



Lynch Hill School Primary Academy

We Aim High, Work Hard, Care Deeply

Risk Assessment for Re-opening of School January 2021 to Vulnerable Pupils and children of Critical Workers

Who is at Risk?

Pupils, Staff, Pupils' families and visitors

Date: January 2021

How can the hazards cause harm?

Illness, COVID 19 outbreak – new variant up to 70% more transmissible

This is based on the following essential measures which are then addressed separately below:

- a requirement that people who are ill should stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school and wherever possible minimise potential for contamination so far as is reasonably practicable

This is based on the following DFE guidance:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Specific Issue	Control Measures	By who	Notes
Prevention			
<p>People presenting with symptoms</p> <p>Staff and pupils who feel they may be displaying any symptoms, must stay at home and get tested. Clear message of not putting others at risk</p> <p>Ensure all staff are aware of the need to be looking out for children displaying any symptoms.</p> <p>During this period of time with such high infection rates, we must be extra vigilant and monitor all pupils. Use of non-contact thermometers can be used to take temperatures</p>	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend your setting.</p> <p>Follow the Slough flow chart</p> <p>Continued use of designated room for pupils who are in school and suddenly begin displaying symptoms, with staff following DFE guidance, including use of a separate toilet</p> <p>Continue to have home school agreement which details the responsibility of the parent to keep the child at home if displaying symptoms</p> <p>Action to take in the event of a COVID 19 incident in the school – <i>When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. Where the child, young person or staff member tests negative, they can return to their setting, as long as they are feeling better, and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive /close contacts within their childcare or education setting will very likely be sent home and advised to self-isolate for 10 days. This will be actioned following advice given by the DFE. The HT or SLT will contact the correct the DFE on 0800 046 8687. 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. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, the DFE and/or local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group</i></p> <p>LHSPA will undertake to follow all DFE guidance regarding managing confirmed cases of COVID. SLT will be the staff who liaise with the local health protection team as necessary and staff will be updated accordingly</p>	All	<p>Staff to refer to the LHS ‘what if’ scenario sheet</p> <p>Ensure staff are wearing PPE when dealing with a child with symptoms and this PPE is removed and double bagged and binned after use</p> <p>Positive test contact number no longer PHE or Thames Valley Protection Team, instead call DFE Helpline: 0800 046 8687</p> <p>Reminder to all parents regarding importance of keeping children at home if they are unwell</p>

Asymptomatic community members transmitting virus	As of week beginning 25 th January, twice weekly testing programme to be rolled out to primary school staff at LHSPA. Rapid lateral flow tests will be given to staff to administer at home and results recorded Clear records kept via Test Kit Log and Results Register	SLT and Covid Co-ordinator to oversee	Follow all guidance as set out on DFE Document Sharing Platform
Poor Hand hygiene Ensure sanitising can also take place outside in EYFS play areas Staff to ensure they are regularly sanitising hands throughout the day and before and after touching resources, passing out books etc	Ensure that all children clean their hands as soon as they arrive in school using their classroom sinks and sanitising stations and again regularly through the day Ensure there is regular and thorough hand cleaning throughout the day and that this is part of the school routine, including during breaks. Embedded in daily timetable, displayed and monitored closely to avoid overcrowding Ensure that the hand sanitising bottles are in each classroom area of the school and office/reception and used appropriately by the children, staff and visitors. Pupils with complex needs to be supported with hand washing and sanitising and follow care plans and risk assessments Communicate clearly with parents that pupils will wash their hands, on entry to the classroom as a non-negotiable routine Staff to immediately inform premises team if the sanitisers need re-filling	All staff Premises Assistant to top-up sanitiser units	Ensure all staff, pupils and parents are aware of expectations as laid out in Behaviour Addendum to support good levels of hygiene Premises team must schedule in regular checks
Covid transmitted as a result of not maintaining respiratory hygiene	Continue to highlight the 'catch it, bin it, kill it' approach and ensure that there are enough tissues and lidded bins available in the setting to support pupils and staff to follow this routine. Make this high profile in the re-establishing of routines when the pupils return for term 2 – all staff to take responsibility Windows and doors to be kept open to aid ventilation Air conditioning only to be used when deemed safe to do so – considering the number of people in the area Tissues in every classroom and checked daily Lidded bins and double bagging to continue. Bins emptied in middle and end of day Paper towels and bins in every washroom Staff to immediately inform premises team if there are not paper towels, tissues in the room Stocks of disposable masks available from HT room	All staff Premises Assistant to check that classrooms have tissues	Premises team must schedule in regular checks

