



## Hawthorn Primary School Reopening Plan and Risk Assessment September 2020

This plan and risk assessment serves to support Hawthorn pupils through the reopening of the school after partial closure due to Covid 19. The plan has been informed by government guidance, Newcastle City Council (including the Promise Board) and the National Medical Board.

This document is a live document and will be subject to change following any updated guidance or revised working practices following review.

All staff took part in a training session based on a risk assessment in small groups (w/b 1.6.2020 prior to wider opening in the summer term. Further training around this risk assessment around this risk assessment on 7.9.2020). A copy of the risk assessment is shared with all staff prior to this training.

“Hawthorn Primary School Governors want to assure all families that our school and the entire staff are working hard to ensure that your child is not only provided with the best possible support, guidance and provision during these very unsettled times, but also is kept safe and well. The Senior Leadership Team (SLT) has completed a Risk Assessment, designed to reflect the specific needs and circumstances of our school. Our Headteacher, with the full support of the full Governing Body will be making decisions and plans about what happens in school on a day-to-day basis based on her own information, requirements and provision. The impact of the plan will be reviewed weekly by Governors and the SLT, or sooner if required. Thank you all for your continued support.”

Jeanne Hale, Chair of Governors, and Jane Dube, Headteacher.

**GENERAL RISK ASSESSMENT FORM****Schools Risk Assessment for risk from Covid 19****Date Completed: 5<sup>th</sup> October 2020****Next review date: 30<sup>th</sup> September 2020****(or following changes to relevant guidance etc)****Health & Safety Advice (where required): Corporate H&S Team/Hawthorn Primary School**

1	<b>Activity with risk potential:</b>	<b>Date Section Amended: 5<sup>th</sup> October 2020</b>
	Contact with other Employees, pupils or visitors to school. Contact with surfaces contaminated with Coronavirus.	
	<b>Significant risks arising from the activity: Medium</b>	
	Risk to staff/pupils/visitors of becoming infected with Coronavirus (COVID-19). Risk of staff/pupils/visitors passing on the infection to others.	
	<ul style="list-style-type: none"><li>• All safety and security checks are completed by SLT and caretaker prior to opening</li><li>• Employees / pupils identified as being at high risk (clinically extremely vulnerable are no longer required to shield effective 2<sup>nd</sup> August 2020), should shielding at home still be advised by Public Health England / other medical professionals that shielding is required this shall be discussed on an individual basis.</li><li>• We will consider changes to government and scientific advice including local outbreaks/lockdowns and changes to R rating.</li><li>• Any staff member or pupil displaying symptoms of Coronavirus (C19) must not come to school and follow the guidance at <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a>. Staff and parents must immediately contact 119 and request a COVID 19 test. Covid-19 Walk-through Testing Site - Newcastle (Etherley Road Car Park, Byker) NE6 2UT Covid-19 Drive-through Testing Site - Newcastle (Great Park Park &amp; Ride) If someone in the household develops symptoms, all members of the household need to self-isolate while the person with symptoms waits results. If a test is negative everyone can return to work/school. If the test is positive, all members of the household need to continue to self-isolate.</li><li>• If staff or any parents are contacted by the Test and Trace service and advised to isolate, you must inform the Headteacher. Your children can attend school but you must not. If you then develop symptoms, then you need to test your children also need to self-isolate as they have now been in close contact</li></ul>	

with someone who is symptomatic. Beware of scam calls that say you are at risk and then ask for test payment. TESTS ARE FREE

- If there is a positive test either child or staff, the school must contact DfE's existing coronavirus helpline number on 0800 046 8687 and selecting option 1. This service has been developed to alleviate the pressure on local PHE, enabling them to focus on more complex cases.

