

COVID19: **FULL OPENING** Risk Assessment and Action Plan

SCHOOL NAME: PRETTYGATE INFANT AND JUNIOR SCHOOLS

OWNER: MARK MILLBOURNE

DATE: JULY 2020

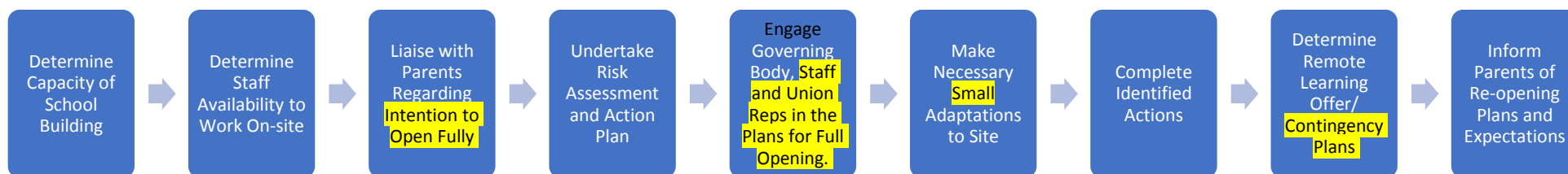
Purpose of this document:

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

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

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

Steps of Re-opening Preparation:



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**The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Engagement in Risk Assessment and Planning</p>	<p>Risk assessment process fully engages staff, governing body and union representatives.</p>	<p>Staff, governing body and union representatives not engaged in the process</p>	<p>H</p>	<p>Engage staff, governors and unions reps in consultation and development of RA</p>	<p>09.07.20 Gov Mtg to share principles of RA and offer, take feedback to shape final plans 09.07.20 Whole staff meeting to outline principles of RA and offer, take feedback to shape final plans 14.07.20 Share finalised RA and plans for full-time opening in September Wk beginning 15.07.20 Gov Mtg to agree RA 17.07.20 Publish RA on school websites</p>	<p>L</p>

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Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangement 	<p>Site Manager unable to work – Cleaning Team contingency</p> <p>See detailed framework</p> <p style="text-align: center;">PAT TESTING</p>	M	<p><i>Utilise support from local Headteachers – use of site manager from Hamilton if required.</i></p>	Ongoing	L
			L			
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>KS2 Office does not allow for adequate space between staff members</p>	M	<p>Office staff desks repositioned. All office personnel to be working on site from 02.09.20</p>	Action to be completed by SF/SI by 27.05.20	L
		<p>KS1 Office is suitable for 1 member of staff</p>	L		Action completed 10.07.20	L
	<p>Entry and exit routes to the schools are in place, any physical changes and/or signage required to allow social distancing are in place.</p>	<p>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</p>	M	<p>2-meter markers are present on floors on corridors.</p>	SF to be completed by 27.05.20	L
					<p>Signage in place. Picking up and dropping off communicated to parents and reminders of social distancing for adults. Only one adult permitted onto site. Adults only permitted into school building</p>	SF to create and fix signage 01.09.20

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				with prior permission from the HT.		
	Consideration given to premises lettings and approach in place.	Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.	M	No lettings for the remainder of school year. REVIEW IN OCT 2020	KS1 and KS2 Office Teams to inform lettings 22.05.20	L
	Consideration given to the arrangements for any deliveries.	Current deliveries are dropped off at KS1 and KS2 receptions	H	Deliveries must be delivered outside so that Site Manager can unload – they are not to be delivered into school.	Office Teams are aware of the delivery protocol.	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Consideration given to PEEP –	<i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i> <i>Staff needing to work from home are current PEEP</i>	M	<i>Revised evacuation procedure and share with all staff and children.</i> <i>Buddy system updated</i>	L	

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	<p>buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>buddies and so reassignment necessary. Rota devised – hierarchy of staff deployment</i></p>	<p><i>M</i></p>	<p><i>Fire drill.</i></p>		
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>		<p><i>In place</i></p>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<p><i>Review suspected or confirmed cases</i></p>	<p><i>L</i></p>

