**Trekenner CP School**

Risk assessment and key actions for managing re-opening of school.

Last Reviewed 23.02.2021

Reviewed by Governing Body: 23.02.2021

**Since the change in the operational structure of school due to the third lockdown, it has been necessary to adapt our actions to ensure that risks are mediated and learning provision remains high quality. This document replaces the COVID actions to school document until further notice.**

**Government guidance source:**

[Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf) (February 2021)

Gavin Williamson Letter to School leaders (February 2021)

**This document has been produced by Trekenner C.P. School based on the 8 areas identified in the guidance:**

1. Public health advice/ System of controls
2. School operations
3. School Workforce
4. Other practical Considerations
5. Remote education
6. Catch up
7. Pupil Wellbeing and support
8. Assessment and accountability

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|  | Risk not mitigated – unable to follow guidance or implement adequate controls |
|  | Risk partially mitigated – some actions outstanding |
|  | Risk mitigated – adequate controls in place and guidance followed |

| **Risk / Guidance Requirements** | **Controls/ procedures in place** | **Actions remaining** | **Status** |
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| 1. **Public health advice/ System of controls** | | | | |
| All schools, colleges and further education settings should allow full attendance from 8 March. Wraparound childcare, including childminders should also allow attendance for eligible children. School attendance will be mandatory for all pupils. | * Parents have been informed that school will be reopening on March 8th. * A detailed letter outlining specific details including this document and information regarding system of controls will be sent by February 26th- Or earlier if governors are able to approve it before then. * Breakfast club will continue as normal for children that require it as an on-demand service. * Parents will be advised that attendance is mandatory and usual engagement strategies will be used to reach families as needed. |  |  |
| **Prevention**  1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school. | * All members of the school community have been informed of the requirement to isolate and stay away from school if contacted by test and trace, or if they develop symptoms. * Isolation procedures are in place should children or staff develop symptoms whilst already in school.   For children  -the library is the designated isolation zone. The child will be immediately taken into the library by a member of staff.  -Parents/ carers will be called and asked to collect the child.  -The child will remain in isolation with an adult supporting them at a distance ensuring they are calm and safe.  -Adults supporting children symptoms will wear PPE including an apron, face mask, visor, and gloves.  -Windows in the room will be opened to allow for ventilation.  -If the child needs to go to the toilet during the time they are waiting, the area will be immediately disinfected.  -Parents of the children will be asked to seek a test. If the test If positive, the respective bubble will be closed, and parents will be informed to follow isolation.  • If an adult develops symptoms they will go home immediately and seek a test. The same procedure as above will be used for bubble closure. |  |  |
| 2) Ensure face coverings are used in recommended circumstances. | * The updated guidance puts increased emphasis on face coverings. In secondary schools, all pupils and teachers are required to wear face coverings at all times when social distance cannot be maintained- including in the classroom. In primary schools, pupils do not need to wear face coverings, but it is recommended that adults wear face coverings at all times when social distance cannot be maintained again including in the classroom. * Face coverings (or a visor for those with medical exemptions) will be worn by all staff both in the classroom and around the school. This is to avoid the accidental close contact that can inevitably occur within primary school environments. * Face coverings will not need to be worn when staff are working in rooms on their own such as PPA or in private offices but if another member of staff or a child enters the room. * Guidance has been provided to staff on the safe wearing of face coverings.   Safe wearing of face coverings requires the:  -cleaning of hands before and after touching – including to remove or put them on  -safe storage of them in individual, sealable plastic bags between use   * Face coverings do not need to be worn by children; however, if children would like to wear them, they will be permitted provided they use them safely and responsibly. |  |  |
| 3) Clean hands thoroughly more often than usual. | * According to government guidance pupils should wash hands:   -when they arrive at the school  -when they return from breaks  -when they change rooms  -before and after eating  Staff will ensure that provision is made for children to wash their hands at these times.   * Staff will monitor children if they sneeze or touch something that is not their personal equipment, they will again be told to sanitise their hands immediately. * Staff will follow the above and will sanitise hands before and after any contact is needed with any of the children’s equipment- for example if they need to do something for a child on their Chromebook. * We have a good stock of hand washing perishables; however, this will be monitored weekly by Tina and Delyth. More will be ordered before supplies begin to become low. |  |  |