### **Newcastle City Guidance/Public Health Guidance**

*Staff and parents must inform COVID control team at Newcastle City Council by filling in the online form at [bit.ly/3frSiue](https://bit.ly/3frSiue). Inform Public Health England's local health protection team 0300 3038596 and choose option 1.*

*Staff and parents must agree to follow the test and trace rules. If a child or staff member who has symptoms does not take the test and provide proof, Public Health's view is that it would bring into question the wellbeing of the child or staff member and should trigger the school's safeguarding protocols. The DSL in school will contact the Health Protection Team (HPT)*

*In the case of any positive testing, the school will be informed and advised on what action to take*

*In the case of an outbreak (more than 2 cases) the Health Protection Team would advise of next steps*

*If the school is aware of a pupil going home with symptoms, they can report this to the HPT.*

*For the purpose of contact tracing, close contact is defined as:*

- I. Under 1 metre for a minute*
- II. 2 metres for 15 minutes*
- III. Someone who's been face-to-face*
- IV. Someone who's been coughed or sneezed on*
- V. Provided intimate or prolonged care.*

- Parents must notify the school if their child has an impaired immune system or medical condition that means they are vulnerable to infections.
- The school will be in liaison with the individuals' medical professionals where necessary, review the needs of the child who is vulnerable to infections.
- Any additional provision for children who are vulnerable to infections or have additional SEN needs are put in place by SLT, in liaison with the children's parents / carers where necessary.

### **Awareness of policies and procedures**

- All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:
  - Health and Safety Policy
  - Fire Evacuation Plan (Part of Risk Assessment)
  - Supporting Pupils with Medical Conditions Policy
  - Critical Incident Plan
  - Safeguarding
  - Data Protection
  - Behaviour Policy

- All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
  - The Health Protection (Notification) Regulations 2010
  - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
  - Local Authority
  - DfE and PHE (2020) 'COVID-19: guidance for educational settings'
  - North East Health Protection Team, Floor 2 Citygate, Gallowgate, Newcastle Upon Tyne, NE1 4WH - 0300 3038596.
- Relevant staff receive any necessary training that helps minimise the spread of infection.
- The school keeps up-to-date with advice issued by, but not limited to, the following:
  - DfE
  - NHS
  - Department for Health and Social Care
  - PHE
  - LA Promise Board
  - The school's local health protection team (HPT) – North East Health Protection Team, Floor 2 Citygate, Gallowgate, Newcastle Upon Tyne, NE1 4WH - 0300 3038596.
- Staff are aware of the school's infection control procedures in relation to coronavirus and will contact the school as soon as possible if they believe they may have been exposed to coronavirus.
- Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, website and home school agreement – they are informed that they must contact the school as soon as possible if they believe their child or any member of the household has been exposed to coronavirus.
- Pupils are made aware of the school's infection control procedures in relation to coronavirus via class briefings and are informed that they must tell a member of staff if they feel unwell.
- Volunteers and visitors to school are aware of the school's infection control procedures in relation to coronavirus and will contact the school as soon as possible if they believe they may have been exposed to coronavirus.
- The Staff and Volunteer Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.

### **Communication**

Families and staff have access to the Hawthorn website, which will be updated regularly.

Staff will be contacted via email and through meetings within school.

Staff received initial training week commencing 1<sup>st</sup> June 2020 and will receive follow up training on the 7<sup>th</sup> September 2020, including walk round school environment and updates on use of First Aid and PPE.

Parents / carers have received a letter/home school agreement from the school advising them of requirements for the return of schooling and the home school agreement must be signed.

Regular contact and Welfare calls will continue in line with our attendance and Safeguarding policies. Where possible this will be via phone, home visits will be limited and only take place under exceptional circumstances and follow social distancing guidelines.

### **Arrival**

Staff arrive via the main office door and maintain social distance in the car park.

Staff, children and visitors must wash hands, or use sanitiser, upon entry and exit to school, at regular intervals throughout the day, before and after using the toilet eating lunch and when touching any equipment.

Staff will use the companion app to school's sign in system to sign in using their own phone to limit use of sign in iPad.

Social distancing measures will apply at all school entrances with staggered start/finish times and identified entrance/exit gates for each class.

Staggered arrival times for pupils will be agreed with parents prior to the school starting via newsletter

Wherever possible children should walk or cycle to school to avoid public transport; if there is a need to use public transport, follow social distancing measures and adults must use of face covering. Any face coverings should be removed on entry to school. These can be taken home by the child's parent or guardian – any Year 5/6 children who have travelled in alone will need to store their face covering in a zip lock bag.

