

GHF RISK ASSESSMENT – ANNOTATED FOR ELM WOOD SCHOOL		
Service/Person: Gipsy Hill Federation of Primary Schools	Assessment Team Members: Executive Headteacher, Head of Inclusion, Head of School	Assessment Review Dates
Area Assessed: All aspects of education provision in the full re-opening of schools from 1.9.20	Name: Amelie Thompson & Haley Foxworthy Sign:	Date of 1st Review: 21.9.20 – Wraparound care only
Date of Assessment: 28 August 2020	Name: Amelie Thompson Sign:	Date of 2nd Review: 31.10.20 – ‘Catch Up Funding’ only
School: Elm Wood School	Name: Myrtle Charles Sign: Myrtle Charles	Date of 3rd Review: 5.11.20 – Second National Lockdown revisions and contingency plan for ensuring continuity of education Date of 4th Review: 30.12.20 – Response to school opening under tier 4 restrictions and contingency planning

This document outlines the arrangements for the full opening of all schools in the Gipsy Hill Federation. This risk assessment also outlines our approach to mitigate risk in the case of primary school closures to all but the children of critical workers and vulnerable children **Where primary school closures are in place to all but the children of critical workers and vulnerable children, children will be grouped throughout the week in consistent bubbles staffed using consistent staff teams. Due to smaller numbers of pupils, bubble sizes will be reduced to further mitigate risk and reduce risk of transmission. Where appropriate (i.e in the older year groups), groups will be set up and classrooms organised so as to encourage social distancing of at least 1m+** Each individual school adds site specific arrangements, such as the timetabling of staggered starts to the school day and so on. Where present, these are highlighted throughout the document and / or appear as appendices to the main document, as follows:-

Appendix A – details cleaning arrangements for specific sites

Appendix B – details the groupings for each site to reduce transmission of COVID19. These will be unique to the site as they will depend on physical aspects of the premises, staffing, academic need, pupil roll. HoS should explain the rationale for their decision, indicating how it supports government guidance. This appendix, with clear headings for each section, will include:-

- Individual class groups where these are maintained
- Larger groups (e.g. year groups, or paired classes) if essential to facilitate efficient lunch service and play time arrangements
- Larger groups (for example year groups, or paired classes) if essential to facilitate targeted or specialist group interventions

Appendix C - Staggered arrival/ departure arrangements, including entrances used and staffing of these

Appendix D – Allocation of toilets

Appendix E – Cover arrangements for staff absence / PPA etc

Appendix F – Timetable for use of outdoor areas for play, learning etc

Appendix G – Timetable for staff room use

Appendix H – Timetable for lunch arrangements indicating which classes use lunch hall or eat in rooms, and the sequence of attendance and necessary cleaning arrangements between groups.

FURTHER INFORMATION:

This risk assessment should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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

<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>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

Added in review 31.10.20

<https://www.gov.uk/guidance/coronavirus-covid-19-catch-up-premium>

Added in review 4.11.20:

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Added in review: 30.12.20:

<https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Added in review 01.03.21:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

Added in review 01.09.2021:

From 16th August, identified close contacts who meet the below criteria will no longer be legally required to self-isolate:

- i. fully vaccinated and at least 14 days have passed since receiving the recommended doses
- ii. aged under 18 year and 6 months
- iii. taken part in or currently part of an approved COVID-19 vaccine trial
- iv. not able to get vaccinated for medical reasons

The following school policies have been reviewed and updated as required:

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *School Business Continuity Plan to be adapted by each HoS*
- *First Aid Policy*
- *Administration of Medicine on Schools Premises Policy*
- *Attendance Policy*
- *Intimate Care Policy*
- *Positive Handling Policy*
- *Supporting Pupils at School with Medical Conditions Policy*

- *Uncollected Children Policy*

The following abbreviations are in use throughout this document:

- *GHF – Gipsy Hill Federation*
- *GB – Governing Body*
- *EHT – Executive Headteacher*
- *Hol – Head of Inclusion*
- *HoS – Head of School*
- *SENDCo – Special Educational Needs and Disability Co-ordinator*
- *CT – class teacher*
- *PO – premises officer*
- *FSO – Family Services Officer*
- *DSL – Designated Safeguarding Lead*
- *SAO – Senior Administrative Officer*
- *DHI – Deputy Headteacher for Inclusion*

Please note - when referring to staff, this will also include volunteers and trainee teachers.

	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline
Sub sections	Key section: Awareness of and adherence to policies and procedures			
	<ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice 	No	EHT	21.8.20

Awareness of and adherence to policies and procedures	<input type="checkbox"/> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy 		HoS	
	<input type="checkbox"/> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The 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' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' 		HoS	
	<input type="checkbox"/> The relevant staff receive any necessary training that helps minimise the spread of infection.			
	<input type="checkbox"/> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE, Lambeth and Southwark local authorities. 	Yes	HoS, Hol	31.8.20
	<input checked="" type="checkbox"/> Staff are made aware of the school's infection control procedures in relation to coronavirus. coronavirus including access to Lateral Flow Device testing (see more details at the end of the risk assessment)	Yes	HoS, EHT, Hol	Ongoing
	<input type="checkbox"/>	Yes	HoS, Hol	31.8.20
<input checked="" type="checkbox"/> Parents are made aware of the school's infection control procedures in relation to coronavirus via text, letter and school website– they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u> , or have tested positive in the last 10 days, have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance. In all GHF schools this will be achieved through repeat texts and emails home, use of GHF website and school notice boards, materials	Yes	HoS, EHT, Hol	From 16.7.20 onwards and repeated	

AMENDED

	<ul style="list-style-type: none"> • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. In all GHF schools this is achieved through class teaching, circle times, virtual assemblies, adult re-enforcement and modelling. All to be repeated regularly, and reinforced through positive praise. • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and for staff during the school day, and this is communicated clearly to parents and staff. This is included in information about infection control procedures as described above, and is monitored by school staff at entry points to the school for pupils using face masks for travelling to school. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Yes	HoS	2.9.20 onwards and repeated
		Yes	HoS	From 16.7.20 onwards and repeated
		Yes	HoS	
Sub sections	Key section: Prevention			
Minimise contact with individuals who are unwell with COVID-19 Symptoms AMENDED	<ul style="list-style-type: none"> • Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and anyone developing those symptoms during the school day is sent home. Signage at entry points to the school makes this clear. Staff are aware of the process and are reminded as needed. Parents are reminded through use of website, text, emails, signage and direct contract FSO / SLT as needed. • Any pupils or staff returning from abroad must follow government guidance regarding isolation periods/quarantine rules when travelling to the UK. • The school promotes and staff are encouraged to engage with twice weekly asymptomatic testing. Staff and household members to isolate in case of a positive LFD test, member of staff (and any household member who is not fully vaccinated and/or is under 18 years and 6 months) to isolate (see further details re: LFD asymptomatic testing further into the risk assessment) prior to accessing PCR test. Following the PCR test, please follow the flowchart in 	Yes	HoS	Ongoing

AMENDED	<p>they develop symptoms. Other members of their household (including any siblings) should self-isolate for from 10 days when the symptomatic person first had symptoms unless they are fully vaccinated and/or are under 18 years and 6 months.</p>			
AMENDED	<ul style="list-style-type: none"> If the pupil or member of staff tests negative they (and members of their household) can stop self-isolation and return to school when they no longer have symptoms fever. 			
AMENDED	<ul style="list-style-type: none"> If a child or adult is sent home with suspected COVID-19 symptoms, any other members of their household in Crawford School or at any other GHF site (pupil or staff) must also be sent home if they are not fully vaccinated and are over 18 years and 6 months. School offices should offer to assist families / staff in making contact with other GHF sites, or any other educational setting if requested to do so by the family / school adult. 	Yes	SAO	Ongoing
AMENDED	<ul style="list-style-type: none"> School offices will maintain a log of isolation dates for pupils, with likely return dates. Pupils (and their siblings) or school adults who are self-isolating for 10 days because someone in their household has tested positive will not be re-admitted to school earlier. School offices will maintain a log of isolation dates for staff and will share this with GHF HR Staff must supply isolation notes, medical certificates and any test results where applicable to the school office. These will be scanned and sent to GHF HR to retain in HR files. If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to a well-ventilated area which is at least 2 metres away from other people and where others have access to PPE.. The isolation space at Elm Wood school is in the unused stairwell opposite the SENCo office . In the event this room is in use or multiple children are waiting to be collected, the alternative area is the intervention room in the outside space beyond the hall. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected 	Yes	HoS	Ongoing

AMENDED

- Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area>.
- PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.
- In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) ~~or~~ **and** they have been requested to do so by NHS Test & Trace **and are not fully vaccinated and are over 18 years and 6 months**.
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area>.guidance to be followed to clean the area and to bag, remove and store any waste for disposal until the outcome of the test is known.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administration of Medicine on School Premises Policy
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the guidance in Cleaning in non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area>.

