

CIT COVID RISK ASSESSMENT – Spalding St Pauls CP School & Nursery

Covid 19 Risk Assessment to support the return of all pupils in September 2020

Objective: To ensure safety of staff and pupils

Date initially completed: 5th July 2020

Dates Risk assessment reviewed on:						
26.08.2020 (HT)	**03.09.2020 (SLT after first day back)**	**10.09.2020 (SLT)**	**13.01.2021 (SLT following Government's advice on 06.01.2021)**	**01.03.2021 (Interim HT following Government guidance for full school reopening on 8/3/21) Shared with staff on 2.3.21**	**21.05.2021**	**01/09/2021 (return to school)**

Reviewed by Director of Education / Senior school staff.

Government guidance source:

- **Guidance for Full Opening – Schools** https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
- **Guidance for Full Opening: Special Schools and other Specialist Settings** https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings
- **Guidance for Schools: Coronavirus** https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=aa90ae5c-050a-4451-9e64-656e88397bea&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- **Guidance for Food Businesses on Coronavirus** guidance for food businesses on coronavirus (COVID-19

Government requirement: 'Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.
Essential measures include:

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

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.
School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Key for RAG Rating:

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed

The headteacher must have read the guidance stated above and must ensure that all elements of the guidance are adhered to. Should the school need to diverge from the guidance then it must be recorded in this risk assessment in order that the Trustees can approve the mitigation or ask that additional measures are taken.

Guidance Requirements	Hazards	How might people be harmed	Controls/measures in place	Actions needed	Status
Prevention					
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school					
Has school adequately communicated to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	COVID brought into school	COVID spread Bubbles closed	5/7/20 - Signage in school reception Letter(s) to all stakeholders to include: • Attendance expectations (all children expected to attend unless shielding under new August regulations) • Uniform expectations (children to wear uniform as normal – clean more regularly) • Curriculum adaptations • Transport expectations (walk and cycle where possible, maintain distance if transported, let school know of use of taxis etc) • Staggering for dropping off and picking up • Parental/Carer visits to the school (appointment only first two weeks) Agree frequency of communication with DoE Site manager/admin to liaise with visitors and/or contractors Social Media to be used to reinforce message and communicate to harder to reach families First day response phone calls to check why children are off and take relevant action within school should potential covid case be apparent Liaison with transport providers to ensure that they inform school should any driver/accompanying adult have symptoms 26/08/20 -Updated information sent to parents week prior to return to refresh memories and reiterate expectations and how keeping children safe. Staff briefing sent in same week and reminders/ Q&A session held during training days on 1 and 2.9.2020. 10/09/20- Newsletter to go out 14.09.20 about road safety and the crossing	Letter to parents sent w/c 13/7/20- COMPLETED Reminders sent out week prior to restart. Monthly newsletters to inform parents of any changes Parent mail of any changes to risk assessments.	

			13/01/21 - Updated letter to parents sent on 11.01.2021 -Outlined remote learning expectations, -Key worker provision -COVID symptoms -FSM information -Signage has been updated around school (including main entrance and pupil entrance) -All visitors to the school have been cancelled. 01/03/21 – Letter sent to parents on 26.2.21 sharing reopening information – staggered start, what to do if child/family members show COVID symptoms, what to bring, attendance expectations, transport advice, how to communicate with school. Reopening information has also been shared on the Padlet and staff will communicate expectations during parent consultations this week. Signage has been refreshed around school and now 'wear face masks' posters are displayed in communal areas. 07/06/2021: School starts and end times changed: 8:40 – 8:45 school gates to open. 3:13 school drop off. This it to stop parents hanging around the playground for half hour whist waiting for siblings. 06.09.2021: CIT newsletter to parents: 'CIT letter to Parents and Carers Sept 2021' informing of updated guidance		
2. Clean hands thoroughly more often than usual.					
Is school ensuring that that sufficient handwashing facilities are available? Where a sink is not nearby, is hand sanitiser provided in classrooms and other learning environments	Covid spread within school	Cross contamination	5/7/20 - Hand santisers are in place (additional units deliver July 2020). Additional hand sanitisers are present for areas where potential sink issues following contact (near playgrounds/on playground…) Sufficient stock of soap and hand sanitiser is always in reserve in readiness for use 26/08/20 - Received and in place around school. In place, as well as a stand alone unit outside the entrance to		

			school for all visitors/ on the corner of playground and in library as main walkway (one way) 03/09/ 20- KN to ask MBS to check stocks and plan purchases/ surplus for soap and hand sanitiser 10/09/20- New order completed w/c 7.9.20 13/01/21 -Site manager has conducted an audit of stock on site and we are sufficiently stocked. Staff are to email site manager is they are low on hand sanitiser, hand soap and tissues in bubble classroom and bay toilets. Cleaners to restock all toilets daily. RH will put in new order when required. LH will collect hand sanitiser if more required. 01/03/21 – Site manager and cleaning continue to audit stock on site as part of their weekly routine. Ahead of the reopening IY has completed another audit of PPE and stock of hand sanitiser/ soap in classrooms and all communal areas including the wall mounted and floor hand sanitising stations.		
Are procedures in place to ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly? [Review the guidance on hand cleaning]	Covid spread within school	Cross contamination	5/7/20 - In place and factored into the routine of the day with staff supporting pupils where needed Hand sanitiser available at the main entrance and sinks/hand sanitiser in place within class for staff and pupils to use on arrival Paper towels available to ensure hands are dried thoroughly. 26/08/20 - Additional procedures to minimise cross contamination/ too many staff in small area in staff toilets (incl male toilets) to remain in place. 03/09/21- Staggered start/ finish times and breaktimes are aiding in keeping contacts minimal. More cones required for Y6 areas and the walkways. Y6 given tasks to ensure in place before all breaks. 13/01/21 - Email to staff reminding of expectations handwashing routines on site 7/1/2021. Staff to remind children of how to handwash correctly 20 seconds with soap and water. Handwashing signage to be on display in all toilets (including staff toilets) and next to bubble classroom sinks.		

