

Risk Assessment and Risk Management Record

School/Youth Group	Gwladys Street Primary and Nursery School		Learning Activity	School Building, Environment and Classrooms
Group Leader	All Staff		Other Staff	
Group Size	Class/ Year group bubbles. EYFS BUBBLE Y1 BUBBLE Y2 BUBBLE Y3/4 BUBBLE Y5/6 BUBBLE		Supervision Ratio	The EYFS will have been advised that legal ratios are active and the setting will continue to implement these (F2 During Sessions: 1:30 for CT, 1:13 for TA3 when CT is present, 1:8 for TA3 when CT is not present and 1:8 for TA2 with the TA2 not being left alone to work with any child) (F2 during playtimes and lunchtime: 1:30 for CT, 1:30 for TA3 and 1:25 for TA2)

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

New amendments have been highlighted in yellow

As on Monday 8th March 2021, schools in England will reopen.

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
Lateral Flow Testing of Staff		<p>Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. We will review this approach in the light of any emerging evidence.</p> <p>Lateral flow tests have been offered to all school staff. Staff to test 2 times per week and report results to Government and school. – Please see additional Risk Assessment setting out guidelines for this.</p> <p>All positive cases (PCR or LFD) must still be reported.</p> <p>All positive LFD's should now be followed up with a confirmatory PCR test.</p>	

<p>Pupils and adults contracting Covid 19 Parents and Carers COVID-19 effect people in very different ways based on their age, gender, ethnic origin and underlining medical conditions.</p> <p>Children: Fatality risks are significantly lower with data suggesting that children suffer mildly from COVID-19 and recover quickly.</p>	<p>Medium</p>	<ul style="list-style-type: none"> · From Monday 10th September all adults (Parents/ Carers) MUST wear face masks. This will continue until Government guidance changes. · At the gate staff are to ensure that parents only come onto the yard wearing a face mask - if exempt or refuse to wear one - another member of staff on the gate will walk the child from the gate to the class. Staff to take bottle of sanitisers out with them and ensure that they frequently wash hands if having to walk with FS children. 	<p>As per government guidance all children and staff should isolate themselves at home for 10 days if presenting with symptoms related to COVID-19.</p> <p>As per government guidance all children and</p>
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		<ul style="list-style-type: none"> · School Staff will wear masks when admitting pupils into the building and seeing them out at the end of the day. · Parents/ carers to access school through designated gates – EYFS and KS1 through main garden gates, Year 3 and 4 through gates at the top of Gwladys Street and Year 5 and 6 through Muriel Street. Parents with siblings in multiple year groups to use nearest. · Staff are to remind parents of correct gates and re direct. Staff will not tolerate verbal abuse and warning letters will be distributed to parents when needed. · Parents and Carers will be notified via Parent App and school website of procedures to follow when school reopens. · School has produced a leaflet which will be sent to parents and carers explaining the procedures and risk assessments taken place in school. · Parents and Pupils to have any alterations to behaviour policy, rules and routines communicated before reopening. · Staggered starts will be implemented to support Social Distancing and ensure that gatherings are prevented whilst on school grounds. · Parents will be given allocated places to collect their pupils from and drop off in the mornings. · Parents will be advised that if any of their family are presenting with symptoms or are unwell to follow Government guidelines. · Allocated staff will welcome pupils into school – Book bags and coats will be allowed. These will be stored on the back of chairs in classrooms. 	<p>staff presenting with COVID-19 symptoms should seek to be tested by the NHS under current priority schemes before they are authorised to return to the setting within the 10 days home isolation period.</p>
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		<ul style="list-style-type: none"> · Pupils will be asked to come to school wearing a tracksuit and PE clothing on the day of their classes PE to prevent pupils having to change. Parents will be sent their pupils' day for PE via parent app. · School Water bottles only –As per usual arrangements, pupils will take home each evening to get washed and will return each day. · 1 adult per family to drop off and collect pupils. · Parents will be challenged if congregating. · NO secondary pupils to come onto the school grounds unless over 13 and collecting a sibling. A Parent App message will be sent out to families. · There will be minimum contact with families during drop off and collection points. · Parents and Carers advised to telephone or email the office for support and not to queue each morning. The office will be closed to the public. · Parents are advised to put money in envelopes and leave for a couple of days before dropping off with their children and leaving in designated areas. No change will be given at this point. 	
Staffing of entrance and exit gates for parents	High	<ul style="list-style-type: none"> · At least 2 members of staff to be posted at each gate (Muriel Street and Gwladys St) · All staff to wear face masks whilst in the gates and Teaching staff/ TAs to wear masks when dismissing pupils. · Staff to remind parents/ carers to wear masks as they enter the school grounds · Staff to challenge anyone not wearing a mask and ask to see medical documents/ badge if they state they are exempt. · No public to enter the school without exemption documents 	<p>A member of SLT will be on each gate to support staff with abusive adults.</p> <p>Telephones carried to require support from other members of SLT</p> <p>Banning letters will be issued to any adult not following Government Guidance or are abusive to members of staff.</p>

		<ul style="list-style-type: none"> · Staff are not to tolerate any abuse from parents/ carers. · Do not engage in discussions if they become abusive · <p>Gates to be opened and closed at allocated times to support the flow around the school grounds and parents will be asked to use the appropriate gates</p> <ol style="list-style-type: none"> 1. Staff to offer masks if parents have forgotten theirs. 2. From Monday 26th April we will no longer be opening the Main Entrance at the top of Gwladys Street. 3. All parents and pupils to enter at their normal staggered times through Lower Gwladys Street and leave through Muriel Street gates. 4. No one will be able to enter the Main Gates or Muriel Street at this time. 5. Gates will open at 8:25am and 3:10pm to allow Nursery to enter. 6. Year 1, 3 and 4 classroom doors open at 8:25am and finish at 3:15pm 7. Reception, Y2, 5 and 6 classroom doors open at 8:45am and finish at 3:30pm 8. Nursery Mornings - Enter Lower Gwladys Street at 8:25am and leave through Muriel Street. Collection times 11:30am enter through Main gates. 9. Afternoon Nursery - Main gate at 12:30pm and collection times enter through Lower Gwladys Street and exit through Muriel Street at 3:30pm. <ul style="list-style-type: none"> · Staff will challenge and redirect parents and carers if they are using the incorrect gate – we expect parents and carers to follow instructions to keep everyone safe. 	<p>will mean that they are not allowed at come onto school grounds until further notice.</p>
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Behaviour	Medium	<ul style="list-style-type: none"> Behaviour policy adapted due to pupils being absent from school for a long period. Parents to be notified of changes before school reopens. 	
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Transport for parents and pupils	Medium	<ul style="list-style-type: none"> Parents will be encouraged where possible to walk or cycle to school and avoid busy times on public transport. Mini bus – No muni bus until further notice – this will be reviewed fortnightly. 	
Cycle shelter	Medium	<ul style="list-style-type: none"> Pupils to only use cycle shelter if they have been notified via letter. Maximum of 5 bikes at this time. Bikes to be spaced out a not to touch. Parents to support pupils to lock bikes up securely. The school will not take any responsibility for damage or theft. 	
Staff travelling by public transport	Medium	<ul style="list-style-type: none"> As per Government guidance, staff should be encouraged to walk or cycle to school where possible. Staff to be identified and discussion with SLT around how this can be minimised. An area to be identified so staff cycling or getting public transport can store clothes in school after getting changed. Two large laundry baskets which contain plastic bags (one will be placed in KS2 Accessible Toilet and one placed in KS1 Toilet). 	

