



## **Schools operating safely during pandemic risk assessment**

**Update 11 January 2021**

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The Department for Education's guidance is at

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

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

On 4 January 2021, the government announced a national lockdown and instructed people to stay at home to control the virus, protect the NHS and save lives. The decision followed a rapid rise in infections, which has been attributed to the new variant of COVID-19, which scientists have confirmed is between 50 and 70 per cent more transmissible. Currently there is no evidence that the variant is more likely to cause severe disease or mortality – but investigations are underway to understand this better. Current advice is that the way to control the virus is the same, whatever the variant. It will not spread if we avoid close contact with others. Wash your hands, wear a mask, keep your distance from others, and reduce your social contacts. [source: <https://www.gov.uk/government/news/covid-19-sars-cov-2-information-about-the-new-virus-variant>].

Public Health England endorses a 'system of controls' that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Essential measures include:

- a requirement that people who are ill stay at home

- robust hand and respiratory hygiene
- wearing a [face covering](#) to protect others (unless exempted from doing so), when required and properly fitted to cover the nose and mouth.
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Key to the school's risk assessment is:

- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible
- staff and pupils participating in the onsite testing system, please see separate testing risk assessment

Key measures to prevent spread of coronavirus are:

- minimising 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 school
- where recommended, the use of face coverings in schools
- clean hands thoroughly more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- minimising contact between individuals and maintain social distancing wherever possible
- where necessary, wearing appropriate personal protective equipment (PPE)
- always keeping occupied spaces well ventilated
- engaging with the NHS Test and Trace process
- engage in the schools onsite testing process
- managing confirmed cases of coronavirus (COVID-19) amongst the school community

- containing any outbreak by following local health protection team advice
- responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

For those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. All staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation may make school buildings cooler than usual over the winter months. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing to be worn during the winter period.

When the school is not fully open for all children, or when children are required to self-isolate, remote learning will be provided. Remote learning will include:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice

- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

## **2) Principles**

In order to prevent the spread of coronavirus, schools will:

- i. 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 school
- ii. clean hands thoroughly more often than usual
- iii. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- iv. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- v. minimise contact between individuals and maintain social distancing wherever possible
- vi. where necessary, wear appropriate personal protective equipment (PPE)
- vii. introduce and operate an in-school testing system as per government guidelines

## **3) Response to any infection**

In the event of a positive test, schools will:

- i. engage with the NHS Test and Trace process
- i. manage confirmed cases of coronavirus (COVID-19) amongst the school community
- ii. contain any outbreak by following local health protection team advice

4) Expectations in all schools

### **a) Prevention**

**i) Schools will 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 school**

Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. Schools will ensure anyone developing those symptoms during the school day is sent home.

With the introduction of in-school lateral flow testing systems, anyone who tests positive (see school COVID testing risk assessment) will be sent home to take a PCR test which is supplied by the school and could be sought through the national testing programme by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Staff will all be provided with training on when PPE is needed.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). **ii) Schools will ensure that staff and pupils clean their hands thoroughly more often than usual**

Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Each school is:

- checking whether it has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly
- ensuring supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them

**iii) Schools will ensure that good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.

The [World Health Organisation published a statement on 21 August about children and face coverings](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education). They now advise that "children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area." [source: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>].

Nationwide, the government has not recommending face coverings are necessary in education settings generally because a system of controls, applicable to all education environments, provides additional mitigating measures. Schools will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed if they believe that it is right in their particular circumstances. Examples of where school leaders might decide to recommend the wearing of face coverings - for pupils, staff and visitors - include communal areas of the education setting i.e. reception area, corridors etc – see risk assessment for details.

**iv) Schools will have enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach**

Each school will have a cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- that toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

v) Schools will minimise contact between individuals and maintain social distancing wherever possible

This includes keeping where possible to children staying in the same group or 'bubble' – in primary schools as a class and in secondary schools as a year group. Where possible, staff will be part of a bubble with children or maintain distance from their pupils. In the later case, staff should stay at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space.

Groups should be kept apart. Schools will avoid large gatherings and only hold assemblies or collective worship with one group or virtually with more groups.

When timetabling, groups will be kept apart and movement around the school site will be kept to a minimum. Schools will avoid creating busy corridors, entrances and exits and consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Schools will also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised, although staff will have a break of a reasonable length during the day.

