

The information below should be read in conjunction with The Robinswood Academy Trust Strategic Operational Plan

Children will be in year group 'bubbles' and will remain in classes within the bubbles with the same adults, wherever possible. However, there may be some wider mixing of groups, examples of this include, the organisation of teaching groups and before and after school care. Teachers and staff can operate across different classes and year groups. Staff that move between classes and year groups, to keep their distance from pupils and other staff. A record will be kept on a daily basis regarding which children and adults have been part of the bubble/class.

Members of staff will come to the classroom if support is needed rather than groups of pupils /individuals circulating to different parts of the building/site. Staff that move between classes and year groups, to keep their distance from pupils and other staff.

Safe distancing of 1 metre+ is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. Parents should be aware that social distancing cannot be adhered to if a child is upset, hurt or unwell, stuck with their work or has a toileting accident.

The information below outlines plans that are based on the government guidance issued on 2nd July 2020 (updated on 7th August 2020) and details the trust's response to the systems of controls based around the two key areas: protective measures and response to any infection.

Protective measures that schools need to follow (detailed in the guidance)	Response to infection
<ol style="list-style-type: none"> 1. a requirement that people who are ill stay at home 2. robust hand and respiratory hygiene 3. enhanced cleaning arrangements 4. active engagement with NHS Test and Trace 5. 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* 6. Wear necessary, wear appropriate personal protective equipment (PPR) *this will be achieved by: <ul style="list-style-type: none"> • grouping children together (in classes or year groups) • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances</p>	<p>Schools must:</p> <ol style="list-style-type: none"> 1. engage with the NHS Test and Trace process 2. manage confirmed cases of coronavirus (COVID-19) amongst the school community 3. contain any outbreak by following local health protection team advice <p style="text-align: center;">All of the above must be followed in every case where they are relevant.</p> <p>Schools will maintain daily registers to track children who have been in school, details of staff working with different groups and any mixing of groups so that PHE can provide definite advice on who must be sent home if there is a confirmed case in school where there has been possible close contact.</p> <p>Those who have been in close contact with a person who has tested positive must be sent home to isolate for 14 days.</p> <p>Household members of contacts sent home do not need to self-isolate unless that person develops symptoms.</p>

All the measures in this assessment are aimed at reducing transmission risk.

Hazard/Risk Specific issue	Government/Trust wide agreed control measures in line with government guidance	Implementation at Grange Primary Academy - what the measures will look like	Who/ person responsible	Notes/ Completed
Prev measure 1. Responses 7,8,9	ADULTS AND CHILDREN DISPLAYING SYMPTOMS OF CORONAVIRUS	In line with government/trust wide agreed control measures	All school community to adhere to this Parents to notify school is their child develops symptoms HOS to liaise with the central team and PHE to keep them informed of potential cases.	Parents to be encouraged to communicate in a timely manner. Attendance officer to first day call.
Contracting and spreading of infection Contact with persons suffering from coronavirus	<p>If anyone in the school becomes unwell with a new and persistent 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 follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>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 (see below) or they have been requested to do so by NHS Test and Trace.</p> <ul style="list-style-type: none"> 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.

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 schools in this situation to guide them through the actions they need to take. 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. 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

	<p>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:</p> <ul style="list-style-type: none"> • 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 their setting immediately, and should isolate for at least 10 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' 			
<p>Prevention measure 1</p>	<p>PROCEDURES IF A CHILD OR ADULT DISPLAYS SYMPTOMS OF CORONAVIRUS IN SCHOOL</p>	<p>Implementation- what the measures will look like</p>	<p>Who/ person responsible</p>	<p>Notes/ Completed</p>
<p>Contracting and spreading of infection</p> <p>Contact with persons suffering from coronavirus</p>	<p>If a child displays symptoms they will be sent home immediately</p> <p>When waiting to be collected the child should wait in a room where they can be isolated behind a closed door (if possible), depending on the age of the child and with appropriate adult supervision if required.</p> <p>If possible, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p>	<p>In line with government/trust wide agreed control measures</p> <p>If a child becomes systematic an adult will communicate to a member of the support team. An adult from the bubble will put on the PPE, available in each bubble, and escort the children via an external route to the main office and into the butterfly room (our designated isolation room). The adult will remain</p>	<p>Adult from 'bubble' to remain with child to minimise spread to other groups involving another adult</p> <p>Admin team to contact parent</p> <p>HOS to communicate with central team and the families within the bubble</p>	<p>Head of School/ member of SLT MUST be informed if a child is sent home with suspected symptoms</p>

