



*Inspiring all to excellence*

## School Re-opening Risk Assessment and Issue Mitigation: Fierté Trust plus localised (Glascote Academy)

### Attendance

- **Children and young people in eligible year groups are strongly encouraged to attend** (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending.
- **Vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so** (for children with education health and care (EHC) plans this will be informed by a risk assessment approach).
- **Children, young people and staff** who have been classed as **clinically extremely vulnerable** due to **pre-existing medical conditions should not attend**. Staff in this category should work from home where possible, and refer to the detail in our protective measures guidance.
- **A child/young person or a member of staff who lives with someone who is clinically vulnerable** (but not clinically extremely vulnerable), **including those who are pregnant, can attend their education or childcare setting.**
- **If a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable they can only attend if stringent social distancing can be adhered to.** If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.
- **Staff and children or young people should not attend if they have symptoms or are self-isolating** due to symptoms in their household.
- Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced – *see section below.*

### Implications/Trust or Localised Actions

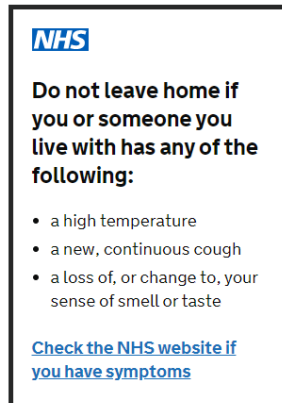
#### Trust:

- Our starting point as a Trust is that all eligible pupils attend from the 1<sup>st</sup> June wherever possible.
- Schools to actively encourage parents to send their children. Where there is a variation to this, Headteachers are expected to have a discussion with the CEO who will also liaise with the Chair of the Trust Board.
- Where schools are in close proximity, there is an expectation that Headteachers will adopt a consistent approach.
- HR issues should be dealt with under normal procedures – contact made with Insight HR where required.
- All children are expected to attend in school uniform; staff should adhere to the dress code in place.
- Children are not expected to change for physical activities.

#### Glascote:

- Planning for all chn to attend who will be placed in Family Bubbles (Rec/Y1/Y6/KW&Vul other year groups) = 9 Family Bubbles occupy 9 out of 13 potential rooms. School to close to all pupils every Wednesday afternoon for PPA and deep clean (in line with Tamworth HT Consortium and Trust)

- Parents received initial letter following announcement; further communication regrading times, protocol, procedures, and a copy of this risk assessment, to follow in time for re-opening 1st June 2020 should Gov deem safe which will be announced Thurs 28th May 2020
- Parents and staff advised NOT to attend school if displaying symptoms (including the new symptom of loss of taste/smell) or fall into the Clinically extremely vulnerable category <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>



- Clothing for children – chn to wear **clean** non-uniform. *We urge parents to wash clothes as frequently as possible (fresh clean clothes each day).*
- Chn will NOT bring any other clothing or belongings from home apart from a coat if the weather dictates it.
- 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 the; photos and/or a video of the school environment will be sent home prior to re-opening.
- 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 the HT – this is in extreme cases only and not the expected the norm for arrival and collection.

#### Class sizes

- Avoiding contact with anyone with symptoms.
- Regular cleaning of settings.
- Frequent hand cleaning and good hygiene practices.
- Minimising contact and mixing.
- Children, and staff should mix in a small group and keep that small group away from other people and groups.

#### Class sizes: Mainstream:

- The basic principle is that classes should be halved.
- For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher.
- Desks should be spaced as far apart as possible.
- In all settings, support staff may be drawn on to take groups under the direction of a teacher to cover absence etc.

- Normally one teacher should be allocated to a group but if there are any teacher shortages then support staff may be used to lead groups, under the direction of a teacher.
- Where settings can keep children and young people in those small groups 2m away from each other, they should do so.
- Contact such as passing in a corridor is low risk.

**Class sizes: Early years:**

- The staff to child ratios within Early Years Foundation Stage continue to apply, and we recommend using these to group children.
- If schools cannot staff the classes in the way the guidance describes the government suggest speaking to LAs or trusts, children attending other nearby schools or it outlines how schools should prioritise year groups.

**Implications/Trust or Localised Actions**

**Trust:**

- Liaison to take place between the OPOJ Regional Manager and Headteachers on a regular basis.
- Schools to implement this guidance where possible; Headteachers to speak to the CEO where significant variations to this are being contemplated.

**Glascote:**

- Non-attendance of staff/pupils if symptoms displayed or fall into Clinically Extremely Vulnerable group (see above)
- Chn and staff organised into Family Bubbles (see above)
- One child per table or designated area (spaced out) with own equipment (pen, pencil, books, ruler etc)
- Early Years will have designated areas for learning (no groups of chn using same equipment)
- Corridors and classrooms will be de-cluttered, table-top displays moved, soft furnishings and toys removed (as far as possible e.g. curtains and blinds will need to remain in situ). 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 Family Bubble classrooms, the hall, offices, staffroom etc.
- School will close to ALL pupils Wednesday afternoon to support both a deep clean and PPA for teaching staff.
- Hand sanitiser will be available for use as well as regular hand washing which will be promoted verbally by the staff and via posters around the school environment.
- “Catch it, bin it, kill it” for sneezes and coughs. Bins will be emptied at lunchtime and after school.
- Contact will be minimised in a variety of ways:
  - Family Bubbles of no more than 15 chn and no more than 2 adults (to support the needs of the chn) – some Family Bubbles have lower numbers
  - Staggered start and end times of which parents and staff will be advised and must adhere to
  - 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.
  - Staggered times for lunchtime are arranged/arrangements for collecting food
  - Playgrounds marked off into suitable areas with side-line sections for staff
  - Spots around interior of school and in school hall to mark out social distancing
  - Signs to promote social distancing (interior and exterior)
  - Corridors will promote a “keep left” approach to ensure single-file if the need to pass should occur
  - Movement around the building will be kept to a minimum
  - Staffroom capacity will be four people maximum at one time
  - SLT office – maximum two people at one time

- Office – Maximum two people at one time
- Signing in book for staff to be positioned in the foyer rather than office (pen and hand gel)
- Assemblies will NOT take place
- Family Bubbles will not interact with others
- 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 Family Bubble base room.
- Money for snack must be correct – no change given to minimise contact with objects
- Chn, staff, parents and visitors will be encouraged to maintain social distancing at all times
- Communication with parents/careers will be by telephone, email, text, website, Facebook page (No paper letters)
- Use of toilets will be monitored by staff to avoid groups

### Curriculum

- Consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn.
- Assess where pupils are in their learning and agree what adjustments may be needed to the school curriculum over the coming weeks.
- Identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils.
- Support pupils in Year 6, who will need **both their primary and secondary schools to work together** to support their upcoming transition to Year 7.
- **Schools should use best endeavours to support pupils attending school as well as those remaining at home, making use of the available remote education support.**
- Workload should be carefully managed, and schools and colleges should assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision.

### Implications/Trust or Localised Actions

#### Trust:

- PSHE should be elevated within the curriculum as pupils return.
- Projects reflecting the foundation curriculum that pupils would have followed during this period are advised.
- Daily phonics should be in place.
- Schools are advised to make use of the national online learning materials available (e.g. Oak National Academy) in order to reduce the demand on staff to produce bespoke packs.
- Schools actively to ensure that vulnerable learners who are not attending are completing home learning tasks.
- Teachers and TAs should feel reassured that it is accepted they will be doing their best to adapt to new ways of working and potentially teaching in year groups they have not taught before.
- No monitoring should take place during this time.
- Those colleagues working from home, should have their contribution valued and communication maintained with them. Identifying a specific role for them to support learning of pupils in or outside of the school should take place.
- There is no expectation that after-school clubs run by teachers/teaching assistants will take place.

#### Glascote:

- Maths, English (Writing and reading) will occur daily
- PSHE – concentrate upon feelings, wellbeing, changes
- Daily phonics sessions (Rec/Y1)

- Music lessons will continue for all Family Bubbles – some Monday, some Friday (mornings) to take place in the hall exercising social distancing; instruments will be cleaned in between use (NB: Melodicas will not be used); there will be enough instruments for individual use – no sharing
- Each Family Bubble will complete farm duties – one group per morning only (timetabled) over a period of time. Equipment will be cleaned before and after use. (Farm manger will secure animals at the end of the day)
- Mini projects (if ipads/chromebooks used - follow the Trust cleaning procedure and acquired cleaning products for IT equipment before and after use)
- Use of virtual tours (museums etc)
- Use of Bitesize (age appropriate)
- Calls home will continue to support external learners
- Marking: adult led self-marking which will lead to teaching points to address misconceptions (NO Peer marking); post-its to be used by staff if need to add a comment to a book that has been left open on the table (staff – minimal contact with books; regular handwashing) Marking will NOT be following the school policy of green/pink/reflective marking
- No books or equipment to be taken home (chn or staff)
- Monitoring will NOT take place
- There will be NO breakfast club or after school clubs

#### **Food**

- Schools should provide meals for all children in school, and meals should be available free of charge where pupils meet the free school meal eligibility criteria.
- We are also continuing to ask schools to work with their food providers to offer meals or food parcels for benefits-related free school meal pupils not in school.
- The provision of food vouchers for those eligible under the benefits criteria will also continue to be available where needed.

#### **Implications/Trust or Localised Actions**

##### **Trust:**

- Parents who prefer to send a packed lunch for their children, should be allowed to and not in any way discouraged (KW/Vul/Y6).
- Catering Manager is contacting each Headteacher to discuss the provision of meals, an adapted menu has been developed and consulted on.
- Headteachers to speak with Linda (not relying just on their local staff) if any issues arise.
- The kitchen will need clear numbers at the beginning of each day.
- Mid-day supervisors are expected to attend; Headteachers to rota as appropriate.
- Schools to consider how best to manage the provision of hot meals – staggering times and determining locations (in the school hall and/or classrooms).
- Snacks and drinks should NOT be sent in by parents/carers.

##### **Glascote:**

- Disposable plastic cups will be available in school for chn to access drinking water (NOT water bottles)
- Chn in Rec/Y1 will be entitled to a universal free school meal (cooked) so will have NO need to bring in food/drink
- Keyworker/Vulnerable children in other year groups and Y6 may purchase a meal or bring a packed lunch (lunchboxes MUST be taken home and cleaned every night)
- 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 Family Bubble base room.
- FSM hampers will still be provided weekly for those chn who are not attending school (arrangements in place for collection from driveway rather than hall)

### Infection protection

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend settings.
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

### Implications/Trust or Localised Actions

#### Trust:

- Headteachers to audit provision of hand sanitiser, soap etc. informing Central Team if additional stocks are required.
- Headteachers or Site Supervisors/Office Managers to liaise with cleaners regarding the rota and frequency of cleaning throughout the day – consultation to take place with cleaners; they need to feel appreciated and that their contribution is essential.
- If additional hours are required for cleaners, this is accepted but will need to be discussed with Trust CFO.
- A visual check of all classrooms and corridors should take place to ensure they are clear and decluttered to enable ease of cleaning.

#### Glascote:

- Products have been ordered (hand sanitiser; soap; cleaning products etc) and stocks will be replenished as needed
- Cleaning product will be available for use in every Family Bubble base room
- Toilets/sinks/taps will be cleaned at lunchtime as well as after school
- Bins will be emptied at lunchtime as well as after school
- Cleaners will wear gloves and aprons
- Regular handwashing must take place
- Lunch tables (hall) will be scrubbed as part of deep clean) as well as regular cleaning before/after use by a Family Bubble
- Classroom layout will remain in situ (individual tables (see above)
- IT equipment (including laptops, desktops, ipads, chromebooks, telephones, etc) must be cleaned before and after use. (See Trust IT equipment cleaning protocol)

### PPE

- Wearing a face covering or face mask in schools or other education settings is not recommended. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.
- PPE is only needed in a very small number of cases including:
  - students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way;
  - if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.
- If contact with an unwell child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.
- If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

### Implications/Trust or Localised Actions

#### Trust:

- Headteachers to audit provision of PPE informing Central Team if additional stocks are required.

- Ensure there is a designated area (Medical Room) for any children who become ill.
- Children returning to school who require medication (inhalers, Epi-pens for example) will need to have this – Headteachers to ensure parents are aware of this.
- Any medication that was left in school to be checked that it is still in date and if not, disposed of appropriately.
- Collections from the waste disposal company being checked by Trust CFO.

- Glascote:**
- Products have been ordered (hand sanitiser; soap; cleaning products etc) and stocks will be replenished as needed
  - Although guidance states that school staff do not need to wear PPE, if individual staff wish to wear face coverings which can be taken home and safely disposed of or material ones which may be washed at least 60° they are free to do so.
  - PPE (Gloves, masks, aprons) will be available if we need to look after a member of staff or child who displays potential symptoms)
  - Medical room will be the designated area for staff member or child who presents any symptoms of illness/awaiting collection
  - If ill, child will be taken to parent/carer who ideal will collect from the intercom gate.
  - Items used will be cleaned appropriately whilst wearing PPE
  - Each Family Bubble will be issued with a first aid kit/bag that will contain inhalers etc for any child in that Family Bubble
  - 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 implementation and care; parents will also need to sign a Trust/school statement accepting this responsibility

- Organisation**
- Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice.
  - Also ensure that all health and safety compliance checks have been undertaken before opening.
  - Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.
  - Refresh the timetable:
    - decide which lessons or activities will be delivered;
    - consider which lessons or classroom activities could take place outdoors;
    - use the timetable and selection of classroom or other learning environment to reduce movement around the school or building;
    - stagger assembly groups;
    - stagger break times (including lunch), so that all children are not moving around the school at the same time;
    - stagger drop-off and collection times;
    - plan parents' drop-off and pick-up protocols that minimise adult to adult contact.

- In addition, childcare settings or early years groups in school should:
- consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing;
  - consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it;
  - remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere;
  - remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts);
  - consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible (guidance will shortly be published on safe travel).

## Implications/Trust or Localised Actions

### Trust:

- The Trust expectation is that Headteachers/Heads of School will be present in schools on a daily basis from the 1<sup>st</sup> June.
- Headteachers to check that Site Managers have undertaken the health and safety checks required.
- In classrooms that have not been used, taps will need to be run.
- No assemblies to take place where children are required to congregate.
- Local decisions to be made by Headteachers regarding drop-off and collection; support available from members of the ELT if required.
- Registers need to be taken daily (am and pm).
- Staff are expected to be in from 1<sup>st</sup> June undertaking their normal duties.
- Where any cash is collected (to be avoided wherever possible), gloves to be worn and the area cleaned immediately afterwards.
- Staff need to sign in as normal using the hand gel available in the foyer.
- Headteachers to contact IT Manager to ascertain what can be used to clean keyboards, iPads etc. Suitable wipes to be purchased and used.
- Fire Risk Assessments should be revisited and amended as necessary.
- Fire Drills should be carried out in the first week of children returning and more frequently than usual (consider weekly) because of different children potentially attending on different days.

### Glascote:

- Organisation of Family Bubbles/classrooms/furniture (see above)
- All staff to resume normal working hours/patterns from 1st June (unless categorised as clinically extremely vulnerable/displaying symptoms - see above)
- Arrangements for arrival and departure (chn) staggered and must be adhered to (see above)
- Procedure for parents to wait (respect social distancing please) – parents and staff will be advised further
- School parents to use main gate; Nursery parents to use side gate – parents will not enter the school site (unless an emergency)
- Each Family Bubble will complete farm duties – one group per morning only (timetabled) over a period of time. Equipment will be cleaned before and after use.
- Farm manger will secure animals at the end of the day
- Family Bubbles can use the playground/field for physical exercise (NON-contact; if choose to minimal equipment for individual use it must be cleaned before and after use; no Team games)
- Playground equipment must not be used (taped off)
- Removal of unnecessary furnishings – please store NEATLY in cupboards, lidded storage boxes (normally used for Farm kit), etc
- Procedures for collection of cash, registers, signing in (see above)
- NO collective assemblies
- Fire drills – chn will be instructed on their conduct during a drill (maintain distancing however if a real fire exiting the building quickly will save lives); chn will line up as normal at the bottom of the large playground by exercising an element of distancing that does not create another concern about being too close to the building (NB: the length of the playground and the numbers in each Family Bubble will allow this)
- Office staff to print a register of each Family Bubble every morning which will be taken out during a fire drill
- Windows (and quad doors if appropriate) will be opened to allow for ventilation

### Communication

- Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus;



- Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend;
- Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);
- Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);
- Think about engaging parents and children in online education resources such as e-bug and PHE schools resources;
- Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times);
- Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful;
- Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers;
- Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.

#### **Implications/Trust or Localised Actions**

##### **Trust:**

- It is suggested that a meeting takes place with **all staff** (socially distanced and in a suitable location – including office, catering and Lunchtime Supervisors, cleaning and Site Supervisors, OPOJ, teachers and Teaching Assistants) to outline and see the measures in place and to respond to any questions they have prior to the children returning.
- Letters to parents to outline the measures in place and then after the first day, every few days. To reassure and to describe any adjustments made. Schools could also put a video together to show the physical adjustments made. Any parental complaints or concerns to be shared with a member of the ELT.
- Signs to be produced by each school pinned to gates making it clear the protocol that needs to be followed e.g. to contact the school office. Printed and laminated; brief.
- Visitors of all kinds to be dissuaded from attending sites. Where necessary, protocols to be developed e.g. a sheet handed to them outlining the expectations.

##### **Glascote:**

- Meetings arranged with teachers/TAs; lunchtime supervisors/office/kitchen/site manager/cleaners; OPOJ staff (in hall, spaced out) in order to provide information/protocols/procedures and allow for questions to SLT
- Communication with parents/careers will be by telephone, email, text, website, Facebook page (No paper letters)
- Procedures and protocols will be provided to parents in preparation for return if Gov deem it safe to do so (announcement Thursday 28th May)
- Signs – interior and exterior
- Markings on playgrounds and driveway, path
- Education, health, social services visitors/contractors to be provided with protocol

#### **When open**

- Keep cohorts together where possible and:
  - ensure that children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days;
  - ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff;
  - ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, same desk, same seat etc.

#### **Implications/Trust or Localised Actions**

**Trust:**

- 'Bubble' groups should be established – same staff and same children as much as feasibly possible.
- Consider arrangements for children with SEND in the event of any emotional outbursts requiring groups to be evacuated.

**Glascote:**

- Family Bubbles created – maximum 15 chn and 2 adults (to support needs of the chn);
- Staff rotas devised (NB: may not be original year group)
- Family Bubble base rooms organised (NB: may not be original classroom/area)
- Key worker/Vulnerable chn in specified year groups (R/Y1/Y6) will join their respective groups
- Key worker/Vulnerable chn in other year groups will remain in Family Bubbles (Y2/Y3; Y4/Y5)
- School will be closed to ALL pupils Wednesday afternoon to enable deep clean and teacher PPA (in line with other Tamworth schools and Trust) (NB: This includes Keyworker and Vulnerable children due to the inability to mix Bubbles – this will keep chn safe)

**Cleaning**

- Follow the COVID-19: cleaning of non-healthcare settings guidance;
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments;
- Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

Ensure that all adults and children:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- Are encouraged not to touch their mouth, eyes and nose;
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');
- Ensure that help is available for children and young people who have trouble cleaning their hands independently.

**Implications/Trust or Localised Actions****Trust:**

- Cleaning products to be audited and ordered through Central Team
- Follow cleaning guidance

**Glascote:**

- See above – handwashing, hand sanitiser, cleaning across and after the school day; Wednesday deep clean; "catch it, bin it, kill it"; de-cluttered surfaces

**Reduce mixing**

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible;
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time;
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time;
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.

- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).
- Use outside space:
  - for exercise and breaks;
  - or outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff;
  - outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.
- The guidance also recommends staggering use of shared spaces such as staff rooms, halls (to be used at half capacity) etc. ensuring groups don't mix.

#### **Implications/Trust or Localised Actions**

##### **Trust:**

- Spots (2, 000) have been ordered centrally.
- Headteachers to advise CFO if and how many of these they require.
- These will then be delivered to the school.
- After use, outdoor equipment should be cleaned;
- Headteachers to determine who will complete this task.
- Outdoor areas should be de-cluttered.
- Play to take place within 'bubble groups' – areas of playgrounds to be sectioned off if/where possible.

##### **Glascote:**

- See above in all categories for further detail
- Outdoor equipment will be taped off (Site manager)

#### **Shared resources**

- Reduce the use of shared resources:
  - by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff;
  - by seeking to prevent the sharing of stationery and other equipment where possible.
- Shared materials and surfaces should be cleaned and disinfected more frequently.
- Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts.

#### **Implications/Trust or Localised Actions**

##### **Trust:**

- See above

##### **Glascote:**

- See above
- Malleable materials for Early years/Y1 will be for each individual child and disposed of appropriately
- The use of practical equipment will be kept to a minimum (cleaned before and after use) and will NOT be shared during use

## Illness

- If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home;
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required;
- If they need to go to the bathroom they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected before being used by anyone else.
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.
- All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.
- Where the test is negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.
- Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus.

## Implications/Trust or Localised Actions

### Trust:

- Headteachers to clarify with staff the process for informing them if they are ill.

### Glascote:

- If a member of staff is ill at home – normal contacting will apply (office and HT)
- If a member of staff is ill in the day – notify HT immediately
- Parents are advised NOT to bring their child to school if they are ill in any way (NB: Non-attendance will not be penalised during this time) or if household members are displaying symptoms
- Medical room is the designated area for a member of staff/child who is displaying potential symptoms – NHS guidance will be followed
- A thermometer will be available however new guidance states that this may not be necessary if someone “feels” hot
- **In all situations – air on the side of caution**

### Glascote Final note:

As new/adapted guidance is released any necessary changes will be made to maintain the safety of the children, staff and parents of Glascote Academy.

Based on SAGE modelling, the hierarchy of controls we are asked to factor into our planning are to help prevent the spread of COVID-19 are set out below.

- *Controlling the transmission of the disease:* minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- *Management and control through personal hygiene:* cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- *Ensuring good respiratory hygiene:* promoting the 'catch it, bin it, kill it' approach
- *Enhanced cleaning regimes:* cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- *Minimising contact and mixing:* altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).