Children will follow the outside paths to access classrooms and move around school; avoid using the main building's halls and stairs.

Children **should only bring packed lunch (if required) and coat which will be** placed safely on named coat hook outside the classroom.

Reading bags should only be brought into school on a Thursday where they will be set aside until Monday when a new reading book will be issued and sent home.

### **Breakfast Club**

A reduced breakfast club is in operation within each phase bubble being provided with breakfast in allocated areas of the hall. The timing is from 8.15am and does not include any outdoor play. Teaching Assistants will support with breakfast club within the hall and then lead children to their classrooms.

### **Movement around school**

Only essential movement around school is permitted; pupils and staff will use outside paths where possible, avoiding halls and stairs in the main building, unless it is unsafe to do so.

Staggered arrival/departure times, and play times, are scheduled throughout the day

(See Appendix).

Staff will escort children in an orderly line when moving around school e.g. at breaks and lunch time. Staff will regularly remind children of expectations for behaviour when moving around school e.g. stay in a single file line and keep to the left.

Where appropriate, doors will be wedged open, to avoid touching handles, push plates with the exception of fire doors. The push bar door in the Reception classroom will remain open to allow access to the continuous provision and will be closed, by staff, in the event of fire evacuation.

Posters outlining one way systems, no entry and Covid 19 symptoms are displayed around school.

### **Classrooms**

Children have been allocated to identify classrooms in year groups to form. Two year groups in a phase will form one bubble e.g. Year 5/6.

Hygiene resources are available in each classroom.

Handwashing facilities are in classrooms and the toilet facilities.

Children should wash their hands prior to and after going to the toilet, eating lunch, break times and PE sessions. All children will be regularly reminded how to do appropriate hand washing and younger children and children with additional needs will be supported as required.

To provide air flow a minimum of one window at each side of the room needs to remain open.

Cleaning resources are available in each class and should be looked after by the teaching or support staff, OUT OF THE REACH OF CHILDREN

The teacher may spray desks and the child will wipe surfaces with paper hand towel.

Surfaces should be cleared as much as possible and non-essential equipment removed or placed in storage.

Staff should follow a clear desk policy.

Lidded bins for tissues are provided in each class and will be emptied regularly.

Soft toys and furnishings should be removed and stored safely.

### **Teaching and Learning**

Movement around the classroom is kept to a minimum including adults. Seating is arranged so that children face forwards towards the teacher.

Where possible adults should remain at the front or back of the classroom and maintain appropriate social distancing from the children.

Conversation in the classroom from adult height, where appropriate.

If close feedback or communication need – side to side or behind, but **not facing** the child.

Limited classroom equipment will be made available for individual use. Sharing of resources will be avoided where possible and any equipment used will be sanitised after use.

There will be no access to sand or water play.

A numbered IPAD will be allocated to each bubble and after use will be wiped down and the child will wipe / clean prior to and after use.

Use of books will be limited. Reading books that are returned from home will be set

aside for 72 hours before being returned to the school stock (Reading bags into school on Thursday and returned home on Monday). Home reading record books to be completed at home by the children and parents. Staff to keep their own separate records at school.

Class and school library books are set aside for 72 hours before being returned to the school library.

Feedback given to children will be verbal where possible. Any marking should be kept to a minimum and completed in school preferably during the lesson using 'live marking' and immediate feedback including the use of pink and green highlighters. Shared resources e.g. PE equipment will be cleaned after use.

### **Toilet Areas**

Staff will oversee timings and hygiene for toilet visits, maintaining social distancing. On site cleaner will clean toilets at regular intervals, following LA guidance.

Additional cleaning has been arranged mid-morning for both staff and pupil toilets and touch points around school.

Wedges for the toilet external doors if not fire doors.

### **Playtime**

Staff and children should wash their hands before leaving and on re-entering the classroom.

Each bubble is allocated designated play areas and lunchtimes.

Each bubble will be allocated a selection of play equipment.

Staff will escort children to and from the designated area at the allocated times and supervise them throughout.

First Aid will be provided by support staff.