Staff falling into Government categories	High	<ul style="list-style-type: none"> · School to follow Government guidance and Local Authority HR advice. · Members of staff to be notify School Business Manager and individual risk assessments carried out. 	
Holidays	High	<ul style="list-style-type: none"> · No International holidays can be taken until further notice. · Staff are reminded to check guidance on local restrictions and movement around the country. 	<ul style="list-style-type: none"> · All staff were emailed on 25th June 2020 by the Head teacher · All staff were emailed on 26.11.20 to remind them that HR have asked heads to remind all staff that the same advice applies should you choose to travel abroad during the Christmas period or during February 2021 half term. · Staff are to speak with their line manager immediately.

Staff	High	<p>Face Masks</p> <p>Staff are expected to wear face masks in all communal areas of the school.</p> <p>Masks MUST be put on and taken off following these guidelines below (staff will be emailed this link to watch and will be shown in school).</p> <p>https://www.youtube.com/watch?v=9Tv2BVN_WTk</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</p> <p>Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>You must instruct staff to:</p> <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom <p>Masks MUST be worn at all times when NOT in your own classroom.</p>	
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		<p>CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take.</p> <p>Employers should talk to their staff about how they will be supported, including to work from home. You should continue to pay CEV staff on their usual terms.</p> <p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>The shielding guidance is reviewed regularly.</p> <p>CEV individuals will be advised in advance of any extension or end date to inform them of changes or continuation of the guidance.</p> <p>CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <p>Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated. This may change as we get further data on the effects of vaccination.</p> <p>Staff who are clinically vulnerable</p> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p>	
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Pregnant Staff	High	<p>Pregnancy You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p> <p>Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, must be included and managed as part of the general workplace risk assessment. You must take appropriate sensible action to reduce, remove or control the risks. As part of your risk assessment, you should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. You should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19). We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety</p>	
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		obligations. Read more guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.	
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Pupils	High	<ul style="list-style-type: none"> · A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they: <ul style="list-style-type: none"> • have symptoms or have had a positive test result • live with someone who has symptoms or has tested positive and are a household contact • are a close contact of someone who has coronavirus (COVID-19) · We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. · The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. · You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place. · As normal, you should not encourage parents to 	
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		<p>request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is already set out in school attendance guidance¹ but is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme.</p> <ul style="list-style-type: none"> · If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, etc. rather than a doctors' note. · As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues. · You are required to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19), in the circumstances provided for in the Remote Education Temporary Continuity Direction. · You should keep a record of this activity but do not need to record it in the attendance register. You should offer pastoral support to pupils who are: <ul style="list-style-type: none"> • self-isolating • shielding • vulnerable Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised. <p>Children</p> <ul style="list-style-type: none"> · · Where pupils who are self-isolating are within our definition of vulnerable, it is important that you put systems in place to keep in contact with them. When a vulnerable pupil is required to self-isolate, you should: <ul style="list-style-type: none"> · • notify their social worker (if they have one) · • agree with the social worker the best way to maintain contact and offer support You should have procedures in place to: <ul style="list-style-type: none"> · • check if a vulnerable pupil is able to access 	
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		<p>remote education support</p> <ul style="list-style-type: none">• support them to access it (as far as possible)• regularly check if they are accessing remote education	
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Site	Medium	<ul style="list-style-type: none"> · Key Stage Halls have footsteps marking a 1 way system for staff and pupils to follow as they enter the halls. · All communal rooms have signs telling you how many staff can enter from the SAME bubble at one time. Rooms will be cleaned after use. · School biometrics and touchscreen entry control systems are disabled during the Covid-19 pandemic - Staff are to use fob to sign in and gain access from the carpark to the yard. Screens to be covered to prevent use by School Staff — School visitors see School Office and contractors section. School touch screen entry systems to be reinstated – staff to be provided with keys which allowed them to open doors and type without touching the screen. · All staff MUST sign in and out each day using their fob. If this system fails, staff are to phone from their bubble and inform office staff of start and end times each day. · All used PPE is to be double bagged before disposal. · All bins to have swivel lids. · Tissues available in all classrooms. · Signage to be placed around the school to support good hygiene · Air conditioners NOT to be used · Windows to be opened in all classrooms being used to provide good ventilation. 	
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		<ul style="list-style-type: none"> · Playground/ play areas to be assigned and shown to staff (See Bubble logistics) · Markings are laid out on the playground for classes to line up at the start of the school day – lines laid out to maintain 1m+ social distancing · Staff will open school doors early to ensure parents are not gathering and to prevent queuing. · Toilets – EYFS to use own toilets · KS1 – Year 1 and 2 to use toilets at separate times – Year 1 and 2 pupils to be taught not to enter if a child is in form a different year group. · Year 3 and 4 to use own toilet areas. · Year 5 and 6 – toilets to be cleaned regularly. · All toilet areas are cleaned regularly and cleaning staff complete paperwork outside of toilet areas to state when cleaned and by whom. 	
Breakfast Club	High	<ul style="list-style-type: none"> • Breakfast club has opened. • School has a separate risk assessment in place to support • Maximum of 15 pupils in the bubble. 	

Classroom Management	Low	<ul style="list-style-type: none"> · Behaviour Policy to be amended to suit any new rules in accordance with Government guidelines. This will be shared with parents before opening in September. · Posters to be put up around the school reminding pupils and staff of rules to follow. · Teachers to continually remind pupils of expected behaviour throughout the day. · Follow behaviour policy when rules are broken. · Ensure ALL staff are aware of changes to rules and behaviour expectations. · All classrooms will be set up prior to pupils returning. 	
		<ul style="list-style-type: none"> · Tables will be spaced out in the classrooms and 2 pupils will be assigned to each table, sitting side by side, facing forward towards the front of the classroom (thinking about effective talking partner groupings to support learning as well as pupil behaviour). They will stay with this person until guidance is updated. · Equipment will be provided for each child at the table for them to use at all times. <ul style="list-style-type: none"> · Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. · Books which the pupils will be using are to be kept on the child's table and marked at the table. Staff to wear gloves. 	

