

St. Leonard's Recovery Plan / Protocols COVID 19 –September 2020

The following plan outlines risks that may increase the spread of COVID 19. Steps and protocols will be put into place to minimise these risks of spread following the current government guidelines (July 2020). This plan will be reviewed by SLT fortnightly and is a working document.

This is to be considered in conjunction with the SCC advised risk assessment documents and the Government guidance and updates.

Considerations	Actions to mitigate concerns	Notes:
<p><u>Staffing requirements</u> We will be expecting all pupils to return to school in September as per the government guidance unless they can provide a shielding letter from a GP to state that they are still remaining in isolation. Pupils who may be at home: Pupils who show symptoms and are waiting test results Pupils who live with a family member who has tested positive. Pupils who have tested positive (All of the above must follow the current government guidelines)</p>	<p>All staff, unless supported by a GP shielding letter, will be in school resuming their contracted hours of employment. Admin staff will likewise be required to be in school so that they can fulfil their role accordingly, as will site staff, cleaners and LTS. Members of staff who work in more than one setting will be expected to now return and ensure that they follow strict hygiene and social distancing where possible. They must not mix between further teams. Each group (Bubble) will be allocated a certain number of adults to support them. Those are the only adults that are to come in to contact with those children unless they are a LTS. In this instance the contact will be as minimal as possible. Non-class based staff need to be very aware that they must not routinely come in to contact with groups of children as they could be unknowingly spreading the virus between groups. Social distances must be adhered to between staff and staff and staff and pupils where possible. Staff will have to continue to fulfil roles beyond what they are used to. Teaching assistants will be required to take small groups and deliver lessons at times (under the instruction of a class teacher) and we will all have to support with the cleaning of school throughout the day to reduce the spread (as with the June 1st Risk assessment) There will be a requirement to be very flexible as a staff body. If members of staff become unwell (unrelated to Covid-19) then we will need to ensure that people are suitably placed to 'back-fill' and support one another therefore rotas and positions may change where required.</p>	<p>We will struggle if staff are ill from non-coronavirus illness</p>
<p><u>Entry/exit of school and movement within</u> We need to make plans to reduce the possibility of large groups of the school community gathering at any one time, that very much includes parents. Therefore, entering school and exiting school pose potential</p>	<p>There will be no large gatherings of adults or children. Where possible, any meetings will take place in large spaces (or outside) so that adults can appropriately socially distance. Likewise, there will be no assemblies, concerts or performances for children/families. Parents will be asked to wear face coverings when entering school grounds There will be a staggered start and end to the day.</p>	<p>This may need to be reviewed</p>

<p>problems, as does movement within school. Our behaviours have to change so that we limit the potential risk to one another. The DfE acknowledge that schools may change the start and finish times or introduce processes for drop-off and collection arrangements. The DfE guidance does not make reference to children socially distancing themselves from one another. This is in acknowledgement that it is impossible to do so. However, we must try to reduce contact as much as physically possible.</p>	<p>Parents will be informed of the strict routines that are in place to ensure that pupils are collected efficiently and safely.</p> <p>KS2 children must enter site unaccompanied and make their way through the allocated entrance. KS1 children may initially be accompanied by 1 parent / carer if necessary. (They will meet their teacher on the playground and then the parent / carer must leave following the distancing rules). Reception children may be accompanied to their rear classroom door. (Parents must follow the strict social distancing). For transition pick up they must be collected from the office. All other collection will be at the allocated entrance/exit.</p> <p>Nursery pupils will be collected from the gate of the Nursery playground.</p> <p>If a parent is late they must arrive at the office no earlier than 9.15am to ensure all other pupils and parents entering at the front of school have left.</p> <p>The school day will end at different times. Please refer to table A</p> <p>Again, parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. Nursery, Reception, year 1, year 2, year 3 and year 4 will all use the main entrance. Year 5 and year 6 will use the old nursery entrance in the morning and KS2 door at end of day.</p> <p>Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely join and leave their care. Parents can contact teachers through their email if they have queries about the day or they can call to make a phone appointment.</p> <p>The school office is inaccessible unless pre-arranged. The office will not be open for parents to drop-in to. However, parents can obviously still call and receive support over the phone or via email.</p> <p>Children need to move around school in their teams and not mix with other children, however they are permitted to walk past one another in corridors – the risk of contracting the virus by walking past one another has been assessed as minimal therefore one-way systems are not necessary.</p> <p>Teachers will need to consider timings of the school day so that contact between different groups of children is limited. A timetable will be shared that includes breaks and lunchtimes.</p> <p>Where possible (difficult with EYFS) children should remain in the same setting and area of the room throughout the day, even retaining the same seat if they are attending on consecutive days.</p> <p>If possible, children to remain seated at desks or specified areas to ensure reduction in contact.</p> <p>The staff room will remain open to adults, however strict social distancing must be in place at all times (See mitigation of risk below). It is important for your own wellbeing that you see colleagues and I encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.</p>	
<p><u>Cleaning/hygiene considerations</u> In order to contain the virus, a strict cleaning regime needs to be in place. The government</p>	<p>At various intervals, adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment that will be stored appropriately within the classrooms.</p>	

