

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS



Deerhurst and Apperley Primary school setting – reflected in statements below (adapted for setting as advised by SHE) (V2)

Mrs Jayne Neveu

Covid 19 Risk Assessment for Deerhurst and Apperley Primary School (V2)

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency 	<ul style="list-style-type: none"> Involve staff in plans to return to school and listen to any suggestions on preventative measures that can be taken. Vulnerable staff and children ('clinically vulnerable' to coronavirus) 	<ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Building access rules clearly communicated through signage on 	<ul style="list-style-type: none"> Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always 	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where there is no sink, hand sanitiser provided in classrooms. Frequent hand 	<ul style="list-style-type: none"> Consultation with employees and LA/union safety reps on risk assessments. Risk assessment published on school intranet and website.

<p>lighting, water hygiene,</p> <ul style="list-style-type: none"> • Covid-19 posters/signage displayed. • Modify school reception/early years entrance to maintain social distancing (e.g. provide screens or floor markings). • Consider one-way system if possible for circulation around the building. • Put down floor to keep groups apart where possible. • In areas where queues may form, put down floor markings to indicate distancing. • Can separate doors be used for in and out of the building (to avoid crossing paths). • Identify doors that can be propped open (to limit use of door handles and aid ventilation). Seek advice from SHE if necessary (e.g. fire safety). 	<p>identified and told not to attend school if shielding. Consider personal risk factors: Age, obesity, ethnicity, existing health conditions and Ethnicity</p> <ul style="list-style-type: none"> • Where necessary individual RA for • staff and children at special risk (take account of medical advice). • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • Remote education is continuing as much as possible to limit numbers attending school. • Assess how many staff are needed in school and identify those that can remain working from home. • Staff shielding at home manage online work, whilst those in school only teach. • Returning to school will be for groups on a priority 	<p>entrances. Parents' drop-off and pick-up protocols to minimise contact.</p> <ul style="list-style-type: none"> • School start times staggered so class groups arrive at different times. <p>Floor markings outside school to indicate distancing rules (if queuing during peak times).</p> <p>Screens installed to protect staff in reception (keep glass screen closed).</p> <ul style="list-style-type: none"> • Hand sanitiser provided at all entrances. • Visitors do not sign in with the same pen (only emergency visitors permitted) • Staff on duty outside school to monitor protection measures. 	<p>possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk.</p> <ul style="list-style-type: none"> • Reduced class sizes. • Class groups kept together throughout the day and do not mix with other groups. (unless further RA KW would be expected to return to their own year groups but cross contamination must be avoided where possible LA notes 14/5/20) • Groups do not mix to play sports or games together. • The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific group(s). • Assemblies not held or staggered. • Separate spaces for each group clearly indicated in shared spaces 	<p>washing encouraged for adults and pupils (following guidance on hand cleaning).</p> <ul style="list-style-type: none"> • Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing. • Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition. • Staff help is available for pupils who have trouble cleaning their hands independently. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Bins for tissues provided and are emptied throughout the 	<ul style="list-style-type: none"> • Nominated employees tasked to monitoring protection measures. • Employees encourage to report any non compliance. • The effectiveness of prevention measures will be monitored by school leaders. • This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.