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	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Adjust hours as necessary to ensure cleaning takes place before/after school day. MDA team to support with cleaning of classrooms at lunchtime.</i>	<i>M</i>	<i>Through PSHE teach children how to clean tables using diluted cleaning products.</i>		<i>L</i>
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<i>No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap. SF and cleaning team to monitor stock levels Contact SEP if supplies run out.</i>	<i>M</i>	<i>Hand sanitiser available at the school entrance Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made.</i>		<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.	Monitor increased hours	<i>M</i>	<i>Cleaning to be carried out so class teachers are able to prepare classrooms for the next day.</i>		<i>L</i>
	Waste disposal process in place for potentially contaminated waste.	<i>Lack of bin bags etc to dispose contaminated waste</i>	<i>M</i>	<i>Waste bags and containers - kept closed and stored separately from communal waste</i>		<i>L</i>

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				<i>for 72 hours</i>		
	Process in place for safe removal and/or disposal of face masks.	<i>Currently no separate waste for face mask of children who are using public transport</i>	<i>M</i>	<i>Audit which children use public transport and arrange safe disposal - carers to provide masks</i>	<i>Audit completed 10.07.20</i>	<i>L</i>
Classrooms						
	Classrooms have been re/arranged to allow as much space between individuals as practical.	<i>Children facing each other and not the front of the class. Excess furniture remains and restricts movement.</i> <i>TO BE COMPLETED BY 22.07.20</i>	<i>M</i>	<i>Excess furniture has been removed to maximise space.</i> <i>Skips ordered wk beginning 20.07.20</i> <i>Trays to be secured under desks</i>		<i>L</i>
	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Lack of control of children moving around the school, increase risks of transmitting the virus.</i>	<i>M</i>	<i>Signage in place so children/adults know where to go.</i>		<i>L</i>
	Appropriate resources are available within all classrooms					

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	<p>e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p><i>Inappropriate sized equipment for smaller children in classrooms.</i></p> <p><i>Soft toys, cushions and beanbags in classroom B not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>L</p> <p>M</p> <p>L</p>	<p><i>Chairs and desks moved</i></p> <p><i>Remove soft furnishings from classroom B.</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <u><i>Horrid hands</i></u> • <u><i>Super sneezes</i></u> • <u><i>Hand hygiene</i></u> • <u><i>Respiratory hygiene</i></u> • <u><i>Microbe mania</i></u> 		<p>L</p> <p>L</p> <p>L</p>
	<p>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>	<p><i>Classroom furniture not organised to reduce the risk of transmitting the virus to adults and peers</i></p>	<p>M</p>	<p><i>Classroom layout shared with all staff and implemented on 22.07.20 ready for reopening</i></p>		<p>L</p>

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Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p><i>Paediatric First Aider unable to work on site for the 1st week of September .</i></p>	<p>H</p> <p>H</p>	<p><i>Staff audit re available to work on-site from 2nd September 2020</i></p> <p><i>Arrange Paediatric First Aid cover</i></p>	<p><i>22.06.20 Office Team</i> <i>01.09.20 Office Team</i></p> <p><i>25/05/20</i></p> <p><i>Individual risk assessments to be completed by 22.07.20 in prep for 2nd September.</i></p>	<p>M</p> <p>L</p>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p><i>Staff are not informed of absence</i></p>	<p>M</p>	<p><i>Normal procedures apply, absence notified to SBur KS1 and DS KS2</i></p>	<p>L</p>	
	<p>Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.</p>	<p><i>Agree strategies to reduce the risk for identified staff following individual risk assessments</i></p>	<p>H</p>	<p><i>Arrangements made to teach year group who are more able to socially distance.</i></p>	<p><i>01/08/20</i></p> <p>L</p>	
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) –</p>	<p><i>Staff sickness impacting ability to safeguard children within school and those who are home learning</i></p>	<p>H</p>	<p><i>Deputy Safeguarding leads in school and off site. Contact SEP if all unavailable or LA Jo</i></p>	<p>M</p>	

