



# **Operational Planning & Risk Assessment**

**Full Opening: 7 September 2020 Covid-19**

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# Contents

Section 1 - The System of Controls.....	2
Section 2 - Health and Safety and Maintaining Social Distancing .....	7
Section 3 - Safety and PPE, Cleaning and Hygiene .....	12
Section 4 – Staff and Pupil Absence, Illness and Attendance.....	15
Section 5 – Curriculum Recovery .....	17
Section 6 – Local Lockdown or Outbreaks .....	18
Section 7 – Key Information.....	19

## Section 1 - The System of Controls

Joydens Wood Infant School must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Joydens Wood Infant School will thoroughly review their health and safety risk assessments to ensure the essential safety measures are in alignment with government and PHE requirements.

### Essential measures include:

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

### Reducing-contact measure has been implemented by:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks for those that spend longer lengths of time at desks (Year 2 only)
- staff maintaining distance from pupils outside of their bubbles and other staff as much as possible

### Supporting Documents and Guidance

This document must be read alongside the current government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### **The System of Controls: Protective Measures**

Having assessed the risk, Joydens Wood Infant School will work through the below system of controls, adopting measures in a way that addresses the risk identified, what works for our school, and what will allow us to deliver a broad and balanced curriculum for our pupils, including full educational and care support for those pupils who have SEND.

### **System of Controls**

This is the set of actions Joydens Wood Infant School will take. They are grouped into 'prevention' and 'response to any infection'.

#### **Prevention**

1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

2) Where recommended, use of face coverings in schools. **(This does not apply to primary school children)**

3) Clean hands thoroughly more often than usual.

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

#### **Response to any infection**

8) Engage with the NHS Test and Trace process.

9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

10) Contain any outbreak by following local health protection team advice.

**Numbers 8 to 10 must be followed in every case where they are relevant.**

**Numbers 7 to 9 must be followed in every case where they are relevant.**

## **Minimise Contact Between Individuals and Maintain Social Distancing Wherever Possible**

Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children's ability to distance
- the layout of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

### **How to group children**

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

Joydens Wood Infant School have assessed their circumstances and have determined that for a full, balanced curriculum and the managing of the practical logistics within and around school means that class-sized groups are not compatible.

### **The Government guidance states:**

- Whatever the size of the group, they should be kept apart from other groups where possible
- Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible
- When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate
- We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group
- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where 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. We recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer

### **Joydens Wood Infant School's response to Government requirements:**

- Whatever the size of the group, they should be kept apart from other groups where possible

*The school will be allocating the bubbles in year group sizes. This means that no sharing of resources, areas or adults can be maintained to the highest level.*

- When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate

*In the event a member of the bubble becomes unwell, the school will seek advice from PHE in the first instance. This may mean that a whole year group (incl. staff) need to self-isolate.*

- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. In primary schools can still work across groups if that is needed to enable a full educational offer.

*To release teachers for their required planning and preparation time, children will have cover supervisors/teachers shared across year groups.*

### **Engage with the NHS Test and Trace process**

Joydens Wood Infant School will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- Book a test if they are displaying symptoms
- Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
- All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for Coronavirus (COVID-19) or if asked by NHS Test and Trace
- Self-isolate if they have been in close contact with someone who develops Coronavirus (COVID-19) symptoms or someone who tests positive for Coronavirus (COVID-19)

Anyone who displays symptoms of Coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Joydens Wood Infant School ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to Coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed Coronavirus (COVID-19) infection' and must continue to self-isolate for at least **10 days** from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The **10-day** period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

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

Joydens Wood Infant School must contact the local health protection team directly if they become aware that someone who has tested positive for Coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

Public Health England, South East Health Protection Team:

1. In hours (Monday – Friday 9am to 5pm) 0344 225 3861
  2. Out of hours' number between 5pm to 9pm and 8am – 9am
- ☐ Kent 0844 967 0085

Weekends and Bank holidays out of hours' number between 8am to 9pm  
Ian Watts – North Kent Area Education Officer - 07919212062

The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The Health Protection Team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the Health Protection Team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metres, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. Upon an outbreak occurring the school will use the template letter provide by DfE/PHE, on the advice of the health protection team, to send to parents and staff if needed. Joydens Wood Infant School will not share the names or details of people with Coronavirus (COVID-19) unless essential to protect others.

**Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

**Contain any outbreak by following local Health Protection Team advice**

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where Coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of Health Protection Teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

## Risk Assessment Measures

Risk level	Action and Timescale
Minimal	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

The school have created this Operational Planning Tool and Risk Assessment using the above thresholds to measure risk once the considerations/actions have been implemented.

## Section 2 - Health and Safety and Maintaining Social Distancing

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Health and Safety Compliance	All staff	<p>PPE and Cleaning checklist has been implemented</p> <p>Each classroom and communal learning space has the following:</p> <ul style="list-style-type: none"> <li>- Hand sanitizer</li> <li>- Disposable gloves</li> <li>- Disinfectant wipes/spray</li> <li>- Disposable cloths</li> <li>- Antibacterial soap</li> <li>- Disposable masks in first aid boxes</li> <li>- Individual classroom first aid boxes</li> <li>- At least 2 bins and 2 boxes of tissues - The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.</li> </ul> <p>Blank fire registers have been circulated to all classes, these are to be completed daily.</p> <p>Premises manager is to ensure a minimum of 10x each of the above listed items are in stock as a minimum</p>	<p>Premises Manager</p> <p>Headteacher</p>	This risk is dependent on the level of availability which is changeable from day to day, the school reserves the right to close the premises if insufficient PPE, sanitisation and cleaning products cannot be sourced.
Localised Risk Assessments	All children and staff	<p>The following risk assessments and cleaning logs must be undertaken and signed daily:</p> <ul style="list-style-type: none"> <li>-EYFS Outdoor Area (Inc.1-way system signage)</li> <li>-Communal Spaces (Inc. Staffroom)</li> <li>-Year 1 Outdoor Area</li> <li>-Playground</li> </ul> <p>Any issues with the above must be reported in person to HT immediately.</p>	<p>Premises Manager &amp; Office Staff</p>	Updated for 1 September 2020



Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Pupil Arrival and Collection	All Children, Staff and Parents/Carers	<p>To avoid mass congregation on site or in close proximity in funnel neck spaces the school and Joydens Wood Junior School will be permitting all parents access across both sites. This means all parents will be able to come on-site to drop off and pick up their children. No parents/carers will be permitted into either school building. The above decision is subject to all parents agreeing to adhere to strict social distancing measures both on and off the schools' sites. If parents breach this, we will implement a staggered system with immediate effect.</p> <p><b><u>Accessing the School Site</u></b>  All Infant and Junior Children/Parents – can access the site from any entrance across the two schools. Parents can freely walk between sites to enable them to have easier access.</p> <p>All Infant Children- will be dropped off and picked up from their own classroom doors  All Junior Children – will be dropped off at their allocated doors</p> <p><b><u>Drop off and Pick Up Times</u></b>  EYFS and Year 1 Children – To be dropped off from 8.30 – 9.00am and collected between 3.00-3.10pm.  Year 2 Children - To be dropped off from 8.30 – 9.00am and collected at 3.30pm. If your child is in Year 2 and they cannot stay until 3.30pm, they will need to be collected at 3.00pm promptly. (Please ensure you write to the Infant School to inform them if your child is going home at 3.00pm).  All Junior Children - To be dropped off from 8.30 – 9.00am and collected at 3.10-3.15pm.</p> <p>Gates  AM- All gates across the two sites will be open from 8.25am and closed at 9.00am.  PM- Infant gates will be open from 2.55pm and closed at 3.40pm. Junior gates will be open from 2.55pm and closed 3.30pm.</p>	SLT	
Social Distancing Signage	All Children, Staff and Parent/Carers	<p>Social Distancing Barriers and reminder notices will be fixed to fences or barriers where children are entering/exiting the premises. These signs should be checked every morning to ensure that they are still in place.</p> <p>Office Team are to replace any missing signs with immediate effect.</p>	Premises Manager and Office Team	
Movement Around the School	All Children and Staff	<p>Pupil movement around the school is reduced to that of being 'absolutely necessary'. Other than entering and exiting from the building, the only other time the pupils will be out of their group restricted area will be at their allocated lunchtime slot or when they are undertaking specialist teaching.</p> <p>Radios will continue to be used to communicate across the building, as per normal practice in our school.</p>	All Staff	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Staff and Administration	All Staff	<p>Staff Room will only have a maximum of 8 members of staff in the room at any one time. Staff are expected to maintain 2m distance and wipe down the use of microwave, water cooler urn and sink after use.</p> <p>Equipment that is used by several staff communally, such as kettles, photocopiers, walkie-talkies, etc., must be wiped down with alcohol wipes before and after each use.</p> <p>Due to the size and layout of the office, social distancing is able to be adhered to.</p>	All Staff	
Year Group Bubbles	All Children and Staff	<p>All year groups will be allocated in bubbles of 90. This is to prevent:</p> <ul style="list-style-type: none"> <li>-overmixing of groups</li> <li>-allow adequate staffing across the year group classes</li> <li>-to allow a full curriculum to be taught to the pupils</li> <li>-to minimise any lost learning time</li> </ul> <p>Year group bubbles will strictly operate as follows:</p> <ul style="list-style-type: none"> <li>-Year group lunch time</li> <li>-Year group play times</li> <li>-Year group staggered drop off and collection</li> <li>-Year group intervention groups (if necessary)</li> <li>-Year group specialist teaching (PE, Cooking &amp; Art) (see separate risk assessments for these subjects)</li> </ul>	All Staff	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Room Layout and Resources	All Staff and Children	<p><b>Our children are too young to be sitting at isolated tables. Our classrooms will operate as follows:</b></p> <p><b>EYFS and Year 1 – Freeflow inside and outside.</b> The setup of our rooms will remain unchanged as this would affect hinder the children’s learning due to a lack of resourcing).</p> <p><b>Year 2 – Sat in rows in set pairs facing the front.</b> This is necessary as this year group receive a formal education and are required to have longer periods of time sat at tables. Learning Breaks will be given <b>outside in all weathers every 40mins for 10mins throughout the day (excluding lunchtime). Year 2 to be provided with their own pencil case by parents following the Stationary List from the school.</b></p> <p>Windows and doors should be kept open as much as possible to increase air-flow. Visually marked yellow barrier tape allocates sufficient space and distance for the teaching staff in the classroom should they need to use it.</p> <p>Carpet times may involve the children sitting closer together, however, all children must have washed their hands immediately before carpet time and afterwards. Carpet times will be kept to a minimum and only used if absolutely necessary. All circle times should be undertaken outside as much as possible.</p>	<p>Teachers and Support Staff</p> <p>Premise Manager to monitor room layouts at the end/start of each day.</p>	
Site Layout	All Staff, Children and Parents	<p>All year groups will be allocated to their own zones and areas. Mixing between zones and areas will be avoided. (Except the hall).</p> <p>Hall will be used for staggered PE and Lunchtimes, full sanitation will occur between usage of groups.</p>	Premises Manager, Office, Parents	Boundary Tape may become loose