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<ul style="list-style-type: none"> Identify rooms that can be accessed directly from outside (to avoid shared use of corridors whenever possible) Organise classrooms for maintaining space between seats and desks. Inspect classrooms and remove unnecessary items. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). In toilets middle cubicle/sink/urinal of 3 to be taken out of use. Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. Position clocks with second hand or timers near sinks to teach 	<p>basis</p> <ul style="list-style-type: none"> Primary schools - nursery, reception, year 1 and year 6); If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher. Reviewing timetables to decide which lessons or activities will be delivered on what days. Smaller class groups identified (split in half, with no more than 15 pupils per small group to one teacher and, if needed, a teaching assistant). For early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) will determine groups of children. Identify and plan lessons that could take place outdoors. Use the timetable to reduce movement around the school or building. 		<p>(e.g. barriers or floor markings).</p> <ul style="list-style-type: none"> Lunch boxes to be brought in by children or BP children to eat outside or in classrooms Limiting the number of pupils who use the toilet facilities at one time.(middle toilet taped off) Groups use the same classroom or area of a setting throughout the day. Seating plans to ensure pupils sit at the same desk. Desks should be spaced as far apart as possible. The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same. staff in the classroom rather than groups of pupils circulate to different parts of the building/site. Rooms accessed directly from outside where possible. 	<p>day.</p> <ul style="list-style-type: none"> Spaces well ventilated using natural ventilation (opening windows) or ventilation units. Doors propped open, where safe to do so to limit use of door handles.NOT REAR DOOR NEAR TO STAFF ROOM Ensure closed when premises unoccupied. Sanitising spray and paper towels to be provided in classrooms for use by members of staff. Thorough cleaning of rooms at the end of the day. Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.). Toys and play equipment appropriately cleaned between groups of pupils 	
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<p>pupils to wash for 20 seconds.</p> <ul style="list-style-type: none"> • Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this. • 	<ul style="list-style-type: none"> • Planning break times (including lunch), so that all children are not moving around the school at the same time. • Parents informed only one parent to accompany child to school. • Parents and children encouraged to walk or cycle where possible. • Staggered drop-off and collection times planned and communicated to parents. • Made clear to parents that they cannot gather at entrance gates or doors. • Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). • Communications to parents (and young people) includes advice on transport 		<ul style="list-style-type: none"> • The occupancy of staff rooms and offices limited. • Members of staff are on duty at breaks to ensure compliance with rules. 	<p>using it, and not shared with multiple groups.</p> <ul style="list-style-type: none"> • Equipment used in practical lessons cleaned thoroughly between groups. • Outdoor equipment not used; or • Outdoor equipment appropriately cleaned between groups of pupils; • Multiple groups do not use outdoor equipment simultaneously. • Limit shared resources being taken home. • Avoid sharing books and other materials. • No books or work handed in on paper. Use electronic submission or if paper put in quarantine (e.g. for 3 days). • Hand sanitiser provided for the operation of lifts. • Procedures should someone become unwell whilst attending school. • Staff providing 	
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				<p>close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</p> <p>NOTE:</p> <p>Wearing a face covering or face mask in schools or other education settings is not recommended by PHE.</p> <p>The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment),</p>	
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				<p>even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way; • if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. <p>However, PPE packs are being provided by GCC for all schools.</p> <p>Employees</p>	
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				<p>providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely. <p>Should employees</p>	
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				have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. Any sign of symptoms make request for test immediately	
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Risk Assessment for phased Return to school - COVID -19

