in room temperature caused by this

Behaviour

- The behaviour policy has been reviewed and parents of any child who is demonstrating behaviours that affect the safety of any staff member or other children, will be contacted to arrange appropriate actions, in line with updated policy (see Appendix C).

Illness.

- Where a child is showing any signs of illness, they will be sent to the designated area of the music room and parents will be contacted for immediate collection. Staff supporting these children will be required to wear PPE (i.e. face masks, goggles, aprons and gloves).
- Further advice will then be given to parent/carer of that child, as outlined by the government guidance. This will include arranging a test (which may be supplied by school depending on stock held), and isolating the child and the rest of the household until the results of tests are known.
- Parents/carers will be expected to fully comply with the Track & Trace programme where a positive test result is given.
- Other parents/carers of children within that child's bubble may be notified in line with current government guidance, and that given to school by Public Health England, following a positive test result.
- Any medical equipment, such as inhalers, epi-pens, medication etc will be kept in classrooms.

Safety / Safeguarding

- Health and safety compliance checks will be completed in advance of opening, as usual.

- Safeguarding / finance issues at home – staff to be aware. Parents/carers to be encouraged to talk to a staff member of their choice, in confidence, where they have concerns.
- Not possible to split corridors or make them one way – adults will accompany children in the rare instances when they will need to be in corridors.
- Fire Drill to be carried out on day one, once children have been educated on what to do if fire alarm goes off.
- Any safeguarding concerns to be communicated to safeguarding leads in the usual manner (staff update training to be completed 2/9/20).

Clubs

- Breakfast club will resume from Monday 7th September with social distancing being in place, wherever possible. It is appreciated that with at least one child from every year group expected to attend, this may not always be able to be fully implemented. **A separate Risk Assessment will be written for Breakfast Club and sent to those parents/carers who sign up for it (which will be requested by Wednesday 2nd September, in order to feed into the Risk Assessment)**
- Other clubs will not take place until further notice.

All of the above information is under constant review, and is subject to change based on government and/or local guidance received.

Useful links:

If suspected case of COVID-19, guidance of what to do:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Getting a test:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

NHS Track and Trace:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Staying safe (including how to use face coverings correctly):

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

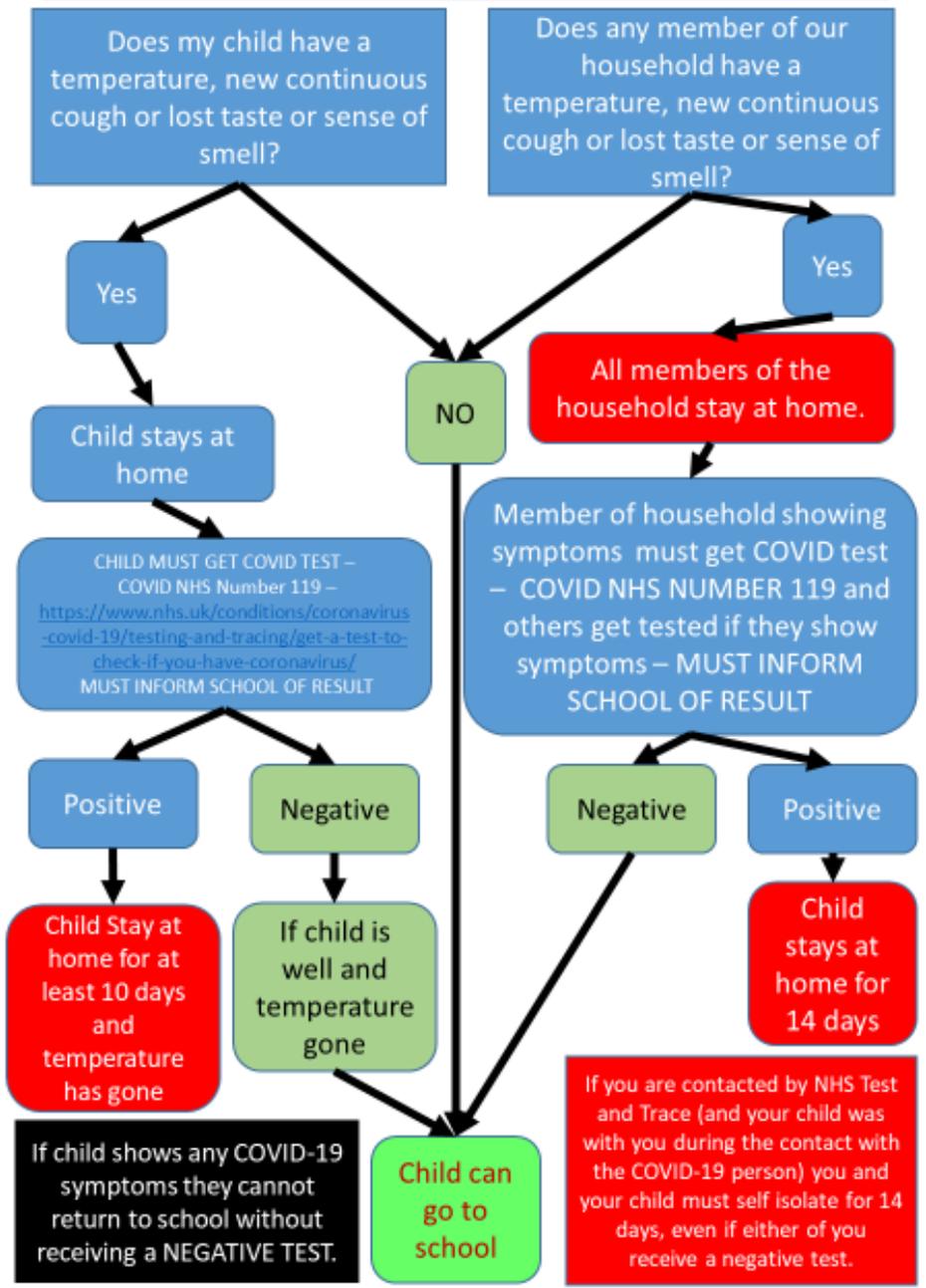
Mental Health and Wellbeing Guidance for parents/carers: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