<p>have provided very specific guidance about what we should be doing to effectively clean spaces in school. This will require adults that don't normally identify as cleaners to fulfil those duties throughout the day before the cleaning staff are in school to complete a thorough clean.</p> <p>Handwashing protocols are to be strictly followed and 'catch it, kill it, bin it' is to be promoted. Children are to be encouraged not to touch their mouth, eyes and nose.</p>	<p>Adults and children are to wash/sanitise their hands-on entry to school, before break time, after break, before lunch, after lunch, before leaving school, and anytime that they visit the toilet or cough/sneeze in to their hands. Hand sanitisers are to be made available in classrooms. If they are not in classrooms, groups need to coordinate with one another so that all children can wash hands whilst remaining a sensible distance from one another. Where children are struggling to wash independently, they may receive support assuming the adult supporting is also washing their hands. There are hand soap dispensers in every toilet areas and hand sanitiser in all classroom areas. If possible, additional hand sanitiser will be made available.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. The toilets will be cleaned by staff on a regular basis during the day. Bins should be double bagged and emptied more regularly (minimum lunch and break times). Bins will have lids to reduce the spread of infection.</p> <p>All rooms should be well ventilated therefore door should remain open. This contravenes fire safety measures, however the risk of spreading the virus is greater than the risk of a fire. However, if a fire alarm is sounded, you must ensure those doors are closed. This measure will reduce the use of door handles significantly.</p> <p>Staff may wear PPE but be aware of the effects this will have on children (especially the younger children)</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines outlined within this document: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	
<p><u>Outdoor play (break and lunch)</u></p> <p>Children are to be encouraged to play outdoors as the transmission of the virus is reduced in outdoor spaces. However, we need to reduce the risk of contact between groups of children.</p>	<p>Rotas will reduce the contact in the playground. Staff must communicate effectively with each other via e-mail or messenger to ensure that the playground is not double booked outside of timetabled playtimes.</p> <p>Games that encourage distancing and little touch need to be made available to the children.</p> <p>Outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is then gathered back in at the end of their break/ lunch time.</p> <p>Members of staff are to rota themselves in to supervision roles for their group – 1 member of staff per group out at all times.</p> <p>Nursery and Reception can use their outdoor spaces.</p>	<p>Rota will be reviewed regularly</p>

<p><u>Lunchtimes</u> We are still required to ensure that our children are fed adequately throughout the school day but also to reduce risk of infection, therefore we need to manage this time carefully so that it is not a 'pinch-point'.</p>	<p>Children will bring their sandwiches if they normally do. School meals will be booked in advance as usual but these will be grab bags initially and not hot food. Members of staff responsible for bubbles will have an allocated lunchtime supervisor and will have to rotate between supporting the lunchtime and having their own lunch. Once all children have had their dinner, they are to then play outside for 30 minutes. During this time a midday supervisor will clean the tables and chairs ready for the next team to access. (see timetable of staffing and lunchtimes so that there are limited children outside at any one point) Whilst children are outside, members of staff are to have their lunch and appropriately rotate through supervision so that all receive a break. This can continue in to the afternoon lesson time to ensure all are well-rested i.e. the teacher will deliver the start of the afternoon without support staff (or the other way around) so that everyone can have sufficient time.</p>	<p>LTS to wear gloves and apron to clean.</p>
<p><u>Supporting medical needs of children</u> We need retain and have a clear understanding of the medical needs of the children in our care. Children might be taught by teachers they are not used to which is why sharing medical information is increasingly important, as is protecting staff from those with symptoms of Covid-19.</p>	<p>Where children have medical needs, we need to be very aware of them. Once groups are established, the office will produce a report that itemises the medical requirements of each group. This will be shared with the members of staff responsible for that group. Following that, appropriate medicine and record-keeping will be placed in the correct classroom so that the child has appropriate access to their medication. Where children are requiring very specific support with medication, they will be prioritised as pupils that should stay with their current class teacher. If support is required to administer medication, then adults must wear a mask and gloves to further reduce the risk of spreading the virus, proceeded by thorough hand-washing. If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both spaces will be thoroughly cleaned by a member of staff wearing both gloves and a mask. The designated isolation spaces are as follows; - Deputy Office The child should then be tested for coronavirus. If the test is negative the child could return to the setting assuming they are well enough. PHE will be notified by the school using the helpline and will advise on what measures need to be put in place and also if any further children or adults need to isolate if the test is positive.</p>	
<p><u>Re-establishing routines/expectations</u> For many the re-establishment of routines will be difficult. This will not just be for school routines; it will also be for those basic daily life routines, such as sleep and getting up. We</p>	<p>It is important for the transition back to school to involve a routine being put in place swiftly as children prefer routine and it gives them a sense of comfort. However, some families may struggle and it is important for the school to acknowledge this and offer help where needed.</p>	