<p>Enhanced Cleaning</p> <p>Give enough time between groups to be able to wipe down areas and resources</p> <p>Sanitising sprays are also available for spraying down resources in classrooms</p> <p>Re-fillable spray cannisters need monitoring and topping up as necessary</p> <p>Access to wipes/sprays etc from HT office as well as from Premises Team</p>	<p>Current guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p><i>This will be regularly reviewed:</i></p> <p>Enhanced cleaning schedule to include: Staff to wipe down classrooms as necessary throughout the day including if classrooms are being used for lunchtimes Wiping of door handles and key pads throughout the day- take responsibility for own key areas Ensure cleaning of bannisters throughout the day Children encouraged to clean hands thoroughly after using the toilets and at regular points across the day Frequently touched surfaces being cleaned more often than normal</p> <p>Cleaning tools available in each teaching area e.g. cloths, gloves, detergent, tissues, sanitising wipes – Premises team to ensure sufficient stocks</p> <p>Waste disposal process in place for potentially contaminated waste. In line with DFE guidance lidded bins have been purchased for across the school and waste will be double bagged</p> <p>Cleaning team who carry out midday cleaning of toilets and key areas to continue in this role Monitor closely to ensure that this is sufficient. Premises team to ensure that cleaning checklist is being followed. Teaching staff to be on rota to oversee lunch duties in classrooms and in the playground Room assigned for breast feeding women – user to wipe down before and after use</p>	<p>Premises team and SLT</p> <p>Teaching staff to be on rota for lunchtime supervision</p> <p>5 x cleaners for midday clean</p>	<p>Premises team must schedule in regular checks</p>
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Use of Shared Spaces	<p>ICT Suite – gel and wipes stationed in the ICT suite Do not wipe keyboards. Insist on pupils and staff sanitising hands before and after use</p> <p>Surfaces and chairs must be wiped down after use</p> <p>Photocopiers – Ensure that staff sanitise/wash hands before and after use. Bottle of alcohol gel to be stationed at copiers for those staff not carrying their personal bottles. Signs by copiers to act as a reminder. Wipes to be at copiers to wipe clean the display panel before use.</p> <p>Inform premises team immediately if there are not wipes/sanitisers available</p> <p>Carefully timetabled break and lunchtimes so that year groups do not need to come into contact with one another</p>	Teachers/ TAs/Admin staff	
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<p>Minimising Contact and Social Distancing</p> <p>During new national lockdown, children are remaining within year groups. Numbers of critical worker and vulnerable pupils carefully monitored and bubble groups kept small. No bubble to go over 15, lower than 15 if in smaller classroom/unit. If numbers need to exceed this, look to possibility of creating new bubble.</p> <p>Staff will not be sitting together for lunch. Staggered timings for breaks and lunch</p> <p>Not travelling in cars together unless part of same household or support bubble (All to be clear on what this means with new lockdown measures)</p> <p>Maintain 2m+ with all adults wherever possible.</p> <p>Advise use of masks/visors around the school site for all adults unless medically exempt</p> <p>Where possible online meetings. If need to meet in person, ensure 2m+, use of</p>	<p>Groups of pupils will be kept separate (in 'bubbles') and, where possible, appropriate distancing will be in place between individuals who are not in the same bubble.</p> <p>Maintain the one-way systems that are already in place around the school</p> <p>Steps will be taken to limit interaction, sharing of rooms and social spaces between groups as much as possible. Staff must take personal responsibility to keep themselves as safe as possible</p> <p>At Lynch Hill we will keep children within their class groups for lessons and year groups bubbles for breaks, lunches</p> <p>We accept that within bubbles children, the younger pupils will not always be socially distanced, but with older pupils, we will offer constant reminders to do so. We will complete risk assessments for pupils who cannot maintain social distancing</p> <p>We will aim to keep designated staff to designated year group bubbles where possible, but we recognise that the PE team, music teachers, SEND TAs and lunch staff will move according to need and timetable demands across the week. We also recognise that government guidance states that staff can operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision but we will try to minimise the number of interactions or changes wherever possible.</p> <p>In class, where children are seated, it will be side by side and forward facing, taking into account space for adults to safely navigate the classroom. Excess furniture and resources removed. Pupils sat one per desk in KS1 and KS2 whilst in current National Lockdown.</p> <p>Space identified for pupils who may need to be withdrawn from class. If these spaces are being used by more than one bubble across the day, staff to ensure they adhere to hygiene procedures and thoroughly wipe down areas before leaving.</p> <p>There will be staggered timings in place for break and lunch for different year groups to reduce congestion in the playground and corridors as well as use of toilets.</p>	<p>All staff</p> <p>Parents/carers to be wearing masks or visors when dropping off or collecting, including upon approach to the main gate. Staff at entrances to do the same</p> <p>Reminder email sent to staff regarding what constitutes close contact and need to minimise numbers in meetings and in staffroom</p> <p>Reminder to all parents regarding gathering. Insist that parents stick to timings and follow hands, face space guidance. No clubs except Breakfast club and Funzone provision available for those who need</p> <p>SLT</p>
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<p>large space, good ventilation and masks</p> <p>Following all new lockdown measures when in school and when outside of working hours</p> <p>All pupils, including Nursery, to encourage pupils to bring in water bottles from home and take home each night to be washed and re-filled</p> <p>Limit crossover between staff and different teams and strict protocols followed</p>	<p>Very clear presence of SLT and premises staff on site to ensure parents adhere to timings and follow guidance.</p> <div> <p>Clear communication that it is the parents' responsibility not to crowd the entrances and only move forward when they can do so maintaining 2m+ distance from other families while queuing. Pupils will enter directly via their classroom door.</p> <p>Only one parent to drop off/collect child/children each day.</p> </div>		
<p>Visitors to the school site</p> <p>Contractors can be in school to ensure that the school is fit for purpose and necessary improvements are made but all safeguarding and H&S procedures must be adhered to.</p> <p>Premises Manager/HR Assistant to check all paperwork and to ensure contractors are clear on our Covid measures and expectations</p>	<p>Promote the idea of limiting the need to visit the school site and deal with any enquiries via phone or email where possible</p> <p>Visitors to remain in front holding area and not to come into main reception unless necessary. Those staff dealing with visitors must wear masks/visors</p> <p>Those visitors who need to be in school to be made clear of all guidance and to confirm on arrival that they are symptom-free. Insist on mask or visor unless medically exempt</p> <p>Parents in EYFS and Y1-3 will be encouraged to drop off and collect their children and not engage in face-to-face communication with staff. Where it is necessary to do so, staff should keep to 2m+ distance. No parents on site of pupils in Y4-6 as these pupils will continue to use KS2 pupil pathway</p>	<p>Office</p> <p>SLT</p>	<p>Office/site staff to liaise with those staying on site regarding their COVID risk assessments and our guidance</p> <p>Visitor Policy updated November 2020:</p> <p>As spring term begins, reminder to parents not to come to office and for meetings to be held remotely, including social care etc</p>