Out of school settings advice:

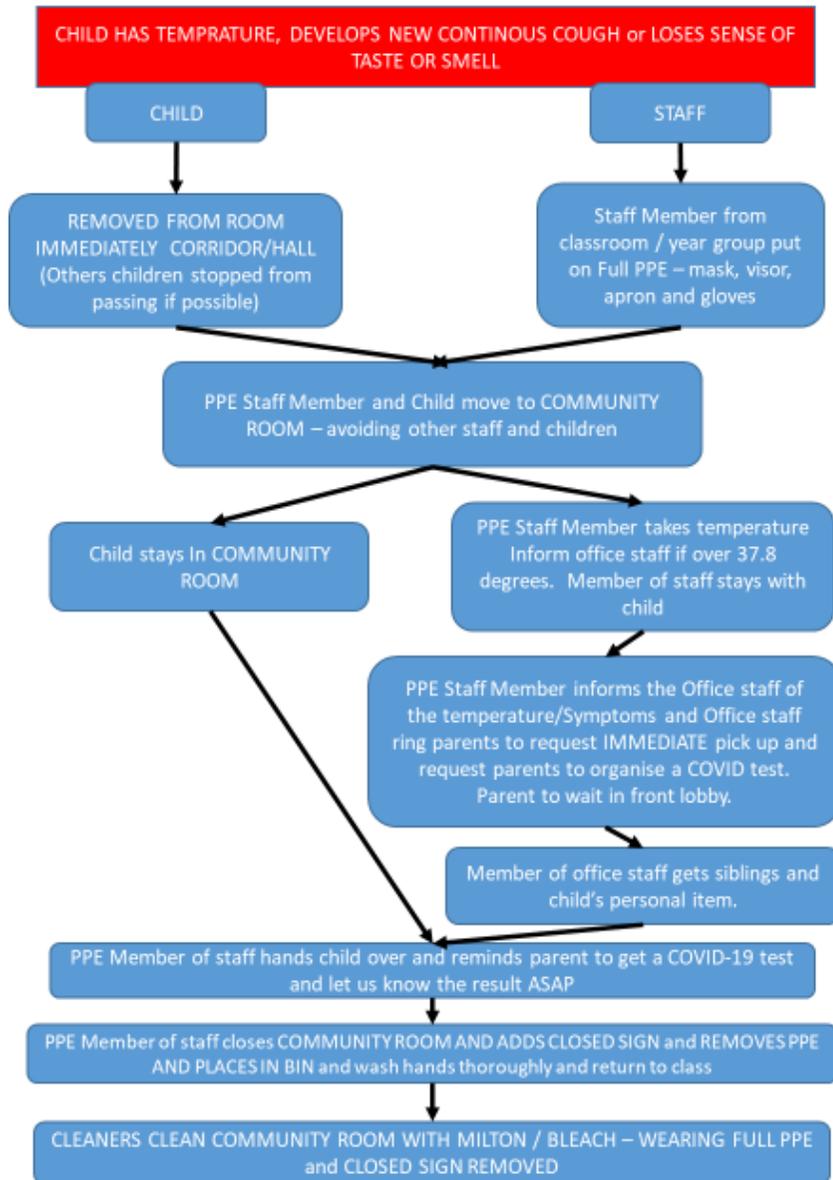
<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Appendix B