			1/3/21- Reminder email to staff reminding of expectations handwashing routines on site to be sent on 2/3/2021. Upon returning to school on 8/3/21,staff to remind children of how to handwash correctly 20 seconds with soap and water. IY to ensure handwashing signage is still on display in all toilets (including staff toilets) and next to bubble classroom sinks.		
Are procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ~~and before and after removing face coverings~~	Covid spread within school	Cross contamination	5/7/20 - In place and factored into the routine of the day with staff supporting pupils where needed Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment Visuals in class to support pupils understanding along with posters around school. 10/09/20 - All in place throughout school- seen during monitoring visit by the Trust and also in school monitoring. 13/01/21 -Children and staff to wash hands on entrance to bubble classrooms, before and after breaktimes, after sneezing and coughing and before and after lunch minimum. Signage to support this around school. 01/03/21 – IY has ensured signage is clear around school and updated where required. New signage around school to share how to remove face coverings safely, which includes directing staff to wash hand before and after removing coverings 01.09.2021: Face coverings are not required unless you go somewhere which is crowded and has groups of people you do not normally mix with.		
Are procedures in place to ensure that all adults and children are encouraged not to touch their mouth, eyes and nose	Covid spread within school	Cross contamination	05/07/20 -Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment Posters and lessons are in place to reinforce the need for this and children are encouraged to point out when procedures are not followed or teacher/other pupils touch faces 13/1/21 -Reminder emailed to all staff and to remind children about not touching mouth, eyes and nose		

			01/03/21 -Reminder to be given to all staff and children to remind children about not touching mouth, eyes and nose on 8/3/21		
Has the school ensured that help is available for children who have trouble cleaning their hands independently	Covid spread within school	Cross contamination	05/07/2- Staff supporting pupils where needed and then following hygiene practices themselves. Supervision of handwashing is in place for younger children or those who are unable to follow handwashing requirements 13/1/21 - Staff to remind children of how to handwash correctly 20 seconds with soap and water. Child friendly Handwashing signage to be on display in all toilets (including staff toilets) and next to bubble classroom sinks. 01/03/2 - Staff to remind children of how to handwash correctly 20 seconds with soap and water upon returning on 8/3/21. IY has checked child friendly handwashing signage is on display in all toilets (including staff toilets) and next to bubble classroom sinks.		
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.					
Are procedures in place to ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Covid spread within school	Cross contamination	5/7/20 - Staff are familiar and reminded of the guidance and they encourage pupils to follow this Visuals in class to support pupils understanding Tissues available within class bubbles to ensure pupils and staff have access to these where needed 03/09/20 – Plentiful supply of tissues need to have been ordered. 10/09/20- Order placed to ensure plentiful stock. 13/01/31 - Site manager confirms we have plenty in stock. Staff to contact site manager if more are required for bubbles classrooms. RH to monitor and order more stock if required. 01/03/21 – IY to check plenty of stock and deliver a box to each classroom and communal areas on 05/3/21 ahead of reopening.		
Are procedures in place to ensure that bins for tissues are emptied throughout the day	Covid spread within school	Cross contamination	5/7/20 - Bins are emptied twice a day – lunch time and after school. All bins have lids in order to ensure that tissues etc remain within and do not have to be picked up by others. 03/09/20 - MBS to ensure all bins have lids as some seem to have been removed.		

			13/01/21-Bins to be emptied as above. Site manager to check bins in bubble classrooms have lids and replace if not 01/03/21 – IY has confirmed all classrooms have a bin with a lid. Bins to be emptied at lunch and end of the day as per above.		
Are procedures in place to ensure where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Covid spread within school	Cross contamination	5/7/20 - All classrooms used have suitable ventilation/windows which can be opened Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to ensure ventilation Air condition not to be used nor are fans that circulate air 03/09/20 - If rooms becomes stuffy, fire door to be propped open periodically to allow refresh of air. Windows will be opened to aid ventilation across the school. 13/1/21 - All bubble classrooms to have windows open at all times to allow ventilation. Doors closed to ensure children are safe in bubble classrooms. 01/03/21 - All bubble classrooms and communal spaces to have windows open at all times to allow ventilation. External doors closed to ensure children are safe in bubble classrooms. 01.09.2021: All classrooms must remain well ventilated		
Are procedures in place to risk assess the need to positively handle pupils who made have uncontrolled behaviour on a regular basis	Staff having to positively handle thus rendering social distancing redundant	Cross infection	5/7/20 - Staff aware of updated behaviour appendix and contents of behaviour policy A risk assessment been undertaken to show the level at which the school is able to positively handle if needed (Team Teach Training up to date, regularity of need for specific pupils etc) The risk assessment been communicated with range of stakeholders including child and parents/carers Appropriate has support been sought from LA/support services All possible interventions have been considered including reduced timetables School understands the exclusion policy and only uses exclusion to find solutions or to mitigate unfair risk to other pupils/staff or the specified pupil		

			26/08/20 - CIT behaviour appendices updated and signed by staff. Additional needs team have supported families throughout and plans in place where needed to support positive starts for all pupils. 03.09.20 -Covid amendments made to pupil risk assessments 03.09.2020 by DP. 13.01.21 - COVID risk assessments have been updates for all vulnerable/EHCP children 08/01/21 by DP 01.03.21 – Meet as an additional needs team to discuss the return of all vulnerable/EHCP children on 3/3/21 to discuss any possible adaptations that might be required for the return of some pupil. CIT Behaviour Annex is no longer applicable. HT to liaise with Trust if any severe behaviour incidents arise. DP to remind staff of de-escalation techniques and HT to remind all staff of school behaviour policy. 21.05.2021 – 6 members of staff completed new Team Teach training. 8 members of staff now trained.		
Has school given consideration to propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Covid spread within school	Cross contamination	05/07/20- Classroom doors are propped open when occupied and then closed when not to meet fire safety regulations All other doors are open where they do not compromise fire safety. 26/08/20 - Staff encouraged to find opportunities to engage in outdoor learning also. 03.09.20 - See above for latest update 13/0/21- Internal bubble classroom doors (except fire doors) to remain propped open at all times 01/03/21 – As above. External doors to be closed		
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products					
Has school discussed with cleaning contractors or staff the additional cleaning requirements and agreed additional hours to allow for this	Covid remaining on surfaces and spreading by touch	Cross infection	05/07/20 - Appropriate cleaning rotas are in place, coordinated by site manager/headteacher with adjusted hours implemented to take into account contact with staff/pupils Additional contract cleaner employed late summer to ensure sufficient capacity in the team where required		

			03.09.20 - Full complement of cleaning staff in place for Aug deep clean and temporary caretaker remains in post until further notice to ensure consistency. 13.1.21 - Cleaning staff to attend daily on rota to clean toilets and communal areas. Bubble classroom staff to clean frequently throughout the day including a full bubble clean (wipes down chairs and tables, wipe all hotspot surfaces (door/window handles), empty bins. Cleaning checklists to be completed daily and handed to IY at the end of each week. 01/03/21 – Cleaning staff will be attending daily to carry out cleaning duties. Classrooms are to be child free PM of 5.3.21 to enable a deep clean of the classrooms ahead of full reopening on 8.3.21. Currently 2 members of cleaning team are available to be on site due to Government guidelines. If an additional cleaner is required, staff to liaise with IY.		
Is school following the COVID-19: cleaning of non-healthcare settings guidance	Covid remaining on surfaces and spreading by touch	Cross infection	5/7/20 - School are following this guidance 01/03/21 – Guidance to be shared with staff to ensure we are fully compliant.		
Are surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, being cleaned more regularly than normal	Covid remaining on surfaces and spreading by touch	Cross infection	05/07/20 - Systems in place to reduce the use of shared resources: Toys/resources that are shared can only be done so within groups and will be cleaned between use Large outdoor apparatus (trim trails…) to be out of use as cleaning cannot be maintained Resources that are shared between bubbles to be cleaned before use Pupils will have own specific resources including pens, pencils, rulers etc Reading books to be used within class bubble so that they can be taken home but are not transferred between bubbles Toilets to be cleaned following lunch break and after school Cleaning schedule to ensure increased cleaning of commonly touched items – doors, handles, resources in communal staff areas…		