Good hand hygiene practice	<ul style="list-style-type: none"> <input type="checkbox"/> The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. <input type="checkbox"/> Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. <input type="checkbox"/> The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. <input type="checkbox"/> Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, (or sanitise hands with alcohol based rub) dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again (or sanitise hands with alcohol based rub) before heading to their classroom. Guidance on 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 provides more advice. <input type="checkbox"/> There will be adult supervision at all entry points to the school to ensure correct hygiene and disposal / storage of masks is maintained. The adult on duty will have access to a supply of suitable plastic bags as needed. <input type="checkbox"/> The bin used for disposal will be emptied after children and adults have arrived for the school day, and as needed throughout the day. The contents will be disposed of in accordance with guidance in 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 <input type="checkbox"/> Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments <input type="checkbox"/> The school maintains adequate stock of soap, hand sanitiser and paper towels. The PO is responsible for ensuring that supplies are topped up at the start of the school day and that dispensers are working properly. All staff are responsible for advising the PO / school office if stock appears to be running low at any point during the school day. 	Yes	HoS	Ongoing
		Yes	PO	Ongoing

	<ul style="list-style-type: none"> Lidded bins are provided for disposal of used paper towels etc, and will be emptied regularly as needed. All staff are responsible for alerting the PO if bins become too full at any point. 			
Good respiratory hygiene	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and lidded bins available in the school to support pupils and staff to follow this routine. Pupils are reminded frequently, and adults model correct behaviour. <input type="checkbox"/> The school keeps sufficient stock of tissues. All adults are responsible for alerting the school office if stock in any area appears to be running low. <input type="checkbox"/> Younger pupils and those with complex needs are helped to follow this guidance. Where appropriate, individual risk assessments for pupils with complex needs will be written in partnership with parents and the young person. <input type="checkbox"/> Risk assessments are used to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. <input type="checkbox"/> The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene, which staff in GHF schools will use as needed. <input type="checkbox"/> PHE, based on current evidence, does not recommend the use of face coverings in primary schools for pupils, or in classrooms for staff. This evidence will be kept under review. 	Yes	HoS	Ongoing
		Yes	SAO	Ongoing
		Yes	CT / SENDCo	Ongoing
		Yes	SENDCo	Ongoing
		Yes	CT	Ongoing
		Yes	HoS	Ongoing
Increased ventilation	<ul style="list-style-type: none"> Good ventilation is important, and should be maximised wherever possible by opening windows, and propping open doors, as long as they are not fire doors, where it is safe to do so. In Elm Wood school this is achieved by:- <ul style="list-style-type: none"> Ensuring all classroom windows and windows in common areas, toilets, offices and staff rooms are opened in the morning by the premises officer, or other designated member of staff To ensure site security at the end of the school day, Elm Wood school has made the following arrangements to ensure windows are closed: <ul style="list-style-type: none"> It will be the teacher's responsibility to close all windows. The PO will check at the end of the school day that this has been done. Teachers will be given reminders in briefings to remember to do so. 	Yes	HoS, PO	Ongoing

	<ul style="list-style-type: none"> ○ In Elm Wood school, the following external doors can be propped open during the school day, as there are no safeguarding concerns because other secure barriers are in place to prevent undesired egress / ingress on the school site or building -the hall doors, the door on the ground floor by the adult toilets and the door on the ground floor at the beginning of the nursery corridor. ○ Ventilation to ensure constant air flow throughout the day will be maintained in all shared spaces, including classrooms. Additional ventilation by fully opening windows and doors to create a draft over a sustained period of time will be created at all times where pupils are e.g. out to play/lunch. Relaxation around uniform/dress code rules are in place to support staff and pupils to be adequately dressed during the colder months. 			
Enhanced cleaning	<ul style="list-style-type: none"> <input type="checkbox"/> PHE guidance for cleaning non-health care settings is followed (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings), in addition to <input type="checkbox"/> There will be more frequent cleaning of rooms or areas which are used by different groups, as detailed in Appendix A. <input type="checkbox"/> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal with standard products such as detergents or bleach; In Elm Wood school this will be done according to the cleaning schedule in Appendix A • Heads and POs should liaise with the cleaning contractor to devise an ‘evening’ and ‘daytime’ cleaning checklist. <input type="checkbox"/> The PO / HoS will carry out spot checks to ensure that the arrangements made for enhanced cleaning are being carried out effectively, and record this in a log. Any remedial action required is detailed, and Appendix A updated as necessary. <input type="checkbox"/> Cleaning materials will be kept away from younger children to prevent ingestion. Where children are trained to help and involved in cleaning their own work areas or resources, safe cleaning products are chosen, such as washing up liquid, and children are supervised. These arrangements, if in use, are detailed in Appendix A <input checked="" type="checkbox"/> Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. Minimised where their removal does not impact the educational provision for pupils 	Yes	HoS, PO	Ongoing
AMENDED		Yes	CT, PO	By 02/09

	<ul style="list-style-type: none"> ❑ Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it. ❑ At Elm Wood school, year groups / phases will be allocated the following toilet areas to minimise movement around the school. Details are found in Appendix D • At Elm Wood School , these arrangements are used to ensure that pupils in years 'reception' to 'year 6' visit the toilets in such a way that overcrowding is avoided. Details are found in Appendix D, including the arrangements for the supervision of younger pupils ❑ At Elm wood school, arrangements for pupil access to toilets at break times are as follows: Details are found in Appendix D ❑ The COVID-19: cleaning of non-healthcare settings guidance is followed. ❑ Outdoor playground equipment should be cleaned more frequently. The arrangements for this at Elm Wood school are listed in Appendix A ❑ Resources used inside and outside by wrap around care providers / GHF staff are subject to the same guidance. Contracted extended care providers will detail arrangements for cleaning resources in their risk assessment, which will be shared with and approved by the Extended Services Manager. A copy of this risk assessment is available in school and can be shared with service users. ❑ The Extended Services Manager will ensure a regular review and intermediate spot checks are in place to monitor compliance. These reviews should be logged, and shared with the HoS. ❑ Elm Wood school uses its own staff for breakfast club. In these cases the Extended Services Manager will devise the risk assessment and the HoS will carry out reviews and spot checks as above. ❑ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the infection control section of the Health and Safety Policy and Cleaning in non-healthcare settings guidance 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>HoS, PO</p> <p>Extended Services Manager</p> <p>HoS, PO</p>	<p>Ongoing</p> <p>In place prior to any start of service</p> <p>Ongoing</p>
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	<ul style="list-style-type: none"> • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The Executive PA arranges enhanced cleaning to be undertaken where required, and as requested by the HoS / PO – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk • The PO and HoS monitor the cleaning standards of school cleaning contractors and liaises with the Executive PA to commission any additional measures required with regards to managing the spread of coronavirus. • The schedule of cleaning detailed in Appendix A notes which staff members / cleaning contractors have the overarching responsibility for given areas. The PO / HoS will carry out and log routine inspections and spot checks. However, ALL staff are expected to be mindful of the need for thorough cleaning and should immediately alert the HoS if they have any concerns. • The Executive PA will hold regular meetings with the cleaning contractors to monitor service provision. 			
<p>Minimise contact between staff / pupils / visitors in school</p> <p>AMENDED</p>	<ul style="list-style-type: none"> • ..Please note arrangements in place for the Autumn term have been reviewed in preparation for re-opening on 8th March 2021. In line with updated guidance from the local authority, bubble sizes are kept as small as is operationally possible in accordance with the wider needs of the school. Contact between classes/year groups to be minimised wherever possible and where it will not have a detrimental impact on the educational provision for pupils. Levels of community transmission and any concerns regarding local variants will be taken into consideration when making decisions that impacts contact between classes/year groups. setting bubble group sizes • The groupings of pupils in bubbles follows the guidance below • The groupings in use in Elm Wood School are shown in Appendix B • The deployment of staff in bubbles in use in Elm Wood school are shown in Appendix C 	Yes	HoS	31.8.2020

AMENDED

- The layout of the school site;
- The feasibility of keeping distinct groups separate while offering a broad curriculum

~~More information on groups can be found in COVID-19:~~

Guidance for full opening

- When staff or pupils cannot maintain distancing, particularly with younger pupils, the risk can also be reduced by keeping pupils in the smaller class sized groups. In Elm Wood school the arrangements in place to ensure EYFS pupils are kept in the smallest possible group are as follows: Jay class(nursery) have their own separate classroom, toilets and outside space. Merlin class and Wren class (reception) will be taught as a class bubble but will have access to the outside space a year group bubble.
- Staff should only move between bubbles when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. **Ventilation will also be prioritised in these circumstances.**
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- Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.
- ~~5.11.20 In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors. In Crawford school the arrangements are~~
~~30.12.20 - All staff and visitors (unless exempt) will be requested to wear face coverings when moving around the school and in communal areas (staff rooms, toilets etc.~~
-
- **01.03.21 - All staff and visitors (unless exempt) to wear face coverings in the following situations where social distancing between adults isn't possible where**