<p>Disposal of waste that may be contaminated by a coronavirus sufferer</p>	<p>If a person becomes ill in a shared space, the space should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should 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). Staff to wash their hands after caring for a child with symptoms.</p> <p>Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p> <p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a yellow hazard bag and placed in the hazard bin for disposal.</p> <p>Additional hazardous waste bins to be provided throughout the site for waste disposal of tissues and paper towels</p> <p>Safe disposal of used PPE (in line with above)</p>	<p>with the child until a family member arrives to collect them</p> <p>The admin corridor toilet will be prioritised for the symptomatic child</p> <p>The rest of the bubble to thoroughly wash hands, arms and faces and then move to their outdoor space for the remainder of the day with their belongings</p> <p>HOS to inform parents of pupils within the bubble of a potential case and the subsequent test results</p> <p>Windows and doors to be left open and a deep clean of the area</p>	<p>Cleaner to deep clean the indoor space</p>	
	<p>If a member of staff displays symptoms they must go home immediately</p>	<p>In line with government/trust wide agreed control measures</p> <p>If an adult displays symptoms they will leave the bubble via an external exit and go home immediately and contact 119 for testing.</p> <p>The office needs to be notified and the HOS will notify the central team</p> <p>The bubble will move to their designated outdoor space or spare</p>	<p>Staff member to communicate and arrange test.</p> <p>HOS to communicate to central team and the families within the bubble.</p> <p>Cleaner - deep clean</p>	<p>Member of staff to ensure SLT are aware. Results of tests to be given to HOS ASAP</p>

		<p>classroom with their belongings for the remainder of the day</p> <p>Cleaner to deep clean the bubble</p> <p>HOS to communicate to the families within the bubble a potential case and the test result one confirmed</p>		
Prevention measure 2	HYGIENE/ CLEANING REGIME	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Contracting and spreading of infection	<p>All children and adults to wash hands thoroughly on entry into school/classroom. (Handwashing guidance to be followed).</p> <p>Regular supervised handwashing throughout the school day (before and after eating, after sneezing and coughing)</p> <p>Staff help to be available for pupils who have difficulty cleaning their hands independently.</p> <p>Where there is no sink, hand sanitiser provided in classrooms. Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.</p> <p>Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</p> <p>Face coverings worn by staff or pupils to be removed on arrival at school; wash hands before removal, dispose of mask in a covered bin or in a plastic bag that can be taken home; wash hands again after removal.</p>	<p>In line with government/trust wide agreed control measures</p> <p>Hand sanitiser to be used whilst learning outside.</p>	All staff and pupils	Facilities for hand washing are available in all bubbles.
	Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition. Use of resources such as "e-bug" to teach effective hand hygiene etc.	In line with government/trust wide agreed control measures	All staff and pupils	
Prevention measure 3	Adults and pupils encouraged not to touch their mouth, eyes and nose.	In line with government/trust wide agreed control measures	All staff and pupils	

	Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')			
	All staff to be vigilant to young people putting items in their mouths etc. and make sure these are dealt with immediately.	In line with government/trust wide agreed control measures	All staff	
Prevention measure 3 (refer to points below)	<p>Enhanced cleaning schedules in place: more frequent cleaning of rooms</p> <p>Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</p> <p>More frequent cleaning of shared rooms used by different groups</p> <ul style="list-style-type: none"> • Thorough cleaning of rooms at the end of the day. • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. • Outdoor equipment appropriately cleaned frequently. • Toilets to be cleaned regularly. 	In line with government/trust wide agreed control measures	Caretaker/ cleaner/teacher/TP	
Prevention measure 5	ENTRY/EXIT ONTO SCHOOL SITE	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Effective infection protection and control	<p>Building access rules clearly communicated through signage on entrances.</p> <p>Entry points to school controlled (including deliveries)</p> <p>Staff access school via external classroom doors where possible and notify admin staff that they are on site via radios</p>	Teaching adults and cleaners will enter and leave school via external classroom door within their bubbles and will not move out of their bubble.	Site team responsible for their bubble - opening and closing doors.	<p>Agreed signage to be ordered/made</p> <p>If gates need to be open to enable staff to access other doors, site manager / designated member of staff to lock gates once children are in school</p>