			26.8.20- Breakout spaces to be used on a timetable basis to meet intervention needs but surfaces used to be cleaned down before left- resources used to be removed and returned to bubble. 03.09.20 -With iPads- children to sanitise hands prior to using wherever possible and daily cleaning of screens and cases/ technology use to be timetabled. Cleaning cloths in classrooms to be left in soapy water overnight ready for next day. 13/1/21 - As above 01/03/21 – As above. Staff to ensure main touch points are cleaning regularly throughout the day		
Have arrangements for hot school meals been put into place and how will hygiene be effectively implemented?	Staff and pupils in contact with hot meals cutlery/plates/utensils etc	Transmission of covid from surfaces	5/7/20 - School kitchen to be assessed against the standards here: guidance for food businesses on coronavirus (COVID-19. Estates manager to consider this with school kitchen managers. Children to attend hot meals as on staggered basis as specified in section 5 26/8/20 - Risk assessment completed and sent to CIT July 2020. Seating plan in place to keep bubbles separate and on a staggered basis over lunchtime. Knives and forks to be on tables and not in usual container to prevent hand touching. 03.09.20 - Some children taking time to eat and there is potential for small delays in the short term. All ran per plan. Additional table may be required for Y3 in hall? Actioned 13.1.21 - Children will eat in their bubble classrooms to avoid cross contamination. SK to deliver hot meals to bay areas to avoid entering bubble classrooms. 01.03.21 – Lunch time rota to be in place to ensure no cross contamination of bubbles. Tables to wiped down thoroughly between sittings in the hall and cutlery to be set up before children arrive to seats. Children to step back from serving station and not to touch when food is being dished up. Each class bubble to ensure seating plan is adhered to. Staff members to ensure sanitising/washing hands thoroughly between working		

			with each class bubble and ensure they are only supporting children in their class bubble. 01.09.2021: Bubbles are no longer required. Children will have lunch in the hall from 12:00 noon – 1:00pm and may be in the hall / playground and field together.		
5. Minimise contact between individuals and maintain social distancing wherever possible.					
Have classes been designated as separate bubble or less? Does the director of education know if this bubble is over 30 due to class size?	Larger bubbles meaning more children missing education should the bubble need to close	Cross infection	03.09.20 - No class/ bubble sizes are over 30. Some issues with children still in isolation from holidays or struggling to return to UK and movement between schools. All children accounted for. Final on roll to be confirmed 4.9.2020. 01.03.21 – As above 01.09.2021: Bubbles are no longer required.		
Have classrooms and other learning environments been organised to maintain space between seats and desks where possible?	Children and staff passing covid within bubble	Cross infection	5/7/20 - All tables within Infants and Juniors (Years 1-6) facing forwards Gaps to be as large as is possible between each desk Desks to have a maximum of two pupils (forward facing) Pupils to sit next to each other facing forwards Additional furnishing and resources that are not needed to be removed from rooms to increase space and allow greater distancing between desks, pupils and staff Staff to maintain 2 meters distance at the front of the room when possible and to minimise face to face work with children when aiding with learning. 03/09/20 - Safe and socially distanced space created and marked out to enable leaders to enter classrooms safely to observe learning, speak to children and “be present” 13.1.21 - All children (Year 1-6) to have their own front facing desk, spaced 2m apart. If cannot safely seat in one bubble classroom to spread in to new bubble classroom next door. Staff to maintain socially distancing. EY/Nursery environments enable plenty of space for staff/children to move around. Social distance cannot be maintained in EY/Nursery and this has been shared with parents before their children returned to school in nursery reopening letter (08.01.21) More staff to be rotated in to open if additional bubbles required. 01.03.21 -. All tables (Years 1-6) facing forwards Gaps to be as large as is possible between each desk		

			Desks to have a maximum of two pupils (forward facing) Pupils to sit next to each other facing forwards Additional furnishing and resources that are not needed to be removed from rooms to increase space and allow greater distancing between desks, pupils and staff Staff to maintain 2 meters distance at the front of the room when possible and to minimise face to face work with children when aiding with learning. Staff given time to set up classrooms on 5/3/21 07.06.2021 – Classrooms are working as a bubble. More movement around classrooms to enable group work where needed. 01.09.2021: Bubbles are no longer required.		
Has the timetable been refreshed to consider the following: • 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	Large groups of adults/staff /pupils passing one covid when within the same social space	Cross infection	05/07/20 - Full curriculum to be delivered using the cleaning protocols already outlined for shared resources Specialist/Support/PPA/Catch up teachers/TAs to be allowed to teach for PPA/subject specialisms etc. These teachers will be supported by TA/other adult who will aid children whilst teacher delivers lesson with 2 metres distance from the front of the class Senior staff to take support groups within specific bubbles and to maintain 2 metres distance whilst doing so Assemblies held virtually using Teams until such point as government guidance changes Break times staggered such that bubbles do not mix. Playgrounds/fields zoned so that more than one group can be out at once. Lunch time staggered with zoned areas for each bubble, All tables and chairs to be cleaned between use by different bubbles Drop off and pick up times to be staggered with one-way systems etc as appropriate All children to received full teaching hours. Movement around school to be done by rota Toilet blocks to be assigned to specific bubbles (there will now be more than one bubble in each block) – teachers to encourage toilet use prior to and after staggered breaks/lunches.		

			26/08/20 - Separated by pathways for adults to observe play and keep children safe/ direct for First Aid. MSA's given designated bubbles to supervise in case of need for first aid and PPE. MSAs filling in accident slips must sign clearly to indicate who supplied FA. Hands to be cleaned thoroughly after any contact- soap or sanitiser. Parents and children to use designated gates for staggered times. One way system around the hall and blue kitchen to minimise pinch points. 03.09.20 - Timetabling additional needs support needs tweaking by SENDCO w/c 7.9.20- observations and changes to be sent to staff. 10.09.20 Currently English/ maths and reading are taught at different times in each year group to maximise resources and needs of the cohort. 13.1.21- Children in bubble classrooms are accessing Padlet/Zoom learning delivered by their class teachers to ensure quality of learning is high. KJ to monitor learning opportunities provided in line with Medium Term Planning to ensure broad curriculum access as well as opportunities for children to access reading, writing and mathematics daily. Children with additional needs have work specifically tailored to their needs set by their 1:1/class teacher and monitored by LP (SENDCO). They are also in weekly contact with their 1:1 support via a Zoom call. Children have access to KS1 – 3hours + of learning, KS2 4 hours + of learning. EY children have access to learning opportunities on Padlet and are expected to attend the daily story time Zoom session as a minimum. This is in line with Government guidelines. Children are also access enrichment opportunities whilst on site when not completing Padlet/Zoom sessions e.g. outdoor learning, DT projects etc. Team games are currently not permitted. 01.03.21- Full broad and balanced curriculum to be delivered using the cleaning protocols already outlined for shared resources Specialist/Support/PPA/Catch up teachers/TAs to be allowed to teach for PPA/subject specialisms etc. These		