Fixed outdoor equipment may be used children will have washed their hands.

### **Lunchtime**

Allocated lunchtimes will be provided for each bubble.

Staff and children should wash their hands before lunch is served.

Tables will be set out see attached diagram to allow cleaning before the eating space is reused.

Each child will be given a tray with cutlery and full serving of their food so they do not have to return to the hatch for any reason.

All children to remain seated and wait for their bubble to move out of the hall as a group.

Rubbish is disposed of in the bins and storage unit provided. Staff will remove children's trays and manage the waste and cleaning unit for the kitchen.

Staff where possible will maintain social distancing.

If it is a wet lunch time, classes will remain in their classrooms until called for and will be escorted to the hall via the shortest route.

### **Departure**

Staff and children should wash their hands before leaving the classroom.

Staggered departure time for each bubble. See Appendix.

One adult to collect a child at the allocated Year Group time at the gate specified.

Social distancing markers will be in place at each gate to encourage any waiting adults to maintain appropriate social distancing.  
Teachers and support staff will accompany the children to the allocated gate and pass the children over to the appropriate adult.  
Year 5/6 children may go home alone where permission has been granted.

### **After School Clubs**

After school clubs are being delivered within each phase bubble and staggered departure protocols are in place from various gates.

### **Social Distancing**

There will be no whole school assemblies these will be within the classroom environment or on a smaller scale within the school hall using social distancing.

Phase bubbles will be used during lunchtimes and breaks and where possible bubbles should be kept separate.

A one-way system will be in operation to avoid bubbles passing when walking around school and pinch points have been identified. Walking briefly past someone from another bubble does not present a high level of risk but this should be avoided if possible by using the one-way system.

It is expected that staff will comply with Public Health England (PHE) guidance on social distancing wherever possible, inside buildings, outside, during meal/rest breaks, on arrival and departure.

Two staff rooms have been provided and a time table of breaks and lunches for staff has been developed.

### **General Control Measures:**

- Management restrictions to limit / reduce number of persons (staff, visitors and pupils) in all school areas (buildings /classrooms, reception area, meeting rooms / kitchens /toilets, etc) based on the available space.
- Use alternative entrances / exits to reduce pinch points.
- One-way systems in and around buildings and sites for pedestrians / vehicles
- Staff and children to keep to the left when moving around the outside of the building to avoid passing too close to another group.
- Wall markings to manage children queuing to enter the building.
- Desks will be set out so that they are facing forwards.
- Staggered start / finish and break times.
- Each bubble to remain separate and strictly follow the timetabled use of the school environment.
- Staff have been briefed on all arrangements before returning to school and reminded to maintain social distancing including break times / lunchtimes, at the water cooler machines and arriving / leaving school.
- Relevant media is used to communicate measures and restrictions to staff / pupils and any potential visitors e.g. posters / notices / signs / letters / emails / newsletters / website etc.

- Measures to be regularly monitored, particularly at peak times of activity and kept under review to confirm they are being followed and working.
- Non-essential tasks are avoided where social distancing cannot be achieved.
- Where tasks are needed to deliver an essential service / activity e.g. providing first aid; and social distancing can't be maintained for reasons of safe working, face to face working must be kept to the shortest possible time (ideally to seconds and for no more than a couple of minutes where possible).
- If this cannot be achieved the task should be assessed by the management Options including the use of appropriate PPE will be considered.
- School visits and trips will be kept to a minimum and social distancing shall be adhered to on the minibus.
- Staff on a daily basis will remind children on all protocols for hygiene to keep everyone safe.
- If a staff or pupils show symptoms of Coronavirus they will as soon as possible leave the school site or will wait within the isolation area in the school hall room until collected. Areas occupied will be shut down and then cleaned up by the LA using appropriate PPE equipment and following procedures and guidance. If a positive test is confirmed the local health protection team will be contacted for guidance.
- Parents are referred to information from [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus), Local Authority / Public Health England / DfE regarding protocols around bringing their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.
- Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with local and national guidance and local and national guidance.
- Staff and pupils will be given information regarding the Test and Trace system. All are advised of scam calls saying you are at risk, must isolate and then asking for payment of the coronavirus.
- Staff and parents must inform the COVID control team at Newcastle City Council by filling in the online form at [bit.ly/3frSiue](https://bit.ly/3frSiue).
- Any contractors will be asked for their control measures prior to them starting a contract and school will share their protocols before the visit.
- Any external providers/services will be involved in adhering to the school's protocols and share any additional requirements they have.