**vi) Where necessary, staff will wear appropriate 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:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- 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

Staff will be trained on the use of PPE should it be needed.

***b) Response to any infection***

**i) Schools will engage with the NHS Test and Trace process**

Staff members and parents/carers will be briefed to 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 and 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.

All schools should have a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has

gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

## **ii) Schools will follow the guidance in managing confirmed cases of coronavirus**

Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team and the trust central team. The local health protection team provides the advice that must be followed. In the event that this advice is slow and heads need to make rapid decisions, the trust central will support heads with this.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual 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 individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. (Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.)

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’

Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

### **iii) Schools will look to contain any outbreak by following local health protection team advice**

If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and will continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

## ***c) Transport***

### **i) Dedicated school transport, including statutory provision**

Schools will arrange, and discuss with transport providers:

- the way pupils are grouped together on transport, where possible, will reflect the bubbles that are adopted within school
- use of hand sanitiser upon boarding and/or disembarking
- additional cleaning of vehicles
- organised queuing and boarding where possible
- distancing within vehicles wherever possible

- the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet

## **ii) Wider public transport**

Use by pupils of public transport, particularly in peak times, will be kept to an absolute minimum. Schools will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.

Schools encourage parents, staff and pupils to walk or cycle to school if at all possible, and will consider using 'walking buses'. Should refer to the safer travel guidance for passengers.

## **d) Other issues**

### **Attendance**

During a lockdown period, where schools are only open to key workers and those of vulnerable children, school attendance to those small number of children is not mandatory. All other children will receive remote learning.

During periods of time outside of the above scenario, school is not optional and attendance will be mandatory. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

### **Pupils who are shielding or self-isolating**

When the school is open to all pupils, the majority of pupils, including those shielding will be able to return to school.

- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)

- Shielding advice should be followed for the appropriate tier or for any lockdown period.
- Those who have family members who are shielding can attend school.
- If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools will look immediately to offer them access to remote education.

### **Staff who are clinically vulnerable or extremely clinically vulnerable**

Advice for clinically vulnerable or extremely clinically vulnerable staff should be followed for the appropriate tier or for any lockdown period.

Where staff are not required to shield, the Government expects all staff, including those who are extremely clinically vulnerable and clinically vulnerable, to return to the workplace. Individual risk assessment should be discussed and implemented with necessary staff and regularly reviewed. Please seek HR advice when necessary. Those in the most at-risk categories should take particular care.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people.

### **Staff who may otherwise be at increased risk from coronavirus (COVID-19)**

If people with significant risk factors are concerned, school leaders will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

### **Educational visits**

Overnight and overseas educational visits will not be taking place.

When the government allows school to do so, they may offer non-overnight domestic educational visits. As normal, schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will consider what control measures need to be used and will consult the trust health and safety officer when considering visits.

### **School uniform**

Schools will have their usual uniform policies. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools will be mindful and considerate in relation to parents who may be experiencing financial pressures. Schools may ask pupils to attend school in their PE kits (on necessary PE session days), to reduce risks in changing areas and additional items from home coming into school.

### **Specific curriculum provision and extra-curricular provision**

Schools will work towards operating their breakfast and after-school provision, where this is possible, was previously in place and in line with government advice. Schools will look to keep children within their year groups or bubbles where possible but if this is not possible, will use small, consistent groups. As with physical activity during the school day, contact sports will not take place.

When pupils are playing instruments or singing in small groups such as in music lessons, schools will use physical distancing and play outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Pupils will be kept in consistent groups for physical activity, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will not take place.

### **Contingency planning for outbreaks**

### ***Process in the event of local outbreaks***

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and schools will follow advice provided.

### ***Contingency plans for outbreaks***

Schools will have in place remote education plans for individuals or groups of self-isolating pupils. These will:

- 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
- use the online tools that are consistently used across the school in order to allow interaction, assessment and feedback (staff will be trained in their use)
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools will work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, schools will:

- 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 practiced in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/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 to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

All staff will be instructed on the nature of COVID-19 and its transmission. They will confirm they understand the reason for the control measures that are required. All staff will confirm that they are confident in applying the control measures identified in school risk assessments. Staff will receive appropriate instructions in relation to the specific measures that have been put in place by the school setting. Staff will be involved in the practical implementation of the school risk assessments.