AMENDED

<p>AMENDED</p>	<ul style="list-style-type: none"> Classrooms and other learning environments are organised to maintain space between seats and desks where possible. From Year 2 onwards, pupils are seated side by side and facing forwards, rather than face to face or side on. 			
<p>AMENDED</p>	<ul style="list-style-type: none"> Large gatherings such as whole school, whole key stage or assemblies of more than one group /bubble are avoided, and groups kept apart, wherever possible. 			
<p>AMENDED</p>	<ul style="list-style-type: none"> The teaching timetable and pedagogy is revised to implement the arrangements where possible, by: <ul style="list-style-type: none"> Minimise the use of intervention which involves pupils or staff crossing bubbles and secure as much intervention as possible from within the 'bubble team'. Where pupils need to access specialist provision (e.g. speech and language therapy, creative art therapy etc.), this should be prioritised. Additional risk assessments will be put in place with additional risk mitigation to reduce the risk of transmission (e.g. use of Perspex screens, ventilation, strict adherence to social distancing and cleaning guidelines etc.) Continue to have this in place until at the least the end of Spring term – to review dependent on community transmission rates following the Easter holidays. Update 17th May – in line with low levels of community transmission and the national move to step 3 of the roadmap, interventions will be prioritised with additional mitigation as needed. Wherever possible, contact across classes/year groups will be minimised when putting provision in place. 			
<p>AMENDED</p>	<ul style="list-style-type: none"> Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; see Appendices F and G Maximise the number of lessons or classroom activities which could take place outdoors; Additional measures are put in place to support the management of specialist interventions (cc. separate risk assessment on website under inclusion) Staggered small assemblies based on existing groups already created by virtue of lunch / play arrangements or intervention 			

<p>AMENDED</p> <p>AMENDED</p> <p>AMENDED</p> <p>AMENDED</p>	<ul style="list-style-type: none"> ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; See arrangements for Elm Wood school in Appendices F and B ○ Drop-off and collection times are staggered and communicated to parents; See arrangements for Elm Wood school in Appendix C ○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; at Elm Wood school this means that pupils in Years X are dropped off at the school gate and parents are not permitted to enter the playground ○ ● Non-essential face-to-face meetings between parents and staff are discouraged and alternative forms of communication (phone calls, emails, text messages, virtual meetings) are in place. Opportunities for parents to engage in key events will be communicated on an event-by-event basis ● 30.12.2020 No visitors to come on site unless for the delivery of specialist services or provision, or for essential meetings. ● 01.03.2021 Continue to have this in place until at the least the end of Spring term - to review dependent on community transmission rates following the Easter holidays. ● 17.05.2021 On-site visitors to be kept to a minimum. Where there is a clear educational, safeguarding or welfare purpose, visitors to be allowed on site. Any visitor coming on site must be agreed by the headteacher. ● Staff meetings to be accessed via Teams from classrooms. Only class teams to access staff meetings together from the same room. ● 01.03.2021 Continue to have this in place until at the least the end of Spring term - to review dependent on community transmission rates following the Easter holidays. ● 17.05.2021 This will continue to be in place until national guidance changes on indoor mixing ● September 2021: Training, staff meetings and staff briefings will continue to be 	<p>Yes</p>	<p>HoS, EHT, Hol, Executive PA, Extended Services Manager, DSL</p>	<p>Ongoing</p>
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	<ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; in Elm Wood school this is possible for the following classes: <ul style="list-style-type: none"> • Jay class – nursery • Merlin class – reception • Wren class – reception • Swift class – year 1 • Magpie – year 1 • Redwing class – year 2 ○ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; in Elm Wood school this is achieved through the use of a one way system and staggered break and lunch times. ○ staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms. Elm Wood School has discussed these arrangements with the catering contractor. The arrangements and rationale is described in Appendix H ○ The number of pupils using the toilet at any one time is limited; see Appendix D <p><input type="checkbox"/> The use of shared space such as halls is limited and there is cleaning between use by different groups; see Appendix A</p> <p><input type="checkbox"/> The use of staff rooms are staggered to limit occupancy. See Appendix G</p> <ul style="list-style-type: none"> ○ The use of offices is carefully considered to ensure 2m distancing is maintained. Additional mitigations such as perspex screens should be used if required. If necessary, use of offices should be timetabled to minimise numbers using them. Other staff should not enter offices or workspaces if this compromises the 2m distancing of staff working there. Specific arrangements for school xx are listed below:- HoS has own office ○ GW & SP-K (deputy heads) share an office. The desks are 2m away from each other. The desk at the far side of the office is allocated next to a window that will be kept open at all times, weather permitting ○ DD (deputy head) has own office on the ground floor 	Yes	CT	In place at start of school term and revisited regularly
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<p>AMENDED</p> <p>AMENDED</p>	<ul style="list-style-type: none"> ○ MC (SENCo) has own office on the ground floor ○ FM (Family Services Officer) has own office on the ground floor in the reception area • NT(SAO) & EB (AO) share an office. The desks are 2m away from each other. The window in the office will be kept open, weather permitting • Key contractors (catering, cleaning and wraparound care provision) are made fully aware of the school's risk assessment by the Executive PA / HoS / Extended Services Manager. Their risk assessments are also shared with and agreed by the school. • Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene and the use of face masks on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. Visitors will be informed that their contact details might be shared with appropriate NHS/public health bodies in the case of an outbreak or for contact tracing where appropriate. GHF School offices will develop an information sheet for their school and ensure visitors have read this in advance. They will also maintain a booking system for visits, ensuring that only essential visits occur during the school day. Each office will maintain a log of visitors for use in Track and Trace if needed. • Classroom based resources, such as books and games, are used and shared within the class the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles;, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles; Class teachers are responsible for ensuring that shared resources are cleaned or left unused for the appropriate length of time. They should ensure safe storage and labelling of items being left unused. Teachers should ensure their weekly lesson planning takes this requirement into account, and that resources are organised ahead of time. Cleaning materials are available in all classrooms. • Pupils limit the amount of equipment they bring into school each day, to 			
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<p>AMENDED</p> <p>AMENDED</p> <p>AMENDED</p>	<p>store or access these items. Careful classroom management is essential to ensure distancing, Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p> <ul style="list-style-type: none"> • Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; • Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations. Class teacher must ensure that their lesson planning supports these aims, and that they adhere to the timetabling of outdoor or indoor spaces to avoid unnecessary congestion occurring. • Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. The Director of Music is responsible for timetabling the arrangements for each site to meet these requirements. • Lessons which include singing, chanting, playing wind or brass instruments can 			
<p>Where necessary, wear PPE</p>	<ul style="list-style-type: none"> • 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: <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 ○ Individual risk assessments to be put in place for children with intimate care or medical needs that require the use of PPE. These will be written and shared with parents and the young person. 	<p>Yes</p> <p>Yes</p>	<p>HoS</p> <p>SENDCo</p>	<p>Ongoing</p> <p>Ongoing</p>

	<ul style="list-style-type: none"> Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow SCC PPE guidance. 			
Sub sections	Key section: Response to Infection			

<p>Test and trace</p> <p>AMENDED</p> <p>AMENDED</p>	<ul style="list-style-type: none"> • NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms or if they have had a positive LFD test result (or two void LFD tests). Staff and pupils must not come into the school if they have symptoms or have had had a positive LFD test result (or two void LFD tests), and must be sent home to self-isolate if they develop them in school. A positive LFD test (or two voids) leads to: a) staff member and their household (if they are not fully vaccinated and are over 18 years and 6 months) isolating; b) close contacts who have not been fully vaccinated and are over 18 years and 6 months self-isolate including anyone who has been in close contact in the period starting 48 hours before positive LFD test. Staff member with positive LFD test books PCR. If PCR test = negative, close contacts and member of staff can stop self-isolation. ○ All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if anyone in their household develops symptoms of coronavirus (COVID-19) if they are not fully vaccinated and are over 18 years and 6 months • A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. • Staff are required to book the first possible test that they can access and inform their Head of School of the result as soon as they receive it. • Parent code of conduct states that parents must access a test for their child if their child develops symptoms for coronavirus (Covid-19) and inform the school 	<p>Yes</p>	<p>HoS</p>	<p>Ongoing</p>
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<p>AMENDED</p> <p>AMENDED</p> <p>AMENDED</p>	<p>immediately once they have received the result.</p> <ul style="list-style-type: none"> • The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> ○ If someone tests negative, if they feel well and no longer have fever symptoms similar to COVID-19 they can stop self-isolating. They may have another virus, such as a cold or flu, in which case it is still best to avoid contact with others until they feel better. Where other members of the household were self-isolating, they can stop self isolating. ○ If someone tests positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they develop symptoms after they test positive, the 10 day isolation period starts from the day that they develop symptoms, not from the day of the test. If they still have a high temperature, they should keep self isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days if they are not fully vaccinated and are over 18 years and 6 months. • 			
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	<ul style="list-style-type: none"> ○ . ○ • All GHF sites will ensure that this advice is regularly given to parents via newsletters, website etc. Whenever possible, the advice will be translated into the languages of the school community, or a text message sent in their own language urging them to seek assistance from a trusted member of their community to assist with translation. 			
<p>Managing confirmed COVID-19 cases</p> <p>AMENDED</p>	<ul style="list-style-type: none"> • Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. This flowchart can be found as Appendix I, and should be displayed in all school offices. Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. This flowchart can be found as Appendix I, and should be displayed in all school offices. <i>Please note that any close contacts who are fully vaccinated and/or are under the age of 18 years and 6 months will not be required to self-isolate but will instead be encouraged to take a PCR test.</i> • If someone who has attended the site tests positive for COVID-19, the school must immediately contact the local health protection team. The local health protection team will also contact the school if they become aware someone who attends the school has tested positive. • NHS Test and Trace will now carry out contact tracing and will work with members of staff and/or parents/carers of pupils who have tested positive to identify and advise close contacts. In some circumstances, NHS Test and Trace 	Yes	HoS	In case of suspected and confirmed cases

- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:
- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

Please note negative LFD tests do **not** mean that anyone instructed to self-isolate no longer needs to isolate. The full 10-day isolation period must be completed.

- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) if they [are not fully vaccinated and are over 18 years and 6 months](#)
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	<ul style="list-style-type: none"> Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <ul style="list-style-type: none"> All GHF sites will ensure that this advice is regularly given to parents via newsletters, website etc. Whenever possible, the advice will be translated into the languages of the school community, or a text message sent in their own language urging them to seek assistance from a trusted member of their community to assist with translation. Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 			
Contain any outbreaks AMENDED	<ul style="list-style-type: none"> If two five or more cases are confirmed within 10 days, or 10% of those who would be considered close contacts or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. Schools must call the dedicated advice service, who will escalate the issue to the PHE local health protection team where necessary and advise if additional action is required. Schools to have a proportionate recording process in place to record any close contact that takes places between pupils and staff in different groups to help with the management of contact tracing and in the case of a suspected outbreak. Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. In these circumstances, remote education will be put in place in line with our home learning offer outlined at 	Yes	HoS	In the case of an outbreak
Sub sections	Key section: Pupil attendance			
Securing attendance of pupils	<ul style="list-style-type: none"> Systematic procedures in place to track pupil attendance Contact all parents of children who have not returned to school and set up meetings to discuss reasons why their child has not returned to school and identify support that can be put in place to support a process of re-integration back into school 	Yes	HoS / SAO / SENDCo / FSO	Start of Autumn term

	<ul style="list-style-type: none"> Contingency curriculum plans to include careful consideration for supporting continued access to appropriate learning opportunities for all pupils in the case of lockdown or a period of isolation. Access to remote education will also be tracked to ensure equity of access for all pupils. This will also include appropriate welfare checks for all pupils. <i>Attendance will be mandatory from 01h March</i> 			
<p>Pupils unable to attend on advice of medical professionals</p> <p>AMENDED</p>	<ul style="list-style-type: none"> Individual curriculum plan to be put in place to secure appropriate provision Regular contact from a qualified teacher to ensure pupil is able to access appropriate support for their learning as well as ensure opportunities for building on knowledge and making progress Second National Lockdown 5.11.20, pupils who are categorised as being Clinically Extremely Vulnerable will be asked to shield. Pupils in this category will be notified by letter or by their clinician. https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020 30.12.2020 This continues to be the case whilst we are under tier 4 restrictions 01.03.2021 This continues to be the case until 31st March. Additional pupils might have been identified under the new shielding category. Appropriate remote education provision to be continued for these pupils, in partnership with the local authority and other services where appropriate. 17.05.2021 All Clinically Extremely Vulnerable pupils should be back in school unless otherwise advised by their medical consultant. 	Yes	HoS / SENDCo / FSO	In case that pupil is not able to attend school based on medical advice
Sub sections	Key section: Managing emergencies			

Ensuring rapid communication	<ul style="list-style-type: none"> • All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. • Parents are contacted as soon as practicable in the event of an emergency. • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. • School offices follow up any discrepancies – eg the school is unable to contact a parent using contact details supplied • Parents and carers are frequently reminded to update contact details should they change 	Yes	SAO	Start of Autumn term
Dealing with medical emergencies	<ul style="list-style-type: none"> • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy 	Yes	Hol / HoS	31.8.2020
Sub sections	Key section: Transport to school			

<p>Staff, parents and pupils travelling to school</p> <p>AMENDED</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff, parents and pupils are encouraged to walk or cycle to their education setting where possible; <input type="checkbox"/> Staff, parents and pupils are discouraged from using public transport, where possible particularly during peak times; <input type="checkbox"/> School is aware of the children attaining the age of 11 during Year 6, who travel by public transport, and will provide support and guidance regarding the requirement to use a face covering. <input type="checkbox"/> 30.12.20 Car sharing is discouraged wherever possible. Under current guidance, car sharing is only permitted for exempt reasons. Additional risk mitigation (as few people as possible, consistent car share arrangements with the same people, open windows, use of face coverings, being seated to ensure maximum distance between passengers and ensuring face to face contact is avoided, additional cleaning of key touchpoints in the car after each journey) is in place where car sharing cannot be avoided. This information to be shared with all staff. <input type="checkbox"/> September 2021 – there is now no advice against car sharing. Additional risk 	Yes	HoS	Ongoing
Managing School Transport	<ul style="list-style-type: none"> • Very rarely, children attending GHF schools are eligible to use dedicated school transport. When such arrangements are in place, SENCOs will follow relevant DfE and local authority guidance and add this to the individual risk assessment for that child. 	Yes	SENDCo	In case of child using dedicated school transport
Sub sections	Key section: Mental Health of children and adults			
Pupils' mental health has been adversely affected during the period of school closure/partial closure and by the COVID-19 crisis in general	<ul style="list-style-type: none"> • Recovery curriculum as a universal whole-school approach to support emotional well-being and mental health • Trained staff (YMH first aiders, Creative Art Therapists, Trauma Informed Schools Practitioners etc) to provide support and/or mentoring of in-class support • Access to a range of resources and interventions accessible to all staff to provide targeted support. • All school accessing 4 training webinars developed by Trauma Informed Schools. • School to work in partnership with LA to access additional support through Educational Psychology Service and CAMHS, where appropriate. 	Yes	HoS / Hol	Ongoing

	<ul style="list-style-type: none"> • School to work in partnership with appropriate charities e.g. Winston's Wish, where needed 			
Pupils' mental health impacted by returning to lockdown or isolation within the household	<ul style="list-style-type: none"> • Contingency curriculum planning to include focus on children's emotional and mental well-being • 01.03.2021 Additional Emotional Explorers Universal Intervention to be shared with all staff on 10th March to roll out across all classes. This has been timetabled for. • Additional training and support to be made available in response to the re- 	Yes	HoS / Hol	Ongoing
Staff mental health has been adversely affected during the period of school closure/partial closure and by the COVID-19 crisis in general	<ul style="list-style-type: none"> • All staff to be encouraged to regularly discuss well-being and raise concerns including proactive opportunities facilitated by senior leadership team and line managers, including around workload. • Staff signposted to resources and websites, including helplines regularly through briefing messages. • Details of the Employee Assistance Support Programme displayed in the staff room and staff toilets. • All staff to receive updated safeguarding induction 	Yes	HoS	Ongoing
Staff mental health impacted by returning to lockdown or isolation within the household including the impact of working from home	<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers and working from home guidance will be shared in this situation. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. 	Yes	HoS	Ongoing
Pupils and staff are grieving because of loss of friends or family	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team and the LA's educational psychologist team • Support is requested from other organisations when necessary. 	Yes	Hol, HoS	Where appropriate
Sub sections	Key section: Curriculum support to promote 'recovery'			

Children may have fallen behind in their learning during the school closure and achievement gaps will have widened	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Contingency curriculum plans to include careful consideration for supporting continued access to appropriate learning opportunities for all pupils in the case of lockdown or a period of isolation. This can be found published on our website under www.ghf.london/home-learning • Access to appropriate learning tools in the home to be fully established in September and strategy identified to support all pupils to have appropriate access to learning tools in case of a period of isolation.. Appropriate access in place for almost all pupils; additional support being sourced for families who still need support and appropriate alternative remote education plans in place for these families. • Children to receive taught lessons on how to utilise online learning platforms and other learning tools in case of a period of isolation • Contingency planning to include approach for children accessing provision at SEN support or for children with EHCPs to continue to access provision in case of lockdown or a period of isolation. 	Yes	HoS, Hol, CT, SENDCo	Start of the Autumn term
Children may need to re-socialise and familiarise with new routines	<ul style="list-style-type: none"> • Clearly communicated recovery curriculum lead by the trauma informed staff team • 01.03.2021 Approach to re-opening shared with all staff with a focus on 	Yes	Hol	Start of the Autumn term
Sub sections	Key section: Safeguarding			
The lack of availability of Designated Safeguarding Leads may put children's safety at risk	<ul style="list-style-type: none"> • Designated Safeguarding Lead training for all existing DSLs was renewed June/July 2020 • Additional members of staff (middle leaders) attended designated safeguarding lead training in June/July 2020 so as to build capacity across the team 	Yes	Hol	July 2020
Increase in welfare concerns linked to additional stresses on families during this crisis, including significant hardship	<ul style="list-style-type: none"> • Where staffing allows, increase capacity within the pastoral team to support families • Adjustments to be made to the role of Designated Safeguarding Lead to support the predicted increase in workload. • Working in partnership with LA to signpost parents to appropriate support 	Yes	HoS, Hol	Start of the Autumn term / Ongoing

