

School Conway Primary School	Assessment Date 5/07/20 26/02/21 22/07/21 16/08/21 19/09/21 29/11/21 09/12/21 04/01/22 14/01/22 19/01/22 20/01/22 28/02/22 – FINAL LIVING WITH COVID	Assessed by Head teacher, SLT & Governing Body	Approved by Head teacher – 05/07/20 Governing Body – 24/08/20 Head teacher – 26/02/21
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This Risk Assessment and Planning document should be carried out with reference to Government guidance and existing Health and Safety Guidance.

The aim of the document is to minimise the potential risks of Covid-19 and ensure that the health, safety, social and educational needs of children, families and staff are met as far is possible during this next recovery phase.

This risk assessment may be used in tandem with Risk Assessment 1 and 2 to ensure full compliance with current guidance

The following principles underpin all planning and actions:

- Children's needs are paramount

- Staff physical and emotional well-being must be considered at all stages of planning and implementation
- Ensuring effective infection protection and control, preventing the spread of coronavirus - e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
- Ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school premises
- Increasing physical hygiene standards e.g. cleaning hands more often than usual
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Maintaining social distancing 1+ Metre where possible and minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

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Overarching Guidance for all staff:

At Conway Primary School preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school premises
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Wash your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Regularly clean frequently touched surfaces often using standard products, such as detergents and disinfectant (at least 3 times a day)
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Ensure your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible, for air flow.

11. When in class limit children that can go to the toilet to one at a time.
12. Avoid contact with other staff members unless absolutely necessary where necessary keep a sensible distance between staff members.
13. Do not congregate in shared spaces especially in small rooms and corridors
14. Keep movement within the school to a minimum and do not stop in corridors unnecessarily
15. Adults to ensure they adhere to the 2m distance rule when interacting with *other adults* within the school building as advised by public health England
16. Adults interacting outside school building should where **possible** adhere to the 1 metre + guidance as advised by public health England
17. Staff that are attending school must complete a Covid-19 Lateral Flow test (from January 25th 2021) using their individual LFT Test Kit (containing 7 test kits) twice weekly (at home) and inform the SBM of a positive result via text to 07813064753.

18. Covid-19 Key Actions

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Contact – Headteacher or a member of the Senior Leadership Team (SLT) - Quarantine in Rainbow Room - Contact relevant agencies e.g. Local Authority (LA) / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Isolation for 10 days or until clear result from testing - Year Group Pod to stay in school unless suspected case is confirmed or the school is contacted by NHS Trace & Track - If case confirmed - Close year group Pod for 10 Days or until a clear test result from the suspected case is received - Contact parents – general information about sickness etc. - Do a temperature check where possible - If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10 day isolation period, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (covid-19) infection' 	School Business Manager (SBM)/SLT	

Confirmed case in school (staff or pupil)	<ul style="list-style-type: none"> - Contact – Headteacher or a member of the Leadership Team (SLT) - Contact Local Health Protection Team - Quarantine in Rainbow Room <ul style="list-style-type: none"> o Room cleared of all resources apart from 1 desk and 1 chair o Ensure child is quarantined on their own - First aider/Adult to be stationed outside rainbow room until parent/carer arrives [if it's a child] - Contact parents for collection - Confirmed Staff case to leave the school immediately and arrange Covid-19 testing and to follow current guidance. Update SLT as appropriate - Close Year Group Pod for 10 Days or until a clear test result from the confirmed case is received - If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (covid-19) infection' - Deep clean core areas - Inform staff - Core reminders of hygiene - SLT to keep the LA informed as per guidance 	SBM/PREMISES STAFF/SLT	
Suspected case in a family	<ul style="list-style-type: none"> - Parent of child to take child to get tested. Rest of the family to remain at home until result of test. Year Group Pod children to remain open and monitored for 10 days - Increase monitoring of pupils in specific pod groups 	SBM/Families; Staff; ADMINISTRATION	
Confirmed case in a family	<ul style="list-style-type: none"> - Children in the family to remain at home for 10 days or until a clear test result received - Inform the teacher of the group - Monitor remainder of the pod group children for 10 days - SLT to keep the LA informed as per guidance 	SBM/SLT PREMISES	
Teacher shortage	<ul style="list-style-type: none"> - SLT cover/Supply Cover - If classes are too large - partial closure for certain classes or Year Groups move to new structure e.g. part time/morning/afternoon classes 	SBM/SLT	

Support staff shortage	<ul style="list-style-type: none"> - Prioritise children/classes with remaining staff - If classes are too large - partial closure for certain classes or Year Groups move to new structure e.g. part time/morning/afternoon classes 	SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify vulnerable children according to government criteria - Discuss with parents the initial steps and agree key actions regarding isolation/seclusion 	SLT/SEND Team	
Staff who are Extremely Clinically Vulnerable	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition - Consider working from home 	SBM/SLT/STAFF	
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice or Track & Trace Advice; discuss with Head teacher - If isolating gain isolation letter from NHS 111 	HT/SLT	
Pregnant staff	<ul style="list-style-type: none"> - Ask staff to contact their midwife to seek advice - Consider working from home - Update risk assessment with control measures 	SBM/SLT	
BAME Employees	<ul style="list-style-type: none"> - Access current risk to individual employee considering current BAME guidance and clinically vulnerable guidance - Create individual risk assessments where needed and assign individual control measures 	SBM/SLT	
Clinically Vulnerable Employees	<ul style="list-style-type: none"> - Access current risk to individual employee considering current BAME guidance and clinically vulnerable guidance - Create individual risk assessments where needed and assign individual control measures 	SBM/SLT	
Kitchen Staff	<ul style="list-style-type: none"> - If kitchen closure parents to provide packed lunches if children not FSM - FSM children will be provided a school packed lunch - Sous Chef to cover for School Chef - School Admin Team/MDS's to cover for kitchen support staff 	SBM/SLT; Families	

Site team & Cleaning team shortage	<ul style="list-style-type: none"> - Discuss with cleaning contractor cover arrangements in good time - Where appropriate we will ensure thorough targeted training is given to any employee that is expected to carry out cleaning duties this may also include the proper use of PPE. - Under current guidance, roles and job descriptions in schools can be adjusted dependant on staffing levels and school requirements – all changes to job description will be discussed with employee, prior to any changes. - Business Team to cover - Use Midday Supervisors (MDS) Team/Kitchen Staff where possible 	SBM/PREMISES	
Leadership shortage in school	<ul style="list-style-type: none"> - If leader unable to attend school but fit work, they are to work remotely from home. - Headteacher to access leadership capacity and address as necessary - 2 SLT members must be present within the school at all times to allow for full opening 	SBM/SLT/STAFF	
Administrative shortage	<ul style="list-style-type: none"> - Cover with Learning Support Assistants (LSA)/SLT - Inform parents not to phone unless an emergency - contact via email only - School Office closed to non-essential visitors including parents unless by prior arrangement via the SBM or business team 	SBM/SLT	
Essential Visitors	<ul style="list-style-type: none"> - Upon attendance at school, visitor to be informed of current control measures and any risk assessment highlights - Business Team to ensure visitors wear appropriate PPE where required 	SBM/SLT/Business Team	
Testing Procedures – whilst within local or national lockdown for those staff	<ul style="list-style-type: none"> - All staff must complete a Covid-19 test and receive a negative result before attending school premises. - Results must be emailed to krobertson@conway.greenwich.sch.uk the evening (by 6pm) before attendance at school - Staff to resource/administer test via <ul style="list-style-type: none"> o Remote Postal Test - https://www.gov.uk/get-coronavirus-test o Avery Hill Walk in - https://www.gov.uk/get-coronavirus-test 	All Staff	Added 04-01-20

required within school	<ul style="list-style-type: none"> ○ Or the school staff specific site – booking available at www.royalgreenwich.gov.uk/forms/form/608/en/covid-19 community testing for primary schools 		
Testing Procedures – Lateral Flow Testing – Effective 25th January 2021	<ul style="list-style-type: none"> - Primary schools will receive enough testing kits to allow staff to self-test at home twice weekly for 3.5 weeks. We will replenish stocks every 3 weeks. - Testing kits come in individual boxes of 7 and each staff member should receive one of these boxes. There will be 54 boxes of 7 (378 tests in total) in each large carton. New instructions for use will arrive in a separate package. - LFT Kits will be replenished every three weeks <p>We have now published guidance for testing primary, school-based nursery and maintained nursery school staff to support you with this. Further information, guidance and resources to support rapid testing are now available on the primary schools document sharing platform. Home testing of staff in primary schools (including school-based nurseries) can begin from week commencing Monday 25 January once schools have received and distributed kits to staff.</p> <ul style="list-style-type: none"> - All staff attending school premises will be given an LFT Kit and are expected to follow current guidance and complete a test twice a week. On a Monday and Thursday before attending school - Staff should follow the guidance pack and upload results to 	All Staff	All staffing attending school effective 25 th January 2021 All staff from 8 th March 2021

	<ul style="list-style-type: none"> ○ Track & Trace ○ Text the SBM on 07813064753 when a positive result – staff member should then source a full PCU test at a local testing site or arrange a postal test and update school accordingly 		
Testing Procedures – Lateral Flow Testing – Effective 14th December 2021	<p>Daily testing for contacts of COVID-19</p> <p>From Tuesday 14 December, a new national approach to daily testing for contacts of COVID-19 is being introduced (including until the end of this term). All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19.</p> <p>Daily testing for contacts of COVID-19 will help protect education settings by reducing transmission and will also help keep pupils in face-to-face education.</p> <p>Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the Online Reporting System and to their setting. If they test negative, they can continue to attend their education setting. Outside of the education setting, they should continue to follow the advice set out in the Sunday 12 December press release. This approach should also be adopted over the winter break and on return in January.</p>	All Staff	<p>All staffing attending school effective 14th December 2021</p> <p>All contacts of a test and trace activity or Omicron close contact if double vaccinated</p> <p>Unvaccinated will need to self-isolate for 10 days and get a PCR Test</p>

	<p>If they test positive, they should self-isolate and order a PCR test to confirm the result. If the PCR is positive, they must self-isolate for 10 days. If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive.</p> <p>All staff and secondary aged pupils and students should have access to a box of 7 LFD tests from their education setting. If your setting requires additional test kits sooner than they would be available through the standard ordering process, or will run out of test kits imminently, you can contact 119 to request an emergency replenishment. For primary aged children LFD test kits are available through the usual routes (community test sites, local pharmacies or online).</p> <p>Children under five years old do not need to take part in daily testing for contacts of COVID-19 and do not need to isolate.</p> <p>Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case.</p> <p>For students with SEND who struggle to or are unable to self-swab daily for 7 days, settings should work with students and their families to agree an appropriate testing route, such as assisted swabbing. Information on further support measures will be provided.</p>		
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	Finally, it is important to continue regular twice weekly, at-home testing for all education and childcare workforce and all students of secondary age and above.		
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Guidance

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

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
1. Planning and Organising						
1.A Existing Health and	<ul style="list-style-type: none"> Review your current Health and Safety Plans and undertake any existing actions. 	<ol style="list-style-type: none"> As Risk Assessment 1 & 2 As H&S Policy Weekly H&S Walks & Job Order 	Last week of Summer Holidays Spring Half-Term	SBM & PO	28/08/20	28/08/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
Safety compliance and building considerations	<ul style="list-style-type: none"> • Ensure health and safety compliance checks have been undertaken in required timescales. • Test all water systems, fire alarms, gas supply, kitchen equipment • Consider Deep Cleaning by professional cleaners • Conduct health and safety inspection with the union health and safety representatives 		<p>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</p> <ol style="list-style-type: none"> 1. SBM to undertake a full system flush 2. Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use. <p>Domestic hot water services – including calorifiers /direct fired water heaters/ sinks/ basins/ showers</p> <ol style="list-style-type: none"> 1. SBM to undertake a full system flush 2. Envirocure to attend before 1st June to take usual monthly temp controls 3. Hot water generation servicing to continue in line with manufacturer's criteria. 4. Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. 5. Regularly check hot water generation for functionality and if required, temperature recording 			26/03/21