Staff/pupils/families travelling to school on public transport or minibus	<p>Masks must be worn by all travelling to school on public transport if over the age of 11. This must be clearly communicated to all</p> <p>If school minibus is being utilised, it is important to consider:</p> <ul style="list-style-type: none"> • How pupils are grouped (same bubble) • Use of sanitiser before embarking and disembarking • Additional cleaning of vehicle • Organised queuing and boarding • Distancing within vehicle where possible • No face covering required for pupils 	SLT & office	School staff -must avoid travelling to and from work together unless they are in the same household
Safe Use of Resources	<p>Staff and pupils to have their own stationery which will not be shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment for lunchtimes will be allocated to each year groups and will be unique to them.</p> <p>Children can bring bags into school but we will continue to ask them to limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, and a pencil case if appropriate. We will advise that they leave their stationery in school</p> <p>We will continue to request that children bring in a fresh, cleaned water bottle each day which they store at their desk</p> <p>Children to continue wear school uniform– promote need for fresh clean clothes each day and staff to monitor. Children to come to school in PE kit on PE days and stay in these clothes for the day in order to minimise the need to find different changing areas /rooms for each year group bubble across a given day.</p>	<p>All</p> <p>Inclusion Officer</p> <p>Staff to monitor</p>	<p>Additional large sanitising spray cannisters purchased for spraying down outdoor equipment or EYFS play resources. Must monitor and top up as required</p> <p>Sprays and wipes available for any class resources and stationery that need to be shared. Ensure this is done routinely</p>