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	on a weekly rather than daily basis to minimise contacts.	<i>Staffing levels reduced unable to supervise children</i>		<i>Barclay Supply cover</i>		
	Consideration given to staff clothing expectations and information shared with staff.	Staff wearing inappropriate clothing for work	<i>M</i>	<i>Formal work dress code as outlined in staff handbook and code of conduct</i>		<i>L</i>
	Approaches for meetings and staff training in place.	Staff meetings being held in classrooms or staffroom, insufficient space	<i>L</i>	<i>Staff meetings to continue to be held remotely or in hall with 2m social distancing</i>		<i>L</i>
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	Home learning offer not adequate	<i>M</i>	<i>Clear home learning offer available that can be “switch on” in the event of lockdown.</i>	<i>Microsoft Teams training 21.07.20 funded by the DfE</i>	<i>L</i>
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	<i>Lack of staff to cover classes.</i>	<i>M</i>	<i>Flexibility of staff to be deployed to cover absence and PPA etc as necessary.</i>		<i>L</i>
	Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to	Information not shared with key staff Resources not shared or communicated with all staff	<i>M</i>	<i>Staff are aware of available support and advice for schools and pupils available from ECC, including the</i>		<i>L</i>

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	follow this within their own situations and that of pupils and colleagues is clear.			<p><i>Educational Psychology service</i> https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p>		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of the limited number of self-testing kits.	<p>Book test via online portal see <i>Responding to a suspected or confirmed case of COVID-19 Primary (attached) Document updated 15.06.20</i></p>	M	<p><i>Schools and staff must refer to and follow advice on NHS when to self-isolate and what to do and engage with NHS Track and Trace process through PHE health protection teams.</i></p>	<p><i>Ongoing – continue to review against government and local authority guidance</i></p>	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.	Staff unclear of procedures putting themselves and others at risk	H	<p><i>All staff to be clear on the procedures in place</i></p>		L
	Return to school procedures are clear for all staff.	Staff unclear of procedures putting themselves and others at risk	H	<p><i>Staff returning will have copies of Framework and Risk Assessment. Meeting to be held with SLT/line manager</i></p>		L
	Arrangements to return any furloughed staff in place.	N/A				
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Hours do not meet the needs of the school and increase bubbles mixing	M	<p><i>Changes to hours will be communicated with staff who could be affected.</i></p>		L

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	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	Office restructure restarts	<i>M</i>	<i>Office restructure to remain on hold until SLT have reflected on operational needs of the schools. Telephone lines will be merged along with email systems and websites.</i>		<i>L</i>
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Visitors entering the site risking spread of COVID-19 to staff and children	<i>H</i>	<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols. Visitors into school must only happen if absolutely necessary</i>		<i>M</i>
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	To be reviewed as guidance is developed	<i>H</i>	<i>Music lessons via Zoom or Teams. Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i>	<i>Review offer in after October 2020 half term for provision to start from 03.10.20</i>	<i>M</i>
Group Sizes	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible..	<i>In 2 form entry primary school, toilet block shared by both classes.</i> Return to normal operation	<i>M</i>	<i>Bubble set at the size of year group. REVIEW IN OCTOBER HALF TERM AND DEPENDENT ON</i>	<i>01/08/20</i>	<i>L</i>

		prior lock down with increased hygiene Lunch time clean of toilets – KS1 cleaner / KS2 Site Manager		CONFIRMED CASES OF COVID-19		
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Staff not adhering to social distancing guidance	H	Staffing has been mapped out so mixing is reduced.		M
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches 	All children and parents coming/leaving the school at the same time	H	<p>Start times to be staggered – window for drop off.</p> <p>8:40 Y6 + Y2 8:50 Y5 +Y1 9:00-9:10 YR, Y3 + Y4 End of day KS1 3pm, KS2 3:15pm</p> <p>Break Time KS1 10:30-10:45 Reception on infant playground 10:55-11:10 Y1 + Y2 (divider down the middle of the playground).</p>		M/L