EYFS (Reception outdoor area)	Medium	<ul style="list-style-type: none"> · All outdoor equipment must be regularly cleaned after use. · F1 and F2 bubbles to be kept separate by sectioning off areas. <p>Malleable materials (messy play) Settings should risk assess activities that involve malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning. A risk assessment should consider whether:</p> <ul style="list-style-type: none"> • materials can be handled by a consistent group of children of and that no one else outside this group can come into contact with it 	
		<ul style="list-style-type: none"> • the malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, see the managing risk in play provision implementation guide <p>Settings should follow the 'system of controls' and ensure that:</p> <ul style="list-style-type: none"> • children wash their hands thoroughly before and after messy play • frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group <p>Further general cleaning advice can be found in the cleaning of non healthcare settings guidance.</p>	

	Medium	<ul style="list-style-type: none"> · Bubbles will be created for classes/ year groups. These groups are NOT to mix with other groups. This will ensure that if a bubble bursts, less pupils are sent home. · Bubble Y5/6 · Bubble Y3 · Bubble Y4 · Bubble Y2 · Bubble Y1 	
		<ul style="list-style-type: none"> · Bubble EYFS If at any time a member of staff from a different bubble is asked to step in or cover, they will wear PPE and any close contact will be logged to support Track and Trace. 	
	Low	<ul style="list-style-type: none"> · Tables to be spaced out in the classroom to maintain the 1 metre + social distancing rule (Year 1 and Year 6) · 2 pupils will be allocated a table until guidance changes. · Each child to be provided with resources needed for the day. <ul style="list-style-type: none"> · This equipment is not to be mixed with other bubbles for a 72 hour period (if plastic) 48 hours for others. · All equipment to be cleaned at the end of the day – wiped down with appropriate cleaning solution provided by the school. · EYFS staff to use steam cleaners provided to clean resources at the end of each day as well as cleaning staff cleaning the areas. 	

Other items	Medium	<ul style="list-style-type: none"> · Water bottles will be provided by the school for each child. These must be sent home each evening to be cleaned. · No other water bottles are allowed and MUST be sent home. · Pupils can bring in coats, book bags, packed lunches and PE kits. These MUST be kept on their peg-the back of their chair. 	
On day of reopening and each day after	Medium	<p>Autumn – Onwards</p> <ul style="list-style-type: none"> · Classroom windows to be opened to ensure good ventilation. · Classroom doors to be propped open (unless fire door) to avoid constant need to clean door handles. 	

		<ul style="list-style-type: none"> · Cleaning Staff will regularly wipe door handles and surfaces around the school. · At the end of the day, each classroom and any communal spaces will be cleaned by Cleaning Staff. This will include light switches and chairs. · Cleaning Staff hours to be increased. <p>Winter</p> <ul style="list-style-type: none"> · mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) · natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). · internal doors can also assist with creating a throughput of air – internal doors to be propped open. · natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) During break time and lunch times, external doors can be opened to increase ventilation and refresh the air. <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p>	
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		<ul style="list-style-type: none"> · opening high level windows in preference to low level to reduce draughts · increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) · rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	
	Medium	<ul style="list-style-type: none"> · Classroom surfaces to be wiped down frequently using cleaning products provided. 	All products to be placed out of reach of pupils throughout the day and when not being used.
	Medium	<ul style="list-style-type: none"> · Pupils and Staff to wash hands on regular basis. · Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly. · As they enter school in the morning, before break, after break, before lunch, after lunch, before leaving to go home and throughout the day after toilet use etc. · Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands. · Hand sanitiser will be provided for each class. 	Hand sanitisers in classrooms to be placed out of reach of pupils.

	Medium	<ul style="list-style-type: none"> · Staff to regularly revisit handwashing techniques using soap. Staff can use the below link allowing pupils to watch and practicing handwashing techniques · https://www.youtube.com/watch?v=Hz6fyfxD4xE · Pupils will be taught how to sneeze following guidance. 	
		<ul style="list-style-type: none"> · Pupils will not be permitted to wear masks in school following guidance from Liverpool City Council (12.11.20) · Primary school children should not be wearing a face mask throughout the day. One of the main reasons for this, is that school cannot guarantee that the children adhere to the latest guidelines of how to correctly place a face mask and keep it hygienically clean throughout the day. 	

	Medium	<ul style="list-style-type: none"> · Staff to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach by discussing each day and throughout the day. · Tissues to be available in all classrooms. · Staff to be provided with bags so that tissues can be placed in these and double bagged. · Children will be encouraged not to touch their mouth, eyes and nose. · Bins to be emptied regularly throughout the day by Cleaning Staff · If this is a swing bin, the lid will need to be cleaned and wiped down. 	
	Medium	<ul style="list-style-type: none"> · Telephones within settings or in communal areas to be cleaned on a regular basis with sanitiser by staff and cleaners. 	<p>As per normal procedures - personal phone devices must not be used</p> <p>All products to be placed out of reach of pupils throughout the day</p>
			and when not being used.

SEND		<ul style="list-style-type: none"> · Pupils to be supported in understanding social distancing through Social Stories etc. · SENDCo to support individual pupils needs by supporting the teachers. · For Staff working 1 to 1 full PPE can be worn if staff wish 	
Bubbles	Medium	<ul style="list-style-type: none"> · Staff are reminded to stay in their bubbles 	
Outdoors	High	<ul style="list-style-type: none"> · 2 members of staff to be outside with pupils to supervise. · Staff to carry 1st aid kits. · PPE to be carried to be worn when dealing with blood. · Pupils to be reminded to socially distance from each other. · Bubbles to be provided with play equipment which will not be shared with other bubbles. · Any equipment which is shared will be thoroughly cleaned down with sanitising solution before being passed to the next class. · Football not be played – close contact sport 	

Children soiling	Medium	<ul style="list-style-type: none"> · Full PPE to be worn, masks as well as gloves and aprons. · Staff to follow usual procedures with two members of staff supporting. · Gloves and aprons to be worn. · Pupils clothes to be placed in a bag and sent home with the child. · EYFS staff to log changing of pupils are per EYFS risk assessment 	All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.
Snacks and drinks in classrooms	Medium	<ul style="list-style-type: none"> · Water fountains will NOT be used and will be covered and signage added. · As above, pupils to be sent to wash hands following guidelines. · If fruit is provided, it will be washed by designated staff before being left outside the classroom for the adult within the classroom to collect. · Fruit will be handed to the pupil's whilst at their table. Adult to wear gloves. · EYFS – Designated 'snack' areas to be set up and pupils invited in small groups. · Area to be cleaned before and after use by each sitting using appropriate sanitiser. 	All products to be placed out of reach of pupils throughout the day and when not being used.