<p>Use of PPE</p> <p>During this new lockdown and the increased infection rates in Slough, we ask that staff wear masks or visors throughout the school day when in any classes and communal areas when there are other staff/pupils about.</p> <p>Staff should feel empowered to remind their colleagues about this</p>	<p>Guidance states that staff do not require full PPE and it will only be needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • When working with children and young people who cough, spit or vomit. Clear expectations with parents and child and make them aware of the need for masks/visors/gloves and aprons 	<p>SLT & Medical Room Lead</p>	<p>Staff, parents and carers wearing masks or visors at drop off and collection. Reminder to parents in January for start of new term and SLT at gates to question if this is not happening</p>
Specific Issue	Control Measures	By who	Notes
School Operations			
<p>Maintaining Adequate Staffing Ratios</p> <p>Jan 21: Update risk assessments with those who are vulnerable</p> <p>Recognise advice for CEV to be shielding</p> <p>Staff in school and sharing the load between online and direct teaching</p>	<p>All SLT in school. Middle Leaders will cover SLT roles if necessary in case of SLT member off sick.</p> <p>Regular review of staffing levels in all year groups. We recognise that, following the guidance, staff can move across different groups to support but we must ensure that this is done as safely as possible and that staff doing this are adhering to all advice to maintain 2m+ distance from other adults</p> <p>SLT can make the decision to close down a bubble if there are not the staff ensure staff:pupil ratios are safe</p>	<p>SLT</p>	<p>Updated staff risk assessments completed by HR Assistant</p> <p>Teachers self-isolating at home will be able teach remotely if well enough</p>

<p>Protocols and Procedures Not Being Adhered to</p> <p>Staff and pupils not adhering to guidance must not be overlooked. All staff are responsible and must feel empowered to offer the reminders and requests. Report to SLT if not being addressed</p>	<p>Planned and repeated communication of new protocols to children, staff and parents</p> <p>For January return for critical worker and vulnerable children and at later point for full return, re-enforce rules and expected behaviours around school and at playtime, handbook, social story and Behaviour Policy amendments</p> <p>Clear communication with parents regarding start and end times, one-way systems and minimising risks. Signage, markings and continued SLT presence on entrances</p> <p>All staff are aware of the requirements and procedures for handwashing, sanitising and maintaining cleanliness of the environment.</p> <p>All staff receive and be part of the January risk assessment</p>	<p>All</p> <p>SLT</p>	<p>Regular reminder texts sent to parents and regular emails to update and remind staff</p> <p>Direct letters sent to those flouting rules</p>
<p>Unforeseen Consequences and Situations Arising</p> <p>Operational Issues that SLT/Governors had not Risk Assessed for</p>	<p>Phones in classrooms must be wiped after use. If not in a room with a phone, all adults keep their own phones with them so SLT can be contacted immediately if necessary & SLT will respond asap</p> <p>Risk assessments will continue to be reviewed and adjustments made in response to reviews. Further amendments will follow government guidance and announcements</p>	<p>All</p> <p>SLT/ Governors</p>	<p>Most staff will now have phones with them throughout the day so as to adhere to guidance on Track and Trace</p>
<p>Fire Drill and Expectations</p>	<p>Review current fire evacuation and assembly points to meet social distancing expectations, allocate new assembly points if necessary</p> <p>Carry out a fire drill each term and feedback accordingly</p>	<p>H&S team</p>	<p>Drill to be booked for Spring term</p>