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	<ul style="list-style-type: none"> • Toilet arrangements • 			<p><i>KS2 10:30-10:45 Y3 on front playground; Y5 on back playground 10:55-11:10 Y4 on back playground; Y6 on front playground.</i></p> <p><i>Two members of staff on each playground (from the relevant year group to maintain the bubble) No ball games to reduce first aid, skipping ropes for each class. Equipment cleaned between breaks with sprayer.</i></p> <p><i>Allocated Year group toilets.</i></p> <p><i>Classroom space maximised</i></p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p><i>HT and DHT to be outside at the beginning of the day – maintain social distancing and review if confirmed</i></p>	<p><i>M</i></p>	<p><i>On arrival, students move straight to classrooms and sit at named table and wait</i></p>		<p><i>L</i></p>

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		<i>cases of Covid</i>		<i>for rest of class to arrive/class to begin.</i>		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		<i>M</i>	<i>Handwashing and cleaning (if needed)</i> <i>Conversations with parents</i> <i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i>	<i>To be actioned</i> <i>Letter and potential ban for breaches/severity</i> <i>/Chair of gov guidance</i>	<i>L</i>
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i>	<i>H</i>	<i>Virtual streaming and/or year group assemblies</i>		<i>L</i>
	Social distancing plans communicated with parents, including approach to breaches.	<i>TBC</i>	<i>H</i>	<i>Behaviour policy shared with parents</i>	<i>Information shared with parents before summer break</i>	<i>L</i>
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	<i>All children using playgrounds and mixing</i>	<i>M</i>	<i>Cleaning of equipment particularly high contact areas e.g. handrails</i>	<i>Playground zones for each year group bubble</i>	<i>L</i>

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Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	<i>School unaware of which children arrive to school by public transport.</i>	<i>M</i>	<i>Parents who use public transport to inform the school. Children who arrive with parent, parent must remove mask when leaving transport and put in plastic bag to take home. All children who arrive by public transport must report to the school office in first instance – sanitise hands at entrance and then wash hands before entering classroom. School will not be responsible for providing face masks for children.</i>	<i>Ongoing</i>	<i>L</i>
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	<i>N/A</i>				
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	<i>N/A</i>				

	Arrangements in place with transport providers to support any staggered start/end times.	N/A																											
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Unable to provide meals for children on site	M	<p><i>Hot meals to be provided from 1st September 2020</i></p> <p><i>Staggered lunch time – see details below</i></p>		L																							
			H			L																							
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	All children in the hall mixing bubbles	M	<p>Years 1, 2, 5 and 6: Starts 11.30 Ends 12.30</p> <p>Years R, 3 and 4: Starts 12.30 Ends 1.30</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Time</th> <th>Yr Grp</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>11.30 – 11.50 (eat) 11.50 – 12.30 (play)</td> <td>Year 2</td> <td>Infant playground (split in two)</td> </tr> <tr> <td>11.30 – 12.00 (play) 12.00 – 12.20 (eat) 12.20 – 12.30 (play)</td> <td>Year 1</td> <td>Infant playground (split in two)</td> </tr> <tr> <td>12.30 – 12.50 (eat) 12.50 – 1.30 (play)</td> <td>Year R</td> <td>Infant playground</td> </tr> <tr> <td>11.30 – 11.50 (eat) 11.50 – 12.30 (play)</td> <td>Year 6</td> <td>Back junior playground</td> </tr> <tr> <td>11.30 – 12.00 (play) 12.00 – 12.20 (eat) 12.20 – 12.30 (play)</td> <td>Year 5</td> <td>Front junior playground</td> </tr> <tr> <td>12.30 – 12.50 (eat) 12.50 – 1.30 (play)</td> <td>Year 4</td> <td>Back junior playground</td> </tr> <tr> <td>12.30 – 1.00 (play) 1.00 – 1.30 (eat) 1.30 – 1.30 (play)</td> <td>Year 3</td> <td>Front junior playground</td> </tr> </tbody> </table> <p><i>Whilst in the hall, children will be expected to eat in silence to reduce the risk of transmission and</i></p>	Time	Yr Grp	Area	11.30 – 11.50 (eat) 11.50 – 12.30 (play)	Year 2	Infant playground (split in two)	11.30 – 12.00 (play) 12.00 – 12.20 (eat) 12.20 – 12.30 (play)	Year 1	Infant playground (split in two)	12.30 – 12.50 (eat) 12.50 – 1.30 (play)	Year R	Infant playground	11.30 – 11.50 (eat) 11.50 – 12.30 (play)	Year 6	Back junior playground	11.30 – 12.00 (play) 12.00 – 12.20 (eat) 12.20 – 12.30 (play)	Year 5	Front junior playground	12.30 – 12.50 (eat) 12.50 – 1.30 (play)	Year 4	Back junior playground	12.30 – 1.00 (play) 1.00 – 1.30 (eat) 1.30 – 1.30 (play)	Year 3	Front junior playground	
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				<p><i>time taken to eat their lunch.</i></p> <p><i>Children will continue to use allocated toilets during the school day.</i></p>		
	<p>Summer Holiday Food vouchers for eligible CYP ordered.</p>		L	<p>Office will have identified eligible families and ordered vouchers as required.</p>		L
PPE	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>	<p>Staff not using PPE when dealing with suspected cases, increase risk of transmission</p>	H	<p>Long term approach to obtaining PPE supplies in place. Hand sanitisers placed in the school building.</p>		L
	<p>Staff wishing to wear PPE to build confidence.</p>	<p><i>Staff not wishing to return due to health concerns.</i></p>	M	<p>Individual staff who request PPE will be allowed.</p>		L
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent 	<p>Refer to Responding to a suspected or confirmed case of COVID-19 – Primary 1st June 2020 Updated 12.06.20</p>	H	<p>HT to be informed by member of staff who has been alerted.</p> <p>KS2 - Child who is displaying symptoms to be located in Home School Liaison room, windows to be opened – office staff to wear PPE if required and supervise – close door if appropriate. Child to use unisex toilet by</p>		M