Pre-school and three year groups prioritised for school return	Assess/evaluate risk	Control and management of risk	Monitor/review/report Monitor daily
Transmission - Reducing the risk of transmission	Med	<ul style="list-style-type: none"> • Smaller groups of children - not exceeding 15 (school 12) https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • 4 children maximum group for pre school x JS and SJ • 11 children maximum for Reception class x KR (split class using tape so children are in groups) 	HT/GC
Social distancing risk: Government know it cannot be expected to maintain 2m social distance with young children (p7 Education and childcare settings preparing for wider openings from June 1 st)	High	<ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good hygiene practices • regular cleaning of settings • and minimising contact and mixing <p>https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</p>	HT/GC
Children - Contact with staff	High	<ul style="list-style-type: none"> • Reduce contact as far as possible • Keep to small groups and do not mix • Staff where possible to remain with the same groups • Reduce ratios • 12 children maximum for classes 	HT/GC

		<ul style="list-style-type: none"> • 4 children maximum for pre school • 11 children maximum for Reception class 	
<p>Infection protection and control https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings p4</p>	Med	<ul style="list-style-type: none"> • Create a safe system by using the hierarchy of controls • minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges • cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered • ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • cleaning frequently touched surfaces often using standard products, such as detergents and bleach • minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) • (each classroom will have access to antibacterial wipes , hand sanitiser, soap and surface cleaner of high quality) 	<p>HT/GC</p> <p>HT/GC</p>
Classroom Layout (Y1-6)	Med	<ul style="list-style-type: none"> • All classrooms to be laid out with desks/children 2metres apart at every opportunity P7 • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	HT/GC

		<ul style="list-style-type: none"> • • Floor Tape to be used to 'shield' both staff and children • All soft toys/fabrics to be removed • All extra furniture to be removed • All table settings to be used by the same child on consecutive days • Resources boxed or bagged for individual children • No items from home apart from lunch and coat to be brought in from home • All coats/lunchboxes to be kept in the classroom setting 	
Pre- school layout (maximum of 4 children in two groups (8 total) with staff member for each group)	Med	<ul style="list-style-type: none"> • Tables to be spread out 2m apart with children at either end p7 • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • • Make good use of outdoor area but split group into two groups and use that area for the whole day • Floor tape to be used to 'shield' and identify areas where children can be • Drapes to be removed • Soft toys to be removed • Dressing up clothes to be removed • All tables labelled and used by the same children on consecutive days 	HT/GC

		<ul style="list-style-type: none"> • Individual bags for each child so no sharing of pencils/crayons etc • Malleable resources - playdough only used if in individual pots and named • No use of aprons - parents will be informed that children will get paint on clothes • Remove any toys with intricate parts and those hard to clean • No toys to be brought in from home • All coats/lunchboxes to be kept in the classroom setting • No books or toys to be taken home • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • P8 	
Reception class (maximum of 12 children in one day)	Med	<ul style="list-style-type: none"> • Tables to be spread out 2m apart with children at either end • Make good use of outdoor area . • Floor tape to be used to 'shield' and identify areas where children can be • Drapes to be removed • Soft toys to be removed • Dressing up clothes to be removed • All tables labelled and used by the same children on consecutive days • Individual bags for each child so no sharing of pencils/crayons etc • Malleable resources - playdough only used if in individual pots and named 	HT/GC

		<ul style="list-style-type: none"> • No use of aprons - parents will be informed that children will get paint on clothes • Remove any toys with intricate parts and those hard to clean • No toys to be brought in from home • No books to go home • All coats/lunchboxes to be kept in the classroom setting • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • P8 	
Need of wearing PPE/First Aid	Low	<ul style="list-style-type: none"> • General use of PPE is not required (implementing protective measures in education and childcare setting document). However if a child becomes unwell with symptoms of Coronavirus and needs direct care then a mask, apron and gloves should be used • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • P5 	HT/GC
Shielded and clinically vulnerable children	High	<ul style="list-style-type: none"> • These children WILL NOT attend the setting (two children WILL NOT attend school - confirmed) • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • P5 	HT/GC
Shielded and clinically vulnerable adults, including staff	High	<ul style="list-style-type: none"> • These adults WILL NOT be in setting • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	HT/GC

		<p>implementing-protective-measures-in-education-and-childcare-settings</p> <ul style="list-style-type: none"> • P5 	
Living with a shielded or clinically vulnerable person	High	<ul style="list-style-type: none"> • The children of these people can attend school if they are older and can understand the instructions of social distancing (one child WILL NOT be attending school - confirmed) • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • P6 	HT/GC
Playtimes	Med	<ul style="list-style-type: none"> • A TT will reflect staggered times of - p7 play https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Small groups of children will remain in those groups P8 • Play equipment will be selected for each group and it will remain that groups equipment. No use of balls or any throwing or catching • Playground will be sectioned off into 4 areas for use by same groups 	HT/GC
Toilets (cleaning and hygiene part 1)	Med	<ul style="list-style-type: none"> • Toilets will be cleaned throughout the day by HT and then by cleaner at the end of each day • Pre-school children to use pre-school toilets • KW children to use disabled toilet • No children from different groups to be in the toilets at the same time • Only two children at a time in the toilets 	HT/GC