Child/ Adult falling ill within the setting	High	<ul style="list-style-type: none"> · The Covid-19 Lead (if they are not available – another member of SLT) should be informed immediately via telephone. Staff NOT to leave their areas. · SLT/ Covid lead to advise and support <ul style="list-style-type: none"> · All other children move to another classroom not being used or outside - child moves to isolation room, staff must wear PPE in isolation room if they are closer than 2 meters. If they are 2m + away, they do not have to wear PPE, windows are opened - rooms and toilets that the ill child has been used must be cleaned and then the isolation room when the child has left. · A designated isolation room will be identified within each building and staff will be made aware in briefing. Library KS1 and PPA room in KS2. Parents won't be allowed into these zones. If they are collecting a child, the child will be brought to them via the shortest exit. · PPE will be provided to staff if a child becomes unwell and or symptomatic of COVID-19 whilst they are 	All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.
		<p>awaiting collection to return home. (this includes gloves, aprons, a face mask, and where there is risk of being exposed to coughing, spitting or vomiting a face covering). Face Masks Do NOT need to be worn unless a pupil has vomited.</p> <ul style="list-style-type: none"> · Isolation area to be thoroughly cleaned after use. · All used PPE is to be double bagged before disposal. · SLT member to complete Googledrive logs. · All accidents reported to LCC via the LCC online accidents and incidents form and may be reportable under RIDDOR · Parents/carers strongly advised to ring 119 and obtain a test if any symptoms are displayed 	

Prevent – Government Guidance		<p>System of controls - prevention 1.</p> <p>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school When an individual develops coronavirus (COVID-19) symptoms or has a positive test</p> <p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID- 19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>You must follow this process and ensure everyone onsite or visiting is aware of it.</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works. If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a test as soon as possible to see if they have coronavirus 	
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(COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.

If a pupil is awaiting collection:

- they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required
- a window should be opened for fresh air ventilation if it is safe to do so
- if it is not possible to isolate them, move them to an area which is at least 2 metres away from

other people • if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else • personal protective equipment (PPE) must be worn by staff caring for the pupil 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) - more information on PPE use can be found in the safe working in education, childcare and children's social care settings guidance

In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.

Public Health England (PHE) has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Further information is available on how to manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

When an individual has had close contact with someone with coronavirus (COVID-19) symptoms

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless: • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local

		<p>health protection team if escalated) • they have tested positive from an LFD test as part of a community or worker programme</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings. If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.</p>	
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<p>Response to any infection – Government Guidance</p>		<p>System of controls - response to any infection</p> <p>Promote and engage with the NHS Test and Trace process</p> <p>Staff members, parents and carers will need to: • book a test if they or their child has symptoms - <i>the main symptoms are:</i></p> <p><i>a high temperature,</i></p> <p><i>a new continuous cough</i></p> <p><i>a loss or change to your sense of smell or taste</i></p> <p>• self-isolate immediately and not come to school if: they develop symptoms, they have been in close contact with someone who tests positive for coronavirus (COVID-19) 24, anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19), they are required to do so having recently travelled from certain other countries o they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation • provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace Polymerase Chain Reactions (PCR) tests for symptomatic testing</p> <p>Booking a polymerase chain reaction (PCR) test through 119</p> <p>Anyone who displays symptoms of coronavirus (COVID- 19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the</p>	
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		<p>internet.</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing. All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</p> <p>Polymerase Chain Reaction (PCR) tests contingency supply</p> <p>Separate to the asymptomatic testing regime, all schools were sent an initial supply of 10 PCR test kits before the start of the autumn term in 2020. You can replenish these kits when they run out by making an order through the online portal.</p> <p>You should call the Test and Trace helpdesk on 119 if the kits that you have ordered have not arrived.</p> <p>Having a test at a testing site will deliver the fastest results for symptomatic cases. These PCR test kits are provided to be used in the exceptional circumstance that an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere. You will need to decide how to prioritise the distribution of your test kits.</p> <p>These kits can be given directly to: • staff • parents collecting a pupil who has developed symptoms at school These PCR tests kits will also help ensure that symptomatic staff can get a test. If they test negative, they can return to work as soon as they are well and no longer have symptoms of coronavirus (COVID-19). Further information on test kits for schools and further education providers is available. Ask parents and staff to inform you as soon as they get their results.</p>	
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		<p>NHS COVID-19 app</p> <p>The app is available to anyone aged 16 and over to download if they choose. For some young people, particularly some with SEND, parents will need to decide whether their use of the app is appropriate. This will mean that some pupils in year 11, and most pupils in years 12 and above will be eligible to use the app and benefit from its features.</p> <p>Staff members are also able to use the app. The guidance for schools and further education colleges in England provides information about how the app works and guidance for its use within schools in England.</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>You must take swift action when you become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. If you would like support on the action you should take to respond to a positive case, you can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you of what action is needed based on the latest public health advice. The advice service (or PHE local health protection team if escalated) will work with you to guide you through the actions you need to take.</p> <p>Based on their advice, you must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after</p>	
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		<p>contact with the individual who tested positive.</p> <p>Close contact means: • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: o face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre, been within 1 metre for 1 minute or longer without face-to-face contact, sexual contacts, been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day), travelled in the same vehicle or a plane</p> <p>The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, we recommend you keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. You do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>Where individuals are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. A template letter will be provided to you, on the advice of the health protection team, to send to parents and staff if needed. You must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who</p>	
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is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.

They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection

You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Based on advice from Public Health England (PHE) and NHS Test and Trace, the testing programme initially included offering those who came into close contact with a positive case in schools the option of 7 days of daily contact testing (with self-isolation if a subsequent test was positive) as an alternative to self-isolation.