	<p>Parents' drop-off and pick-up protocols established and communicated to staff, parents and pupils:</p> <p>Clear systems in place and demarcated waiting areas for each 'bubble' of pupils</p> <p>Parents to be informed of expectations around social distancing if coming onto school site to collect children</p>	<p>Entrance through the main school gate - 2m distancing route in place - out through the Elderwood Way gate.</p> <p>All children will enter and leave through their external class base door.</p> <p>There is a 2m marking around the door which parents must not enter. Children are to enter and leave one at a time. Parents are expected to use the arrowed route to socially distance during drop off and collection which must be swift with no hanging around to ensure the line moves.</p>	<p>Head of School Site manager</p> <p>Head of school</p>	<p>Letter to be sent to parents and video to be made too walking the parents through the expectations</p>
	<p>School start times staggered so families arrive at different times. Clearly communicated to parents</p>	<p>Families will be allocated a ten minute window for drop off and collection across three slots between 8:30 - 9:00 and 3:00 - 3:30. If you are late arriving at school you will still need to bring your child to their bubble and not into the school office.</p>	<p>Head of School</p>	
	<p>Floor markings outside school to indicate distancing rules if queuing during peak time</p>	<p>We do not anticipate a need to queue as we are allowing half an hour each side of the day, divided into three ten minute windows for drop off and collection. Please be respectful of others and wait patiently on the socially distanced route.</p>	<p>Site manager</p>	
	<p>Staff on duty outside at start and end of school day to monitor protection measures (social distancing)</p>	<p>Senior leaders and the pastoral team will be outside the bubble they are responsible for to monitor protective measures.</p>	<p>Mrs Williams ,Miss Holloway, Mrs Hannaway, Mrs E Jones, Mrs T Jones, Mrs Wauchope.</p>	<p>Social distancing to be respectfully adhered to</p>
<p>Parents / Visitors on site</p>	<p>Parents/carers and visitors coming onto the site without an appointment is not to be permitted.</p>			

	<p>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>Where possible visits arranged outside of school hours.</p> <p>A record kept of all visitors to assist NHS Test and Trace, including:</p> <ul style="list-style-type: none"> ○ the name; ○ a contact phone number; ○ date of visit; ○ arrival and departure time; the name of the assigned staff member. <p>Wherever possible meetings with visitors to be held virtually; if face to face, social distancing to be adhered to</p>			
	BEFORE AND AFTER SCHOOL CLUBS / OUTSIDE PROVIDERS	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Effective infection protection and control	<p>Before and after school clubs will be offered as a provision across bubbles.</p> <p>Cross trust staff will be on site to enhance and support provision. Outside providers, i.e. forest school can work in school with different groups of children. Providers to provide own risk assessments and to be given copy of school risk assessment</p>	<p>Provision for both offers will be based in the school hall to allow for social distancing. entrance and exit via the school office.</p> <p>Mr Oakey and Mrs Timpson will be providing support in school.</p>	Extended hours staffing team	
	ACCESS TO SCHOOL OFFICE/ RECEPTION AREA			
Effective infection protection and control	<p>Admin staff to ensure screens are closed at all times should deliveries be made or any visitors HAVE to come into the school</p> <p>INVENTORY system not to be used except by staff entering building by main entrance and only where they have a magnetic card</p> <p>Admin staff to sign in visitors.</p> <p>Hand sanitiser to be provided at Reception</p>	<p>Our school office will be open to families by access is restricted to one family at a time. Families must social distance queue outside until invited into the office.</p> <p>Visitors onto site will be limited and where possible meetings will continue to be held virtually.</p> <p>Maintenance / service provider staff will only enter if essential to the</p>	<p>Admin staff</p> <p>All staff</p> <p>Head of School</p>	Letter to parents detailing expectations