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>6. If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.</p> <p>Gas safety</p> <ol style="list-style-type: none"> 1. Re-fire and test gas system as it has not been utilised during closure 2. Do not isolate gas supplies to boilers and hot water generation if closed 3. To avoid the risk of leaks and dangerous build-up of gases, gas supplies should be isolated. When not in use gas services should remain in normal operation. 4. Continue planned gas safety checks including gas detection/interlocking fire safety 5. Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated. 6. Carry out weekly checks of alarms systems, call points, and emergency lighting. 7. Carry out regular hazard spotting to identify escape route obstructions. 8. Check that all fire doors are operational. Fire drills should continue to be held as normal. 			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			Kitchen equipment that holds water, for example dishwashers and combination ovens <ol style="list-style-type: none"> 1. Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth. 2. Test gas ovens 3. Test steamers 4. Test hot & cold water outlet 5. Take fridge temperatures Security All areas of the school should be kept secure. <ol style="list-style-type: none"> 1. Chemical stores and kitchen stores should only be accessed by premise manager and school business manager. 2. Check that access control and lockdown systems are operational. Other points to consider <ol style="list-style-type: none"> 1. Full H&S walk with Premises Manager to be completed by 28th August 20 and results reported to SLT 			
1.B Health & Safety Fire Lockdown Bomb Threat Flood		<ol style="list-style-type: none"> 1. Current H&S policies 2. Half-termly drills 	<ol style="list-style-type: none"> 1. No adjustment to current guidance and policies 2. All policies to be followed as usual 3. Disaster Recovery policy to be utilised as usual 4. Update staff via email 	SBM	05/07/20	05/07/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			5. Reiterate and train children on 1st day of attendance 3 rd September 20 6. Normal evacuation procedures to be performed as normal 7. Business Team, DSL & SLT will act as whole school Fire Marshalls			
1.C First Aid	1. Adaptation of protective equipment	1. First Aid Policy 2. First Aid Instruction 3. Yearly updates	1. PPE should be worn (gloves/mask/apron/face shield) when dealing with any first aid incident. 2. First Aiders/Midday Supervisors (MDS) supervisors should administer basic first aid in the first instance. 3. Serious injuries should be seen by a fully trained first aider. 4. Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn) by Premises Manager (PM) or administrative staff. Children to wait inside the bumps area for their parents. 5. Where necessary Midday Supervisors (MDS) to radio into the office for a first aider to attend an outside incident. <ul style="list-style-type: none"> a. First aider to attend as required with minimal entry into the building. b. Children are not sent into the school building to attend the bumps area. 	SBM	05/07/20	05/07/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			6. Wetting/Soiling - to be cleaned up by the premises manager or Business Team as soon after incident as possible (PPE to be worn). Children to wait inside the bumps area for their parents.			
1.D Staff Wellbeing	Follow RA 1 & 2	<ol style="list-style-type: none"> Following current guidance from the Department for Education (DfE), Public Health England and the Government Signposting of employees to Capita Wellbeing Service and LA Wellbeing Service School Business Manager & Designated Safeguarding Lead (DSL) to carry out individual risk assessments (wellbeing and mental health if required) 	<ol style="list-style-type: none"> Staff should only enter and depart the school site through one specified entrance and exit point, maintaining distance as appropriate and between 7am and 6pm Cleaning team in after 6.00pm. Premises Manager in at 7.00am. Staff to be supported through - <ol style="list-style-type: none"> Internal management meetings Staff support groups Access to wider resources to support and inform Signpost to local authority wellbeing team Signpost to Capita Wellbeing team Signpost to Wellbeing file within the Conway Staff Resource Drive/Fearless Heads Website - This contains a collation of resources published to support wellbeing. 	SLT	Ongoing	
1.E	1. Adaptation to plan following further review	<ol style="list-style-type: none"> Risk Assessment 1 Risk Assessment 2 	1. Teachers can sit together in staffroom, facing away from each	SLT	05/07/20	05/07/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
Staff Movement Inter-Staff Meetings			<p>other where possible or if facing each other a minimum of 2 meters apart (maximum 8 people at one time).</p> <ol style="list-style-type: none"> Teacher where possible should stay in their designated areas as much as possible. Staff to continue to use their own set of cutlery, plates and drinking utensils which can be cleaned in the dishwasher – washing tablets are supplied and stored under the sink (please initiate a cycle after break time and lunch) Staff kitchen can be utilised by two members of staff at a time – staff member must have utilised disinfectant spray & paper towels to thoroughly clean all areas touched before handing over to another member of staff. All staff, team or SLT meetings to be held utilising Zoom/Skype or Microsoft Teams. Staff not to take any books/resources home without these being thoroughly disinfected by the office team and SLT informed accordingly. Where possible teachers to mark within school. Staff are encouraged to walk, cycle or drive to school – if using public 			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>transport, face coverings must be worn.</p> <p>9. Cancellation of all physical assemblies – assemblies where possible to be delivered to whole school via Zoom</p> <p>10. Relaxing of staff dress code guidelines – smart casual to also allow dark blue denim to encourage staff to wash clothing daily</p>			
1.F Review Pupil Wellbeing and Risk Assessments	<ol style="list-style-type: none"> 1. Review the circumstances of pupils who are likely to be returning – are there any new circumstances that may pose a risk? 2. Risk assess individual pupils who need specific care which cannot be delivered whilst ensuring social distancing 3. Risk assess pupils with behaviour issues or who may be potentially violent especially those with a known risk of spitting and or requiring physical restraint 4. Assess pupils who may be worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (Covid-19 related or not) 	<ol style="list-style-type: none"> 1. Education health care Plans(EHCP) 2. Individual Pupil Risk Assessments <p>Current Child Protection Policy</p>	<ol style="list-style-type: none"> 1. Update EHCP Plans. 2. Review individual pupil risk assessment and adapt accordingly. 3. Engage outside agencies where required. 4. PHSE Covid-19 Lessons to be delivered to all returning children. 5. Hygiene and cleanliness lessons to be delivered to all returning children. 	DSL	28/08/20	28/08/20 26/02/21

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
Safeguarding & CP	5. Review and adaptation of Current Safeguarding and CP Procedure	Current Safeguarding Policy Designated Safeguarding Lead Teacher & Team – Linda Greenlees, Yalini Carlsson-Ruban, Keith Robertson & Kelly Barham	<p>1. All staff to email (subject: safeguarding email alert) to Designated Safeguarding Lead (DSL) and SLT when they have a concern about a child. Email should be sent immediately as high alert (!) Details to be added to email- name of child, date of concern, who is reporting concern, concern</p> <p>DSL to acknowledge receipt within the day DSL to gather other information:</p> <ul style="list-style-type: none"> • From other professionals • Previous info from CURA • Team meeting notes <p>DSL to meet with at least one other child protection officer to discuss, assess risk and decide next steps.</p> <p>Next steps</p> <p>RED</p> <ul style="list-style-type: none"> - Inform Headteacher <p>Contact social services and police</p>			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>AMBER</p> <ul style="list-style-type: none"> - Inform Headteacher <p>Gather further information Seek advice from MASH team Follow advice</p> <p>BLUE</p> <ul style="list-style-type: none"> - Child to be monitored- information to be uploaded to CURA <p>GREEN</p> <ul style="list-style-type: none"> - No concerns- information to be uploaded to CURA <p>DSL to email adult, who raised concern, re: outcome</p> <p>SLT to relay any children of concern in team meetings for staff to be vigilant</p> <p>Weekly Action</p> <ul style="list-style-type: none"> - Reinstate weekly safeguarding bulletin with basic CP updates and children of concern/ have been raised 			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<ul style="list-style-type: none"> - Linda and Keith to meet weekly and discuss safeguarding issues - Weekly SLT meetings to have a safeguarding agenda point - Linda to send document, with children who have been raised weekly, to SLT and the outcome- Covid: CP catch up <p>2. Additional procedures to be delivered to staff via a remote staff meeting and email.</p> <p>3. Additional procedure is to be run alongside current process's and utilised with the safeguarding DB CURA</p>			
1.G Class group and size configuration	<ol style="list-style-type: none"> 1. For primary school classes, configure class groups in to year group pods 2. For pre-school children in Early Years settings, staff ratios within EYFS to continue to apply 		<ol style="list-style-type: none"> 1. Plan year group pods 2. Where possible teacher & support staff will remain with each class and set pod. 	SLT	05/07/20	28/08/20
1.H Timetable	<ol style="list-style-type: none"> 1. use the timetable and selection of classroom or other learning environment to reduce movement around the school or building 2. stagger break times (including lunch), so that all 		<ol style="list-style-type: none"> 1. If children are late for their drop off time, parent and child to wait at main office gate, where a member of the office team will collect child from the office gate and register using Inventory 2. Pick up: 	SLT	17/07/20	17/07/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	children are not moving around the school at the same time		<ul style="list-style-type: none"> ▪ EYFS/ Ks1 – 3.15pm ▪ Ks2 – 3.30pm <p>3. All children to be collected by one parent or carer from the designated area in the playground. Parents where possible should still adhere to the social distance measures outside of school. We will encourage parents to wear facemasks where possible</p> <p>BREAKTIMES AND LUNCHTIMES</p> <ol style="list-style-type: none"> 1. Break time to be timetabled to ensure that children are able to socially distance in Year group pods 2. Children to stay in designated zones outside. 3. Children are not to access the building during lunch time unless for first aid and only then, if it can be assured, that they will be with children from their own year group pod. 4. MDS to stay with designated Year Group pods – business team to cover absence 5. Children not to be sent inside for first aid incidents, instead MDS to radio office for a first aider to come to a designated point on the playground. 			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>6. Children to observe hygiene routine – wash hands before lunch and after – MDS Team to monitor.</p> <p>7. Lunch times will be staggered and may change depending on pupil numbers.</p> <p>Order for break rota: EYFS – 10.00 10.15 Ks1 – 10.00 – 10.15 Ks2 – 10.30 – 10.45</p> <p>Order for lunch rota: EYFS – 11.35 – 12.30 Ks1 – 11.45 – 12.30 Ks2 – 12.00 – 1.45</p> <p>Wet play – Children to remain in classroom after lunch and MDS to be assigned to 60 children (2 classes year group specific)</p>			
1.I Curriculum	<p>1. Balancing the need for remedial work and “catch up” with the social/emotional needs of the children & young people</p> <p>2. Addressing gaps in learning in a structured and appropriately paced way to maximise impact of teaching without overwhelming the pupils</p> <p>3. Maximising impact of additional adults matched to those</p>	1.	<p>1. Initial classroom base lessons to reiterate</p> <ul style="list-style-type: none"> ○ Classroom expectations ○ Whole school expectations ○ Hygiene and cleanliness ○ Behaviour – Covid-19 specific additions ○ H&S – fire drill procedures <p>2. 2 week Summer school programme implemented for Year 5 and Year 6 to catch-up</p>	DHT and AHT	10/08/20	10/08/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>identified pupils who need the most support</p> <p>4. Summer school opportunities</p>		<p>3. On-line & Physical homework packs to be collated and made available by email, J2e from 1st September</p> <p>Child or Pod shielding or self-Isolating</p> <p>1. Children will have access to remote education via on-line classroom delivered by Zoom/Microsoft Teams or Google Classroom</p> <p>A. Where a child can't access remote learning – physical learning packs will be delivered weekly via post and/or email</p>			
1.J Behaviour Policy	<p>1. In light of the need for children to behave differently when they return to school, changes have been made to the behaviour policy (see appendix 3 within the behaviour policy). Behaviour policy to be communicated to pupils, parents and staff.</p>	<p>1. Conway standard behaviour policy with Covid-19 additions to remain in place for the foreseeable future to be followed</p>	<p>1. Children who do not follow strict rules will be given two warnings. If they continue to disobey the strict rules on social distancing and or hygiene routines, then the leadership team will ring parents and that pupil will be sent home immediately and can return the next day</p> <p>2. Children are not to be inside the building alone during lunch time and must stay in their year group pod within their given playground zone, accompanied by their MDS.</p> <p>3. Conway standard behaviour policy will apply with the additions of hygiene instructions.</p>	SBM & Business Team	28/08/20	28/08/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<ol style="list-style-type: none"> 4. Children will adhere to current hygiene guidance and good hygiene will be promoted at all times. 5. Hand washing instructions are clearly displayed in all toilets. 6. Child friendly instruction signage to be displayed in all classrooms & toilets. 7. Teachers to ensure all children understand resource sharing rules and that their individual resource bag is their property and they are accountable to its contents. 8. School movement instructions to be shared and promoted daily with children. <ol style="list-style-type: none"> a. Children not to touch each other where possible b. Children to stay within their designated year group pods where possible c. Children to ensure a reasonable distance where possible when lining up/walking around school or on within the stairwells 9. Children advised to cover their mouth and nose with a disposable tissue and to follow the 'catch it, bin it, kill it' procedure. 10. Behaviour Policy to be amended and delivered to staff and 			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			governors on INSET day 02 nd September 2020			
1.K Classroom and learning environment layout	<ol style="list-style-type: none"> 1. Organise classrooms and other learning environments maintaining social distancing space between seats and desks where possible 2. Consider how play equipment is used ensuring it is appropriately cleaned between groups of children and that multiple groups do not use simultaneously. 3. Remove unnecessary items from classrooms and other learning environments. 4. Remove soft furnishings, soft toys and toys that are hard to clean. 5. Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. 6. Stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time 		<ol style="list-style-type: none"> 1. Tables to be arranged facing the teacher with two children per desk – front most desks to be at least 1 meter from the teacher's station and where possible dependent on room 2 meters. 2. Reading corners – where possible children are to read hard back books – All books used to be stored in a Used Book Box left for 1 week and replaced into reading corner the following week 3. Home Reading Box - All books used to be stored in a Used Book Box left for 1 week (therefore reading books cannot be changed daily) and replaced into reading corner the following week 4. Reading Corners – 1 child only at any time 5. Any soft furnishings and shared resources to be disinfected at the end of the day by staff using contact disinfectant available in classroom 	SLT/SBM/PM	28/08/20	28/08/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>7. Stagger lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</p> <p>8. Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>9. Identify the children who may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p>		<p>6. Carpet areas are to be sprayed with a light covering of disinfectant at the end of the school day</p> <p>7. Desks and tables to be cleaned down with disinfectant by the teacher at lunch break</p> <p>8. Nursery Play equipment to be cleaned/rubbed down with Milton Disinfectant (available from SBM & PM) between sessions and at the end of the day</p> <p>9. Foundation Stage equipment to be cleaned/rubbed down with Milton Disinfectant at the end of the school day</p> <p>10. Windows are to be left open where possible and dependant on weather</p> <p>11. Classroom doors to be wedged open at all times</p> <p>12. KS1 & KS2 planned separate break and lunch timings</p> <p>13. Toilet breaks – to be managed and logged within the classroom. Children shouldn't be using the bathroom within learning time unless pre-arranged and according to age – Rota to be drawn up by SLT and delivered to teachers</p>			
1.L Shared Space	<p>1. Use of halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity.</p>	Risk Assessment 1 & 2	<p>Staff Room/Staff Kitchen</p> <p>1. Teachers can sit together in staffroom, facing away from each other where possible or if facing each other a minimum of 2 meters</p>	SMB/PM	05/07/20	05/07/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>2. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place,</p> <p>3. Stagger the use of staff rooms and offices to limit occupancy</p>		<p>apart (maximum 6 people at one time).</p> <p>2. Teachers should stay in their designated areas as much as possible.</p> <p>3. Staff to ensure they have their own set of cutlery, plates and drinking container which should be cleaned daily in their own classroom sinks or in the kitchen dishwasher – Staff to keep their utensil packs within their classes or lockers</p> <p>4. Staff kitchen can be utilised by two members of staff at a time – staff member must have utilised disinfectant spray & paper towels to thoroughly clean all areas touched before handing over to another member of staff.</p> <p>Aqua Room</p> <p>5. Staff must ensure there is a minimum of one computer desk between each member.</p> <p>6. Where possible utilise the photocopiers separately, clean down touch pad after use.</p> <p>7. Ensure windows and doors are open where possible.</p> <p>8. Try to use own pod space rather than Aqua room for marking/planning etc.</p> <p>Staff toilets</p>			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>9. Staff to clean down toilets after use with provided disinfectant – this does not need to be rubbed down it can be sprayed and left.</p> <p>Lunch Hall</p> <p>10. As above in timetable section.</p> <p>11. Year Groups pods to be seated within their own individual lunch table areas</p> <p>12. Dinner table layout to ensure a minimum of 1+ meter between each year group pod</p> <p>13. MDS/Kitchen Staff to clean down tables and seat with disinfectant after each sitting.</p> <p>14. All children to follow hygiene procedure before entering lunch hall.</p> <p>15. All children to use hand sanitiser when picking up cutlery and leaving lunch hall and entering playground</p> <p>Children's Toilets</p> <p>16. As in hygiene and cleaning section</p> <p>17. Outside toilets to be disinfected after every break time</p> <p>Breakfast Club</p> <p>1. To be grouped in year group pod and a supervisor allocated</p> <p>After School Clubs</p>			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			1. To be grouped in year group pod and a supervisor allocated Swimming 1. Postponed – under constant review Educational Trips 1. Postponed – under constant review			
1.M Outdoor space	1. Ensure that if used, outdoor equipment is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.		1. School playground to be zoned in to year group pod zones <ol style="list-style-type: none"> Blue Yellow Red Green 2. Jungle Gyms will be closed for the foreseeable future and reviewed weekly 3. Outdoor seating and forest school area to be thoroughly disinfected by premises officer after break & lunch and between each year group use 4. Dependant on weather EYFS pods can utilise forest school area for outside education – Rota to be drawn up by SLT	SLT	05/07/20	05/07/20 26/02/21
1.N	1. Stagger drop-off and collection times	1. Risk Assessment 1 & 2	a. New Start and finish times	SLT	05/07/20	01/09/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
Start and end of day	2. Plan parents' drop-off and pick-up protocols that minimise adult to adult contact		<p>a. Nursery 8.45-11.45 & 12.30-3.30</p> <p>b. Reception 9.00-3.05</p> <p>c. Gate B – Year 2 – 8.35-3.00</p> <p>d. Gate B – Year 4 – 8.45-3.15</p> <p>e. Gate B – Year 5 – 8.55-3.30</p> <p>f. Gate C – Year 1 – 8.35-3.00</p> <p>g. Gate C – Year 3 – 8.15-3.15</p> <p>h. Gate C – Year 6 – 8.55-3.30</p> <p>b. If children are late for their drop off time, parent should bring child to the office gate, where a member of the office team will collect the child from the outer gate and register using Inventory</p> <p>c. If Drop-off time is missed, parent and child will enter school via school office and register via Inventory</p> <p>d. Nursery & Reception children to enter & exit via Bebbington Road Entrance – One parent to take them to Internal Entry Gate where the child will be collected and taken in to nursery/Reception</p> <p>e. All children apart from Yr5/6 to be collected by a parent or carer.</p>			25/02/21