PHE and NHS Test and Trace have now reviewed their initial advice in light of the higher prevalence and rates of transmission of new variants. They have concluded that these changes in virus mutations warrant further evaluation work and that daily contact testing in place of self-isolation should be paused until this evaluation has

		<p>taken place. We will update this guidance once this evaluation is complete. Further guidance is available on testing and tracing for coronavirus (COVID-19). Reporting actual or suspected cases of coronavirus (COVID-19) through the education setting status form</p> <p>From 11 January, we asked you to resume completing an educational setting status form. The form will be amended to reflect wider opening. The data you supply helps the government monitor the impact of coronavirus (COVID-19) on schools. See guidance on how to submit the educational settings status form for more information. Test and Trace Support Payments</p> <p>Some school staff may be eligible for a one-off Test and Trace Support Payment of £500. This is payable in one lump sum from your local authority. To be eligible for a Test and Trace Support Payment, you must:</p> <ul style="list-style-type: none"> • be on a low income • be unable to work from home • be at risk of losing income as a result of self-isolating • be living in England • meet the eligibility criteria • have been formally advised to self-isolate by NHS Test and Trace, who will provide you with an NHS Test and Trace Account ID <p>The Department for Health and Social Care has launched the Self-Isolation Service Hub (020 3743 6715). The phone line is open 7 days a week, 8am to 8pm, allowing a school to provide contact details of those individuals who have been asked to self-isolate and are likely to be eligible for the Test and Trace Support Payment or discretionary payment. By providing these details, close contacts of positive cases identified at school will be formally advised to self-isolate by NHS Test and Trace and provided with an NHS Test and Trace Account ID. Individuals who have not been formally advised to self-isolate by NHS Test and Trace will not receive an NHS Test and Trace Account ID and will not be able to claim from the Test and Trace Support Payment scheme. In order for any of your staff who may</p>	
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be eligible for a payment from the Test and Trace Support Payment scheme to be able to claim, you must follow these steps: 1. Ensure that you collate a list of appropriate close contacts for the person who has tested positive within your establishment and inform these close contacts that they now need to self-isolate. 2. Call the new Service Hub on 020 3743 6715 as soon as you have the eight digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who has tested positive. 3. Provide the details of the person who has tested positive, along with the details of the relevant close contacts you have identified. If you do not have NHS Test and Trace Account ID for the person who has tested positive, Hub staff will assist in tracing the person in order to register their contacts on the Test and Trace system (CTAS). 4. NHS Test and Trace will then contact individuals to formally advise them of their need to self-isolate and provide them with an NHS Test and Trace Account ID. 5. Following this, individuals who are employed or self-employed, on a low income, unable to work from home and losing income as a result may qualify for the Test and Trace Support Payment scheme through their local authority.

Contain any outbreak by following PHE local health protection team advice If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak.

You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required. You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year

		<p>group. If you are implementing the system of controls, addressing any issues you have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. You should not close except on the advice of health protection teams.</p> <p>Admitting children and staff back to the school</p> <p>The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. You should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation. In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). Your decision would need to be carefully considered in the light of all the circumstances and current public health advice.</p> <p>Asymptomatic testing Coronavirus (COVID-19) asymptomatic testing in schools Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are infectious but do not have any coronavirus (COVID- 19) symptoms. For secondary school staff and pupils we are moving to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used</p>	
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		<p>have received regulatory approval from the MHRA for self-use. Home test kits will be available for all staff on return. Once pupils have been 30 tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.</p>	
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Medicines	High	<ul style="list-style-type: none"> · Staff to follow normal procedures with medication ensuring that it has been prescribed by a doctor and follow instruction. · Staff must wear PPE when administering medication. · Diabetes – Staff will be provided with up to date training from a trained diabetes nurse linked to the pupil. · Staff to wear full PPE when administering medication. 	All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.
Toileting	Medium	<ul style="list-style-type: none"> · One member of cleaning staff will be assigned to these areas all day. · Teachers will only send one per class per time and that they will be monitored. · Pupils will be reminded to wash hands following Government guidelines. · Toilet areas to be continually cleaned throughout the day by Cleaning Staff. 	

Break times	Low	<ul style="list-style-type: none"> · As above, pupils to be sent to wash hands following guidelines. <ul style="list-style-type: none"> · Classes/ groups of pupils will be timetabled to access allocated areas of the school playground. · Children will be escorted to and from the classroom to the play area. · Play equipment will be selected and placed in the play areas. · Play equipment will be wiped clean after use using appropriate sanitiser by named adults wearing PPE. · Any equipment which is shared will be thoroughly cleaned down with sanitising solution before being passed to the next class. · Pupils needing 1st aid during break time will be sent to designated 1st aiders who will provided 1st aid treatment. · The climbing wall is not be used at this time. 	
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Lunchtimes	Medium	<ul style="list-style-type: none"> · Serving lunch on a different site so that half of the number of children will be gathered for lunch and will now only mix with key stage. KS2 pupils, KS2 Hall, KS1 and F2 – Breakfast room. · Dining room tables and chairs will be wiped down between sittings. · Staff to wear gloves and aprons. · As above, pupils to be sent to wash hands following guidelines. · Lunch staff will take food to the pupils from the counter or surviving place. · No child is to line up at the counter to protect Kitchen staff. <ul style="list-style-type: none"> · Children with packed lunches from home, will keep them in the classroom next to them their desk and will eat their lunch with their 'bubble' of pupils. · Before the next group of pupils access the lunch hall, tables and chairs to be wiped down. · Pupils will access outdoor play areas (as per allocations) on a timetabled rota. When pupils are not outside, they will access their own allocated classroom where activities including DVDs will be provided for pupils to do at their allocated tables/spaces. · Adults wearing gloves will hand cutlery to pupils or place them on trays (KS1/EYFS) · Hand sanitiser will be provided to each member of staff to carry on their person. · Staff will access the staffroom and other allocated lunch time areas on a rota basis linked to the pupil staggered lunches to ensure 'bubbles' don't mix. Staff must clean their area and ensure items are put in the dishwasher. Cleaning staff will clean these areas before and after use. 	<p>Staff to use staffroom but must maintain social distancing rules.</p> <p>Chairs numbers to be reduced to support social distancing and allow for easy cleaning.</p> <p>Staff to ensure that after they have finished, food items are disposed of, table sanitised and items placed in dishwasher. No items are to be left on surfaces or on draining board.</p> <p>Refrigerator and microwave to be kept clean and tidy.</p>
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		<ul style="list-style-type: none"> Any play equipment which is shared will be thoroughly cleaned down with sanitising solution before being passed to the next class. 	
Photocopying	Medium	<ul style="list-style-type: none"> Sign to be placed outside photocopying room to state only 2 people in at one time. Staff to minimise the use to once or twice a week – planning ahead for what they will need. Photocopier to be cleaned before and after by the member of staff using the products supplied. Admin staff employed to photocopy learning packs and additional materials for staff to support work load and reduce the number of staff entering the photocopying room. Work/ learning packs will be left to isolate before staff have access to them. 	
Cleaning	Low	<ul style="list-style-type: none"> Additional cleaning hours have been purchased by the school ensuring that there will be at least 2 members of cleaning staff on site throughout the day. They will clean down classroom desks, chairs, door handles, surfaces and any other areas being used. In addition every toilet checked and sanitised on an hourly basis. Cleaning logs will be located outside toilets and will be signed and checked throughout the day. 	<p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p>