	<ul style="list-style-type: none"> Working in partnership with local organisations to provide support to families and, where possible, accessing resource for families. 			
Some families might not have access to facilities to engage in virtual meetings or access virtual support and are therefore missing out on key support	<ul style="list-style-type: none"> Set up protocols for statutory meetings, where necessary, to take place on the school site in a socially distanced way if they cannot take place virtually or where a face-to-face contact is necessary. See notes for additional mitigation above Set up systems whereby parents can be supported to access key virtual support where needed e.g. use of meeting room and a school computer (using parent login) to log onto a meeting, observing appropriate social distancing and 	Yes	Hol, FSOs	Start of the Autumn term / ongoing
Home learning provision possibility resulted in increased time online and therefore possibility of being exposed to dangers online Further period of lockdown or isolation will increase time spent online again	<ul style="list-style-type: none"> Clear safeguarding protocols in place and reporting procedures clearly communicated with staff, parents and children Regular reminders out to parents regarding online safety and how to secure their systems at home for their children Online safety lessons to be built into the curriculum to support children to identify the dangers and how to report them to staff members Staff training to be organised to support wider understanding of how to support online safety 	Yes	HoS, Hol, FSOs, CT	Ongoing
Supporting provision for children who are dual registered	<ul style="list-style-type: none"> Work in partnership with parent, child/young person and the alternative provision to complete individual risk assessments 	Yes	HoS, Hol, SENDCo	Where a child is dual registered
Due to staggered start and end times to the day, the gates will be open for a significant period of time both at the start and end of the day.	<ul style="list-style-type: none"> <input type="checkbox"/> Set up protocols with all staff to ensure that gates are only open when staff are present and when children are actively being dropped off or picked up from school whilst being supervised by adults <input type="checkbox"/> Parents to be informed of the above protocols 	Yes	HoS	1.09.2020

<p>Pupils arriving late or being collected late could result in additional footfall around the building.</p>	<ul style="list-style-type: none"> • Parent code of conduct to be shared with all parents, including the importance of being on time to drop off and collect. • Parents who are regularly late dropping off or picking up their children will be requested to attend a meeting with a member of SLT to review arrangements. • If a child is dropped off late, Teams will be used to inform the class teacher that a pupil is on their way • If a child is picked up late, staff members will return to their classroom with the child and inform the office via Teams. Office will communicate with staff or with SLT as appropriate so that pupil can be supervised in a socially distant way whilst awaiting arrival of adult to collect. 	<p>Yes</p>	<p>HoS / SAO</p>	<p>Ongoing</p>
<p>Visitors on site (professionals, contractors and parents for identified face-to-face meetings) increase footfall and therefore risk of transmission</p>	<ul style="list-style-type: none"> • All visitors sign in and out to the school building through the school office. • A record of the location of any visitor is maintained to support with any 'test and trace' situation. • Any visitor is issued with a copy of the visitor guidance and agree to the points outlined in the visitor risk assessment prior to coming on site. • Where guidelines are not adhered to by visitors, HoS to be informed immediately and meetings/work will be terminated and employers informed where appropriate. • All visitors on site may be asked to wear a face covering In situations where social distancing between adults is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors. At Elm Wood school the arrangements are as follows: all visitors on site are asked to wear a face covering. • 30.12.20 All visitors on site will be asked to wear a face covering (unless exempt) when moving around the school building, when using communal areas (staff room, toilet etc.), when engaged in e.g., professionals' meetings, in situations where social distancing is not possible. Where social distancing is not possible or where the integrity of the bubble will be compromised and the use of a face mask is not appropriate (e.g., when carrying out a specialist assessment), visitors to use Perspex screens to carry out their work. 	<p>Yes</p>	<p>SAO, HoS</p>	<p>Ongoing</p>

Sub sections	Key section: First Aid and meeting the needs of children with medical conditions/intimate care needs			
The lack of availability of designated First Aiders may put children's safety at risk	<ul style="list-style-type: none"> • Existing support staff have completed emergency first aid refresher course on line. • Updated paediatric training. • Named first aiders on display around the building. 	Yes	HoI, HoS	Summer 2020
Increased risk of transmission of Covid-19 in the case of an asymptomatic carrier when administering first aid of having to provide additional adult support	<ul style="list-style-type: none"> ▪ Where face-to-face contact is essential, this should be kept to 15 minutes or less whenever possible, contact should be side by side, or with adult standing behind child. Adult should maintain height difference, and not interact with children by kneeling or crouching below the child's face level • PPE has been provided in cases where first aid needs to be administered involving close face-to-face contact - glove, aprons, face mask, face shield/eye protection (where appropriate). • Gloves, aprons, face masks are located in each classroom. Goggles are located in key areas in the building in case of serious injury where first aid needs to be administered for a prolonged period of time. • Where appropriate, older children may be asked by the member of staff to wear a face mask when first aid is being administered/intimate care is being provided for a prolonged period of time so as to further reduce risk of transmission. • Staff to follow first aid procedures when administering first aid to pupils or staff 	Yes	HoS, DHI	Ongoing
Increased risk of transmission of Covid-19 in the case of an asymptomatic carrier providing intimate care	<ul style="list-style-type: none"> • Staff to take above points for administration of first aid into consideration. • Individual Intimate care plan put in place in partnership with the parents and young person. Intimate care plan to detail which ppe is needed in order ensure safe procedures with a clear rationale for its use and purpose. • PPE provided directly to all members of staff named on the intimate care plan specific for the delivery of the intimate care plan 	Yes	DHI, SENDCo	In case of need for intimate care plan

Emotional impact on child receiving intimate care due to use of ppe by member of staff	<ul style="list-style-type: none"> • Pupil who has an intimate care plan in place to be supported to understand the use of ppe through e.g. visuals and familiarise themselves with the ppe (e.g. a set to play with themselves) 			
<p>Increased risk of transmission of Covid-19 in the case of an asymptomatic carrier when administering medication</p> <p>Emotional impact on child when medication is being administered due to use of ppe by member of staff</p>	<ul style="list-style-type: none"> • Staff to take above points for administration of first aid into consideration. • Wherever possible, children to be supported and supervised to administer their own medication e.g. asthma pumps. • Where staff have to administer medication to consider how they position themselves and ensure good handwashing hygiene before and after administration of medication. • Additional advice to be outlined on staff room medical boards regarding the safe administration of common medication, such as asthma pumps. • Where individual medical care plans are in place, amendments are made to reflect increased safety controls needed. • Where appropriate, individual medical care plans to detail which ppe is needed in order ensure safe procedures with a clear rationale for its use and purpose. • PPE provided directly to all members of staff named on medical care plan specific to the delivery of the intimate care plan • Pupil who has a medical care plan in place to be supported to understand the use of ppe through e.g. visuals and familiarise themselves with the ppe (e.g. a set to play with themselves) • Where appropriate, older children to be provided with a face mask to wear whilst medication is being administered 	Yes	DHI, SENDCo	01.09.2020 / Ongoing
Sub sections	Key section: Contingency plan for ensuring continuity of education			
	<ul style="list-style-type: none"> • This section will be added by September 30th. 	n/a	n/a	n/a

Revision 4.11.20

- When teaching pupils remotely government guidelines expect schools to:
 - set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
 - teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
 - provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos
 - gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
 - enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
 - plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers
- In line with the above, in the event of a possible class/year group isolation or school closure all pupils will be able to access our Remote Learning Offer. This will be as follows:
 - **EYFS**
 - All remote learning will be accessed through Tapestry. This will be accessed by parents/children through accounts that have already been set up by the class teacher and are currently in use
 - It will be a combination of the following elements:
 - Age-appropriate play-based activities in line with the EYFS curriculum
 - Video story and phonics sessions delivered by school staff
 - Links to appropriate learning activities and activities to promote physical and mental wellbeing

	<ul style="list-style-type: none"> ○ Weekly timetable overview ○ Key Stage 1 & 2 <ul style="list-style-type: none"> ○ All remote learning will be accessed through Microsoft TEAMS. ○ All children will be linked to their 'virtual classroom' and will be able to access all remote learning through this platform. ○ It will be a combination of the following elements: <ul style="list-style-type: none"> ▪ Live lessons delivered by school staff ▪ Video lessons and resources from Oak National Academy, as recommended in the Government guidance ▪ Videos and resources from other appropriate sources, e.g. BBC, White Rose Maths ▪ A combination of on-screen and off-screen learning tasks ▪ Links to appropriate learning activities and activities to promote physical and mental wellbeing ▪ Weekly timetable overview ● In the case of primary school closures to all but the children of critical workers and vulnerable children in line with the government contingency planning framework, provision for pupils not in school will be in line with the above contingency planning to ensure the continuity of education for all pupils. 			
Sub sections	Key section: Wrap around care			
	<ul style="list-style-type: none"> ● This is currently suspended to allow demand to be assessed, and hence impact on 'bubbles'. Where possible we aim to reduce the impact on bubbles working with external providers to ensure this can happen in an economic way. Faye Maher to lead on this. ● 21.9.20 – BC, ASC and Holiday Camps to resume. See separate risk assessments. 	n/a	n/a	n/a
Sub sections	Key section: Educational visits			
	<ul style="list-style-type: none"> ● Currently suspended and will not resume until further notice. Class teachers to draw on other resources and virtual learning opportunities where appropriate. 	n/a	n/a	n/a
Sub sections	Key section: Use of agency staff			
	<ul style="list-style-type: none"> ● There are no plans to use agency staff to manage covid related absences. This will be managed through existing staff, for example Deputy Heads, 	n/a	n/a	n/a