		<ul style="list-style-type: none"> • Children to wait on tape outside toilet before going in • Middle toilet will be taped off 	
Hallways	Med	<ul style="list-style-type: none"> • Children and adults to keep to the direction of the arrows and pass swiftly by each other • Hallway to remain free of clutter and coats/bags to be kept in the classroom so there is access to toilets 	HT/GC
Key Workers/groups	Med	<ul style="list-style-type: none"> • Children will remain in the same small groups to avoid cross contamination unless they join their peer group from June 1st. This still to be confirmed as currently the government say they are to join peer groups. However they cannot move from group to group 	HT/GC
Cleaning and Hygiene (part 2) See additional cleaning TT		<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Access to nearest sinks with soap for handwashing for 20 seconds. hand sanitisers for follow bacterial remover • Posters to be displayed • Children to clean hands on arrival to school, before and after eating, after playtimes and sneezing/coughing • Tissues to be binned immediately after use • Leave doors and windows open • Keep areas ventilated • Staff using staff room must maintain the social distance and must clean anything they have used before leaving the room • Children to use wet wipes to clean their station 	HT/GC

		<ul style="list-style-type: none"> All classrooms will have spray cleaner to use where appropriate during the day in class but especially before lunch 	
Timetables		<ul style="list-style-type: none"> https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings P7 See TT of the day including allocation of shared areas 	HT/GC
Lunches		<ul style="list-style-type: none"> Lunch will be a total of 30 minutes Lunches to be taken in class after tables have been wiped Staff(HT/SB/AW) will supervise for 15 minutes on the playground after food has been eaten Reception 12 -1230 Class 1 12.15-12-45 Class 3 12.30- 12.45 KW 12.50-1.20 (supervised on rota by KW staff) 	HT/GC
uniform		<ul style="list-style-type: none"> Children will not to wear non-school uniform so clothes can be washed daily and clean clothes worn the next day 	HT/GC
Posters		<ul style="list-style-type: none"> Posters to be displayed in all areas including toilets re handwashing 	
Reception area		<ul style="list-style-type: none"> Emergency visitors do not sign in with same pen School will not receive any other outside visitors (unless emergency) 	
		<ul style="list-style-type: none"> 	

Time Table for 'pinch point' drop off and collection and information you need to know
(THIS IS VERY LIKELY TO CHANGE WHEN/IF FURTHER PUPILS JOIN SCHOOL FROM OTHER
YEAR GROUPSUPDATED 26th May 2020

For children (KW, Little Deers, Reception Class, Year 1 and Year 6) coming in to school as of Monday 1st June 2020, the following measures/precautions **must** be taken:

- Own clothes to be worn which are fresh on – we recommend putting clothes straight in the washing machine once returning home from school to minimise and control the spread of infection.
- Up to date contact details for family members must be available within school and emergency contact details should your child become poorly/exhibit symptoms of contracting coronavirus. Please ensure you have updated us of any changes since the data collection form
- We will register your child in and out of the premises by somebody who either has parental responsibility or has been nominated by yourselves, as long as you are all fit and well and not showing symptoms of coronavirus
- If you become unwell with coronavirus symptoms, you must immediately contact school and arrange for collection of your child.
- Social distancing must be enforced whilst your child is not in school if we are to prevent/minimise the spread of infection.
- School must be informed if you have been asked to self-isolate.
- Thorough hand washing to take place at home just before leaving the home.
- Children must be dropped off strictly at the times below to help safety procedures
- Government recommendations are to encourage Parents and children to walk or cycle where possible and to avoid public transport
- PE kit will need to be brought into school and left in school until the end of term
- Please do not bring in books or toys from home
- Please do not send your child in ill or with medicines as we will not be administering them during this period