**Specific Churchill Risks**

Everyone has a responsibility to the whole school community to raise issues but also to feed back where things are working well.

We all understand this is a challenging time and that many people are scared and anxious but we need to work together and support each other and do our best. The following table identifies where there are potential risks but also what we can do to mitigate the risks. This is a draft and has been produced following comments from staff and information issued by the Government. It will be amended and changed as new information becomes available.

<b>Potential Risks</b>	<b>Actions to mitigate risks</b>	<b>Actions required to:</b>	<b>By Whom</b>
Pupils attendance is not 100%	<p>Pupils who have not been attending during the summer term face increased anxiety during the Autumn term as education becomes compulsory</p> <ul style="list-style-type: none"> <li>The social story, already issued, can be re-distributed.</li> </ul>	<p><b>1. meet the needs of those in the setting</b>  <b>2. enable the delivery of a broad and balanced curriculum.</b></p> <p>EWO support to be offered as required.</p> <p>Where children and young people are not able to attend their settings as parents are</p>	<p>Headteacher</p> <p>Office staff</p>

	<ul style="list-style-type: none"> <li>• Pupils can visit during the summer term to look at the changes that have been made.</li> <li>• Regular phone calls will continue to be made to families until the end of the summer term.</li> </ul> <p>Support from the family liaison officer will be offered as required.</p>	following clinical or public health advice, absence will not be penalised.	
Pupils, staff and other adults attend Churchill when unwell	<p>All of those who may visit Churchill must be fully aware of the expectations. No one should come into the setting if they have symptoms of coronavirus or have tested positive in the last 7 days.</p> <p>Pupils, staff and other adults must be willing to:</p> <ul style="list-style-type: none"> <li>• book a test if they are displaying symptoms</li> <li>• provide details of anyone they have in close contact with if they were to test positive for Coronavirus</li> <li>• Self-isolate if they have been in close contact with someone who develops Coronavirus.</li> </ul>	Information regarding illness and symptoms of Covid 19 to be regularly promoted.	Headteacher

	Parents and staff must inform the school immediately of the results of a test.		
There are a lack of preventative systems in place	<p>All pupils to wash hands when entering the building, before and after lunch and after sneezing or coughing.</p> <p>Visitors will be signed in by the office staff. The following information will be collected:</p> <p>A contact number for each visitor</p> <p>The date of their visit</p> <p>Time of arrival and departure</p> <p>Which member of staff they are visiting</p> <p>All visitors will be asked to sanitise their hands when entering the building.</p>	<p>Hand soap dispenser to be filled regularly.</p> <p>Sanitisers to be kept filled</p>	<p>Cleaning staff and caretaker</p> <p>Caretaker</p>



	<p>Visitors will be asked to wear masks when moving around the school. They will be permitted to remove masks if in a meeting where social distancing can practised.</p> <p>Lidded tissue bins are in classrooms and at other key points around the school and are to be used for used tissues. These will be emptied regularly and the contents double bagged.</p> <p>Promote to children the “Catch it, Bin it, Kill it” slogan so that tissues are used effectively.</p> <p>Students must wash or sanitise their hand when changing rooms</p>		
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	<p>All shared areas must be wiped over between uses. Work surfaces, seats and door handles must be wiped as a class leaves a shared area during the day.</p> <p>Rooms should be ventilated as much as possible with the windows being open.</p> <p>Doors will be kept open where possible so that there is less need to touch handles and door plates.</p> <p>Staff will wear masks in shared/communal areas including corridors.</p> <p>Limits will be placed on rooms regarding the number of adults who can access each.</p>	<p>Tissues to be ordered regularly.</p>	<p>Cleaning and caretaking staff</p> <p>Class teachers and support staff</p> <p>Teaching and support staff</p>
<p>Children wearing masks do not remove them correctly and therefore risk contamination.</p>	<p>Staff will teach children how to remove face coverings safely so that they don't touch the front</p>	<p>Parents to be reminded to provide a plastic bag for face coverings,</p>	<p>School staff.</p>