	<p>community in place</p>			<p>photocopier Parent’s to be contacted for immediate collection. KS1 Building – child to be located in HT office with windows open – office staff to wear PPE if required and supervise – call across to the junior office for support and to notify HT 2metres distancing should be maintained unless child is very young or has complex needs. Letter to be sent to parents informing them of COVID-19 case within their child’s bubble. If child tests positive HT to consider sending bubble home based on individual cases.</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place 	<p>Refer to Responding to a suspected or confirmed case of COVID-19 – Primary 1st June 2020 Updated 12.06.20</p>	<p><i>H</i></p>	<p>If confirmed case over the weekend it may be appropriate for the remainder of the bubble to continue to attend school and to continue to attend school until a test has been obtained.</p>		<p><i>M</i></p>

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	<ul style="list-style-type: none"> • Arrangements for informing parent community in place 			Inform the school community of a positive Covid-19 case – transparency		
	<p>Process in place to engage with the Test and Trace and contact tracing process. <i>Refer to ECC and public health guidance for more information.</i></p>		<i>M</i>	All stakeholders clear of the expectation to take part in test and trace.	<i>Contact ECC and PHE if confirmed cases are reported</i>	<i>L</i>
<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	List of all	<i>Parents choose not to send their child to school despite it being compulsory</i>	<i>L</i>	Continue to work with families who are concerned. Home School Liaison. Attendance is compulsory.		<i>L</i>
	Approach and expectations around school uniform determined and communicated with parents.	Parents unclear of expectations in September	<i>L</i>	Uniform policy implemented. Uniform is expected.		<i>L</i>
	Changes to the school day/timetables shared with parents.	Parents unclear of expectations in September	<i>M</i>	Communicated in offer letter and subsequent newsletters etc.		<i>L</i>
	All students instructed to bring a water bottle each day. Water fountains cleaning arrangements in place.	Parents/children unclear of expectations in September	<i>M</i>	Communicated in offer letter and subsequent newsletters etc.		<i>L</i>
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	Children and parents feel unclear of what to expect.	<i>H</i>	Communicated in offer letter and subsequent newsletters etc. Social Story shared		<i>M</i>

