

IMPORTANT – please read this information before completing this risk assessment.


This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

Suspected or confirmed cases of COVID-19 must be reported to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others. You should also email the school priority alert mailbox (educate.schoolspriorityalerts-mailbox@devon.gov.uk) to ensure the DCC Education team also know promptly.



	Establishment/Department:	Establishment Risk Assessment	RA100 V2.1
	Address: St. Helen's Church of England School part of the Alumnis Multi Academy Trust		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors	Date assessment completed: 12.07. 2020 Updated 01.09.2020 Updated 09.09.2020 Updated 11/10/2020 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19. This RA is to be read in conjunction with the school's RA22 and RA21 and other RAs mentioned within these documents. Please check regularly for updates.		Assessor(s): Claire Lewis
Version Control: RA 100 Version 2.1			
Update – 15/7/20, page 6. Premises related matters - Management of waste			
Update – 25/08/20, page 12,13,14. School Transport			
Update – 25/08/20 and 02/09/20, page 14-15. Curriculum considerations (Science, art and D&T Music Dance and Drama – link to new guidance and guidance for performing arts)			
Update – 25/8/20, page 8. Managing supply teachers, visitors, contractors and other temporary visiting staff			

Update – 25/8/20, 28/08/20, 02/09/20 page 10-11. Dealing with suspected and confirmed case/cases and outbreak, link to access to testing kits, use of face coverings in education – link to new guidance, link to action cards and updated guidance of 31/820	
Update – 25/8/20, page 6-7. Contaminated surfaces spreading virus.	
Update – 02/09/20, page 4. Social distancing and reducing risk of transmission, Wraparound provision	
Update – 02/09/20, page 6. Premises related matters - Hiring of premises	

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document</i>	Optional: School’s comments re. mitigations put in place
Social distancing and reducing risk of transmission		
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p><i>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. If possible, only one parent to attend. Use alternative drop off locations where possible. Schools should also have a process for safely removing and disposing of / storing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them, following the recommendations in the government guidance Staying safe outside of your home: face coverings and Guidance for Full Opening.</i></p> <p><i>Pupils must be instructed to wash their hands, on arrival.</i></p>	<p>Link to reopening plan</p> <p>The ‘Big Sheep’ entrance will not be in operation at this time. This gate will remain locked at all times.</p> <p>Link to drop off and pick up procedure</p> <p>Children arriving on school transport enter via the school office unless their designated entrance is open at the time of their arrival in which case they may enter along with their key stage bubble.</p> <p><i>Each bubble will have a specified drop off and pick up time and zone and a one way system is designed to keep parents and children apart as much as possible. Signs will be put up to remind parents to maintain distance from one another. Parents will need to maintain social distancing.</i></p> <p><i>Children coming to school on dedicated school transport will be required to follow DCC and the travel company’s guidance in accordance with their agreement.</i></p>

		<p>Children travelling on school transport may be wearing a face covering although they are not required to do so by the current govt. guidance (08.09.20).</p> <p>Parents may choose to send their child to school with a facemask. Parents must understand that it will be the child's responsibility to manage their facemask. The school and teaching staff will not be responsible for this.</p> <p><u>Government guidance on face covering</u></p> <p>Children will wash their hands on entry to school and at several points throughout the day.</p> <p>Children will wash their hands before going home.</p>
<p>Parents gathering at school gate not social distancing</p>	<p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p>	<p>Only one parent/carer is permitted to drop off or pick up and no siblings should accompany them <u>if at all possible</u>. Very young children must be kept in a buggy.</p> <p>Use of the Big Sheep car park is not promoted by the school and the gate directly into school premises will be kept locked at this time.</p> <p>If parents choose to use this car park the school accepts no responsibility for this.</p> <p>A one-way system was communicated to parents in advance of the beginning of term and floor markings are in place to remind parents of social distancing. Parents will be reminded not to stop and chat on the school premises. Parents will be informed that they will not be able to enter the school building without a prior appointment.</p> <p>Parents will be informed that if they bring a child to school late or need to pick something up during the school day, they <u>must phone in advance</u>.</p> <p>Full communication about restrictions and requirements will be shared with parents.</p>
<p>Overcrowding in classrooms and corridors.</p>	<p>Children are to be grouped into consistent groups with contact <u>between groups avoided</u> (see Curriculum section below). Desks should be forward facing and spaced as far apart as possible and arranged so that face to face seating is avoided. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst <u>preventing mixing with other groups</u>. Removal of some furniture may be required to enable this.</p>	<p>Each class can be contained within their room with access to outdoor space directly from the classroom, with the exception of class 6.</p> <p>Classrooms have access toilets and outdoor space/playground without the need to cross another bubble's zone, e.g. Rec/KS1 bubble can access the KS1 toilets and outdoor space/playground at the back of the school; LKS2 bubble can access the KS2 toilets via the art area and outdoor space through</p>

