

Sacred Heart RC Primary RISK ASSESSMENT

Area/task: Re-opening of school during Covid-19 Pandemic - Effective Infection Protection and Control		School: Sacred Heart RC Primary Rochdale
People who might be harmed: staff, pupils, visitors		<p>Assessment date: 11th June 2020 Amendment made 25th June 2020 in preparation for opening of Year 1 bubbles.</p> <p>For reopening September 2020 to all pupils see additions at the end of the document.</p>
<p>Are there any special considerations needed for new & expectant mothers or persons under 18, etc. Yes / No If yes, specify: Pregnant women are listed under the 'vulnerable' category by the government with regards to the Covid-19 pandemic. A separate risk assessment is required for pregnant staff members. Adults with underlying health conditions who form part of the shielded group or are classed as vulnerable require an individual risk assessment. Adults who live with a person(s) with underlying health conditions who form part of the shielded group or are classed as vulnerable require an individual risk assessment. Under 18s with specific medical / health conditions who form part of the shielded group or are classed as vulnerable require an individual risk assessment. Pupils with EHC Plans require individual risk assessments.</p>		Review date: July 2020 or as identified through on-going dynamic risk assessment
Names of all involved in assessment process: Mrs P Dungworth, Head teacher, Mrs L Price Deputy Head teacher, Mr R Golding Assistant Head teacher, Mrs Ruth Taylor, Chair of Governors, Miss Lyndsay Sutcliffe Vice Chair of governors, Mrs C Westerman, School Business Manager.		Head teacher authentication: Y
Hazard / risk identified	Current precautions in place	Improvement action needed Following incidents, changes, etc. Place these on an action plan.
Social distancing measures		

Preparation of the building before school re-opens to more pupils

- School have followed all guidance and statutory documents from DfE, PHE, and local authority.
- SLT have communicated all changes to staff in briefings and copies of documents have been sent via email to all staff and made available on school's staff shared drive for reference. Training where needed has been provided in-house by SLT or via video links to prepare staff in advance. See below for further details.
- School have managed the building since closure as per DfE guidance Managing School Premises in COVID19 and completed all usual building checks including Legionella/water checks, gas, electrical, fire and building safety. All statutory checks are in date.
- School has considered if they have sufficient support staff and have found to have more than sufficient.
- Fire safety checks have taken place and continue to take place often with the rearrangement of furniture etc and redeployment of rooms.
- Heating system that circulates air will be turned off. Staff will be told not to use fans or heaters.
- School does not have air conditioning.
- Anything that cannot be easily disinfected will be removed BEFORE opening including books, soft toys, fabrics, excess furniture.
- Classrooms will be re-arranged to ensure social distancing can take place between staff and pupils
- Signs will be erected reminding staff and children that only pupils and staff from that 'bubble' are allowed to enter that room.
- Deep clean has taken place including of equipment going to be used once re-opening occurs. Further Deep Cleans will take place each Friday. Also see risk assessments for suspected cases of COVID19 in child or adult on site.



Enhanced Cleaning Schedule.docx

Training will be given to school's caretaker and cleaner on new cleaning regimes required at this




S Heart COVID Cleaning Caretaking time.



COVID Cleaning SWP Schools 20.05.

	<ul style="list-style-type: none"> • During school opening hours a keyholder will always be on site. Out of hours keyholders can be contacted by phone as per normal working procedures. • EYFS bubble staff to move furniture/equipment over to Nursery base on Friday 26th June after children have gone home. • SLT to set up classrooms for Year 1 bubbles 	
<p>Staffing ratios</p>	<ul style="list-style-type: none"> • Staff will be assigned to work in specific bubbles and will remain in those bubbles each day and not work with other bubbles. • Each 'Bubble' will have one teacher and one TA with a maximum of 12 pupils. • Breakfast Club will be provided for Key worker/vulnerable bubbles only and this will be provided by the two adults in their bubble from 8am-9am. Toast will be delivered to the door of each bubble during this time. • HT/DHT/HLTA will also all be on site during school hours. • Office staff including the business manager will work their normal hours. • Caretaker and Cleaner will work their normal school hours. • The Chair and Vice Chair of Governors will be contactable as normal via email and phone. • From 1/7/20 – LP to run one bubble max 12 children and AMW and AF to run the other bubble max 12 children. AF to stand in doorway to relieve LP for toilet break if needed but so as not to burst the bubble. Children from Year 1 (6 children) already in school will remain in their bubble and not join Y1s this will allow us to facilitate all Year 1 coming back if requested by parents. 	<p>Make the two list for the two new bubbles for Y1</p>

<p>Staff employed by school</p>	<p>We will endeavour to take all reasonable steps to protect staff and assess each individual for any of the underlying health conditions that may make them more vulnerable. This will be done as part of a joint assessment with the individual.</p> <ul style="list-style-type: none"> • We will Identify all staff who are clinically extremely vulnerable (as advised by clinician/letter) • We will identify all staff who are clinically vulnerable and those who have household members in a shielded group. • We will identify all staff who are in the highest and high levels of risk duet to age, sex and ethnicity. <p>A risk assessment – will be carried out for identified members of staff in conjunction with them considering the impact should they contact COVID-19 and reasonable measures that will be put in place.</p> <p>Where there are identified members of staff who are clinically vulnerable and do not wish to work from home an assessment will be made of the risks and a discussion will take place about whether this presents an acceptable level of risk.</p> <p>Appropriate steps will be taken to reduce the risk of those staff at risk due to age, sex, ethnicity by considering home working where possible /offering the safest on-site roles.</p> <p>We will recommend to staff with a health condition to contact their GP for a review of their condition and to access support to stop smoking if deemed necessary.</p> <p>We will regularly consider overall staff wellbeing and offer support as appropriate. Regular staff surveys will take place to monitor and address staff stress levels and actions will be identified and put in place to minimise stress. Where needed</p>	<p>Initial survey of staff has taken place, results analysed and points actioned. Further surveys and monitoring will take place at regular intervals.</p> <p>Review of underlying medical conditions and a risk assessment have been completed for each individual where required and points actioned. These will be reviewed regularly by SLT and the member of staff.</p>
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	staff will be supported by the school's support worker and members of the SLT.	
FM Staff (Catering & Cleaning)	Staff will be made aware of risk assessments put in place at this time and will continue to be monitored by the SLT. Office staff will ask supply staff for ID before entry to school premises as per normal procedures. DBS numbers to be sent in advance to Business Manager by FM in advance of arriving on site.	 PG COVID19 Catering Risk Assess
Other staff on site (except kitchen staff)	Other staff on site will be kept to a minimum and will only be on site for essential services e.g. emergency repairs. When on site they will be asked to observe all measures put in place at this time and they will be made aware of these measures by office staff before working on site. In addition, IT support will be accessed remotely wherever possible with the exception of weekly IT visits when deemed safe to do so. When on site IT technician will work in isolation as far as possible observing all measures put into place at this time and they will be made aware of these measures by office staff before entering the building.	Remediation IT support worker to be informed of school's procedures at this time, on his first visit to school by CW. – completed 11 th June 2020
Recruitment of Staff	School to follow new procedures given by LA and adhere to Safer Recruitment guidance.	
Social distancing arrangements inside and outside the building Re-opening for Y6, and vulnerable pupils	We will stagger the return of the year groups as follows: WB 1.6.20 - Keyworker / Vul all week as previous arrangements. WB 8.6.20 All staff in school and key worker/vul all week into bubbles as numbers increase. No staff are currently shielding and this risk assessment will be reviewed if that becomes the case. WB 15.6.20 or later opening to Y6 increasing the number of bubbles in operation.	Governors informed Staff informed Staff induction in implementing new ways of working Staff training on social distancing, hygiene and infection control Training for Staff on putting on/taking off PPE. Parent information letters to be circulated

