



## School Full Opening September 2020 Risk Assessment and Issue Mitigation: Glascote Academy

In order to fully open to all pupils September 2020, The Fierté Trust and Glascote Academy, follow the Government Guidance:

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

The Guidance states...

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

*Changes/additions – 24th September 2020*

*Changes/additions – 5th November 2020*

*Changes/additions – 26th November 2020*

*Addition from LOC 30<sup>th</sup> November 2020*

*Changes/additions – 3rd January 2021*

## Section 1: Public health advice to minimise coronavirus (COVID-19) risks

### PREVENTION

#### Guidance:

1. Minimise contact with individuals who are **unwell** by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. **Clean hands** thoroughly more often than usual
3. Ensure good respiratory **hygiene** by promoting the 'catch it, bin it, kill it' approach.
  - a. Public Health England **does not (based on current evidence) recommend the use of face coverings in schools**. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children, over the age of 11) or when attending a hospital as a visitor or outpatient.
4. Introduce enhanced **cleaning**, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. Minimise **contact** between individuals and maintain social distancing wherever possible
  - a. If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups
  - b. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport
  - c. Siblings may also be in different groups
  - d. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. They should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. In particular, they (Adults) should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.
  - e. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.
  - f. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.
  - g. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
  - h. Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.

- i. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.
  - j. Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing/staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.
6. Where necessary, wear appropriate personal protective equipment (PPE)
- a. The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used (*see 3a. Hygiene above*)

**Glascote:**

1. If anyone in the school becomes **unwell** with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to:
  - a. stay at home
  - b. self-isolate for at least 7 days
  - c. arrange to have a test - pupils, parents and staff **MUST comply with NHS Test and Trace system to maintain safety for all**
  - d. other members of their household (including any siblings) should self-isolate for 14 days (*changed: 10 days*) from when the symptomatic person first had symptoms.
  - e. If a child is awaiting collection, they should be moved, if possible, to the medical room where they can be isolated (supervised at a safe distance if this is possible and safe to do so).
    - i. A window should be opened for ventilation.
    - ii. If they need to go to the toilet while waiting to be collected, it must be cleaned and disinfected using standard cleaning products before being used by anyone else.
    - iii. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
    - iv. Call 999 if someone is seriously ill or injured or their life is at risk.
    - v. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them **do not need to go home** to self-isolate **unless they develop symptoms themselves** (in which case, they should arrange a test) or if the **symptomatic person subsequently tests positive** or they have been **requested to do so by NHS Test & Trace**.
2. Frequent **hand cleaning** and good hygiene practices for all.
  - a. Regular hand washing routines will be promoted verbally by the staff and via posters around the school environment. (*Added: This must be completed regularly by adults and pupils*)
  - b. Hand sanitiser will be available for use as well as soap (*Added: this must be used regularly if soap and water is not near*)

### 3. Hygiene

- a. "Catch it, bin it, kill it" for sneezes and coughs.
- b. Tissues/tissue paper will be available in all areas
- c. Chn will be encouraged to use hand or crook of elbow/arm when coughing

### 4. Cleaning:

- a. Bins will be emptied at lunchtime and after school.
- b. Frequent cleaning of regularly touched surfaces (antibacterial cleaning product and disposable cloths available in all areas) throughout the day
- c. Toilets/sinks/taps in all areas will be cleaned at lunchtime and after school
- d. Cleaning across the school will take place after school (*Added: Will be advertising for another cleaner to ensure thorough cleaning every evening*) (*Added: New cleaner to start 6th January 2021; a further advertisement will be issued in Spring term for another cleaner*)
- e. Tables/chairs in the hall will be cleaned after a Bubble has used them at lunchtime/before use by next Bubble (*Added: these will also be cleaned after any use in the day*)

### 5. Minimising contact:

- a. Chn will be in 10 Classes which equates to 6 Bubbles (Rec x 2 classes/Y1/Y2/Y3 & Y5/Y4 x 2 classes/Y6 x 2 classes – *Added: Classes within bubbles will be kept separate where possible*).
- b. Classes will contain maximum 30 chn with one teacher (NB: Rec/KS1 classes have a supporting TA per class; KS2 classes have a shared TA per 2 classes)
- c. Staff who are aware of any children in the specified year groups who may be anxious/have attachment issues, may contact the children before arrival to reassure them. Under normal circumstances, if a child is distressed a staff member would soothe the child and maybe pick them up/hug them in order to allay their fears and tears; however unfortunately these are not normal times and staff have to maintain social distancing as far as possible for safety reasons. If a child remains distressed a parent may be asked to bring them back later when it is quieter and less overwhelming. The child and parent will be met at the intercom gate by a member of staff – this is in extreme cases only and not the expected norm for arrival and collection.
- d. As Reception will be one Bubble, it will allow a free flow atmosphere for learning within designated areas (equipment cleaned regularly) (*Classes will be kept separate where possible*)
- e. As Y1 are a Bubble, it will allow a free flow atmosphere for learning (aiding transition in the Autumn term) within designated areas (equipment cleaned regularly)
- f. Y2 upwards: Desks will be spaced as far apart as possible – facing forward with 2 chn per desk, side by side, with own equipment (pen, pencil, books, ruler etc) NB: resources may be used within the bubble to enhance learning/the curriculum but must be cleaned appropriately after use. IT equipment (including laptops, desktops, ipads, chromebooks, telephones, etc) must be cleaned before and after use. (See Trust IT equipment cleaning protocol) NB: ICT Suite will not be used initially (*to be reviewed as the year progresses*)
- g. Irrelevant furniture and soft furnishing will be removed from the classrooms to allow more space (as far as possible e.g. curtains and blinds will need to remain in situ). (*Added: Disinfectant spray such as Fabulosa/Dettol all-in-one spray will be used on soft chairs etc*)
- h. Where possible, children and young people should be encouraged to maintain social distancing (ideally 2m away from each other; at least 1m)
- i. Where possible staff will maintain social distancing (ideally 2m away from each other; at least 1m) (*Added: Staff may wear visors/masks in social situations where 2m distance cannot be maintained; or if staff feel that this is something they wish to implement so long as teaching is not affected*)
- j. Book corners will not be created in classrooms (*to be reviewed as the year progresses*) (*Change: Books will be used in class/home readers – these will be regularly wiped/sprayed*)

- k. No Face to Face whole school assemblies (*to be reviewed as the year progresses*) (*Change: These may take place in the hall as Bubble assemblies with adult at a distance; Any further "events" will be conducted outdoors, spaced out, bubbles together*)
  - l. Corridors and classrooms will remain de-cluttered; no table-top displays. This will aid cleaning of surfaces, equipment, toilets, sinks, etc across the school day and at the end of the school day. Cleaning products will be available for use in all classrooms, the hall, offices, staffroom etc.
  - m. Staggered start and end times of which parents and staff will be advised and **must adhere to (timing sent to parents and staff); use of two gates for designated groupings.** (*Added: No Bikes or Scooters within school grounds*)
  - n. Visitors to the school, including parents will be kept to a minimum; one parent/adult to bring child to school; parent/adult NOT allowed beyond the driveway (unless collecting a sick child) and must follow the markings set out for in/out procedure for arrival and collection. (*Added: All visitors must complete Track and Trace book and NHS app; sanitise hands; wear face covering*) (*Added: Staff on gate duty are advised to wear visors or face masks*)
  - o. Playgrounds marked off into suitable areas with side-line sections for staff
  - p. Spots around interior of school and in school hall to mark out social distancing
  - q. Signs to promote social distancing (interior and exterior)
  - r. Corridors will promote a "keep left" approach to ensure single-file if the need to pass should occur
  - s. Movement around the building will be kept to a minimum
  - t. Staffroom capacity will be six people maximum at one time (*Added: Staff may wear visors/masks in social situations where 2m distance cannot be maintained; or if staff feel that this is something they wish to implement*)
  - u. SLT office – maximum four people at one time
  - v. Office – maximum four people at one time
  - w. Front office - maximum four people at one time
  - x. Signing in book for staff to be positioned in the foyer rather than office (pen and hand gel) (*Change: pot of pens – one use – all pens sanitised before use the next day*)
  - y. Bubbles will not interact with others
  - z. Snack will be ordered when the register (normal use of Integris will resume) is taken (excel sheets saved on Teams and accessible to office & kitchen staff – no paper registers or snack sheets); member of staff will collect snack and take it to the Bubble base room. NB: Reception will use their snack station as part of their learning and self-care (*Added: Dinner register now forms part of Integris register – no paper*)
  - aa. Money for snack must be correct – no change given to minimise contact with objects – IN AN ENVELOPE PLEASE
  - bb. Communication with parents/careers will be by telephone, email, text, website, Facebook page (No paper letters) (*Change: Paper leaflets/letters are minimal but some High Schools are requesting that information go to older children for admissions*) (*Added: Class Dojo is now used for Class & School stories i.e. messages – Facebook page has ceased; "Closure" email has changed to "Families" email; TEAMS is used for Remote Learning and communication between staff/children, chn/chn who are isolating*) (*Added: The use of Class Dojo for communication must cease – GDPR/Brexit regulations from DPO*)
  - cc. Use of toilets will be monitored by staff to avoid crowding
6. Personal protective equipment (PPE)
- a. PPE (Gloves, masks, aprons) will be available if we need to look after a member of staff or child who displays potential symptoms) (*Added: Irrespective of individual risk assessments, staff may wear visors (or masks so long as they do not hinder learning) if they so wish to for safety reasons inside/outside – particularly during gate duty*)
  - b. Medical room will be the designated area for staff member or child who presents any symptoms of illness/awaiting collection

- c. If ill, child will be taken to parent/carer who ideal will collect from the intercom gate.
- d. Items used will be cleaned appropriately whilst wearing PPE
- e. Each Bubble will be issued with a first aid kit/bag that will contain inhalers etc for any chn are in that Bubble – these mobile first aid bags will be taken wherever the bubble go e.g. playground
- f. NB: Although guidance does not dictate it, if parents wish to provide their child with a face covering they may do so however they will take full responsibility for wearing (including putting on/off) and care (including disposal/cleaning); parents must also sign a Trust/school statement accepting this responsibility. Same procedure applies to staff (*apart from the PPE situation advised above – see 6a*).
- g. *Added: From 3rd November 2020 (return to school) parents are encouraged to wear face covering when bringing/collecting children; staff may choose to wear face coverings inside and outside of school*

*NB: Email received from Local Outbreak Control team 30.11.2020:*

*Over the weekend there has been a change in the definition of a “close contact”:*

*Revised Definition*

*Close contacts are anyone in contact with a confirmed case during the infectious period, in the following circumstances:*

- a. *Household contact.*
- b. *Direct contact:*
  - *Face to face contact within one metre for any duration;*
  - *Skin to skin contact;*
  - *Someone the case coughed on;*
  - *Any contact within one metre for more than one minute.*
- c. *Proximity contact:*
  - *Within one to two metres on one or more occasions during a single day for a total duration of more than 15 minutes; or*
  - *Travelling in a car or other small vehicle or close to the case on a bus, train, plane.*

## **RESPONSE TO ANY INFECTION**

### **Guidance:**

1. Engage with the **NHS Test and Trace** process
  - a. Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team (<https://www.gov.uk/guidance/contacts-phe-health-protectionteams>).
  - b. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:
    - i. book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) if they are displaying symptoms.
    - ii. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
    - iii. Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace

- iv. self-isolate (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidancefor-households-with-possible-coronavirus-covid-19-infection>) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- c. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test.
- d. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.
- e. Schools should ask parents and staff to inform them immediately of the results of a test:
  - i. if someone tests **negative**, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can **stop self-isolating**. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. **Other members of their household can stop self-isolating.**
  - ii. if someone tests **positive**, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) and must continue to **self-isolate for at least 7 days** from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. **Other members of their household should continue self- isolating for the full 14 days.**

## 2. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

- a. Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).
- b. Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- c. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- d. The health protection team will work with schools in this situation to guide them through the actions they need to take.
- e. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.
- f. Close contact means:
  - i. direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
  - ii. proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
  - iii. travelling in a small vehicle, like a car, with an infected person

- g. The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process.
- h. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.
- i. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.
- j. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- k. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' (<https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance>).
- l. They should get a test, and:
  - i. if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
  - ii. if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'
  - iii. Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
  - iv. Further guidance is available on testing and tracing for coronavirus (COVID-19) (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>)

**3. Contain any outbreak by following local health protection team advice**

- a. If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- b. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.
- c. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.
- d. In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

**Glascote:**

- 1. Engage with the NHS Test and Trace process: *(Added: School's own Track and Trace Folder and NHS app Q-code)*
  - a. ACT UPON GOVERNMENT GUIDANCE ABOVE
- 2. **Managing confirmed cases:**



a. ACT UPON GOVERNMENT GUIDANCE ABOVE

3. **Contain any outbreak by following local health protection team advice:** *(Added: call DfE Coronavirus helpline 0800 046 8687 opt1) (Added: Call Staffordshire Outbreak Team (01785) 854004 or email C19LOC.education@staffordshire.co.uk)*

a. ACT UPON GOVERNMENT GUIDANCE ABOVE

## Section 2: School Operations

### TRANSPORT

#### Dedicated school transport:

- Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:
  - how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
  - use of hand sanitiser upon boarding and/or disembarking
  - additional cleaning of vehicles
  - organised queuing and boarding where possible
  - distancing within vehicles wherever possible
  - the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet

#### Wider Public Transport:

- Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible.
- Government rules apply to face coverings

#### Glascote:

- Should school minibus be used:
  - Follow dedicated school transport procedures above
- *Added: Try to avoid sharing transport (parents/families; staff)– if unavoidable anyone over the age of 11 years must use face coverings*

### ATTENDANCE (PUPILS AND STAFF)

#### Guidance: Pupils

"School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age;
- Schools' responsibilities to record attendance and follow up absence the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct"
- A small number of pupils will still be unable to attend in line with public health advice because they are **self-isolating** and have had **symptoms or a positive test** result themselves; or because they are a **close contact of someone who has coronavirus** (COVID-19)

- **Shielding advice** for all adults and children **will pause on 1 August**, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list **can also return to school**, as can those who have family members who are shielding.
- Current advice on shielding (<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>) **if rates of the disease rise in local areas**, children (or family members) from that area, and that area only, will be **advised to shield** during the period where rates remain high and therefore they **may be temporarily absent** (see below).
- Some pupils no longer required to shield but who generally remain **under the care of a specialist health professional** may need to **discuss their care** with their health professional **before returning to school in September** (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health.
- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.
- Schools should monitor engagement with this activity (as set out in the section below).
- Where children do not attend school as parents are following clinical and/or public health advice, absence will not be penalised.

#### **Guidance: Staff**

- Individuals who were considered to be **clinically extremely vulnerable** and received a letter advising them to shield are now advised that they **can return to work** from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 (<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>).
- School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.
- People who **live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace**.
- Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.
- Where support staff capacity is available, schools may consider using this to support catch-up provision or targeted interventions.
- Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies).
- Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.

#### **All:**

- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.

- If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.
- In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice

#### Glascote:

- All chn to attend school **from 3rd September** (NB: New Reception intake to have staggered start i.e. 3rd/4th Sept to be "Play and Stay" which would have taken place in the Summer term; w/c 7th September will be morning only; w/c 14th September will be mornings and lunch; w/c 21st September will be full time) *(Added: second National Lockdown 5th November 2020 onwards – attendance is still mandatory for all pupils- see guidance for Clinically extremely vulnerable categorisation)*
- *Added: Pupils not in school due to isolating (Covid-related) will be able to access Remote Learning via TEAMS on a daily basis*
- School to remain open daily unless a positive result takes place affecting the potential closure of a Bubble *(see guidance for two or more confirmed case)*
- Parents to receive communication regarding times, protocol, procedures, and a copy of this risk assessment, in time for full opening 3rd September 2020 unless Government deem unsafe/localised lockdown of area.
- Parents and staff advised NOT to attend school if displaying symptoms (including the new symptom of loss of taste/smell) *(see "prevention")*
- As per guidance, we may host Initial Teacher Training trainees and/or allow the deployment of volunteers who will follow the strict procedures of the school to maintain safety.
- As per guidance, TAs may be deployed for intervention as required; cover classes for PPA/L&M time as required
- As per guidance, peripatetic teachers (Music, Sports) will be deployed to support the wider curriculum.
- *Added: Tier 4 restrictions state that staff and pupils who themselves are within the clinically extremely vulnerable grouping must stay at home*
- *Added: New staff members from January 2021 will be directed to this Risk Assessment and supported with procedures*

#### Catering (including Lunchtime and Breaktime procedures)

##### Guidance:

- We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.

##### Glascote:

- Chn will be asked to bring a clean water bottle from home (daily) – to chn to have water only (unless medical reason) *(Change: No added sugar/sugar free squash or flavoured water is now allowed to alleviate headaches and potential water infections due to dehydration – many chn will not drink water – this now matches the Trust Health Lunch Policy)*
- Disposable plastic cups will be available in school for chn to access drinking water if they do not produce their own bottle
- Chn in Rec/Y1 will be entitled to a universal free school meal (cooked) so will have NO need to bring in food/drink
- Staggered lunch times arranged
- Dinner register (excel sheet – Teams – accessible by office staff to inform kitchen of numbers)
- Snack will be ordered when the register is taken (excel sheets saved on Teams and accessible to office staff – no paper registers or snack sheets), and a member of staff will collect and take it to the Bubble base room.
- Healthy snack (no nuts, chocolate, crisps etc) may be brought in from home – staff not responsible for the storage

- Parents who prefer to send a packed lunch for their children, will be allowed to
- Lunchtime Supervisors will supervise Bubbles *(Added: 2 x New staff members from January 2021)*

## Estates

### Guidance:

- We do not consider it necessary for schools to make significant adaptations to their site to enable them to welcome all children back to school. We also do not think schools will need to deliver any of their education on other sites (such as community centres / village halls) because class sizes can return to normal and spaces used by more than one class or group can be cleaned between use.
- Some schools may determine that small adaptations to their site are required, such as additional wash basins. This will be at the discretion of individual schools, based on their particular circumstances.
- Ensure good ventilation.

### Glascote:

- Classrooms, quiet rooms, wet areas and hall will be used as normal
- ICT Suite will not be used (precautionary only due to Air Conditioning, cleaning of equipment and the need to space for storage; this will be reviewed as the year progresses) *(Added: If used briefly, the door must remain open (NO AIR CONDITIONING) with the door to the quad also open for ventilation)*
- Library will not be used for loaning service but will be used as a room for music (Mon/Fri) and for any meetings that require space (this will be reviewed as the year progresses)
- Children will use sinks in the toilets and wet areas
- Windows will be opened (and exterior doors to quads/interior doors where appropriate – see H&S/fire policy for fire door procedures during the day/evening) *(Added: Ventilation remains the key to air circulation as we move into winter – pupils and staff to wear layers (not coats) in school as needed) (Added: doors and windows can be open “ajar” rather than fully during the colder weather – try to ventilate the room further when unoccupied)*

## Educational Visits

### Guidance:

- In the autumn term, schools can resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.

### Glascote:

- We will not be operating Educational Visits during the Autumn term – this will be reviewed in due course
- *Added: Although no visits – visitors to enhance the curriculum will be allowed - safety measures to be followed (Added: Trips will not take place this term; visitors will follow this guidance)*

## School Uniform

### Guidance:

- We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

### Glascote:

- Clothing for children – chn to wear **full clean school uniform as per school policy.**

*We continue to urge parents to wash clothes as frequently as possible.*

- Chn will bring their indoor and outdoor PE Kits (as per policy) and leave in school
- Farm/forest clothing will be worn to and from school on the designated days as per timetable \*this will be reviewed as the year progresses) *(Added: This continued throughout the Spring term)*

#### Extra-Curricular provision

##### Guidance:

- Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. We recognise that schools may need to respond flexibly and build this up over time.

##### Glascote:

- We will not be operating Breakfast Club, Wraparound care or After-School clubs during the Autumn term – this will be reviewed in due course *(Update: Care Club through OPOJ – interest being sought with the view to begin Autumn 2 is viable) (Change: Wraparound care (Breakfast club/after school) will be operational from 16th November 2020 run by OPOJ in their Nursery building)*

#### Section 3: Curriculum, behaviour and pastoral support

##### Guidance:

- The key principles that underpin our advice on curriculum planning are:
  - education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
  - the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
  - remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.
  - Teach an ambitious and broad curriculum in all subjects from the start of the autumn term but make use of existing flexibilities to create time to cover the most important missed content.
- Schools should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible
- Consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules

##### Glascote:

- Staff will plan lessons that cover the National Curriculum for their year group
- Staff will take into account potential loss of learning from the Summer Term
- Interventions will be managed and planned to address gaps *(Added: CtG groups; afternoon intervention groups; focussed intervention for identified pupils/year groups via Tutors (organised by TIME) – assessment driven) (Added: visiting Tutors will work in the library with very small groups – ventilation and distanced where possible; school safety procedures must be adhered to)*
- Farm/Forest/Outdoor learning will still form part of our broad Curriculum
- Shared resources for Bubble will enable practical elements within lessons (cleaned appropriately)

- I pads and Chromebooks will be used to deliver IT lessons (this will be reviewed as the year progresses) and cleaned appropriately *(Added: Government ipads to support bubble closures/vulnerable chn will be used to support Teams learning; any taken home will be cleaned and left for 72 hours)*
- PE lessons will take place – outdoors if the weather prevails. NB: Y6 will not be participating in Swimming lessons for at least the Autumn Term
- If remote learning is needed, the school will access BBC Bitesize and Oak National Academy and will direct children to the appropriate lessons to support learning *(Change: Pupils not in school due to isolating (Covid-related) will be able to access Remote Learning via TEAMS on a daily basis)* *(Added: Staff will plan or remote learning alongside their weekly planning)*
- Relationships and Health Education (RHE) for primary aged pupil schools (Statutory from Sept 2020) will be taught through our weekly PSHE lessons
- Reception chn will access all areas of learning within their curriculum including outdoors. They will also have weekly yoga lessons (peripatetic teacher)
- Music will take place for all pupils
- PE Sports coaches will work with KS2 chn (NB: Coaches will adhere to school procedure as well as their company’s guidance)
- Pastoral care/wellbeing support – Relaxation Stations will not be implemented (will be reviewed as the year progresses) however all chn will have Mindfulness colouring in their individual trays; fiddle toys as appropriate for children with specific needs; access to Hope Project as requested by staff/parents. PSHE lessons will also support this area
- Revised behaviour Code of Conduct (instigated Summer term) will remain in place – all children will be taken through this again in September and regularly afterwards.
- Revised rewards’ system of Positive Points (instigated Summer term) will remain in place (may need to be further adapted for ease of use for whole classes and linked to Reward Box for 200 Points) *(Change: Throughout September and beyond – beginning implementation of Class Dojo to be used as Points system and communication tool with parents; user agreement; certificates for every multiple of 100; 500 pts gets a small prize)* *(Added: By end of term, top 3 scorers in each class will be rewarded with a “take home” afternoon tea for themselves and one parent)* *(Change: Class Dojo for communication will cease from Jan 2021 due to GDPR – points will still be used but parents will not access)*

#### Section 4: Assessment and accountability

##### Guidance:

- We recognise that pupils will have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. It is vital that we know the impact of coronavirus (COVID-19) on this cohort of pupils nationally and can give support to schools that need it the most. We are, therefore, planning on the basis that statutory primary assessments will take place in summer 2021. The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes:
  - the phonics screening check
  - key stage 1 tests and teacher assessment
  - the Year 4 multiplication tables check
  - key stage 2 tests and teacher assessment
  - statutory trialling
- The statutory rollout of the reception baseline assessment has been postponed until September 2021, giving schools flexibility to sign up to our early adopter year in 2020 to 2021.

##### Glascote:

- We will adhere to the guidance above for testing arrangements
- We will not be an EYFS Early Adopter *(Change: Glascote will be an early adopter in line with Trust schools)*

- *Added: We will take part in the FFT research project providing data to determine potential loss of learning*

## Section 5: Contingency planning for outbreaks

### Guidance:

- If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.
- In the event of a local outbreak, the PHE Health Protection Team or local authority may advise a school or number of schools to close temporarily to help control transmission

### Glascote:

- We will adhere to guidance set out by the DfE/PHE
- If remote learning is needed, the school will access BBC Bitesize and Oak National Academy and will direct children to the appropriate lessons to support learning; this may form part of an appropriate mini project (*Change: From end of September – Class Teams now ready, staff trained with expectations of work to be set, user agreement ready for children and parents; the original websites may still form part of work set on Teams*) (*Added: TEAMS channels for each child to allow individual discussion/feedback; “Keep in touch “ element for class chat*) (*Added: Staff will plan or remote learning alongside their weekly planning*)