	<p>of their face covering during use or when removing them.</p> <p>Students arriving in taxis, wearing face masks should walk into school wearing them before removing them appropriately.</p> <p>Face coverings that come into school with pupils should be placed in a plastic bag to take home with them.</p>		
<p>Pupils entering and leaving school do not follow social distancing guidelines</p>	<p>Staff on taxi duty wait in the carpark. In the morning students sat in the car until staff gesture that it is safe for them to get out and walk into school. This way arrival is staggered and congestion will be avoided in the entrance.</p>	<p>New arrangements are shared with taxi companies to ensure they understand the process.</p>	<p>Headteacher Staff on taxi duty</p>

	<p>At the end of the day staff on taxi duty go out and use walkie talkies to call pupils out to parents/taxis. Pupils only leave the classroom when they are called and walk straight out to taxis/parents.</p> <p>All staff and parents need to be responsive to walkie talkie calls to ensure taxis are able to leave as quickly as possible.</p>		<p>Headteacher</p>
<p>Congestion around the office when children drop off and collect their technology</p>	<p>Staggered entrance and exit as above will alleviate congestion. While students can drop their technology in the office in the morning and therefore retain their independence, in the evening</p> <p>the boxes will be taken to the classroom by either a student or a member of staff</p>	<p>Each class should collect only their own box to avoid the need to enter another class unnecessarily.</p>	<p>Students</p>

	<p>Parents to be informed that they should not come into reception unless this is absolutely necessary. Phone or email contact should be used instead and if a personal visit is required only one person from each family should attend.</p>		Office staff
<p>Breakfast is crowded and students are not able to socially distance</p>	<p>Students eating breakfast do so in the dining room with one child if possible and no more than 2 students to a large round table, 2 to a rectangular table and one to the bistro style seating. If 2 children are to sit on one table due to lack of available seating they must sit side by side rather than facing each other and should face the front.</p> <p>Students not eating breakfast go straight to classrooms and sit in their allocated seats this will enable adequate social distancing as there are a</p>	<p>Chairs are removed from tables and stacked to the side of the dining room so that it is really clear where students may/may not sit.</p> <p>All staff, including cleaners and site staff, to be aware that seats cannot be moved from their allocated position.</p>	<p>Support staff</p> <p>Office Administrator</p>

	limited number of students who eat breakfast.		
Pupils crowding round lockers	<p>Can be avoided if staff are vigilant when letting pupils in and out of classrooms.</p> <p>Only one student allowed to collect belongings from the lockers at once. This means more time might be needed to be given at break, lunch and the end of the day to collect things.</p> <p>PE kits could be collected throughout the duration of the lesson before and put away throughout the lesson after.</p> <p>Encourage students to put break time snacks in their tray.</p>		Class teachers and support staff

<p>As pupils move around the school they are too close to each other</p>	<p>Pupils keep to the edges of the corridor. Signage will remind everyone.</p> <p>There is a one-way system in place regarding the stairs up one set and down the other.</p>	<p>Signage is in place</p> <p>Signage is placed on the stairs identifying which way is up and which down</p>	<p>Class Teachers and support staff</p> <p>SALT and support staff</p>
<p>Pupils do not socially distance when filling water bottles or collecting photocopying.</p>	<p>Staff to be vigilant about who they are sending where and why. Only one pupil to be sent out at any one point.</p> <p>Pupils to be reminded that if they arrive e.g. at the photocopier and someone is already there, they should stand back and wait.</p>	<p>Mark the floor with 2 crosses which act as photocopier waiting points</p>	<p>Class teachers and support staff</p> <p>Office Administrator</p>
<p>Lack of social distancing in classrooms.</p>	<p>Classrooms are organised so that each student has an allocated space to work, either a table or a work station. Any students who share a table will be</p>	<p>Classrooms are arranged and furniture will remain static.</p>	<p>Class teachers and support staff</p>

	<p>seated side by side rather than facing another student. Students will be kept in class groups for the</p> <p>majority of the time although there will be some mixed groups for:</p> <ul style="list-style-type: none"> <li>• Transport</li> <li>• Enrichment</li> </ul> <p>Pupils are reminded that during an emergency, such as an evacuation, they should still maintain a social distance as much as possible.</p> <p>As many resources as possible will remain in cupboards to assist the cleaning of surfaces.</p>	<p>Prior to opening staff to be aware of where their classes</p> <p>should stand in the event of a fire drill.</p>	<p>Class Teachers</p> <p>Drill to be organised by</p> <p>the headteacher</p> <p>Cass teachers and support staff</p>
<p>In classrooms where practical work is taking place, movement</p>	<p>Student movement between rooms will be managed carefully so children walk to the room with an</p>		<p>Class teachers and support staff</p>