COVID SYMPTOMS AT HOME FLOW CHART



ACTIONS IF CHILD SHOWS COVID-19 SYMPTOMS AT SCHOOL



Appendix C – Amended Behaviour categories and sanctions during COVID-19 Epidemic

| | |
|------------|--|
| Category A | <ul style="list-style-type: none"> • Bringing things to school that should be at home • Calling out • Talking when someone else is, in the classroom or during assembly • Being somewhere I know I shouldn't be • Not following instructions the first time • Littering • Wasting time • Moving around the school noisily or shouting in the dinner hall • Being on the field without appropriate clothing • Running indoors • Distracting others while working or eating • Pushing and shoving • Leaving seat/ wandering without permission • Throwing things in the classroom – pencils, rubbers • Spoiling others' games |
| Category B | <ul style="list-style-type: none"> • Not following instructions given, related to Coronavirus • Lying to get out of trouble, or to get someone in trouble • Vandalism- treating property carelessly • Name calling • Not going to an adult when asked to do so • Answering back to any adult • Not getting an adult when observing inappropriate behaviour • Getting involved in incidents nothing to do with me (sticking up for friends) • Swearing (indirect) or use of other inappropriate language • Leaving a room without permission: i.e. going to the toilet/library • Being rude/ having a bad attitude especially when an adult is trying to sort out a problem • Touching other people's property, including lunchboxes • Causing trouble between people by spreading rumours, stirring (inc. related to Coronavirus) • Intimidating others • Play fighting • Laughing/smirking when being spoken to |

| | |
|-------------------|---|
| Category C | <ul style="list-style-type: none"> • Taking actions that could cause Coronavirus to be spread (not deliberate) • Intention to hurt others (including inappropriate verbal comments <i>inc. related to Coronavirus</i>) • Swearing (directly at others) • Fighting (including retaliation) • Being too physical in football • Stealing • Disrespect shown to any adult • Using a mobile phone on school premises • Leaving a room without permission: i.e. storming out of a room in anger • Defiance – refusal to do as adult requests • Vandalism – intentionally damaging property |
| Category D | <ul style="list-style-type: none"> • Deliberately taking actions that could cause Coronavirus to be spread i.e. spitting, licking etc • Bullying/ ganging up on others • Assaulting an adult – including throwing things • Using racist, homophobic and misogynistic language • Displaying several types of category B and C behaviours in one incident |

In class sanctions guidance during COVID-19

Category A

| Sanction 1 | Sanction 2 | Sanction 3 | Sanction 4 |
|--|--|--|--|
| Warning with the expected behaviour reinforced | Isolation in class – up to 10 minutes. | Sent to paired class with work for the remainder of the session. Loss of 10 minutes break with class teacher. | Sent to SLT member and loss of break and/or lunchtime. |

Category B

| Sanction 1 | Sanction 2 | Sanction 3 | Sanction 4 |
|------------|------------|------------|------------|
|------------|------------|------------|------------|

| | | | |
|--|---|--|---|
| Isolation in class – up to 10 minutes. | Sent to paired class with work for 10 minutes. Loss of break or lunchtime. | Sent to SLT member and loss of break and/or lunchtime. | Sent to Headteacher and loss of break and lunchtime. Placed on report. Text to parents outlining behaviour. |
|--|---|--|---|

Category C

| Sanction 1 | Sanction 2 | Sanction 3 |
|--|---|--|
| Sent to SLT member and loss of break and/or lunchtime. | Sent to Headteacher and loss of break and lunchtime. Placed on report. Text to parents outlining behaviour. | Sent to Headteacher and school based exclusion. Placed on report. Parents contacted to discuss. |

Category D

| Sanction 1 | Sanction 2 |
|--|---|
| Sent to Headteacher. Parents contacted to discuss. School based or external exclusion. | Sent to Headteacher. Parents contacted to discuss. Fixed term exclusion off site (may lead to permanent exclusion, as a last resort, if repeated). |

All behaviours above Category B, Sanction 3 inclusive will be permanently recorded.

Out of class sanctions guidance during COVID-19

Category A

| Sanction 1 | Sanction 2 | Sanction 3 |
|---|---|---|
| Warning with the expected behaviour reinforced. | Isolation with adult dealing with the behaviour for 10 minutes. | Sent to SLT member and loss of future break and/or lunchtime. Class teacher informed. |

Category B

| Sanction 1 | Sanction 2 |
|---|---|
| Isolation with adult dealing with the behaviour for 10 minutes. | Sent to SLT member and loss of future break and/or lunchtime. Class teacher informed. |

Category C

| Sanction 1 | Sanction 2 | Sanction 3 |
|--|---|--|
| Sent to SLT member and loss of future break and/or lunchtime. Class teacher informed. If football related, next football session to be missed. | Sent to Headteacher and loss of break and lunchtime. Placed on report. Text to parents outlining behaviour. If football related, next 2 football sessions to be missed. | Sent to Headteacher and school based exclusion. Placed on report. Parents contacted to discuss. If football related, loss of football sessions for agreed time. |

Category D

| Sanction 1 | Sanction 2 |
|---|---|
| Sent to Headteacher. Parents contacted to discuss. School based or external exclusion. If football related, loss of football sessions for agreed time. | Sent to Headteacher. Parents contacted to discuss. Fixed term exclusion off site (may lead to permanent exclusion, as a last resort, if repeated). |

All behaviours above Category B, Sanction 2 inclusive will be permanently recorded.