| 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. | * Posters will be on display around the school to remind children of this approach. * Children have had lessons on this and are well versed in ensuring they are maintaining good respiratory hygiene and they will be regularly reminded of this. Where this is not maintained, Children will be asked to wash their hands/ the area of direction of their sneeze/ cough will be cleaned. |  |  |
| 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. | * Enhanced cleaning procedures will remain in place:   -more frequent cleaning of rooms or shared areas that are used by different groups  -frequently touched surfaces being cleaned more often than normal  -cleaning toilets regularly  - encouraging pupils to wash their hands thoroughly after using the toilet  -allocating different groups their own toilet blocks.   * In addition to the above, the school cleaner will follow guidance outlined in [COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) * Any resources shared between groups such as for PE or computing will either be sanitised between use or left for 72 hours. * If equipment needs to be shared within the classroom such as manipulatives, continuous provision resources in EYFS etc. the equipment will be cleaned regularly throughout the day. | Ensure any additional resources for cleaning based on new guidance is purchased. (Tina and Delyth) |  |
| 6) Minimise contact between individuals and maintain social distancing wherever possible. | * We will re-establish the bubble system with children spitting into two main bubbles- Key Stage One as one bubble and Key Stage Two as the other. There will be no contact between these two bubbles and they will play in separate areas and have different start and finish times as outlined below. * Key Stage two will be separated as far as possible into two class bubbles. Owls and Badgers will stay in separate rooms during teaching and will use separate toilets. There may be some occasions when these two classes are taught together due to the structure of afternoon teaching; however, all efforts will be made to ensure that when inside they are separated. * Squirrels and Badgers children will not be always expected to social distance throughout the day in the classroom due to their age and the size of their classrooms; however, they will be encouraged not to touch each other. Furthermore, teachers will lay out their tables/ seat the children in such a way as to maximise the distance between children during occasions where they are stationary for extended periods (over 15 minutes) such as when listening to the input or when sat on the carpet. * Owls class will follow social distancing rules in classrooms. They will be seated so that they are at least one metre apart and they will be encouraged to always maintain this social distance such as when lining up. * To maintain integrity of the bubbles Key Stage One and Key Stage two children will play in separate areas of the school and will not mix. Owls and Badgers class will be permitted to play on the same playground but will use the squares to keep a safe distance from each other. This will be reinforced by adults at all times- children must stay in their own square and talk, play within that distance. * Tape will be put onto the floor at queuing stations such as handwashing stations to support social distancing in class. Teachers will carefully select children to send for handwashing rather than having too many children queuing. * Play equipment will be regularly cleaned and will not be shared between bubbles. * As the weather improves, we will utilize our outdoor space. Teachers will plan lessons in such a way so that learning can occur outside as much as possible. * Specialist teaching is permitted by the guidance and children will continue to access this. Wherever possible this will be organised in such a way as to ensure children from separate bubbles are kept apart. * Staff will be permitted to move between bubbles such as for PPA cover; however, they must follow rules relating to face coverings and social distance. * There will be no large gatherings. Assemblies and other similar activities will take place in class and will be delivered either by the adult leading the class or remotely via video conferencing. * Children will enter and leave their classrooms through their own designated doors and will only use their designated corridors. * Each bubble will have its own designated toilet area and handwashing station, there will be no sharing of these facilities across bubbles. * Breakfast club will continue; however, children from different bubbles who are not part of the same household will be kept apart during these sessions. Where possible, breakfast club will be held in the outside playing areas to support this. * Due to current staffing levels we will not yet be able to run afterschool clubs safely; however, we will re-evaluate this as restrictions are eased. |  |  |
| Measures for arriving at, and leaving the setting | * We will implement drop off windows to minimise the number of children arriving/ departing school at any time.   These windows will be:  KS1 arrival 8:50-9  KS2 arrival 8:45-8:55  Children should be dropped at the main gate where they will be directed into the classroom by an adult.  KS1 collection 3:15-3:25  KS2 Collection 3:20-3:30  The slight extension of the school day outlined above is to ensure that the school day remains the same length in line with government guidance.  “Staggered start and finish times should not reduce the amount of overall time children spend in school. A staggered start may, for example, include keeping the length of the day the same but starting and finishing later”.  Children should be collected from their classroom door. Parents will be asked socially distance when they are waiting for their children.  There is a five-minute overlap in timings to support collection and drop off sibling groups that are in different bubbles.   * To prevent cross over between staff and parents’ staff will be requested to arrive before these times will all staff arriving before 8:45. |  |  |