	<ul style="list-style-type: none"> Where cover is in place for classes for a more sustained period of time, parents will be informed of the arrangements in place for their child(ren). Where agency staff do need to be used, agency staff will receive a full safeguarding and health and safety induction. 			
Sub sections	Key section: Use of peripatetic music teachers			
	<ul style="list-style-type: none"> Currently suspended – will resume once a thorough evaluation of the need for space in the school and all other considerations affecting the RA has been undertaken. 	n/a	n/a	n/a
Sub sections	Key section: ITT placement			
	<ul style="list-style-type: none"> None known as yet. Schools direct staff will work under same RA as all other GHF staff. Section to be completed by half term. In line with government guidance, we will work in partnership with local ITT Providers to support student placements. Any ITT provider to share written assurances about their risk assessments and agree to students working within our risk assessments. Adapted placement schedules to be agreed to support measure in place. 	Yes	HoS	Ongoing
Sub sections	Key section: Arrangements for clinically extremely vulnerable staff			
	<ul style="list-style-type: none"> DfE, PHE and Local Authority guidance will be followed. Individual risk assessments will be carried out together with clinically extremely vulnerable staff. <p>5.11.20 Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions. See: https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <ul style="list-style-type: none"> All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. 	Yes	HoS	Prior to return to work of clinically extremely vulnerable staff

AMENDED		<p>30.12.20 The above continues to be the case whilst we are under tier 4 restrictions.</p> <p>01.03.2021 This continues to be the case until 31st March, where this will be reviewed. This now includes additional staff who have</p>			
Sub sections	Key section: Use of 'Catch up' funding				
		<ul style="list-style-type: none"> All schools to ensure thorough assessment of need, establishing learning loss and key priorities in Autumn 1. This will be informed by continued formative assessment, low-stakes assessment and partnership working with parents, pupils and previous teachers. Pupil review meetings to take place to inform strategic planning to support catch up plans, including targeting key identified children (particularly more vulnerable learners e.g. eligible for pupil premium, SEND etc.). Additional provision to be put in place once this key data has been collected to inform best use of funding arrangements. 31.10.20 schools will follow the guidance in https://www.gov.uk/guidance/coronavirus-covid-19-catch-up-premium 31.10.20 Heads will record use of Catch-Up Funding on the GHF template provided for this purpose 	Yes	HoS	Start of Autumn term
Failure to engage staff in the LTF testing programme – poor participation may result in increasing transmission		<p>-School promotes the use of Lateral Flow (LFT) test kits with staff by providing information and training and support e.g. NHS training video, the correct How-to Self-Test guide etc.</p> <p>- All employees are encouraged to participate</p> <p>- LFD tests are approved by the MHRA for the purpose of staff testing</p>	Yes	HoS	Ongoing

<p>Failure to manage test kits on school premises</p> <p>Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing resulting in</p> <ul style="list-style-type: none"> • false or inaccurate results • reduced testing capacity • Transmission of COVID-19 <p>injury to users</p>		<p>Non delivery of test kit supplies is immediately referred to DfE helpline</p> <ul style="list-style-type: none"> - replacement LFT kits are ordered in a timely manner - Supplies of LFT test kits are securely stored between 2 and 30 degrees C - Participants are made aware of who is co-ordinating and monitoring home testing activity (the SAO). Incidents whilst using kits are reported to this person. - Collection times for test kits are staggered to avoid crowding and to maintain social distancing requirements. Face coverings worn - Test Kit Log is used to record lot numbers and confirms issue of correct instructions - Participants collecting test kits sign the Test Kit Log to confirm receipt and are advised how to report their test result - Scheduling of testing is organised to meet operational requirements 	Yes	HoS	Ongoing
<p>Failure to obtain consent from those being tested</p> <p>School and employees</p> <p>Failure to follow agreed Standard Operating Procedures and breach of data protection protocols</p>		<ul style="list-style-type: none"> - Participation in home testing is voluntary and by consent. Those staff unwilling to take home tests and who do not display symptoms can attend school. - Participants are advised of how the test data will be used and have received a copy of the privacy notice 	Yes	HoS	Ongoing

<p>Persons displaying Covid symptoms or who has contact with someone with symptoms attends the school site to collect LTF test kit.</p> <p>AMENDED</p> <p>School population may be harmed by transmission of the virus leading to ill health or potential death</p>		<p>-Participants should not attend school to collect test kits if:</p> <ul style="list-style-type: none"> - they have any symptoms of COVID 19, or - live with someone who is showing symptoms of COVID 19 if they are not fully vaccinated and are over 18 years and 6 months, or - if they have been advised to self-isolate with a household member, or - have ongoing contact with someone who has received a positive test if they are not fully vaccinated and are over 18 years and 6 months. t 	Yes	HoS	Ongoing
<p>Test participants displaying symptoms are advised to take the wrong type of test</p> <p>School Community Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing</p>		<p>-Anyone with symptoms must book and take a PCR test through the national system</p> <p>-Lateral flow test kits should not be used until the end of the isolation period</p> <p>- If a staff member has had a positive test result confirmed by a PCR test then they do not need to test for 90 days as they should have sufficient antibodies for this period and may show a positive result again during this timeframe.</p>	Yes	HoS	Ongoing

<p>Inappropriate storage and disposal of test kits</p> <p>Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing</p>		<p>Workplace – Home test kits once received must be stored in line with guidance provided in a secure location and records kept on distribution to employees.</p> <p>Employees Home Test kits are stored out of reach of children, other vulnerable individuals and pets</p> <ul style="list-style-type: none"> - Test kits are stored at room temperature or in a cool dry place (2-30 degrees C) - Test kits must not be stored in a fridge or freezer or left in direct sunlight - If the kit has been stored in a cool area (less than 15 degrees C) it has been at room temperature for 30 minutes (15-30 degrees C) before it is used by the participant. - All items of the test kit are placed in the waste bag on completion of the test. This is placed in the domestic refuse - Any spillages of test solution are absorbed by wiping with a paper towel or tissue. This is placed in the waste bag - The participant washes their hands before & after testing, and cleans surfaces used for testing 	Yes	HoS	Ongoing
<p>Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs</p> <p>Participant Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort</p>		<p>A complete box of 7 test kits is provided to each participant - adequate supplies for 2-3 weeks of home testing.</p> <ul style="list-style-type: none"> -- Participants must not eat or drink for 30 minutes prior to the test - Any damaged swab/test packaging is not used and its non-use reported. - Participants do not re-use any of used/damaged test kits - The participant has discarded the original instructions in the box - Separate revised instructions have been provided to participants with the box of LFT swabs. This provides guidance and illustrations on how to use the swab in throat and nose - Participants must have been shown a training video showing them how to self-swab and must consistently follow the instructions - Participant has available clean flat surface for using test kit and a timing mechanism available - Participant must wash or sanitise hands, use a tissue, and wash or sanitise hands again before opening swab packet 	Yes	HoS	Ongoing

<p>Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs</p> <p>Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort</p>		<ul style="list-style-type: none"> - Participants are required to swab both tonsils (or where they would have been) x 4 and the nostrils alongside the lining of the nose - Participant to report any incident with the testing kit or personal injury to the schools. 	Yes	HoS	Ongoing

<p>Use of test solutions when processing test kit. Contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)</p> <p>Participant could be harmed by inappropriate use of chemicals</p>		<ul style="list-style-type: none"> - Chemical components are not classified as hazardous for use as designed. - Participants should keep test kits out of the reach of children, vulnerable adults and pets when stored at home - Participant should not use test solution if use by date has expired - COSHH assessment for testing solution is available in school 	Yes	HoS	Ongoing
<p>Participants have an allergy – participant may suffer an allergic reaction</p>		<p>the swabs in the Innova SARS-CoV-2 Antigen Rapid Qualitative Test kit are latex free</p> <ul style="list-style-type: none"> - participant to report any allergic reaction to the as a yellow card incident to the MHRA and to the school 	Yes	HoS	Ongoing

<p>Failure to manage personal samples and to interpret coding</p> <p>Failure to follow agreed Standard Operating Procedures – for processing the sample at home may jeopardise the validity of testing</p>		<p>Lateral Flow device is only for use by person they have been issued to and they should not use the test kit on family members etc.</p> <ul style="list-style-type: none"> - LTF test kit is single use only - swab contents are processed in accordance with training video and written instructions - All the extraction fluid must be used - All the liquid from the swab tip should be squeezed into the extraction tube - Participants must allow 30 minutes for sample to register results. - Participants are made aware that even a faint line against the T on the slide indicates a positive sample and this must be reported to the NHS and school and a confirmatory PCR test taken. - If sample is void another LTF test is carried out - Voids results are reported to the school Covid testing co-ordinator - Results/incidents are monitored by the school - Participants are advised to book and attend a PCR test if they have had two void results in a row 	Yes	HoS	Ongoing
<p>Participants do not report results to Test and Trace</p> <p>Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing</p>		<p>Participants receiving test kits are advised how to report their test result on-line when they collect them</p> <ul style="list-style-type: none"> - Participants book the test on-line on the Covid 19 Test and Trace website (school may book the test if internet access if not available) - Participants have downloaded the NHS Test and Trace App and report test results to Covid 19 Test and Trace website. -- Participants can alternatively telephone 119 to report results - Participants report every test result including void tests - Participants correctly report the test kit ID number 	Yes	HoS	Ongoing

