

**Implementing Protective Measures to Minimise the Risk of Infection When School Reopens (Please note this document may be subject to change)**

It is our plan following government guidance and the LCT generic risk assessment so that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

Although we will strive to maintain social distancing the government and school recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. We have carried out this risk assessment before opening and addressed risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. We **cannot**, however, guarantee that your child will not pick up an infection.

**Admittance of children** across all year groups will be from 8.40am – 09.00am. This will minimise congestion and pinch points, but will also parents with more than one child to drop children off at the same time.

**Collection of the children** will be between 3.15-3.30pm. Year Groups will be spread out around school site to minimise congestion and pinch points.

**Breakfast Club** will be open from 7.45am -8.45am children will sit at tables in the hall set out into Year Groups. Numbers will be limited to a maximum of **6** per Year Group. Movement away from tables will be carefully and strictly controlled and supervised. Places must be booked in advance.

**After School Care** will be open from 3.15pm – 5.30pm children will sit at tables in the hall set out into Year Groups. Numbers will be limited to a maximum of **6** per Year Group. Movement away from tables will be carefully and strictly controlled and supervised. Places booked.

**Walking Bus** will continue to pick up from Morrisons at 8.30 and child will be dropped off at the correct entrance for their year group. The children will be asked stay within their year group at all times. We will limit the Walking bus to Rec-Y4 children only (we can only have older children if they have a younger sibling) and will be limited to 20 children.

**After school clubs** for sports, art, IT etc will not be able to run as it increases the risks of mixing bubbles.

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)

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will to be able to immediately offer them access to remote education.

No parents will be able to enter the building

**Social Distancing - Minimise risk of parents/adults and pupils coming into close contact with each other**

Theme	Control Measures (What precautions are in place)	Additional Actions
<b>Arriving / Departing School Premises</b>	<p><b>Nursery &amp; Daycare</b>  <b>8:30am – <u>Wrekin Giants</u> (Giants Outdoor entrance)</b>  <b>8:30am – <u>Nursery</u> (Classroom Doors)</b></p> <p><b>Reception, Year 1, Year 6</b></p> <ul style="list-style-type: none"> <li>Longer opening time 08.40am – 09.00am, with each year group using a different entrance to the building:</li> </ul> <p><b>8:40am – <u>Reception</u> (Classroom Doors)</b>  <b>8:40am – <u>Year 1</u> (Classroom Doors)</b>  <b>8:40am – <u>Year 2</u> (Classroom Doors)</b>  <b>8:40am – <u>Year 3</u> (Main Playground)</b>  <b>8:40am – <u>Year 4</u> (Y4/Y5 Corridor)</b>  <b>8:40am – <u>Year 5</u> (Main Entrance)</b>  <b>8:40am – <u>Year 6</u> (MUGA/Field)</b>  <b>8:40am – <u>Base Camp</u> (Y4/Y5 Corridor)</b>  <b>8:40am – <u>Language Class</u> (Main Playground)</b>  <b>8:40am – <u>Nursery 15 Hours PM Group</u>. (Classroom Doors)</b></p> <ul style="list-style-type: none"> <li>All Children will be ready to be dismissed from the following Collection points at 3.15pm and all children should be collected by 3.30pm</li> </ul> <p><b>3:15pm– <u>Wrekin Giants</u> (Giants Outdoor entrance)</b>  <b>3:15pm – <u>Nursery</u> (Classroom Doors)</b>  <b>3:15pm – <u>Reception</u> (Classroom Doors)</b></p>	<ul style="list-style-type: none"> <li>Parents to observe social distancing guidelines when dropping off and collecting their children.</li> <li>Only 1 parent can drop off/collect their child.</li> <li>No parents or unauthorised adults to enter the building while children are attending.</li> <li>Parents to telephone with any queries or email us.</li> <li>Adults standing on playground/gates to direct parents.</li> <li>Child to go to designated entrance.</li> <li>Parents to be punctual and leave child swiftly.</li> <li>Parents to follow one way routes and adhere to signage.</li> <li>Signs outside indicating to keep 2m distance</li> <li>Staff communicate with parents expectation that children who arrive at 8.40am will be expected to be able to sit quietly with minimal support and guidance.</li> </ul>