	Parents not to come to school office unless previously arranged by Head of School; all enquiries to be made by e mail or telephone	working of the school and will not enter into any bubble whilst occupied by children.		
	VISITORS ON SITE / DELIVERIES	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Effective infection protection and control	Visitors to only come onto school site if absolutely necessary i.e. if safeguarding needs and only when social distancing can be strictly adhered to Any visitors must be in a room not used by other groups	Visitors on site will be restricted to essential face-to-face meetings. Virtual meeting to encouraged for the foreseeable future.	Head of school	
Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Deliveries on site kitchen / food Non-essential post and deliveries to be placed in quarantine before handling. Store deliveries in a separate room where possible for 72 hours before distributing throughout the school	Kitchen deliveries are made direct through an external entrance. The office will except deliveries onto the secure area. HOS to move post and deliveries into the dinnig room area store before distributing.		
Prev. measure 2,3,4,5	IN CLASSROOMS	Implementation- what the measures will look like		
Teachers/sup ply staff/peripat etic staff	Where possible staff to maintain distance from their pupils, staying at the front of the class. Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.		Teachers/TPs	
Effective infection protection and control	Daily briefing to pupils on school rules and measures with reminders before leaving rooms. Use a simple 'no touching' approach for young children to understand the need to maintain distance. Older children to be encouraged to keep their distance within bubbles.	In line with government/trust wide agreed control measures	Teachers and TPs	

All spaces to be well ventilated, open windows and doors where safe to do so.	In line with government/trust wide agreed control measures	Site/support team at the beginning of each day	Site team to close all spaces at end of day
Access room from outside if possible	All bubbles accessible externally - internal movement for bubble staff and children limited to accessing shared facilities on a timetabled basis.		
Posters promoting good hand hygiene displayed in classrooms	In line with government/trust wide agreed control measures	Site manager	
Tissues in each classroom	In line with government/trust wide agreed control measures	Site manager to check on daily basis	
Desks should be facing forwards with children seated side by side.	In line with government/trust wide agreed control measures	Teachers/TPs	
Seating plans to ensure pupils sit at the same desk. Pupils to remain in their allocated seats, where possible.	In line with government/trust wide agreed control measures	Teacher/TPs	
Pupils to have own stationery in packs of resources (named) at their desks.	In line with government/trust wide agreed control measures	Teachers/TPs to organise	
Books or work on paper can be handed between pupils and adults. Teachers can take pupils books home but must ensure they wash their hands before and after touching pupil's books.	In line with government/trust wide agreed control measures	Teachers/TPs	
Resources can be made available in classrooms as usual but regular cleaning is to continue.	In line with government/trust wide agreed control measures	Teachers/TPs	
Sharing of books and resources is permissible but cleaning must be adhered to between uses. Books and resources can be shared between home and school	In line with government/trust wide agreed control measures	Teachers/TPs	
Children to limit amount of equipment they bring into school Reading books to be kept in class for 3 days before being filed again to be taken home. Limit unnecessary sharing of resources: teachers can take books home (handwashing rules apply) Reading books/records and homework books are the only thing to be bought into school - unless a child needs a transitional object to help with attachment/trauma. School staff			