			teachers will be supported by TA/other adult who will aid children whilst teacher delivers lesson with 2 metres distance from the front of the class Senior staff to maintain 2 metres distance Assemblies held virtually using Teams Break times staggered such that bubbles do not mix. Playgrounds/fields zoned so that more than one group can be out at once. Lunch time staggered with zoned areas for each bubble, All tables and chairs to be cleaned between use by different bubbles Drop off and pick up times to be staggered with one-way systems etc as appropriate – shared with parents/carers on 26/02/21. Full logistics to be shared with staff by 3.3.21 on email All children to received full teaching hours. Toilet blocks to be assigned to specific bubbles (there will now be more than one bubble in each block) – teachers to encourage toilet use prior to and after staggered breaks/lunches. MSA's given designated bubbles to supervise in case of need for first aid and PPE. MSAs filling in accident slips must sign clearly to indicate who supplied FA. Hands to be cleaned thoroughly after any contact- soap or sanitiser. One-way system around the hall and blue kitchen to minimise pinch points. PE lessons will take place but will be skills based and non-contact. Children can wear PE kits on the day of their lessons. Music – Singing to be carried out outside back to back or socially distanced (further guidance from government published in 'Safer Singing' guide – shared with staff 2.3.21) Cahnge to drop off and pick up times: Drop off: 8:40 – 8:45 Pick up at: 3:15pm: EYFS, Year 1, Year 2, Year 3 3:20pm: Year 4, year 5 an year 6.		

			Help minimise parents waiting for staggered times in the playgrounds and socially mixing. Continued one-way systems etc as appropriate – shared with staff (25.05.2021) and parents/carers in May newsletter ready for 07/06/2021. 01.09.2021: Bubbles are no longer required. Singing is allowed in classrooms and in school. Assemblies are allowed.		
Has school considered how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible (Note further Government guidance will shortly be published on safe travel)	Too many social interactions	Limiting of cross infection and clear ability to track and trace	5/7/20 - School considered how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible School to maintain protocols with private transport (taxis…) to ensure that they have completed risk assessments and will notify school should staff have symptoms Pupils to enter by outside doors directly into classes where possible 26.8.20- Children to enter in sequence of seating plan wherever possible to minimise movement between classroom spaces. 03.09.20 - Challenging in lower years especially for mornings when they arrive in non-specific order. Rec/ Y1- not socially distancing as much anyway due to gov expectations. Additional staff in place for Rec on Fri to ensure safety as less staff in classroom on entry. 2 pupils in taxi to have seating area inside main reception while awaiting after drop off and for pick up. Sofa to be removed and two plastic chairs put in its place (easy cleaning). Staff have been reminded about sharing transport (lifts) with one another and they should use face masks on public transport. 13.1.21No taxis currently required to transport children. Reminder to parents to be sent in next newsletter 21.1.21.		

			01.03.21 – Parents/carers reminded to walk, scoot and cycle wherever possible and not use public transport. 2 pupils in taxi to have seating area inside main reception while awaiting after drop off and for pick up. Children to sit on two plastic chairs (easy cleaning). Soft furnishing beginning to be introduced in communal areas but linited to use as children are in class bubbles.		
Have protocols for the use of the staffroom been put into place in order to minimise contact with those form other bubbles and transmission via use of shared facilities (kettles, microwaves….)	Staff who have contact within the area or use shared resources by touching surfaces	Cross infection	5/7/20 - Staff will abide by the following protocols: Timings for use of the staffroom will be staggered by bubble. Where 2 bubbles have the same time the staff from different bubbles will maintain 2m social distancing at all times Staff will wipe down any shared facilities after use – draws, cupboards, handles, water heaters, microwaves, dishwashers, fridges etc and use hand sanitiser before using Increased cleaning is in place with all handles etc cleaned on a daily basis 13.1.21 Bubble staff have their own staffrooms set up in the bay areas between classrooms to avoid having to enter main staffroom. Kettles to be kept out of reach/in cupboards to avoid accidents. Office/Site/Kitchen/SLT staff to use main staffroom but maximum of 2 people in room at a time. Equipment to be used after hand sanitisation and to be wiped over with spray and cloth after use 1.3.21- Staff will abide by the following protocols: Timings for use of the staffroom will be staggered by bubble. Where 2 bubbles have the same time the staff from different bubbles will maintain 2m social distancing at all times Staff will wipe down any shared facilities after use – draws, cupboards, handles, water heaters, microwaves, dishwashers, fridges etc and use hand sanitiser before using Increased cleaning is in place with all handles etc cleaned on a daily basis 01.09.2021: Bubbles are no longer required.		

Has the school created a separate risk assessments for wrap around care which has been approved by the Director of Education?	Bubble protocol breached and increased transmission of covid	Cross bubble infection	5/7/20 - School will not open wrap around care within the first two weeks of term In order to open wrap around care the headteacher will present the DoE with a separate risk assessment which considers: Which staff run the sessions and what is the implication for bubbles within school Whether the pupils attending can be put into small groups which cross a maximum of two bubbles If the cleaning arrangements for the care meet the standards achieved within the rest of the school How resources will be cleaned following use If the room used will impact upon the functioning of the school day Any other relevant detail which may impact upon the school day, staffing or pupil cross contamination 26/08/20 - The school will provide Grab and Go breakfast as their hunger provision in each bubble. Nurture Group dispanded for the time being and pupils being supported within class with support staff allocated to specific bubbles. 03.09.20 – Breakfast provision for Grab and Go bagels/toast 13.1.21 - Wrap around care not provided at this time. Breakfast provision (bagels/toast) available for bubble classrooms daily) 01/03/21 - Wrap around care not provided at this time (review at Easter). Breakfast provision in classrooms. 07.06.2021: Children will all be provided with breakfast in class.		
How will fire alarm/drill protocols be adapted to maintain social distancing between bubbles	Pupils and staff if social distancing is compromised during fire drills	Transmission of covid between bubbles	05/07/20 - The **headteacher** has identified how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. This has been communicated effectively to staff and pupils. 03.09.21 - Fire drills have been diarized for the year 2020-21 and fire drill successfully practiced in the summer term.		