	<p><b>3:15pm</b> – <u>Year 1</u> (Classroom Doors)  <b>3:15pm</b> – <u>Year 2</u> (Classroom Doors)  <b>3:15pm</b> – <u>Year 3</u> (Main Playground)  <b>3:15pm</b> – <u>Year 4</u> (Main Playground)  <b>3:15pm</b> – <u>Year 5</u> (Main Playground)  <b>3:15pm</b> – <u>Year 6</u> (MUGA/Field)  <b>3:15pm</b> – <u>Base Camp</u> (Y4/Y5 Corridor)  <b>3:15pm</b> – <u>Language Class</u> (Main Playground)  <b>3:15pm</b> – <u>Nurture</u> (Main Playground)  <b>3:15pm</b> – <u>Nursery 15 Hours PM Group</u>. (Classroom Doors)</p>	<ul style="list-style-type: none"> <li>• Children not collected will be brought back into school and parents charged in line with our after school care policy.</li> <li>• Signage for collection points on the main playground</li> </ul>
<p><b>Daily Organisation</b></p>	<ul style="list-style-type: none"> <li>• <i>Children will be placed in class groups.</i></li> <li>• <i>A teacher will be in every classroom. Additional adults will be available in each area of school to assist with toileting and first aid if the need arises.</i></li> <li>• <i>Additional adults to ensure ability to monitor movement around school to minimise mixing of groups, toileting and cleaning protocol.</i></li> <li>• <i>There will be <b>limited</b> mixing of class groups, to incorporate ‘Year bubbles’ where it is judged necessary.</i></li> <li>• <i>Outdoor learning will be a key feature of each day, weather permitting to lessen the risk of close contact. Forest school and the ‘daily mile’ are examples of activities that will be part of the children’s timetable.</i></li> <li>• <i>Children’s break times and lunchtimes will be staggered.</i></li> <li>• <i>Staff break times and lunchtimes will be staggered. Children will remain in their individual groups during this time.</i></li> <li>• <i>All internal doors will remain propped open wherever possible to minimise the requirement to touch handles and doors and aid ventilation.</i></li> </ul>	<p>Cleaning provisions in each classroom. Teachers/Room managers are responsible to replenish cleaning equipment regularly.</p> <p>Resources to be cleaned between use</p> <p>First Aid staff Available in close proximity to rooms and will be identified and each classroom will have their own first aid kits.</p> <p>PPE in each classroom for any care that requires close contact or administering of First Aid.</p> <p>PE resources allocated per group and cleaned at the end of each day.</p> <p><u>Playground Equipment to be out of bounds.</u></p>

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	<ul style="list-style-type: none"> <li>• <i>ICT Suite will be timetabled for Year 1 and older. Each class will have a one hour session that is made up of a 35 minute IT session and a 10 minute cleaning of station and equipment.</i></li> <li>• <i>The use of the main school corridors will be kept to a minimum; 2m spacing will identify appropriate distancing.</i></li> </ul>	<p>External doors and windows to be kept open where possible to increase ventilation. Proposal currently based on a class size of 30 pupils attending is:</p> <p>Each class will have an allocated teacher, and additional adults will be deployed based on individual needs</p>
<b>Lunchtimes</b>	<ul style="list-style-type: none"> <li>• Each Year group Lunchtime session will be split into 2 sections, eating and playtime. These times will need to be strictly followed.</li> <li>• Nursery lunches will be eaten outside the inside the Nursery Classroom.</li> <li>• Reception children will eat dinners in the classroom followed by movement break.</li> <li>• Half of the school will have dinners in the hall while the other classes will eat sandwiches in the classroom.</li> <li>• Kitchen will offer a 2 week menu so that every child will get be offered a similar menu and the same number of hot dinners over a 2 week period.</li> <li>• Children can continue to bring sandwiches in from home.</li> <li>• First Aider will be located outside Y1 classrooms.</li> <li>• Toilets – Children will not be able to use the toilets if they are playing outside.</li> </ul>	<p>Grab bags to be provided in classrooms</p> <p>Adults to clear children’s litter and food away.</p> <p>Classroom tables and seats to be cleaned thoroughly after lunch.</p> <p>For outside lunchtime play – children will remain in their groups in allocated areas of the grounds with no close proximity to other groups.</p> <p>Children to wash their hands thoroughly before and after eating.</p>
<b>Classroom Organisation</b>	<p><b>EYFS</b></p> <ul style="list-style-type: none"> <li>• All Children to operate in Year group bubbles.</li> <li>• Shared equipment wiped during sessions.</li> </ul>	<p>Hand sanitiser, antibacterial spray, wipes and tissues in each room.</p>