<p>of pupils results in pupils/staff being too close to each other.</p>	<p>adequate space between each other. Staff supervision will be needed</p> <p>Students should be reminded about social distancing where there is movement throughout lessons e.g. food and nutrition.</p> <p>Students seated in rooms which are not their classrooms should be seated next to each other and facing the front rather than facing each other.</p> <p>Surfaces and chairs must be wiped when students leave one room to move back to their class base.</p>		<p>Class teachers and support staff</p> <p>Class teachers and support staff</p> <p>Class teachers and support staff</p>
			<p>Deputy Head</p>

<p>Enrichment activities are not appropriate</p>	<p>Check activities are appropriate and can accommodate social distancing. Some enrichments may be removed from the timetable.</p> <p>The numbers of students in enrichment will be strictly controlled and limited.</p> <p>No changes between enrichment groups will be permitted and enrichments will be run in small mixed groups.</p> <p>More staff may be needed to run enrichments depending on the numbers of pupils in school.</p>	<p>Draw up a new enrichment timetable.</p>	
<p>Pupils gravitate together at break time and do not socially distance</p>	<p>Classes will have their breaks at the same time although all available space will be used:</p> <ul style="list-style-type: none"> <li>• The playground</li> <li>• The grass to the front of the school</li> <li>• The hall</li> </ul>		<p>Class teachers and support staff</p> <p>The headteacher and deputy head will redirect staff as required.</p>

	<ul style="list-style-type: none"> <li>• The space between the school and the art barn</li> <li>• The garden near the art room</li> </ul> <p>Although there is a break rota for supervision, staff should ensure they use their initiative and spread out to ensure all students are supervised. Where possible children should be encouraged to take their breaks outside.</p>		
<p>Equipment poses a contamination risk.</p>	<p>If students use equipment, such as that from the games shed or PE equipment this should be limited in it's amount and wiped over with an antibacterial wipe after use. Students should wash their hands or use the hand sanitizer before returning to the classroom. To reduce adult contact with equipment, students must tidy away their own resources under adult supervision.</p> <p>Games from the games cupboard will not be permitted and the cupboard locked.</p>		

	<p>Equipment used by therapists will be cleaned thoroughly frequently and meticulously and always when used by different classes. Any equipment which cannot be cleaned will be left unused for a period of 48 hours (72 hours for plastics)</p> <p>Items such as beanbags and cushions which are not easily cleaned, will continue to be removed.</p> <p>Theraputty will not be used unless it belongs to an individual pupils only to be used by them.</p>		
<p>Pupils fail to understanding social distancing, the need for regular washing of hands, the need to cover your mouth when sneezing or coughing etc.</p>	<p>Students to be reminded during meeting time every day and at the end of the day.</p> <p>Social Stories to be produced for those students who are still struggling with the concept.</p>		<p>Class teachers and support staff</p> <p>Speech and language therapists</p>

	<p>Pupils are to be taught about social distancing – not penalised but educated.</p> <p>Visual strategies around the school remind students of the need for social distancing</p> <p>A visual hand washing routine is displayed in every class</p>	<p>All staff regularly remind students of the hand washing routine.</p> <p>Students practise effective hand washing during life skills sessions.</p>	<p>All staff</p>
<p>Therapists are unable to deliver provision as detailed in EHCP's</p>	<p>For any children not attending remote support will continue to be offered</p>		<p>All staff</p>

	Annual Reviews will continue to be conducted remotely.	New guidance and advice has already been sent to families from the DFE.	SENCOs
Some surfaces pose a risk in terms of virus transfer	<p>Daily cleaning to continue to take account of DFE guidance. Additional cleaning daily of:</p> <p>Dining room chairs</p> <p>Classroom chairs</p> <p>Stools</p> <p>Door handles</p> <p>Door plates</p> <p>Door key pads</p> <p>Photocopier touch pad</p>	Sufficient cleaning materials and resources are readily available	Office administrator, caretaker and cleaners