Remote Learning for classes, groups or small numbers of pupils needing to self isolate or during full lockdown		<ul style="list-style-type: none"> · Parents and pupils will be reminded about online safety and directed to the school website for support on adding Parental Controls to devices. · Online learning will be made available for pupils via Class Dojo for EYFS and KS1 and Google Classroom for KS2 <p>All classes have email accounts which have been shared with parents - parent can email learning concerns to these.</p> <p>Other concerns are to be sent to</p>	
		<p>admin.office@gwladysstreet.com</p> <ul style="list-style-type: none"> • Any completed paper home learning packs will be returned to school by parents and deposited in a box outside the school office. This will be quarantined for 48 hours before being collected and marked. 	
Computing	Medium	<ul style="list-style-type: none"> · I pads and laptops to be sanitised after use by a member of staff wearing gloves. Cleaning products to be provided. 	

Meetings	Medium	<ul style="list-style-type: none"> · All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available. · Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff. · Meeting room capacity is reduced to comply fully with prevailing social distancing measures. · Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings. <ul style="list-style-type: none"> · Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting. · Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required. · Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings. 	
Parents Evening/ meetings		<ul style="list-style-type: none"> · School will use School Cloud to provided meetings 	

		remotely. · Staff will be in school during these times. · Protocols will be shared with parents via Parents App and letter to explain that meetings cannot be recorded, all present must be dressed appropriately · No meeting will take place face to face	
Main office and SLT offices	Medium	· Office windows will be opened where practical, to encourage as much natural ventilation as possible - In offices, desks to be 2m apart where possible, - Face coverings to be worn when away from desk · Hand sanitiser to be placed in the main entrance. · Visitor to use key system. · Covid procedures explained on arrival.	

		<ul style="list-style-type: none"> · Key information to be gathered on arrival including contact details to support Track and Trace. This information must be kept for 21 days then destroyed as per GDPR. · This is to be cleaned by cleaner on a regular basis – Office staff to notify cleaner when this needs cleaned after use. · Only permitted staff to enter any office. NO one else is to enter. · If staff need to speak to office staff or SLT, telephones to be used. · Items for the office to be placed in boxes outside of rooms and members of staff will collect. · Screen to be placed across window where parents/ visitors communicate with office staff. · Packages and letters should be left or sprayed using the appropriate disinfectant if packages need opened immediately. · Office closed to Public and only opened at set periods. These are 8.00am - 9.30am and 3.15pm - 4.00pm. · Viruses can survive on different surfaces for different times depending on temperature, humidity, light and other environmental conditions. · Frequently touched communal surfaces should be cleaned regularly. · Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left 	
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		<p>unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> · Washing your hands more regularly will also reduce the risk of infection. · The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available. 	
Peripatetic Teachers	Medium	<ul style="list-style-type: none"> · Wash hands on entry to the school building. · Use 'Key System' to sign in on the entry screen system. <ul style="list-style-type: none"> · Adhere to Social Distancing in classrooms i.e. remain at the front of the class when teaching and use the seating system already in operation (i.e. pupils sitting in rows, side by side, facing the front). · Avoid teaching methods that involve singing and shouting (as per Government Guidance) and pupils moving around the classroom. · Adhere to the revised Marking Policy in place (i.e. mainly focus on giving verbal, instant feedback to pupils regarding their progress, during the lesson. In addition, provide opportunities for pupils to mark their own work). · Do not allow pupils to share resources and use cleaning equipment provided to clean any resources used in the lesson before moving to another class/lesson. <ul style="list-style-type: none"> · Clean laptop keyboard/whiteboard in each classroom before and after use with the wipes provided. 	

		<ul style="list-style-type: none"> · Use the designated toilets and lunchtime areas (as directed by the Senior Leadership Team). · Any PE equipment to be cleaned before and after use with each individual group. Any equipment that will be shared with another bubble to be quarantined for 48 hours except for plastic, which must be left for 72 hours. <p>Supply staff and other temporary or peripatetic staff</p> <ul style="list-style-type: none"> · You can continue to use supply teachers and staff. We recommend using the Crown Commercial Service's agency supply deal when hiring agency workers. This offers a list of preferred suppliers, who must provide transparent charging rates. You can get support by emailing supplyteachers@crowncommercial.gov.uk with your school's requirements and contact details. · Supply staff and other temporary or peripatetic staff can move between schools. · Such staff and visitors must follow your school's arrangements for managing and minimising risk based on the system of controls. · They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking. Risk assessment to be shared as soon as possible (Can be emailed to supply agency) · This also applies to other temporary staff and volunteers working in schools such as: <ul style="list-style-type: none"> • support staff working on a supply basis • peripatetic staff such as music tutors and sports coaches • those working in before and after school clubs · Other support Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles. · Where you are using volunteers, continue to follow the checking and risk assessment process in the volunteer section of keeping children safe in education. 	
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		<ul style="list-style-type: none"> · Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. · Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place. 	
Contractors	Low	<ul style="list-style-type: none"> · Appointments to be made through Mr Price (site Manager) or Mrs Barry (School Business Manager) · Government guidance to be followed at all times. · Hand sanitiser to be placed in main entrance. · Visitor to use key system. · Visitors to wear sticky labels to identify themselves - red or green sticker added (green can work with pupils without supervision, red - must be supervised when working with pupils) · This is to be cleaned by cleaner on a regular basis – Office staff to notify cleaner when this needs cleaned after use. 	