| 7. Keep occupied spaces well ventilated | * If weather permits, windows and doors will be always kept open. * Where weather prevents this, there will be regular ventilation periods to ensure that the air is kept fresh. Where possible these periods will coincide with active brain breaks and playtimes/ lunchtimes to ensure children do not become too cold during learning time. |  |  |
| 8. Where necessary, wear appropriate personal protective equipment (PPE) | PPE must be worn in the following circumstances:   * where an individual child or young person becomes ill with coronavirus (COVID19) symptoms while at school the adult supervising them will wear PPE. * where a child or young person already has routine intimate care or first aid the adult administering it will also wear PPE. * The school has aprons, face shields, gloves, and face masks for staff to use in these circumstances. * These should be disposed of following usual first aid disposal procedures. |  |  |
| 9. Engage with the NHS Test and Trace process | * From the end of January all staff have been completing LFT tests once per week on a Sunday and a Wednesday. The results of these tests are submitted to test and trace by the individuals each week. This testing follows the guidance outlined in Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK (www.gov.uk) * All members of the school community have been made aware of the need to engage with test and trace- see guidance below. * If contacted by test and trace the school will close bubbles as appropriate and parents will be informed. * If the school becomes aware of any contact, test a trace procedure will be followed to ensure that contact is shared.   **All members of the school community should**  • book a PCR test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.  • provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace  • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries. |  |  |
| 10. Promote and engage with the NHS Test and Trace process | Parents and staff have been informed of their duty or engage with test and trace.  Staff members, parents and carers will need to:  • book a test if they or their child has symptoms –  the main symptoms are:  o a high temperature  o a new continuous cough  o a loss or change to your sense of smell or taste.  • self-isolate immediately and not come to school if: o they develop symptoms o they have been in close contact with someone who tests positive for coronavirus (COVID-19) 24 o anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) o they are required to do so having recently travelled from certain other countries  o they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation.  • provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace |  |  |
| 11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community | * School will engage fully with test and trace procedures for all members of our community as outlined above. * If there is a confirmed case within the community, we will use contact tracing procedures and seek advice from Public Health as to ensure close contacts are identified and isolated. We will close bubbles within school as required and inform parents as needed.   Definitions of contacts:  o face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre  o been within 1 metre for 1 minute or longer without face-to-face contact  o been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)  o travelled in the same vehicle or a plane |  |  |
| 12. Contain any outbreak by following PHE local health protection team advice | * We are in regular contact with Public Health Cornwall and the DfE. Where there are any potential outbreaks within the school community, we will seek advice as required. |  |  |
| Asymptomatic testing | * All staff will complete an LFT test every Sunday and Wednesday in line with Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK (www.gov.uk) |  |  |
| Other considerations | * Access to school by external agencies will be limited unless essential. Where extremal visitors need to come into school, they will follow the procedures outlined in this document. They will not be permitted to enter a bubble. * Pupils with SEND will need to be managed in as safe a way as possible within the realms of their needs. It may be necessary for staff to get into closer proximity to these children and for them to have more freedom to go outside and access other areas of the school as needed. Adults supporting these children should take careful care to ensure that face coverings are worn, and enhanced hygiene procedures outlined in this document are adhered to. The integrity of the bubbles must be maintained whilst inside. If the child enters another bubble’s area, they have touch will need to be immediately cleaned and measures will need to be in place to ensure that they keep their distance from other children. |  |  |
| 1. **School Operations** | | | | |
| Attendance | * Attendance will become mandatory from 8th March. * The usual rules on school attendance apply, including:   - parents’ duty to secure their child’s regular attendance at school (where the child is a registered pupil at school, and they are of compulsory school age)  -the ability of the Local Authority to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct.   * There may be a small number of children who are unable to attend school because they are required to isolate for one of the reasons outlined above. In these circumstances guidance on [School attendance: guidance for schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-attendance) will be followed to ensure these pupils are not penalized. |  |  |