			13.01.21 - Fire routes in line with current Fire Policy. Evacuation points for each bubble class and expectations for how to evacuate communicated in email on 07/01/21 to all staff. A practice fire drill will be conducted before the end of January. 01/03/21 – Practice fire drill carried out on 23.2.21. Fire Evacuation Plan carried out. Ensure class bubbles are maintained will all class on playground. Ensure all staff sign in and out. Staff to use radios to communicate. 01.09.2021: Regular fire practice to take place in accordance with school guidance.		
Extra-curricular activities including catch up groups	Pupils and staff if social distancing or bubble integrity is compromised during clubs	Transmission of covid between bubbles	05/07/20 - All proposed extra-curricular activities will be assessed by the headteacher and will only go ahead if: They are limited to pupils from one bubble Staffing of the club does not compromise bubble integrity The club can take place without impinging upon the timetabling which has been adapted to ensure staggers etc minimise social contact 26/08/20 - If a breakout space (timetabled) has been used, the staff leaving must clean down surfaces used thoroughly before another group can use. 03.09.20 - Future discussions to be had in 1-2 weeks. 13.1.21 - Currently no extra-curricular activities offered for lockdown period 13.1.21 - Currently no extra-curricular activities offered. Review at Easter. 25.05.2021 - Currently no extra-curricular activities offered for the Summer term. 10.09.2021: Afterschool clubs are able to resume. Catch up groups to resume Trips are able to take place but will be required to be signed off by CIT once risk assessments are completed.		
6. Where necessary, wear appropriate PPE.					
Are protocols in place should pupils arrive at school wearing face masks?	Pupils who touch facemasks or remove them incorrectly and transmit virus as a result	Pupils and staff in contact with facemask wearer	05.07.20 - School communicated that pupils will not be able to wear masks at school but most follow guidelines if wearing one between home and school. Should a pupil arrive with a face covering then staff are aware of the way in which it should be removed by the pupil Following removal staff will insist that pupils wash hands		

			SLT contact parents/carers do discuss the issue with facemasks and ensure that use is minimised unless advised by independent doctor. 13.1.21 - Mask wearing is optional for pupils depending on parent/carer preference. 01/03/21 - School communicated that pupils are not required to wear face coverings whilst at school. Should a pupil arrive with a face covering then staff are aware of the way in which it should be removed by the pupil (new posters about face coverings on display in classrooms) Following removal staff will insist that pupils wash hands SLT contact parents/carers do discuss the issue with facemasks and ensure that use is minimised unless advised by independent doctor. 01.09.2021: Face coverings are not required.		
Where necessary, wear appropriate personal protective equipment (PPE)	Risk of transmission	Lack of PPE means that transmission is more likely	05/07/20 - Where a child or young person already has routine intimate care needs and a plan in place that involves the use of PPE, in which case the same PPE should continue to be used Usual PPE to be worn except: Where pupils specific RA highlights use of PPE Gloves to be worn when emptying bins Face mask, gloves and apron when supporting a child with symptoms 03.09.20 - Under DfE guidelines, at the HT discretion, staff are within their rights to wear face masks in adult areas of the school but NOT in the classroom. Staff must manage the use and removal of masks under hygiene regulations. 10.09.20 - Decision made following discussion with PH that KS2 TAs can wear face shields if they wish to enable them to better support pupils in lessons. Staff to discuss with pupils before wearing. 13.01.21 - Face shields available to all members of staff. Staff advised to wear face coverings when children are dropped off/collected by parents. Full PPE is available in each bay area and in the isolation room should it be		

			required. Site manager to monitor stock weekly and to order more if required. 1/3/21 – Following current Government guidance set out in 'Face Coverings in Education', staff will need to wear face masks in communal areas. Staff to wear face masks when children are dropped off/collected by parents. Face Coverings in Education shared with staff in email on 2/3/21. Face shields are unlikely to be successful in preventing aerosol transmission on their own so face masks should be worn when working with children where social distancing cannot be maintained. Full PPE is available in each bay area and in the isolation room should it be required. Site manager to monitor stock weekly and to order more if required. 01.09.2021: Face coverings are not required unless staff go somewhere which is crowded and has groups of people you do not normally mix with.		
Is PPE available to members of staff who require it to carry out cleaning safely	Lack of PPE	Staff catch Coronavirus due to lack of PPE	05/07/20 - School has enough stock of PPE to deal with both daily needs and suspected cases School is able to order PPE as supplies decrease School is able to create arrangements within Trust should supplies arrive late 13.01.21 -PPE is available to all members of staff, including cleaning staff. Site manager to audit stock weekly to ensure PPE is in plentiful supply. 01.03.21 -PPE is available to all members of staff. Staff to be encouraged to wear PPE whilst carrying our cleaning Site manager to audit stock weekly to ensure PPE is in plentiful supply.		
7. Communication					
Has the Headteacher talked to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Too many social interactions	Limiting of cross infection and clear ability to track and trace	05/07/20 - Headteacher has systems in place to communicate with staff in order that they all understand their role within the risk assessment and any updates Covid Notice Board near main office gives access to all information required and staff briefed regularly via email Information is shared both in person (socially distanced via TEAMS) and electronically (CIT training website and email etc)		

			26/8/20 - Updated notices and changes in light of government advice to be sent via email before training days for Q&A session prior to opening. Q&A sessions held with all staff 10.09.20 - Reviewing weekly with SLT and then communicating out to all staff. 13.1.21 -Weekly briefings available for all staff during staff meeting time (held virtually) If staff are unable to attend, KJ to email out minutes to all staff so aware of updates. If guidance is released that need sharing immediately, KJ will do so via email as the majority of staff are working remotely. Staff reminded to check emails regularly for updates 13/01/21 01.03.21 -Weekly briefings available for all staff during staff meeting time (held virtually) If staff are unable to attend, KJ to email out minutes to all staff so aware of updates. If guidance is released that need sharing immediately, KJ will do so via email as the majority of staff are working remotely. Staff should check emails regularly for updates. 25.05.2021: Staff meetings held in school socially distancing. All updates given to staff and minutes available for staff not present. 02.09.2021: Staff inset – all staff informed of new updates to Covid and risk assessment. Weekly staff meetings / TA meetings to inform of any changes to risk assessment or new government guidelines.		
Is the protocol in place should to close bubble and inform public health should there be a positive case within school	Covid is present within school	Transmission risk hugely increased	05.07.20 - Headteacher and SLT members know that they will take the following action for a positive case: Close the bubble immediately informing all pupils/parents that they must isolate for 2 weeks Inform the rest of the school community that the bubble has been closed Inform Lincolnshire Public Health and follow any direction Complete LA covid card to ensure all LA protocols have been completed Inform Director of Education immediately Should pupils/staff have symptoms:		