	<ul style="list-style-type: none"> <li>• Lending of clothing only when absolutely necessary.</li> <li>• Every child to bring in own clothing for forest school.</li> <li>• Children taught not to touch other’s bottles and cups.</li> <li>• Children to wash hands immediately after using any shared equipment.</li> </ul> <p><b>Year 1 and Year 6</b></p> <ul style="list-style-type: none"> <li>• All children will sit in pairs at a designated desk and chair which will be spaced in accordance to government guidelines</li> <li>• Classrooms will be reorganised into individual desks that are forward facing as much as possible.</li> <li>• RWI –Children will be taught in Year group bubbles</li> <li>• Staff to maintain distance from pupils and other staff as much as possible.</li> <li>• School will provide a set of equipment that will be on each child’s desk and will remain on their desk at all times (e.g. pens, pencils)</li> <li>• Children will have water bottles available at all times and stored appropriately.</li> <li>• There will be a supply of tissues in each classroom. Children will be encouraged to follow the ‘catch it, bin it, kill it’ approach.</li> <li>• Each class will have a set of resources for indoor and outdoor learning that will be cleaned regularly and remain with that group of children.</li> </ul>	<p>EYFS to wash daily aprons, cups, any small items that children put close to their mouth.</p> <p>Children’s belongings to be kept in their tidy tray.</p> <p>Coats kept on backs of chairs.</p> <p>Children to keep belongings in trays.</p> <p>Trays to be kept in the storage units when not being used. This is due to the limited space on desks or in the classroom.</p> <p>Children are only allowed to bring essential items from home.</p>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Use of toilets will be monitored as much as possible.</li> <li>• Taps and door in toilets will be cleaned throughout the day.</li> <li>• Toilets will receive a full clean part-way through the day.</li> <li>• Door handles will be cleaned frequently during the day</li> <li>• All classrooms/areas used will be cleaned thoroughly each evening</li> </ul>	<p>Check-list for Cleaning staff.</p>

## Pupils

Theme	Control Measures (What precautions are in place)	Additional Actions
Clothing	<ul style="list-style-type: none"> <li>• Pupils are to wear school uniform or PE kit on the days they have PE.</li> <li>• Children to bring coat and sun hat and it must be kept on back of their chair when not being worn.</li> <li>• Children are not expected to wear face masks or shields while they are in school</li> </ul>	<p>Children to bring own sun cream, if needed. Clearly labelled with their name. This cannot be applied by staff.</p> <p>Children who wear face masks on way to school must dispose of face mask into a lidded bin once they enter the main school building.</p>
Belongings	<ul style="list-style-type: none"> <li>• Children must not bring belongings from home into school.</li> <li>• Coat Pegs can be used for storing coats.</li> <li>• Personal Drawers can be used.</li> </ul>	<p>No Mobile phones in school</p> <p>Mobile Phones handed in and stored in a clear plastic wallet.</p>
Code of Conduct	<ul style="list-style-type: none"> <li>• All pupils to follow our code of conduct</li> <li>• Dojo will be used to monitor and track behaviour.</li> </ul>	<p>Updated behaviour policy to be shared with all pupils and staff</p> <p>School to maintain a firm line with behaviour</p>
Hygiene	<ul style="list-style-type: none"> <li>• Children will wash their hands on a regular basis throughout the day, washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.</li> <li>• Children will wash their hands when they enter building, before &amp; after break time and lunchtime and at end of day. In addition they will wash their hands anytime they have been outside.</li> </ul>	<p>Anti-bacterial hand wash</p> <p>Waterless soap for classrooms without warm running water.</p> <p>Pupils will receive regular reminders form adults and extra signage around toilet areas will be in place.</p>
Bathroom Facilities	<ul style="list-style-type: none"> <li>• No more than two children allowed into a toilet area at any time</li> <li>• Children will need to wash their hands after using the toilet and where appropriate wipe down handles and taps.</li> </ul>	<p>Staff to teach children to use one in, one out system when using the toilet so that congestion is minimised.</p>

	<ul style="list-style-type: none"> <li>Children must either return to class or wait sensibly outside the toilet area until it is their turn to enter.</li> <li>Children must wash their hands after use and wipe down touch points if they are able to.</li> </ul>	<p>Supervised by adult where possible</p> <p>Pupils will receive regular reminders from adults about the numbers in the toilets.</p> <p>Extra signage around toilet areas will be in place.</p>
Illness	<ul style="list-style-type: none"> <li>If a child has any symptoms of being unwell, they <b>MUST</b> stay at home.</li> <li>If child becomes ill whilst they are in school, they will be isolated in the <b>HT office</b> room with adult, wearing appropriate PPE, until a parent arrives to collect them.</li> </ul>	<p>Parents to ensure they are contactable at all times.</p> <p>Parents to confirm contact details</p>