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>f. Yr5 & 6 can walk home alone – no phones to be brought in and stored within the school – Yr 5/6 walk home alone children will leave via the prescribed gate from the front of the class line</p> <p>g. Limit to one parent/carer drop off – once child within school gate – parent to leave school premises immediately</p> <p>h. Year Groups to use their designated entry door</p> <p>i. Disinfectant mats stationed at all entry/exit doors – refilled daily. Doors must be opened outwards to ensure mat is in the right position</p> <p>j. 2-metre tape markers to remain in place outside on school perimeter wall feeding down Gallosson Road and to the left side of Bebbington Road and to be utilised by parents during pick-up and drop-off</p> <p>k. Drop off point – small main gate – One Parent to enter school premises and drop child</p> <p>l. Exit Point – small main gate – one parent to pick-up</p> <p>m. All essential visitors to use office entrance.</p> <p>n. All children to wash hands. upon entry to classroom.</p> <p>o. Hygiene as per Hygiene section – all doors and coat areas to be disinfected by cleaning staff after</p>			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			school day and by Premises Manager after/break and lunch.			
1.O Registration	1. Updated guidance – registration from September 2020 reverts back to pre covid-19 guidance and legislative practice	1. SIMS Registration 2. DfE Guidelines	1. SIMS register to be used and to be populated by staff no later than 9.10am for the morning session and 1.10pm for the afternoon session 2. InVentry to be used for all late arrivals 3. Should SIMS not work - Teacher to take physical paper register which will be collected by a member of the SBT who will update SIMS 4. SBM to send general attendance figures for key year groups to SLT via text and email by 10am	SBM/DSL	28/08/20	28/08/20
1.P Travel arrangements	1. Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.		1. Send DfE Guidance to parents via email and school app before start of term 2. Share DfE guidance with staff. 3. Families are encouraged to walk, cycle or drive to school. 4. Staff are encouraged to walk, cycle or drive to school. 5. If using public transport, appropriate measures are to be taken, e.g. use of hand sanitiser, social distancing, must wear face coverings at all times.	SLT	05/07/20	05/07/20
2. Communicating your plans and supporting individuals						

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
2.A Children, parents and carers	<ol style="list-style-type: none"> children, parents, carers or any visitors, such as suppliers, should not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) parents to inform the school if anyone in the house is displaying symptoms Inform parents that if their child needs to be accompanied to school only one parent/carer should attend Inform parents/carers of 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) Clarify 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) Engage parents and children in education resources such as e-bug and PHE schools resources Ensure parents and young people are aware of recommendations on transport 	<ol style="list-style-type: none"> Essential correspondence sent out via letter on school app/website and via Sims. Any forms or messages from parents should be emailed to the school office at: admin@conway.greenwich.sch.uk Communicate methods of entry and exit to the school grounds and staggered start and finish times Inform parents of extra cleaning and disinfection procedure in school Risk Assessment 1 & 2 	<ol style="list-style-type: none"> Essential correspondence sent out via letter on school app/website and via Sims. Any forms or messages from parents should be emailed to the school office at: admin@conway.greenwich.sch.uk Should written correspondence be received by the school this will be answered via telephone and/or email Communicate all relevant Covid-19 changes to parents before the end of the summer and re-send within the first week of term i.e. methods of entry and exit to the school grounds and staggered start and finish times Reiterate to parents of extra cleaning and disinfection procedure in school Regular government Covid-19 updates received to be emailed and sent via school app to parent community. Families are encouraged to walk, cycle or drive to school. If using public transport, appropriate measures are to be taken, e.g. use of hand sanitiser, social distancing (where possible) Send all updated guidance from DfE when received via the school app 	SBM	28/08/20	28/08/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers		10. School updates/changes to procedure to be sent via the school app, text and email. 11. Some procedural changes may be update via signage within the school building 12. Only 1 parent at a time may enter the school office on pre-arranged appointment - Any Parent attending school will be required to wear a face mask/shield and utilise hand sanitiser stationed throughout the office.			
2.B Children	1. Use age appropriate materials to explain and maintain social distancing 2. Support pupils who are worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid-19 related or not) 3. Promote understanding of the different experiences for our children during lockdown 4. Consider how pupils with specific needs are reintegrated 5. Deliver activities that focus on relationships – adult/pupil, pupil/pupil	1. Risk Assessment 1 & 2 2. Regularly updated Signage	1. Covid-19 signage to be checked and replaced where required within in toilets/classrooms/halls and corridors 2. Updated child friendly signage to be used 3. Targeted PHSE Lessons 4. <i>See Curriculum Section</i> 5. Teachers to discuss with children arrangements in relation to changes to routines, behaviour policy and ways of learning. 6. Teachers/support staff to utilise orange forms or email Designated Safeguarding Lead (DSL) if any concerns in regards to challenging home circumstances or experienced bereavement during the pandemic (covid-19 related or not).	SBM/PM	05/07/20	05/07/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>Utilise outside agency support where necessary in regards to above.</p> <p>7. Teachers to discuss with the children and use materials that have been sign posted/emailed to them in regards to hygiene etc</p> <p>8. Use a variety of ways to explain what happened and what is happening now (e.g. posters, websites, social stories) to meet all the pupil needs.</p>			
2.C Staff	<ol style="list-style-type: none"> 1. Communicate frequently 2. 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 3. Consider the support needs of staff and put in place interventions to support everybody's mental health 		<ol style="list-style-type: none"> 1. Following all DfE guidance in regards to covid-19 and communicate updates as and when received 2. Sign post staff with anxiety and welfare issues to the Local Authority Welfare programme and the Capita Employee Benefit Package 3. Individual support packages to be created should a member of staff display extreme anxiety – Work with LA health and wellbeing department 4. School Business Manager & Safeguarding Lead to regularly review risk assessment update to Headteacher and SLT 5. Any Daily changes/adaptations/updates to be communicated by hand and/or email and SIMS Messenger 	SLT	20/07/20	20/07/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			6. Urgent messages will communicate in person by SLT or the BT 7. Staff responsibility to access emails and communications at least three times daily 8. Return to Conway Phone Policy – All phones to be switched off and locked away unless permission granted by SLT			
2.D Contractors and suppliers Visitors	1. Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers 2. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this if needed	1. Visitor H&S Handout 2. Risk Assessment 1 & 2 3. Updated Dfe Guidance 4. Visitor Procedure – Appendix 2 – Communicated to all visitors	1. Any visitors who are not critical to teaching individual class groups should not enter the school building. Unless critical to the running of school and by prior arrangement with the business team. 2. Visitor booking managed by the SBM and Business Team 3. New cleaning procedure introduced to the Cleaning Team 4. Where possible Parents should be encouraged not to enter the school building. Any communication should be done via email, telephone or conference call. 5. Only 1 parent at a time may enter the school office on pre-arranged appointment - Any Parent attending school will be required to wear a face mask/shield and utilise hand sanitiser stationed throughout the office. 6. Medical Appointment – Child Sickness – Early pickups will be	SBM	Ongoing	Ongoing 26/02/21