Further groups of children (Y1/Rec/Nursery)	Date to be confirmed – Further groups of children to join school in addition to all Y6 and Key worker/Vulnerable children already in bubbles once deemed Safe to do so. from 1/7/20 – opening up to another 24 Year 1 pupils in 2 bubbles	Class groups to be created PD/LP to create lists for two new bubbles once parents have responded to the survey.																								
Beginning of the school day	<p>• Staggered start times for all groups:</p> <table border="1" data-bbox="654 485 1211 1361"> <thead> <tr> <th>Year Groups</th> <th>Door</th> <th>Start Time</th> </tr> </thead> <tbody> <tr> <td>Year 6 a RG/JCh</td> <td>Y6</td> <td>9.00 am</td> </tr> <tr> <td>Year 6 b COM/SB</td> <td>KS2 door</td> <td>8.50 am</td> </tr> <tr> <td>Year 6 c MK/SP</td> <td>KS2 door</td> <td>9.10 am</td> </tr> <tr> <td>Early Years (R) AK DW</td> <td>Reception class door from 29/6/20 come in via fire exit next to Y2 classroom</td> <td>8.00 am</td> </tr> <tr> <td>KS1 (Y2 class)</td> <td>KS1 door</td> <td>8.00 am</td> </tr> <tr> <td>Key Stage 2a LB/CM SH</td> <td>KS1 door</td> <td>8.00 am</td> </tr> <tr> <td>Key Stage 2b MD/JC</td> <td>Y3 Door</td> <td>8.00 am</td> </tr> </tbody> </table>	Year Groups	Door	Start Time	Year 6 a RG/JCh	Y6	9.00 am	Year 6 b COM/SB	KS2 door	8.50 am	Year 6 c MK/SP	KS2 door	9.10 am	Early Years (R) AK DW	Reception class door from 29/6/20 come in via fire exit next to Y2 classroom	8.00 am	KS1 (Y2 class)	KS1 door	8.00 am	Key Stage 2a LB/CM SH	KS1 door	8.00 am	Key Stage 2b MD/JC	Y3 Door	8.00 am	<p>Opening of larger school gates at drop-off and pick-up times which will be manned by members of the SLT who will wear high visibility vests when guiding pupils into school. Social distancing signs/cones/markers will be in place to facilitate social distancing. SLT will monitor drop-off and pick-up times to ensure social distancing is being adhered to.</p> <p>Parents will be notified of times and procedures in place prior to children restarting. PD to send letter to Y1 parents re reopening with all details they need to know as sent to Y6 parents previously.</p>
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Year 1 A Reception base LP	Reception class door	9.15 am									
Year 1 B Back classroom AMW/AF	EYFS back door near bike track	9.30am									
End of the school day	<ul style="list-style-type: none"> • Staggered end times for all groups: <table border="1"> <thead> <tr> <th data-bbox="651 1114 824 1182">Year Groups</th> <th data-bbox="824 1114 1032 1182">Door</th> <th data-bbox="1032 1114 1202 1182">End Time (Friday)</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1182 824 1257">Year 6 a RG/JCh</td> <td data-bbox="824 1182 1032 1257">Y6</td> <td data-bbox="1032 1182 1202 1257">3pm (1.00pm)</td> </tr> <tr> <td data-bbox="651 1257 824 1332">Year 6 b COM/SB</td> <td data-bbox="824 1257 1032 1332">KS2 door</td> <td data-bbox="1032 1257 1202 1332">2.45pm (1.00pm)</td> </tr> </tbody> </table>	Year Groups	Door	End Time (Friday)	Year 6 a RG/JCh	Y6	3pm (1.00pm)	Year 6 b COM/SB	KS2 door	2.45pm (1.00pm)	<p>Opening of larger school gates at drop-off and pick-up times which will be manned by members of the SLT who will wear high visibility vests when guiding pupils into school. Social distancing signs/cones/markers will be in place to facilitate social distancing.</p> <p>SLT will monitor drop-off and pick-up times to ensure social distancing is being adhered to.</p>
Year Groups	Door	End Time (Friday)									
Year 6 a RG/JCh	Y6	3pm (1.00pm)									
Year 6 b COM/SB	KS2 door	2.45pm (1.00pm)									


	Year 6 c MK/SP	KS2 door	3pm (1.10pm)		Parents will be notified of times and procedures in place prior to children restarting.
Early Years (Rec) AK DW To use Nursery base from Monday 29 th June	Reception class door from 29/6/20 come in via fire exit next to Y2 classroom	2.40 pm			
KS1 (Y2 class)	KS1 door	2.50 pm			
Key Stage 2a LB/CM SH	KS1 door	3.00 pm			
Key Stage 2b MD/JC	Y3 Door	3.00 pm			
Year 1 A reception base LP	Reception class door	2pm			
Year 1 B Back classroom AMW/AF	EYFS back door near bike track	2.15pm			
<ul style="list-style-type: none"> • Obvious signage/markings for social distancing for parents and children will be in place. • One parent collection rule (per child/ren) will be in place. • Parents collect the children at the designated door and do not enter into the school building. 					