<p>Volunteers in School</p> <p>New lockdown: Volunteers not coming into school</p>	<p>Consider use of ABC Reading Volunteers and how they can effectively support pupils in their assigned year groups</p> <p>We will continue to follow the checking and risk assessment process as set out in the volunteer section in Part 3 of Keeping children safe in education.</p> <p>There will be no mixing of volunteers across different year group bubbles and they should remain 2 metres from pupils and staff where possible.</p>	SLT & Office	https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
<p>Safeguarding</p> <p>New lockdown: Regular welfare checks, visits and calls home with appropriate logging on CPOMs as necessary</p> <p>If using Teams for group calls with pupils/interventions, session must be recorded to safeguard staff</p>	<p>Our policy was updated for September 2020 to reflect new statutory guidance. Safeguarding policy addendum updated for January 2021</p> <p>Staff and governors have all accessed updated training delivered by new DSL – This was delivered via MT with staff based in phased teams. Late joiners accessed video of the session</p> <p>DSL and DDSL to continue to have sufficient time in lockdown to tackle all safeguarding concerns</p>	DSL & DDSL	Year leaders to be aware of the vulnerable pupil list and any updates
<p>Breakfast Club</p> <p>New lockdown: Some pupils still attending. Staff must continue to adhere to all guidance even if only 1 child in attendance</p>	<p>Breakfast Club can continue using the arrangement of our year group bubbles. Staff organise the children to eat in classrooms or year group communal areas – with staff member(s) supervising on a rota basis.</p> <p>We will continue to cap the numbers using the Breakfast Club service so we can cater for appropriate numbers. £2.00 per session as it is childcare as well as breakfast service. Tables/areas/chairs thoroughly wiped down after use</p> <p>Supervision/childcare service due to the staggered start times in the morning for the different year groups available from 8:30 for families with siblings but must be agreed in advance with YL</p> <p>We will continue to operate Funzone for those who need. Staff must maintain their distances and ensure all guidance if being followed 2m+</p>	SLT to oversee and organise rota for year groups	
<p>Extended Nursery</p> <p>New lockdown: We have a small number of pupils still accessing Extended Nursery during this time</p>	<p>We are able to continue to operate Extended Nursery as normal for those who require this childcare service. Clear communication with parents to confirm spaces and secure deposits</p>	SLT & Office	Office to ensure invoices are amended to cover nursery closure before Christmas

Specific Issue	Control Measures	By who	Notes
Curriculum, Behaviour and Support			
Physical activity New Lockdown: Lynch Hill PE activities for pupils at home 2 x sessions each week recognising that children will not necessarily have access to equipment And 2 x PE lessons each week for those accessing in school provision	<p>Pupils kept in their class groups for PE lessons. Children come in on PE days in their kit and stay in their kit for the day to avoid need for changing rooms</p> <p>Sports equipment will be thoroughly cleaned between each use by different bubbles or left for 72hrs to decontaminate.</p> <p>Careful consideration of PE matrix of sports for 2020/21. Reviewed contact sports and use of hall v outdoor lessons</p> <p>Outdoor sports prioritised where possible, and the hall used where it is not, maximising distancing between pupils and paying close attention to cleaning and hygiene.</p> <p>Pupils sanitise hands before and after PE lessons</p> <p>We continue to encourage regular physical exercise and seek to make break times as active as possible for children.</p> <p>We continue to work with Slough Sports Network following appropriate guidance.</p> <p>Play areas will be zoned for year group bubbles for breaks and lunchtimes</p>	<p>SLT</p> <p>A.F & PE team</p> <p>SLT</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>In wet weather, hall can be accessed. Where there is a clash, PE team must be prepared for classroom-based PE theory lessons</p> <p>COVID compliant sports</p>
SEND - Lack of understanding of social distancing and new systems - Heightened anxiety due to new systems Regular calls to ensure children are managing at home. Specific activities and tasks to support SEN targets	<p>Staff should try to maintain distance between themselves and children. PPE where required</p> <p>Continue to prepare pupils for what to expect when arriving at school or with regard to home learning and further changes supported. Give clear structure and routines and let pupils know who will be there to support them</p> <p>Recognition of the need for maintaining bubbles where possible. Those children in crisis will need time away from classroom. Agree on safe spaces to go to that will limit movement around the school. Make this clear to the pupils.</p> <p>Interventions, therapies and support can operate but following all guidance</p>	SENDCo to take lead with SLT	Additional risk assessments being carried out with EP and parents, and close partnership work with Slough for pupils displaying extreme behaviours that pose risk to staff and other pupils