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>actioned through the office and a business team member will take the child/ren out to the main office gate when parent arrives.</p> <p>7. All furniture within the school main office will be sanitised by the business team after every appointment</p> <p>8. Contractor visits where possible to be arranged outside regular school hours</p>			
3. Daily Arrangements when open						
3.A Daily Arrangements - Keeping Cohorts Together Physical Building Adjustments	<ol style="list-style-type: none"> 1. Ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days 2. Ensure that the same teacher(s) and other staff are assigned to each group and, where possible, these stay the same during the day and on subsequent days. 3. ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. 		<ol style="list-style-type: none"> 1. Children to be kept in Year Group Pods 2. Social distancing where possible with desks and movement around the building at all times. 3. Groups should remain in year group pods/set pods and apart from each other where possible. 4. Year Group pods should not mix with other Year Group pods. 5. Teachers should not mix with other year group pods and should be timetabled to be with their pod/set as much as is possible. 6. Whole class to have desk laid out facing front and where possible a space of at least 30cm between individual desks – two children to a desk facing forward and not inwards 	SLT	ongoing	

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<ul style="list-style-type: none"> 7. Children's basic stationary to be labelled and utilised by that child only 8. Channels for the teacher to be created behind the desks for teachers to move around. 9. Classroom doors to be wedged open at all times. 10. Cloakrooms to be utilised and will be disinfected at the end of every school day 11. Children discouraged from bringing anything from home that is unnecessary. 12. Fire doors to remain closed during school use. 13. Relaxing of uniform guidelines – children can wear own clothing as long as this is where possible dark in colour and without logos. 14. Breakfast Club – Children will remain within their year groups pods – the individual pod will be assigned an adult who must remain with the pod at all times 15. After School Clubs/late night provision – Children will be divided in to their year group pods where possible and assigned a specific adult who must remain with that pod at all times 16. Tuition – Tuition groups/sessions will be taken by the individual year group pod teachers 			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			17. Late pick-ups – Children will be divided in to year group pods and the pod teacher will remain with the children until they are picked up from the playground – Business team to support with late pick-ups <ul style="list-style-type: none"> During bad weather – the covered forest school area is to be used will be the designated waiting area 			
3.B Signage	<ol style="list-style-type: none"> Ensure there is clarity in messaging and signage throughout the school Consider signage for movement around external building for parents 	<ul style="list-style-type: none"> Current signage Risk assessment 1 & 2 	<ol style="list-style-type: none"> Hand sanitiser station posters and washing hands posters to remain in place and will be updated as guidance is updated. 'Help Stop Covid-19' posters to be displayed throughout each level of the school. Handwashing guidance displayed in all classrooms/toilets and within kitchen areas 2m signage and markers to remain displayed outside school and procedure promoted to parents Playground year group pod zones marked out in school playground by red hazard tape 	SBM	05/07/20	05/07/20 26/02/21
3.C Drinking Fountains	<ol style="list-style-type: none"> Use Cleaning 	<ol style="list-style-type: none"> Daily Cleaning Procedure 	<ul style="list-style-type: none"> Indoors and outdoors drinking fountains to remain switched off and reviewed half-termly by SLT. Nursery & Reception children will have access to water using plastic cups within class – these must thoroughly sanitised after each use 	SBM/PM	05/07/20	05/07/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<ul style="list-style-type: none"> Ks1 & Ks2 Children must bring with them a water bottle. <ul style="list-style-type: none"> For those who don't have a water bottle classes will have a stock of plastic cups which must be sanitised after each use Water bottles can be topped up in the classroom by the children. Water bottles to be filled in classrooms, before lunch, as part of hygiene procedure. 			
3.D Cleaning and Hygiene	1. Review the arrangements for routine maintenance of the premises - follow the COVID-19: cleaning of non-healthcare settings guidance	<ol style="list-style-type: none"> Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Surfaces re cleaned so that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal All adults and children: <ol style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing 	Whole School Deep Clean <ol style="list-style-type: none"> Whole school deep clean and full disinfection to be undertaken half-termly Cleaning <ol style="list-style-type: none"> Toilets will be deep cleaned at 4 points throughout the day Toilets will be sprayed by PM or Business Team in his absence during the lunch period and after break with suitable cleaning detergent. Tables and contact points must be cleaned regularly by the teacher or LSA. Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected. 	SBM – CLEANING TEAM	Ongoing	26/02/21

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
		<ul style="list-style-type: none"> C. are encouraged not to touch their mouth, eyes and nose D. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <ol style="list-style-type: none"> 4. Help is available for children and young people who have trouble cleaning their hands independently 5. Children to learn and practise these habits through games, songs and repetition 6. Bins for tissues are emptied throughout the day 7. Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units 8. Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 9. Normal personal hygiene routines are encouraged 10. Risk assessment 2 	<ol style="list-style-type: none"> 5. Resources that cannot be cleaned according to the instructions must be packed away until after the COVID-19 epidemic is over. 6. Ipad/computers should be wiped several times daily and between use. If possible, avoid children sharing iPad. Teachers to bring to charger station in staffroom when required. Year Groups to utilise own IPADS – this is clearly marked on the back of IPADS 7. Contact points should be cleaned by PM at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used. 8. Bin lids are disinfected upon emptying 9. Cleaner to wear long gloves. 10. Bleach/Disinfectant to be used to clean items which cannot be done with soap & water 11. EYFS and Reception resources to be cleaned daily/after use with Milton Disinfectant (available from PM) 12. Extra cleaning communication from teacher to cleaner should be left written on the whiteboard in the 			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>classroom area at the end of each day.</p> <p>13. Disinfectant bottles & paper towels to be held in all rooms throughout the school including all office – Regular disinfection of utilised surfaces to be carried out throughout the day.</p> <ul style="list-style-type: none"> a. Disinfectant not to be used whilst children are within the classroom b. Disinfectant to be kept on the high level paper towel dispenser c. Disinfectant to be utilised in school has been accessed using current COSSH guidelines d. Those who suffer from asthma must not use the disinfectants – premises manager and/or the business team will assist in clean down instead <p>14. Premises Manager & back up team (SBM/Business Team/MDS) to disinfect all doors/light switches/grab handles and other contact areas hourly throughout the day.</p> <p>15. Computer Keyboards/Desks/Phones to be disinfected by user every time they step away and return to area</p>			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>16. All toilet areas to be regularly washed down and disinfected hourly throughout the day.</p> <p>17. Staff to bring in own cups and cutlery and take home for cleaning daily or wash in class sinks.</p> <p>18. Hand Sanitiser to be held within the school office and lunch hall and utilised following guidance within Risk Assessment 1.</p> <p>19. 2x Automatic Hand Sanitisers units will be stationed in every teaching room – these are to be utilised by children at hand washing times to speed up the hygiene routine. Children who have allergies or skin conditions that can't use hand sanitiser must follow the handwashing procedure – Hand sanitiser units will be checked twice daily and topped up accordingly by the Business Team</p> <p>20. Staff to wash hands regularly for 20 seconds following current guidance and information in risk assessment 1 & 2.</p> <p>21. Disinfectant mats (disinfectant mats are held at all entry/exit points) to be topped up daily</p> <p>22. All classroom to have a lidded pedal bin installed before the start of the new school year – Lidded peddle bins are to be utilised for hand towels and tissues</p>			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>(coughs/sneezes only) – they will be emptied in the middle of the day and at the end of the day</p> <p>Classrooms</p> <ol style="list-style-type: none"> 1. Reception/Nursery: Malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances. <ul style="list-style-type: none"> • Milton Disinfectant to be used for all shared resources and cleaned daily 2. Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use) and where possible, children should be discouraged from sharing these. 3. Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines. 4. Desks should be wiped regularly. 			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			5. Teachers should have a spray bottle with disinfectant and disposable paper towels. 6. Any objects the children touch should be disinfected by the class teacher once use has finished. DAILY CLEANING 1. All classroom/areas used will receive a daily general clean with increased cleaning to contact points soft furnishings and carpets 2. Cleaning rota has been adjusted to ensure: <ol style="list-style-type: none"> Evening general clean and disinfection of all utilised classroom and toilet areas Morning routine consists of general cleaning of all halls and outside shared spaces Deep Clean and disinfection of whole school actioned termly 			
3.E Use of Outdoor Space & PE Equipment/Uniform	1. For exercise and breaks 2. For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff 3. outdoor equipment can be utilised as long as the school can ensure good hygiene standards COVID-19: cleaning of non-healthcare settings		1. Outdoor equipment, will be fully cleaned and disinfected after each use during the day by the PM and/or MDS team. It will also be cleaned down by the cleaning team every evening 2. PE equipment is to be fully disinfected by the Sports Coaches after every session using contact disinfectant – equipment does not need to be rubbed down. PE	SLT	ongoing	ongoing

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			equipment including frames will be cleaned by the cleaning team daily 3. PE UNIFORM – All children attending a PE session will attend school wearing PE Uniform and remain in this all day.			
3.F Shared space	<ol style="list-style-type: none"> 1. Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance 2. 		<ol style="list-style-type: none"> 1. Different playtime Year Group Pods areas for each class – Clearly Marked out: 2. Playground Zones <ul style="list-style-type: none"> • Blue • Yellow • Red • Green To be assigned to specific year group pods <i>See Section 1 & 2 for further guidance</i> 	SBM/PM/ Business Team	20/08/20	20/08/20
3.G Shared resources	<ol style="list-style-type: none"> 1. Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff 2. Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently 		<ol style="list-style-type: none"> 1. Sharing of resources within class should be discussed with SLT and risk assessed where needed 2. Children's basic resources to be labelled and used by the individual child only 3. All resourced equipment not used to be bagged up, labelled and stored accordingly 	SLT	20/07/20	20/07/20

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	3. Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between pods		4. Reading corners can be used see section 1 & 2 for hygiene requirements 5. Shared equipment to be clearly labelled for cleaning by teacher and disinfected by PM Business Team in the evening when children have left.			
3.H Transport arrangements where necessary including:	1. Encouraging parents and children and young people to walk or cycle to their education setting where possible 2. Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel		1. Share guidance with Families via a. school app b. text c. email d. website new items 2. Share guidance with staff via a. school app b. text c. email d. WhatsApp and Zoom 3. Any updated guidance to be shared immediately upon receiving via DfE Website, Red Alert emails or through other methods. 4. Share cycle to work scheme with staff 5. Share electronic bike lone scheme with staff	SBM	28/08/20	28/08/20
4. Individual care if anyone becomes unwell						
4.A Confirmed case of coronavirus in a setting	1. If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow	1. Risk Assessment 2	1. Temperature checks will be used at the school utilising the electronic thermometer by a trained first-aider in PPE	SLT	ONGOING	ONGOING

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <ol style="list-style-type: none"> 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 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. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should 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). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, 		<ol style="list-style-type: none"> Child sent to isolation room- Rainbow Room <p>Preparation of room</p> <ol style="list-style-type: none"> Remove all non-essential items in isolation room. Include one desk and one table. <p>Once child has been isolated</p> <ol style="list-style-type: none"> Inform SLT Contact Public Health England Contact H&S at Local Authority Ensure Track and Trace Updated Remove all non-essential items in the isolation room. Include one desk and one table. A member of the office team will be stationed outside the isolation room monitoring situation. Parent/carer to collect as soon as possible. Parent/carer to be informed to arrange a Covid-19 Test at earliest opportunity and to inform the SBM of outcome. Full PPE should be worn by any member of staff that deals with a suspected case All staff who subsequently display symptoms should access a test provided by the appropriate health care professional and inform the Headteacher immediately of a positive diagnosis 			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>pharmacy, urgent care centre or a hospital.</p> <p>6. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>		<p>12. If a children or staff member tests negative, they can return to their school and end the self-isolation of their household.</p> <p>13. If any children or staff test positive, the rest of their class and group could be sent home and advised to isolate for 10 days depending on advice from Track & Trace. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.</p> <p>14. Full deep clean of isolation room if utilised and classroom space – SBM to inform Cleaning Team</p> <p>15. If more than one case at anytime – Resources room is to be used as an additional isolation room</p>			
4.Ai Suspected Case of COvid-19		Risk Assessment 1 & 2	<p>9. If anyone in the school becomes unwell with a new, continuous cough or high temperature or loss of taste and smell – they must be sent home and advised to follow the 'stay at home' guidance for possible or confirmed case of Covid-19.</p>	SLT	Ongoing	