Visitors	High	<ul style="list-style-type: none"> · In primary schools, we recommend that face coverings should be worn by adult visitors in situations where social distancing between adults is not possible · Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). · Visitors must be made aware of how to add, remove and store face masks. <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including 	
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		<p>to remove or put them on</p> <ul style="list-style-type: none"> • safe storage of them in individual, sealable plastic bags between use <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</p> <p>Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>You must instruct staff to:</p> <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom 	
Team Teach	High	<ul style="list-style-type: none"> · Follow Positive Handling Plans if in place. · In the first instance, the classroom to be evacuated to a designated area. · Team Teach - staff will follow Team Teach which again advises to try a number of strategies and restraint should be final/last resort. Also we have a Calm <p>Central zone outside Ms Booth's office and a new one to be created in Y3 (each will be cleaned after use).</p>	<p>SENDCO to support staff in preparing activities to support any pupils during this time which will allow them to function successfully in school.</p>

Educational Visits	Medium	<ul style="list-style-type: none"> • Educational visits can begin to take place. • SLT will discuss how and when these can take place. <p>Government guidance</p> <ul style="list-style-type: none"> • In line with the roadmap, schools were able to resume educational day visits from 12 April. • Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. • You should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, you will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. You should consult the health and safety guidance on educational visits when considering visits. 	
Safeguarding Home visits/ Welfare visits	High	<ul style="list-style-type: none"> · It is essential that home visits occur to ensure the safeguarding of our pupils · Staff will wash/ sanitise hands before and after a visit · Adults (School Staff) to always conduct visits in pairs. 	

		<ul style="list-style-type: none"> · Staff will wear face masks when out on visits. · They will keep socially distanced (2m) apart at all times. · Staff will knock on the door and stand back at a safe level to speak to parents. · Any home learning and/or food will be placed on the door step before knocking. · Staff will not enter a home. · Staff will follow Safeguarding policy and procedures to report concerns. 	
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EYFS (Nursery Admissions)	Low	<p>New admissions</p> <p>For new admissions, settings should consider providing virtual tours for prospective parents and carers.</p> <p>If parents and carers are keen to visit in person, settings should consider:</p> <ul style="list-style-type: none"> · ensuring face coverings are worn if required in line with arrangements for staff and other visitors to the setting (see section 3 on face coverings) · there is regular handwashing, especially before and after the visit · holding visits after hours. If this is not possible, consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed <p>Prior to a visit, settings should ensure that parents and carers are aware:</p> <ul style="list-style-type: none"> · of the system of controls · how this impacts them and their responsibilities during their visit 	
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		<ul style="list-style-type: none"> · how to maintain social distancing from staff, other visitors, and children other than those in their care <p>Parents settling children</p> <p>Guidance from PHE outlines how parents and carers are able to enter a setting to help their children adapt to their new environment. Settings should ensure that parents and carers:</p> <ul style="list-style-type: none"> · wear face coverings, if required, in line with arrangements for staff and other visitors to the setting (see section 3 on face coverings) · stay for a limited amount of time (ideally not more than an hour) · avoid close contact with other children · are aware of the system of controls, how this impacts them, and their responsibilities in supporting it when visiting a setting with their child <p>Section 3 of this guidance includes details on the system of controls. It is important to explain these expectations, verbally or in writing, to parents and carers before or on arrival at a setting.</p> <p>Other visits by parents and carers</p> <p>Parents and carers should not be allowed into the setting unless there is a specific need.</p> <p>Children should be dropped off and collected at the door, if possible.</p>	
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		<p>Stay and play sessions, such as where the purpose is for parent and carers to meet each other, should not take place at the setting.</p> <p>Guidance on parents and carers coming into the setting for organised performances can be found in the music, dance and drama section of this guidance.</p> <p>External professionals</p> <p>In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually.</p> <p>If they need to attend in person, they should:</p> <ul style="list-style-type: none"> · follow guidance relevant to the setting · keep the number of attendances to a minimum · wash hands frequently · where possible to do so, maintain social distancing · be informed about the system of controls in settings See further details on the system of controls (section 3 of this guidance). 	
Fire and evacuation of the building	Medium	<ul style="list-style-type: none"> · Pupils and staff to exit the building as per usual procedures and to line up in designated areas keeping pupils adequately spaced out. · · Drill to be practiced on a regular basis as decided by SLT 	

		<ul style="list-style-type: none"> · Other procedures including Fire Marshal tasks to continue as per usual evacuation procedures. · Fire safety management plans should be reviewed and checked in line with operational changes. · You should check: <ul style="list-style-type: none"> • all fire doors are operational at all times • your fire alarm system and emergency lights have been tested and are fully operational · Carry out emergency drills as normal (following social distancing as appropriate). · You should make adjustments to your fire drill to allow for social distancing as appropriate. Refer to advice on fire safety in new and existing school buildings. 	
Marking of books	Medium	<ul style="list-style-type: none"> · Books can be marked following school Marking and Feedback Policy. · Staff must sanitise hands before and after. · Books must remain in the class/ year group bubble. · Books/ work is not to be taken home. 	

Music	Low	<p>Music, dance and drama in school</p> <ul style="list-style-type: none"> · You should continue teaching music, dance and drama as part of your school curriculum, especially as this builds pupils' confidence and supports their wellbeing. · There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place. · Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts. · Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Further information on the music education hubs, including contact details for local hubs, is available at music education hubs published by the Arts Council England. <p>Minimising contact between individuals</p> <ul style="list-style-type: none"> · The overarching objective should be to reduce the number of contacts amongst pupils, and between pupils and staff, including for rehearsal and performance. As set out in the system of controls, this can be achieved through keeping groups separate (in bubbles) and through maintaining social distance between individuals. These are not alternative options. Both measures will help, but the balance between them will change depending on the age of 	
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		<p>pupils, the layout of the building, and the feasibility of keeping groups separate from each other while offering a broad curriculum.</p> <ul style="list-style-type: none"> · If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. · You should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. · Additionally, you should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. · If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. · If possible, do not share microphones. If they are shared, follow the guidance on handling equipment and instruments. <p>Performances</p> <p>If planning an indoor or outdoor face-to-face performance in front of a live audience, you should follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance you should also give particular consideration to the guidance on delivering outdoor events.</p> <p>You may wish to still consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.</p>	
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Singing, and playing wind and brass instruments in groups

Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained.

When planning music provision, you should consider additional specific safety measures. There is some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. The government has published advice on safer singing.

Playing outdoors

Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.

Playing indoors

If indoors, use a room with as much space as possible, for example, larger rooms, rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limit the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic.

Social distancing

In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Pupils should use seating where practical to help maintain social distancing.

Seating positions

Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.

Microphones

Use microphones where possible or encourage singing quietly.

Handling equipment and instruments

Measures to take when handling equipment, including instruments, include the following.

Handwashing

Require increased handwashing before and after handling equipment, especially if being used by more than one person.

Avoiding sharing instruments and equipment

Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling

equipment. Instruments should be cleaned by the pupils playing them, where possible.

Handling scores, parts and scripts

Limit handling of music scores, parts and scripts to the individual using them.