<p>Behaviour</p> <p>New Lockdown: Clarity on behaviour expectations and online safety and online bullying. Staff to monitor interactions via DB Primary very carefully and deal with inappropriate actions in line with our policy</p>	<p>Work closely with parents where children are not able to follow behaviour guidelines to look at the most effective ways to support them</p> <p>Staff to continue to remind pupils about <i>Aim high, work hard and care deeply</i> and our IPC learning goals. There will be a strong focus on what 'safe' looks like.</p> <p>We will work with those pupils who may struggle to engage in school and are at risk of being absent or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them re-connect and re-integrate back into school life.</p> <p>Welfare calls and regular check-ins for those at home</p> <p>ELSA support will operate each afternoon – individual or grouped according to class or year bubbles Therapy sessions will operate both in school and remotely</p> <p>Introduction of new behaviour logging system from September 1st 2020. Ensure all staff are clear on how to log behaviour issues and the importance of doing so. Introduce this new system to all staff during staff insets in September with reminders of key aspects of behaviour policy</p> <p>REST scales (y1-6) and Leuven scales (EYFS) completed</p>	<p>SLT</p> <p>SENDCO</p> <p>SLT</p>	<p>Charlie Taylor's Behaviour checklist</p> <p>https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools?utm_source=10%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DFE%20C19</p> <p>Behaviour Addendum sent to parents SLT Review behaviour logging each week</p>
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Specific Issue	Control Measures	By who and when	Notes
Contingency planning for outbreaks			
<p>Home learning</p> <p>Office team to inform year leader and class teacher of any children self-isolating who are on lockdown register. Remote learning must be put in place promptly if they are well enough to complete it</p> <p>New Remote Learning offer on website</p> <p>All year groups now adhering to DFE expectations: KS1 offer at least 3 hours each day, KS2 offer of at least 4 hours each day</p> <p>Close monitoring of pupil access and engagement with remote learning and contact with those completing tasks</p>	<p>DFE expectations</p> <ul style="list-style-type: none"> - use a curriculum sequence that allows access to high quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations - give access to high quality remote education resources - select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use - provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access <p>When teaching pupils remotely, we expect settings to:</p> <ul style="list-style-type: none"> - set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects - teach a planned and well sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject - provide frequent, clear explanations of new content, delivered by a teacher in the setting or via high quality curriculum resources or videos - gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work - enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations more to ensure pupils' understanding - plan a programme that is of equivalent length to the core teaching pupils would receive in their setting and would ideally include daily contact with teachers 		<p>https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources#special-educational-needs-and-disabilities-send</p>

Summary of plan for LHSPA:

System of Controls:

(SEBMAT Premises Director to visit site before to sign off risk assessment)

Prevention

- Parental protocols in place to endeavour to minimise contact with individuals or households that have COVID-19 symptoms
- Hand sanitiser and soap in the classrooms
- Hand sanitiser in the office and halls
- Staff with own individual bottles of hand sanitiser. Staff must request top-ups when needed
- Very frequent hand washing throughout the day as part of the routines established for all
- Sanitising sprays, disposable cloths and disinfectant wipes to be available for use in all areas - Disposal of these items in bags located in lidded bins provided in each area. Bin bags to be double bagged into black bin liners during the day
- Excess furniture and resources removed. Areas kept clear of clutter to enable broader walkways.
- **Staff must do all they can to maintain a 2m + distance from other adults throughout the day.**
- Midday cleaning of toilets and key areas – Lunch assistants and premises staff to wipe down classroom surfaces, door handles, key pads etc
- Further cleaning will take place after school every day, following detailed cleaning checklist and overseen by Premises Assistant
- PPE must be available for incidents requiring intimate care
- **Advise use of masks/visors around the school site for all adults unless medically exempt.** Face coverings to be worn by staff should be worn correctly
- COVID-19 Safety/Hygiene information and posters as issued by the DfE on display in all classrooms and around the school to ensure promotion of good respiratory hygiene.
- Communal water fountains will remain bagged and unavailable for use. All children must bring their own water bottle to site each day.
- Sufficient staff are first aid trained – PE first aid training undertaken on 21st September. Paediatric First Aid 2nd November
- Deliveries and contractors into school will be met at the back gates by premises staff and accompanied (at distance) to the required area. Any surfaces touched by delivery personnel/contractors will then be cleaned by office staff upon leaving.
- **We will follow the guidance regarding testing of staff in primary schools as a key measure in helping to prevent transmission of this virus**