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.</p> <p>2. Access to testing for teachers and other staff available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the full list of essential workers. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p>		<p>Flow test (from January 25th 2021) using their individual LFT Test Kit (containing 7 test kits) twice weekly (at home) on a Monday and a Thursday before attending school and inform the SBM of the positive result via text to 07813064753.</p> <ul style="list-style-type: none"> Follow Guidance from SBM 			
4.C PPE	<p>1. Check availability and supply of PPE. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <p>2. Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p> <p>3. If a child becomes unwell with symptoms of Covid-19 while in</p>		<p>1. Clinically Vulnerable Staff can wear full or Part PPE or as advised through Individual Risk assessment</p> <p>2. BAME Staff can wear full or Part PPE or as advised through Individual Risk assessment</p> <p>3. Teachers can opt to wear a face visor or face covering</p> <p>4. Teachers do not need to wear gloves unless directed to do so in medical emergencies.</p> <p>5. Staff administering first aid to any child should wear full PPE – Apron/Face Mask/ Face Shield and gloves</p> <p>6. Staff opting to wear PPE to have training about safe removal and</p>	SBM/DSL	05/07/20	<p>28/08/20</p> <p>26/02/21</p>

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
	<p>their setting and needs direct personal care until they can return home, face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child 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.</p> <p>4. Safe Working & the use of PPE</p>		<p>application of PPE masks and other equipment. Information given about how to store masks when not in use</p> <p>7. Contenance issues and soiling should not be dealt with by classroom staff and should be reported to the business team for the premises manager to attend. Parent should be rung immediately, and children sent home.</p> <p>8. Kitchen staff have the hot plate and guard which is approx. 2 metre from service – staff will have the option to wear a face mask/face shield</p> <p>9. PPE stocks will be stock checked and handled by the SBM only – All requests for PPE must go through the office and be signed off by the SBM or a member of SLT</p> <p>10. Minor first-aid issues to be dealt with in the classroom – minimal PPE to be worn if required</p> <p>11. Major first-aid issues (i.e. vomiting/nose bleed) to be dealt with by school First Aider</p> <p>12. Adults that wear PPE equipment whilst traveling to school on public transport should either bin their disposable PPE when arriving in to school and pick up new disposable PPE from the school office should</p>			

	Consider the following steps and recommendations	Existing control measures in place	Additional Controls and actions required	Action by who?	Action by when?	Date action completed
			<p>they wish to wear PPE within school. Or if utilising reusable PPE equipment this must be removed when arriving at school and held on your person (perhaps in a jiffy bag) you can opt to wear PPE within school – please see the school office for provision</p> <p>13. Gate Security Team – To wear face shields whilst on duty and to store and disinfect as per guidance</p> <p>14. Face to Face Meetings – if within a meeting situation with other adults face shields are to be worn. Shields should be stored in your classroom/office within a Ziploc bag/carrier bag/plastic A4 wallet/plastic class drawer bin. After use face shields should be cleaned using disinfectant</p> <p>Children</p> <p>1. Children can wear disposable face masks but these must be removed at the school gate and put in the Face Mask Bin</p> <p>2. Children can wear reusable face masks these too must be removed at the school gate and taken home with the parent</p>			

Expectations of parents/carers

- ONLY one parent/carer to bring child(ren) to school.
- Parents/carers to strictly adhere to start of day and end of day procedures.
- If Nursery children are attending they are to stay with their parent/carer at all times (e.g. buggy, holding hands, reins).
- Ensure social distance from other adults whilst waiting for gate to open – as per government guidance (please do not arrive too early to avoid congregation outside of school).
- Parents/carers to follow social distancing measure outside school by following the clearly marked route
- Collect your child as soon as possible if called regarding illness/symptoms.
- Stick to allocated drop off/pick up times – if the allotted time is missed, please do not bring your child into main reception until 9:30am.
- If you miss your allocated pick up time – please attend the school office
- Leave the school premises/ area once your child has been dropped off or collected
- Parents/carers to collect child if not adhering to hygiene and additional behaviour rules (reminders will be given prior to this).

Expectations of children

- Addapted behaviour policy and rules/rewards/sanctions apply
- Children should stay at a social distance as much as possible (adults in school to remind children when necessary).
- Children should not play games that include touching others (e.g. tag, stuck in the mud etc.).
- Children not sticking to the NO TOUCHING/HYGIENE rules will be reminded and parents informed to support with reinforcement. Should this contravention continue the child will be sent home immediately but can return the following day.
- Children to enter the building separately and patiently.
- Children to wash hands/sanitise when entering the building and at regular intervals throughout the day.
- Children to utilise disinfection ZONE/MAT when entering the building.
- Any coughing/spitting on another pupil will result in being sent home immediately but can return the following day unless otherwise approved by the senior leadership team.
- Children to follow any signs and special routes in place.
- Children to use their own water bottle.
- Children should avoid touching their mouth, nose and eyes and follow the 'catch it, bin it, kill it' advice.
- Children to follow hygiene procedures clearly marked in all toilets/shared spaces and classrooms.
- Children to ensure they stay in their clearly marked playground zone at all times.
- Children will only use the stationary they have been allocated

REVIEW

DATE	WHO	NOTES	NEXT STEPS	Completed
03/09/20	Keith & Linda	Congestion at Gate	Further stagger KS1 & KS2 times – Reception Drop off moved to 9am drop off	04/09/20
08/09/20	Keith & Judith	Reception – length of time taken to eat lunch making other year groups late	Facilitate lunch within Classrooms Trial for two days	09/09/20
09/09/20	Keith & Judith	Reception Lunches in classrooms not viable as staffing limited	Return Reception to Lunch hall starting lunch 10 minutes earlier at 11.15	10/09/20
15/09/20	Keith	<p>Procedure for requesting new tests</p> <p>Unique reference number 25603093</p> <p>https://request-testing.test-for-coronavirus.service.gov.uk.</p>	All info updated	15/09/20
16/09/20	Keith	<p>New Procedures for reporting a positive case in school</p> <p>From tomorrow, this new service can be reached by calling DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p>	All info updated	16/09/20
18/09/20	Keith	<p>New Guidance</p> <p>DfE's guidance for education and childcare settings sets out the process for managing confirmed positive cases of coronavirus (COVID-19) when the individual is known to have been in a school, college or early years setting</p>	All info updated and held in Coronavirus file in the SLT Drive	18/09/20
18/09/20	Keith	<p>Standard letter to parents confirming Covid case in school adopted</p> <p>Reporting a case to the local authority spreadsheet adopted</p>	<p>Documents can be found here</p> <p>Y:\RMSLT\Coronavirus\Confirmed Case In School</p>	18/09/20

14/10/20	SLT	<p>Changes to Suspected Case Procedure</p> <p>Where more than 1 child displays 1 or more symptoms within a year group pod we will evaluate situation and risk access and adjust measures as appropriate</p> <p>Stage 1 – Year Group Pod to be further isolated</p> <ul style="list-style-type: none"> • Extra Cleaning of toilets • Segregated Toilets • Removal of outside PPA support ie Mandarin and Sports Coach <p>Stage 2 – If there is a significant rise in symptomatic children without a positive test</p> <ul style="list-style-type: none"> • Partial or whole closure of pod for a pre-determined time whilst awaiting test outcomes 	<p>Affects Year 3 –</p> <ul style="list-style-type: none"> • Parent of Year 3 child Tested Positive • Family await outcome of family test • 11 children displaying symptoms <p>Heads Decision – Precautionary To send Year 3 group pod home for 2 days whilst awaiting test results</p>	14/10/20
20/10/20	Keith	<p>London Response Centre Update</p> <p>Changes to procedure for confirmed case</p>	<p>When a confirmed case either staff or Children within school</p> <p>Navigate to the below link and follow LRC Flow chart, complete risk assessment discuss with SLT – Headteacher to make judgement in line with LRC and Public Health Guidance</p> <p>..\..\Confirmed Case In School</p>	
20/10/20		London Response Centre Update	<p>When staffing contacted by track and trace to isolate – this must be reported to SLT and adhered to at all times regardless of negative result</p>	
05/11/20	Keith/S LT	<p>Update on new restrictions commencing 5December and how these may/may not effect education establishments.</p>	<p>Information taken from the document – Pertinent to our RA</p> <p>Schools continue to remain open for all children and young people as they have since the start of the</p>	05/11/20

		<p>Following the Prime Minister’s announcement on 31 October, new national restrictions will come into force on Thursday 5 November. We have published information on what the new national restrictions mean for education and childcare settings.</p> <p>This guidance provides sector specific information and covers the latest advice for clinically extremely vulnerable children, young people and staff, and advice on the use of face coverings in education settings.</p>	<p>autumn term for the duration of the national restrictions.</p> <p>The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19) and schools can take action to reduce risks still further.</p> <p>Schools should continue to undertake risk assessments and implement the system of controls set out in this guidance. These measures provide a framework for school leaders to put in place proportionate protective measures for pupils and staff. If schools follow the guidance and maximise control measures, they can be confident they are managing risk effectively.</p> <p>We would expect schools to ensure any changes required in light of national restrictions are in place as soon as practically possible, and by Monday 9 November at the latest.</p> <p>Home tutoring and elective home educating</p> <p>Home tutoring and out-of-school activities to support elective home education can continue to operate provided that they are primarily used by home educating parents as part of their arrangements for their child to receive a suitable full-time education.</p> <p>Conway are following current Local Authority Procedures – School Business Manager Leads</p>	
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			<p>Music, dance and drama Music, dance and drama can be undertaken in school so long as safety precautions are undertaken. Music Provision is completed with year group bubbles and facilitated by the Greenwich Music Hub – Music Hib Risk Assessment Received and provision reviewed by KRB on the 25th October 20 with Music Hub Manager</p> <p>Face coverings</p> <p>In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs. As RA above we have elected to enforce the use of face coverings by all staff unless medically except</p> <p>Clinically extremely vulnerable children and staff</p> <p>Children</p> <p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally</p>	
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			<p>identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home. We do not currently have any children classed as clinically extremely vulnerable.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p>Staff</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions. We do not have any staff classed as clinically extremely vulnerable.</p>	
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			<p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Clinically vulnerable staff and children</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>Travel in or out of local areas should be avoided, and parents, carers and staff should look to reduce the number of journeys they make - but travelling to deliver and access education is still permitted. Link to DFE parental advice document sent to school community 04/11/20</p> <p>Staff, children and their parents and carers are encouraged to walk or cycle when travelling to and from school where this is possible, and to plan ahead and avoid busy times and routes on public transport. This will allow social distancing to be practised.</p> <p>Exams</p> <p>The Prime Minister and Education Secretary have been clear that exams will go ahead next summer, as they are the fairest and most accurate way to measure a pupil's attainment. Pupils now have more time to prepare for their exams next year, as most AS, A levels and GCSEs will be held 3 weeks later to help address the disruption caused by the pandemic.</p>	
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			<p>Sport and physical education</p> <p>It is important that children continue to remain fit and active and, wherever possible, have the 60 active minutes of daily physical activity recommended by the Chief Medical Officers.</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports listed on the return to recreational team sport framework. Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.</p> <p>Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying 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</p>	
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			<p>with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so. Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care.</p> <p>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 to enable pupils to be physically active while encouraging physical distancing.</p> <p>All PE Lessons and sports clubs are arranged by Yr Groups Pods. Our PE Coaches are assigned to specific Pods and all sports equipment is thoroughly cleaned down by the sports coaches with assistance from the premises manager after use</p>	
26/11/20	Keith	Tier Update effective 2 nd December 2020	<p>https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area</p> <p>London – Tier 2 Kent – Tier 3</p> <p>No effect to education establishments regardless of tier</p>	02/12/20

			KR to send update guidance to Parent Group by usual media -	
09-12-20	Keith	Updated track and trace details for end of term - Staff	<p>After receiving update advice from the Dfe, please can you ensure you follow the procedure below. Please text 07813064753 should you return a positive test.</p> <ul style="list-style-type: none"> for the first 6 days after teaching ends the 17th December, if a staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, you are asked to inform us immediately so that the school can assist in identifying close contacts and advising self-isolation, as you may have been infectious whilst in school. 	09/12/20 Email and intranet update to all staff
09-12-20	Keith	Updated track and trace details for end of term – Parent	<ul style="list-style-type: none"> Where a pupil tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace. 	09/12/20 Email app message push to all parents

15/12/20	Keith/Sit	<p>Self-isolation period reduced from 14 days to 10 days</p> <p>Self-isolation is essential to reducing the spread of coronavirus (COVID-19) as it breaks the chains of transmission. After reviewing the evidence, the Department for Health and Social Care is now confident that we can reduce the number of days that contacts self-isolate from 14 days to 10 days. This was set out in the UK Chief Medical Officers' statement on the self-isolation period on 11 December.</p> <p>From today, the self-isolation period for close contacts of a positive case of coronavirus (COVID-19) has changed from 14 to 10 days. This change applies to all those who are currently self-isolating including those who commenced self-isolation before today. This means that if you are on the 11th, 12th or 13th day of your current self-isolation period today – you can stop isolating. Any new cases identified for self-isolation will be advised to self-isolate for 10 days.</p> <p>We have updated our guidance to reflect this change.</p> <p>The NHS test and trace app will be updated to reflect the change on Wednesday 17 December. Anyone who is, or has been, contacted by the NHS app to self-isolate before 17 December can reduce their isolation period by 3 days. From 17 December the NHS app will tell people to self-isolate for 10 days.</p>	<ul style="list-style-type: none"> We will ensure compliance with the new guidance. However we will look at each case individually and guide/update the parent/family staff member as appropriate to their individual situation 	15-12-20
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17/12/20	All Staff	<p>Risk Assessment, procedure updates for return to school 4th January - Updated to possible reopening on the 18th January</p> <p>Testing</p> <ul style="list-style-type: none"> • Follow the link https://www.gov.uk/get-coronavirus-test • Book a home test • Take the test and send via post by 29th December • Inform Keith on 07813064753 by Sunday 3rd January if positive/ negative or results not received • If you don't have your results please still come back to school on 4th January and update us when you receive the result • There will be further request to test two weeks after the beginning of term. We will supply further details closer to the time. <p>Please find some further refinements to our procedures and risk assessment:</p> <p>Photocopier – to limit the contact at certain areas around the school please can:</p> <ul style="list-style-type: none"> • Year 4/5/6 to use top floor copier only • Year 1/2/3 to use Aqua Room copier only • Nursery & Reception to use bottom floor copier only • Inform Keith if you don't have access to a specific floor photocopier <p>Aqua Room</p> <ul style="list-style-type: none"> • Maximum of four adults at one time • After using computer, all staff to utilise the dry disinfectant spray to spray desk and keyboard and mouse after each use • All staff to use dry spray on the rotary cutters after each use <p>Staffroom</p> <ul style="list-style-type: none"> • Please only use the staffroom to make tea, coffee or get some water. • If possible, stay in your bubble areas to eat your lunch and have your breaks. • Staff who do not have a particular designated area please see Linda 	<p>Keith to inform SLT on the 3rd January of staff Covid results</p> <p>Ensure disinfectant spray available in Aqua room at all times – order extra spray</p> <p>Keith to ensure staff have access to relevant photocopiers</p> <p>Business team to regularly check Aqua Room for compliance</p> <ul style="list-style-type: none"> • Specifically, on PPA Days • Break Times • Lunch Times 	03/01/2020
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04-01-20	All Staff	<p>Local London Schools Lockdown announced Friday 1st January 2020. Schools to open for Keyworker and Vulnerable children only.</p> <p>COVID-19 – TESTING PROCEDURES Staff required for to attend school in support of the key worker & Vulnerable group must -</p> <ul style="list-style-type: none"> - complete a Covid-19 test and receive a negative result before attending school premises on or before the 4th January - Results must be emailed to krobertson@conway.greenwich.sch.uk the evening (by 6pm) before attendance at school - Staff to resource/administer test via <ul style="list-style-type: none"> o Remote Postal Test - https://www.gov.uk/get-coronavirus-test o Avery Hill Walk in - https://www.gov.uk/get-coronavirus-test o Or the school staff specific site – booking available at www.royalgreenwich.gov.uk/forms/form/608/en/covid-19_community_testing_for_primary_schools - Staff attending school must then re-test by Thursday the 7th January and send results to the business manager as above by Saturday 9th January for approval to attend for the following week. 	<p>SMB – to provide SLT full staffing list with Covid-19 result 24 before school opens on the 4th January and the 11th January</p> <p>Any staff members whose results are not back in time of attendance at school, will have to await results before attending –</p> <ul style="list-style-type: none"> - should there be a major lack of staffing SLT will risk access each member of staff required in school awaiting a result as to whether they can attend and instruct accordingly re attendance and specific job description and location until result is received 	
08-01-21	Judith & EFS	<p>Early Years Regarding Early Years we raised the issues which you have brought to our attention regarding the lack of DfE attention to the sector and understanding of the differences between MNS, nursery provision within primary schools and PVIs and childminders, the changes since the contingency framework that provided discretion for primary schools on whether their nursery provision opened which then changed to all nurseries required to be open, the census date and funding, and staffing difficulties and the pressure you are under. The Government has now determined that all aspects of early years provision will remain open to all children. Our DfE advisor agreed to take our collective concerns back to Ministers but at this moment in time we are not sure that any changes will be forthcoming regarding the current expectations. We are aware of lobbying currently being organised and will continue to raise these issues across the range of fora we attend.</p>	<p>The provision is currently not required therefore is closed as our parental group have elected to keep their children at home. Nursery children of vulnerable/keyworker families can be accommodated for in school</p> <ul style="list-style-type: none"> • On-line learning activities are currently being resourced and will be made available on our learning platform J2e • Homework packs are available for all children unable to engage remotely <p>Our Nursery Teacher has been impacted by the covid-19 situation and is currently self-isolating but engaging with</p>	KRB 11-01-21

		<p>The following guidance outlines the following Restricting attendance during the national lockdown: schools (publishing.service.gov.uk)</p> <p>(pg5, para2) "Early years provision should continue to remain open and should continue to allow all children to attend full time or their usual timetable hours. This includes early years registered nurseries and childminders, maintained nursery schools, as well as nursery classes in schools and other pre-reception provision on school sites. Only vulnerable children and children of critical workers should attend on-site reception classes. This is the default position for all areas irrespective of national lockdown restrictions"</p> <p>As you will be aware and as previously stated this differs from previous guidance giving school nursery classes explicit flexibility. My suggestion to you all is to consider your risk assessments and staff availability and the individual context of your school. If you do not feel it is safe to open to all nursery children, then the risk assessment needs to outline this and the reasons to justify partial closer. If you need to discuss with me, please do contact me.</p> <p>The Leader of the Council has written to the Secretary of State in support of the Early Years sector. I have attached a copy of the letter to this email.</p>	Nursery parents and children via Zoom and phone calls daily	
23/02/21	KRB & SLT	<p>Schools and colleges return to full opening from Monday 8 March</p> <p>The Prime Minister has announced today (Monday 22 February) that the Government has set out its plan for the return of all pupils to schools and colleges, as part of the roadmap for leaving lockdown, which was published today.</p> <p>All schools will return to face-to-face education on Monday 8 March.</p>	<p>Hygiene</p> <ul style="list-style-type: none"> • Deep Clean of school before full return • Full check of cleaning stocks inventory – replace minimum stock levels • Stocktake of classroom & Toilet/Shared Space soap/sanitiser/disinfectant – replace minimum stock levels • Check sanitiser, disinfection and soap dispenser units – replace faulty sprays – replace batteries • Check disinfection mats and repair/replace top up as required 	Completed 26/02/21

	<p>All primary school pupils will return on Monday 8 March. Primary school staff will continue to take two rapid coronavirus (COVID-19) tests each week at home to identify positive cases more quickly and break the chains of transmission.</p> <p>All secondary school and college students will take coronavirus (COVID-19) tests as they return to the classroom from Monday 8 March. Schools and colleges will have discretion on how to phase the return of their students over the week beginning 8 March to allow them to be tested on return.</p> <p>After an initial programme of 3 tests in school or college, students will be provided with two rapid tests to use each week at home. Secondary school and college staff will also continue to be provided with two tests to use each week at home.</p> <p>Staff and students in secondary schools and colleges are advised to wear face coverings in all areas, including classrooms, where social distancing cannot be maintained as a temporary extra measure.</p> <p>Specialist settings, including alternative provision, which have remained open to the majority of children and young people throughout the lockdown, are encouraged to work with their secondary school students and their families to agree the most appropriate way for them to access twice-weekly testing.</p>	<p>Signage</p> <ul style="list-style-type: none"> • Check whole school hygiene- Covid Signage - repair and replace <p>Classrooms</p> <ul style="list-style-type: none"> • Check layouts <p>PPE</p> <ul style="list-style-type: none"> • Stock take and order minimum stock levels <p>Testing – Staff</p> <ul style="list-style-type: none"> • Ensure correct stock levels • Communicate procedure with staff <p>Start & End of Day</p> <ul style="list-style-type: none"> • New procedures communicated with parents and staff <p>Parental communication</p> <ul style="list-style-type: none"> • Create and send full return letter to parental community via email/school app and website • Breakfast club and after school club confirmations to all parents • Appendix 3 to go out on school app as reminder to parents 	<p>24/02/21</p> <p>23/02/21</p> <p>26/02/21</p> <p>01/03/21</p> <p>01/03/21</p> <p>01/03/21</p>
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		<p>Wraparound childcare for primary and secondary pupils will resume where this provision is necessary to support parents to work, attend education and access medical care, and to support pupil's wider education and training.</p> <p>We have updated the following guidance to reflect the changes announced by the Prime Minister on the wider reopening of schools and colleges from Monday 8 March:</p> <ul style="list-style-type: none"> • early years and childcare providers • actions for schools during the coronavirus outbreak • contingency framework: education and childcare settings](excluding universities) 		
04-03-21	KRB – All Staff	<p>Guidance on the use of face coverings in primary schools and early years settings</p> <p>From Monday 8 March, new advice applies to the use of face coverings by staff, pupils and students in schools and further education in England. Further information can be found in the guidance for schools, guidance for further education providers and guidance for early years and childcare providers.</p> <p>In primary schools and early years settings it is recommended that staff and visitors wear face coverings where social distancing cannot be maintained between adults. These measures will be in place until Easter. As with all measures, we will keep this under review and update guidance as needed.</p>	All staff within Conway Primary unless clinically exempt have been directed to wear a face mask and/or shield from March 23 rd 2020 (Lockdown 1) – this will continue in line with updated guidance and beyond the suggested date of easter	04/03/21

		<p>Children in primary schools do not need to wear a face covering and they should not be asked to wear one. Dr Susan Hopkins, the Chief Medical Adviser for NHS Test and Trace, has said that “the consensus among educationalists, public health and clinical specialists is that it is not advisable for primary school children to wear face coverings. That is why Public Health England has not recommended to the Department for Education that they should be worn by primary pupils in the classroom. Children need to see facial expressions to develop their communication and language skills and practically, they can have difficulties keeping them on all day.”</p>		
11/05/2021	KRB – ALL Staff	<p>Update to face coverings in education settings guidance</p> <p>As part of the government’s move to Step 3 of the roadmap, from Monday 17 May, new advice applies to the use of face coverings by staff, pupils and students in schools and further education in England. Our guidance on face coverings has been updated to reflect these changes.</p> <p>Face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and FE providers. Face coverings will also no longer be recommended for staff in classrooms. In all schools and FE providers, we continue to recommend that face coverings should be worn by staff</p>	<p>All staff within Conway Primary unless clinically exempt have been directed to wear a face mask and/or shield from March 23rd 2020 (Lockdown 1) – this will continue until such time decided by the headteacher and SLT</p>	

		<p>and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p> <p>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.</p>		
22 nd July 2021	KRB – All Staff	<p>Step 4 Adaptations to Risk Assessment for September 2021</p> <p>Provided we are still within a Step 4 Lock Down Schools Operational Guidance provided by the Department for Education (DfE) can be found here schools operational guidance from step 4, (DfE).</p> <p>Main Points</p> <ul style="list-style-type: none"> • Mixing with Bubbles – The DfE no longer recommend it is necessary to keep children in consistent groups – ie Bubbles • Tracing close Contacts - Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact • Face Coverings - Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects 	<p>Bubbles</p> <ul style="list-style-type: none"> • Year groups will no longer be required to be in strict bubbles • Previous Lunch Time and Play Time routines post Covid-19 will resume <p>Classroom Organisation</p> <ul style="list-style-type: none"> • Desks can return to child groupings. Teachers can elect to keep the face forward format should they wish <p>Assemblies</p> <ul style="list-style-type: none"> • To continue via zoom <p>Entry & Exit</p> <ul style="list-style-type: none"> • Removal of staggered entry and exit and to return to post Covid arrangements – Parents will not be allowed in to the playground as with current risk assessment. Large Play Ground Gate and Small Play Ground Gate will be open and manned by staff to ensure and 	