<p>know that this is difficult and a source of anxiety at the beginning of every term, but this will be on a larger scale. We will need to allow a period of adjustment and be aware of the impact of trying to re-establish these routines for staff, parents and children.</p>	<p>Children will be very tired (as will staff) by afternoon and so the timetable will need to account for this and organise for more open activities. A flexible approach will need to be adopted initially to support pupil wellbeing.</p> <p>Children will have been eating at very odd times and may be hungrier so initially, parents should pack plenty of food and snacks for the day. There will be more than one snack break to support the return to school. We hope that school fruit will be available for KS1 pupils.</p>	
<p><u>Differences in learning and the recovery curriculum</u></p> <p>There will be wide-ranging differences between the amount of work that children have been accessing at home. Some children will have kept up-to-date with the shared lessons whereas others will not have engaged at all, which could very well be through no fault of the family. Access to learning resources and bereavements in the family could be factors, so we need to not assume that children just simply couldn't be bothered to access. Our provision now needs to reflect that.</p>	<p>Teachers should pick up where they left off. It cannot be assumed that children now understand the content delivered through home-learning, and we can't afford to widen gaps in understanding by racing through curriculum content in an attempt to try to catch-up. We will not catch-up in a half-term. We will spend the rest of their time at primary school catching up so there is no rush.</p> <p>During the first week, teachers are to revise some previously taught content in the core subjects, with a heavy focus on basic skills. We must focus on re-establishing them. So, for example, if you are completing some written work in Year 1, I would want to see that the children are still able to write on the line, use finger spaces, and attempt to use phonic sounds to spell, use high frequency words and use capital letters and full stops. Similar applies to maths and especially reading. Make sure that the children remember and apply their decoding skills before then re-introducing comprehension style work. Consolidation of basic skills is the priority.</p> <p>In terms of recording of work, we will retain what we would normally do, however I have no expectations of content for the first few weeks other than to say that I would like the children to be encouraged to be neat. Some will have not physically written for a while and will need to retrain themselves to write neatly, much like we have the same emphasis after Summer. Feedback will be crucial to ensure children begin to make progress whether this be verbal or written.</p> <p>In terms of topic curriculum, we will return to the school's long-term planning in teams to help re-establish our fantastic curriculum. Mrs Hitchen will be monitoring and supporting this carefully to ensure that skills and progression are developing well. Monitoring initially will be via book / work scrutiny, planning and discussion. There will be no formal observations in the initial transition</p> <p>Also consider the use of printers and photocopiers. We will not be able to share photocopiers without disinfecting them or using hand sanitiser. I suggest that you email resources to the office where possible. They will then be able to photocopy them and drop them off to specific groups, leaving them outside relevant classrooms. Disinfectant wipes and or hand sanitiser will be available to use if you do find you need to photocopy/print something. These MUST be used to avoid the possible spread of any virus.</p>	<p>HS, CCo, LH to monitor this and address any concerns.</p>
<p><u>Online learning for children not in school</u> Some children may not be able to attend school. That will be either because they are shielding or unwell, or the school has had to</p>	<p>In the event of future closure or isolation teachers must be mindful that they need a back-up plan. More training on the use of TEAMS will be offered and this may be used in school with children to help them navigate this platform.</p>	<p>Training, for staff, will be in place asap during the Autumn term to support</p>

<p>follow local lockdown. Irrespective of reason, we still need to provide educational support to those children.</p>	<p>For future potential closures staff must be ready to deliver online learning in a new way particularly in KS2 where pupils have a greater level of independence. This learning will be a mixture of what has worked well during lockdown and with new elements added.</p>	<p>our alternative offer for pupils.</p>
<p><u>Bereavement</u> Children will be increasingly aware of ‘death’ as it has been discussed widely and openly. Children may feel greater levels of stress or anxiety throughout the day and they will especially be upset if they have lost a loved one during this period.</p>	<p>Mrs Hensley, Mrs Howell and Mrs Hart will support children pastorally if they require it. Part of this support will be given during nurture time unless an emergency nurture time is needed. Where possible, these staff are to utilise outdoor spaces to conduct pastoral meetings, further reducing the risk of infection. If inside the deputy’s office can be used if available. Parents will be asked to share pertinent information about how their child is feeling as part of a survey that they must complete before attending.</p>	<p>Nurture time to be used initially to support this.</p>
<p><u>Sensory needs and separation anxieties</u> Many children will be looking forward to the return to school but will find being around people difficult, frightening and overwhelming, particularly if we move rapidly from social distancing to a return to school. We will need to be aware of this and support it. For some children this will be exacerbated by a fear of people in general. Having experienced weeks, or even months, of social distancing, children will have received an implicit message that other people are dangerous. Further, their experience of other people, beyond their immediate family, within their personal space will have been limited. For many the hustle and bustle, movement and number of people in school will be difficult. We need to be aware that many will express their sensory issues and anxieties about the proximity of others physically.</p>	<p>We will be aware of any sensory issues being highlighted and it is imperative that there is control in walking around the setting so that this can be controlled well. Staff will need to make particular effort in making sure classrooms are relatively quiet spaces so that those that are not used to the noise and find it upsetting, can adjust. Children will be made aware this could be an issue and should speak with a member of staff if they feel they need some down time. All staff to be vigilant, looking for signs of stress. Staff need to also be aware that a lot of the children haven’t left their families for a long while and they might find it difficult to leave them. Teachers are to plan settling in activities as the children enter (particularly the younger children) so that they don’t feel additionally upset or anxious.</p>	<p>Any concerns to be raised with SENCO and HT</p>
<p><u>Special needs</u> The impact of all these issues will be even greater for those with special needs. Their learning will have been impacted as will issues of being or not being in school, managing change, routines and anxieties. There will be</p>	<p>For most of our SEN children the biggest hurdle will be expectations of behaviour, establishing routine again and reassuring them that all is ok. The groups should have a visual timetable every morning to reassure the children how the day will look. The class will need excellent behaviour management using positive reinforcement as many children may have forgotten how to behave (shouting out, talking over each other, poor language).</p>	<p>AH and SLT to support and monitor</p>

<p>particular issues with managing transitions into school and where there is a change of setting.</p>	<p>Children may not remember how to behave immediately and may take a couple of weeks to get those good habits back, so patience will be a virtue! If behaviour is an issue for individual children and that leads to us not being able to ensure the safety of others, in terms of the virus control, then we may seek to suggest that those children are on reduced timetables as they transition back to school. For example, if younger children bite others and they don't learn that this is not appropriate very quickly, then we will need to seek additional guidance about the suitability of their attendance. (External support must continue to be used where available and coordinated via the SENDCO)</p>	
<p><u>Transitions</u></p> <p>Transition arrangements are going to be incredibly important to how effective a return to school is and also how secure and safe the children feel in their new academic year.</p>	<p>Pupils will have had contact with their new teacher via the school website, e-mail addresses and Zoom (for KS1 and lwr KS2). Nursery and Reception will have had a virtual induction meeting with the EYFS team and a named contact to discuss any concerns prior to September. Initially the EYFS pupils will have a phased start in September for 3 days to help them settle into their new setting. All new starters will have received a welcome pack to help ease them into school. Contact details will be added to t2p earlier so that parents receive any quick changes that need to be made as a result of changes in guidelines or local lockdowns. A recovery curriculum will be used for the first 4 weeks to revisit previous year's objectives. However, pupils will still be given learning activities to meet their needs.</p>	

Start and end of day procedures:

We are operating in phase teams (Early Years, Key Stage 1, Lower Key stage 2 and Upper Key stage 2) so that there is some flexibility with use of staff if necessary, for cover etc. Within each phase we will have class bubbles to ensure pupils have as much limited contact with other groups as possible.

These arrangements may need to be amended as routines set in.

Risk assessment - Recovery Plan / Protocols COVID 19 – updated July 2020

Bubble Groups / teams

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
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<p>Contact between groups including staff</p>	<p>Children in phase groups in shared spaces will not exceed 60 pupils.</p> <p>Bubble groups will remain isolated from the rest of school for all activities and will not mix at any time.</p> <p>Unless there is a staffing shortage or emergency, staff will not join any other bubble group.</p> <p>Lunchtime supervisors may deliver food to groups and support during lunchtime if they are not part of a bubble. They will wear PPE</p> <p>Staff to keep a distance of 2 metres between themselves in all areas of school</p> <p>Staff to keep a 2-metre distance between themselves and children where possible (not always appropriate in EYFS and KS1)</p> <p>Staff to avoid car sharing but if necessary, masks must be worn</p> <p>Staff not to go into each other's classrooms unless absolutely necessary and if they do it should be for less than 10 minutes</p>	<p>Low</p>	
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Children socially distancing	Where possible activities to be planned to reduce movement around the classroom. This is not possible with very young children.	Medium	
	If possible, children to remain seated at desks or specified areas to ensure reduction in contact.	Medium	
	Children to sit in rows facing forwards or horseshoe as long as social distancing is applied(KS2)	Low	
Sanitisation and hygiene	All pupils will be encouraged to continue following the 'Catch it, bin it, kill it' routine and regular handwashing (between each activity, break and lunch) following the 'happy birthday' principle. Children will be reminded and encouraged to not touch their face or mouth and cough into their elbows. Signs will be in each area to remind all staff and pupils of government guidance.	Low Medium	

Entrance and Exit to school/ communication

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Parents not adhering to social distancing on entry and exit to school	Markers will be placed on the floor at 2m intervals at the main entrances to school. Nursery and Reception staff will welcome pupils from their gates. All other pupils will enter via the main playground except for year 3 and year 4 who will enter through the old nursery. Parents must not enter site at the front of school and at the main entrance of school, limited access will be available. We ask that only 1 parent / guardian enters with Reception and KS1 pupils and that KS2 enter on their own.	Low	Mark up the playground on the Sept INSET

	<p>KS1 Teachers will greet pupils on the playground promptly and take them to their class.</p> <p>The school is not responsible for socially distancing beyond the school gate but asks that parents respect this.</p>		
Avoiding large gathering of parents/carers and pupils	<p>Prompt time keeping by all involved. If a parent is late they must arrive after 9:15 by the office. Gates will be locked promptly.</p> <p>No assemblies, concerts or performances in school until further notice</p> <p>Staggered entry and exit to school</p> <p>Staggered playtimes and lunch times</p> <p>Any concerns must be raised via e-mail or telephone message to the office.</p>	Low	
Additional care	<p>Before and after school care and additional nursery hours will be available on request from office@st-leonards-stafford.staffs.sch.uk if places are not full. This is operated on a pre-booked system.</p> <p>Before and after school care will mix pupil groups and this is accessed at parents' own risk. We cannot operate individual group childcare. We will however, practise social distancing when possible. (Please refer to Before and After school care section)</p>	<p>Low</p> <p>Medium</p>	
Contact with School Office staff	<p>Parents will not be permitted to speak with staff in person and must call or e-mail the school if they need to give a message.</p>	Low	
Parent communication	<p>Parents must communicate via telephone or e-mail with teachers and staff</p>	Low	
Teacher communication	<p>Teachers must communicate where possible through e-mail or the use of internal phones. If unavoidable staff must use the 2m distancing rule and avoid touching anything in the office area.</p>	Low	

	<p>Staff meetings will now be in school but staff must follow distancing rules. Where possible larger meeting spaces will be used.</p> <p>TEAMS virtual meetings may also be used when appropriate.</p>		
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Journey to school