Response to infection

- Should quarantine of an individual be required, this will take place in the designated room (Beech Tree). The individual will be accompanied by a member of staff in PPE. Collection of the individual will be arranged directly with their emergency contact who will collect from old Breakfast Club doors. Separate toilet allocated and cleaned thoroughly after use. All PPE used to be double bagged and binned

- We will be provided with a small number of home testing kits we can give to parents collecting a child with symptoms or staff with symptoms, if we think providing one will increase the likelihood of them getting tested.
- We will ask parents to inform us immediately of the results of a test
- In the event of symptoms or suspected case of COVID infection, the school will follow the latest guidance involving the DFE helpline on 0800 046 8687 which includes engaging with the NHS Test and Trace process
- We recognise that the self-isolation period is 10 days
- If we become aware that someone has tested positive, we will contact DFE helpline on 0800 046 8687. They will carry out a rapid risk assessment to confirm who has been in close contact with the person when they were infectious, and make sure they are asked to self-isolate

Close contact means:

- Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre, including:
 - ✓ Being coughed on
 - ✓ A face-to-face conversation, or
 - ✓ Unprotected physical contact (skin-to-skin)
 - Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
 - Travelling in a small car with an infected person
- To help the DFE team, we will keep a record of pupils and staff linked to each bubble group. Seating plans are kept
 - If LHSPA has two or more confirmed cases within 14 days or an overall rise in sickness absence where COVID is suspected, there may indeed be an outbreak and school must work with the DFE and follow all advice
 - In partnership with Slough and DFE, SLT will identify the pupils and staff who have been in close contact with an infected individual and send them home to self-isolate as a precautionary measure. SLT will use template letter to contact parents and staff as necessary.
 - Those self-isolating as a result of another's positive COVID must continue to self-isolate for the full 10 days even if they receive a negative test result themselves.
 - If those self-isolating as a result of another's positive COVID receive a positive test result, they should inform the school immediately and should isolate for 10 days from onset of symptoms or test result
 - School **should not** request evidence of negative test result or any other medical evidence before welcoming staff or pupils back to school after period of self-isolation. Rather the test result text will indicate that school should be informed
 - We will only close the school to all pupils if this is the advice given by the Slough Health Protection Team

Pupil Groupings and Classroom Measuresf

- All pupils and staff will be clearly re-inducted into school safety expectations, rules and routines for returning to school.
- Children will wear school uniform and are able to bring bags, lunchboxes and PE kits to and from school – clear instructions not to share such resources
- Minimising contact between groups of adults and children where at all possible

- Groups will consist of class bubbles for teaching and year group bubbles for breaks and lunch and clubs – Jan 21- small bubbles in each year group (bubbles cannot exceed 15)
- All children will be seated side by side and classes will maintain a seating plan – forward facing where possible
- Windows and doors open for ventilation
- Outside doors to be used for navigating the building as much as possible
- Classroom resources and frequently touched surfaces will be subject to an enhanced cleaning regime and use of sanitising sprays. This includes outdoor play equipment.
- Shared resources between groups will be subject to a schedule to minimise risk
- A fire drill will be conducted in Spring term to school to ensure all children and staff are fully aware of any modifications to existing fire drill that have occurred to take into account any further new guidelines.

Drop Off and Pick Up during Jan lockdown

- Drop off window between 8:30 and 8:50 for all
- Pick up window between 3:00 and 3:20. These will be closely monitored and amended as necessary to ensure high level of social distancing
- Children in Y4-6 using the pedestrian pathway are to be left at the entrance and to walk down pathway unaccompanied
- Children will not be permitted to bring bikes and scooters until such time that the one-way system is lifted
- Younger pupils can be escorted on site by parents following clear one-way system and adhering to social distancing. We ask that the parent/guardian wears a mask or visor
- Senior staff and premises staff to be on paths and main driveway and wearing a mask or visor

NB: The Health and Safety Assessment at School has been signed off at Trust Level

Supporting Extracts taken from DfE Guidance for full opening - schools

Personal protective equipment (PPE)

*The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: Update: **We want all staff to be wearing a mask or visor during this time, unless medically exempt***

- *where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools*
- *where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used*

Response to any infection

7. Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process and how to contact the DFE helpline. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- *[book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit*
- *provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace*
- *[self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)*

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers