

School level action plan

Strategies to be deployed to manage staff safety in line with H&S risk assessment:

Strategies and actions are informed by and follow DfE guidance:

Planning guide for primary schools (DfE 14 May 2020)

Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (updated 18 May 2020)

Opening schools for more children and young people: initial planning framework for schools in England (DfE 12 May 2020)

Coronavirus (COVID-19): implementing protective measures in education and childcare settings (DfE 12 May 2020)

Room, staffing allocation and staggered entry times

Bubble no	Year group	Teacher	Additional adult	room	Entry /exit point	Route details for parents	Entry time	Exit time
1	N	Miss Morrell	Sally Goodwin, Alex Askew, Kayleigh Johnson, Thomas Saunders		Classroom outside door	Enter via Main drive, into Reception playground, up the ramp and into classroom	8.35	3.15
2	R	Debbie Hutchinson	Libby Smith Nicola Rotheram, Hayley Erskine		Classroom outside door	Line up along the path from the Reception gate. Children will be called forward and go up the ramp into class. Parents cross R play area and leave through the N side gate.	8.45	2.55
3	Y1	Paula Kingman Becky Lyon	Will Smith, Laura Priestley, Joy Edwards, Ria Poole, Emma Kenny		Patio steps into outside door	Wait on steps as indicated children released to parents one at a time. Parents exit through playground or main entrance gate	8:45	3.00
4	Y2	Laura Bell	Claire Wishart Naomi Morton		Patio steps into outside door	Wait on steps as indicated children released to parents one at a time. Parents exit through playground or main entrance gate	8.45	3.00
5	Y3	Michelle Giddings	Jo Tubb Caroline Robinson		Main playground door	Wait on steps as indicated for children to enter. Parents exit through playground or main entrance gate	8.45	3.00
6	Y4	Gary Duller	Harry Longfoot, Tracey Ottaway, Sue Richardson		Main playground door	Wait on steps as indicated for children to enter. Parents exit through playground or main entrance gate	8.45	3.00
13	Y5	Sara Morris	Claire Hudson Angela Greenwood		Playground top door	Wait on steps indicated and then enter through top door. Parents exit through playground or main entrance gate	8.45	3.00

COVID response document 4
School level action plan

14	Y6	Steph Kinchin	Hayley Pierpoint Min Cameron		Playground top door	Wait on steps indicated and then enter through top door. Parents exit through playground or main entrance gate	8.45	3.00
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Other school specific actions taken and arrangements made in line with the mitigation plan

area	Action taken	School level document, reference or action taken if required	In place (date)
Site and preparation	<p>Social distancing to be followed at all times</p> <p>Ensure classroom groups are kept together</p> <p>Access to classrooms to be from outside where possible</p>	<p>Stagger drop-off and collection times and use of multiple drop off/collection points.</p> <p>Parents to be provided with information on drop off times and where to drop off and collect their children.</p> <p>Signage will be clear and there will be a member of SLT on duty on the playground to direct and disperse parents at the beginning and end of the day.</p> <p>Signage to remind of 2m social distancing and yellow painted feet will identify where parents and children will stand while waiting to enter the school building.</p> <p>Parents will be reminded not to gather on the playground and to disperse as soon as they have dropped off their child.</p> <p>Only one person may accompany a child to drop them off or collect them. No siblings from SWA to collect from the school grounds unless authorised by the Headteacher.</p> <p>Children to be in class bubbles.</p> <p>Consistency of adults in the classrooms, limiting staff crossing bubbles where possible.</p> <p>Adults working in the classroom to maintain 2m distance.</p> <p>Desks to be forward facing and children sitting next to each other.</p> <p>One- way systems marked in corridors.</p> <p>Children will keep their belongings with them in the classroom, lockers and cloakrooms will not be used.</p> <p>Children to wash hands on entering setting, before and after eating, and after sneezing or coughing. Adults to supervise hand washing, particularly for the younger children or those</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>

COVID response document 4 School level action plan

		<p>children who may have trouble washing their hands independently.</p> <p>Regular cleaning of surfaces and resources.</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).</p> <p>Remove unnecessary equipment where possible.</p> <p>Lunches will be eaten in the classroom or on two separate sides of the lunch hall, this will minimise cross contamination.</p> <p>The playground will be split into zones so that each class can get a session for lunch and play, but bubbles will not come into contact.</p> <p>Handwashing will happen before and after leaving the classroom.</p> <p>Break times and lunchtime will be staggered. There will be no more than 2 classes on the playground at any one time in clearly marked separate areas.</p> <p>The EYFS children will have break times in their outdoor areas to ensure no cross contamination.</p>	
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<p>Site and preparation</p>	<p>Review the school’s capacity for safe provision of learning as the national requirements for control of the pandemic change. Through this ensure a balance of high quality on line learning where the all or part of the site is not open to children and safety of adults and children in school including, but not limited to: group sizes, adult allocation, minimisation of contacts, safe delivery of teaching, and site occupancy, where deemed appropriate to support government strategy or as required as part of further local or national lockdowns</p>	<p>In response to the lockdown in January 2021, the additional mitigations taken to ensure the minimising of contacts over this period and the adherence to the stay at home legal requirement in place from January 6th 2021, we have reviewed our capacity to safely deliver on site provision to Critical Workers and vulnerable.</p> <p>In order to meet the legal requirement to stay at home and minimise contact, we wish to keep the numbers of children attending the site as low as possible in order to replicate the first national lockdown on transmission. Where necessary we will therefore ask parents to only use the critical worker provision where it is essential for them to do so and they have no other option available. There is a presumption that in order to comply with the current restrictions children of critical workers will remain at home where it is safe for them to do so. They will only be offered a place in school if it is impossible for parents to complete their role effectively from home and there is no other supervision available for their child.</p> <p>We are mindful that our health and safety responsibility overrides the non-statutory guidance from the DfE. We believe that to ensure a strong learning offer in line with the government requirements for a minimum of three hours learning, feedback and interaction, is in place for all children remotely and on site, when all staff are fit and well we are able to operate a maximum of xx groups</p> <p>In order to limit contacts over a week we will manage group sizes based on the size of the space available, nature of the children’s needs and set up of the room.</p>	
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		<p>Dependent on the number of places requested for children we will operate a staged approach to delivery on site:</p> <p>In a green phase Each room will have a minimum of two adults (dependent on needs of the children and staff capacity) dedicated to it to support learners, minimise work over more than one group wherever possible, and enable full coverage within that group for breaks, lunchtimes and preparation and feedback time for teachers. Group sizes will ideally be a maximum of 15 although this remains flexible.</p> <p>In an amber phase Due to higher numbers of places requested there may be an impact on the high quality of learning provided but the site is still manageable.</p> <ol style="list-style-type: none"> 1. Establish the affected year groups and target them only 2. Keep parents informed that we are ranking the provision as amber and ask them to review their need for a place in affected year groups. 3. If numbers remain high the provision will be adjusted either through: having larger group sizes or through redistributing groups to keep them smaller overall with only one key person managing the group and a second person managing two groups at key times such as lunches and breaks; or locating children into mixed age groups all accessing remote learning relevant to their age. 4. Learning in this scenario may not be delivered by teachers but accessed through the remote home provision on line and supervised and supported by a TA. The TA will also provide other filling activities 	
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		<p>during the day if needed such as reading the class novel. In this circumstance the continued self-testing of staff will act as reassurance to our staff on site of their safety.</p> <p>In Red Phase Where numbers of places requested are totally unmanageable in school and because a health and safety issue, this could be caused by staff absence due to illness or increased demand for places, we will follow the following steps to ensure that we are valuing all our people as equitably as possible.</p> <ol style="list-style-type: none"> 1. Establish which year groups are affected and target them only. 2. Keep parents informed that we are ranking the provision as red and ask parents to review as a matter of urgency whether they need the place 3. As a last resort decline places to those who have got safe provision for their child at home 4. If needed decline places to parents whose role is not as high up on the CW order informed by the vaccination programme. This will ensure that NHS frontline workers and the most vulnerable can still access places <p>In order to meet the needs of our critical workers as far as is feasible within the non-statutory guidance from the DfE and support the NHS and to ensure our vulnerable learners are safe, we will prioritise places if necessary following the order below:</p> <ol style="list-style-type: none"> a. Vulnerable Pupils b. Health and social care (drawn from the vaccination guidance) – <ol style="list-style-type: none"> 1. staff working on the vaccination programme 	
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		<p>ii. Staff who have frequent face-to-face contact with patients and who are directly involved in patient care in either secondary or primary care, mental health, urgent and emergency care and community settings. iii. Those working in independent, voluntary and non-standard healthcare settings such as hospices, and community-based mental health or addiction service iv. laboratory, pathology and mortuary staff v. those working for a sub-contracted provider of facilities services such as portering or cleaning</p> <p>vi. Temporary, locum or ‘bank’ staff, including those working in the COVID-19 vaccination programme, students, trainees and volunteers who are working with patient’s vii. frontline social care workers directly working with vulnerable people who need care and support irrespective of where they work (for example in hospital, people’s own homes, day centres, or supported housing); or who they are employed by (for example local government, NHS, independent sector or third sector).</p> <p>viii. Those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment.</p> <p>c. Education and childcare – childcare, support and teaching staff, social workers, specialist education professionals who must remain active during the coronavirus (COVID-19) response to deliver this approach.</p> <p>d. Public safety and national security - This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the coronavirus (COVID-19) outbreak</p>	
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		<p>and EU transition), fire and rescue service employees (including support staff), National Crime Agency staff and those maintaining border security, prison and probation staff and other national security roles, including those overseas.</p> <p>e. other categories if there is remaining capacity.</p> <p>In these circumstances we will evaluate each request on an individual basis to ensure we take a proportionate view.</p>	
	<p>Staff and families clearly communicated with around how and when to enter the site to ensure social distancing is maintained and no one with symptoms, having tested positive or has been contacted by test and trace and advised to self-isolate enters the school site</p>	<p>Parent letter sent with information and timings.</p> <p>Reminder letters and updates sent to parents.</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>
	<p>Incidences of symptoms of and positive testing for covid 19 to be dealt with in line with government guidance including: In the event of a child or adult developing symptoms on site isolating in dedicated room and toilet, send home, clean room and any toilet used</p> <p>In the event of a confirmed case in a class grouping follow government guidance close only that specific large bubble and area for 14 days – children and staff from that class to self-isolate for 14 days and get tested, school to engage with test and trace, inform the local PHE and follow their advice. Heads to ensure they are aware of the procedure outlined in points 7,8,9 September reopening DFE guidance.</p>	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved to behind the gallery area where a Covid station has been created including all necessary PPE. From here they can be supervised by an adult until they have been collected. Staff caring for them</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>

COVID response document 4
School level action plan

		<p>will wear appropriate PPE and follow safety measures to keep themselves and the child protected.</p> <p>Where the child, young person or staff member tests positive, we will contact Health Protection Lincolnshire for advice which will then be followed by the school.</p>	
	<p>Additional equipment and supplies to be in place to meet enhanced cleaning and handwashing – including lidded bins wipes/cleaning spray, disposable hand towels (per class bubble and additional admin areas as needed) medical PPE packs 2 per school to deal with suspected cases of COVID 19. Re-orders placed in timely fashion to ensure supplies are sufficient</p>	<p>Classroom staff to ensure frequently touched surfaces are cleaned during the day.</p> <p>Site \supervisor to clean toilets and frequently touched surfaces across the school at mid-day.</p> <p>Site Supervisor to complete thorough end of day cleaning of each room/area being used.</p> <p>SLT to monitor cleaning regularly throughout the day.</p> <p>The admin team will provide additional cleaning of the reception area and touch pad on the door.</p> <p>The site supervisor will regularly check levels of soap and hand sanitiser in rooms.</p> <p>The site supervisor will monitor supplies regularly.</p> <p>All staff have access to supplies of all types of cleaning and sanitising supplies they may need.</p> <p>Each bubble has a lidded lined bin for tissues.</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>
	<p>Clear cleaning plan in place and shared with cleaning team.</p>	<p>Cleaning plan in place.</p> <p>Regularly reviewed and discussed with site manager and SLT.</p>	<p>June 2020</p>

		<p>In areas where there are no sinks there is hand sanitisers. Photocopying room has soap and sanitiser, wipes available to wipe down photocopier after use.</p> <p>Wipes are available to wipe down surfaces in shared areas and in the staff toilets. These are to be used before and after use of the toilet and disposed of in the lined lidded bins in the toilet. Remove unnecessary and difficult to clean items from classrooms and other learning environments where there is space to store it elsewhere.</p> <p>There will be enhanced cleaning- high touch/traffic areas will need particular attention.</p> <p>Teachers and parents to instruct and remind pupils to adopt the 'catch it, bin it, kill it' approach for coughs and sneezes. All tissues are to be disposed into a lidded bin, and hands washed for 20 seconds.</p> <p>Bins will be emptied on a regular basis by classroom staff</p>	<p>September 2020</p> <p>January 2021</p>
	<p>Teachers to have own class bubbles of up to 30 children with direct access to outside or agreed access route/ times to minimise contact between groups. All groups to have their own outdoor space and/or have a clear rota for shared spaces.</p>	<p>Children to be in class bubbles consistent with current guidance in place.</p> <p>Consistency of adults in the classrooms, limiting staff crossing bubbles where possible.</p> <p>Adults working in the classroom to maintain 2m distance. Desks to be forward facing and children sitting next to each other. In Jan 21 if possible children will be more spaced than this.</p> <p>One- way systems marked in corridors.</p> <p>Children will keep their belongings with them in the classroom, lockers and cloakrooms will not be used.</p> <p>Children to wash hands on entering setting, before and after eating, and after sneezing or coughing. Adults to supervise hand washing, particularly for the younger children or those</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>

		<p>children who may have trouble washing their hands independently.</p> <p>Regular cleaning of surfaces and resources.</p> <p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).</p> <p>Remove unnecessary equipment where possible.</p>	
	Before/After school club	<p>Before and After School club have an individual risk assessment in place.</p> <p>From January 6th BASC is temporarily closed RA will be updated if required when it is able to be reopened</p>	<p>June 202</p> <p>September 2020</p>
	There will be no face to face assemblies	1 weekly assembly conducted via Teams	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>
	Music lessons will take place using non wind instruments and without singing	Guidance document for teaching of music produced and shared with staff.	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>
	Excessive soft furnishings to be removed from classrooms	All soft furnishings and unnecessary resources removed from classrooms.	<p>June 2020</p> <p>September 2020</p>

COVID response document 4
School level action plan

			January 2020
	Desks to be arranged as forward facing or in an arrangement that minimises close face to face communication. Specific arrangements for TTYP made. (i.e. same partner, sideways facing or back to back discussion)	All classrooms in Y2 – Y6 arranged in forward facing format. An additional room to support continuous provision for a small number of year 1 children follows the Early Years risk assessment and guidance.	June 2020 September 2020 January 2021
	Dedicated adult(s) will lead each class. Other adults will maintain social distancing as far as possible within a large bubble. Any adults working between large bubbles MUST maintain social distancing and ensure they use hand gel or wash hands for 20 seconds on leaving a bubble and or entering a new bubble. If working with children from different bubbles then the area must be wiped down between children.	As designated above. Consistency of adults in the classrooms, limiting staff crossing bubbles where possible. Adults working in the classroom to maintain 2m distance. School leadership/ safeguarding team will move between bubbles with strict social distancing/ hygiene measures in place Regular cleaning of surfaces and handwashing.	June 2020 September 2020 January 2021
	Sign in sheet for 'absolutely necessary' visitors to site with checks on exposure to COVID-19 and guidance on expectations whilst on site.	All visitors to sign in and follow normal procedures. Parents, carers or any visitors, such as suppliers, are not to enter the school if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Inform any visitor, suppliers, contractors of any infection control procedures on site. Deliveries where a delivery time before or after school opening/closing is not possible will be left in a safe and secure place until the Site Supervisor is able to move it.	June 2020 September 2020 January 2021

		<p>Office staff will ensure all visitors use sanitizer before entering. All rooms that have been used by visitors will be cleaned immediately following the end of the meeting.</p> <p>Any professionals visiting the setting to forward their own organisations risk assessment prior to visit.</p> <p>Social worker visits and any other professionals work, such as speech therapist, occupational therapist, Educational Psychologist, will take place in a socially distancing way, within a clean area of the school which will be re-cleaned after use.</p> <p>All office staff to be informed in the morning of any visitors that day and procedures to be followed.</p> <p>Meetings between staff and parents will take place over Zoom/TEAMS or by telephone unless unavoidable.</p> <p>Face to face meetings will follow the steps for other visitors.</p> <p>Supply teachers will receive a copy of this RA in advance of coming to school. They will receive a copy of the class specific information and will be expected to follow all school measures.</p>	
	Guidance on expectations when working on site to be shared with all contracted staff teams (WAC, caterers and cleaners)	No contracted staff teams	
	Design of a one-way system for school and site, where possible to minimise contact between bubbles at lunch, breaks, collection and drop off times.	<p>One-way system in place for children and staff in school.</p> <p>Staggered arrival, break and lunchtimes in place to avoid bubbles coming into contact with each other.</p> <p>Staggered drop off and collection times with designated areas for year groups.</p> <p>Lunches will be eaten in the classroom (Reception) or on two separate sides of the lunch hall, this will minimise cross contamination.</p> <p>The playground will be split into zones so that each class can get a session for lunch and play, but bubbles will not come into contact.</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>

COVID response document 4
School level action plan

		<p>Handwashing will happen before and after leaving the classroom.</p> <p>Break times and lunchtime will be staggered. There will be no more than 2 classes on the playground at any one time in clearly marked separate areas.</p> <p>The EYFS children will have break times in their outdoor areas to ensure no cross contamination.</p>	
	<p>Staff room to be used one at a time or maintain social distancing. Or have access to drinks in their classroom ensuring that this is securely away from children.</p> <p>Staff should have their own mug spoon plate etc, wash up or put in dishwasher immediately, wipe surfaces before/ after use and throw away the cloth. Tea towels removed and replaced with paper / disposable towels.</p>	<p>In the staffroom numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart, avoiding unnecessary gatherings. Surfaces must be wiped with cleaning products before and after eating. All staff to follow handwashing procedures.</p> <p>Signage is posted in shared areas to remind staff of current guidance.</p> <p>Staff briefed on use of the staffroom and bringing in own mugs etc.</p> <p>Paper towels in place.</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>
	<p>Staff to wear face masks in corridors or enclosed spaces where social distancing cannot be adhered to.</p>	<p>Staff to wear face masks in corridors or enclosed spaces.</p> <p>Face masks will be available at central points in corridors if staff do not have a face mask available.</p>	<p>March 2021</p>
	<p>Behaviour policy reviewed to ensure covid safety rules are followed</p>	<p>Relationships (Behaviour) policy reviewed and shared with staff</p> <p>Rules and expectations shared with pupils using social stories, videos and visuals.</p> <p>Risk assessments completed for those children returning to school who present with potential risks. (Covid-19: School attendance risk assessment for students with an EHC Plan / LAC status / CP / CIN)</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>

COVID response document 4
School level action plan

	Drop off and collection times, break and lunch times to be staggered and where necessary in large groups.	In place as above Updated as above	June 2020 September 2020 January 2021
	Staff returning who have been or are vulnerable have individual risk management plans made and are dealt with on a case by case basis to support them in returning to work safely.	Risk assessments in place for all vulnerable members of staff with regular review on case by case basis.	
	Training, communication and consultation with all staff to ensure involvement, understanding and agreement for all changes in working.	Consultation with staff and amendments put in place as necessary to risk assessment. Class bubble specific information shared with staff. Risk assessment updated and shared at staff meetings. (remotely) Discussed at SLT and Covid committee.	June 2020 September 2020 January 2021
	Monitor staff welfare via welfare app and face to face opportunities.	Consultation and sharing of risk assessment with staff. Regular 'Check in's with teaching staff. Check in surveys for all staff at key points (June/September) Individual support staff welfare meetings. Staff welfare tracker	June 2020 September 2020 January 2021
	Regular staff meetings timetabled as socially distanced or virtual meetings.	Weekly virtual staff meetings in place via Teams, teachers and support staff meet in bubbles. Staff training via Teams in class 'bubbles'.	June 2020 September 2020

			January 2021
Guidance for parents	Staff and families clearly communicated with around how and when to enter the site to ensure social distancing is maintained and no one with symptoms, having tested positive or has been contacted by test and trace and advised to self-isolate enters the school site	Parent letter sent with information and timings. Reminder letters and emails provided where appropriate and to reflect changes. Regular contact maintained with all families.	June 2020 September 2020 January 2021
	Parents to make telephone appointments or send emails to communicate with school rather than face to face visits unless absolutely necessary.	A screen will protect the staff member sitting at the front desk from members of the public. If any parent needs to speak to the admin staff, they are asked to call or email where possible. Parents/carers to contact school by email/telephone. Meetings to be carried out by telephone or Teams unless absolutely necessary. Meetings taking place in school will be risk assessed and risk assessment followed. Parent/carer attending meeting in school will wear a mask in public areas, during the meeting they can remove their mask, maintain a 2m distance in a well ventilated room. The room will be thoroughly cleaned afterwards.	June 2020 September 2020 January 2021
	Parents of children who were or are still in vulnerable categories and those parent with concerns about returning to be spoken to individually. Assurances about the measures taken being in line with the hierarchy of controls to make the environment covid secure reiterated. Where necessary individual arrangements made for children who following their consultants advice still need to be away from school and access to work given	Welfare and safeguarding team to make phone calls home for all vulnerable children. Remote learning in place. Attendance team/ SLT to follow up with any parents with particular concerns regarding safety/ attendance.	June 2020 September 2020 January 2021

<p>Guidance for staff Personal protection and policy</p>	<p>Read and understand the risk assessment and procedures and routines in place including the staff guidance document and behaviour principals during COVID 19,</p>	<p>Documents shared with staff</p>	<p>June 2020 September 2020 January 2021</p>
<p>Guidance for staff routines</p>	<p>When walking around the school out of their bubble children to avoid touching walls and surfaces and maintain (as far as possible and age appropriate) social distancing</p>	<p>Expectations shared with children through visuals, videos, stories and social stories.</p>	<p>June 2020 September 2020 January 2021</p>
	<p>Children to maintain tidy desks to enable wiping at changeover points</p>	<p>Expectations shared with children. Individual wallet for each child with resources provided by the school. Belongings to be stored under desks.</p>	<p>June 2020 September 2020 January 2021</p>
	<p>Breaks to be staggered one bubble at a time with either one member of staff from the bubble or a socially distanced supervisor monitoring.</p>	<p>The playground will be split into zones so that each class can get a session for lunch and play, but bubbles will not come into contact. Handwashing will happen before and after leaving the classroom. Break times and lunchtime will be staggered. There will be no more than 2 classes on the playground at any one time in clearly marked separate areas. The EYFS children will have break times in their outdoor areas to ensure no cross contamination.</p>	<p>June 2020 September 2020 January 2021</p>

COVID response document 4
School level action plan

	<p>First aid class kits available in class and taken out at break time. If first aid required gloves to be used and hands washed/sanitised. Children where possible and appropriate to self-manage plasters etc.</p> <p>Full first aiders to be allocated to larger bubbles to advise on course of action for serious concerns.</p> <p>Safeguarding concerns to be logged using my concern or similar remote system (teams or pupil asset) and emails sent to make DSL aware of logs and follow up.</p>	<p>In the EYFS staff that are Paediatric first aid trained will deliver first aid following usual procedures, wearing gloves and apron. Adult to wash hands after completing first aid.</p> <p>In school all classrooms have a first aid kit for the administration of basic first aid. Where further intervention is required staff will send for the appointed person who will come and assess the health requirements further.</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>
	<p>Limit the use of shared resources. Ensure shared equipment (e.g. PE , science, laptops) is cleaned between use or has a time lapse appropriate to the material (48 or 72 hours)</p>	<p>Staff to have their own equipment such as pencils and pens. Children to have their own equipment in plastic file.</p> <p>Only essential equipment brought into school by pupils, such as lunch box, coat and water bottle.</p> <p>Any resources shared between classes, such as sports, art, science equipment, I Pads to be cleaned with anti- viral wipes before being returned to the trolley or used by another class bubble. Each class to have their own outdoor play equipment, equipment to be cleaned regularly over the week.</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p> <p>May 2021</p>
	<p>Ensure an appropriate time lapsed system is in place for the return and choosing of library books.</p>	<p>Librarian provides book boxes for each year group which are brought up to the class bubble.</p> <p>Books quarantined before going back into library circulation. The librarian manages the quarantine process.</p> <p>For Autumn Term 2, Y5 and Y6 to visit the library. The two bubbles go into the library on alternate weeks between Tuesday and Thursday, allowing the library to quarantine and be cleaned between Friday and Monday. On their week to visit the library, pupils are put into small groups of 8-10 children. Children to sit socially distanced in the library with furniture rearranged to reflect this. Pupils to wash hands before and after their visit. The librarian to handle books on the behalf of pupils.</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>

	Toilets to be used by small numbers of children at a time. Toilets to be designated to bubbles or large bubbles where possible, or have designated cubicles. Children to be taught to wash hands properly.	<p>Limit the number of children who use the toilet facilities at one time. Toilet use is monitored by classroom staff.</p> <p>Regular cleaning of toilets during sessions.</p> <p>Toilets should be cleaned between each group in the EYFS.</p> <p>Children to wash their hands regularly.</p> <p>Handwashing posters will be on display in toilets and signage reminders at regular points around the school.</p> <p>All toilets to be regularly checked to ensure handwashing resources are available. Toilets to be cleaned during the day and at the end of the day.</p> <p>Children to wash hands on entering setting, before and after eating, and after sneezing or coughing. Adults to supervise hand washing, particularly for the younger children or those children who may have trouble washing their hands independently.</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>
Guidance for teachers Teaching and class organisation	Rules and classroom culture developed and shared with children with reference to the behaviour policy and expectations during COVID 19	Expectations to be shared with all children. Supported by visuals, stories and video clips.	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>
	If using laptops ensure charging is organised to minimise movement i.e. on sleep during break and lunch and back into the trolley at the end of the day.	I Pads, should be cleaned frequently and meticulously and always between classes/bubbles, or rotated to allow them to be left unused and out of reach for 72 hours between use by different class/bubbles.	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>
	Books and possibly coats and bags to be kept on or under tables at all times to reduce unnecessary movement and contact	No lockers in use. Belongings under the table.	June 2020

			September 2020 January 2021
	<p>Consider how the curriculum can be delivered effectively with limited movement round class. This may involve wearing PE kit uniform on PE days, spending a blocked whole day on e.g. science/ art project.</p> <p>Follow guidance from trust English and maths leads and your subject leaders to ensure gaps are closed through QFT and children have access to their age appropriate curriculum.</p>	<ul style="list-style-type: none"> - Strict hall timetable in place, allowing for appropriate cleaning/quarantine of equipment between use - Class bubbles have their own equipment, no sharing across bubbles - Gymnastics equipment cleaned and 72 hours between use from different bubbles - Full P.E. risk assessment in place and shared with all class teachers - Children currently doing P.E. in uniform – allowed to bring in trainers on P.E. days. <p>Guidance documents to be provided by curriculum leads for Art, music, science and PE regarding safe practices for these subjects.</p>	June 2020 September 2020 January 2021
	No carpet time y1 up. EYFS to have allocated spots away from the teacher	Children in year 1 and Foundation Stage to follow early years guidance, ensuring small groups on carpet and spaced apart, facing forwards.	June 2020 September 2020 January 2021
	EYFS teaching to have more structure than normal for example have work stations and direct children to them at set times. Consider individual sets of equipment for each child which they can re-use.	<p>Limit amount of shared resources that are taken home and limit exchange of take-home resources between children and staff.</p> <p>No toys to be in brought in from home.</p> <p>Equipment to be cleaned after use.</p>	June 2020 September 2020

COVID response document 4
School level action plan

		<p>Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and where possible, children should be discouraged from sharing these.</p> <p>Provide children with lots of opportunities to learn outdoors. Playdough to be thrown away at the end of each session and new playdough provided for the next day.</p> <p>Sand to be cleaned daily with watered down Milton.</p> <p>Water tray to be emptied and filled with new water at the end of the day.</p> <p>Dressing up clothes to be washed and put away at the end of the session and used on a rota system.</p> <p>Soft toys and furnishings to be washed regularly and on swap over days, Wednesday and Friday.</p> <p>Books can be wiped with anti- bacterial spray or wipes.</p> <p>Ensure regular cleaning of surfaces, toys and resources. Always at the end of a session and at the end of the day.</p> <p>Regular hand washing.</p>	<p>January 2021</p> <p>March 2021</p>
	<p>IN EYFS rather than free flow plan short taught sessions followed by breaks outside initially with limited access to resources – each class to have own outdoor zoned area to maintain bubble. Time also on main playground with no resources but to give variety and run in a larger space e.g. after lunch.</p>	<p>Equipment to be cleaned after use.</p> <p>Equipment to be changed over between groups.</p> <p>Provide children with lots of opportunities to learn outdoors.</p>	<p>June 2020</p> <p>September 2020</p> <p>January 2021</p>
	<p>Specific arrangements for TTYP made. (i.e. same partner, sideways facing or back to back discussion)</p>	<p>In place and discussed with staff</p>	<p>June 2020</p> <p>September 2020</p>

COVID response document 4
School level action plan

			January 2021
	Maximise use of whiteboards etc for show me and assessing understanding to reduce the need for lots of paper contact	In place and discussed with staff	June 2020 September 2020 January 2021
	Teacher to remain at front of class as far as possible to try and keep a 2 m or reasonable distance where possible	In place and discussed with staff	June 2020 September 2020 January 2021
	Marking/ feedback during the day to be done on post it's or stickers (preferably) during breaks, children to leave book open on desk for teacher to see. This minimises teachers need to touch the books. For more end of day feedback books to be left open on top of desks at the end of the day for teacher to mark in school and wash hands/ use hand gel before and following touching books.	In place and discussed with staff	June 2020 September 2020 January 2021
	Teaching to reflect normal timetable to maintain structure of quick maths, SPAG, Spelling, English and maths in the morning. With reading slot and topic/science/PE etc in the afternoons. Use electronic resources as much as possible especially ks2 to limit paper and contact, mark and feedback remotely.	In place and discussed with staff. Timetable to follow standard timetable in line with staggered start/ break times. Sessions shortened slightly to allow to handwashing/ sanitising routines to be embedded.	June 2020 September 2020 January 2021

	Use outdoor spaces for learning where appropriate.	In place and discussed with staff	June 2020 September 2020 January 2021
	Assembly time at the end of the day to reflect on promotion of positive and responsible behaviour and PHSE.	Currently class assembly every day. These are focussed on discussions of well-being.	June 2020 September 2020 January 2021
Safeguarding		<p>Safeguarding concerns to be brought to Helen Magan (Safeguarding Lead) or Lesley Pascoe (Safeguarding Deputy) immediately.</p> <p>DSL and deputy DSL available at all times during the school day.</p> <p>Updated refresher safeguarding training for all staff in September and Covid-19 addendum added to safeguarding policy.</p> <p>Relationships policy to reflect children's experiences over lockdown and since returning.</p> <p>Recovery curriculum in place.</p>	June 2020 September 2020 January 2021

COVID response document 4
School level action plan

		<p>Children self- isolating will be provided with a work pack, if a whole class is self- isolating or there is a local lockdown then the school will provide remote provision.</p> <p>Children will be provided with a breakfast snack and mid-morning piece of fruit.</p> <p>If a child in CIN or CP is absent from school self-isolating, then we will contact the child’s social worker to update on the current situation.</p> <p>The DSL or Deputy DSL will telephone home twice a week.</p> <p>For all other children who are isolating, we will trigger our pastoral checking mechanisms, follow the usual reporting mechanisms for concerns should they arise through the Customer Service Centre.</p>	
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