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions													
PE Lessons	All Children and Staff Tollo Academy	<p>Sports and external play are essential for children and young people. Tollo Academy are our sports provider. They have worked in the school throughout the school closures and have successfully supported the school in implementing a range of active social distancing games. This will continue upon the children's return. Formal PE lessons will begin 7 September for <b>KS1 only</b> in their class bubbles. Formal PE lessons will be held outside as much as possible. All PE equipment will need to be cleaned thoroughly at the end of each session.</p> <p>All children will enter the school field via the main central corridor through the school hall.</p> <p>Resources within the outdoor spaces will not be shared between year groups unless it has been properly sanitised and not used for 48hours.</p>	All Staff  Contractors May Harris and Tollo Academy														
Staggered Snack and Lunch Time	All Children and Staff	<p>Lunch time will be staggered and the catering team will be responsible for fully sanitising the area before the next group enter the hall.</p> <table border="1"> <thead> <tr> <th>Key Group</th> <th>Staffing in Hall/Classroom Space</th> <th>Lunch time (timings approx.)</th> </tr> </thead> <tbody> <tr> <td>Year 2</td> <td rowspan="3">As per lunch rota. After food has been eaten children will return to their outdoor area.</td> <td>11.00</td> </tr> <tr> <td>EYFS</td> <td>11.30</td> </tr> <tr> <td>Year 1</td> <td>12.00</td> </tr> <tr> <td colspan="3">*12.15 for 1<sup>st</sup> two weeks.</td> </tr> </tbody> </table> <p>Overflow Table will be set up to allow any slow eaters to remain in an isolated section of the hall. This will be clearly taped off and kept away from other year group bubbles.</p> <p>Children will go up to the servery as normal. PPE is available for the catering team if needed.</p>	Key Group	Staffing in Hall/Classroom Space	Lunch time (timings approx.)	Year 2	As per lunch rota. After food has been eaten children will return to their outdoor area.	11.00	EYFS	11.30	Year 1	12.00	*12.15 for 1 <sup>st</sup> two weeks.			Catering Team and SLT	
Key Group	Staffing in Hall/Classroom Space	Lunch time (timings approx.)															
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Administering First Aid	All Staff and Children	The school's First Aid Policy and Administering of Medication Policy remains unchanged. PPE is provided in the Isolation Room and School Office should members of staff feel more comfortable wearing it to administer this type of care. Where a member of staff does not feel comfortable to administer first aid they are to inform a member of SLT immediately who will intervene.	All Staff														

### Section 3 - Safety and PPE, Cleaning and Hygiene

#### Infection information

The COVID-19 virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands. The virus can survive on surfaces that they land on. However, the amount of live virus on any surface decreases over time. The risk of infection from touching something that had the virus on it for a few days would reduce to negligible.

Environmental factors will affect the survival of the virus. There is, therefore, no substitute for thorough cleaning.

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Daily cleaning during the Pandemic	All Staff May Harris	A more robust cleaning regime is implemented: Cleaning AM Midday Cleaning of sinks and taps, table tops (where possible) and door handles (School Staff) Cleaning PM – Deep Clean of all resources  SBM to liaise with Cleaning Contractor to ensure the procedures relating the AM and PM clean are adhering to PHE guidelines.	Premises Manager SBM All Staff May Harris Contractors	
Toileting and Hand Washing	All Staff and Children	All classrooms have sanitizer and antibacterial soap.  Scheduled hand washing will occur at the following parts of the school day: 1. Upon arrival to school 2. Before and after snack 3. Before and after lunch 4. Before leaving school at the end of the day  Toilets will be shared across year group bubbles. The corridor toilets will only be used by Ash and Sycamore. The disabled toilet will remain the 'isolation' toilet in the event a child is unwell.	Premises Manager to monitor daily  All Staff	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Cleaning following a suspected case of Coronavirus	SLT May Harris	<p>Cleaning an area with normal household disinfectant after a suspected case of COVID-19, will reduce the risk of passing the infection on to other people.</p> <p>Cleaners should wear disposable or washing-up gloves and aprons for cleaning. Once cleaning is finished, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands before starting cleaning and after they have disposed of their used clothing.</p> <p>Cleaning should be administered using a disposable cloth. Hard surfaces should be cleaned first with warm soapy water. Surfaces should then be cleaned with normal disinfectant products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab- rails in corridors and stairwells and door handles.</p> <p>If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc.), cleaners should use a higher level of cleaning PPE, to include a face mask, disposable apron and gloves and eye protection, such as goggles or a visor.</p> <p>Once cleaning is finished, the PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands after they have disposed of their used PPE.</p>	SLT Premises Manager May Harris	
PPE in General School Use	All Staff	<p>The Government advice states that they do not need to be worn outdoors, in schools or by those who would find them difficult to wear such as young children. This is understood as saying that wearing a mask in normal school situations is not necessary.</p> <p>The school will allow staff to wear PPE subject to a discussion with Headteacher whereby the reasoning behind this will be explored.</p> <p>If a person chooses to wear PPE for general use, the school will inform the parents and send a social story home to support the children.</p>	Headteacher	
Where PPE should be used	All Staff	<p>There are some circumstances where use of PPE, including a face mask, may be recommended:</p> <ul style="list-style-type: none"> <li>• Moving, isolating or supporting a child with symptoms of COVID-19.</li> <li>• Cleaning an area where a child with COVID-19 symptoms has visited.</li> <li>• Working with children whose care routinely already involves the use of PPE due to their personal care needs.</li> </ul> <p><b>The school has made provisions to support the use of PPE in the above circumstances.</b></p>	SLT	