		<p>and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <ul style="list-style-type: none"> • Stepping measures up and down - You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible. • Control Measures –Continue with Hand Hygiene/Respiratory Hygiene/Maintain Appropriate Cleaning Routine and ensure communal areas are well ventilated. 	<p>effortless entry and exit procedure – Procedure to be reviewed half-termly</p> <p>Office</p> <ul style="list-style-type: none"> • Office to continue with appointment only procedure - limiting the number of visitors/parents in the office at any time to two <p>After School Clubs/Trips/Activities</p> <ul style="list-style-type: none"> • To Resume, following guidance and whole school hygiene/ covid-19 spread procedures • Trip/Activity Risk Assessments must have a completed Covid-19 Measures Section before sign off by SLT <p>Meetings/Inset</p> <ul style="list-style-type: none"> • To continue where possible via zoom <p>Hygiene Measures</p> <ul style="list-style-type: none"> • Continue with procedures/measures as described in main body of this risk assessment – Section 3D • Keep all areas well ventilated with windows open in all areas and where possible doors to classroom/hall areas and stairwells <p>Face Masks/Distancing Measures</p> <ul style="list-style-type: none"> • All staff unless exempt to wear face masks in communal areas – face masks can be removed in class/offices. • Limit movement around building where possible • Staff Room limited to 6 members of staff • Kitchen limited to 3 members of staff <p>Testing</p> <ul style="list-style-type: none"> • Staff to administer Lattaral Flow Tests twice weekly at home 	
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			<p>Control Measures – New Guidance 16th August 21</p> <p>Adult Positive Case</p> <ul style="list-style-type: none"> • If positive LFT adult not to attend school and seek PCR test immediately – If PCR Positive Adult to remain at home for isolation period • Class to continue in school with children closely monitored by teacher and office • Close contact Trace no longer responsibility of school – Test & Trace will take over on report of a positive PCR • If unwell with any of the symptoms of Covid-19 whilst in school – leave immediately administer a LF Test as soon as possible and update the business team – if positive follow PCR guidance • Evening Deep Clean of Classroom • If negative PCR test is received after a positive LFT this overrides the LFT and adult can return to school immediately <p>Child Positive Case</p> <ul style="list-style-type: none"> • When informed of a positive LFT, parents to be informed to gain a PCR test ASAP and inform school of results immediately • Child to follow isolation rules – family to follow current guidance • Class to continue in school and closely monitored by teacher and business team • If child displays symptoms in school – please follow guidance in main body risk assessment • Close contact Trace no longer responsibility of school – Test & Trace will take over on report of a positive PCR • All areas utilised to be cleaned down as per Hygiene Procedure and evening deep clean of class 	
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			<ul style="list-style-type: none"> If negative PCR test is received after a positive LFT this overrides the LFT and child can return to school immediately <p>Covid-19 Outbreak Measures – 10% of 1 class/5% Staff</p> <ul style="list-style-type: none"> Contact Public Health England on 0800 046 8687 Option 1 Please follow schools Covid-19 Outbreak Measures Document available on the school website or within the policies folder on the SLT Drive and Staff Drive If positive numbers increase above 10% of a class or 5% of staffing, we may elect to reintroduce our full Covid-19 measures and risk assessment 	
16 th August 2021	KRB & SLT	<p>Close contacts of a positive COVID-19 case in all education and childcare sectors</p> <p>From Monday 16 August unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.</p> <p>Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. We strongly encourage all individuals to take a PCR test if advised to do so.</p>	<ul style="list-style-type: none"> Follow new School Covid-19 Framework contained here ..\..\Guidance\20210817 Contingency Framework ork FINAL AUGUST 2021.pdf Adjust isolation/closure procedures as directed 	Immediate - Completed

		<p>There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend their setting as usual.</p> <p>Children and young people who attend an education or childcare setting and who have been identified as a close contact, should continue to attend their setting as normal.</p> <p>18-year-olds will be treated in the same way as children and young people until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p>		
29 th November 2021	KRB & SLT	<p>OMICRON VARIANT</p> <p>Information for all education and childcare settings on new measures in response to the identification of the Omicron variant of COVID-19 in the UK</p> <p>On Saturday 27 November, the Prime Minister <u>announced</u> new temporary measures following the emergence of the Omicron variant of COVID-19 in the UK.</p>	<ul style="list-style-type: none"> • Follow New Guidance Stringently • Issue Direction to all staff via Whasapp groups/Zoom Groups – back up by email • SLT to ensure compliance • Issue new directive to parents – Wearing of masks in the school playground when pick-up and drop-off 	<p>29/11/21 28/11/21</p> <p>Ongoing 29/11/21</p>

		<p>The new measures will be introduced as a precaution to slow down the spread of the variant while we gather more information. We will continue to keep this under review as the situation develops.</p> <p>Face coverings</p> <p>Face coverings should be worn in communal areas in all settings by staff, visitors and pupils or students in year 7 and above, unless they are exempt.</p> <p>Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt.</p>		
09/12/21	KRB	<p>Information for all education and childcare settings on implementing Plan B of the COVID-19 Response: Autumn and Winter Plan</p> <p>On Wednesday 8 December, the Prime Minister announced the implementation of <u>Plan B of the COVID-19 Response: Autumn and Winter Plan</u>, to reduce pressure on the NHS. Plan B sets out a number of additional measures across society to control transmission of COVID-19.</p> <p>The Government is clear on the critical importance of not disrupting the education of children and young people and the Government will prioritise keeping all</p>	<ul style="list-style-type: none"> • Follow New Guidance Stringently • Update staff on new Guidance via email • Update staff on January testing • 	<p>All Staff 09/12/21 KRB 09/12/21 KRB 09/12/21</p>

		<p>education and childcare settings open. The measures set out below will support this.</p> <p>Attendance</p> <p>School attendance remains mandatory and all the usual rules continue to apply. Enabling children and young people to attend their education setting regularly continues to be a national priority. As usual, schools are able to grant leaves of absence for pupils in exceptional circumstances.</p> <p>Face coverings</p> <p>Face coverings should be worn by pupils and students in year 7 and above (which would be children who were aged 11 on 31 August 2021), staff and visitors in communal areas, unless exempt. This is a temporary measure. Pupils and students in year 7 and above in these settings must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school, college, or higher education provider.</p> <p>We do not recommend that pupils and staff wear face coverings in classrooms, unless their Director of Public Health advises them to temporarily do so in one of the circumstances described in the Contingency Framework Guidance.</p>		
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		<p>Wrap around provision</p> <p>Schools and early years settings should continue to offer their usual before and after-school activities, including wraparound childcare. These activities provide valuable childcare for working parents and carers and promote the wellbeing of children and young people.</p> <p>Working from home</p> <p>Office workers who can work from home should do so from Monday 13 December. Anyone who cannot work from home should continue to go into work – for example, to access equipment necessary for their role or where their role must be completed in-person. In-person working will be necessary in some cases to continue the effective and accessible delivery of some public services and private industries.</p> <p>We expect all education and childcare settings, including further and higher education providers, to continue to provide face-to-face teaching, and staff should continue to attend their place of work if required in order to deliver this. Teaching and learning should not be moved online as a result of the work from home guidance and we continue to expect higher education students (unless distance learners) to receive an element of face-to-face tuition. Therapists and wider</p>		
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		<p>children's service professionals should continue to be invited into education and childcare settings.</p> <p>Education and childcare leaders are best placed to determine the workforce required to meet the needs of their children, pupils and students. Education and childcare leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home, while minimising disruption to face-to-face education and care.</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p> <p>Children and young people previously considered CEV should attend their setting and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Testing</p> <p>We strongly encourage all those involved in education and childcare settings to continue regular testing (LFD not PCR) and reporting their results, and to</p>		
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		<p>encourage pupils and students in year 7 and above to test and report their results.</p> <p>Settings are strongly encouraged to ask parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting.</p> <p>Isolation</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will continue to be required to self-isolate and asked to book a PCR test.</p> <p>The Government plans to introduce Daily Contact Testing as soon as possible as an alternative to self-isolation for contacts of positive Omicron cases who are fully vaccinated or under the age of 18 years and 6 months.</p> <p>January return</p> <p>We continue to learn more about the impacts of the Omicron variant. To prepare for any possible changes in public health advice, all education and childcare settings should now revisit their existing outbreak plans to ensure they are well prepared for any future changes and ensure they are familiar with the <u>Contingency Framework Guidance</u>.</p>		
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		<p>Similarly, colleges and higher education providers should review their outbreak plans and ensure that contingency plans are up to date.</p> <p>There are exams for vocational and technical qualifications timetabled for January. Students who are due to sit these exams will be prepared and it is right that they should be given every opportunity to demonstrate what they have learnt. Exams and formal assessments will go ahead. Consequently, it is essential that students continue to prepare for these assessments.</p> <p>We have recently asked all secondary schools to provide an on-site test for pupils on return in January. Testing in school helps to boost participation and will help reduce transmission after a period of mixing over the holidays.</p> <p>For those in settings closing over Christmas, all staff and students should test over the holidays in line with national guidance. This means that they should test if they will be in a high-risk situation that day and before visiting people who are at higher risk of severe illness if they get COVID-19.</p> <p>For settings remaining open over the Christmas period (such as private nurseries, higher education or adult education providers), staff and students should continue to test at home twice per week over the holiday period.</p> <p>Further and higher education students, and staff in all educational and childcare settings, should take one self-test at home either the evening or morning before they return in January. Then they should continue to test in line with government</p>		
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		<p>guidelines and we recommend all staff and eligible students take up the offer of a vaccine.</p> <p>Inspection</p> <p>Early years settings, schools and colleges will be using the final days of term to put in place these measures and consider contingency measures for January. In order to do that contingency planning, the Secretary of State for Education and Her Majesty's Chief Inspector have agreed that early years settings, schools and colleges will not be inspected next week unless there are safeguarding concerns.</p> <p>Ofsted has already confirmed that secondary schools will not be inspected, unless there are urgent concerns, during the first week of schools' return in January, in light of the onsite pupil testing that secondary schools will be undertaking that week. Ofsted inspections will continue to play an important role in providing independent assurance as schools and colleges continue to respond to the pandemic.</p> <p>Ofsted visits for Children's Social Care, local authority SEND services and joint targeted area inspections will continue.</p>		
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04/01/21	KRB	<p>Clarification on the changes to the self-isolation period for individuals who test positive for COVID-19</p> <p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p> <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7.</p> <p>Health and social care workers, including those working in education settings, should continue to follow guidance for their sector on taking LFD tests on day 8, 9 and 10. For more information, visit COVID-19: management of staff and exposed patients or residents in health and social care settings.</p> <p>Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.</p>	<ul style="list-style-type: none"> • Follow New Guidance Stringently • Update staff on new Guidance via email 	05/01/21
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		Further information, including examples of when to end self-isolation if you have had COVID-19 symptoms, is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection .		
11/01/20 22	KRB	<p>Confirmatory PCR tests to be temporarily suspended for positive lateral flow device (LFD) test results</p> <p>Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.</p>	<ul style="list-style-type: none"> • Follow New Guidance Stringently • Update staff on new Guidance via email • 	10/01/202 2
14/01/20 22	KRB	<p>Changes to the self-isolation period for those who test positive for COVID-19</p> <p>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a</p>	<ul style="list-style-type: none"> • Follow New Guidance Stringently • Update staff on new Guidance via email • Email Update to Staff 	17/01/202 2