- **ONLY ONE PARENT/CARER TO DROP OFF PLEASE AND AVOID GATHERING IN GROUPS AT THE GATES OR SCHOOL SITE**

Drop off instructions Monday – Thursday Reception/Y1/Y6	8.30am – only children with surnames in the alphabet A-I inclusive 8.40am – only children with surnames in the alphabet J-R inclusive 8.50am – only children with surnames in the alphabet S-Z inclusive Any parents running late must not drop off until 9.15
Pick up Instructions Mon – Thursday Reception/Y1/Y6	2.15pm - only children with surnames in the alphabet A-I inclusive 2.30pm - only children with surnames in the alphabet J-R inclusive 2.45pm - only children with surnames in the alphabet S-Z inclusive KW 3pm or time by prior arrangement
<u>Not open Friday for pupils</u>	Reserved for deep clean and preparation
<u>PRE SCHOOL</u> Time Table for ‘pinch point’ drop off and collection	
Drop off instructions	8.40am - only children with surnames in the alphabet A-I inclusive

Monday (Pre-schoolers - September school starters) ONLY	8.50am - only children with surnames in the alphabet J-R inclusive 9.00am - only children with surnames in the alphabet S-Z inclusive
Pick up Mon (Pre-schoolers - September school starters)	2.10pm - only children with surnames in the alphabet A-I inclusive 2.20pm - only children with surnames in the alphabet J-R inclusive 2.30pm - only children with surnames in the alphabet S-Z inclusive
Drop off instructions Wednesday (morning only to join pre-schoolers) – younger group Little Deers Pre-Schoolers	8.40am - only children with surnames in the alphabet A-I inclusive 8.50am - only children with surnames in the alphabet J-R inclusive 9.00am - only children with surnames in the alphabet S-Z inclusive
Pick up Instructions younger group Little Deers Pre-Schoolers	Pick up at 12 following instructions as below (2 children)
Pick up instructions Wednesday (Pre-schoolers - September school starters) ONLY	2.10pm - only children with surnames in the alphabet A-I inclusive 2.20pm - only children with surnames in the alphabet J-R inclusive 2.30pm - only children with surnames in the alphabet S-Z inclusive
<u>Not open Friday for pupils</u>	Reserved for deep clean and preparation
INSTRUCTIONS FOR DROPPING OFF AND PICKING UP SCHOOL	<p>Please remember to social distance at all times</p> <p>Children will exit through outside doors and not come through school (unless they are Key Worker children in which case they will use the usual way)</p> <p>In designated areas there will be a post with your children's Class number on. In each area will be separated cones. Please make your way to a cone and wait.</p> <p>In the mornings, members of staff will pick your child up from the cone where you are waiting.</p> <p>At the end of the day, they will send your child to a cone that you are waiting at, or that is free.</p>

	In the case of Year 6 who walk home they will be sent home at the time according to their alphabetical name. PLEASE DO NOT COME INTO SCHOOL OR ATTEMPT TO HAVE A FACE TO FACE CONVERSATION WITH THE STAFF MEMBER - THANK YOU
INSTRUCTIONS FOR DROPPING OFF AND PICKING UP Little Deers	Please remember to social distance at all times There will be cones and tape outside of Little Deers on the grass in the car park area. Please wait on one of them and your child will be collected/sent to you as soon as you are there and it is safe. PLEASE DO NOT COME INTO LITTLE DEERS OR ATTEMPT TO HAVE A FACE TO FACE CONVERSATION WITH THE STAFF MEMBER - THANK YOU
I know this goes against everything we do to encourage socialising and conversations and welcoming you into school but it is done with safety in mind as I am sure you understand and would want it to be. Provision for KWs remains unchanged and is as requested	

Checklist (LA guided)

Area	Action	Guidance	Check status
1. Premises	<ul style="list-style-type: none"> 1.1 Catering contractors have plan in place for restoring services and are able to meet reopening date 	Black Pepper have protocol in place to provide lunch boxes if needed but are not resuming hot meals until September.	HT to canvas parents on preferences. S
	<ul style="list-style-type: none"> 1.2 Cleaner understands the cleaning protocols required on reopening 	https://www.gov.uk/government/publications/covid-19-	Cleaning has been increased by 4 hours a week over the weekend for extra areas in use by year groups returning.

		decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Guidance printed and to be given to Cleaner. If an outbreak occurs then Glen cleaning company will be engaged for professional deep clean
	<ul style="list-style-type: none"> 1.3 Protocols for social distancing of staff, students and parents are in place and required equipment is available e.g. barriers tape 	DFE guidance and school RA	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Key documents sent to all staff for school support June 1 st , which includes staff returning from isolation (2)
2. Attendance	<ul style="list-style-type: none"> 2.1 Students who should not be returning to school have been identified and parents informed & given details of continuing arrangements for online support 	DfE Guidance	All classes will upload Summer 2 home learning for classes not in school. Learning will also be uploaded for those in the year groups who are in school but whose parents choose not to send them to school
	<ul style="list-style-type: none"> 2.2 Parents of all children who should be returning to school have been informed of return dates and arrangements 		Letter detailing arrangements sent
	<ul style="list-style-type: none"> 2.3 Attendance staff have been briefed on the new coding for the post-COVID-19 period and systems have been updated for the new codes 	LA guidance	SM/JN
	<ul style="list-style-type: none"> 2.4 Transport contactors have confirmed changes to routes/service and school timetable adjusted in response 	LA guidance	N/A
	<ul style="list-style-type: none"> 2.5 Safeguarding arrangements for students not attending school are in place 	LA guidance	HT ringing families who are vulnerable and still not in school
	<ul style="list-style-type: none"> 3.1 Staff who should not be returning to work have 	HR/OH FAQs	Staff on long term isolation are non-teaching and will

	<p>been identified and notified. Members of staff not returning understand their duties whilst working from home.</p>		not be returning to work as they are considered shielded
	<ul style="list-style-type: none"> 3.2 Staff expected to return to work have been notified and are clear on the return date and arrangements. Staff have been fully briefed on their roles and responsibilities on returning to work including supporting those students who will remain at home. 	HR/OH FAQs	HT briefed – see details in plan
	<ul style="list-style-type: none"> 3.2 Term dates and holidays have been confirmed for the summer and next academic year. 		Academic calendar starts 1/9 with inset
4. Wellbeing of staff & students	<ul style="list-style-type: none"> 4.1 The curriculum gives students' time for reintegration and readjustment back into school life. Resources are in place to support staff through the reintegration process 	GHLL/GSCE/Inclusion team/Restorative Approach Resource Pack	https://www.ghll.org.uk/covid19/ghll-pshe-bulletin/
	<ul style="list-style-type: none"> 4.2 Pastoral staff are familiar with resources and support available for students who have suffered/are continuing to suffer trauma during the COVID-19 period 	GHLL/GSCE/Inclusion team/Restorative Approach Resource Pack	https://www.ghll.org.uk/covid19/ghll-pshe-bulletin/
	<ul style="list-style-type: none"> Support is in place for staff who have suffered trauma/are continuing to suffer trauma during the COVID-19 period 	HR/OH guidance	Pastoral support offered where applicable OAP access
5. Transition	<ul style="list-style-type: none"> 5.1 Feeder schools & settings have been contacted and dates & details agreed for transfer of information on new cohorts 	LA guidance on expectations	Transition details for children going to DRHS and Newent currently
	<ul style="list-style-type: none"> 5.2 Information to be transferred for leavers has been identified and dates agreed for transfer 	LA guidance on expectations	
	<ul style="list-style-type: none"> 5.3 Transition events have been adapted to comply with social distancing and gatherings guidance 		Transitions for Reception children Sept 2020 have been prepared and will be distributed safely July.

6. Other	<ul style="list-style-type: none"> 6.1 Areas of concern specific to the school site have been identified and assessed. An action plan has been implemented to address these issues. 		None apparent but letter to parents demonstrate where and when to pick up children
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Shared and approved by staff and governors 18th May 2020