	<p><i>Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments.</i></p> <p><i>Stagger assembly groups</i></p>	<p><i>the hall doors; UKS2 can access the KS2 toilets via the back doors of the classrooms and the playground via the main doors past HT office.</i></p> <p><i>Staff will support children to avoid contact with children in other key stage bubbles in public areas such as the art area, hall and library byt staggering use and checking if an area is free before allowing children to access the area.</i></p> <p><i>Only one key stage bubble is allowed to use the library at a time. AR quizzes will take place in the classroom.</i></p> <p><i>Staff will allow only one girl and one boy to access the toilet at any one time.</i></p> <p><i>Tables in classrooms are separated into groups of 4 with approximately 1 metre between table sets.</i></p> <p><i>Tables will not face forward in Reception and Class 1. In these classes with very young children it is necessary to provide continuous provision so tables will be grouped to ensure there is distance between children when they are gathered around table 'stations' to access the continuous provision. When working in a group with an adult these children will sit at a 'horseshoe' table facing forward maintaining as much distance as possible.</i></p> <p><i>All children in other classes will sit facing forward. Children will not move places during or between lessons or at break or lunch times. If a teacher changes the seating plan this will take place overnight to ensure time for cleaning.</i></p> <p><i>Book corners and reflection areas will be removed from the classroom except in Reception and Year 1. Unnecessary furniture will be removed and stored elsewhere in the school.</i></p> <p><i>Whole school collective worship will be viewed on IWBs in classrooms every day.</i></p> <p><i>All children will have their own pen pot containing their stationery.</i></p> <p><i>Other essential resources to be shared within bubbles and cleaned at the end of each day.</i></p> <p><i>Purposeful breaks and activities have been timetabled into the school day and lunchtimes staggered to decrease contact.</i></p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p><i>KS1 Timetable (some adaptations to this timetable may be necessary. Teachers must make dynamic risk assessments to keep children safe and mitigate the risk of infection.)</i></p> <p><i>KS2 Timetable (some adaptations to this timetable may be necessary. Teachers must make dynamic risk assessments to keep children safe and mitigate the risk of infection.)</i></p>
Risk of transmission within EYFS settings	<p><i>Updated Guidance for EYFS (2 July 2020) to be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</i></p>	<p><i>There will be three bubbles which will be further broken down into class bubbles.</i></p> <p><i>Rec/KS1 Bubble - Reception - 30 children; Year 1 - 30 children; Year 2 - 32 children - total 92 children. This bubble will be contained within the KS1 area of the school.</i></p> <p><i>LKS2 Bubble - Year 3 - 28 children and Year 4 - 30 children (58 children). This bubble will be contained within classes 3 and 4 and will access the playground via the hall and the KS2 toilets via the art area.</i></p> <p><i>UKS2 Bubble - Year 5 - 29 children and Year 6 - 30 children - total 59 children. This bubble will be contained within classes 5 and 6 and will access the playground via the main entrance doors and the KS2 toilets via the back doors of the classrooms.</i></p> <p><i>NB: New children arriving in the Autumn term will take some classes to 31/32</i></p> <p><i>NB: The art area is a central hub area in school and most people will have to travel through the art area during the day. Staff will support children to keep their distance by staggering movement times and checking before sending children into this area. A one way system on the floor will help children and adults to keep their distance.</i></p> <p><i>The Reception class will have consistent staff (as much as possible following appropriate guidance) with sufficient adult:child ratios to mitigate the necessity to mix with other bubbles, however the Reception class will be sharing toilets, outdoor areas and will eat in the hall with Year 1 and Year 2 within the Rec/KS1 bubbles. Classes will sit at different tables in the hall.</i></p>
Groups mixing during breaks and lunchtime compromising social distancing.	<p><i>Staggered break times and ensure appropriate supervision is in place. Use different playground locations where possible</i></p> <p><i>Staggered lunchtimes & in set groups with handwashing – tables kept apart. Or lunches delivered to classrooms.</i></p> <p><i>Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</i></p>	<p><i>Morning break has been replaced with an extended DPA session and other purposeful breaks to decrease contact.</i></p> <p><i>Lunchtime play will be staggered to keep bubbles apart.</i></p> <p><i>The playground will be zoned to keep bubbles apart. Staff will support children to stay in their designated area.</i></p> <p><i>Children from different classes will sit apart in the hall to eat lunch.</i></p> <p><i>Classes will stay together within key stage bubbles.</i></p>

		<p>All KS1 children will eat in the hall supervised by class and hall MTAs Only KS2 school lunches will eat in the hall supervised by hall MTAs. KS2 packed lunches will eat in classrooms supervised by the class MTA. MTAs will clean tables between groups. MTAs supervising in classrooms will clean tables before and after use.</p>
<p>Wraparound provision: Groups mixing during extra-curricular provision</p>	<p>Schools should work to resume any breakfast and after-school provision, where possible, from the start of the autumn term. Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups. Schools can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, as much of this will be useful in planning extra-curricular provision. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued guidance for parents and carers, which schools may want to circulate.</p>	<p>MAT wide decision to not provide extracurricular provision until January 2021 at the earliest.</p> <p>PE - some sessions taught by RW (peripatetic teacher) during class teacher PPA time, other sessions taught by class teachers.</p> <p>All equipment used will be cleaned between groups.</p> <p>PE plan revised to ensure non-contact sports and sports that require less shared equipment are taught until further notice.</p> <p>Tennis coach from ARC will teach Year 1-6 once per week for the Autumn term. ARC risk assessment to be followed. All equipment cleaned between groups.</p> <p>DPA timetabled every day that does not require equipment, or only requires individual equipment (e.g. daily mile, hula hoops, skipping). Each key stage bubble has its own bag of equipment which is cleaned between uses.</p> <p>Breakfast club and Afterschool club will run following this risk assessment. Wherever practical children from different key stage bubbles will be kept apart. The Breakfast Club and After School Club leaders will make dynamic risk assessments to balance the potential risk of infection against potential emotional harm should there be only one child in a KS bubble with no one to play with.</p> <p>Equipment used will be cleaned between sessions.</p>
<p>Spread of virus due to increased numbers of people within the building.</p>	<p>Inform parents that if their child needs to be accompanied to school only one parent should attend</p>	<p>Parents informed and reminded if necessary that only one parent /carer may attend the site at any given time.</p> <p>If children are reluctant to leave their parents, parents will be asked to stay with their child until the child is happy to come into school. In extreme cases of separation anxiety the HT may make an alternative plan for the child.</p> <p>Staff may wear PPE to support children in transitioning into school if they wish.</p>

		<p><i>If PPE is worn, staff will remove and place it in pedal bins or a sealed plastic bag when back in school.</i></p> <p><i>No visitors are allowed in the school building without prior permission.</i></p>
Staff	<p><i>Staff should maintain Public Health guidance of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. not face to face or wearing PPE (face covering doesn't count) or a Perspex screen in place. The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils.</i></p>	<p><i>Maintaining 2 metres or even 1 metre distance IS NOT possible in a school with 210+ children and 30+ staff in the building.</i></p> <p><i>Staff will do their best to keep their distance from children and other adults.</i></p> <p><i>Staff will try their best not to hold face to face conversations or be in close proximity with children, however this is not practical or possible in a primary classroom setting, especially in key stage 1.</i></p> <p><i>Staff may wear PPE if they choose to do so.</i></p> <p><i>If parents need to access the school office or arrange a meeting this should be pre-arranged through a phone call first.</i></p> <p><i>Admin staff to keep the sliding hatch closed when dealing with visitors.</i></p> <p><i>No one is allowed to enter the office beyond the yellow taped box immediately inside the doorway except JK, CP, EW and CL.</i></p> <p><i>If parents want to speak with the teaching staff or HT, they must phone first to make an appointment.</i></p> <p><i>Admin staff to remind visitors to wash their hands or apply anti bacterial hand gel on entry to school.</i></p> <p><i>Hand gel and hot water and soap is available to everyone.</i></p> <p><i>Tissues and pedal bins to be placed around the school. Pedal bins have disposable bin bags inside.</i></p> <p><i>Staff, parents, children and visitors are reminded to use good hand and respiratory hygiene.</i></p> <p><i>Posters will be put up around school to serve as reminders about this.</i></p>