### **Specific protective measures**

Risk assessments and other health and safety advice for pupils and staff in light of recent government advice, identifying protective measures (such as those listed below). All health and safety compliance checks have been undertaken before opening

- Timetables have been reviewed to consider the following:
  - which lessons or activities will be delivered, and which lessons or classroom activities could take place outdoors to reduce movement around the school or building
  - stagger break and lunch times, so that all children are not moving around the school or grounds at the same time
- Children will remain in bubbles at all times each day, and different bubbles may not mix.

- Teachers/ staff have been assigned to a bubble and, as far as possible, these stay the same during the day and on subsequent days.
- Wherever possible, the same classroom or area of a setting will be used throughout the day, with a thorough cleaning of the rooms at the end of the day.
- Stagger drop-off and collection times.
- Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.
- Early years groups in school will:
  - consider how to keep small groups of children together throughout the day.
  - consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
- Unnecessary items from classrooms and other learning environments have been removed and stored elsewhere or a barrier is in place to prevent access.
- Where possible, sufficient equipment is provided to avoid the need for sharing; and activities that involve the use of shared equipment are avoided wherever possible.
- Pupils are advised to reduce any unnecessary travel on coaches, buses or public transport where possible.
- Physical restraint:
  - Only in extreme circumstances will physical restraint be used and the use of PPE will be worn and hand washing and change of clothes should be done after any incident.
  - Measures to use prior to this involve discussion, distraction, observing from a distance, contacting parents / carers to collect if behaviours escalate.
  - Other children to be removed from the situation to a safe place if a child is posing a threat to their own safety and that of others.
  - **If a child frequently spits staff should avoid face to face contact and try to stand at the side. An individual risk assessment for each pupil will be completed and agreed with the LA, staff and parents for children who are in this category.**
  - Individual risk assessments may need to be carried out and existing children risk assessments have been sent to the LA for guidance.
  - Situations will be reviewed by the Headteacher and Parent / Carers see behaviour policy.
  - Reduced timetable/exclusion/inclusion considered if necessary if children are acting in a way staff and other children are put at risk.

### **First Aid**

Only qualified first aiders can administer first aid.

Administering First Aid to be carried out side by side, using verbal instructions if possible.

Staff should wash hands prior to and after providing first aid.  
PPE is available to administer first aid when required e.g. mask, face shield, disposable aprons and gloves.  
Any waste material should be disposed of in plastic bags and double bagged.  
The First Aid resources should be maintained by the lead First Aider.

### **Personal Protective Equipment (PPE)**

- Wearing a face covering or face mask in the school is not normally recommended, however face coverings may be beneficial in certain situations for short periods indoors where there is a risk of close social contact with people where social distancing and other measures cannot be maintained.
- The majority of staff in school will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain social distancing from others. PPE is only needed in a very small number of cases including:
  - Pupils whose care routinely already involves the use of PPE due to their intimate care needs and will continue to receive their care in the same way.
  - If a pupil becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if social distancing cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
  - Staff should follow the guidance provided to wear and remove any PPE equipment necessary.
  - PPE equipment will be available in each class.

### **Cleaning and Hygiene III Health**

- School will be cleaned daily following local authority guidelines.
- Cleaners will clean classrooms, toilets, corridors, hall, offices and staffrooms regularly and record the date and time when completed.
- Staff are encouraged to provide their own drinks / food in a cool bag, use their own cup and water bottles, and sanitise any hand contact surfaces used in kitchens after use.
- Robust regular cleaning and disinfection arrangements are in place for fixed hand contact surfaces in buildings / kitchens / rest / toilet facilities, door handles, hand-rails etc. to ensure high standards of cleanliness.
- Front Door entrance key pad and exit pad to be cleaned regularly as a touch point.
- Regular cleaning of desks and chairs after use, including disinfectant spray for fabric chairs.