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Pupils travelling to and from school by school transport. (SCC advice and support available for parents to contact)	<p>Drivers will seat children according to drop off to minimise contact with each other.</p> <p>Pupils will be required to wear a mask to and from school.</p> <p>Parents should provide a zip lock named bag for pupils to keep their mask in once they arrive at school.</p> <p>Hand sanitizer will be used getting on and off the bus.</p>	<p>Low</p> <p>Low</p> <p>Low</p>	Parents to liaise with the LA to arrange transport should they require it.
Car sharing	Parents/carers advised to make their own way to school but if sharing a car to have it well ventilated and wear face coverings	Low	
Car congestion due to fear of using public transport	Parents/carers encouraged to walk/cycle to school Parent/carers to wear face coverings on public transport.	Medium	
Travelling to other settings	<p>All pupils accessing other settings and travelling by car must wear a face mask and adhere to hand sanitisation rules.</p> <p>They must follow the risk assessments at the other setting which will be shared.</p>	Low	

Break times /use of outdoors

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Staggered break times	A strict timetable for break times will be in place. Nursery and Reception will have permanent use of their own outdoors and this must be used as much as possible. Year 1 will use the small playground Year 2 will use the area between the small and big playground Years 3-6 will use the large playground but at different times with the playground divided into 2.	Low Low Low Low Low	
Use of outdoor spaces for activities	Outdoor space is encouraged to be used at all times where it fits the purpose of learning. Staff must sign the sheet in the staffroom to indicate if they wish to use the space that day and what time they wish to use it. Groups must stick to these times to reduce mixing.	Medium Low	

Lunchtimes / snacks

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Contact at lunchtimes	All phases will have an allocated lunchtime worker including, where possible a member of staff who has already been working within that group Pupils will continue hygiene routines to ensure all germ spread is limited. Staff will organise their own break periods adhering to the guidelines and staffroom rules in place.	Low Low Low	
Space for eating	The hall will be used to serve lunch in sittings and all tables and chairs cleaned between groups.	Low	
Reducing any contact	Outdoor time will be staggered in a specified location.	Low	

	<p>A strict timetable for break times will be in place.</p> <p>Nursery and Reception will have permanent use of their own outdoors and this must be used as much as possible.</p> <p>Year 1 will use the small playground.</p> <p>Year 2 will use the area between the small and big playground but take turns with year 1</p> <p>Years 3-6 will use the large playground but at different times with the playground divided into 2.</p> <p>Each class bubble will have their own equipment to play with.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	
Cleaning of furniture and playtime equipment	<p>All groups will have their own cleaning kit and staff must use this to wipe down all surfaces and door handles regularly including lunchtimes.</p> <p>All tables and chairs will be cleaned between phases</p> <p>Class play equipment to be cleaned each day</p>	<p>Low</p> <p>Low</p> <p>Low</p>	
Additional snacks may be needed	<p>Pupils will be permitted to bring additional snacks into school to support hunger issues and reduce fatigue. Staff must arrange for a morning and afternoon snack break which can be in or outside depending on timetabling and weather.</p>		
Drinks bottles	<p>Pupils must not use cups from in school. They must bring a named drinks bottle with them that will go home for cleaning every day or they may choose to use a disposable water bottle. Bottles may be refilled in school.</p>	<p>Low</p>	

First Aid / close contact

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
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Close contact PPE	There will be close contact PPE provided for each bubble group with a first aid kit. This will include aprons, gloves, face masks and face shields. These must be used where close contact is unavoidable in an emergency.	Low	
If a child shows symptoms	If a child shows symptoms the child must be isolated immediately and parents informed. Parents will be informed to follow the guidance on testing and isolation before returning the child to school.	Medium	
If a staff member shows symptoms	That staff member must self-isolate and complete testing. Only when a negative result is given must they return to work or when they have completed the isolation period if a positive test is confirmed.	Low	
A positive case is reported in school	All parents and staff will be informed. The group where the case was confirmed may be closed for additional deep cleaning to reduce risk of spread. PHE locality teams will advise the school on the next steps after a confirmed case.	Medium	
Individual medical needs	All pupils who have individual medical needs must have their plans reviewed on start of school. Teachers who are with these pupils must administer medicines using the appropriate PPE equipment. Medicines will be stored safely and staff must understand the individual needs and timings of the Individual plan. All inhalers and Epi-pens will be stored with the group for quick access and record sheets will be provided in each box to record use.	Medium	EM to make sheets for each class
PPE	The school will have access to the Local authority supply of PPE which will be made available for staff to use.	Medium	