Premises related matters		
<p>Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.</p>	<p><i>Review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.</i></p> <p><i>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</i></p>	<p><i>Each class has nearby access to a sink for hand washing.</i></p> <p><i>Each class has access to an outdoor space except class 6. Class 6 can access outside space without crossing another bubble's zone.</i></p> <p><i>All classes can access toilets (UKS2 share toilets with LKS2) without crossing another bubble's zone. Only one boy and one girl from each class may enter the toilet at a time.</i></p> <p><i>Floor markings are in place to help children with lining up for lunch.</i></p> <p><i>Floor markings are in place on the path into school to support parents and children to maintain distance.</i></p> <p><i>Hand gel stations to be set up around school.</i></p> <p><i>Tissues and lidded bins to be positioned around school.</i></p> <p><i>Noone except JK, CP, EW and CL to enter the admin office wherever possible and ensure only 3 staff members in office at any one point due to limited space and need to maintain distance.</i></p> <p><i>HT's office has a secure lock so no one else can enter. (HT clinically vulnerable)</i></p> <p><i>A sign stating that only 8 people are allowed in the staff room at any time will be put up as a reminder.</i></p> <p><i>Staff to maintain distancing in the staff room.</i></p> <p><i>No children are allowed in the staff room.</i></p> <p><i>Accessible toilet near the staff room is reserved for use by JK, CP, EW KH, RW and CL.</i></p> <p><i>Accessible toilet may also be used by visitors to school if necessary and by SEND child if necessary.</i></p> <p><i>All other staff use the staff toilets at the other end of school.</i></p> <p><i>Wheelchair for SEND child to be stored in the foyer outside the admin office.</i></p>

<p>First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</p>	<p><i>Review First Aid risk assessment (RA22 or equivalent). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings. PPE within first aid supplies</i></p>	<p><i>Lists of First Aid trained staff are positioned around school - 9 staff</i></p> <p><i>Only staff trained in first aid may administer first aid. Parents must be informed of all first aid administered even if injury did not occur in school.</i></p> <p><i>All accidents MUST be recorded in the accident book in the staff room safe and a copy sent home with the child. Phone home if a child bumps their head - EVERY TIME.</i></p> <p><i>Paediatric First Aid trained staff are located in KS1 bubble - 2 staff</i></p> <p><i>First aid bags for lunchtime, DPA and Outdoor Learning - 3 bags - one for each bubble. First aid bags and a walkie talkie must be taken outside every time a class or group from a class is outside.</i></p> <p><i>Each key stage bubble has its own first aid kit including PPE - gloves, apron and masks contained within its metal lockable first aid box.</i></p> <p><i>During COVID-19 medications to be administered by staff within KS bubbles. Medicines and inhalers to be stored in lockable metal key stage bubble boxes rather than centrally in the staff room to mitigate cross contamination. If it is necessary for medication to be stored in the fridge, this will still be stored, along with a spoon or syringe, in the staff room fridge in a sealed plastic bag with the child's name on.</i></p> <p><i>Staff must record any medication administered in the prescribed medicines folder kept in the staffroom safe.</i></p> <p><i>All Medicines to be administered by a member of staff within the class bubble, e.g. inhalers, calpol. CHECK CORRECT FORM COMPLETED BY PARENT</i></p> <p><i>The administration of medicines MUST be recorded in the medication folder in the staff room safe.</i></p> <p><i>All accidents of a more serious nature MUST be reported to the HT who will arrange for this to be recorded on OSHENS</i></p> <p><i>Each bubble must have its own walkie talkie to send for support should it be needed</i></p> <p><i>Stock of PPE to be stored in the PPA room.</i></p>
-----------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Fire Procedures</p>	<p>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</p> <p>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p>	<p><i>The fire RA updated in June still applies.</i></p> <p><i>Fire drill carried out in the first week back to ensure it is fit for purpose.</i></p> <p><i>All doors propped open where necessary but NO FIRE DOORS.</i></p> <p><i>PEEPS in place for relevant children.</i></p>
<p>Water hygiene – management of legionella</p>	<p>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing School Premises during the Covid-19 outbreak.</p>	<p><i>All checks were maintained during the partial closure and wider reopening in June 2020.</i></p> <p><i>Checks will continue as necessary and relevant compliance records monitored.</i></p>
<p>Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<p>Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases. Explaining to children about the use of face coverings – to support children with adhering to social distancing. Headteachers and school leaders must monitor arrangements and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</p>	<p><i>Training meeting carried out with teaching staff on Tuesday 21st July</i></p> <p><i>NP days on Thursday 3rd September and Friday 4th September to review plans in case of any changes over summer etc. and to prepare for opening.</i></p> <p><i>Google form will be shared with staff to gather assurance that staff have read and understood the reopening plans and this RA100.</i></p> <p><i>Refresh training of RA in week beginning 12/10/2020</i></p>
<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</p>	<p>N/A</p>
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<p>Numbers of people reduced at one time to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below.</p>	<p><i>Only 8 people are allowed in the staff room at any time.</i></p> <p><i>Several chairs were removed. Remaining chairs kept apart.</i></p> <p><i>No children allowed in the staff room.</i></p> <p><i>Staff to maintain distance from one another in the staff room. Staff were encouraged to bring their own lunch and drinks and take home again each day.</i></p>

<p>Ventilation to reduce spread</p>	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air systems should be operated as normal. Ventilation to chemical stores should remain operational.</p>	<p>Doors and windows kept open wherever possible except fire doors and external doors. There can be no compromise to safeguarding or H&S</p>
<p>Management of waste</p>	<p>Ensure bins for tissues are emptied throughout the day. Follow Guidance on disposal of PPE waste (such as used fluid resistant masks) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.</p>	<p>Children's toilets and high touch areas to be cleaned and pedal bins emptied at a midpoint in the day by cleaning staff.</p> <p>Staff to remind children to put tissues in the white pedal bins.</p> <p>Pedal bins are available in each class and across the school</p>
<p>Management of incoming goods</p>	<p>Consider how to manage supplies coming into the school, which takes into consideration SD and hygiene measures. E.g. drop-off point – one person controls the process etc.</p>	<p>Any contractors to the site should be prearranged through JK, CP, EW, CL or KB.</p> <p>JK and CP will ensure contractors are aware of the requirements of this RA and that they adhere to school's protective measures.</p> <p>Any deliveries will be left outside the school admin office.</p> <p>A sign will remind delivery drivers and postal workers of this.</p>
<p>School owned outdoor play equipment</p>	<p>Promote good hygiene and social distancing using signage and other methods of comms (community noticeboards, school newsletters) to set out: maximum numbers to enable SD, encouraging parents to clean children's hands before and after play, disposal of all rubbish. Consider limiting numbers (e.g. taking out swings), using time limits, one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins. Encourage effective sanitation by users, parents etc. Consult guidance on Managing Outdoor Playgrounds for equipment also used by the community.</p>	<p>The use of play and sport equipment outside will be supervised by staff.</p> <p>Staff will ensure children use good hand hygiene.</p> <p>Staff will ensure that equipment is cleaned between use by different groups.</p> <p>Ongoing relevant communications shared through a variety of means, e.g. letter, email, newsletter, Seesaw, Tapestry, phone calls</p>