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	This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.			Virtual move up 21.07.20		
				Meet your teacher sheet 16.07.20		
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	School not informed of parents experiences during lock down.	<i>H</i>	Home School Liaison and SENCO to coordinate and support as required.		<i>M</i>
				Use of Play Therapist if required.		
	Re-orientation support for school leavers is developed.	School not informed of parents experiences during lock down.	-			-
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	School not informed of parents experiences during lock down.	<i>H</i>	Home School Liaison and SENCO to coordinate and support as required.		<i>M</i>
	All students have access to technology and remote learning	<i>Bubble needs to self-isolate because of a positive case of</i>	<i>M</i>	<i>Remote learning contingency available</i>	<i>Microsoft Teams Training for</i>	<i>L</i>

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Remote Education Contingency Plan	offer is available to be switched on as a contingency when needed.	<i>COVID19.</i>		<i>and ready to be 'switched-on' when needed.</i>	<i>teachers DFE funded 21.07.20</i>	
Transition into new year group <i>What will need to be different this year because of COVID19?</i>	Online/ website support for families and young people around transition.	Families unsure of where to turn for support	<i>M</i>	Continue to liaise with nursery providers and secondary schools to support with transition arrangements.		<i>L</i>
	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 	Children anxious about their transition into their next stage in education	<i>M</i>	Continue to monitor government guidance and prepare plan. Review transition arrangements for Early Years wb 15.06.20 SENCO to begin transition arrangements for new intake to Early Year, infants to juniors and those going specialist provision		<i>L</i>
Safeguarding	Consideration given to any CYP who may need support with their	<i>CYP previously deemed to be safer at home and family are anxious about returning to</i>	<i>M</i>	<i>Review the CYP's risk assessment to identify any support or</i>		<i>L</i>

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	return to school and consultation has been undertaken with the family and other agencies involved.	<i>school.</i>		<i>arrangements needed for their return to school.</i>		
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff unclear of where to seek guidance or support	<i>M</i>	<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	<i>Staff training 02.09.20 for staff and governors.</i>	<i>L</i>
	Updated Child Protection Policy in place.	Safeguarding policy not updated	<i>M</i>	<i>Safeguarding training for all staff 02.09.20 – continue to review policies as and when updates come through.</i>	<i>Safeguarding Training 02.09.20 for staff and governors.</i>	<i>L</i>
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	<i>Information not shared amongst staff</i>	<i>M</i>	Continue to follow Safeguarding Policies CPOMS	<i>All staff to have single sign on access 02.09.20</i>	<i>L</i>
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Plans and risk assessments not in place for physical contact	<i>M</i>	<i>Review individual consistent management plans to ensure they include protective measures.</i>	<i>In place for 02.09.20 and shared with all staff</i>	<i>L</i>
Curriculum / learning	Current learning plans, revised expectations and required adjustments have been considered.	Curriculum does not quickly identify gaps in children’s key knowledge -	<i>M</i>	Use of soft strategies to inform gap analysis of children’s understanding with 2		<i>L</i>

environment				weeks.		
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 	<p>Consideration has not been taken and task puts staff and children are heightened risk.</p>	<p>M</p>	<p>Individual activities to be risk assessed.</p>		<p>L</p>
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE ‘catch-up’ funding and programmes 	<p><i>Curriculum approach does not take into consideration the lock down period and children’s individual experiences during this time.</i></p>	<p>M</p>	<p>Rapid gap analysis and identification of children who require additional support to ‘catch-up’ to meet their potential based on March assessment data.</p>		<p>L</p>
	<p>Student behaviour policy reviewed to reflect the current circumstances.</p>	<p>Behaviour policy does not reflect current circumstances.</p>	<p>M</p>	<p><i>Clear behaviour policy communicated to all stake holders Adaptations made for individual children</i></p>		<p>L</p>

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				<i>based on the their Individual Consistent Management Plan</i>		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.		<i>M</i>	<i>Ongoing follow best endeavour guidance from Local Authority</i>		<i>L</i>
	Annual reviews.		<i>M</i>	<i>Ongoing follow best endeavour guidance from Local Authority</i>		<i>L</i>
	Requests for assessment.		<i>H</i>	<i>Individual children have management plans, shared with all staff in preparation for pupil return to be authorised by HT</i>		<i>M</i>
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i>		<i>M</i>	<i>Staff engaged with families who had low attendance prior to lock down.</i>		<i>L</i>
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		<i>M</i>	<i>Attendance officer to main attendance records following DFE guidance</i>		<i>L</i>