## Staff, Adults and Visitors.

### Communication

Theme	Control Measures (What precautions are in place)	Additional Actions
<b>Before school (Home)</b>	<ul style="list-style-type: none"> <li>Up to date guidance to be uploaded to school website informing families on protection from Covid-19</li> <li>Parents to receive a letter outlining the protocol for children to follow, stating that the child should be mindful of hygiene and social distancing at all times (this include the commute to and from school).</li> <li>WV Behavioural Policy, Safeguarding policy and First Aid policy to be revised and shared with staff</li> <li>All pupils to follow our code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>Updated guidance to be uploaded by 1<sup>st</sup> September 2020</li> </ul>
Theme	Control Measures (What precautions are in place)	Additional Actions
Clothing (Including PPE)	<ul style="list-style-type: none"> <li>Staff are to dress professionally and appropriately.</li> <li>Coats, bags and jackets to kept in classroom or staff locker</li> </ul>	<p>Staff are expected to bring their own facemasks for use in school for comfort, convenience and ease.</p>

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	<ul style="list-style-type: none"> <li>Staff are required to wear a face mask for any outward facing activities, such as speaking to parents, dismissing or welcoming children. They will <b>NOT</b> be required to wear them during lessons and when working within the protective bubble.</li> </ul>	School will provide a disposable mask where necessary.
Belongings	<ul style="list-style-type: none"> <li>Children must not bring belongings from home into school.</li> <li>Coat Pegs are not to be used, except in Early Years.</li> <li>Personal Drawers can be used.</li> </ul>	No Mobile phones in school
Flexible working practice.	<ul style="list-style-type: none"> <li>Staff who work with different children throughout the day will need to wash their hands thoroughly before and after each session they are in contact with different pupils.</li> <li>Staff who work with different children and groups will maintain good hygiene and social distancing practices as much as possible.</li> </ul>	Staff will not be expected to bring a change of clothes for each session they deliver.
Staff Room/ Communal Areas	<ul style="list-style-type: none"> <li>Staff should at all times avoid close proximity with colleagues at all times.</li> <li>Time spent in the staff room should be kept to a minimum.</li> </ul>	Where staff do need to meet as a group good hygiene and social distancing measures will be applied at all times.
Visitors	<ul style="list-style-type: none"> <li>Visitors to school will be kept to a minimum and only where it is deemed absolutely necessary.</li> <li>All visitors to school need to be approved by the Head Teacher in advance.</li> <li>Visitors will sign in using inVentry for Fire safety and track/trace.</li> </ul>	School to maintain a firm line with behaviour
Hygiene	<ul style="list-style-type: none"> <li>Adults will wash their hands on a regular basis throughout the day, washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.</li> <li>Adults will wash their hands when they enter building, before &amp; after break time and lunchtime and at end of day. In addition they will wash their hands anytime they have been outside.</li> </ul>	Anti-bacterial hand wash Waterless soap for classrooms without warm running water.
Illness	<ul style="list-style-type: none"> <li>If an adult has any symptoms of being unwell, they <b>MUST</b> stay at home, and follow school reporting procedures for absence.</li> <li>If adult becomes ill whilst they are in school, they will be sent home.</li> </ul>	Any staff member with symptoms will be expected to take a test and share results with employer. If test is negative they can return to school, otherwise self isolate for 10 days.



**What happens if someone becomes unwell at school?**

- If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
- If a child is awaiting collection, they should be moved to the **HT Room** where they can be isolated behind a closed door, with appropriate adult supervision. A window will be opened for ventilation.
- If they need to go to the bathroom while waiting to be collected, they will use the **Disabled/Foyer toilet facility**. This will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Appropriate PPE will be worn by staff caring for the child if a 2m distance cannot be maintained while they await collection.
- The **Disabled/Foyer toilet facility** will be thoroughly cleaned with normal household disinfectant after the child with symptoms has left to reduce the risk of passing the infection on to other people. Cleaning staff must wear a minimum of disposable gloves and apron. PPE that is disposed of must be doubled bagged and stored for 72 hours before disposing of.

**What happens if there is a confirmed case of coronavirus in a setting?**

Staff members and parents/carers must be ready and willing to:

- book a test if they are displaying symptoms. Staff and students 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
- 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 and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

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 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.

Schools should ask parents and staff to inform them immediately of the results of a test:

- 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.
- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 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 10-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.

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

School will contact the local health protection team, as soon as there is a confirmed positive test result. 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. 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.

The health protection team will work with the school to guide us through the actions we need to take. Based on the advice from the health protection team, we will 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. Close contact means:

- 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)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. Staff must keep a record of students in each group.

A letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. We must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

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’. They should get a test, and:

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- 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.
- if the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.

We are not allowed to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

### Containing an outbreak

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our local health protection team to seek advice if additional action is required.

### Approval:

#### Principal/Headteacher:

Name:..... **Adrian Pembleton**

Signature *A Pembleton*

Date 1st September **2020**

#### Trust Approval

Name:..... Paul Jones.....

Position:..... COO.....

Signature:

Date:..... 1.9.2020.....