		<p>temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p>	<p>We will continue to manage this process with you and please ensure you continue to</p> <ul style="list-style-type: none"> • Complete Daily LF Tests and email results to admin@conway.greenwich.sch.uk • Contact Keith on 07813064753 should you receive a positive LF test <ul style="list-style-type: none"> ○ You are required to upload your positive LFT result on-line at https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/report-a-rapid-lateral-flow-test-result/ ○ A reminder that you are no longer required to complete a PCR test after a positive LF test and that your isolation period starts immediately • Please call Keith on day 5 and day 6 of your isolation period with an update as to your results – You must have a negative LF test on the morning of Day 5 and Day 6 to be able to return to work on day 6. Should you continue to test positive you must further isolate – test daily and update Keith with your results – Keith will issue further guidance in these circumstances. 	
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19/01/2021	KRB	<p>An update for all education and childcare settings following the Prime Minister's announcement of the end of Plan B</p> <p>Today, the Prime Minister announced that all Plan B measures will be removed in England, with a full return to Plan A by Thursday 27 January.</p> <p>In education and childcare settings, this means:</p> <p>From tomorrow, Thursday 20 January, face coverings are no longer recommended in classrooms and teaching spaces for staff, and pupils and students in year 7 and above. They were introduced in classrooms at the start of the spring term as a temporary measure.</p> <p>From Thursday 27 January, face coverings are no longer recommended in communal areas for staff, and pupils and students in year 7 and above.</p> <p>This decision comes in response to national infection data showing the prevalence of COVID-19 to be on a downward trajectory. Whilst there are some groups where cases are likely to continue rising, it is likely that the Omicron wave has now peaked nationally. There remains significant pressure on the NHS but hospital admissions have stabilised, and the number of patients in Intensive Care Units (ICU) remain low and are falling.</p>	<ul style="list-style-type: none"> • Update Staff via Email • Conway to continue utilising facemasks in all communal areas – update staff accordingly 	20/01/2022 20/01/22 ALL STAFF
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		<p>This means it is right we remove the most stringent restrictions around wearing face coverings from education, but the virus is still with us, and continuing with proportionate protective measures remains vital to protect education.</p> <p>Local directors of public health are able to recommend the use of face coverings in communal areas, across their area only, where DfE and public health experts judge the measure to be proportionate due to specific health concerns. This is a temporary measure. Directors of public health will continue to advise individual settings experiencing outbreaks. Any local introduction of face coverings will be subject to routine review and removed at the earliest opportunity.</p> <p>Ofsted's deferral policy has provided reassurance to schools, colleges and early years settings that have been significantly impacted by staff absence in recent weeks. That policy remains in place and Ofsted will continue to remind providers about it for the remainder of this half-term.</p> <p>At the start of this term, Ofsted temporarily halted the use of part time inspectors who are also front-line leaders. They will now invite those who are able to inspect again to do so from Monday 31 January. As has always been the case, it will be for leaders to decide whether to offer their services to Ofsted.</p> <p>From Thursday 27 January, venues and events will no longer be required by law to use the NHS COVID Pass. The pass can be used on a voluntary basis as was previously the case in Plan A.</p>		
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		<p>The government is no longer asking people to work from home. Staff should speak to their employers about arrangements for returning to the office, and should follow the working safely during COVID-19 guidance.</p> <p>We have updated the guidance for schools, further education settings, special schools and out-of-school settings to reflect these changes.</p> <hr/>		
20/01/2022	KRB	<ul style="list-style-type: none"> updates to guidance following the Prime Minister's announcement of the end of Plan B <p>Updates to guidance following the Prime Minister's announcement of the end of Plan B</p> <p>We have updated the following guidance documents to reflect the changes made following the Prime Minister's announcement of the end of Plan B:</p> <ul style="list-style-type: none"> guidance for schools 	<ul style="list-style-type: none"> KRB to read updated guidance and reflect any changes in RA by 24/01/2022 	KRB 24/01/22

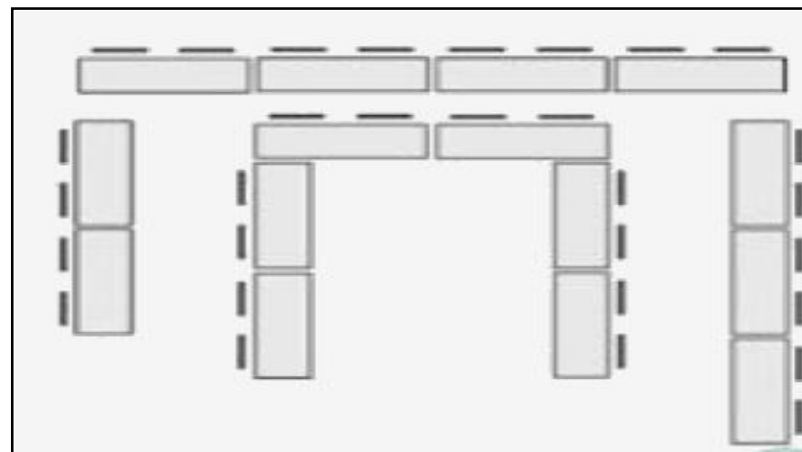
28/02/20 22	KRB	<p>Prime Minister's announcement on the Living with COVID-19 plan</p> <p>Today the Prime Minister has set out the next phase of the government's COVID-19 response 'Living with COVID-19'. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.</p> <p>Further information on what this means for education and childcare settings and children's social care services is below.</p> <p>Changes to self-isolation and daily testing of close contacts</p> <p>From Thursday 24 February, the Government will remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days. In addition, the Government will:</p> <ul style="list-style-type: none"> No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate. 	<p>TESTING</p> <p>Following updated guidance released over the past few weeks we are from today changing our testing procedures within school. From Friday 04th March, there is no longer a requirement to test twice week.</p> <ul style="list-style-type: none"> You are now only required to test if you start to suffer from any of the three main symptoms – consistent cough/sore throat or a painful headache. <ul style="list-style-type: none"> Should your symptoms start in school, please attend the school office and you will be given one test strip Should this test come back positive – Keith will direct accordingly As current procedure please call Keith on 07813064753 if outside school hours and you test positive – he again will direct accordingly <p>POSITIVE CASE</p> <ul style="list-style-type: none"> Inform Keith on 07813064753 and await direction Update positive LFT on nhs website https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/reprt-a-rapid-lateral-flow-test-result/ If positive isolate for 5 days from Positive LFT if no symptoms or if symptoms isolate form that date LFT on the 5 and 6th day and send details to Keith on 07813064753 0 if negative on both the 5th and 6th day you can return on the 6th day. If still negative Keith will direct what to do. 	UPDATE RA UPDATE ALL STAFF KRB 03/03/22
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		<ul style="list-style-type: none"> • End self-isolation support payments, national funding for practical support and the medicine delivery service will no longer be available. • End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. Staff, children and young people should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home. • End the legal obligation for individuals to tell their employers when they are required to self-isolate. <p>Update for schools on recording attendance</p> <p>School attendance is mandatory for all pupils of compulsory school age. It continues to be a priority to ensure that as many children as possible are regularly attending school.</p> <p>The position on recording school attendance in the register has not changed. Where a pupil is following advice to self-isolate prior to a confirmed case of COVID-19 they should be recorded as code X (not attending in circumstances related to coronavirus). Where a pupil has a confirmed case of COVID-19 they should be recorded as code I (illness).</p>		
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		<p>Department for Education COVID-19 helpline</p> <p>The Department for Education COVID-19 helpline is available to answer any questions you have about COVID-19 relating to education and childcare settings and children's social care.</p> <p>Department for Education guidance</p> <p>Our guidance to support education and childcare providers, local authorities and parents during the COVID-19 pandemic can be accessed using the links below:</p> <ul style="list-style-type: none">• Guidance for schools		
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Class Desk Layout

All classes will have forward facing desks, with children sitting side by side, so that no children are sitting facing each other to minimise the risk of infection. The desks can be either in rows or a horseshoe shape whichever the teacher feels is best for their classroom space.

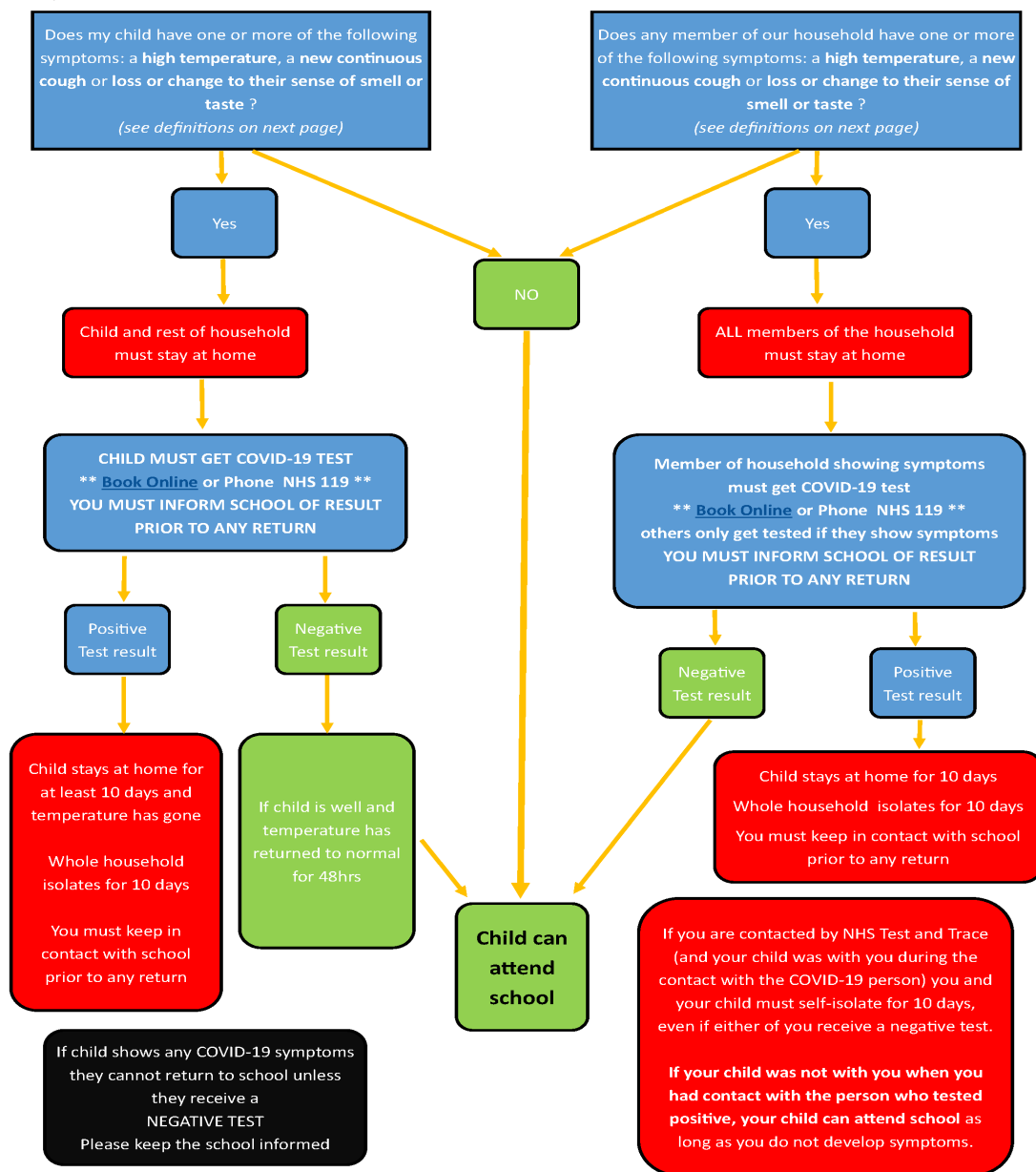


Guidance for visitors to school

Please review and be familiar with the full Risk Assessment and check for any updates on the school website prior to visit.

<https://www.conwayprimaryschool.co.uk/news-1/covid-updates/risk-assesments>

- Always call the school office in advance to book in a fixed time for your visit with a named member of staff.
- Never arrive at the school gates without a confirmed appointment. You will be asked to contact the school by phone or email in order to book an appointment.
- In the event you develop any potential Covid-19 symptoms prior to your visit (see Appendix 3 for flow-chart and definitions), you must not come to the school and you should make contact my phone or email to make us aware so we can review any contact issues.
- You must use the provided foot mat and hand sanitiser upon entry to the school and before you sign-in using the Invenry system
- ALL visitors for appointments must sign in and read the terms & conditions using the Invenry system
- You must follow all social distancing requirements and any one-way systems that are in place. Staff will guide and help you as needed as we are a large school.
- You are required to wear a face covering or face shield – these are available from the school office.
- If you are working with children and it is an essential part of providing for their education and well-being then a well-ventilated space, away from shared areas will be provided. You will be told where the room is and a member of staff will take you there if you are unsure.
- You will be permitted to leave the building through the nearest convenient exit (accompanied by staff) to reduce the need to walk through the building unless necessary. The member of staff will then be responsible to sign you out at the main reception area.
- All visitors must sign out utilising Invenry (Electronic Visitors Book) when you leave the building.



If in doubt, you should always seek professional medical advice and not just rely on this flow-chart



Useful Information:

The main symptoms of coronavirus (Covid-19) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

Note: If you do have a digital thermometer then the NHS defines a high temperature (fever) in [children](#) & [adults](#) as 38°C or higher. Please click on the links for more information and what to do in an emergency.

- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

- **to book a test online** – [Click here](#)

For more information please visit the NHS website by [clicking here](#).

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IF YOU CANNOT ACCESS THE INTERNET AND NEED TO
SPEAK WITH THE NHS CORONAVIRUS (Covid-19) SERVICE

DIAL 119 FROM ANY PHONE