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	Approach to support for parents where rates of PA were high before lockdown.		M	<i>Weekly vulnerable children’s meeting to include attendance matters. Please refer to school attendance policy.</i>		L
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	Staff not consulted, involved in planning process	M	Weekly remote staff meetings to share and review risk assessment and framework – updates to be shared.	09.07.20 16.07.20	L
	Governors consulted on full opening plans.	Governors not consulted, involved in planning process	M	Meetings to discuss and review Formal gov mtgs to continue in September – Monthly	09.07.20 Wk beginning 13.07.20	L
	Union representatives consulted on full opening plans.	Unions not consulted, involved in planning process	M	Union reps identified and consulted on plans.	09.07.20 16.07.20	L
	Risk Assessment published on website, where more than 50 staff.	Risk assessment not published on website but available on request	L	Risk Assessment published on website based on LA guidance	17.07.20	L
	Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral 	Parents/carers unclear of the arrangements for September	M	Letters sent to update school community on school arrangements.	Communicated to parents 17.07.20	L

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	<p>support/ support and acknowledgement to parents of home learning</p> <ul style="list-style-type: none"> • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times <p>Expectations when in school and at home (if self-isolating is necessary)</p>					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely • 	<p>Parents/carers unclear of the arrangements for September</p>	<p><i>M</i></p>	<p><i>Offer letters sent to parents with required information.</i></p> <p><i>Bike Station Y6 normal shelter, Y5 back junior playground, Y3 current fenced off area, Y4 back junior playground KS1 front of infant school</i></p> <p><i>Cyclists and scoots to dismount when entering school site.</i></p>		<p><i>L</i></p>
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>	<p>Parents/carers unclear of the arrangements for September</p>	<p><i>M</i></p>	<p><i>Letters, website updates, newsletter</i></p>		<p><i>L</i></p>

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	<p>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	<p><i>Governors unclear of opening plans</i></p>	<p><i>M</i></p>	<p>Time frames agreed and time tabled for Autumn Term</p>	<p><i>09.07.20</i> <i>15.07.20</i> <i>FULL GOV</i></p> <p><i>Wk beginning</i> <i>14.09.20</i></p>	<p><i>L</i></p>
<p>Governors/ Governance</p>						
	<p>Governors prepared for start of school year (clerking, etc).</p>	<p><i>Clerk unavailable</i> <i>Govs unavailable</i></p>	<p><i>L</i></p>	<p><i>Set clear dates for regular meetings and opportunities to review plans – HT and COG mtg at least every 2weeks</i></p>	<p><i>Set dates for Autumn Term</i></p>	<p><i>L</i></p>
	<p>The school’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p>	<p><i>Future events not considered</i></p>	<p><i>M</i></p>	<p><i>School calendar reviewed</i></p> <p><i>Y6 Residential continue to communicate with provider and update parents – at present they are confirming the booking will go ahead.</i></p>	<p><i>Agree change of dates for Y6 residential moved to March subject to gov and LA advice.</i> <i>Agreed 08.07.20</i></p>	<p><i>L</i></p>
<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p>	<p><i>Finance report from SI and KD maintained</i></p>	<p><i>H</i></p>	<p><i>Maintain record of spending linked to COVID-19 which is not part of main budget.</i></p>		<p><i>H</i></p>	

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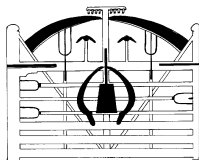
<p>School events, including trips</p>	<p>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM</p>	<p><i>Ongoing</i></p>	<p><i>H</i></p>	<p><i>Maintain record of spending linked to COVID-19 which is not part of main budget LIMIT OVERTIME AND ADJUST PLAN ACCORDINGLY – if provision is to be pulled communicate with SEP and Clare Kershaw (Director of Education)</i></p>	<p><i>H</i></p>
<p>Finance</p>	<p>Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.</p>	<p><i>Breakfast club/after school School dinners Lettings</i></p>	<p><i>L</i></p>	<p><i>Continue to monitor –</i></p>	<p><i>L</i></p>
	<p>Insurance claims, including visits/trips booked previously.</p>	<p><i>Continue to monitor</i></p>	<p><i>L</i></p>	<p><i>Insurance in place as required.</i></p>	<p><i>L</i></p>
	<p>Reintroduction or re-contracting services, such as:</p> <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	<p><i>Ongoing</i></p>	<p><i>L</i></p>	<p><i>Cleaning contracts internal Finance Consortium support as required IT support through PEP Catering contracts internal</i></p>	<p><i>L</i></p>
	<p>Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.</p>	<p><i>Continue to monitor</i></p>	<p><i>L</i></p>	<p><i>NESP</i></p>	<p><i>L</i></p>

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<p>Before and after school clubs</p>	<p>Approach in place for before/after school clubs implements the necessary protective measures.</p>	<p><i>Measures not put in place risks closing provision.</i></p>	<p><i>M</i></p>	<p><i>Before/After School club to start 03.09.20 Bubble Tables Social distancing of Year groups by tables in hall. Capacity @ 16 per year group – review depending on demand and availability of staff.</i></p>		<p><i>L</i></p>
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Principles for staff

- 1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.**
- 2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.**
- 3. Use the 'catch it, bin it, kill it' approach.**
- 4. Avoid touching your mouth, nose and eyes.**
- 5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.**
- 6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).**
- 7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.**
- 8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.**
- 9. Prevent your class from sharing equipment and resources (like stationery).**
- 10. Keep your classroom door and windows open if possible for air flow.**
- 11. Limit the number of children from your class using the toilet at any one time.**
- 12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.**
- 13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.**



Prettygate Schools Covid 19 – Cleaning Protocol

Area	Actions	When
Classrooms	All surfaces, including tables, chairs and sinks and light switches to be cleaned using antibacterial spray.	During daily clean plus during lunchtimes.
All door handles and locks	To be cleaned with antibacterial spray during main clean and also to be wiped by staff during the day.	During main clean by school cleaners and when used throughout the day.
All Floors	Carpet areas to be vacuumed and hard floors to be washed.	Vacuuming during main clean every day. Hard floors to be washed during daily clean and mopped after lunch every day.
Door panels (where hands touch)	To be cleaned with antibacterial cleaner	During main daily clean plus throughout the day, as necessary.
Offices	All desks to be cleaned with antibacterial cleaner. Sinks to be cleaned. Phones and screens to be wiped	Daily during main daily clean plus office staff to spot clean as necessary during day.
Toilets	All toilets (adult and child) to be thoroughly cleaned including seats, toilet bowl, under rims, push plates, door handles, door frames and door signage.	Daily
Staff Rooms	All surfaces to be cleaned with antibacterial cleaner. Sinks to be cleaned including taps. Floors to be washed.	Daily
Corridors / lobby areas	All push plates, door handles, door frames and light switches to be cleaned with antibacterial cleaner.	Daily

If a child should become unwell in school, the area will be cleared and a deep clean of any areas the child has been in will take place.

Cleaning teams are:

KS1 – Rosina Stockwell and Diane Fairbank

KS2 – Tina Bloomfield and Dawn Bloomfield

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Cleaning equipment will be available to all staff for spot cleaning throughout the day, and extra cleaning materials must be accessible to staff as and when top ups are required. Extra cleaning materials can be obtained from:

Infant School – Cleaners' cupboard in the corridor. The key is held in the infant school office and can be collected from a member of the office staff.

Junior School – Site Manager's office / chemical store. The key is held in the junior school office and can be collected from a member of the office staff.

The cleaning team will need to replenish classroom stock of cleaning materials as required.

Cloths are cleaned and disinfected in a Milton Solution after school each day by the cleaning team. Cloths are collected together and washed in the washing machine at the end of the week and replaced with new cloths.

When cleaning materials such as disinfectant spray are left unsupervised, these should be locked away. In the case of classrooms, the classroom door can be locked at break and lunch times to meet this requirement. For staff using areas such as the infant hall or infant library, an alternative lockable space – perhaps another classroom or the infant office – will need to be sought.