<p>Failure to respond to a Positive Test for COVID 19</p> <p>Other occupants of the school or home environment could be exposed to could be exposed to COVID19 virus</p>		<p>participant should inform the school of a positive test so cover can be provided</p> <ul style="list-style-type: none"> - Participant must follow national isolation guidance with their household - The school updates their Covid register if there is a positive Covid result and seeks advice from Local Outbreak Control Team regarding isolation of other contacts 	Yes	HoS	Ongoing
<p>Failure by participant to report incidents or concerns about home testing or LTF kits</p> <p>Failure to manage could impact the quality or safety of testing</p>		<ul style="list-style-type: none"> - Participants are advised to report any concerns/incidents with the test kit to the school. E.g. damaged kit, multiple void tests, unclear results, inability to record results to the school and by telephoning 119 - Incidents requiring medical care should be reported by contacting 111 or 999 - clinical incidents with the potential for harm e.g. a swab breaking in the mouth, or an allergic reaction is reported by the participant as a yellow card concern to the MHRA 	Yes	HoS	Ongoing

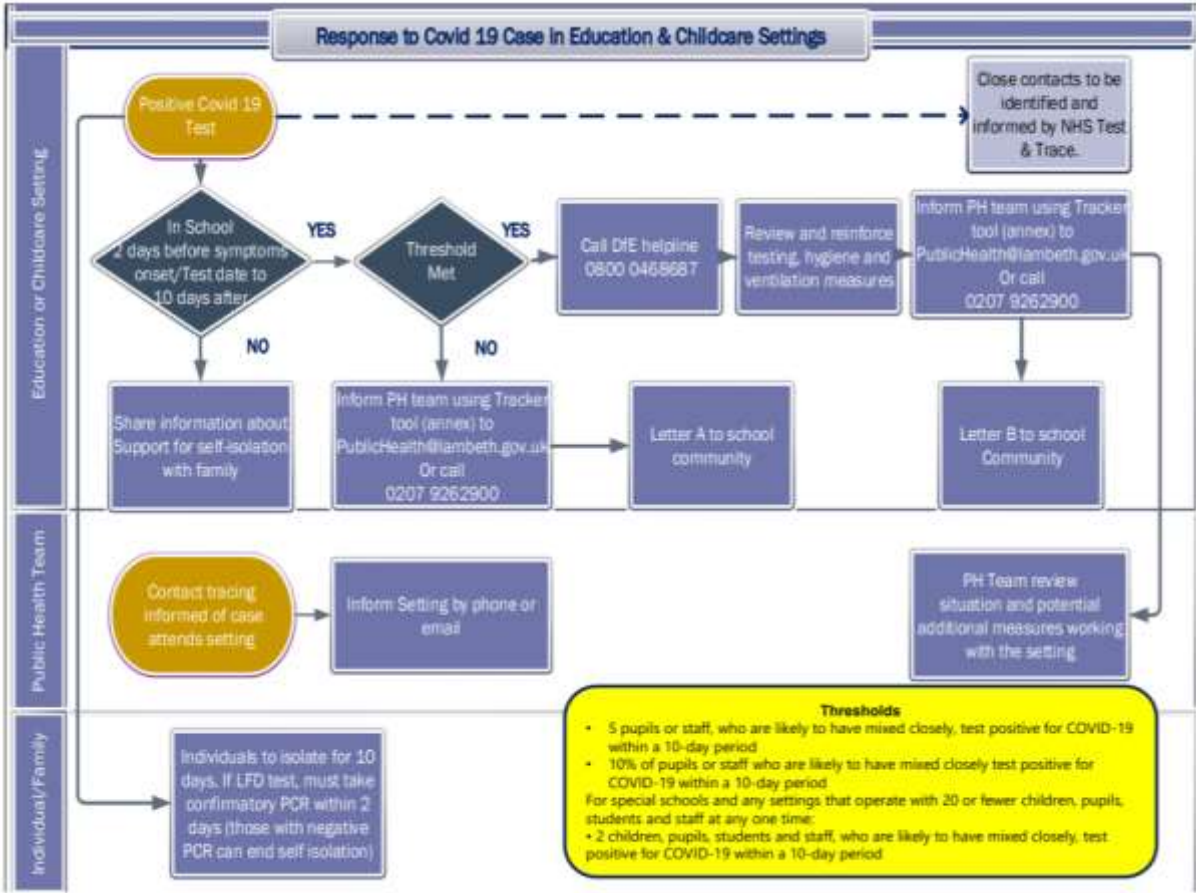
<p>Failure by school to report incidents or concerns about home testing or LTF kits</p> <p>Failure to manage could impact the quality or safety of testing</p>		<p>Concerns raised by individual participants are recorded and responded to</p> <ul style="list-style-type: none"> - Repeated incidents or patterns of concern are reported to the DfE helpline 	Yes	HoS	Ongoing
Key Section: End of Year Events					
<p>Sports Day results in mixing of bubbles and increased social contacts through the community</p>		<p>Sports Day to be held on site or in a contained setting (e.g. the grounds of another school). Children to only engage in sporting activities with their bubbles. Children/adults to sit separately and maintain distance from other bubbles at all times. Sports Day to take place outdoors. No spectators to be allowed for Sports Day</p>	Yes	HoS	On the date of the respective productions

<p>Celebration Assemblies — parents join celebration assemblies and increase community contacts and therefore increase the risk of transmission</p>		<p>Celebration assemblies to only take place in person for Year 6. Year 6 celebration assemblies to take place outside. Only one parent per child to attend the celebration assembly. Chairs to be set up to maintain social distancing between parents/carers.</p>	<p>Yes</p>	<p>HoS</p>	<p>On the date of the respective productions</p>
<p>Year 6 productions — parents attend and increase community contacts and therefore increase the risk of transmission; other classes watch the production and increase risk of transmission</p>		<p>Only one parent per child to attend the celebration assembly. Chairs to be set up to maintain social distancing between parents/carers. Hall to be well-ventilated. Parents/carers to wear masks. Parents/carers attending register their details to ensure social distancing. Production to be filmed for other family members. Other classes to watch e.g. dress rehearsal at a separate time to that of the parents. Classes to maintain 2m distance from other bubbles and ensure that the hall is well-ventilated with a through-draft to reduce the risk of transmission.</p>	<p>Yes</p>	<p>HoS</p>	<p>On the date of the respective productions</p>

<p>End of year trips — use of public transport increases risk of exposure and risk of community transmission; venue does not allow for the system of controls to be followed resulting in mixing with other bubbles from e.g. other schools; mixing with other contacts — increased risk of transmission</p>		<p>Trips to only take place in venues that can be reached by foot to avoid all use of public transport. Trips to only take place in venues that can be either reserved for a specific bubble from a school and/or have an area that is designated for a specific bubble from a school to avoid any additional mixing and to ensure that we can continue to work to our system of controls. Where possible, trips could be replaced by visitors coming in to school (in line with visitor risk assessments) to deliver e.g. Workshops. Each trip to be fully risk assessed for Covid-19 as well as other factors. Each trip to be approved by HoS prior to any booking.</p>	Yes	HoS	On the dates of the trips
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Elm Wood School Appendix A



Contact Tracing Journey

For children and young people in education and childcare settings

IMPORTANT: If, at any point, a student, pupil or staff member begins displaying symptoms they must [follow government guidelines](#), order a PCR test and self-isolate.



Signpost to other advice:

- Support if you're off work with sickness: [https://www.gov.uk/working-sickness](#)
- If you're worried about your health, visit [https://www.nhs.uk](#) or call 111
- Remote learning advice: [https://www.gov.uk/remote-learning](#)
- Preventive support for schools/colleges to children with symptoms: [https://www.gov.uk/remote-learning](#)

Elm Wood School

Appendix B – Spr 21

Groupings to reduce transmission of COVID-19

Individual class groups

- Children will be grouped in year group bubbles.
- Each year group bubble is made up of the children from that year group plus one of the year group class teachers and the teaching assistant of the parallel class. This arrangement alternates weekly.
- Children will remain in their year group bubble for learning time (except for individual timetabled intervention time where appropriate e.g. CATT therapy)
- Each year group bubble will be issued with their own timetable to follow during the school day.
- This timetable includes: start and end times of the day, break and lunch times

Larger groups (play and lunch times)

- Each year group bubble has their own break time which they share with one other year group bubble. Each year group bubble is allocated a specific space in the playground. The bubble is supervised by the support staff. Break times are 15 minutes. Breaks are scheduled to take place between 10.15 - 10.45.
- Lunch times to be staggered over a two-hour period to allow for all year group bubbles to have an hour for their lunch break. The playgrounds have been organised so that each year group bubble has its own section to play in.
- Playground equipment for each year group bubble will be issued so that there is not any cross-contamination between bubbles- as much as possible.
- EYFS A & EYFS B have lunch in the dining hall. All other year group bubbles collect lunches at specific times and eat in their classroom. They are supervised by support staff.