	<p>Computer Keyboards including laptops</p> <p>Light Switches</p> <p>Telephones</p> <p>Walkie talkies</p> <p>Hand rails</p> <p>Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.</p>		
<p>Pupils are seated together at lunch time and do not socially distance</p>	<p>Lunch will be eaten in classrooms.</p> <p>Pupils who require a school meal will collect it from the dining room and return to their work space.</p>	<p>Lunchtime will be as follows:</p> <p>1:10-1:30 students eat in classrooms supervised by some support staff.</p>	<p>All staff</p>

		<p>1:30-1:50 students have a break outside spacing out as much as is possible.</p> <p>1:10-1:40 Teaching staff, therapy staff and some support staff eat in the staffroom.</p> <p>1:40-2:10 Remaining support staff lunch either in the staffroom or outside</p>	
Staff are not adequately supported for pupils return to school	<p>All staff to come into school prior to school opening, during directed time, to meet with George to look at expectations and discuss any concerns.</p> <p>During this session classroom furniture to be re-organised. Once re-organised furniture to be left in</p>		All staff
	School provides for each student		Office administrator

<p>Pupils share equipment which increases the risk of transmission</p>	<p>A ruler</p> <p>Glue stick</p> <p>Whiteboard pen</p> <p>Pencil</p> <p>Pen</p> <p>Pencil sharpener</p> <p>Rubber</p> <p>These items are kept on students' desks.</p> <p>Pupils personal water bottles to be kept on desks to minimise movement around.</p> <p>Pupils can bring equipment into school each day. This may include a bag, fiddle object or sensory object. Parents should limit the number of items their child brings in to the smallest number possible.</p>	<p>Items to be ordered prior to wider opening.</p> <p>Students to be encouraged to bring in a pencil case from home.</p>	
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Pupils or staff becoming ill during the day and need to be kept isolated/away from other staff.	<p>If anyone becomes ill with a new or continuous cough or a high temperature or a change in their normal sense of taste or smell they must be sent home.</p> <p>Anyone awaiting collection must be moved to a room where they can isolate behind a closed door, with the window open for ventilation. If they use the bathroom while awaiting collection this must be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE to be used as appropriate by staff caring for the person awaiting collection if a 2-metre distance cannot be maintained.</p> <p>Use of an electronic thermometer will be available if required.</p> <p>Anyone collecting a child or adult to be asked to ring from the car park.</p>		Office staff

	Information provided to all staff about testing procedure. Staff must notify the headteacher of a test outcome and if positive the school will follow the advice regarding isolation.		
Pupils require first aid which necessitates contact between staff and pupil e.g. a nosebleed.	PPE to be used as appropriate.  Staff member and the pupil to thoroughly wash hands afterwards.		All staff
Too many staff congregate in the staffroom	Use of the staffroom will be minimised  All staff will go straight to classrooms at the start of the school day.		All staff

	<p>The school will maintain staggered breaks for support staff</p> <p>Staff will lunch on a rota with some staff assisting with lunch supervision so that students are able to space out over a larger area.</p> <p>Staff meeting will be held via Teams.</p>		
<p>Staff may come into contact with the virus.</p>	<p>All classes are provided with an antibac pump dispense which should be used regularly e.g. having written in link books.</p> <p>Staff maintain their own equipment and do not share e.g.:</p> <ul style="list-style-type: none"> <li>• Whiteboard pens</li> <li>• Staplers</li> <li>• Wall guns staple removers</li> <li>• Timers</li> </ul> <p>If these are used by someone else they should be wiped over with an antibacterial wipe.</p>		<p>All staff</p>

	<p>As teachers and other staff, e.g. therapists, can operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision they should minimise the number of interactions and changes where possible for example by not entering another class unless it is essential to do so.</p>		
<p>Staff require additional support to manage their own well-being or that of the pupils.</p>	<p>Staff have access to the Trust well-being advice</p> <p>Staff will be signposted to the additional DFE advice as required</p> <p>Staff continue to support each other.</p>		<p>All staff</p>

	<p>Those line managing staff offer regular support.</p> <p>The App continues to promote the support available to pupils.</p>		
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Issued: 5 May 2020  
 Update 1: 12 May 2020  
 Update 2: 15 May 2020  
 Update 3: 25 May 2020  
 Update 4: 5 July 2020  
 Update 5: 4 September 2020  
 Update 6: 10 September 2020  
 Update 7: 22 October 2020  
 Update 8: 9 November 2020  
 Update 9: 11 January 2020