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
If a person becomes unwell, especially with COVID-19 symptoms	All Children, Staff and Parents	<p>If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in their school or setting:</p> <ul style="list-style-type: none"> <li>● Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching.</li> <li>● The person must be supported until they can be collected and taken home. They should not be left unattended.</li> <li>● An isolation room is allocated, Meeting Room. The Disabled Toilet next door will be reserved for this use only.</li> <li>● A face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising staff member.</li> <li>● If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>● The areas that they have come from, e.g. classroom, kitchens, dining hall, toilets, circulation routes, need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff.</li> <li>● Other members of staff should ensure that no other personnel are on the route of the person as they exit the building.</li> </ul> <p>After the sufferer has been collected:</p> <ul style="list-style-type: none"> <li>● If the school is closed, initiate a cleansing, with your usual contractor as directed by Public Health England.</li> <li>● If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway.</li> <li>● During cleaning, cleaners must be reminded to pay special attention to where the person has sat or was lain down. PPE must be worn. Bedding, soft furnishings and towels need to be carefully taken away and if possible washed on a 60 degs wash, with detergent.</li> <li>● Any bathrooms, toilets and sinks, must be thoroughly cleaned. This includes taps, handles, toilet seats, dryers and soap dispensers</li> <li>● The school will need to inform parents and colleagues but stress the thoroughness of the cleaning that is taking place.</li> </ul> <p>Please read this in conjunction with the school's policy <b>PPE, Hygiene and Crisis Management of Unwell Persons</b></p>	All Staff	The risk cannot be reduced due to Covid-19 Pandemic.

#### Section 4 – Staff and Pupil Absence, Illness and Attendance

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Attending Work	All Staff and Children	<p><b>All staff are obligated to fulfil their contractual duties and work from 1 September. If this is not possible the member of staff must provide the Headteacher with evidence as to why this is not possible e.g. medical evidence.</b></p> <p>Getting tested guidance: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p>	All Staff	The school may not be able to full operate if insufficient staffing occurs.
Managing Staff Absence	All Staff and children	<p><b>All staff are required to inform Headteacher by 7am on the day of absence.</b> If you are aware you are unwell before this time, please ensure you inform Headteacher asap.</p> <p>Upon you being unwell, you are required to update the school by 2.30pm the same day to inform the school if you are attending work the following day.</p> <p>Failure to do this may require management action.</p> <p>Process for reporting absence:</p> <ul style="list-style-type: none"> <li>- Call Headteacher (Do NOT text) or DHT if the HT cannot be located</li> <li>- <b>Text your year group and DHT to inform them your unable to attend work and delegate necessary duties,</b></li> <li>- 2.30pm call school phone to inform the team if you are attending work the next day (Office to pass this on to both HT and DHT)</li> </ul>	All Staff	The school may not be able to full operate if insufficient staffing occurs.
Return to Work meeting	All Staff	<p>The DHT and FEL are responsible for holding all back to work meetings. In complex cases the return to work meeting may be held by HT. Staff may also request that the return to work meeting is held by HT if they would prefer to do so.</p> <p>All return to work meetings will be record and logged. All dates of absence/further information must be provided to SBM without delay.</p>	Line Managers	
Children's Absence	All Children	<p>It is mandatory for all children to attend school full time from 1 September 2020. The school will be implementing all staged approaches/sanctions outlined in the school's Attendance Policy from this date. <b>Now more than ever, attending school is of the highest priority.</b> All members of the school community must read the school's Attendance Policy and Covid-19 Attendance Statement.</p>	Office, SLT, Parents	



Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Prevention: Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	All children and Staff	All pupils, staff and other adults <b>MUST NOT</b> come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home.  <b>All schools must follow this process and ensure all staff are aware of it.</b>	All Staff and parents	Our children are very young and may not tell us if they are unwell.
Isolation	All children and Staff	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least <b>10 days</b> and should arrange to have a test to see if they have coronavirus (COVID-19).  Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.  Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.		
Contact Details	All Staff	In the event a suspected or confirmed case of Coronavirus occurs the following persons will be notified:  Public Health England, South East Health Protection Team: 1. In hours (Monday – Friday 9am to 5pm) 0344 225 3861 2. Out of hours number between 5pm to 9pm and 8am – 9am ☐ Kent 0844 967 0085  Weekends and Bank holidays out of hours' number between 8am to 9pm Ian Watts – North Kent Area Education Officer - 07919212062	n/a	

## Section 5 – Curriculum Recovery

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Not being at an age expected level	All Staff and Children	<p><b>On Entry Assessments</b> EYFS children have missed a significant amount of learning from preschool. Baseline Assessments will be reflective of the relevant skills that needed to be mastered at 30-50mths of developmental age.</p> <p>Year 1 children have missed the crucial development of Early Learning Goals, these will be assessed on entry and gaps will be taught to rapidly enable children to have secured their EYFS knowledge. All children will be given a judgement by October Half Term as to whether they have achieved these. Those who are working towards will remain on EYFS curriculum.</p> <p>Year 2 children have missed the Phonics Screening Check and crucial building blocks obtained in the Year 1 curriculum. The Year 2 teachers have worked collaboratively with the Year 1 teachers to develop an on entry test that enables all the fundamental 'building blocks' of knowledge to be assessed. Gaps will be assessed and addressed. Intervention groups will be the priority for these children. The whole cohort will be tested on the Phonics Screening Check Test by the end of September to see if they have passed. All scores will be shared with parents.</p> <p><b>Baseline Assessment Video Meeting will be undertaken with Parents in 10mins slots during the weekend commencing 28<sup>th</sup> September. The teachers will explain their assessment findings and share your child's next steps. (Further details to follow)</b></p>	All Staff	The school may not be able to full operate if insufficient staffing occurs.
Subjects not being taught	All children	<p>Music and Computing will not be taught during the first term. This is due to the nature of the equipment or structure in which the lessons have to be taught.</p> <p><b>PE will be taught but the curriculum will be adapted to ensure the handling of equipment is minimal.</b></p>	All Staff	
Catch Up Interventions	KS1 and Disadvantaged Children	<p>All children in KS1 will receive extra catch up time: 8.30-9.00 and 3.00-3.30pm – Year 2 8.30-9.00 – Year 1 and EYFS</p> <p>Before school catch up groups will be open for Athletics Wed-Fri 8.15-8.45 for all KS1 children. Year Group Bubbles will not be mixed; they will be staffed separately.</p>	All Staff	Mixing of staff across groups will occur which may lead to a wider lockdown.