	<ul style="list-style-type: none"> • Main Yard staffed by head teacher or non-teaching SLT member • No stop rule for parents at gate (any communication via telephone or pre-arranged appointment) • Children to exit through designated door • Children wash their hands immediately before leaving school. 	
Classrooms – Y1 upwards	<ul style="list-style-type: none"> • Maximum of 12 children per classroom • Children and staff from one bubble will not come into contact with children and staff from other bubbles. • Remain in their own classroom for all lessons with the exception of P.E. and outdoor learning • Children seated 2m apart • Children provided with their own labelled/colour coded equipment packs for use throughout the day • All unnecessary equipment to be removed and stored elsewhere • All individual pupils to have labelled water bottle which is kept on their desk • Social distancing posters to be displayed on doors (entry side) and exit side, also at the front of each classroom • No soft furnishings, materials, excess furniture within classrooms. • Outside learning will take place as much as possible • Each bubble will have its own designated outside zone to use and will not enter another bubbles zone. • Each bubble will have a designated door for accessing outside. 	<p>Time to rearrange classrooms and source appropriate furniture for each</p> <p>Time to organise pupil packs</p> <p>Posters for displaying around school</p> <p>Each class will have its own supply of cleaning equipment and PPE to be used throughout the day, ensuring appropriate bins are also available too.</p>

	<ul style="list-style-type: none"> • Children will be reminded daily of social distancing measures and staff within the bubble will monitor to ensure this occurs as far as possible. • Children will wash their hands on entering and throughout the day at regular points including after using the toilet, before and after eating, blowing their noses. • Children will be reminded daily of respiratory hygiene. • The classroom will be well ventilated as far as possible balancing the risk of infection with the risk of compromising safety at any given time • Children will be notified and reminded regularly of changes to the school's fire drill, lockdown and invacuation procedures. A fire drill and invacuation/lockdown will take place within the first few days of the children starting back in school. 	
Classrooms EYFS	<ul style="list-style-type: none"> • Maximum of 12 children per class group • Paediatric trained first aider will be within the bubble. • Remain within their own group at all times, whether accessing indoor or outdoor provision • When indoor remaining within their own designated area of provision • Provision areas will be limited to 2 children per area • Carpet time – 2 metres apart, and not facing each other, must be side by side and as far apart as possible, designated spots will be marked out for each child and labelled. • Staff to remain at the side of or behind children as much as possible • All unnecessary equipment to be removed and stored elsewhere • All individual pupils to have labelled water bottle 	As above

	<ul style="list-style-type: none"> • Social distancing posters to be displayed on doors (entry side) and exit side, also at the front of each classroom, discussed daily with the children • No soft furnishings within classrooms • No intricate toys / resources in the classroom • 2 pupils maximum in the toilets at any time which will be monitored by staff • As much as possible, learning to take place outdoors. • No soft furnishings, materials, excess furniture within classrooms. • Outside learning will take place as much as possible • Each bubble will have its own designated outside zone to use and will not enter another bubbles zone. • Each bubble will have a designated door for accessing outside. • Children will be reminded daily of social distancing measures and staff within the bubble will monitor to ensure this occurs as far as possible. • Children will wash their hands on entering and throughout the day at regular points including after using the toilet, before and after eating, blowing their noses. • Children will be reminded daily of respiratory hygiene. • The classroom will be well ventilated as far as possible balancing the risk of infection with the risk of compromising safety at any given time • Children will be notified and reminded regularly of changes to the school's fire drill, lockdown and invacuation procedures. A fire drill and invacuation/lockdown will take place within the first few days of the children starting back in school. 	
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<p>Playground</p>	<ul style="list-style-type: none"> • Staggered play times and lunch times for all • Staggered outdoor access for Reception classes • Staggered and timetable outdoor learning times for all other classes • Zones will be set out across the whole of the playground areas, each bubble will have its own designated zone and will only use this zone • Access to outside will be on a rota basis to limit the number of bubbles outside at any one time to minimise contact between adults and children from different bubbles, this is timetabled and all staff will be made aware of the timetable. • The allocated staff for each bubble, will be responsible for overseeing break times with their group of children. Staff from the bubble will take it in turns to facilitate staff having a break time. • Middays, teachers and TAs will supervise the children from their bubble in the hall at their designated time slot to minimise contact. • EYFS and Y1 bubbles to use EYFS outside area which will be zoned 	<p>Temporary paint for creating zones</p> <p>Timetables for outdoor learning / p.e.</p> <p>Zone EYFS outdoor area into three areas and allocate to EYFS bubble and the two Y1 bubbles.</p>
<p>Corridors</p>	<ul style="list-style-type: none"> • Staggered break times • Planned routes for accessing the hall from each classroom and for accessing the playground from each classroom • Movement to be in single file, on the left hand side and at a comfortable distance • From 1/7/20 a corridor at the back of the Reception base will facilitate Y1 Bubble in back classroom getting to and from the toilet and for staff to collect lunches. 	<p>Posters on social distancing / hygiene</p> <p>Create planned routes for each class</p>

<p>Hall for school meals From 1/7/20 to facilitate Y1 bubbles opening all lunches will be eaten within the bubble.</p>	<p>Only grab bags will be available. Grab bags will be delivered to the bubble rooms and left outside the door with a black bag for rubbish. Rubbish will then be collected from outside the bubble door by lunchtime staff and put in outside bins.</p> <ul style="list-style-type: none"> • Staggered lunch times • PPE to be worn by adults in the hall • 30 minute slots allocated per group • Maximum 30 in the hall at any one time, in set areas of the hall to avoid cross contamination • Children seated as far apart as possible and away from other bubbles and not directly facing each other. • Children to remain seated until leaving the hall. • Adults to remain to the side or behind pupils where possible • Adults will collect pupil lunches from the hatch for their bubble only. • Middays will clear away and clean the areas as per <div style="text-align: center;">  Lunch time procedureb.docx </div> <ul style="list-style-type: none"> • Children will bring their own water bottles into the hall (these water bottles have been provided by school, remain in school, will be filled within the bubble during the day, are marked with the child's name and dishwashed at the end of the day. A procedure for this has been put in place. • Cutlery placed on trays for the children 	<p>Timetables for lunch slots and zones for playground use Notify staff of changes before 1/7/20 – staff briefing 29/6/20 Need water bottles labelling for the children in the new Year 1 bubbles.</p>
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Hall for P.E. lessons	<ul style="list-style-type: none"> • Where possible outdoors will be used for all P.E. lessons • Children wash hands prior to starting P.E. lesson • Children wash hands at the end of P.E. lessons • P.E. equipment to be wiped down using antibacterial sprays and disposable paper towel at the end of every lesson • One class at any time (12 max) to access the lesson • Children must be spaced as far apart as possible within this space • Lessons must limit pupil interaction and no involve team games or games / activities requiring contact • Where possible children to be provided with their own equipment for the session and keep the same equipment throughout the session • If rotating through and sharing equipment, then equipment to be wiped down in-between rotations 	<p>Timetables</p> <p>Antibacterial spray and large roll tissue for wiping down equipment</p> <p>Hand sanitizer for use during lessons where needed</p>
Staff room	<ul style="list-style-type: none"> • Staggered break times and lunchtimes to access necessary equipment e.g. fridge • One-way system in place • No more than three people at one time in the staffroom • Most staff members will take their break within their group space 	Posters for social distancing and hygiene
Pupil toilets	<ul style="list-style-type: none"> • No more than 1 pupil within the toilets at one time • Monitoring of toilet access during lesson time by designated TAs • Monitoring by staff of accessing of toilets during break times • Children informed that they must wait outside if 1 person are already inside the toilets • Soap and hot water are provided for handwashing. 	Posters for social distancing and hygiene

	<ul style="list-style-type: none"> • There are no hand dryers in these toilets. Paper towels and a lidded bin is provided for the disposal of used towels. The bin bags from the bins are double bagged before disposal. • From 1/7/20 Year 1 bubbles will use KS1 toilets 	
School office and reception area	<ul style="list-style-type: none"> • Glass window to remain closed at all times • Hand sanitising station available inside the door • One person at a time allowed entry to the waiting area • All meetings to be pre-arranged • Parent access to school office in person only in exceptional circumstances • Parents informed that communication with school must be via telephone or email • Cash payments will not be accepted. • Only one member of staff working in each office and social distancing adhered to as per the rest of the school. 	<p>Posters for school entrance detailing rules</p> <p>Posters for visitors on social distancing, hygiene etc</p>
Cloakrooms	<ul style="list-style-type: none"> • Cloakrooms are not being used. • Pupils keep their belongings at their workstation. Children are asked to only bring their coats, no bags and if applicable, their lunch in a disposable bag. 	
Kitchen staff	<ul style="list-style-type: none"> • Following FM rules and are also aware of school procedures as per other members of staff. 	




Staff toilets	<ul style="list-style-type: none"> • No more than 2 people within the toilets at once • Please leave and come back if two are already within • No queuing directly outside the toilets • Soap and hot water are provided for handwashing. • There are no hand dryers in these toilets. Paper towels and a lidded bin is provided for the disposal of used towels. The bin bags from the bins are double bagged before disposal. 	<p>Posters for social distancing and hygiene Sanitising spray and roll for use by staff Sanitising wipes available for staff to use</p>
First aid	<ul style="list-style-type: none"> • Where appropriate to do so eg. for minor bumps and cuts, First Aid will be administered in the bubbles designated classroom. • Two separate spaces for first aid are available if required one at each side of the building. • First aid for adults will be done in the staffroom if required. • Single use PPE supplied for first aiders in first aid area - gloves, face masks, aprons, small disposable bags, specialist bins • Every first aider provided with their own face mask • First aiders informed and advised about times for when they need PPE • Handwashing to take place after administering any first aid • Close contact to only occur if necessary • A number of Paediatric first aiders are available and one is situated in the EYFS Bubble. • A separate isolation room (designated for this use only and not used again until deep cleaned) has been identified and has access to a separate toilet in close proximity. This toilet is usually in use by other members of staff, however a procedure has been put in place so that if it needs to be used by a child/adult with suspected 	<p>Regular order of PPE equipment needs to be established Training for staff on putting on and taking off PPE given.</p>

	COVID19 then the toilet will be out of use until a deep clean has taken place see risk assessments below for suspected cases.	
Stairways and lifts	<ul style="list-style-type: none"> The school does not have lift or stairway. 	
Movement between rooms	<ul style="list-style-type: none"> Signage including one way and priority exit/entrance signs at specific points in the building have been erected to allow for safe movement around the building. This has been communicated to staff by HT. 	
Shared spaces	<ul style="list-style-type: none"> The school does not share any part of the site with any other body. The school does have a separate building on site that is occasionally hired out to external bodies but during this time all bookings have been cancelled and no future bookings will be made until safe to do so ie. school is working normally as pre COVID19. 	
Car park	<ul style="list-style-type: none"> The school's car park is for staff only at this time and is large enough to social distance helped by the fact that all staff don't arrive and leave at the same time. Staff have been made aware that they need to adhere to all measures put in place even when outside and including in the car park area. 	
Cleaning and Hygiene		
Cleaning	<ul style="list-style-type: none"> Daily cleaning of all classroom furniture Daily cleaning of all IT equipment Daily cleaning of all shared classroom learning equipment 3 x day cleaning of communal area door handles, light switches and commonly touched surfaces 	<p>Schedule reviewed and distributed</p> <p>Additional rota for wider staff to support with cleaning - responsibilities for teachers and TAs within their own teaching and learning areas.</p>

	<ul style="list-style-type: none"> • Where possible, in line with fire regulations and safeguarding procedures, doors will be propped open and this has been risk assessed. • All classrooms will be provided with single use hygiene roll, sanitiser spray and cleaning wipes • At regular intervals throughout the day, door handles, light switches, iPads, laptops (if used) and tables will be wiped down with sanitising spray and disposable cloths provided – see cleaning risk assessments above. • Increased cleaning schedule in place as directed by Headteacher. • Washing and cleaning products are monitored throughout the day and restocked where necessary by the caretaker and cleaner. • The two new bubbles for Y1 from 1/7/20 will go home first to facilitate daily cleaning and will not be in school on Fridays to facilitate deep cleaning. 	
Handwashing for adults	<ul style="list-style-type: none"> • Staff have been instructed on using the 7 steps to handwashing and posters are displayed around the school. • All staff must wash their hands immediately on entry to school with soap and water (not hand gel / sanitiser) • All staff must wash their hands regularly throughout the day, including but not exclusively; before and after eating, before and after using P.E. equipment, before and after supporting a child in close contact (e.g. dressing for P.E. toileting support) • All staff to wash hands immediately on returning home • All visitors will be asked to use the hand sanitiser provided before entering. Those remaining for more than an hour will be asked to wash their hands regularly. 	

	<p>Those staying for the day will be informed of staff handwashing advice.</p> <ul style="list-style-type: none"> • Visitors will be restricted to accessing only those areas essential to fulfil the purpose of their visit. 	
Handwashing for children	<ul style="list-style-type: none"> • Children have been instructed on using the 7 steps to handwashing and posters are displayed around the school. • Staff remind children of the hand washing procedure and monitor children's handwashing age appropriately. • Daily routine of handwashing - immediately on entry to school at the start of the day, after first play, before and after eating lunch, after playing out • Before and after P.E. lessons • Following any activity or event that has led to close contact with another pupil or adult 	
Visitors to school - hygiene	<ul style="list-style-type: none"> • All visitors will be asked to use the hand sanitizer provided • Parcels will be left outside if possible or in the entrance and not handed over • The glass window of the office will be closed at all times • Visitors remaining for more than an hour will be asked to wash their hands regularly, those staying for the day will be informed of staff handwashing advice • Visitors will be restricted to accessing only those areas essential to fulfil the purpose of their visit 	Posters for social distancing and hygiene and rules in place

Respiratory hygiene	<ul style="list-style-type: none"> • Posters will be displayed in communal areas and classrooms promoting 'catch it, bin it, kill it' • Encouragement of all to avoid touching mouth, eyes and nose • Bins (containing tissues) will be emptied daily • Windows will be open in all areas where it is safe to do so 	Posters
Ventilation	<ul style="list-style-type: none"> • All areas will have windows open for prolonged periods throughout the day • Where possible, in line with fire regulations and safeguarding procedures, doors will be propped open 	Inform staff, clear direction around which windows and doors cannot be open.
School uniform	<ul style="list-style-type: none"> • Children are expected to wear school uniform • Concessions made for children who have outgrown/disposed of uniform but best endeavours made to find replacements or spare uniform from within school resources • Parents are instructed to send pupils in with fresh clean clothes every day. • Parents and children encouraged to remove uniform immediately upon returning home 	
Catering	<ul style="list-style-type: none"> • FM and their staff will remain responsible for the cleaning of the kitchen and all kitchen equipment • FM staff will follow the company's guidelines and procedures around daily cleaning and deep cleaning during the pandemic 	Liaise with FM
Infection Control		
Staff / Pupils / Parents presenting with symptoms	<ul style="list-style-type: none"> • Follow all government guidance with regards to those with symptoms - leave site, self-isolate for 7 days, household members to self-isolate for 14 days, arrange for testing and tracing 	Copy of government guidance available in the staff room and also a copy in the office.

	<ul style="list-style-type: none"> • First aiders to support in this instance, wearing full PPE, until the person(s) have left the site • Full deep clean of all areas used by the person(s) to be conducted that same day • No use of areas used by the person(s) until a deep clean has taken place • All those cleaning to wear gloves, face masks and plastic aprons • If a test is positive then send home all children in the same class and all staff who have had close contact with this child (again following government guidelines around testing / tracing and self-isolation) • If you suspect a pupil has symptoms they are to be isolated in the Rainbow Room • Risk assessments and procedures for isolation of an adult or child with a suspected case of COVID19 have been written and communicated to staff. <div style="display: flex; justify-content: space-around; align-items: center; margin: 10px 0;"> <div style="text-align: center;">  Child Suspected case in school risk a </div> <div style="text-align: center;">  Adult Suspected case in school risk a </div> <div style="text-align: center;">  PG COVID Cleaning process to follow if </div> </div> <ul style="list-style-type: none"> • If a member of staff becomes ill, members of the SLT are available to step in as required as they are working in isolation form others within the school building. If needed FM would be contacted to provide additional staff. 	
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<p>Mixing of pupils</p>	<ul style="list-style-type: none"> • Small classes 'bubbles' with the same named adults throughout the day each day. • Staggered break times • Staggered lunch times • Staggered start and end of day times • Allocated zones for when out playing, no mixing between classes • Use of allocated classroom only, with exception of P.E. and outdoor learning • Outdoor learning timetabled and staggered • Identified routes around school. 	<p>Create routes to be shared with staff for their classes movement around school</p>
<p>Shared resources</p>	<ul style="list-style-type: none"> • All classes to be allocated with their own resources and furniture which will remain in their allocated room at all times • P.E. equipment will be cleaned after each session has been completed • Hall tables and seating will be wipped down and cleaned after each sitting • Outdoor equipment will be cleaned at the end of each day and used by one group only each day. • Use of Treky Trail on field is not permitted until further notice. • Any new or equipment stored centrally that is used must be cleaned thoroughly before being taken in to the classrooms • Staff will be advised and encouraged to not share resources where possible 	<p>Clear instruction to staff around shared use. Copies provided to all electronically and paper copies in staff room and communal areas.</p> <p>SLT to prepare resources and set out bubbles for year bubbles starting 1/7/20</p>



<p>Intimate care of pupils (supporting changing for P.E. / toileting)</p>	<ul style="list-style-type: none"> • Staff supporting a child with toileting should wear gloves, apron and a face mask (found in the first aid area) • Staff supporting with dressing should wear gloves, apron and a face mask • All PPE must be disposed of in the medical waste bin. • Disposal of PPE must be in the yellow bin in the first aid area • Once PPE has been removed, hands must be washed • Staff have been trained on how to put on and take off PPE correctly. • The level of PPE required for each situation has been risk assessed and communicated to staff. • We currently have no children on site who require intimate care. If the situation changes then their care plans will be reviewed, amended and communicated to staff and parents before the child returns. • We have no caring interventions that are aerosol generating procedures. • The caretaker monitors the levels of PPE and reorders as needed ensuring we have a good supply at all times. 	<p>A regular order of PPE equipment has been arranged</p>
<p>Educational Provision</p>		
<p>Teachers</p>	<ul style="list-style-type: none"> • Teachers will continue to plan for their own classes and upload this to the Class Dojo pages for those children working at home. • Teachers will also, during the day, be in charge of their own Bubble. They will use the planning and resources provided by the Year group teacher in the mornings and their own themed activities in the afternoon. • The teacher will be given PPA on Friday afternoons and will also be given the time usually for departmental 	

	<p>meetings and directed times in order to plan and resource these sessions.</p> <ul style="list-style-type: none"> • Teachers will not be physically marking books. • The TA within the bubble, will assist the teacher in preparing resources needed throughout the day. 	
Educational provision in school	<ul style="list-style-type: none"> • Y6 and Y1 will be taught the English & Maths curriculum from the point at which they finished as schools closed, with a focus on basic skills • Y6 and Y1 Science, Creative Curriculum, RE will all be taught from the Summer 2 topics and planning framework, although less time than usual will be allocated to these areas • PE and physical exercise to be provided as part of curriculum/provision offer given the circumstances • EYFS (Reception) will be catered for through continuous provision. This will be stripped back as a significant range of materials and resources will not be available for use. We have been advised to use 'our best endeavours' to ensure that children can have access to the Early Years Framework but this will need to be considered through the use of easy to clean resources and materials and making optimum use of the outdoors • Phonics, maths and Religion will still be taught in short sessions and in smaller groups as space affords • For all children the overriding priority is to settle the children back into school and support their emotional wellbeing • Establishing the school culture is fundamental to the reintroduction to school 	Y6 planning to be reviewed and revised and shared out amongst staff responsible for Y6 classes from 1 st June

	<ul style="list-style-type: none"> • Key Worker & Vulnerable children - these children will be cared for in mixed age groupings until such a time as their respective year groups return. At that point, they will re-join their class. 	
Assemblies and Collective Worship	<ul style="list-style-type: none"> • Collective Worship will be carried out in each classroom / grouping as a planned session each week. This is in addition to daily opportunities for prayer, spontaneous or teacher/pupil led. It is important that time be set aside for weekly diary time in order for the children to talk about their recent experiences and make sense of what is happening in school and beyond. • Assemblies will be restricted to one-year group in the hall and the rest of school connecting remotely. • The priority over the summer term is to settle the children we can accommodate safely back into school and to re-establish our school culture and an atmosphere of calm and security: opportunities for prayer, worship & reflection are key to this 	
Educational Provision - home learning	<ul style="list-style-type: none"> • Class teachers will continue to have responsibility for providing home learning for those pupils not on site • Weekly team briefings to be held • Home learning packs will be available for collection from 1st June for all Year Groups. 	

PPA/NQT time/SLT time	<ul style="list-style-type: none"> • PPA will be provided for all teachers by partial school closure to year 6 pupils on Friday afternoons. • Need to limit mixing of adults and pupils, so cover needs to be provided from within the class base where possible • We currently have no NQTs. • Y1 bubbles opening 1/7/20 will not operate on Fridays and will come into school last and go home first to facilitate the SLT staff running the bubbles carrying out their other duties within school. 	Establish with LA / DfE around early closing one day a week
SEN pupils	<ul style="list-style-type: none"> • Regular telephone calls/emails home for all EHC Plan pupils with SENCo to continue. • Risk assessments for pupils with EHC will be completed to ensure all reasonable endeavours are used to meet statutory provision within the child's My Plan. This will be completed and shared with the child's parent/carer and outside agencies where applicable. • TA support for EHC pupils will be given and is as far as is possible in line with their My Plan. This is documented in their risk assessment. • Initial calls to be made by SENCo to all those on SEN Register in Years 6 and those SEN pupils allocated a Nursery/Reception Class place September 2020 to make provision for transition. • SENCo will provide support appropriate to the individual child on their transition back to school. • SENCo to be available to advise and support staff on SEN pupils in classes within school on site. If socially distancing the SENCo will be available remotely during school opening hours. 	

School policies and procedures


Behaviour policy	<p>The Behaviour policy was reviewed, changes were made and communicated to staff. School has a positive behaviour policy.</p> <p>No child currently on site or expected on site has potential behaviour issues that would pose a risk to others. If/when such a child is due to start back at school, a full risk assessment will be taken, communicated to staff and adhered to this may include directing staff to use PPE.</p>	
Safeguarding Policy	<p>The Safeguarding policy was reviewed and remains the same.</p> <p>This was communicated to staff.</p> <p>Vulnerable Children have been and will continue to be closely monitored by SLT and have each been risk assessed. Regular contact is made with these families.</p>	
Fire procedure/invacuation/lockdown policies	<p>Fire procedure/invacuation/lockdown policies have all been reviewed and communicated to staff. Staff have been informed about which doors cannot be open due to fire regulations.</p> <p>PEEPs have been reviewed and will continue to be reviewed in light of developments at this time and communicated to staff.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Invacuation Lockdown and Evac </div> <div style="text-align: center;">  GENERAL FIRE PROCEDURE adapte </div> </div>	<p>Fire drill and invacuation/lockdown drill are in the diary to be done within the bubbles.</p> <p>Staff have been instructed to walk through the drills with the children within their bubble beforehand on the first day into bubbles.</p> <p style="background-color: #00FFFF;">Amend policy and procedures to accommodate Y1 bubbles opening from 1/7/20 communicate to staff and Y1 c.children</p>






Video Conferencing Policy	<p>A policy for video conferencing to other members of staff or outside professional agencies has been reviewed and circulated to staff.</p> <p>Staff are currently not to Video call parents or children but if the need should arise in the future eg. EHC pupils then a risk assessment will be formulated, distributed to staff and followed.</p>	Create risk assessment for video conferencing to parents or pupils for if/when needed and circulate to staff.
First aid and Administrating medicines policy	<p>These policies have been reviewed with slight amendments which have been communicated to staff.</p> <p>No child currently on site require medication other than asthma inhalers which the child can self-administer under supervision.</p> <p>If the need arises for other medication to be administered at any time, then a specific risk assessment for this will be created, communicated to staff and followed.</p>	
Well-being		
Availability of Head teacher and Deputy Head teacher	<p>The Head teacher will be available in school during normal school hours and is able to be contacted by staff out of hours via email and via text. Staff have been given these contact details.</p> <p>The Deputy Head teacher will be available in school during normal school hours and is able to be contacted by staff out of hours via email and via text. Staff have been given these contact details.</p> <p>Both the HT and DHT have an open-door policy which the staff have been made fully aware of.</p> <p>Accident and Incident reporting procedures remain the same as in normal times. Staff have been made aware of this.</p>	


DSL and DDSL	<p>The HT and DHT are the DSL and DDSL respectively and are contactable as above in regards to any safeguarding concerns. The school uses CPOMs which notifies the DSL and DDSL of any submissions.</p> <p>The DSL and DDSL use the Encompass and check this daily for emails.</p> <p>The DSL and DDSL are contactable via email and phone by any outside agencies in relation to safeguarding matters as per school's usual procedures.</p>	
Well-being of pupils	<ul style="list-style-type: none"> • First day back for each class will be a transition day where children will be acclimatised to the new school day and the new processes and procedures • Hygiene and safety procedures will be a focus for learning for the first few days. • Circle time – opportunities to discuss thoughts and feelings. Opportunities for time to reflect, share, understand changes to be built in to each day for at least a week and will continue when deemed necessary after this • Collective Worship – daily (planned and / or spontaneous) - see above for detail • RE curriculum RE based on liturgical year - see above • Access to support – pastoral support and where needed external referrals to counselling / family support • Safeguarding – arrangements for the safety and welfare of all pupils is unchanged and the shared responsibility to safeguard all children remains a priority • Weekly telephone calls to EHC Plan pupils at home will continue. Regular telephone calls to those at home who school class as vulnerable will continue and home visits will also continue to be made by pastoral and DSL staff to check on welfare of vulnerable children or those not contacted throughout the week 	

<p>Staff well-being</p>	<ul style="list-style-type: none"> • Break times – these will work on a rota basis with the staff with responsibility for each class / group of children. Staff rotation is to be kept to a minimum but staff need to be mindful of one another’s need for appropriate breaks and rest times • Staff meetings – to be kept to weekly briefing session during this period on a Monday afternoon 3.10pm for all - conducted in the school hall where more space is available. • For staff unable to attend school a weekly meeting with head teacher will be conducted remotely to ensure staff safety and open communication. • Emotional well-being – staff well-being and safety is paramount. Support for staff who are feeling vulnerable or uncomfortable is available from the head teacher and it is vitally important that concerns and fears are shared so that reassurances can be sought • Staff sickness – Health Related Absence Policy still directs the process of any health related absence from school. Staff can access testing if they experience symptoms of Covid-19 and positive tests will result in immediate self-isolation for that class/year group team • Access to support – support can be sought from colleagues, Occupational Health referrals and by sharing concerns and anxieties • Workload will be reviewed and considered continuously both for those in classrooms at school and also those at home, all concerns about this must be reported immediately to the head teacher. PPA will be allocated for teachers. • Open door policy of the head teacher and all SLT members will continue as it always has 	
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	<ul style="list-style-type: none"> • Staff are strongly encouraged to report all concerns and anxieties immediately so that they can be supported effectively. • School leaders will again survey staff views on well-being w/b 15th June 2020 • Staff Inset/training/guidance will be done mainly through emails and virtual meetings but sometimes, if deemed necessary, will be done via physical meetings applying social distancing measures. 	
Communication and Consultation with school partners		
Governors	<ul style="list-style-type: none"> • Governors have been kept informed of the ongoing situation and the Chair and Vice Chair have been involved with, and will continue to be involved with the risk assessment and other connected documentation. 	
Staff	<ul style="list-style-type: none"> • Staff have been kept informed of the ongoing situation their views have been surveyed and the results have been used to inform the risk assessment and other connected documentation. • Staff have been made fully aware of the risk assessment and recovery action plan. • Staff have been informed of any changes to school policies and procedures required at this time, including the Fire procedures and Behaviour policy. 	

	<ul style="list-style-type: none"> • Staff will continue to be informed of any further changes made to policies and procedures. • All normal school policies and procedures are still in place unless stated otherwise and this has been and will continue to be communicated to staff. 	
Parents	<ul style="list-style-type: none"> • Parents views have been surveyed and the results have been used to inform risk assessments and other connected documentation, as far as is reasonably possible. • Parents have been updated at regular intervals on the changing situation. • Parents have been informed via letter of the procedures and changes that have been made in school and what they and their child needs to do to comply whilst on site.  <p>Headteacher Letter to Cornerston</p>	<p>Send any changes to information to parents and guidance to other groups before there return as in Cornerstone letter.</p> <p>Survey and send letter to Y1 parents re opening school up for them.</p>
Monitoring of the risk assessment		
Monitoring	<p>This is a dynamic risk assessment and will be monitored daily by SLT and amendments made where deemed necessary as matters arise.</p> <p>These changes will be communicated to other staff/governors/parents as needed in a timely manner via email. Staff will be notified of their email via text and</p>	


	<p>staff have been told to check their emails daily during the school week.</p> <p>Other staff are encouraged to bring up any issues/concerns with the HT/DHT that they come across so that the SLT can also act on these appropriately.</p>	
<p>Additions for reopening September 2020</p>		
<p>School has assessed the risk and put in place proportionate control measures. These will be actively monitored to ensure that controls are affective.</p> <div style="text-align: right; margin-right: 100px;">  Headteacher Letter September Re-Open </div> <p>School have informed parents of the arrangements for reopening to all pupils from September.</p>		
<p>Track and trace</p>	<p>From 13th July 2020 school put in place track and trace procedure for all visitors to the school site. This is managed by the school's BM and in line with GDPR.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Rochdale Suspected case lette </div> <div style="text-align: center;">  Test & Trace Poster.docx </div> <div style="text-align: center;">  Test & Trace Update to WRA - 15 </div> </div> <div style="margin-top: 20px; text-align: center;">  Visitor Track and Trace Form 2020.doc </div>	

Reporting COVID cases	The HT /DHT is responsible for notifying the local single point of contact to report symptoms/cases of COVID 19 InfectionControlDutyDesk@Rochdale.Gov.uk	
Minimise Contact	School has taken measures to reduce contact and maximise distancing including staggered start/end  September Organisation of the times/breaks/lunches. See document	
COVID19 symptoms	In addition to above, if a member of the school community has symptoms or have tested positive in the last 7 days or remain ill beyond this period, they should have 48 hours without a temperature and should not have taken paracetamol in that period and ensure that anyone developing those symptoms during the school day is sent home. Symptoms include a new continuous cough or a high temperature, or have a loss of taste or smell, they must be sent home and advised to stay home.	
Face coverings/PPE	Staff are asked to remove PPE before entering the school building and have been advised to use the medical waste bins provided to dispose of the PPE. Pupils are asked to remove PPE before entering the school site and these should be left with parent/carer. For older pupils (Y5 Y6) who have permission to walk home, sealable bags are provided for them to store PPE safely during the day.	

	Teachers in all classes will regularly remind pupils how to put on and remove a face covering.	
Supply staff	School leaders have taken the decision not to use supply staff with the exception of one long term TA. This will enable school to cover absences etc inhouse.	
School's social worker/Family councillor	The two intervention staff work on different days (Tuesday/Thursday) and use a building separate from the main school building. Enhanced cleaning will ensure that this is cleaned after every use. The two members of staff will adhere to the same guidance as all other visitors including Track and Trace. These staff only work in our school on that day.	
SEN RANs staff	RANs teachers will use the deputy heads room as this is available on the day of their visit. They will follow all procedures in place for visitors in school and the room will be cleaned after use.	
Peripatetic teachers	School will not be using any peripatetic teachers in the Autumn term.	

Children attending more than one site	Not applicable at present.	
Testing	School has and will continue to brief staff and parents via email/ClassDojo message and text of the need to book a test if they display any symptoms. Staff and pupils are constantly reminded that they should not come into school if they have symptoms. If someone within the school community tests positive school leaders provide them with a copy of the PHE guidance. In all cases/suspected cases school has and will continue to take swift action including contacting Public Health infection control team and following any advice given.	
Grouping of children	See embedded document organisation of the day above. In addition, classrooms have been arranged so that desks are forward facing and furniture is rationalised to allow as much space as possible to allow as much space as possible between them. The school grounds have been zoned to provide separate recreational spaces.	
Breakfast club	Arrangements have been put in place to reopen Breakfast club for a limited number of children. Priority has been given to children of key workers. This will take place in a separate building on site. Children will be sat in their class bubble groups and will not directly face one another. Breakfast will be served to pupils with limited opportunity to move around.	Parents survey carried out to ascertain need for provision for September.

	<p>Within the enhanced cleaning schedule the building will be cleaned at 8.40am everyday once the children have moved into the main school building.</p>	
<p>Extra-curricular activities</p>	<p>Leaders have taken the decision that any after school provision during the Autumn term will only be within the bubble. Staff will not move across bubbles.</p>	
<p>Supporting pupils</p>	<p>Younger children and children with complex needs will continue to be helped to regularly clean their hands properly, ensure good respiratory hygiene and to maintain social distances.</p>	
<p>Shared resources</p>	<p>Reading books – will be quarantined for 48 hours before given to other pupils. Where resources have to be shared between class bubbles they will be cleaned frequently and left for a period of 48 hours.</p>	

Enhanced cleaning	<p>School will further increase the frequency of the cleaning of shared toilet facilities to reflect the increase in the number of people on site from September and hence the increase of use.</p> <p>The HT and BM are responsible for monitoring of the application of the enhanced schedule of cleaning.</p>  <p>Caretaking-cleaning schedule - September</p>	
Attendance	<p>Compulsory attendance -School have notified parents of the change from September and have made parents aware that attendance at school will be compulsory again from September 2020 – see attached letter to parents.</p> <p>In line with school’s policies and procedures, school will continue to monitor attendance. Where children are not attending school, school will support pupils and parents to ensure children attend.</p> <p>Off-rolling School staff are aware of all forms of off-rolling and this is never acceptable.</p>	
Walk or cycle to school	<p>School has storage for a number of bikes during the school day.</p> <p>Parents and children are encouraged to walk to school whenever possible.</p>	

Recruitment of staff	<p>School is not currently recruiting new staff but if/when the need arises this will be done within the school's normal policies and procedures for recruiting new staff and follow as always safer recruitment practices.</p> <p>From September, if school do recruit new staff, then safeguarding checks will be carried out on site in person and will no longer be carried out remotely.</p>	
Teaching time	<p>Pupils will all continue to receive at least the statutory amounts of teaching time for their year group. This will not be effected by staggered start and finish times.</p>	
Pregnant women	<p>There currently are no pregnant women working within the school. If this changes then the necessary risk assessments will be put in place, as usual, and will also take into account measures needed in light of COVID19.</p>	
SEND pupils	<p>In line with school's normal practice, provision for SEND pupils will be reviewed in September and will continue to be reviewed to ensure SEND pupils are appropriately supported.</p>	

<p>Safeguarding Child protection policy</p>	<p>Keeping Children Safe in Education 2020 All school staff will receive training on the updated guidance before the start of the Autumn term relevant to their roles within school. All staff completing section 1.</p> <p>Timetable arrangements for September, will enable flexibility for the DSL and DDSL to deal with a predicted increase in safeguarding issues.</p> <p>In line with school's normal procedures, the school's child protection policy will be regularly reviewed and amended to meet the current situation and to reflect any new statutory guidance or advice.</p> <p>Communication with school nurse will continue and school have direct access to a named school nurse for support and advice as needed.</p>	
<p>Buildings maintenance</p>	<p>To ensure the school building and site are correctly prepared for reopening in September, the school will undergo a further deep clean over the summer holidays.</p> <p>The school's caretaker will be onsite for the majority of the summer holidays and will ensure that the school is appropriately cleaned and the necessary checks are made during this time, including all statutory checks being kept up to date and that they are compliant, to ensure that the school is safe for the reopening of all pupils.</p>	

Relationship and Health Education	<p>The school governors adopted RHE scheme A journey in love in June 2019 and this will continue to be part of the school's wider PSHE curriculum.</p>	
School's Curriculum	<p>During 2019/20 school designed its own broad and balanced "Dawn Curriculum" to meet the specific needs of its pupils. School will continue to embed the full curriculum from the 1st September 2020.</p> <p>School leaders have identified within the SDP a specific catchup programme for Maths and mental health and wellbeing.</p> <p>School's teaching and learning and assessment policies will remain fully in place from the 1st September 2020.</p> <p>EYFS In line with EYFS guidance and the schools development plan focus will remain on the prime areas with specific focus on developing communication, language and literacy alongside mathematics.</p> <p>KS 1&2 Alongside highly effective AfL techniques, where appropriate summative assessments will ensure that any gaps in phonics, reading, vocabulary, writing and maths are swiftly identified and interventions put in place.</p>	

<p>Contingency planning for outbreaks</p>	<p>School is currently working with its IT provider to ensure all teachers have the necessary skills to use Microsoft teams in order to deliver high quality remote education.</p> <p>If the need arises, teachers will deliver the school's sequenced curriculum remotely including interaction with pupils, immediate assessment and feedback. School leaders are currently revising the school's remote learning policy to ensure that this is robust enough to support pupils learning at home in the event of an outbreak; including keeping children safe online. In addition to IT based provision, school will also provide printed resources for pupils who do not have suitable online access.</p> <p>Work set for pupils will be differentiated to meet needs be meaningful and be ambitious in line with the school's Dawn Curriculum.</p>	<p>Remote teaching and learning policy to be embedded in this document by end of September 2020.</p>
<p>Remote Education</p>	<p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, school will provide remote education and will monitor the engagement with this.</p>	<p>Further CPD for teaching staff on technology to enhance this provision is booked for September 10th 2020.</p>
<p>Sharing of risk assessment</p>	<p>The updated risk assessment will be shared with all staff in Inservice 1st September before pupils return to school 2nd September.</p> <p>This document will be published 1st September under the Parents section of the school's website.</p>	

	Risk assessments will be shared with the trade unions by Friday 17 th July and ask that they acknowledge that this is a working document that will be reviewed and updated in line with updated statutory guidance and advice.	
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Review:

10/6/20 reviewed

18/6/20 Addition of embedded document re cleaning after a suspected case.

19/6/20 Reviewed – no amendments required.

25/6/20 – amendments and additions made (highlighted in blue) in preparation for opening of Year 1 bubbles from 1st July

3/7/20 Reviewed – no amendments required.

10/7/20 Reviewed – no amendments required. SLT will write the new RA for all children returning to school from September 2020.

14/7/20 Reviewed addition for September 2020. in response to guidance published 2nd June 2020