- Anti bac spray is provided in each classroom and surfaces should be cleaned after use by either the child or teacher / T/A depending on the age of the child.
- Supplies of liquid soap, water and means of drying hands to be regularly checked and restocked at wash hand basins.
- Provision of sanitiser to where hand washing facilities are not available. Good hand hygiene should be modelled by all staff and practiced by children throughout the day. Hand sanitising should only be used twice and then hand washing is the recommended practice.
- Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.
- If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. (Disabled toilet within the reception of the school)
- Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 119 or use the website immediately or call 999 if they become seriously ill or their life is at risk.
- Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus they should isolate for 10 days and their household members for 14 days.
- Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the headteacher
- The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus and will contact the local health protection team for guidance
- The headteacher should be informed by pupils' parents when pupils return to school after having coronavirus – the headteacher informs the relevant staff
- Staff inform the headteacher when they plan to return to work after self-isolating and/or having coronavirus

### **Home / Site Visits**

Visits to alternative work locations from your normal work base, where other persons are likely to be present, first day response for attendance, door step visits will be carried out ensuring social distancing is maintained and on no occasion will staff enter family's residences. Alternative arrangement may need to be made and each case will be looked at on an individual basis.

### **Visitors / Contractors**

Visitors to school, including parents, should be by appointment only through the Headteacher and office.

Visitors to school will be restricted to an absolute minimum.

For essential visits, timing of the visit to hours when the children won't be present is required, where possible, or are in lessons etc. with physically segregating any works carried out by contractors to maintain social distancing.

### **General Health and Safety Protocols**

Existing policies and protocols will be followed with amendments made to maintain relevant social distancing practices followed to ensure the safety of staff, children

and visitors.

### **Catering**

Risk assess each kitchen area and implement the following where practicable: -

- Have the minimum number of staff at work to carry out the reduced service.
- Review the menu options with the Head Teacher to reduce preparation time wherever possible
- Space food preparation areas will use social distancing guidance, recognising the limitations of fixed equipment such as sinks, hobs and ovens. Consider cleanable panels to separate working areas in large kitchen.
- Provide signage for social distancing
- Use one-way traffic flows around the kitchen to minimise contact
- Minimise access to walk in pantries, fridges, freezers
- Minimise contact at handover points with others i.e. when serving food and dealing with delivery drivers. Work with school staff to agree a sensible way to serve lunches that maintains social distancing wherever possible
- Clean laminated menus or dispose of paper menus after each use
- Open doors and windows frequently to encourage ventilation where possible.
- Wedge doors open to reduce touchpoints (not fire doors)
- Keep the workplace clean by continuing with the stringent cleaning measures already in place in kitchen areas
- Pupils will use trays with own cutlery and food will be served altogether so they will not need to return to the serving hatch

### **Action Response**

- The **Headteacher** contacts the North East Health Protection Team, Floor 2 Citygate, Gallowgate, Newcastle Upon Tyne, NE1 4WH - 0300 3038596 and local authority immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.
- Schools put into place any actions or precautions advised by their local health protection team and local authority.
- Schools contact their local health protection team and local authority for specific recommendations for their school.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary

### **Emergencies**

- Staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.
- Pupils' parents are contacted as soon as practicable in the event of an emergency.
- The school has an up-to-date Health and Safety and Supporting Children with Medical Conditions Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.

### **Data protection and safeguarding**

- Safeguarding and Child Protection guidelines as outlined in Keeping Children

Safe in Education 2018 have not changed (KCSIE will be updated and public on from the 3<sup>rd</sup> September 2020); staff must report any concern for safeguarding a child immediately to a DSL or Headteacher and appropriate action will be taken. COVID 19 has **not** changed this process (See Safeguarding Policy **updated September 2020**).

- Staff are aware and adhere to data and safeguarding protocols, working practice and policies. Safeguarding a child takes precedent when sharing sensitive information.
- Staff report any inappropriate behaviour or practice by pupils to SLT
- Staff maintain appropriate data protection guidelines following the Data Protection Policy.