| Pupils and families who are anxious about attending school | * engagement with parents and children has remained high in most instances throughout the closure and we are aware of children who have had significant struggles or anxiety; also aware that there will be some that only start to display anxiety upon return * school has good awareness of the children who are already anxious about a return to school. * all staff trained in ‘Trauma Informed Schools’ and will provide opportunities for support and intervention where necessary. * Re-establish behaviour expectations as quickly as possible, establishment of new behaviour policy with golden promises to be a focus for the autumn term. * Awareness of sensory overload for children who have been used to quieter environment with less movement. * Noise levels to be kept low inside; sense of quiet calmness to be created in classrooms initially whilst children re-adapt to the school environment. * Reassure children that school is a safe place and that their parents – especially those returning to work - are also safe. * TIS approach: acknowledge pupil feelings and worries and confirm it is OK not to feel OK |  |  |
| Vulnerable children | * During the course of the lockdown all children who are identified as being vulnerable have attended at least on a part time basis. * The school will continue to work with external agencies to support these children and ensure they can transition effectively into ‘normal’ school life. |  |  |
| Vulnerable children | * Vulnerable children have been identified based on the definitions outlined [Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)](about:blank) * Safeguarding leads and the SENCO have met to identify those who we feel may meet the ‘otherwise vulnerable category’ * All those identified as vulnerable have been offer places and are attending at least part of the week. |  |  |
| Transport | * Transport arrangements for pupils remains in place for those children identified to still attend school. Transport is run by the local authority. Transport providers are aware of and follow guidance outlined in [Transport to school and other places of education: 2020 to 2021 academic year - GOV.UK (www.gov.uk)](about:blank) * Individuals using public transport are reminded to follow relevant public health advice regarding face coverings. To our knowledge no children attending school are using public transport to get to school. * The transport organised in school for one of our families will only continue if permitted under public health advise. If guidance does not permit this, the family will be required to organise their own transport to school, and we will only resume when it is safe to do so. | Email has been sent to public health for advice regarding transport provided by the school. |  |
| School workforce | * In line with current guidance all staff are able to return to school unless they fall into the extremely clinically vulnerable group [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19). * Where staff have particular vulnerabilities or concerns that are not covered by the system of controls outlined in this document, they have been advised to contact the Headteacher. Where needed, measures will be taken through individual risk assessments. * If needed, supply staff will be permitted in school and will be required to follow the system of controls in this document. * Volunteers and students will be permitted to come into school to support as normal provided they follow the control measures outlined in this document. |  |  |
| Employer health and safety and equalities duties | We continue to maintain our normal health and safety duties in terms of fire safety and first aid.  The system of controls regarding our health and safety for COVID are outlined in this document. |  |  |
| Supporting staff | * The headteacher will continue to be available to staff whenever needed. All staff have his personal mobile number and are aware that they can call whenever they need to. * The headteacher will also make regular wellbeing checks on staff. * Mental wellbeing events will be shared with staff as they become available. * Additional support through occupational health and counselling is available if needed and staff will be signposted to these as needed. * Headteacher wellbeing will be monitored by the governing body. |  |  |
| Deploying support staff and accommodating visiting specialists | * Staff deployment is organised on a rota basis. We have one EHC child attending. His one to one will be in school every day he is to ensure his needs are supported effectively. * Visiting specialists will be allowed to come into school when essential. The Elliot hut will be set up as a space for these individuals to use to avoid the need for them to come into the main school wherever possible. |  |  |
| Recruitment | * We have no current plans to recruit new staff. * If we need to recruit staff, we will use online systems to manage all processes. We are adept at doing this having managed online recruitment processes in the last lockdown. |  |  |
| * Performance management and appraisal | * Performance management and appraisal cycles will continue; however, reasonable adjustment will be made to targets as appropriate to account for the current situation. |  |  |
| * Safeguarding | * We will continue our full safeguarding processes. |  |  |
| * Catering and free school meals | * Catering contracts will continue as before the lockdown. The kitchen manager will follow all necessary hygiene procedures outlined in Guidance for food businesses on coronavirus (COVID-19) - GOV.UK (www.gov.uk) and will wear a face covering throughout the day. |  |  |
| Estates | * All usual fire procedures will be in place including testing of fire doors and fire alarms. * Fire drills will take place as usual with children being supported to follow social distancing rules. * All statutory checks e.g. alarm checks, legionnaires checks etc. will take place as per the usual schedule. * Building work may continue depending on the Local Authority’s availability. However, measures will be in place to ensure the above system of controls is adhered to. |  |  |