	<p>Shared materials and surfaces should be cleaned regularly, (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches)</p> <p>Staff to be vigilant of pupils putting things in their mouths</p> <p>Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</p>	In line with government/trust wide agreed control measures	Teachers/TPs/Cleaners	
	All spaces to be well ventilated, open windows and doors where safe to do so.	In line with government/trust wide agreed control measures	Site manager	Site manager at the beginning of each day
	Lidded bins for tissues to be provided and emptied throughout the day.	In line with government/trust wide agreed control measures	Site manager/ cleaners as part of their cleaning pattern daily / allocated adult to do this during the day. Gloves to be provided	Site manager to close all spaces at end of day Site manager to ensure gloves available in all classrooms
Prev measure 2,3,4,5	PLAYTIMES AND LUNCHTIMES	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Effective infection protection and control	Organisation of staggered break and lunchtimes	Each bubble has a dedicated outdoor space so staggering is unnecessary	Head of School	
	Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).	Applicable only to toilets which will be dedicated to single bubble usage	Head of School/ Site manager	
	Groups do not mix to play sports or games together. No contact/group sports within each 'bubble'	In line with government/trust wide agreed control measures	Members of staff on duty at breaks to ensure compliance with rules.	
	Outdoor equipment allocated to each bubble and regularly cleaned Multiple groups do not use outdoor equipment simultaneously.	In line with government/trust wide agreed control measures	Teachers/TPs	
	Trim trails can be used:	In line with government/trust wide agreed control measures	Caretaker/ Teachers/TAs	
	<ul style="list-style-type: none"> signs to communicate maximum number of users at one time Children to be informed to keep their distance from each other on the equipment and reminders given Frequent cleaning of trim trails and seating areas such as benches and picnic tables Children to wash hands after using trim trail 			

	<p>If shared space, i.e. dining hall to be used, only one 'bubble' to use space at a time. All surfaces to be wiped between groups</p> <p>No queuing at serving hatch; pupils to be called to hatch if dining hall is used</p> <p>Pupils to eat packed lunches outside (weather permitting).</p>	<p>Computing suite, library and hall timetabled for single bubble use and cleaned between use.</p> <p>Only the reception and year one bubble will use the dining room. All other pupils will eat in their base classroom or preferably outside in their dedicated area. School provided lunches will be collected by bubbles and supported by lunchtime staff.</p>	Lunchtime staff	
	<p>Staggered drop off and collection times. Only 1 parent to drop off and collect children.</p> <p>All children to be collected from school by a parent to ensure social distancing is maintained between school and home</p>	<p>As above - 3 x 10 minute allocated windows of time for drop off and collection.</p>		Letter to parents
Prev measure 2,3,4,5	PE / Sport	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
	<p>Pupils kept in same consistent bubbles where possible during PE and sport</p> <p>Sports equipment thoroughly cleaned between each use</p> <p>Contact sports avoided until guidance changes</p> <p>Outdoor sports should be prioritised where possible</p> <p>Large indoor spaces used where it is not</p> <p>Swimming pools are not used until guidance changes</p> <p>Distance between pupils from mixed bubbles will be maximised</p> <p>Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements.</p>	<p>In line with government/trust wide agreed control measures</p>		
Prev measure 2,3,4,5	Music	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
	<p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Measures to be taken when playing instruments or singing in small groups such as in music lessons include:</p> <ol style="list-style-type: none"> 1. physical distancing; 2. playing outside wherever possible; 	<p>In line with government/trust wide agreed control measures</p>		

	<ul style="list-style-type: none"> 3. limiting group sizes to no more than 15; 4. positioning pupils back-to-back or side-to-side; 5. avoiding sharing of instruments; 6. ensuring good ventilation. 			
	MOVEMENT AROUND SCHOOL	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Effective infection protection and control	One way system where possible, clearly marked and place dividers in corridors to keep apart.	Pupils will be based in their base class and outdoor area. Shared space on timetable so limited internal movement.	All staff to monitor Site manager	Signage to be displayed
	Children to remain in classrooms; if help is required an adult to go to the classroom or an adult from the group seeks help	A designated support adult is assigned to each bubble for pastoral and resourcing support. They can be contacted via radio.	SLT and pastoral team	Radios are based in all bubbles
	Lifts to only to be used by those that need to use them, i.e. cleaner responsible for upstairs Lifts should be single occupation only	N/A		
	USE OF TOILETS	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Effective infection protection and control	Allocated toilets to specific groups of children Limit number of pupils using toilets at same time More regular cleaning of toilets Handwashing to be monitored Pupils to have access to toilets at all times during the day to prevent queues developing at social times	Each bubble has use of a designated toilet which is clearly labelled.	Staff to be positioned where they can monitor use through the day.	
	STAFF ROOM AND SHARED SPACES	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Effective infection protection and control	Stagger breaks for staff and designate additional areas for staff to take a break where possible.	Temporary staff rooms have been set up for each bubble with kettles, fridges and microwaves.	Head of School	
	No whole school assemblies; to be held in classrooms or outside No singing in groups larger than 15 children.	Assemblies to be held using zoom. Music lessons to be taught in smaller group sizes and singing to preferably take place outside.	Head of School / Teachers	HOS can read story / lead an assembly to one bubble of children outside if social distancing can be strictly adhered to