	<i>When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</i>	
Hiring out premises	<i>Schools should ensure they are considering carefully how to hire out to external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. Such arrangements can only operate within their wider protective measures and should also have regard to any other relevant government guidance. For example, where opening up school leisure facilities for external use, ensuring they do so in line with government guidance on working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities.</i>	<i>The school premises will not be hired out until further notice.</i>
Cleaning and reducing contamination		
Contaminated surfaces spreading virus.	<p><i>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. In order to facilitate cleaning, remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</i></p> <p><i>In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</i></p> <p><i>Consideration should also be given to soft furnishings within Sensory Rooms and where possible these furnishings should be child specific so as to avoid cross contamination. If this is not possible then they should be laundered as per the guidance contained in the above link.</i></p>	<p><i>Each child to have a personal pen pot in which to store their equipment (except Reception class)</i></p> <p><i>Other resources within the class to be shared and cleaned or rotated with 72 hours left between use.</i></p> <p><i>All children in Year 2-6 will keep their coat, water bottle and reading book in a rucksack on the back of their chair. No other personal belongings are allowed in school.</i></p> <p><i>Water bottles may be kept on desks.</i></p> <p><i>Children in Reception and Year 1 will be allowed to use the cloakroom to store their coats</i></p> <p><i>Rec and Year 1 lunch boxes and water bottles on trolleys outside of the classrooms.</i></p> <p><i>A CLEAR DESK POLICY APPLIES THROUGHOUT THE SCHOOL.</i></p> <p><i>TEACHERS AND ALL STAFF MUST CLEAR DESKS, CLASSROOMS, OTHER WORK AREAS AND STAFF ROOM OF ALL UNNECESSARY ITEMS AT THE END OF EVERY DAY TO FACILITATE EFFECTIVE CLEANING OF SURFACES BY CLEANING STAFF.</i></p>

	Follow government guidance for working in education and childcare if a someone becomes ill with suspected COVID-19 at the setting. Follow guidance on Cleaning and decontamination of non-health care settings .	
Shared resources and equipment increasing spread	Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing. Enhanced cleaning regimes.	<p>Each child will have a set of their own resources which will be stored in pen pots on their desk with the exception of Reception class.</p> <p>Staff will clean shared resources.</p> <p>Cleaning equipment will be available in each classroom and shared area.</p> <p>Staff will carry out cleaning following the cleaning tick list in each classroom.</p>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See Safe working in education and childcare for guidance on PPE and guidance on cleaning non-health care settings . Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term.	<p>Staff will continue to use anti-bacterial wipes and/or spray throughout the day to clean down high touch surfaces and to ensure completion of cleaning tick lists each day, e.g.</p> <ul style="list-style-type: none"> ● staff room ● door plates ● light switches ● door handles ● key pads ● photocopier ● laminator <p>Nurse cleaners to clean each day before and after school</p> <p>Nurse will clean the toilets and high touch areas and empty lidded bins at at midpoint each day including the bin in the outdoor classroom (5 hours additional cleaning per week)</p> <p>Guidance for cleaning non-healthcare settings</p>
Sufficient handwashing facilities for staff and pupils	Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. Provide additional sinks where possible. Ensure enough handwash and sanitiser stations are available based on what you have learned from usage to date.	<p>Hand washing facilities available throughout the school.</p> <p>Hand gel available in:</p> <ul style="list-style-type: none"> ● HT's office ● staff room ● admin office ● the art area (plus hot water and soap) ● each classroom <p>Admin staff to keep a check on stocks and reorder when running low</p>

Additional time for staff and pupils to carry out handwashing	<i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Build routines into behaviour expectations and school culture.</i>	<p><i>Supervised handwashing is timetabled:</i></p> <ul style="list-style-type: none"> • <i>on arrival at school</i> • <i>before eating</i> • <i>after visiting the toilet</i> • <i>when returning to the classroom</i> • <i>before going home</i>
Handwashing practice with children	<p><i>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug.</i></p> <p><i>Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.</i></p>	<ul style="list-style-type: none"> • <i>As above</i> • <i>songs are used</i> • <i>posters serve as reminders</i> • <i>KS1 children especially must be supervised washing hands</i>
Good respiratory hygiene	<p><i>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.</i></p>	<p><i>Posters up around the school serve as reminders</i></p> <p><i>Staff will remind children to put tissues in the white pedal bins and will make sure they do if they forget</i></p> <p>https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p>
Sufficient supplies of soap and cleaning products	<p><i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i></p>	<p><i>Nurse to provide appropriate cleaning materials for cleaning staff on site.</i></p> <p><i>HT has been assured that an appropriate alternative to bleach has been sourced.</i></p> <p><i>Admin to monitor supplies and complete a requisition form to send to be agreed by the HT and then sent to LP as and when needed.</i></p>
Toilets being overcrowded	<p><i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i></p>	<p><i>Staff to monitor children using the toilet.</i></p> <p><i>Only one boy and one girl from each class is allowed to go to the toilet one at any one time.</i></p> <p><i>Children's toilets to be cleaned midpoint in the day by member of cleaning staff</i></p>

		<i>Children are encouraged to go to the toilet before lunch to avoid the need to come into the setting once outside.</i>
Staff related issues		
Staff measures to reduce contact and transmission	<p>When assessing the return to full opening in September the following section of the DfE guidance must be followed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p> <p>Where this cannot be met, then the school must record why and what other control measures they will adopt.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible (e.g. in administrative roles).</p>	<p>The govt. guidance has been followed in writing this RA.</p> <ul style="list-style-type: none"> • Key staff to consider in regards to crossing between classes (and other schools - only RW): • KH PPA/HLTA • RW PPA cover/maths support (other schools) • JL HLTA cover/support in class • SL HLTA cover/support in class • CL HT • These staff members should try to keep their distance where possible. • If intimate care is needed or a child requires support that requires closer contact, then a staff member who doesn't move between settings should do this. • Meetings to take place in school maintaining social distancing • SLT meetings will take place via Google Hangout
Managing supply teachers, visitors, contractors and other temporary visiting staff.	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A</p>	<p><i>As above.</i></p> <p><i>When a supply teacher is used they will be made aware of this risk assessment and will be guided by the key stage partner teacher and other staff as to routines and systems in school.</i></p> <p><i>Visiting staff will attend by prior appointment only and will be informed about school procedures by admin staff on arrival, e.g. appointments in place for the teacher of the deaf who will attend school in September.</i></p> <p><i>Tennis coach from ARC will visit school 2 x per week to teach years 1-6. ARC risk assessment followed.</i></p> <p><i>Staff will accompany children to supervise distancing and hygiene measures.</i></p>

	<p>record should be kept of all visitors. It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with SD and hygiene protocols within the school.</p>	
<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher. Careful planning of the year groups/classes should be undertaken based on staff availability. Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p>	<p>Staff in school are sufficiently trained to provide cover.</p> <p>Supply teachers will be employed if necessary</p>
<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Talk to staff about (and/or put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including a discussion on whether training would be helpful. If appropriate, seek GP or occupational health advice.</p> <p>Where the member of staff has anxieties about returning, this conversation can be held and recorded using the 'Risk assessment for all staff including vulnerable groups' - https://devoncc.sharepoint.com/w/s/PublicDocs/Education/ESoXeZkAQyILupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p> <p>Further advice is available from HR if required.</p>	<p>Risk assessment shared with all staff regularly</p> <p>RA also available on Google Drive and website</p> <p>Timetables discussed with teaching staff in advance</p> <p>Timetable adaptations made to support staff where appropriate</p> <p>3 members of staff to have their individual RA updated</p> <p>HT's individual RA updated</p> <p>RA100 and other documents are 'live' documents and need to be reviewed regularly</p> <p>Any other staff with concerns have been encouraged to speak with the HT and an RA can be completed.</p> <p>HT sent out a well-being Google form to gauge staff well-being. Positive responses.</p> <p>All staff have received Talkworks, Employee Assistance Programme details shared with them by email and details are also available in staff room.</p> <p>Staff wellbeing section on the school portal can provide support if required.</p>

<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<p><i>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</i></p>	<p><i>Regular meetings to ensure staff up to date with RA and safe practice at work and in the classroom.</i></p> <p><i>All staff to complete a Google form to state that they have read, understood and will follow the RA100 and procedures to ensure safety of the whole community.</i></p> <p><i>Training days on 21st July, 3rd and 4th September.</i></p> <p><i>Update on 11/10/2020</i></p>
<p>Accessing testing arrangements are clear for all staff</p>	<p><i>Guidance about testing, including the NHS ‘Test and Trace’ service, is available via this link https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</i></p>	<p><i>Staff have been informed about the availability of testing by admin and HT. Link to NHS Test and Trace</i></p> <p><i>Staff have been informed about the requirement to adhere to Test and Trace procedures.</i></p> <p><i>Staff are aware HT has test kits in school which she will provide to staff as needed.</i></p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p><i>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</i></p> <p><i>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</i></p> <p><i>Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained.</i></p> <p><i>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</i></p>	<p><i>The PPA room is the designated space for anyone suffering symptoms of COVID-19.</i></p> <p><i>Appropriate PPE will be stored in the PPA room.</i></p> <p><i>Admin staff to monitor supplies and order via a requisition form if required.</i></p> <p><i>Symptomatic children to be isolated within the PPA room with a member of staff who does not sit in a vulnerable category and a phone call home to be made.</i></p> <p><i>Staff members go home straight away if they become symptomatic and inform HT</i></p> <p><i>HT will seek and follow advice of DfE and/or PHE in all cases of symptomatic children or adults.</i></p>
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p><i>Staff deemed to be clinically extremely vulnerable and clinically vulnerable can return to school in the Autumn term subject to school leaders confirmation that the school is ‘covid-secure’, i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied.</i></p>	<p><i>The RA100 V2.1 will be shared to reassure staff that the school is COVID secure and that every reasonable step is being taken to keep staff and children safe and that the govt. guidance is being followed.</i></p> <p><i>Staff members who have concerns about returning to or working in school are required to discuss concerns with the HT.</i></p>

	<p>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school for the first time since the pandemic commenced. A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment - https://devoncc.sharepoint.com/:w/s/PublicDocs/Education/ESoXeZkAQyLLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</p>	<p>RAs reviewed and/or written for anyone considered, or who considers themselves, to be vulnerable.</p>
Staff use of PPE	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Guidance on the appropriate selection and use of PPE from DCC can be found here: http://devon.cc/ppe</p>	<p>Staff briefed on training days 3rd and 4th September</p> <p>Staff to complete a Google form to say they have read, understood and will comply with the guidance and RAs</p> <p>Staff who wish to wear a face covering may do so after discussion with HT and completion of an RA</p>
Use of face coverings Lack of understanding	<p>Guidance on the use of face coverings for pupils in year 7 and above should be followed with consideration given to communal areas such as corridors where social distancing is hard to maintain. Additional precautionary measures should also be taken where local restrictions apply. Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.</p>	<p>Staff to follow the guidance 'How to put on and take off PPE' Any new Reception children who require personal care will be risk assessed with parents input.</p> <p>Staff training on 3rd and 4th September. Update 11/10/2020</p> <p>Staff to complete Google form to say they have read, understood and will comply with the guidance.</p> <p>Parents may choose to send their child to school with a facemask. It will be the child's responsibility to manage this. The school and staff will not be responsible for this.</p> <p>Govt. guidance on face coverings in schools</p>
Dealing with suspected and confirmed case/cases and outbreak.	<p>Dealing with suspected and confirmed case/ cases and outbreak. ALWAYS contact the local Health Protection Team if one of the following: 1) The symptomatic person has been admitted to Hospital 2) The Possible case REFUSES testing 3) There are a cluster of possible cases/unexpected increase in absenteeism 4) The Possible case has DEFINITE link to a confirmed case 5) ALL confirmed cases.</p>	<ul style="list-style-type: none"> Guidance will be followed Staff will be briefed on training days 3rd and 4th September. Update 11/10/2020 Staff to complete a Google form to say they have read, understood and will comply with the guidance and RAs If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

	<p><i>If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels.</i></p> <p><i>However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the DfE guidance on test kits for schools.</i></p> <p><i>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162 or email swhpt@phe.gov.uk. If the matter is not urgent you can also email ask.swhpt@phe.gov.uk.</i></p> <p>For ALL SUSPECTED OR CONFIRMED CASE IN SCHOOL ALWAYS inform the local authority by emailing educate.schoolspriorityalerts-mailbox@devon.gov.uk.</p> <p>Devon County Council's Local Outbreak Management Plan (LOMP) is available here: https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/.</p> <p><i>If there is a confirmed case, a complex situation or an outbreak is declared in your setting you may be asked to join an Incident Management Team or Outbreak Control Team Meeting.</i></p> <p><i>Schools should up-date the Schools Emergency Plan to incorporate the above links. The following resources should also be referred to in the event of cases at the setting:</i></p> <p>Educational settings Action cards</p> <p>PHE SW HPT: Flowchart for childcare and Educational settings V 4</p> <p><i>Schools should also consider their contingency planning for outbreaks, including local outbreaks – using the Actions for Schools Guidance Section 5</i></p>	<ul style="list-style-type: none"> • <i>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</i> • <i>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</i> • <i>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i> • <i>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</i> • <i>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</i> • <i>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</i> • <i>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</i> • <i>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</i>
Pupil related issues		

<p>Vulnerable groups who are clinically, extremely vulnerable.</p>	<p>Shielding advice for all adults and children will pause on 1 August meaning that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons should be followed, and those under the care of a specialist encouraged to discuss their return to school. Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission should be implemented as required.</p>	<p>The HT will speak with any concerned parents or staff and make adjustments were possible and practical</p> <p>Attendance at work expectations have been shared with staff (from HR)</p> <p>School attendance requirements will be explained to parents</p>
<p>Children with EHCP and pupils who attend dual settings</p>	<p>A risk assessment should be completed before attendance. For dual settings work through the system of controls collaboratively, enabling any risks identified to be addressed and allowing the joint delivery of a broad and balanced curriculum for the child</p>	<p>Any children with an EHCP who have been in school since March have an individual RA in place.</p> <p>Any further children returning to school with an EHCP or other need that may require an RA (e.g. SEMH) will have an RA written.</p> <p>RAs are regularly reviewed.</p>
<p>Pupils unable to follow guidance</p>	<p>Some pupils will need additional support to follow these measures. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>	<p>School will use visual reminders, timetables and social stories to support children who may struggle with returning to school</p> <p>Outside agency support requested if required (school nurse, SEMH team, Educational psychologist, C&I team)</p> <p>Children who need it will have an IBP. These will be shared with all relevant staff so they are better able to understand how to support the child</p>
<p>Pupils equipment</p>	<p>Pupils to limit the amount of equipment they bring into school each day, to essentials For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p>	<p>Children that may need an additional change of clothes because of intimate care may bring extra clean clothes in a plastic bag.</p> <p>Any dirty clothes will be bagged up and sent home.</p> <p>No other equipment to come in from home unless agreed by the class teacher and HT, e.g. bag, coat, lunch, drink, book.</p> <p>Each child will have an individual pen pot containing their stationery items.</p>

		<p><i>Child's belongings will be stored in their rucksack on the back of their chair throughout the day.</i></p> <p><i>No shared pens to be left around school, e.g. by signing in book</i></p> <p><i>Staff to carry and use their own pens and hand gel on their lanyards</i></p>
<p>Member of a class becoming unwell with COVID-19</p>	<p><i>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.</i></p>	<ul style="list-style-type: none"> • <i>To be isolated in the PPA room with a member of staff.</i> • <i>Staff to wear PPE</i> • <i>Doors and windows to be open</i> • <i>Follow the govt. guidance.</i> • <i>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i> • <i>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</i> • <i>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</i> • <i>If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home. For more information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the guidance on isolation for residential educational settings.</i> • <i>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</i> • <i>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</i> • <i>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after</i>

		they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance .
School Uniform	Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.	<p>Children must come to school in uniform that allows for physical daily exercise to happen and no changing needed.</p> <p>Simplified version of uniform may be worn:</p> <ul style="list-style-type: none"> • shorts/trouser - no skirts or dresses • polo shirts • socks • school sweatshirt • black trainer type shoes suitable for active play • waterproof coat that can easily fit inside child's bag • PE kit worn to school and kept on all day of child has PE
Transport		
Travel to school and provision of safe school transport:	Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consideration needs to be given to taxi and escort services.	<p>School has contacted the School Transport Service to ask for their risk assessment. Awaiting this and further information</p> <p>13.07.2020 message from LM at School Transport. 16 seater 2m rule 25 % capacity. If this reduces to 1 metre rule will be able to go to 50% capacity School Transport awaiting govt. guidance and will keep school briefed during summer.</p> <p>Transport guidance received from DCC on 12.08.2020 - school awaiting contact from School Transport team and/or T&T to find out if children will be travelling by bus.</p> <p>11.10.2020 No communication received from School Transport or Taw and Torridge. School bus has been running as usual since 07.09.2020</p>
Dedicated school transport, including statutory provision	<p>transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Although there is no requirement for students to sit with the group of students or "bubble" with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle). Schools may even wish to draw up seating arrangements on vehicles.</p> <p>Consider how you are going to "police" any seating arrangements as this is not the driver's responsibility – their role is to focus on driving the vehicle safely.</p> <p>Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.</p>	<p>School bus has been running since 07.09.2020</p> <p>School have received no communication or risk assessment from the School Transport Service or Taw and Torridge bus company.</p>

<p>Face coverings & PPE</p>	<p><i>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.</i></p> <p><i>Ensure organised queuing/boarding and distancing within vehicles if possible.</i></p> <p><i>It is now the law that people age 11 and over must wear a face covering on public transport. This law does not apply to school transport. However, DCC, supported by PHE, recommend that people aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the autumn term. However, there are some exemptions:</i></p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings</p>	
<p>Loading for vehicles above nine passenger seats</p>	<p><i>Face coverings should not be worn by those who may not be able to handle them as directed (for example, young students, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Drivers may wear face coverings if they wish to, although guidance indicates that PPE is not normally needed on home to school transport.</i></p>	
<p>Good practice & personal care</p>	<p><i>Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding.</i></p> <p><i>Students should be asked to respect the driver's personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, and then do so one by one in an orderly manner. They should hold their bus pass so it is visible to the driver (and produce for closer examination if requested).</i></p>	
<p>Carriage of passengers with symptoms</p>	<p><i>Seats alongside or immediately to rear of the driver may be out of use and if so, would be clearly marked as "out of use" by the operator.</i></p> <p><i>ALL students will be expected to abide by the DCC Code of Conduct</i></p> <p><i>Students, drivers and escorts should clean their hands, before boarding home to school transport and when arriving at school or home. It should not normally be necessary for students to clean their hands during the journey. Coughs/sneezes –</i></p>	

<p>Children with Special Educational Needs:</p>	<p><i>students/parents to be given guidance on good management of coughs and sneezes, in line with the “catch it, bin it, kill it” approach – this will be reinforced in schools. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival.</i></p> <p><i>Parents must be advised that students MUST NOT board home to school transport, if they or a member of their household has symptoms of coronavirus. Any child, young person or other learner who starts displaying coronavirus symptoms while at their setting should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person’s journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at DCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</i></p> <ul style="list-style-type: none"> <i>• they develop symptoms themselves (in which case, they should arrange a test) or</i> <i>• the symptomatic person subsequently tests positive (see below) or</i> <i>• if they have been requested to do so by NHS Test and Trace.</i> <p><i>When deciding on the package of measures that is appropriate on transport for children and young people with special educational needs, Transport Coordination Service will need to take account of the particular needs of the children using the transport and will work with the parents and school.</i></p>	
<p>Wider public transport</p>	<p><i>It is the law that you must wear a face covering when travelling in England on public transport. Some people don't have to wear a face covering including for health, age or equality reasons. Some transport staff may not wear a face covering if it is not required for their job. You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. For example, at stations and in taxis</i></p>	<p><i>Staff are encouraged not to use public transport and if they must, to follow the latest gov. guidance Staff who use public transport will be informed that they must keep their face mask in a sealed plastic bag while at school</i></p>

	and private hire vehicles. A taxi driver or private hire vehicle operator may be entitled to refuse to accept you if you do not wear a face covering.	
School Transport arrangements support changes to school times	Any alternative access arrangements for when students arrive at the school grounds should be communicated via the school to families/students. Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles	School has contacted the School Transport Service to ask for their risk assessment Awaiting this and further information Staggered start and end times will not adversely affect children travelling on school transport
Curriculum considerations		
Planned return to normal curriculum in all subjects by Summer Term 2021	Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.	<ul style="list-style-type: none"> HT has produced a curriculum document to describe the school's recovery curriculum approach at this time. <u>The Kindness Curriculum 2020</u> 2 x HLTAs will support small groups of children with 'catch up' once teacher assessments have been made in September. Consideration is being given to HLTAs taking small groups to carry out simplified summative assessments in specific areas of maths as a diagnostic tool. Year 6 will receive smaller group teaching by 2 teachers in maths 3x week to support 'catch up'. TA support has been allocated to best meet children's needs in each year group, e.g. EHCP, SEMH PPA will be covered by KH and RW who will teach Art and PE This will be alternated over half terms for each class except Year 6 If a class is not having RW for PE, the class teacher will teach PE once per week in an extended DPA slot RE and Science will be taught in discrete weekly lessons rather than blocked units The Devon Agreed Syllabus RE and Tig Tag Science will be used School will phase Power Maths back in gradually Writing will be taught using the Literacy Company planning units Letters and Sounds will be used to teach phonics - centralised planning documents to be produced by English Lead All phonics work to be recorded in books Whole class guided reading will be taught using link texts from the Literacy Company English planning and the VIPERS approach and assessment system Every class will have a reading folder where detailed assessment notes will be kept

		<ul style="list-style-type: none"> • Decision spelling will be used to teach spelling - all spelling work recorded in books • Seesaw will be used for reading comprehension activities and to record children's progress - computing lead to support teachers to record this effectively • PE plan to be revised to avoid contact sports in Autumn term at least • PSHE will be taught at least 4 times each week following the SCARF planning - PSHE lead to signpost staff to planning • Our cross curricular approach to foundation subjects will springboard naturally from the content of high quality texts used for English teaching to ensure that we are maintaining a focus on a broad and balanced curriculum • DPA and/or PE will take place every day for a minimum of 30 minutes • Every class will have a 45 minute session of Outdoor Learning every week • To meet the needs of Year 1 children, continuous provision will continue to be provided along with focused group teaching sessions
Suspension of some subjects for some pupils in exceptional circumstances.	<i>Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents during the autumn term. They should also have a coherent plan for returning to their normal curriculum for all pupils by the summer term 2021.</i>	<i>School will not be teaching music at this time due to the risk of cross contamination from instruments</i>
Music, dance and drama activities	<p><i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting and also in drama and dance activities.</i></p> <p><i>This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Schools should also consider Guidance for Music, Dance and Drama as well as Guidance for the Performing Arts</i></p>	<p><i>Teaching of music is suspended for the time being. Drumming lessons may begin in Spring. TBD. Hymn practice will take place within classes with children facing forward.</i></p>
Physical activity in schools	<i>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying</i>	<ul style="list-style-type: none"> • PE timetable to be revised to avoid contact sports at this time • PE equipment that is shared within class bubbles will be cleaned before sharing within another class in that bubble and between Key Stage bubbles

	<p>scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>	<ul style="list-style-type: none"> • <i>ARC coach to teach tennis to years 1-6 during the Autumn term. School will follow guidance on external coaches in school.</i> • <i>DPA for at least 30 minutes each day outside whenever possible will take place to keep children active.</i> • <i>DPA will use no or limited equipment, e.g. skipping ropes equipment will be cleaned between uses</i>
<p>Practical science, art and D&T lessons</p>	<p>Guidance from CLEAPSS should be followed when planning practical lessons, using resources such as the Guide to doing practical science work during Covid-19, Guide to doing practical work in D&T, food and art , Carrying out practical science work in non-lab environments and for primaries Practical activities in a bubble. Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</p>	<p><i>As column on left</i></p>
<p>Educational visits</p>	<p>All educational visits should be planned and risk assessed following the usual school procedures and taking into consideration the Covid-19 DfE travel guidance for educational settings For additional information check with EVOLVE guidance on website.</p>	<p><i>If teachers wish to plan a day trip to enrich their curriculum provision, all guidance will be followed School use Evolve to risk assess all trips No overnight stays will be planned</i></p>

<p>Groups of children mixing resulting in risk of more widespread transmission</p>	<p><i>Children should be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.</i></p> <p><i>Groups should be as small as possible whilst providing the full range of curriculum subjects and for primary this is likely to be up to the size of a year group. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is accepted that the youngest children cannot socially distance from each other or staff. Measures should be combined and implemented as far as is possible at all times (even if not always achieved 100% of the time). Large gatherings such as assemblies and with more than one group should be avoided.</i></p>	<p><i>Children are grouped into class bubbles and larger Key Stage bubbles</i> <i>Key Stage bubbles are largely contained within zones within the school building</i></p> <p><i>There is some unavoidable cross over in the art area and library however staff will support children to keep contact to an absolute minimum through supervision and staggering movement times. Staff will check areas to ensure no other key stage bubble is using the area before allowing the children to access the area. Only children from one key stage must use the library at a time.</i></p> <p><i>Activities that use shared spaces are timetabled, e.g. DPA, lunch, outdoor learning etc.</i></p> <p><i>Only one girl and one boy from each class are allowed to go to the toilet at any time.</i></p> <p><i>Staff will remind children to keep their distance from one another and from adults.</i></p> <p><i>Children will be sitting next to one another on desks but will be facing forward rather than in groups opposite others.</i></p> <p><i>Children must not move places at break or lunch times or during lessons. If the teacher changes the seating plan this must be done overnight so that cleaning can take place. Each class will display a seating plan for use by support staff or PPA/supply teachers.</i></p> <p><i>Collective Worship will take place in classrooms and not in the hall.</i></p> <p><i>Key Stage bubbles and class bubbles will be separated into zones at lunchtimes and at Breakfast Club and Afterschool club.</i></p> <p><i>Tables and high touch areas will be cleaned by staff at several points throughout the day. This will be monitored through tick lists.</i></p>
<p>Provision of food</p>		
<p>Food prepared on premises is compliant with Covid - 19 health and hygiene guidance</p>	<p>School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19)</p>	<p>The Catering Toolkit written in June has been updated to reflect the requirements of the full reopening of school</p> <p>Catering Toolkit</p> <p>Full menu</p> <p>Use of plates and cutlery to resume</p>
<p>Catering staff are operating in a safe environment</p>	<p><i>Catering staff to follow the relevant aspects of government guidance for food premises:</i> https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p>	<p><i>As above</i></p> <p><i>Catering staff to complete Google form to say they have read, understood and will comply with the guidance.</i></p> <p><i>Markings on floor to support children to maintain distance when lining up for lunch</i></p> <p><i>MTAs will clean tables between uses</i></p> <p><i>Tables will be zoned to keep LKS2 and UKS2 bubbles separated by 2 metres</i></p> <p><i>Each class in the R/KS1 bubble will sit on different tables.</i></p> <p><i>Table within this bubble will be separated by 2 metres.</i></p>

Communications with parents and others		
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p><i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.</i></p>	<p><i>Noone displaying symptoms will be allowed into school</i> <i>Reopening plans and risk assessments shared with parents and placed on the school website</i> <i>Contractors and other visitors to site will be informed by admin staff of the school restrictions and regulations</i> <i>The school's restrictions and regulations will be discussed with contractors and visitors when they call to make an appointment</i> <i>Visitors will only be allowed into school by prior appointment - this includes parents and carers</i></p>
Suppliers understanding and complying with new arrangements	<p><i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i></p>	<p><i>Suppliers will be asked to leave goods outside of the admin office</i></p> <p><i>Admin to liaise with suppliers to ensure they deliver outside of school hours or at the quietest point in the day.</i></p> <p><i>Deliveries to be booked in on the online calendar so visible to all staff</i></p>
Communications to parents and staff	<p><i>Regular communications</i></p>	<p><i>Weekly newsletter containing updates will be sent to parents/carers</i> <i>Additional information will be sent via email and/or posted onto the school website as appropriate</i> <i>Parents can contact teachers via Seesaw and Tapestry with minor enquiries but are discouraged from raising more serious concerns using this method</i> <i>All concerns should be raised in the first instance as a query with the class teacher, or Headteacher, as appropriate via email or telephone call. There is usually a simple solution that can be found using this method.</i> <i>Parents are asked to respect teachers' (and other staff) right to a life outside of school and not contact them in the evenings, at weekends and in the holidays or to expect an instant response to communications.</i></p>
Pupils and families anxious about return	<p><i>Support in place to address concerns and communications with parents on measures in place to reduce anxiety. Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</i></p>	<p><i>A letter was sent outlining procedures in place for September</i></p> <p><i>Parents/carers will be reminded about changes to attendance expectations</i></p> <p><i>RA to be displayed on the school website.</i></p> <p><i>Regular correspondence as outlined above.</i></p> <p><i>HT is trained on RfC and can support key families. HLTA to receive training ASAP to support with Early Help due to increasing number of families requiring support.</i></p>

		<p><i>Safeguarding team in place and more staff to be trained as level 3 over time (SLT and HLTA)</i></p> <p><i>SENDCo to support key pupils and families where needed.</i></p> <p><i>All parents can email or phone the school to speak with admin, class teachers, HT etc. to talk through concerns.</i></p> <p><i>Outside agency support requested if required (school nurse, SEMH team, Educational psychologist, C&I team)</i></p>
<p>Parent aggression due to anxiety and stress.</p>	<p><i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety</i></p>	<p><i>All information will be communicated to parents/carers.</i></p> <p><i>The onus of responsibility is on parents/carers to engage with the information provided and ask staff politely for clarification if something is unclear to them.</i></p> <p><i>Parents are respectfully requested not to display unreasonable behaviour or aggression towards staff when given polite reminders about systems and routines in place to keep everyone safe.</i></p> <p><i>Parents/carers are required to treat all staff with dignity and respect at all times.</i></p> <p><i>School staff are always willing to help parents/carers and understand that at times they may be anxious, however rudeness and/or aggression towards school staff will not be tolerated.</i></p> <p><i>Class teacher and/or HT will remind parents of the school's Parent Conduct policy.</i></p> <p><i>HT to meet with parent to discuss behaviour should this become necessary</i> <i>Additional support from EWO and/or police if necessary</i></p> <p><i>Incident of parents' unreasonable behaviour will be recorded on their child's CPOMS record</i></p>
<p>Oversight of the governing body</p>		
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to</p>	<p><i>The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and</i></p>	<p><i>A timetable of LSC meetings is planned to ensure that the LSC are fully informed and are discharging their duties appropriately</i></p> <p><i>Key documentation shared by Clerk</i></p> <p><i>The HT will make appointments to meet with specialist LSC members to ensure that statutory requirements are carried out, e.g. safeguarding</i></p>

<p>meet statutory requirements</p>	<p><i>updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</i></p> <p><i>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</i></p> <p><i>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</i></p>	<p><i>The HT will hold regular online meetings with the LSC chair</i></p> <p><i>Minutes of meetings will be made in order that all leaders can be held to account for statutory responsibilities</i></p> <p><i>All RAs and reasons for decisions regarding reopening shared with the Board of Alumnis.</i></p> <p><i>Termly HT report written</i></p>
------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Signed: Headteacher/Head of Department:

Date: 12.07.2020 (updated: 21.08.2020, 01.09.2020, 08.09.2020, 11.10.2020)

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.