| * Educational visits | * We will not complete any educational visits until lockdown restrictions are fully eased. |  |  |
| * School uniform | * Our normal school uniform policy will resume. * PE kits will be worn into school on PE days to avoid the need for changing in school. |  |  |
| Wraparound and extra-curricular | * We will continue to offer breakfast club if needed in line with our usual wraparound care provision. * Extra-curricular Clubs will remain suspended during this period due to safety and staffing levels. * Increased ventilation may at times make buildings cooler than usual so we will permit pupils to wear additional clothing such as fleeces, an extra jumper, hoodies, or coats. These do not need to have any school logo and can be whatever the children have at home. |  |  |
| 1. **Curriculum, behaviour and pastoral support** | | | | |
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| Remote education | * School attendance is now mandatory and remote learning will not be provide for children on a daily basis. * If the school needs to implement [Remote Education Temporary Continuity Direction: explanatory note - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note) such as due to the closure of a bubble, or groups of pupils needing to isolate, remote learning will be provided for those children inline with our remote learning offer. * As a school we will be focusing our energy on supporting children to engage with a range of high-quality learning opportunities to achieve their potential. Catch up suggests children have something to catch up to. This is not the case. Everyone has had the same disruption to learning so staff will frame vocabulary to avoid terms like catching up or regaining lost knowledge. Rather the perspective will be that we are all reaching for our own goals and developing our understanding to achieve our potential. |  |  |
| In school curriculum and support | * The first day back will be planned as a collapsed curriculum day with a focus on re-establishing relationships and ease children back into school. * Throughout the two weeks, children will follow a normal timetable with a focus on key skills, re-establishing learning behaviours and supporting their re-engagement with learning. * Read Write Inc and Star reader assessments will occur during the first week back to ensure that children’s reading books are carefully matched to their ability. * The Headstart assessment schedule will be brought forward by one week. This will mean that assessment week will be the week commencing the 22nd March. This will ensure that we can identify the key areas to optimise children’s learning in the Summer term.   This will also give two weeks for the children to ease back into school life before needing to take part in formal assessments, ensuring that they are not overwhelmed early in their transition back to school.   * Our usual broad and balanced curriculum will continue ensuring coverage of all subjects with an increased focus on key skills ensuring that any gaps that have formed in children education during the lockdown are addressed quickly and effectively. * Online tutoring for those families that are receiving it will continue for the full 15-week course. As appropriate and based on the funding available we will offer similar provision for additional children in the summer term. * Music, Drama and other performing art activities including singing will be permitted; however, the system of controls and the guidance on [Performing arts - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) will be followed and where possible these activities will be completed outside. * There will be no live performances or sharing sessions with parents until restrictions are eased; however, as appropriate remote means will be used to allow these activities to still go ahead. |  |  |
| Physical education | * PE will continue as normal; however, we will have a focus on outdoor activities wherever possible. * Pupils may engage in team sports and other such activities only where relevent bodies have published guidance. This guidance should be followed. [Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events) * Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. * Children to wear PE kit to school on PE days to avoid changing. * Any equipment used by a class bubble to be washed and sterilised upon completion of the session. * Swimming lessons and visits to the gym will be postponed until such a time as we can assure safety measures. |  |  |
| Behaviour | * Our behaviour policy proved highly effective in quickly re-establishing effective learning behaviours after the Summer lockdown and we are confident it will do the same this time around. * There will be a strong initial focus on re-establishing learning behaviours, re-building relationships and ensuring children feel safe including a collapsed curriculum day on the first day back. * Where children have specific behavioural needs, Individual Behaviour Plans will be formulated with the support of the SENCO. |  |  |
| Pupil wellbeing and support | * We will place a high focus in the initial weeks on re-establishing relationships and supporting children’s effective transition into the school environment as outlined in our recovery curriculum. * Staff will ensure sufficient time and focus on Circle Time activities and similar to rebuild relationships. * We will continue to use BLPs in a structured and planned approach to ensure children are able to establish appropriate attitudes and dispositions effectively. * Opportunities provided to share experiences of lockdown if children wish to do so. * Mental health focus supported through PSHE programme of learning, as well as class assemblies. * We will be engaging in a National Children’s Wellbeing project from April which will continue to promote positive wellbeing for pupils. |  |  |