	Whole staff meetings to be held in spaces large enough to maintain safe distance	In line with government/trust wide agreed control measures		
	Governors meetings to be held remotely until further notice.	In line with government/trust wide agreed control measures		
Prev measure 2,3,4,5	Educational Visits	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
	<p>From the autumn term, non-overnight educational visits only</p> <p>Risk assessments of visits and journeys to be undertaken by visit leaders</p> <p>No overnight and overseas visits until government guidance changes</p> <p>Pupils grouped together on transport in the same bubbles that are adopted within school where possible</p> <p>Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used)</p> <p>Use of hand sanitiser upon boarding and/or disembarking</p> <p>Cleaning of vehicles between each journey.</p>	In line with government/trust wide agreed control measures		
Prevention measure 6	FIRST AID ARRANGEMENTS/ INTIMATE CARE	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Contact with persons suffering from coronavirus	<p>Employees providing intimate care or first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> washing hands or using hand sanitiser, before and after treating injured person or carrying out intimate care (changing nappies etc) PPE to be worn if routine care of a child already involves PPE, i.e. wear gloves and apron wear gloves or cover hands when dealing with open wounds; <p>, PPE is only needed in a very small number of cases, including:</p> <p>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</p> <ul style="list-style-type: none"> wear gloves or cover hands when dealing with open wounds; 	In line with government/trust wide agreed control measures	All staff	<p>Personal protective equipment (PPE)</p> <p>Wearing a face covering or face mask in schools or other education settings is not recommended by Public Health England (PHE).</p> <p>The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if</p>

	<ul style="list-style-type: none"> if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. dispose of all waste safely (in line with normal procedures) <p>Normal first aid procedures to be followed.</p>			they are not always able to maintain a distance of 2 metres from others. If an adult requests to wear one they may.
	<p>First aiders</p> <p>Where possible, trained first aider to be allocated to each group</p> <p>First aid kits to be stored in classrooms with children</p> <p>Records to be kept of accidents (book kept in each room)</p> <p>Procedures for reporting to parents to be in line with usual first aid policy</p>	<p>Each bubble has a trained first aider.</p> <p>Mrs Martin has stocked each bubble with essential resources and record sheets.</p>	First aid staff	
	Shielding and clinically vulnerable adults, children and young people	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Contact with persons suffering from coronavirus	<p>Staff who have previously received a letter from NHS should be able to attend work from 1st August; staff to seek medical advice and a risk assessment to be in place where necessary. Where some staff with particular characteristics may be at comparatively increased risk from coronavirus school/trust to discuss with staff member and agree on the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate</p>	In line with government/trust wide agreed control measures	Head of School/ HR manager	
	Shielding and clinically vulnerable children and young people	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Contact with persons suffering from coronavirus	<p>Most pupils who have previously received letter from NHS should be attend to school from 1st September. Where children remain under the care of a specialist health profession, parents must seek advice from the health professional before sending their child to school. Parents to be contacted as they should be following medical advice. If the parent sends the pupil to school evidence must</p>	In line with government/trust wide agreed control measures	Head of School	

	be provided either from the medical specialist or parent stating they have been informed the pupil is safe to come to school and the parent is happy to send them.			
	Living with a shielding or clinically vulnerable person	Implementation- what the measures will look like	Who/ person responsible	Notes/ Completed
Contact with persons suffering from coronavirus	If a child or staff member lives with someone who is clinically vulnerable but not clinically extremely vulnerable then they can attend school, including those who are pregnant.	In line with government/trust wide agreed control measures	Head of school	