Out of hours School clubs

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Registers - Correct information for Track and trace	Children attending the provision will be signed in on a register to be able to track and trace if necessary.	Low	
Food - Transmission of Covid through food preparation	<p>Adults will wear PPE when preparing food for pupils and ensure that strict hygiene is followed. Pupils will be provided with toast, cereal and a drink in the mornings. Evening sessions pupils will be offered toast or fruit accompanied with a drink. Snacks may be brought from outside of school but these must be in sealed packets with the child's name written on. Please no nuts and if possible, a healthy choice.</p> <p>All utensils plates and cups will be sterilised after each session.</p>	Low	
Handwashing and sanitising to reduce risk of transmission	<p>All pupils will be asked to wash hands on entry and exit of the facilities and at intervals including snack time. Catch it, bin it, kill it will be followed. Tissues and bins available in the provision to support pupils and staff to follow this routine.</p> <p>Windows and doors to remain open to allow air flow.</p>	Low	
Transmission of virus if a child shows symptoms	<p>The child must be isolated away from the other pupils and parents informed immediately. One member of staff must remain with the child and wear PPE.</p> <p>The office off the main hall will be used to isolate the child.</p>	Medium	
Transmission of virus on surfaces	<p>Staff must use sanitisation products hourly to clean toilets and surfaces.</p> <p>At the end of each session staff must clean all surfaces with disinfectant and ensure waste is removed.</p> <p>Soft furnishings/toys (if absolutely necessary) must be sprayed with Dettol spray after each session and limited to individual children to reduce spread.</p>	Low	<p>Cleaning kit purchased in readiness. Staff to ensure supplies are kept constant. EM to arrange</p>

	<p>All toys, books, games and art resources are placed in quarantine for 48 hours to stop any transition of the virus. 72 hours for plastic.</p> <p>No toys, games or personal belongings to be brought in to the provision.</p> <p>Objects which are hard to clean or wash - such as certain cushions, soft toys and toys with intricate parts - are removed from the provision.</p>		
Activities to take place outdoors in line with social distancing.	<p>Children will use the outside area as much as possible. Weather permitted.</p> <p>Leo's Den will have their own use of outdoor play equipment which will be cleaned after each use with anti-bacterial spray.</p>		
Entering and leaving Leo's Den	<p>Entry into Leo's Den through Leo's Den door. Press the bell a member of staff will come and collect your child from the door.</p> <p>When collecting your child in the evening please press the bell and a member of staff will bring your child to you.</p> <p>Strict social distancing rules must be followed at all times.</p> <p>Parents encouraged to leave the site promptly after dropping off and collecting children.</p>		

Toileting of children

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Toileting in EYFS	Where possible children will be limited to 1 child at a time in the toilet areas (however with young children this may prove impossible) – children’s wellbeing must come first in this instance and a common-sense approach applied.	Medium	
Toileting in KS1	Where possible children will be limited to 1 child at a time in the toilet areas (however with young children this may prove impossible) – children’s wellbeing must come first in this instance and a common-sense approach applied.	Medium	
Toileting in KS2	Where possible children will be limited to 1 child at a time in the toilet areas– children’s wellbeing must come first in this instance and a common-sense approach applied.	Medium	
Cleaning of toilets	Toilets and bathroom surfaces must be wiped down every hour with disinfectant wipes and recorded. The member of staff completing this must wear PPE to protect themselves.	Low	Signing sheet to be made
Toileting accidents	<p>Accidents with younger children do happen particularly when they are in a period of change and uncertainty. Where possible children should be encouraged to clean and change themselves following pre-COVID 19 guidance. Yellow bags must be used to put soiled clothes in. Staff must follow the close contact guidance and PPE advice above.</p> <p>Parents may be contacted to either assist in the changing of their child or take them home depending on the nature of the accident.</p> <p>Pupils will be supported for their own wellbeing in these instances.</p>	Medium	

Staffroom /staff wellbeing

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Taking a break	If possible, breaks must be taken in phase areas to reduce mix or in limited numbers. Staff may use the staffroom to make drinks and prepare food or have a quiet time out. Social distancing must be applied at all times.	Low	
Having lunch	Staff must take a break at lunchtime when the lunch supervisor takes over. If a TA is the lunch supervisor, they must ensure they take a break before or after. Staff room areas and surfaces must be kept clean and tidy to reduce the spread of germs. Crockery and utensils must be put in the dishwasher when used. Microwave must be cleaned after use and water boiler handle wiped down if hand sanitiser not used	Low Low Low	
Cleaning and PPE	All bubbles will have a cleaning kit to ensure maximum protection and hygiene. Staff must use this regularly to ensure limitation of germs. Staff many wear PPE if they choose to (be mindful with younger children in particular of the effect this may have) Cleaning routines from our contractors will continue to be stepped up to ensure overnight germs are reduced.	Low Low	