Suppliers

Consider limiting the number of suppliers when hiring instruments and equipment. You should agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument. Pick up and drop off points

Pick up and drop off

collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand.

PE	Low	<p>From 12th April, competitions can take place against other schools both indoors and outdoors. Competition organisers must have stringent risk assessments in place, which should be in line with National Governing Body guidance.</p> <p>Physical activity in schools</p> <ul style="list-style-type: none"> · You have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures in your system of controls. · Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. · You can hold PE lessons indoors, including those that involve activities related to team sports, for 	
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		<p>example practising specific techniques, within your own system of controls.</p> <ul style="list-style-type: none"> · For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. · External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. · Competition between different schools should not take place until wider grassroots sport for under 18s is permitted. Refer to: <ul style="list-style-type: none"> - guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England - advice from organisations such as the Association for Physical Education and the Youth Sport Trust - guidance from Swim England on school 	
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		<p>swimming and water safety lessons available at returning to pools guidance documents</p> <ul style="list-style-type: none"> - using changing rooms safely You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do. · Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing. <p>Swimming – This will continue – See additional risk assessment for advice and guidance.</p>	
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Safeguarding - Welfare calls		<p>Welfare will be made to pupils who are absent. A log of calls will be kept to ensure all pupils and families are called. CPOMS will be updated after calls have been made and shared with relevant staff including the class teacher.</p> <p>Please also read updated CP policy for Full lockdowns.</p>	
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Recruitment	Medium	<p>Recruitment</p> <ul style="list-style-type: none"> · You can continue recruiting members of staff. · Schools should consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible. · The DfE teaching blog provides: • information on the experience of implementing interviews remotely • advice that can be sent to candidates on how to prepare for remote interviews · Where face-to-face meetings are necessary, you should share the school's control measures in advance and make it clear to candidates that they must follow the system of controls that you have in place. This includes any requirements for wearing face coverings where social distancing cannot be managed safely. · When recruiting, continue to adhere to the legal requirements on pre-appointment checks as set out in part 3 of keeping children safe in education. Initial teacher training (ITT) providers have worked flexibly to ensure this year's newly qualified teachers (NQTs) are ready and prepared to enter the classroom. NQTs will also be supported by materials based on the early career framework reforms. 	
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Associate Teachers	Low	<ul style="list-style-type: none"> · Associate Teachers will be provided with Lateral Flow Tests , access to the online video of how to take these and other relevant documents. · Associate Teachers will be asked to carry out the test the day of coming into school and submit results to school and the Government. · Associate Teachers are not to come to school if positive or get 2 void tests and should take advice. · Deployment of ITT trainees and school engagement ITT trainees can continue to go into their host school or college on placement. · They are expected to follow all control measures put in place by host schools. 	
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<p>After School Clubs</p>		<ul style="list-style-type: none"> • School has begun to provide after school clubs. • Pupils will be kept in bubbles (currently used in school) to minimise mixing. <p>Government Guidance</p> <ul style="list-style-type: none"> • You should be working to resume all your before and after-school activities and wraparound childcare for your pupils. • All parents may access wraparound and extra-curricular provision for their children, without any restrictions on the reasons for which they may attend. • You should continue to work closely with any external wraparound providers which your pupils may use to minimise mixing between children. This can be achieved by taking steps such as trying to keep children in consistent groups as described below. • Where providers are offering organised activities for children, such as wraparound childcare or extra-curricular activities are outdoors, this can currently happen in groups of any number. • However, until 17 May (in line with Step 3 of the roadmap) if the provision is taking place indoors, and it is not possible to group children in the same bubble as they are in during the school day, providers should keep children in consistent groups of no more than 15 children and at least one staff member. • From 17 May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, it 	
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		<p>remain important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting. Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation. For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.</p> <ul style="list-style-type: none">• The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extracurricular provision, including appropriate group sizes.• Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also:• advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.• encourage them to check providers have put in place their own protective measures• send them the link to the guidance for parents and carers	
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Transition	Low	<ul style="list-style-type: none"> • New parents of Nursery and Reception will be invited into school after 3:30pm once other pupils have left. They will meet with staff outside under the canopy to discuss paperwork and will be shown around the setting. • Paperwork will have previously been sent to school and will have been isolated before staff access this. • Parents and staff will wear face masks and will keep 2m apart. 	
Visitors – Training	Low	<ul style="list-style-type: none"> • Staff will work in the house. • Windows will be open • Staff will sit spaced out wearing masks • Staff will wash hands/ use hand sanitiser. • Staff to use the toilet and facilities within the house. • Staff will not move around the rest of the building • A cleaner will regularly clean the space and toilet facilities in the house. 	

Well being	Low	<ul style="list-style-type: none"> • School to use a wide range of resources to support this including the ROAR training, Breathing exercises and Calm Central Support <p>Pupil wellbeing and support</p> <ul style="list-style-type: none"> • Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. • Consider using pastoral and extra-curricular activities to: • support the rebuilding of friendships and social engagement • address and equip pupils to respond to the impact of COVID-19 and associated restrictions • support pupils with approaches to improving their physical and mental wellbeing • You may also need to provide more focused pastoral support for pupils' individual issues, drawing on external support where necessary and possible. Our 'Every interaction matters' webinar can help with offering pastoral support for wellbeing. • Where there is a concern a pupil is in need or suffering or likely to suffer harm, follow your child protection policy and part 1 of keeping children safe in education. Consider any referral to statutory services (and the police) as appropriate. • You can also work with school nurses, where they are in place, to: 	
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| | | <ul style="list-style-type: none"> • ensure delivery of the healthy child programme (which includes immunisation) • identify health and wellbeing needs • provider support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues • support pupils with additional and complex health needs <p>Support and resources</p> <ul style="list-style-type: none"> • Through the Wellbeing for Education Return programme the government funded a webinar to support school and college staff. • Teachers can also access the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a COVID-19 staff resilience hub with advice and tips for frontline staff. • The Relationships, Sex and Health Education (RSHE) training module on teaching about mental wellbeing will help improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom. • You can access Whole School SEND consortium resources on the Whole School SEND Resource page of the SEND gateway. They have also produced: <ul style="list-style-type: none"> • a leaflet about successful returns following a period of absence • a leaflet on transition planning for post-year 11 destinations • a COVID-19 SEND review guide • a handbook to support teachers to take a whole school approach to supporting pupils following a traumatic event | |
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Form Completion Date:	17.5.21			Points the Group Leader or team to be aware of	
Head of Establishment / EVC:	Miss Booth				
Group Leader (Signature)	Mr Paul Wolstencroft-Moore				