### **High levels of student anxiety**

- Any worries or issues raised about a child's emotional wellbeing will be reported and discussed with SLT.
- An individual support plan will be put in place with agreement with the child and parent / carer; this could include support within school, online services e.g. Kalmer's or NSPCC.
- Bereavement counselling to be provided on a bespoke basis.

### **High levels of staff anxiety**

- Staff to advise SLT of any concerns they may have. All concerns will be dealt with on a confidential basis.
- Vulnerable staff who are at a higher risk to be identified and given special consideration.
- Staff to be made aware of support networks available to them by SLT e.g. Public Health England, staff absence insurance, educational psychology support and regular supervision.
- Bereavement counseling to be provided on a bespoke basis.

### **Staff Shortages**

- Staff shortages will be reviewed by SLT and the governing body and staff ratio numbers would have to be considered.
- If there are any shortages of teachers, then teaching assistants will be allocated to lead a group, working under the direction of a teacher.
- Work with the West End Trust for support.
- Send pupils to another school within the trust.
- Administration staff – cover with TA's / SLT.
- Advise the Trust Group as well as LA.

### **Monitoring daily any pupil / staff absence**

- Daily attendance register completed via SIMS.
- Any absence of staff is recorded on the LA MSS system using the specific codes provided should the absence be as a result of COVID 19.
- Pupil absence will be monitored and we follow First Day response protocol for those pupils identified who should be attending. If no contact can be made with parents this must be discussed with Headteacher and DSL and

	<p>attendance officer to decide whether referrals to other agencies are required.</p> <ul style="list-style-type: none"> <li>• Class registers will be taken via SIMS and monitored / reviewed weekly.</li> </ul>
	<p><b>Fire Evacuation</b></p> <p>The existing Fire Evacuation Plan protocols and practice remain the same and will be followed.</p> <p><b><u>Assembly Points.</u></b></p> <p>The assembly point for anyone evacuating the following areas:</p> <p>Year 5 &amp; 6 Classroom - exit via the fire doors, access the outside steps and continue up the path to the MUGA (not through the building). If this pathway is blocked, exit the classroom, turn right and follow the path to the bottom gate and access the key using the code 2310 to unlock the padlock to open the gates.</p> <p>ARC classroom - exit through the main doors, walk around the bottom of the building past the music cabin and mobile classroom up the path, past reception and make your way to the MUGA. Should any exits be blocked an alternate route is to exit the buildings and follow the path to the bottom gate and access the key using the code 2310 to unlock the padlock and open the gates. A final exit strategy is exit the building and follow the path up next to the SLT offices to Ashfield Nursery accessing the key within the key box using the code 2310.</p> <p>Y3/4 Classroom - exit through fire exit doors directly onto the outside courtyard, walk around the bottom of the building past the music cabin and mobile classroom up the path, past reception and make your way to the MUGA. Should any exits be blocked an alternate route is to exit the buildings and follow the path to the bottom gate and access the key using the code 2310 to unlock the padlock and open the gates. A final exit strategy is exit the building and follow the path up next to the SLT offices to Ashfield Nursery accessing the key within the key box using the code 2310.</p> <p>Y1/Y2 will exit the door to the corridor turn right up the corridor and exit via the hall doors making their way to the MUGA. Should this exit be blocked by fire they can exit the bottom of the classroom and access either corridor and exit at the bottom of the building making their way around the bottom of the school past the Year 5/6 mobile classroom.</p> <p>Reception class will exit onto their playground area and proceed up the steps through the gate and follow the path to the MUGA (they will make sure that the door to the outside area is closed on their exit)</p> <p>A fire register will be taken each day and stored in main office by sign in iPad. This will be taken outside by a member of the admin team to allow for quick roll call. As soon as possible a roll-call / head count should be carried out and <b>STAFF</b> must advise admin when the check / head count is complete and then the Fire Service Officer will be informed of the result.</p>

	<p><b>In Harmony</b></p> <p>In Harmony staff are now delivering music within school and they have had copies of our risk assessment and protocols. They will follow our guidance and In Harmony have a risk assessment of their own for the delivery programme.</p>
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