Staff toilets

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Transmission of virus in men's toilet	Disinfectant spray and/or wipes will be available to clean the area before and after use.	Medium	

Women's toilets	Disinfectant sprays and/or wipes will be available to clean down the area prior and after use. Limited to 2 members of staff at any one time to aid social distancing Allocated phase toilets	Low	
Cleaning	Toilet areas for adults will be deep cleaned each day by the contract cleaners and staff will have access to cleaning materials to complete wipe downs in entry and exit to toilet areas. Soap and hand sanitizer will be available in all toilet areas.	Low Low	

Additional cleaning / care

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Toilets	Toilets will be wiped down hourly on a rota basis and recorded. Limited access for pupils and adults to ensure safe distancing is applied.	Low Low	
Eating areas	Eating areas will be cleaned before and after use to reduce the risk of spread. Children and adults will maintain distancing where possible.	Low Medium	
Equipment	Pupils will not be permitted to bring any additional equipment or toys into school. All other equipment will be selected to ensure that it can be cleaned each day with sterilizer to kill all germs. Any soft furnishing or paper-based materials will be removed from classrooms. (Paper and soft furnishings carry germs for 5 days and are very difficult to clean). Anything that cannot be washed at 80 degrees should be considered carefully.	Low Low Low Low	

	Equipment will not be shared between phases.		
Handwashing	Pupils will adhere to regular handwashing routines and use of hand sanitizer (follow the same pattern as before 20 th March)	Medium	

Visitors / Contractors /Students and volunteers

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Visitors	Visitors must sign in and leave a contact number for test and trace purposes. (These will adhere to GDPR guidelines but will be kept in the event of a positive case) All visitors will be asked to use hand sanitiser, be made aware of the risk assessment and follow social distancing rules. Face masks will not be required in school.	Low Low	Office to keep the records safe and secure in locked cupboards at the end of each day.
Contractors	Contractors will enter the premises where possible out of hours to avoid contact with pupils and staff. All contractors will be asked to adhere to the above.	Low	
Students and Volunteers	All students and volunteers are to be given a copy of the risk assessment and are to follow the steps. Inductions will include a thorough discussion of the expectations within the phase (conducted by the phase leader)	Low	Discuss with staff

Safeguarding

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
COVID 19 update	The amended safeguarding procedures will remain in place to ensure pupils who do not attend are still contacted regularly. Staff must continue to regularly update the DSL on contact and concerns. In school safeguarding will also run alongside this to ensure all cases are reported.	Low Low	
In school procedure and policy	Staff will use forms again for children and report concerns using the safeguarding policy and procedures as before March 20 th .	Low	
Reporting concerns	Follow the school and local safeguarding board policy.	Low	

PE and Swimming

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Additional sports coaches	The new guidance allows adults to move between phases if unavoidable. In the instance of the sports coach strict cleaning and hygiene measures (see risk assessment) will be adhered to as well as social distancing from pupils.		
Sports equipment	Sports equipment must be cleaned if shared between phases and must be done by the sports coach after every session.		
Swimming	Guidance and risk assessments for swimming pools will be adhered to. Each individual establishment will share this nearer the time and this will be made available to parents.		AB to seek risk assessments in September

Updates

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Review schedule	This risk assessment will be reviewed fortnightly and updated. Governors will be consulted on the document and it will be shared with all stakeholders.	Low	
Government guidance	The government and local authority guidance will support this document. Updated guidance will feed into regular reviews.	Low	
Staff briefings	Staff will continue to have weekly briefings to share any concerns and updates to this guidance. Staff must report and concerns that they have immediately if they feel any member of the community is at increased risk of harm.	Low Low	
Government updates	These will be e-mailed to all staff as they are released for your guidance.	Low	

All government guidance relating to this can be found on gov.co.uk

Additional cleaning risk assessments can be found on our website under COVID 19

If you have any concerns or amendments to the risk assessment that you wish to raise then please contact Mrs Helen Spearing on headteacher@st-leonards-stafford.staffs.sch.uk