			Pupil/staff member will be sent home immediately Those supervising pupils will have the specified PPE Parents/Carers of pupils will be asked to get test completed Should the test be negative then pupil will be allowed to return after symptoms have subsided Should it be positive then the protocols above will be followed 03.09.20 -Contact tracing and protocols to be put into action should an adult test return as positive. All staff have Croner details and know how to contact HR 13.1.21 - Headteacher to follow protocols outlined on the Coronavirus action card (displayed in HT office, main office and corona noticeboard) 01.03.21 – Senior staff to follow protocols outlined on the Coronavirus action card (displayed in HT office, main office and corona noticeboard) 01.09.2021: CHILDREN: -It is now no longer necessary for pupils to isolate should they have been in contact with anybody who has tested positive for covid. As such **children should continue to attend school unless NHS Test and Trace contact them.** -As at all other time, should a child develop any covid symptoms then parents should: • Ensure that a PCR test is taken. • Ensure the child self isolates until the result is given. • Await a negative result. Then if the child no longer has symptoms they should return to school. • Isolate as told by test and trace if the result is positive. -Should there be a positive case in a child's class then the school will send a letter to remind parents that their child should continue to attend. STAFF		

			-It is still a legal requirement for staff to stay at home and isolate if they have tested positive or have symptoms. -If a member of staff have been in contact with somebody who has tested positive (within the 48-hour window) then they will need to book a PCR test. If that is negative, then they can return to work but should do an LFT each day until the 10 days are up. This applies for staff who have somebody who is positive in their house. -All staff need to test twice weekly at least up to the end of September - the government will review this advice at this point. The COVID outbreak plan (is published on the school website.		
Has the **headteacher** and the **DSL** liaised with the Trust to determine what additional support is available for pupils/staff who are suffering with their mental health once they return to school?	Mental wellbeing is compromised	Pupil and staff may not be able to attend school affecting learning	05.07.21 - Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. HT and DSL have access to the HR team HT and DSL know that Futures in Mind can be procured to work through issues or provide supervision virtually 26.08.20 - Pupils can access support from the Additional Needs Team and Learning behaviour Mentor via Teams with designated members of staff- specific email address set up to enable this. Timetable will be in place weekly. 03.09.20 - Questionnaire to be given to staff 8.9.2020. 13.1.21 -- Regular signposting to staff and pupils about where to find support. Leigh Bentley shared a comprehensive list of mental health/wellbeing resources during the Trust HT meeting on 12.1.2021. HT to share links on social media weekly to signpost families to support. DDSL working closely with families identified as being vulnerable. Risk Assessments in place for vulnerable children. 13.1.21 -- Regular signposting to staff, pupils and families about where to find support. Share links on social media to agencies and external support		
Have the **headteacher** and the **SENCO** identified pupils with additional needs and put provision in place to ensure their needs are adequately and	Pupil with SEND do not have the level of provision usually in place	Pupil with SEND and class teacher who are	05/07/21 - Staff timetabling means that all pupils with SEND have the best possible support available without compromising bubble integrity.		

safely met, e.g. the relevant staff are available?		leading their bubble	Specialists are able to work with pupils in socially distanced manner in order to ensure high quality provision. 03.09.20 - TAs supporting SEND hours to remain in one bubble and not move between 10.09.20 - Changes in pupils has required changes to plans to be made and may require additional personnel. SENDCo to review w/c 14.09.20 13.01.21 - All children with additional needs are identified and being closely monitored during this lockdown period. LP and DP working closely with vulnerable children/SEND to ensure their needs a meet. All EHCP children have been offered a place in school, and this is under continuous review. All EHCP children have risk assessments in place. 1:1 TAs/Class teachers have been directed to ensure the needs are met through weekly Zoom meetings and ensuring work is appropriately shared against the children's individual targets set in their learning passports. LP is closely monitoring all liaisons between school and families. DP is making weekly calls to ensure needs can be met at home and if they cannot children are immediately offered a place in school. 01.03.21- Staff timetabling meaning that all pupils with SEND have the best possible support available without compromising bubble integrity. Specialists are able to work with pupils in socially distanced manner in order to ensure high quality provision (either by providing their own risk assessment or reading the schools risk assessment). The office will log any visitors to site when signing in and out. External agencies will need to social distance wherever possible whilst on site and if possible, observations etc to take place outside. External visitors may be asked if they are participating in LFT testing. 01.09.2021; bubbles are no longer required. Outside agencies are able to visit to school.		

Has the school got a contingency distance learning plan in place for pupils who are at home due to shielding or as a result of a bubble closing	Pupil who are not able to attend school due to covid risk	Learning will not be sustained if plan is not in place	05/07/20 - School has systems in place to communicate with parents/pupils should they be off school School has a distance learning plan in place by the end of September 2020 Director of Education has approved the distanced learning plan 03.09.20 - HT to send DoE plan 4.9.20 13.1.21 - Updated Contingency Plan available to all on website. Link to Contingency Plan shared with parents on 15/1/2021. 01.03.21 – Contingency plan to be reviewed before Easter following most recent lockdown. Home learning packs will be provided to individual children shielding. Remote Learning package will be offered in the case of a bubble closure. 25.05.2021: home learning pack provided for any children off due to shielding or awaiting Covid tests. 01.09.2021: Work will be provided for pupils who are off due to COVID – this will match the amount of work that usually takes place in school.		
Has the school considered the role of adults who have were shielding	Staff who are more susceptible to covid	Former shielding staff member	05/07/20 - Where possible the school has made arrangements for working from home (admin roles) if possible Where the role has to be completed at school and individual risk assessment for that member of staff is in place and agreed between the school and staff member 03.09.20 -HR will be informed of any significant issues with staff vulnerability and work together to create plan of supportive measures. 13.1.21 - All Clinically Extremely Vulnerable, Clinically Vulnerable and Pregnant staff had identified themselves to HT by Forms survey on 11.1.21 following the updated guidance. All identified staff have Risk Assessments in place and have clear, adapted roles of how to support if shielding or if still on school site adaptations have been made to accommodate to ensure staff are as staff on site as possible. 01.03.21 - All Clinically Extremely Vulnerable, Clinically Vulnerable and Pregnant staff must identify themselves		

			to HT if they have not already. Individual risk assessments to be updated for CEV/CV/ pregnant staff by KJ by 5/3/21. Admin staff to work on rota basis so only one member of staff is in the main office. SENDCO office can also be used but must be cleaned before and after use. 25.05.2021: All staff to be back in school on fill time basis with risk assessments where needed.		
Has the school put in procedures to ensure that Therapists / Specialists / SEND advisors can visit and work with pupils (socially distanced)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	05/07/20 - Therapists can visit school but should be recorded in the visitor log (even if contracted) They can only work with one bubble a day and must be socially distanced during work 03.09.20 - BOSS have required risk assessment.- contact outside only. All EHW and S.Workers not coming in on site atm. 10.09.20 -Any therapist etc is allowed onsite once risk assessments have been exchanged and understood/ agreed. 13/1/21 - Currently no visitors allowed on site. Social Worker/ early Help Workers are currently meeting via Teams/Phone. Any other specialists required are discussed on case by case decision and in liaison with the Trust 1.3.21 – External agencies may visit site if required (permission to be granted HT on case by case need) Visitors must sign in and out. Risk assessment to be shared.		
Has the school established a protocol for other visitors (CIT)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	05.07.21 - All visitors must book in with the HEAD Teacher prior to a visit All CIT visitors must be entered into the visitor log. Number of CIT visitors will be limited to Directors of Education, other CIT members of staff will need to get ELT permission. In the case of ST Paul's and Linchfield – Becky King will be able to visit both schools. School staff should not be visiting other sites unless agreed with Director of Education and both Head Teachers.		