- Support staff will ensure that each dining section is wiped down in between each EYFS group bubble using the area to eat their lunch.
- Children will be sitting diagonally to each other to allow for a space in between each child. This will avoid children sitting immediately opposite each other.
- During wet play, the year group support staff will be responsible for the year group bubbles.

Larger groups (interventions)

- Currently, there are no group interventions taking place

Elm Wood School

Appendix C – Spr 21

Staggered arrival/departure arrangements (including entrances used and staffing of these)

	GATE A1	A2	GATE B1	B2
8:55am	KW6	KW5	KW4	KW3
9:05am	KW2	KW1	KW Rec (EYFS A)	KW Nur (EYFSB)
	GATE A1	A2	GATE B1	B2
3:25pm	KW6	KW5	KW4	KW3
3:35pm	KW2	KW1	KW R	KW N

Staff – SLT, FSO & SENCo

Monday – DD & MJC

Tuesday – GW & MJC

Wednesday – MC, FM & DD

Thursday – DD & MJC

Friday – MC, FM & DD

Elm Wood School

Appendix D – Spr 21

Allocation of Toilets

Class/year group	Toilets allocated
EYFS B	Toilets are in the setting
EYFS A	Ground floor toilets in nursery corridor
KW year 1	Ground floor toilets near Redwing classroom
KW year 2	Ground floor toilets near Redwing classroom
KW year 3	Key stage 2 toilets on 1 st floor
KW year 4	Key stage 2 toilets on 1 st floor
KW year 5	Key stage 2 toilets on 1 st floor
KW year 6	Key stage 2 toilets on 1 st floor

There is only one set of toilets for KW/ Vulnerable children in year 3-6. We encourage children from these bubbles not to use the toilet during class time in order to maximise the children's learning time.

If any child however, needs to use the toilet during class time they will need to be accompanied by an adult in order for the adult to assess if the number of children using the toilet at any one time is kept to a maximum of 4.

To support children with this all children will be encouraged to go to the toilet before they go to play. This also means that the number of children needing to use the toilet during break times will be kept to a minimum. All break times are staggered (see Appendix F)

Elm Wood School

Appendix E – Spr 21

Cover arrangements for staff absence

(PPA etc)

- There is a PPA timetable in place. All classes are covered by an HLTA once a week for ½ a day.**
- Staff who are absent are covered by an HLTA.**

LUNCHTIME hour		11:45 – 12:45	12:10-1:15	12.55-2:00
Lunchtime slot to eat		Lunch in small hall @12:15		Lunch in small hall @1pm
Back playground	Garden	Magpie		Sanderling
	Quad area	Swift		Teal
Lunchtime slot to eat			Lunch in small hall @ 12:40	Lunch in main hall @ 1.15
Back playground	MUGA 1		Siskin	Lapwing
			Skylark	Avocet
Lunchtime slot to eat	MUGA 2	Lunch in main hall @11.35	Lunch in main hall @ 12:20	Lunch in main hall @ 12:55
Front playground	Right half	Merlin	Goshawk	Kittiwake
	Left half	Wren	Redwing	Waxwing

Breaktime		10.15-10.30	10.40-10.55
KS2 playground	Garden	Lapwing	Kittiwake
	Quad area	Avocet	Waxwing
	MUGA 1	Goshawk	Teal
	MUGA 2	Redwing	Sanderling
KS1 playground	Right half	Swift	Siskin
	Left half	Magpie	Skylark

Nursery to have lunch in small hall 11.45-12.10. Anyone still eating after this point to take food back to class with Sharon supervising.

Adults on lunch hall duty to wipe down tables between each year group bubble using blue disposable cloths and throw away into lidded bins after use.

Elm Wood School

Appendix G

Timetable for staff room use – Spr 21

Spring I rota	Staffroom 1 (main)	Staffroom 2 (end of corridor ex-Siskin classroom)
Break		
Class	Swift Magpie Redwing Waxwing Kittiwake Siskin	Avocet Lapwing Goshawk Teal Sanderling Skylark
Adults	TM KH MM MJC GW JR	EB SB MC DD FM
Lunch		
Class	Swift Magpie Siskin Skylark Teal Sanderling Waxwing	Merlin Wren Goshawk Redwing Avocet Lapwing Kittiwake
Adults	TM KH MM	EB SB MC

	MJC GW JR	DD
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Maximum 4 per staffroom at one time. If possible, to eat in your classroom/office when the children are outside please do so.



Elm Wood School
Appendix H
Timetables for lunch arrangements

(which classes use lunch hall or eat in rooms, the sequence of attendance, playground locations and necessary cleaning arrangements between groups.)

School dinner rota

- All children will have school dinners. For Year 1-6, these are either served in a bento box which is eaten in class or served on a plate and eaten in the lunch hall. All children in Nursery and Reception eat their lunch as normal (on a plate) in the lunch hall.
- The below two-week rota allows for social distancing in the dinner hall and small hall.
- On the days when Year 1, 2 and 3 are having a bento box, children choose their meal from the lunch hall and it is served into a bento box to be taken back to class. Children are supervised by their TA to do this.
- On the days when Year 4, 5 and 6 are having a bento box, they choose which meal they would like in the morning from the options given on an Excel spreadsheet shared by their teacher. The teacher populates the Excel spreadsheet with the child's chosen main meal and dessert. The office prints the spreadsheet off at 9.30am for the kitchen staff to know how many of each meal to prepare in Bento Boxes. At lunchtime, two monitors go to the hall to collect their classes Bento Boxes at the given time shown below.

Bento boxes

Day	Class	Bento boxes ready by:	Collected by:	Approximate numbers
Monday	Year 1	12.15pm	Individual children	35
Tuesday	Year 3	12.40pm	Individual children	23
Wednesday	Year 5	1pm	Monitors	20
Thursday	Year 2	12.20pm	Individual children	36
Friday	Year 4	12.55pm	Monitors	27
	Year 6	1.15pm	Monitors	13

Bento boxes

Day	Class	Bento boxes ready by:	Collected by:	Approximate numbers
Monday	Year 2	12.20pm	Individual children	36
Tuesday	Year 4	12.55pm	Monitors	27
Wednesday	Year 6	1.15pm	Monitors	13
Thursday	Year 1	12.20pm	Individual children	35
Friday	Year 3	12.55pm	Individual children	23
	Year 5	1.15pm	Monitors	20

Break and lunch timings

Breaktime		10.15-10.30	10.40-10.55
KS2 playground	Garden	Lapwing	Kittiwake
	Quad area	Avocet	Waxwing
	MUGA 1	Goshawk	Teal
	MUGA 2	Redwing	Sanderling
KS1 playground	Right half	Swift	Siskin
	Left half	Magpie	Skylark

- On the days when children are having school dinners they will eat in the hall named below. When they are having packed lunch this will be eaten at the same time but in class.

LUNCHTIME hour		11:45 – 12:45	12:10-1:15	12:55-2:00
Lunchtime slot to eat		Lunch in small hall @12:15		Lunch in small hall @1pm
Back playground	Garden	Magpie		Sanderling
	Quad area	Swift		Teal
Lunchtime slot to eat			Lunch in small hall @ 12:40	Lunch in main hall @ 1.15
Back playground	MUGA 1		Siskin	Lapwing
			Skylark	Avocet
Lunchtime slot to eat	MUGA 2	Lunch in main hall @11.35	Lunch in main hall @ 12:20	Lunch in main hall @ 12:55
Front playground	Right half	Merlin	Goshawk	Kittiwake
	Left half	Wren	Redwing	Waxwing

- Nursery have lunch in hall 11.45-12.10.

- All children in class bubble stay in the hall until the whole class have finished eating as the TA will need to be in the hall with the whole class bubble.
- TA supervising class bubble wipes down tables before the next year group bubble's slot using blue disposable cloths and throw these away into lidded bins after use.
- All classes have their own set of playground equipment which is taken out at lunchtime to avoid cross-contamination of equipment.

Lunchtime supervision

LUNCHTIME hour		11:45 – 12:45	12:10-1:15	12.55-2:00
Lunchtime slot to eat		Lunch in small hall @12:15		Lunch in small hall @1pm
	GARDEN	Magpie		Sanderling
Adult accompanying		Linda		Alison and Roxana
	QUAD area	Swift		Teal
Adult accompanying		Sash		Heather
Separator				
Lunchtime slot to eat			Lunch in small hall @ 12:40	Lunch in main hall @ 1.15
	MUGA 1		Siskin	Lapwing
Adult accompanying			Rachelle	Ciaran (Alison on a Thursday)
	MUGA 2		Skylark	Avocet
Adult accompanying			Arlene	Keshia
Separator				
Lunchtime slot to eat		Lunch in main hall @11.35	Lunch in small hall at 12.15	Lunch in main hall @ 12:20
Front playground	Right half	Merlin	Goshawk	Kittiwake
Adult accompanying		Donnett	Anita	Lorraine
	Left half	Wren	Redwing	Waxwing
Adult accompanying		Holly	Mary and Debbie	Tina and Mokeba

Nursery slot in hall 11.45-12.10 accompanied by SA, HC and JB

- The highlighted classes will be having their Bento Boxes/ meals in the school hall on the same days as shown in the school dinner rota above.
- In case of absence, the following members of staff can be called upon to supervise a bubble at lunchtime: TM, KH, MM, SLT, SENCo, FM