## Section 6 – Local Lockdown or Outbreaks

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Local Lockdown may occur	All Staff and Children	The school will continue to provide for Critical Workers Children and Vulnerable Pupils. The school will share any updates/information or requirements with immediate affect via social media, ParentMail and Class Dojo.	All Staff	The school may not be able to full operate if insufficient staffing occurs.
Home Learning – Curriculum Structure	All Staff and Children	All home learning will be delivered through Class Dojo. Exercise books may be ordered if the turn around the resources can be facilitated in the timeframe before lockdown occurs.  Home learning will be structured as follows: Daily teaching videos Exercise books either plain or printed subject specific (teachers to determine what is relevant) Mathletics Weekly Video Catch Up meetings/support with Class Teacher Curriculum Maps – outlined for the year group	All Staff and Parents	
Home Learning – Reading	All children and staff	In the event lockdown occurs beyond a 2 week period, the school will structure the week with designated pick-up/drop off times for parents to change their child's reading books. All reading books will be signed out and logged in a central system. Any lost books will be down to the parents to replace at their cost.	Parents	New Reading scheme may be affected.

## Section 7 – Key Information

Area of Change	Person(s) Affected	Expectations/How this will work										
Structure of the School Day	All children and staff	All weekly timetables will be posted on Class Dojo ready for the start of the academic year.										
Cooking Curriculum	All children	Recipes will be adjusted to ensure the children are making and eating their own food.										
Siblings	All Parents and Children	Any siblings who do not attend the school, should not be onsite, however where this is unavoidable parents <b>MUST</b> ensure the children do not touch any of the items on the school premises and must remain with their parent/carer at all times.										
After School Clubs and Wrap round care		<p>All club providers will provide the school and parents with their own risk assessment on how they are adhering to the government requirements. No external providers will be permitted access to the school building, except for Tollo Academy as they work in the school 3 days per week.</p> <p>Club sign up will be for Term 1 and 2. The other external providers will be allowed back to school as soon as the school feel it is safe to do so.</p> <p><b>Parents will not be allowed to remain on the school site to watch clubs or wait for the children. Collection will be strictly by the school field gate.</b></p> <p>Clubs that will be offered are:</p> <table border="1"> <thead> <tr> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td>Tollo Academy Year 1</td> <td>Tollo Academy EYFS</td> <td style="background-color: #cccccc;"></td> <td>Tollo Academy Year 2</td> <td>All Stars Year 1 and Year 2 (groups will be kept separate)</td> </tr> </tbody> </table>	Monday	Tuesday	Wednesday	Thursday	Friday	Tollo Academy Year 1	Tollo Academy EYFS		Tollo Academy Year 2	All Stars Year 1 and Year 2 (groups will be kept separate)
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Uniform	All children	Children are expected to wear the full uniform. No exceptions will be allowed.										
PPA and PE Days	All Staff	<table border="1"> <thead> <tr> <th>EYFS</th> <th>Year 1</th> <th>Year 2</th> </tr> </thead> <tbody> <tr> <td>PE – Friday <b>ONLY</b> Children to come to school wearing their PE Kit</td> <td>PE: Children to come to school wearing their PE Kit Cherry – Monday Oak – Monday Willow – Tuesday PPA - Thursday</td> <td>PE: Children to come to school wearing their PE Kit Ash – Monday Maple – Monday Sycamore – Thursday PPA - Tuesday</td> </tr> </tbody> </table>	EYFS	Year 1	Year 2	PE – Friday <b>ONLY</b> Children to come to school wearing their PE Kit	PE: Children to come to school wearing their PE Kit Cherry – Monday Oak – Monday Willow – Tuesday PPA - Thursday	PE: Children to come to school wearing their PE Kit Ash – Monday Maple – Monday Sycamore – Thursday PPA - Tuesday				
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Area of Change	Person(s) Affected	Expectations/How this will work	
Items allowed in School	All Children	Allowed	Not Allowed
		School book bags only An old oversized t-shirt/shirt to use as an apron or own art apron Welly boots (Year 1 and Year 2 only) Water Bottles Spare bag of clothes to remain at school <b>Year 2 ONLY</b> – bring in their own pencil case following the Stationary List	No Rucksacks, other fashionable bags. <b>We do not have space to store these.</b>  <b>PE Kits to remain at home, all children will come to school dressed in their kits on their allocated days.</b>