			10.09.21 - BK and PH to have fob to prevent waiting in main reception area and to be added onto “sign in” form for staff 13.1.21 - No visitors currently allowed on site. Liaise with Trust on case by case to decided if visitor is deemed vital. 01.03.21- All visitors must book in with the HT prior to a visit. All CIT visitors must be entered into the visitor log. Number of CIT visitors will be limited to Directors of Education, other CIT members of staff will need to get ELT permission. School staff should not be visiting other sites unless agreed with Director of Education and both Head Teachers. CIT member of staff should abide by the guidance published by the Trust in the ‘Managing Corona Virus in the Workplace’ policy. 25.05.2021: CIT Staff may visit school following lateral flow testing. 01.09.2021: Staff are able to visit other CIT school (it is recommended that this is a Friday to give 48 hour break)		
Does the school has a protocol for other visitors including a visitor log?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	05.07.20 - Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with. All other visitors to be approved by Director of Education 03.09.20 - Hand sanitiser to be used before using pens 13.1.21 0 Currently no visitors. Should visitor be deemed vital, visitor to provide own risk assessment or sign when they have read our Risk Assessment. Visitors to be logged on school system. To work in teacher’s office to limit interactions and room to be cleaned thoroughly before anyone else uses it. 1.3.21 - Visitors log – all schools to keep a visitor’s log which records who visited, date of visit, areas of school visited, people they had contact with. All other visitors to be approved by Director of Education		
Has the school advised pupils/parents to Walk / cycle /	To many social interactions/ condensed traffic	Transmission on way to/from school	05/07/20 - School to encourage all pupils/parents and carers to walk, scoot or cycle to school		

scoot where possible – 1 adult only with children?	leading to groups meeting near school grounds		School has specified that pupils may only be accompanied by one adult on entry to school grounds 10.09.20 - Reminders sent via text and to be included on all newsletters 13.1.21 - Reminders sent via text and to be included on all newsletters 1.3.21 – Letter to parents sent 26.2.21 encourages all pupils/parents and carers to walk, scoot or cycle to school School has specified that pupils may only be accompanied by one adult on entry to school grounds		
Have staff received any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training?	Staff not understanding protocols	All members of school community if protocols not used precisely	05/07/20 - All staff have completed CIT training online All staff have attended staff meetings to discuss updated risk assessment All staff have updated timetables All staff understand the protocols for actual or suspected cases All staff have access to the covid notice board Briefing each week or as required deals with any protocol issues 13.1.21 - All staff have been directed to Pupil wellbeing training on 15.1.21. DP has sent links to other relevant gaps in training records. Weekly staff meetings allow for discussion time. Training link sent about cleaning to ensure safe in class bubbles on 15.01.21. 1.3.21 - All staff have completed CIT training online All staff have attended staff meetings to discuss updated risk assessment All staff have updated timetables All staff understand the protocols for actual or suspected cases All staff have access to the covid notice board Briefing each week or as required deals with any protocol issues		
Has the school keeps up-to-date with advice issued by, but not limited to, the following: - DfE	National expectations change and school maintains defunct protocols	All staff and pupils are restricted by protocols or are not	05/07/20 - DoE maintains weekly contact with all heads to update on current advice All HTs maintain risk assessment to take account of any nationally demanded changes Substantial changes are approved buy CIT Trustees		

- NHS - Department of Health and Social Care - PHE The school's local health protection team (HPT		working to new protocols thus increasing risk	13.1.21 - DfE daily updates sent via email to HT. Weekly meeting held for Trust headteachers, 01.03.21 - DfE daily updates sent via email to HT. Weekly meeting held for Trust headteachers,		
Has the school put arrangements in place such that Trainee teachers can fulfil placements	School unable to have succession planning in place	School unable to train own teachers for the future	05/07/20 - Trainee teachers to have a 7 day gap between any placements at other school and CIT school. Trainee teacher to be inducted to protocols in the same way as all other staff 03.09.20 - New staff to have completed full induction via TEAMS prior to starting at the school, including the reading and signing of the Risk assessment, as well as other required documents. 10.9.20- Checklists completed by 15.9.20 13.1.21 0 Currently no trainee teachers at St Paul's. All new staff to have completed full induction by 25.1.21 01.03.21 Currently no trainee teachers at St Paul's. All new staff to have completed full induction by 20.3.21	Inductions to be completed for new staff JS/JC/JS/EL/TC/LA	
8. EYFS Arrangements					
Are specific arrangements in place to ensure that the EYFS is able to function to meet the expectations of the Foundation Stage Profile?	EYFS children unable to access learning due to overly structured formal environment	Mental health of EYFS children damaged due to limiting protocols	05/07/20 - Physical distancing between groups of children and staff is implemented as far as possible The use of communal spaces is managed to limit the level of mixing between groups The use of private outdoor space is maximised to ensure social distancing measures can be adhered to Sharing of toys and resources between children is reduced Any shared toys or resources that can be easily cleaned, are cleaned between different groups' use Unnecessary items are removed from the learning environment to facilitate cleaning Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage		

			Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the **COSHH Policy** Children are discouraged from bringing items and toys from home unless it is essential. In the event that items are brought from home, they are appropriately cleaned on arrival 26.8.20 - Books that are taken home to read are quarantined on return for 72hrs, then put back into circulation. 10.9.21 - Decision made to allow the return of rugs in EYFS- agreed by PH. Bare floors are a slip hazard and affecting acoustics in rooms. 01.03.21 – As above 01.09.2021: Bubbles are no longer required.		
9. Response to Infection					
Engage with the NHS Test and Trace process	Not all potential transmission is identified	All stakeholders within the school	05.07.21 - Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with Any breaches of bubbles must be recorded on the COVID Action Log Any pupil or member of staff should be tested if they show symptoms Anyone who has been in school must be reminded that if they test positive school must be informed 1.3.21 – As above. LFT testing also rolled out to all staff on 26/1/21. Staff opted in/out and home testing kits are available to all members of staff to enable twice weekly testing on Mondays and Thursdays. Separate risk assessment in place for LFT testing. All results are logged with school via Microsoft Forms (monitored by KJ) and https://www.gov.uk/report-covid19-result. All staff to take the test on the morning and to report results by 8am to allow arrangements/actions should a positive result occur. New packs are available from IY who is responsible for signing out new packs and recording on the register. 01.09.2021: Staff to continue to LFT test twice weekly. Monitored by office staff		

Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Transmission is not limited to school when potential or known case is present	Covid transmission	05.07.21- The guidance: 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' Will be followed 10.09.20 Parent quick reference form to be sent out w/c 14.9.20 13.1.21 Refer to Corona Virus Action Card (in HT office, main office and on Corona Notice board) and action following guidance 1.3.21- Letter to parents on 26.2.21 reminding of expectations on school site – social distancing, using one- way system, only one adult to attend, wearing face masks, staggered timings. Parents reminded to notify school and keep child at home should there be any symptoms in the household 07/06/2021: No staggered start times. 01.09.2021: The COVID outbreak plan (is published on the school website. -Should there be a positive case in a child's class then the school will send a letter to remind parents that their child should continue to attend.		
Contain any outbreak by following local health protection team advice	School has an outbreak	More than 2 pupils /staff members are affected	05.07.21 - If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class,		

			followed by their year group, then the whole setting if necessary, in line with routine publish health outbreak control practice. 03.09.21 - Poster on Covid Board near office. 13.1.21 - Refer to Corona Virus Action Card (in HT office, main office and on Corona Notice board) and action following guidance 1.3.21 – As above 01.09.2021: The COVID outbreak plan (is published on the school website. -Should there be a positive case in a child's class then the school will send a letter to remind parents that their child should continue to attend.		
10. Other					
Kitchen Risk Assessment in place	High risk for transmission	High risk of spread of COVID	5.7.21 Setting kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19. 13.1.21 -SK to ensure complying with current Government guidance 01.03.21 -SK to ensure complying with current Government guidance		
Has school taken appropriate actions to reduce risk if a school trip is deemed safe (local visits to parks etc in the first instance)	Change in daily protocols mean that social distancing or bubble protocol not followed	All members of bubble on trip	5.7.21-All trips to be agreed with Director of Education (if it is a regular trip, this will only need to be signed off once) EXEANT to be completed for each and all trips including details of the staff and pupils who attend, and the evaluation completed afterwards which includes any changes to staffing or pupil. Members of staff WILL NOT be able to take pupils out if they have any outstanding evaluations from Sept 2020. 03.09.21 - Hand santisers and cleaning protocols to be adhered to if using external facilities at any time. 13.1.21 -Currently no school trips to take place 01.03.21 -Currently no school trips to take place. HT to look at guidance to assess possibility of restarting swimming provision after Easter. 25.05.2021: not trips or swimming to take place in Summer term.		

			01.09.2021: Trips are able to take place but will be required to be signed off by CIT once risk assessments are completed.		
Has the school considered the building needs (all buildings have been fully functional but some rooms have not been used in specific schools)	The rooms that have been mothballs may have teething issues on reopening	Children and staff using the room	5.7.21 - All rooms that have been out of use are set up for return All utilities are working Rooms have had all statutory checks completed (water temp, fire call points etc) 13.1.21 - All rooms in use fully set up to comply with risk assessment and government guidance. Site Manager to complete all statutory checks. 1.3.21- Staff given additional time to prepare classrooms on 5/3/21 as children will be having a 'screen free' day for remote learning opportunities. 10.09.2021: All school is now fully functional.		
Numbers of pupils in school are way in excess of the numbers in first lockdown due to government guidance on critical workers	Potential more children and staff required on site leading to increased interactions.	Cross contamination	13.1.21 -Ensure that all parent/carers have completed Key Worker survey on forms (available on website and link shared via text and on social media on 5.1.21). Proof of key worker status requested from all keyworkers to ensure those claiming to be critical workers are challenged. Use of communication and social media to constantly remind parents/carers that critical worker pupils should only be in when provision is needed – not a given that pupils should attend		
Staff needing to work in school to deliver remote learning due to internet speed or inappropriate home working conditions	Too many social interactions	Cross contamination	13.1.21 - If staff need to work on site, they must contact KJ in advance. Individual Risk Assessment to be completed. Must work in office away from other members of staff. Must not enter bubbles. Only to be on site for opening hours 8.30-3.30 and no longer. 1.3.21- All staff will be working back on site unless CEV (who will return when guidance allows) CEV,CV and Pregnant staff members will all have their individual risk assessments updated by 5.3.21		
Number of children in nursery requiring provision – nurseries should be open in DfE guidance	More children on site	Cross contamination	13.1.21 - School have carried out an audit to identify number of pupils who require provision on 08/01/21.. Numbers fed back to PH on 08/01/21. Nursery team to ensure nursery is ready for opening (following Government guidance) on 12/1/21		

			Nursery opened to children on 12/1/21. Continually review number of children and staff required. Frequent email check in's with staff to ensure safe working in Nursery class bubble. 1.3.21 – Nursery open to all children in line with DFE guidance.		
Staff face covering protocols	Covid transmission	Contamination in communal spaces and where social distancing cannot be maintained	1.3.21 – Face coverings in education guidance to be shared with staff on 2/3/21. New signage to be displayed in all communal areas of school. Staff must wear face coverings outside of class bubbles. Staff to wear masks as opposed to face shields as updates guidance states visors/shields on their own do not offer protection. Staff can bring their own mask in to school to wear or there will be disposable masks available at the staff entrance and main office. Posters will be on display to ensure staff know how to correctly put on and remove masks. Visitors to the school will need to wear a face masks- either their own or school can provide on when entering the building, 01.09.2021: Face coverings are not required unless staff go somewhere which is crowded and has groups of people you do not normally mix with.		
Changes or additional points made by specified school (please date):					
Has the school considered clashes and issues at drop off and pick up- especially at the new KS2 point (along the driveway/ carpark)	Moving in and out of gates in a confined place	Parents and pupils	03.09.20 Text reminders to parents – only one parent to collect and drop off. Collections zones – trial 4.9.20 to be set up for Y3&4 due to mass gathering of parents to collect. Pupils then can be directed to class based parent zones, improving safety Y5&6 there is less of issue due to the number who walk home alone. 1.3.21 – Revised entrance and exits using one- way system introduced in the Autumn term due to unsafe practices crossing carpet. All children in Year 1-6 now enter via pedestrian gate and follow one- way system to drop and collect children at staggered timings. Reminder of dropping off and collecting expectations sent in letter on 26.2.21. Nursery will continue to use their gate. EYFS have latest drop off time (9am) due to having to walk on the pathway at the edge of the car park. Most staff cars have arrived by this point. Chain to be across school		

			vehicle entrance between 8.30 and 3.30 to reduce traffic in to and out of car park and also prevent parents/visitors from using the staff car park. 01.09.2021: Drop off and pick up times to be between 8:40 – 8:45 and 3:15 – 3:20. Parents not the enter the school site but drop off / pick up and leave the school premises.		